

City of Emily

AGENDA

Tuesday, June 10, 2025

6:00 p.m. CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

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

PUBLIC HEARING – Proposed 2025-02 Fee Schedule Ordinance

APPROVE AGENDA *(Council action – motion)*

CONSENT AGENDA: One motion to approve:

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

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

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

FIRE AND RESCUE DEPARTMENT

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

- Resolution 25-19 Accepting Donation to the City of \$2,000 from the Emily Firemen's Relief Association to the Firemen's Equipment Fund for Fire Hall renovations. *(Council action – motion)*
- **Emily Fire and Rescue Department Personnel Policies review of Executive Review Board requirements.** *(Council action – motion)*
- Recommendation of Chief Mileski to appoint Kaiser Jarvis to a volunteer Executive Review Board member position effective June 11, 2025 through December 31, 2026. *(Council action – motion)*
- Recommendation of Chief Mileski to appoint Connie Pollock to a volunteer Executive Review Board member position effective June 11, 2025 through December 31, 2025. *(Council action – motion)*
- Chief Mileski attendance of Minnesota State Fire Department Association Annual Conference and Fire School in Breezy Point September 18 through 20 for \$250 (MBFTE reimbursable) with reimbursement of mileage and meals. *(Council action – motion)*
- DNR request to utilize the Emily Fire Hall site as a chronic wasting disease station September 13, 2025 through January 1, 2026. *(Council action – motion)*
- **Kirvida Fire pump testing, changing transmission and engine oil, and greasing the 2024 Kenworth Custom Fire Pumper Engine #2 for \$1,370.62, 2016 Freightliner Custom Fire Pumper Engine #1 for \$1,439.86, and 2008 Sterling/Forstner Tanker #1 for \$1,341.71 for a total of \$4,152.19.** *(Council action – motion)*

LAW ENFORCEMENT

WASTEWATER

- Nelson Sanitation and Rental sanitary sewer jetting and televising 2024-2026 pricing of \$300 for mobilization and \$10,275 for cleaning and televising 7,500' of sewer main at \$1.37 per linear foot for a total of \$10,575 plus additional liftstation cleaning of \$290 per hour. *(Council action – motion)*
- **Agricultural Hauled Wastewater Discharge Permit 2025-02 for AI's Sewer for agricultural fish hatchery pond waste, pending Wastewater Operator approval, receipt of insurance requirements, and lab analysis of the waste.** *(Council action – motion)*

PLANNING & ZONING

ATTORNEY

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

ROADS

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

MAINTENANCE

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

CITY HALL

CEMETERY

PARKS

LIBRARY

PERSONNEL

EMILY WATERS

ECONOMIC DEV. (EDA)

CODIFICATION

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

125th ANNIVERSARY

- Update on 125th Anniversary celebration preparation and budget. *(Information)*
 - **AI's Sewer Service quote for 4 portable toilets at \$125 each for the Emily Day weekend with one for City Hall and three for the ballfield.** *(Council action – motion)*
- GoNorthMn proposal for downtown intersection improvements in the Public Parking Lot, including pergola, planters, City map, historic photos, solar lights, and fencing for an estimated \$9,600. *(Council action – motion)*

- City submission of IRRRB Culture and Tourism Grant application (requiring matching funds) for \$4,800. *(Council action – motion)*

FINISHED BUSINESS:

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

NEW BUSINESS:

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

CORRESPONDENCE:

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

Scheduled Upcoming Meetings:

ADJOURN



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

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

NOTICE IS HEREBY GIVEN that the Council of the City of Emily, Minnesota, will meet at 6 p.m. on Tuesday, June 10, 2025 in the Emily City Hall located at 39811 State Highway 6, Emily to consider, and possibly adopt, an amended Fee Schedule Ordinance. The amended Fee Schedule Ordinance will also adopt by reference all relevant statutes and administrative rules of the State of Minnesota.

The proposed Ordinance 2025-02 Fee Schedule Ordinance amendment includes addition of the following section:

Section 154 Cannabis Businesses

Addition of Cannabis Retail Business registration fee, Cannabis Retail Business registration renewal fee, Cannabis Business License requiring a Conditional Use Permit fee, Cannabis Business License not requiring a Conditional Use Permit fee, Non-Retail Cannabis Licenses fee, Temporary Cannabis Event registration fee, use of City property for Temporary Cannabis Event fee, Civil Penalty for unregistered Cannabis Retail Business violations fee, and Civil Penalty for registration violations fee.

The prior 2025-01 Fee Schedule Ordinance shall be deemed repealed from and after the effective date of the ordinance adopting 2025-02 Fee Schedule Ordinance.

The public is invited to attend the June 10, 2025 Public Hearing for an opportunity to comment on the proposed amended Fee Schedule Ordinance. Emailed or written comments may also be submitted to clerk@emily.net or City of Emily, PO Box 68, Emily, MN 56447.

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

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

Dated this 23rd day of May, 2025.

Cari Johnson, MCMC
City Clerk/Treasurer

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

May 13, 2025

The Emily City Council met for a regular meeting on Tuesday, May 13, 2025 in the Council Chambers and was called to order by Mayor Tracy Jones at 6:00 p.m. Councilmembers Daniel Brennan, Gerhart Hanson, Andrew Hemphill, and Gregory Koch were present. Tom Pearson, City Attorney, and Cari Johnson, City Clerk/Treasurer, were present.

The Pledge of Allegiance was recited.

Mayor Jones requested a moment of silence in memory of Donna Jones.

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

Mayor Jones requested a motion of approval of the Consent Agenda including the Treasurer's Report from April 2025: Checking Beginning Balance \$1,177,396.51 and Ending Balance \$1,116,891.81; Receipts to General fund \$4,750.61, Sewer fund \$17,519.36, Total \$22,269.97; and Claims for Approval: \$73,583.20 including Pine River State Bank checks #62265 to #62355 and automatic withdrawals #330876 to #330880; Investments \$420,444.93; Total Checking/Investments \$1,537,336.74. **COUNCILMEMBER KOCH MADE THE MOTION TO APPROVE THE CONSENT AGENDA. COUNCILMEMBER HEMPHILL SECONDED THE MOTION. ROLL CALL VOTE – JONES, BRENNAN, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.**

PUBLIC FORUM: Gary Hanson requested everyone remember veterans, people serving in the military, and Gold Star families on Memorial Day. Hanson also extended his condolences to Mayor Jones.

SPEAKERS: Kirk Soldner and Perry May, Over the Hills Gang (OTHG), gave an update on the ATV trail reroute and remediation project. Soldner reported the project to reroute and remediate a 2-mile section of Grant-In-Aid (GIA) ATV trail in State Highway 6 right-of-way from Mill Road to Papoose Road to protect Little Emily Lake is nearing completion. The OTHG worked closely with the Minnesota Department of Transportation (MnDOT), Minnesota Department of Natural Resources (DNR), and other entities on the successful project. Soldner reported MnDOT is requesting written confirmation of Council support of permanent closure of that section of the trail. May reported the project reached a high level of visibility in the DNR and state legislature and received broad support. **COUNCILMEMBER HANSON MADE THE MOTION TO SUPPORT PERMANENT CLOSURE OF THE 2-MILE SECTION OF GRANT-IN-AID ATV TRAIL IN STATE HIGHWAY 6 RIGHT-OF-WAY FROM MILL ROAD TO CLEARWATER DRIVE. COUNCILMEMBER BRENNAN SECONDED THE MOTION. ROLL CALL VOTE – JONES, BRENNAN, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.**

FIRE AND RESCUE DEPARTMENT: Fire and Rescue Chief Blair Mileski reported 15 calls, 13 EMS calls and 2 fire calls, for the department in April. The fire training/drill included pumping, drafting, driving, filling, and/or dumping for all equipment. Department physicals were completed. Cuyuna Regional Medical Center (CRMC) provided training to emergency medical services (EMS) personnel. Department officers will be attending F.I.R.E. Inc. officer and incident command training. Chief Mileski praised EMS personnel for their response to calls at all hours in April. Chief Mileski also thanked all Fire and Rescue personnel responding to calls on May 9th, thanked Crooked Lake Fire Department, Fifty Lakes Fire and Rescue Department, and Crosslake Fire Department for providing mutual aid, and thanked the DNR, CRMC, and Crow Wing County Sheriff's Department for their response. Chief Mileski met with the Ross Lake Township Board regarding the possibility of the Emily Fire and Rescue Department covering an additional section of the township and calculation of public safety contract rates.

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

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

MAYOR JONES MADE THE MOTION TO ACCEPT THE RESIGNATION OF CHAD GENZ EFFECTIVE APRIL 15, 2025 PER THE RECOMMENDATION OF CHIEF MILESKE WITH NO REQUIRED REPAYMENT OF FIRE TRAINING. COUNCILMEMBER HEMPHILL SECONDED THE MOTION. ROLL CALL VOTE – JONES, BRENNAN, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.

COUNCILMEMBER HANSON MADE THE MOTION TO ACCEPT THE RESIGNATION OF PAT REDDING EFFECTIVE APRIL 17, 2025 PER THE RECOMMENDATION OF CHIEF MILESKE WITH NO REQUIRED REPAYMENT OF FIRE TRAINING. COUNCILMEMBER BRENNAN SECONDED THE MOTION. ROLL CALL VOTE – JONES, BRENNAN, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.

COUNCILMEMBER BRENNAN MADE THE MOTION TO ACCEPT THE RESIGNATION OF KAITLIN JORGENSEN EFFECTIVE APRIL 15, 2025 PER THE RECOMMENDATION OF CHIEF MILESKE WITH NO REQUIRED REPAYMENT OF FIRST RESPONDER TRAINING. COUNCILMEMBER HEMPHILL SECONDED THE MOTION. ROLL CALL VOTE – JONES, BRENNAN, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.

MAYOR JONES MADE THE MOTION TO HIRE ANGENIA ANDERSON TO THE POSITIONS OF FIREFIGHTER AND FIRST RESPONDER PER THE RECOMMENDATION OF CHIEF MILESKE PENDING PREEMPLOYMENT SCREENINGS AND BACKGROUND CHECK. COUNCILMEMBER HEMPHILL SECONDED THE MOTION. ROLL CALL VOTE – JONES, BRENNAN, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.

MAYOR JONES MADE THE MOTION TO APPOINT PAUL HUYNH TO THE VOLUNTEER EXECUTIVE REVIEW BOARD MEMBER-AT-LARGE POSITION PER THE RECOMMENDATION OF CHIEF MILESKE EFFECTIVE MAY 14, 2025 THROUGH DECEMBER 31, 2026. COUNCILMEMBER HEMPHILL SECONDED THE MOTION. ROLL CALL VOTE – JONES, BRENNAN, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.

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

MAYOR JONES MADE THE MOTION TO HIRE DILLON ELLIOTT TO THE POSITIONS OF FIREFIGHTER AND FIRST RESPONDER PER THE RECOMMENDATION OF CHIEF MILESKE PENDING PREEMPLOYMENT SCREENINGS AND BACKGROUND CHECK. COUNCILMEMBER HEMPHILL SECONDED THE MOTION. ROLL CALL VOTE – JONES, BRENNAN, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.

COUNCILMEMBER HEMPHILL MADE THE MOTION TO HIRE CODY CHAPMAN TO THE POSITIONS OF FIREFIGHTER AND FIRST RESPONDER PER THE RECOMMENDATION OF CHIEF MILESKE PENDING PREEMPLOYMENT SCREENINGS AND BACKGROUND CHECK. COUNCILMEMBER HANSON SECONDED THE MOTION. ROLL CALL VOTE – JONES, BRENNAN, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.

Chief Mileski thanked Clerk's Office personnel for their assistance with the Fire and Rescue Department.

LAW ENFORCEMENT: No report.

WASTEWATER: COUNCILMEMBER KOCH MADE THE MOTION TO PURCHASE A SECOND 15 HP MAIN LIFTSTATION PUMP WITH KSB ADAPTOR FROM W.W. GOETSCH FOR A TOTAL OF \$15,935. MAYOR JONES SECONDED THE MOTION. ROLL CALL VOTE – JONES, BRENNAN, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.

PLANNING & ZONING: Patrick Rheaume, Planning Commission Chair, gave the report. The Planning Commission recommended addition of cannabis registration fees to the Fee Schedule Ordinance as follows:

- 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 are required by the State for non-retail uses \$250/year

A Public Hearing will be held on Tuesday, June 10, 2025 at 6 p.m. to consider the proposed additions to the Fee Schedule Ordinance.

MAYOR JONES MADE THE MOTION TO APPOINT BRENT NOLBY AS ALTERNATE PLANNING COMMISSION MEMBER TO FILL THE REMAINDER OF THE OPEN TERM EFFECTIVE MAY 14, 2025 THROUGH DECEMBER 31, 2026 PER THE RECOMMENDATION OF THE PLANNING COMMISSION. COUNCILMEMBER KOCH SECONDED THE MOTION. ROLL CALL VOTE – JONES, BRENNAN, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.

City Attorney costs to develop the Northern Lights conditional use permit exceeded the \$500 permit fee. Per the Fee Schedule Ordinance all costs incurred over the permit fee are to be billed to the applicant. **COUNCILMEMBER KOCH MADE THE MOTION TO INVOICE THE NORTHERN LIGHTS OVER ROOSEVELT LAKE HOMEOWNER'S ASSOCIATION \$1,308.50 FOR COSTS INCURRED OVER THE PAID \$500 PERMIT FEE. COUNCILMEMBER HANSON SECONDED THE MOTION. ROLL CALL VOTE – JONES, BRENNAN, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.**

PARKS: Patrick Rheaume, Park Commission Chair, gave the report. The Park Commission discussed construction of a sand volleyball court and picnic pavilion near the outdoor pickleball courts. The Park Commission decided not to pursue construction of the volleyball court due to use concerns and maintenance concerns, including pine needles and feral cats. Quotes for the picnic pavilion have been requested and the cost is over the \$15,500 included in this year's budget. The pavilion will not be completed this year. The Park Commission continues to research options.

There was a discussion regarding possible consideration to develop a City lake access near the Emily City Park.

The Park Commission requested quotes for a new Emily City Park sign and recommended purchasing an aluminum sign from Quality Fabricating. **MAYOR JONES MADE THE MOTION TO PURCHASE AN EMILY CITY PARK SIGN FROM QUALITY FABRICATING FOR A TOTAL OF \$5,120 USING \$700 FROM BUDGETED PARK FUNDS AND THE REMAINDER FROM EMILY 125TH ANNIVERSARY FUNDS. COUNCILMEMBER KOCH SECONDED THE MOTION. ROLL CALL VOTE – JONES, BRENNAN, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.** The Council also discussed future purchase of a welcome sign for the City.

MAYOR JONES MADE THE MOTION TO APPROVE HIRING REED OLANDER TO REPLACE THE SIDING OF ALL THE DUGOUTS FOR \$1,000 WITH CITY PURCHASE OF T111 SIDING AND SUPPLIES AND PAINTING BY MAINTENANCE DEPARTMENT PERSONNEL. COUNCILMEMBER HEMPHILL SECONDED THE MOTION. ROLL CALL VOTE – JONES, BRENNAN, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.

ROADS: Construction on County Road 1 west has been completed. Overlay of Par West Drive and Yellow Birch Lane is planned to begin at the end of the week weather permitting.

Alex Voit, S.E.H., City Engineers, sent a report that S.E.H. will move forward with the east alignment for the preliminary Roosevelt Drive Bridge replacement plan. S.E.H. will work to complete preliminary bridge plans this summer. Once completed the plans could be sent to the MnDOT Bridge Office for approval to proceed to final design. The design should then be to a point where negotiations could begin with adjacent property owners. Voit reported then S.E.H. would be ready to move to final design and the project could be added to the queue for funding. Voit reported now that an alignment has been chosen, a good next step is to complete soil borings near both ends of the proposed bridge. The soil borings would be included in the preliminary submittal to the Bridge Office and are required for final design. S.E.H. will reach out to geotechnical firms to request quotes for consideration at the June council meeting. Voit reported 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. Voit reported it is best to continue moving towards final bridge plans to add the project to the queue for when funding is available. Voit reported leaving the current bridge in place as a walking bridge had been requested by a resident, but was determined not to be a viable option given the bridge's condition and its effect on the flow of the creek.

Brian Foster, Maintenance Supervisor, reported the Emily Dam wing walls have been repaired.

Crow Wing County Land Services reported working with the County Attorney on selling the tax forfeited portion of Anna Drive to the City at a low cost.

MAINTENANCE: Brian Foster reported washing and putting away snow equipment, cemetery clean up, hauling Class 5, grading roads, fixing up snowplow damage, work in the park, and general maintenance.

PERSONNEL: MAYOR JONES MADE THE MOTION TO APPROVE THE SUPPLEMENTAL JOB OFFER LETTER FOR PART-TIME SEASONAL MAINTENANCE WORKER CHRIS SANDERS. COUNCILMEMBER HEMPHILL SECONDED THE MOTION. ROLL CALL VOTE – JONES, BRENNAN, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.

MAYOR JONES MADE THE MOTION TO HIRE KYLIND GRESSMAN TO THE PART-TIME SEASONAL MAINTENANCE WORKER POSITION FOR UP TO 32 HOURS PER WEEK 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, PER THE RECOMMENDATION OF THE PERSONNEL COMMITTEE. COUNCILMEMBER KOCH SECONDED THE MOTION. ROLL CALL VOTE – JONES, BRENNAN, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.

CITY HALL: No report.

CEMETERY: The City has provided a free bronze grave marker to each veteran buried in the cemetery for many years either provided by the Veteran's Administration (VA) or by purchasing them. The VA no longer provides the markers for veteran's graves to cities for free, however a family member of a veteran may order a marker directly from the VA for free. **COUNCILMEMBER KOCH MADE THE MOTION TO PURCHASE 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. MAYOR JONES SECONDED THE MOTION.** Discussion included when a veteran is buried the City will give the family the necessary VA form and will request the family order a marker from the VA. The City's markers will be used until the veteran's marker is delivered or if the family is unable to complete the order. **ROLL CALL VOTE – JONES, BRENNAN, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.**

LIBRARY: A City of Emily Public Library book sale will be held during Emily Day at Emily City Hall.

ATTORNEY: The Council discussed clean up of the long term nuisance property located at 39945 West Trout Avenue. James Sperry, property owner, attended the meeting as requested. City Attorney Tom Pearson reported the City had given Sperry a deadline of April 15th to complete clean up of the property. The property was inspected by the City's inspector on April 21st. Pearson reviewed the inspector's pictures of the property and stated some clean up efforts have been made. Sperry reported the roll-off dumpster has been removed, one of the trailers is owned by someone else and needs to be removed, the unlicensed junk car needs to be removed, the camper has been removed, the dump trailer has items Sperry plans to store elsewhere, and clean up efforts continue. Pearson reported if the City were to start the court process to clean up the property it would be expensive and the fees would be assessed to Sperry's property. The Council made the decision to set a hard deadline of Monday, June 9th for clean up of the property. Pearson will send a letter to Sperry with the April 21st pictures, state the City's inspector will be requested to inspect the property on June 9th, and updated property pictures will be reviewed at the June 10th Council Meeting. The property must be cleaned up at that time or the Council will consider starting the court process. The Council thanked Sperry for attending the meeting.

EMILY WATERS: MAYOR JONES MADE THE MOTION TO APPROVE THE EMILY LAKES AND RIVERS PROTECTION FUND APPROPRIATIONS APPLICATIONS AS FOLLOWS FOR \$6,952 EACH PER THE RECOMMENDATION OF THE EMILY WATERS COMMITTEE:

- **ROOSEVELT AND LAWRENCE AREA LAKE ASSOCIATION FOR ONGOING INSPECTION AT LANDINGS AND SURVEYING AND TREATING FOR INVASIVE PLANT AND ANIMAL SPECIES ON**

- **ROOSEVELT LAKE.**
- **RUTH LAKE IMPROVEMENT DISTRICT FOR EURASIAN WATERMILFOIL REMEDIATION ON RUTH LAKE.**
- **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.**

COUNCILMEMBER KOCH SECONDED THE MOTION. ROLL CALL VOTE – JONES, HANSON, HEMPHILL, AND KOCH VOTED AYE. BRENNAN ABSTAINED. THE MOTION PASSED.

The Council discussed the possibility of implementing a local City sales tax to provide funds for lakes and rivers protection.

ECONOMIC DEVELOPMENT: No report.

CODIFICATION: No report.

125TH ANNIVERSARY: The Council approved the updated design for the streetlight banners and reviewed banner quotes. **COUNCILMEMBER BRENNAN MADE THE MOTION TO APPROVE THE QUOTE FROM HOLIDAY OUTDOOR DÉCOR TO PURCHASE TEN 30"X60" DOUBLE-SIDED 22 OZ. VINYL BANNERS WITH A CORRUGATED PLASTIC OR VINYL FLAP UNDER EACH BANNER PRINTED WITH "CELEBRATING 125 YEARS" FOR A TOTAL OF \$1,666.10. COUNCILMEMBER KOCH SECONDED THE MOTION. ROLL CALL VOTE – JONES, BRENNAN, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.**

Bethany Ahiers presented a proposal for a free family friendly outdoor movie event at the Emily Baseball Field Park on Friday, July 18 with activities starting at 6 p.m. and The Sandlot movie playing at dusk as part of the Emily 125th Anniversary celebration. Ahiers requested up to \$5,120 for the event, including purchase of a projector and screen which could be used for future events. **COUNCILMEMBER BRENNAN MADE THE MOTION TO APPROVE USING EMILY 125TH ANNIVERSARY FUNDS OF UP TO \$5,120 FOR THE OUTDOOR MOVIE EVENT AND ACTIVITIES AT THE BALLFIELD. MAYOR JONES SECONDED THE MOTION. ROLL CALL VOTE – JONES, BRENNAN, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.**

Councilmember Koch presented a proposal for a one-day pickleball tournament at the Emily City Hall outdoor courts on Saturday, July 19th as part of the Emily 125th Anniversary celebration. Koch reported up to 32 players could participate in the round robin mixed doubles tournament event. Koch reported the proposed budget for the event would be up to \$700, including rental of a canopy for shelter, tournament supplies, refreshments, and prizes and awards. The tournament would begin with Player Pool A from 8:30am to 11:30am, Player Pool B from noon to 3pm, and the final at 3:30pm. Koch reported the players would play five games each plus the final for the top players. The fee to register for the tournament will be \$5. **MAYOR JONES MADE THE MOTION TO APPROVE USING EMILY 125TH ANNIVERSARY FUNDS OF UP TO \$700 FOR A PICKLEBALL TOURNAMENT ON EMILY DAY. COUNCILMEMBER HEMPHILL SECONDED THE MOTION. ROLL CALL VOTE – JONES, BRENNAN, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.** Additional portable toilets and trash receptacles will be needed.

MAYOR JONES MADE THE MOTION TO APPROVE ADVERTISING IN THE VACATIONLAND 2025 WITH A HALF PAGE FULL COLOR AD FOR \$772.50. COUNCILMEMBER KOCH SECONDED THE MOTION. Discussion included the event details have not been finalized to date. **ROLL CALL VOTE – JONES, BRENNAN, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.**

There was a discussion regarding insurance requirements for the pickleball tournament and outdoor movie night.

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

UNFINISHED BUSINESS: Rick Sandri, North Star Manganese (NSM), provided a report. Sandri reported NSM continued its work on engineering and process optimization to advance towards a Scoping Study/Preliminary Economic Assessment, work will continue into mid-2025, and the results will be reported in Electric Metals' press

releases. NSM continued its discussions with the DNR on its mineral lease applications on certain State mineral lands in the Emily area. Sandri reported this activity will be ongoing in 2025.

Emily Emergency Food Shelf personnel did not attend the meeting, but are reported to be planning to request an annual donation increase and/or maintenance of the City's building. The food distributors do not allow the Food Shelf to ask people where they are from or their income. The Food Shelf opened a resource center within the building and is spending funds on the resource center's support. The City leases the building to the Food Shelf for \$1 per year with the Food Shelf providing maintenance. The request will be considered during the annual budget development this year. The City currently donates \$250 annually.

COUNCILMEMBER KOCH MADE THE MOTION TO ADOPT RESOLUTION 25-17, AMENDED, ACCEPTING DONATION TO THE CITY OF SOURCEWELL PUBLIC SURPLUS PROPERTY TO EXCLUDE ONE FILE CABINET THE CITY DID NOT RECEIVE. COUNCILMEMBER HEMPHILL SECONDED THE MOTION. ROLL CALL VOTE – JONES, BRENNAN, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.

NEW BUSINESS: COUNCILMEMBER KOCH MADE THE MOTION TO APPROVE HOLDING A 2025 CLEAN UP DAY ON SATURDAY, SEPTEMBER 20TH AND TO REQUEST PARTNERSHIP WITH THE CITY OF FIFTY LAKES. COUNCILMEMBER BRENNAN SECONDED THE MOTION. ROLL CALL VOTE – JONES, BRENNAN, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.

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

SCHEDULED UPCOMING MEETINGS: Public Hearing on Tuesday, June 10, 2025 at 6 p.m. to consider proposed additions to the Fee Schedule Ordinance.

COUNCILMEMBER KOCH MADE THE MOTION TO ADJOURN THE MEETING AT 7:49 P.M. COUNCILMEMBER BRENNAN SECONDED THE MOTION. ROLL CALL VOTE – JONES, BRENNAN, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.

Respectfully submitted,

Attest:

Cari Johnson, MCMC, City Clerk/Treasurer

Tracy Jones, Mayor

As on 5/31/2025

| 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 | 99,849.21 | 365.21 | 0.00 | 361,796.30 | 4,070.46 | 0.00 | 501,814.01 | 127,389.50 | 629,203.51 |
| Road and Bridge | 132,835.14 | 85.39 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 132,920.53 | 0.00 | 132,920.53 |
| Small Cities Revolving Loan Fund | 23,933.46 | 9,703.59 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 33,637.05 | 0.00 | 33,637.05 |
| Small Cities Housing Rehabilitation Fund | 4.41 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 4.41 | 0.00 | 4.41 |
| American Rescue Plan Fund | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Library | 2,030.21 | 101.54 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 2,131.75 | 0.00 | 2,131.75 |
| Firemens equip fund 225 | 88,613.01 | 4,951.52 | 59.39 | 0.00 | 29,003.39 | 606.01 | 0.00 | 64,014.52 | 20,714.65 | 84,729.17 |
| 1st Resp. equip fund 226 | 62,679.74 | 7,329.13 | 127.03 | 0.00 | 127.03 | 1,296.23 | 0.00 | 68,712.64 | 44,309.36 | 113,022.00 |
| 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 | 7.78 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 12,154.10 | 0.00 | 12,154.10 |
| 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 | 1,851.20 | 0.00 | 0.00 | 42,912.50 | 0.00 | 0.00 | 5,407.87 | 0.00 | 5,407.87 |
| Debt Service PRI 2014 304 | 40,856.36 | 1,401.06 | 0.00 | 0.00 | 38,591.25 | 0.00 | 0.00 | 3,666.17 | 0.00 | 3,666.17 |
| 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) CITY HALL CD 406 | 3,434.27 | 1,946.67 | 190.54 | 0.00 | 190.54 | 1,944.38 | 0.00 | 3,436.56 | 66,464.08 | 69,900.64 |
| CEMETERY CD 407 | 5,468.83 | 4.33 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 5,473.16 | 0.00 | 5,473.16 |
| SMALL CITIES CD 408 | 1,328.35 | 1,134.99 | 111.15 | 0.00 | 111.15 | 1,134.23 | 0.00 | 1,329.11 | 38,770.73 | 40,099.84 |
| POLICE DEPART. 409 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| SEWER EQUIP. 410 | 3,318.21 | 812.27 | 79.39 | 0.00 | 79.39 | 810.16 | 0.00 | 3,320.32 | 27,693.37 | 31,013.69 |
| 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 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| CAP. PROJ. FIRE CD 414 | 10,091.76 | 6.39 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 10,098.15 | 0.00 | 10,098.15 |
| CAP PROJ. RD CD 415 | 5,023.17 | 3.23 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 5,026.40 | 0.00 | 5,026.40 |
| FUT. CITY DEV. CD 416 | 181,405.75 | 1,736.81 | 158.79 | 0.00 | 158.79 | 1,620.30 | 0.00 | 181,522.26 | 55,386.72 | 236,908.98 |
| | (758.43) | 852.29 | 83.52 | 0.00 | 83.52 | 852.29 | 0.00 | (758.43) | 29,133.43 | 28,375.00 |

| 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 | 106,750.61 | 41,521.62 | 31.75 | 0.00 | 96,333.53 | 324.05 | 0.00 | 51,646.40 | 11,077.35 | 62,723.75 |
| SEWER 617 | 0.00 | 0.00 | 0.00 | 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 | 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 | 173,463.82 | 1,206.77 | 0.00 | 569,437.39 | 12,658.11 | 0.00 | 1,085,671.78 | 420,939.19 | 1,506,610.97 |

For the Period : 5/1/2025 To 5/31/2025

| <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 | \$520,067.55 | \$27,183.16 | \$45,436.70 | \$501,814.01 | \$0.00 | \$4,333.85 | \$506,147.86 |
| Road and Bridge | \$132,903.33 | \$17.20 | \$0.00 | \$132,920.53 | \$0.00 | \$0.00 | \$132,920.53 |
| Small Cities Revolving Loan Fund | \$33,270.65 | \$366.40 | \$0.00 | \$33,637.05 | \$0.00 | \$0.00 | \$33,637.05 |
| 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 | \$2,131.47 | \$0.28 | \$0.00 | \$2,131.75 | \$0.00 | \$0.00 | \$2,131.75 |
| Firemens equip fund 225 | \$64,006.20 | \$151.42 | \$143.10 | \$64,014.52 | \$0.00 | \$0.00 | \$64,014.52 |
| 1st Resp. equip fund 226 | \$67,013.76 | \$2,004.97 | \$306.09 | \$68,712.64 | \$0.00 | \$0.00 | \$68,712.64 |
| Emily Area Recycling 227 | \$61.00 | \$0.00 | \$0.00 | \$61.00 | \$0.00 | \$0.00 | \$61.00 |
| Police Fund 228 | \$12,152.55 | \$1.55 | \$0.00 | \$12,154.10 | \$0.00 | \$0.00 | \$12,154.10 |
| 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 | \$5,407.16 | \$0.71 | \$0.00 | \$5,407.87 | \$0.00 | \$0.00 | \$5,407.87 |
| Debt Service PRI 2014 304 | \$3,665.75 | \$0.42 | \$0.00 | \$3,666.17 | \$0.00 | \$0.00 | \$3,666.17 |
| 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) | \$3,436.14 | \$459.54 | \$459.12 | \$3,436.56 | \$0.00 | \$0.00 | \$3,436.56 |
| CITY HALL CD 406 | \$5,472.45 | \$0.71 | \$0.00 | \$5,473.16 | \$0.00 | \$0.00 | \$5,473.16 |
| CEMETERY CD 407 | \$1,328.97 | \$267.96 | \$267.82 | \$1,329.11 | \$0.00 | \$0.00 | \$1,329.11 |
| SMALL CITIES CD 408 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| POLICE DEPART. 409 | \$3,319.90 | \$191.72 | \$191.30 | \$3,320.32 | \$0.00 | \$0.00 | \$3,320.32 |
| 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 | \$10,096.88 | \$1.27 | \$0.00 | \$10,098.15 | \$0.00 | \$0.00 | \$10,098.15 |
| CAP. PROJ. FIRE CD 414 | \$5,025.69 | \$0.71 | \$0.00 | \$5,026.40 | \$0.00 | \$0.00 | \$5,026.40 |
| CAP PROJ. RD CD 415 | \$181,498.86 | \$406.01 | \$382.61 | \$181,522.26 | \$0.00 | \$0.00 | \$181,522.26 |
| FUT. CITY DEV. CD 416 | (\$758.43) | \$201.25 | \$201.25 | (\$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 | \$54,255.99 | \$1,641.77 | \$4,251.36 | \$51,646.40 | \$0.00 | \$200.33 | \$51,846.73 |
| SEWER 617 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Small Cities Grant 801 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |

Total
Per Bank
Statement
 \$0.00
\$1,090,205.96
Balance
6-3-25
af

Plus
Outstanding
Checks
 \$0.00
 \$4,534.18

Less
Deposits
In Transit
 \$0.00
 \$0.00

Ending
Balance
 \$0.00
 \$1,085,671.78

Total
Disbursed
 \$0.00
 \$51,639.35

Total
Receipts
 \$0.00
 \$32,897.05

Beginning
Balance
 \$0.00
 \$1,104,414.08

Name of Fund

Donor pass thru 851

Total

| | | |
|-----------------------|--------------------------------|------|
| 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 6/3/2025

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 | \$100,214.42 | \$365,866.76 | \$501,814.01 |
| Road and Bridge | \$132,835.14 | \$85.39 | \$0.00 | \$132,920.53 |
| Small Cities Revolving Loan Fund | \$23,933.46 | \$9,703.59 | \$0.00 | \$33,637.05 |
| 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 | \$101.54 | \$0.00 | \$2,131.75 |
| Firemens equip fund 225 | \$88,613.01 | \$5,010.91 | \$29,609.40 | \$64,014.52 |
| 1st Resp. equip fund 226 | \$62,679.74 | \$7,456.16 | \$1,423.26 | \$68,712.64 |
| Emily Area Recycling 227 | \$0.00 | \$111.00 | \$50.00 | \$61.00 |
| Police Fund 228 | \$12,146.32 | \$7.78 | \$0.00 | \$12,154.10 |
| 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 | \$1,851.20 | \$42,912.50 | \$5,407.87 |
| Debt Service PRI 2014 304 | \$40,856.36 | \$1,401.06 | \$38,591.25 | \$3,666.17 |
| 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 |
| Public Acquisition and Development (Optional) | \$3,434.27 | \$2,137.21 | \$2,134.92 | \$3,436.56 |
| CITY HALL CD 406 | \$5,468.83 | \$4.33 | \$0.00 | \$5,473.16 |
| CEMETERY CD 407 | \$1,328.35 | \$1,246.14 | \$1,245.38 | \$1,329.11 |
| SMALL CITIES CD 408 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| POLICE DEPART. 409 | \$3,318.21 | \$891.66 | \$889.55 | \$3,320.32 |
| 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 | \$6.39 | \$0.00 | \$10,098.15 |
| CAP. PROJ. FIRE CD 414 | \$5,023.17 | \$3.23 | \$0.00 | \$5,026.40 |
| CAP PROJ. RD CD 415 | \$181,405.75 | \$1,895.60 | \$1,779.09 | \$181,522.26 |
| FUT. CITY DEV. CD 416 | (\$758.43) | \$935.81 | \$935.81 | (\$758.43) |
| SHOP BLDG CD 417 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Sewage Collection and Disposal | \$106,750.61 | \$41,553.37 | \$96,657.58 | \$51,646.40 |
| 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 | \$174,670.59 | \$582,095.50 | \$1,085,671.78 |

Date of Report : 6/3/2025

Outstanding Checks

| <u>Date of Check</u> | <u>Check Number</u> | <u>To Whom Paid</u> | <u>Check Amount</u> |
|----------------------|---------------------|----------------------------------|---------------------|
| 05/13/2025 | 62349 | Payroll Period Ending 05/13/2025 | \$300.14 |
| 05/13/2025 | 62347 | IIMC | \$330.00 |
| 05/21/2025 | 62371 | The Office Shop | \$257.40 |
| 05/28/2025 | 62375 | Tri-County Septic Inspection | \$235.00 |
| 05/28/2025 | 62376 | Colonial Life | \$56.92 |
| 05/28/2025 | 62377 | AFLAC | \$396.36 |
| 05/28/2025 | 62378 | American Legal Publishing Corp. | \$1,852.67 |
| 05/28/2025 | 62379 | AUTO VALUE | \$504.70 |
| 05/28/2025 | 62380 | Pioneer Research Corporation | \$600.99 |
| Total | | | \$4,534.18 |

| Bond Earned Interest | | | | | | | | | |
|----------------------|--|--|--|--|--|--|--|--|--|
| Deposited In | | | | | | | | | |
| MMDA12 | | | | | | | | | |
| Interest | | | | | | | | | |
| Balance | | | | | | | | | |
| Gain/Loss | | | | | | | | | |
| Ebalance | | | | | | | | | |
| Interest | | | | | | | | | |
| MMMF | | | | | | | | | |
| Reinvest | | | | | | | | | |
| Gain/Loss | | | | | | | | | |
| Interest | | | | | | | | | |
| Muni Bonds | | | | | | | | | |
| Reinvest | | | | | | | | | |
| Gain/Loss | | | | | | | | | |
| Interest | | | | | | | | | |
| Muni Bonds | | | | | | | | | |
| Reinvest | | | | | | | | | |
| Gain/Loss | | | | | | | | | |
| Interest | | | | | | | | | |
| Muni Bonds | | | | | | | | | |
| Reinvest | | | | | | | | | |
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Balance
6-3-25 at

For the period : 5/1/2025 To 5/31/2025

| Investment Type | Description | Beginning Balance | Date | Deposits | Withdrawals | Ending Balance |
|-----------------------|---|-------------------|------------|----------|-------------|----------------|
| Money Market/Bonds | MIMMF/Municipal Bonds:Varying Maturities, | 420,444.93 | 05/01/2025 | | | |
| | | | 05/31/2025 | 514.79 | | 420,959.72 |
| | | | 05/31/2025 | 83.71 | | 421,043.43 |
| | | | 05/31/2025 | 179.06 | | 421,222.49 |
| | | | 05/31/2025 | 268.58 | | 421,491.07 |
| | | | 05/31/2025 | 156.67 | | 421,647.74 |
| | | | 05/31/2025 | 111.91 | | 421,759.65 |
| | | | 05/31/2025 | 223.82 | | 421,983.47 |
| | | | 05/31/2025 | 117.73 | | 422,101.20 |
| | | | 05/31/2025 | 44.76 | | 422,145.96 |
| | | | 05/31/2025 | | 365.21 | 421,780.75 |
| | | | 05/31/2025 | | 59.39 | 421,721.36 |
| | | | 05/31/2025 | | 127.03 | 421,594.33 |
| | | | 05/31/2025 | | 190.54 | 421,403.79 |
| | | | 05/31/2025 | | 111.15 | 421,292.64 |
| | | | 05/31/2025 | | 79.39 | 421,213.25 |
| | | | 05/31/2025 | | 158.79 | 421,054.46 |
| | | | 05/31/2025 | | 83.52 | 420,970.94 |
| | | | 05/31/2025 | | 31.75 | 420,939.19 |
| Total | | | 1,701.03 | 1,206.77 | 420,939.19 | |
| Total All Investments | | | 1,701.03 | 1,206.77 | 420,939.19 | |

Fund Name: All Funds

Date Range: 05/01/2025 To 05/31/2025

| <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> |
|-------------|------------------------------------|------------------|--|-------------------|-------------|---------------------------------------|--------------|--------------|
| 05/01/2025 | John Cosgrove | 13869 | Inv. 25-15 Assessment Search | (05/05/2025) - | N | Assessment Searches | 100-34107- | \$ 25.00 |
| | | | | | | | | \$ 25.00 |
| 05/05/2025 | Lawyers Title Services | 13870 | Inv. 25-13 Assessment Search | (05/13/2025) - | N | Assessment Searches | 100-34107- | \$ 25.00 |
| | | | | | | | | \$ 25.00 |
| 05/05/2025 | Diane Resch | 13871 | Land Use Permit | (05/13/2025) - | N | Building Permits (Excludes surcharge) | 100-32210- | \$ 75.00 |
| | | | | | | | | \$ 75.00 |
| 05/05/2025 | Emily Wesleyan Church | 13872* | Outdoor Market Permit - ACH | (05/08/2025) - | N | Building Permits (Excludes surcharge) | 100-32210- | \$ 75.00 |
| | | | | | | | | \$ 75.00 |
| 05/05/2025 | John Plummer | 13873 | Land Use and SSTS Permits | (05/13/2025) - | N | Building Permits (Excludes surcharge) | 100-32210- | \$ 810.00 |
| | | | | | | | | \$ 810.00 |
| 05/05/2025 | Dan Johnson and Heather Mitlyng | 13874* | Small Cities Revolving Loan | (05/13/2025) - | N | State MIF Business Loans COVID-19 | 204-36203-15 | \$ 362.03 |
| | | | | | | | | \$ 362.03 |
| 05/08/2025 | James Johnson | 13878* | Monument Staking Fee - James Wright - Civil War Vet | (05/13/2025) - | N | Cemetery -Grave openings | 100-34941- | \$ 50.00 |
| | | | | | | | | \$ 50.00 |
| 05/08/2025 | Emily Firemen's Relief Association | 13879 | Temporary On Sale Liquor License - Softball Tournament | (05/13/2025) - | N | Alcoholic Beverages | 100-32110- | \$ 25.00 |
| | | | | | | | | \$ 25.00 |
| 05/08/2025 | Emily Firemen's Relief Association | 13880 | Temporary On Sale Liquor License - Emily Day | (05/13/2025) - | N | Alcoholic Beverages | 100-32110- | \$ 25.00 |
| | | | | | | | | \$ 25.00 |
| 05/09/2025 | Subsurface, Inc. | 13881 | Inv. 2025-16 Contractor Water | (05/13/2025) - | N | Contractor Water Use | 100-34305- | \$ 70.00 |

Fund Name: All Funds
Date Range: 05/01/2025 To 05/31/2025

| Date | Remitter | Receipt # | Description | Deposit ID | Void | Account Name | F-A-P | Total |
|------------|---------------------------|-----------|---|----------------|------|---------------------------------------|------------|--------------|
| 05/12/2025 | William Walker | 13882 | 4 Cemetery Plots | (05/13/2025) - | N | Cemetery -Sale of lots | 100-34942- | \$ 70.00 |
| 05/13/2025 | The Title Team | 13883 | Inv. 25-14 Assessment Search | (05/13/2025) - | N | Assessment Searches | 100-34107- | \$ 25.00 |
| 05/13/2025 | Sourcewell | 13884 | Consultant Reimbursement - SEH Engineering - Roosevelt Drive Bridge Replacement | (05/13/2025) - | N | Grants & Aids from Other LGUs | 100-33631- | \$ 20,000.00 |
| 05/13/2025 | Crow Wing County | 13885 | Court Fines | (05/12/2025) - | N | Court Fines | 100-35101- | \$ 77.77 |
| 05/13/2025 | KOOP FUNERAL HOME | 13886 | Cremation Burial - Alice Elaine Gordon | (05/13/2025) - | N | Cemetery -Grave openings | 100-34941- | \$ 150.00 |
| 05/13/2025 | Jim Joslin | 13887 | Land Use Permit | (05/13/2025) - | N | Building Permits (Excludes surcharge) | 100-32210- | \$ 250.00 |
| 05/13/2025 | Michele Slepian | 13888 | Land Use Permit | (05/13/2025) - | N | Building Permits (Excludes surcharge) | 100-32210- | \$ 60.00 |
| 05/13/2025 | Mark Benson | 13889 | Land Use Permit | (05/20/2025) - | N | Building Permits (Excludes surcharge) | 100-32210- | \$ 400.00 |
| 05/14/2025 | Cygnature Title Solutions | 13890 | Inv. 2025-17 Assessment Search | (05/20/2025) - | N | Assessment Searches | 100-34107- | \$ 25.00 |
| 05/16/2025 | Kading Enterprises LLC | 13891 | Land Use Permit | (05/20/2025) - | N | Building Permits (Excludes surcharge) | 100-32210- | \$ 60.00 |
| | | | | | | | | \$ 60.00 |

Fund Name: All Funds
Date Range: 01/2025 To 05/31/2025

| <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> |
|-------------|--|------------------|--|-------------------|---|--------------------------|--------------------|
| 05/19/2025 | Roosevelt and Lawrence Area Lakes A | 13892 | Donation Res. 25-18 - 1st Response Unit Equipment | (05/20/2025) - | N Contributions and Donations from Private Sources | 226-36230- | \$ 1,690.00 |
| | | | | | | | <u>\$ 1,690.00</u> |
| 05/19/2025 | Cuyuna Range Monument | 13893 | Staking Fees - Ronald Dick and Ed Atwater | (05/20/2025) - | N Cemetery -Grave openings | 100-34941- | \$ 100.00 |
| | | | | | | | <u>\$ 100.00</u> |
| 05/19/2025 | Susan Ball | 13894 | Inv. 25-20 Assessment Search | (05/20/2025) - | N Assessment Searches | 100-34107- | \$ 25.00 |
| | | | | | | | <u>\$ 25.00</u> |
| 05/20/2025 | UTILITY BILLING | 13895 | Sewer Charges | (05/20/2025) - | N Rate Class I Penalties and Forfeited Discounts | 602-37210- 602-37260- | \$ 386.27 |
| | | | | | | | \$ 38.59 |
| | | | | | | | <u>\$ 424.86</u> |
| 05/20/2025 | UTILITY BILLING | 13896* | Sewer Charges - ACH | (05/01/2025) - | N Rate Class I | 602-37210- | \$ 181.51 |
| | | | | | | | <u>\$ 181.51</u> |
| 05/20/2025 | UTILITY BILLING | 13897* | Sewer Charges - ACH | (05/05/2025) - | N Rate Class I | 602-37210- | \$ 181.50 |
| | | | | | | | <u>\$ 181.50</u> |
| 05/20/2025 | UTILITY BILLING | 13898* | Sewer Charges - ACH | (05/06/2025) - | N Rate Class I | 602-37210- | \$ 181.51 |
| | | | | | | | <u>\$ 181.51</u> |
| 05/20/2025 | David Larsen | 13899 | Land Use Permit | (05/21/2025) - | N Building Permits (Excludes surcharge) | 100-32210- | \$ 75.00 |
| | | | | | | | <u>\$ 75.00</u> |
| 05/20/2025 | UTILITY BILLING | 13900 | Sewer Charges | (05/21/2025) - | N Rate Class I Penalties and Forfeited Discounts | 602-37210- 602-37260- | \$ 357.73 |
| | | | | | | | \$ 55.16 |
| | | | | | | | <u>\$ 412.89</u> |
| 05/22/2025 | Gary Vierkant | 13901* | 24' of 10" Culvert | (05/22/2025) - | N Sale of Culverts | 100-34303- | \$ 300.00 |
| | | | | | | | <u>\$ 300.00</u> |
| 05/22/2025 | Chris Israelson | 13902 | SSTS Permit | (05/27/2025) - | N Building Permits (Excludes surcharge) | 100-32210- | \$ 260.00 |
| | | | | | | | <u>\$ 260.00</u> |

Fund Name: All Funds

Date Range: 05/01/2025 To 05/31/2025

| <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> |
|-------------|-----------------------|------------------|--|-------------------|---|--------------|------------------|
| 05/28/2025 | Monumental Sales | 13903 | Staking Fee - Cassandra Stange/Barrett | (05/28/2025) - | N Cemetery -Grave openings | 100-34941- | \$ 50.00 |
| | | | | | | | <u>\$ 50.00</u> |
| 05/28/2025 | Monumental Sales | 13904 | Staking Fee - Barry and Roberta Hite | (05/28/2025) - | N Cemetery -Grave openings | 100-34941- | \$ 50.00 |
| | | | | | | | <u>\$ 50.00</u> |
| 05/28/2025 | Pat Redding | 13905 | Land Use Permit #25-25 | (05/29/2025) - | N Building Permits (Excludes surcharge) | 100-32210- | \$ 150.00 |
| | | | | | | | <u>\$ 150.00</u> |
| 05/29/2025 | UTILITY BILLING | 13906 | Sewer Charges | (05/29/2025) - | N Rate Class I | 602-37210- | \$ 176.22 |
| | | | | | | | <u>\$ 176.22</u> |
| 05/31/2025 | PINE RIVER STATE BANK | 13910 | Int CR Checking | (05/31/2025) - | N Interest Earning | 100-36210- | \$ 65.39 |
| | | | | | N Interest Earning | 201-36210- | \$ 17.20 |
| | | | | | N Interest Earning | 204-36210- | \$ 4.37 |
| | | | | | N Interest Earning | 211-36210- | \$ 0.28 |
| | | | | | N Interest Earning | 225-36210- | \$ 8.32 |
| | | | | | N Interest Earning | 226-36210- | \$ 8.88 |
| | | | | | N Interest Earning | 228-36210- | \$ 1.55 |
| | | | | | N Interest Earning | 303-36210- | \$ 0.71 |
| | | | | | N Interest Earning | 304-36210- | \$ 0.42 |
| | | | | | N Interest Earning | 404-36210- | \$ 0.42 |
| | | | | | N Interest Earning | 406-36210- | \$ 0.71 |
| | | | | | N Interest Earning | 407-36210- | \$ 0.14 |
| | | | | | N Interest Earning | 409-36210- | \$ 0.42 |
| | | | | | N Interest Earning | 413-36210- | \$ 1.27 |
| | | | | | N Interest Earning | 414-36210- | \$ 0.71 |
| | | | | | N Interest Earning | 415-36210- | \$ 23.40 |
| | | | | | N Interest Earning | 602-36210- | \$ 6.77 |
| | | | | | | | <u>\$ 140.96</u> |
| 05/31/2025 | Pershing | 13911 | Int CR MMMF | (05/31/2025) - | N Interest Earning | 100-36210- | \$ 514.79 |
| | | | | | N Interest Earning | 225-36210- | \$ 83.71 |
| | | | | | N Interest Earning | 226-36210- | \$ 179.06 |
| | | | | | N Interest Earning | 404-36210- | \$ 268.58 |
| | | | | | N Interest Earning | 407-36210- | \$ 156.67 |
| | | | | | N Interest Earning | 409-36210- | \$ 111.91 |

Fund Name: Funds

Date Range: 01/2025 To 05/31/2025

| Date Range: 05/01/2025 to 05/31/2025 | | | | | | | | |
|--------------------------------------|--------------------|-----------|---------------------------------|---------------|------|--------------------|--------------------------------|-------------|
| Date | Remitter | Receipt # | Description | Deposit ID | Void | Account Name | F-A-P | Total |
| 05/31/2025 | Money Market/Bonds | IAW10883 | Deposit from Money Market/Bonds | (05/31/2025)- | N | Sale of Investment | 100-39990- | \$ 365.21 |
| 05/31/2025 | Money Market/Bonds | IAW10884 | Deposit from Money Market/Bonds | (05/31/2025)- | N | Sale of Investment | 225-39990- | \$ 59.39 |
| 05/31/2025 | Money Market/Bonds | IAW10885 | Deposit from Money Market/Bonds | (05/31/2025)- | N | Sale of Investment | 226-39990- | \$ 127.03 |
| 05/31/2025 | Money Market/Bonds | IAW10886 | Deposit from Money Market/Bonds | (05/31/2025)- | N | Sale of Investment | 404-39990- | \$ 190.54 |
| 05/31/2025 | Money Market/Bonds | IAW10887 | Deposit from Money Market/Bonds | (05/31/2025)- | N | Sale of Investment | 407-39990- | \$ 111.15 |
| 05/31/2025 | Money Market/Bonds | IAW10888 | Deposit from Money Market/Bonds | (05/31/2025)- | N | Sale of Investment | 409-39990- | \$ 79.39 |
| 05/31/2025 | Money Market/Bonds | IAW10889 | Deposit from Money Market/Bonds | (05/31/2025)- | N | Sale of Investment | 415-39990- | \$ 158.79 |
| 05/31/2025 | Money Market/Bonds | IAW10890 | Deposit from Money Market/Bonds | (05/31/2025)- | N | Sale of Investment | 416-39990- | \$ 83.52 |
| 05/31/2025 | Money Market/Bonds | IAW10891 | Deposit from Money Market/Bonds | (05/31/2025)- | N | Sale of Investment | 602-39990- | \$ 31.75 |
| | | | | | | | 415-36210- Interest Earning | \$ 223.82 |
| | | | | | | | 416-36210- Interest Earning | \$ 117.73 |
| | | | | | | | 602-36210- Interest Earning | \$ 44.76 |
| | | | | | | | | \$ 1,701.03 |

Fund Name: All Funds

Date Range: 05/01/2025 To 05/31/2025

| <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> |
|-------------|-----------------|------------------|--------------------|-------------------|--------------------------|--------------|--------------|
| | | | | | | | \$ 31.75 |
| | | | | | | | \$ 32,897.05 |

Total for Selected Receipts

Date Range : 6/5/2025 To 6/10/2025

| <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> |
|-------------|--|--|----------------|--------------|--|---|--|
| 06/10/2025 | GOPHER STATE ONE-CALL | Inv. 5050384 - Locates | 71869 | \$18.90 | 602-49490-385- | Sewer Utilities - Administration and General | \$18.90 |
| 06/10/2025 | FERRELLGAS | Statement 5009373096: Fire Hall and County Shop Propane | 71870 | \$1,269.47 | 100-43110-383- 100-42280-383- | Maintenance-Shop Fire Stations and Buildings | \$637.58 \$631.89 |
| 06/10/2025 | Tremolo Communications | City phone service - 6/1/2025 invoices | 71871 | \$1,084.49 | 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 \$39.26 \$111.11 \$2.00 \$46.77 \$90.00 \$39.26 |
| 06/10/2025 | Team Laboratory Chemical, LLC | Inv0046624: Road Patch | 71872 | \$540.00 | 100-43121-224- | Paved Streets | \$540.00 |
| 06/10/2025 | Sourcewell | Planning and Zoning Services for April - Inv. INV00004404 | 71873 | \$1,760.00 | 100-41910-311- | Planning and Zoning | \$1,760.00 |
| 06/10/2025 | PIKE PLUMBING & HEATING OF BRAINERD | Inv. 90536 - City Hall Boiler Repair/Maintenance | 71874 | \$644.64 | 100-41941-404- 100-41941-221- | City Hall City Hall | \$287.50 \$357.14 |
| 06/10/2025 | CULLIGAN | Inv.:150X02179000,150X 02208502 - HallSoftener EquipRental,ShopWaterR ental | 71875 | \$61.11 | 100-41941-416- 100-43110-416- | City Hall Maintenance-Shop | \$45.00 \$16.11 |

Date Range : 6/5/2025 To 6/10/2025

| <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> |
|---------------------------|--------------------------------|--|----------------|--------------|------------------|--|---------------|
| 06/10/2025 | MCFOA | Membership Fees 7/1/25 71876 - Johnson and Prokott - Invs. 02135 and 02431 | 71876 | \$100.00 | 100-41425-433- | Clerk | \$100.00 |
| 06/10/2025 | S.E.H. | Inv. 488300 - Preliminary Engineering for Roosevelt Drive Bridge | 71877 | \$1,499.82 | 100-43130-303- | Bridges, Viaducts and Grade Separations | \$1,499.82 |
| 06/10/2025 | F.I.R.E. | Inv. 7515 - Pumping Scenarios | 71878 | \$700.00 | 100-42240-308- | Fire Training | \$700.00 |
| 06/10/2025 | F.I.R.E. | Inv. 7490 - Leadership - Part 1 | 71879 | \$650.00 | 100-42240-308- | Fire Training | \$650.00 |
| 06/10/2025 | Clasen & Schiessel CPAs Ltd | 2024 Audit Services - Inv. 43541 | 71880 | \$14,850.00 | 100-41540-301- | Internal Auditing | \$14,850.00 |
| Total For Selected Claims | | | | \$23,178.43 | | | \$23,178.43 |

For the payroll period ending: 06/10/2025

| <u>Account #</u> | <u>Employee #</u> | <u>Employee Name</u> | <u>Amount</u> |
|------------------|-------------------|-------------------------------|-------------------|
| 100-43110-103 | 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 | | | \$0.00 |
| | | Unallocated (Due to rounding) | |
| | | 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 : 5/29/2025 To 6/4/2025

| <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> |
|-------------|-------------------------|---|----------------|--------------|------------------|---|---------------|
| 06/04/2025 | Elan Financial Services | May25;PostPZ/Clerk,ClerkOffc/Travel,ShopMat,La ndsc Cem/Park/Rds,SmtITIsCe m/Park/Rds/Sewer/ | 71863* | \$3,053.10 | 100-41910-322- | Planning and Zoning | \$1.77 |
| | | | | | 100-41425-322- | Clerk | \$292.00 |
| | | | | | 100-41425-201- | Clerk | \$52.59 |
| | | | | | 100-41425-331- | Clerk | \$652.80 |
| | | | | | 100-43110-215- | Maintenance-Shop | \$95.00 |
| | | | | | 100-49010-225- | Cemetery | \$72.79 |
| | | | | | 100-45202-225- | Park Areas | \$72.79 |
| | | | | | 100-43126-225- | Road and Bridge Equipment | \$72.78 |
| | | | | | 100-49010-240- | Cemetery | \$19.70 |
| | | | | | 100-45202-240- | Park Areas | \$19.70 |
| | | | | | 100-43126-240- | Road and Bridge Equipment | \$19.70 |
| | | | | | 602-49450-240- | Sewer Utilities - Sanitary Sewer Maintenance | \$19.70 |
| | | | | | 100-43110-240- | Maintenance-Shop | \$37.05 |
| | | | | | 100-43126-240- | Road and Bridge Equipment | \$37.05 |
| | | | | | 100-43110-215- | Maintenance-Shop | \$28.03 |
| | | | | | 100-43126-215- | Road and Bridge Equipment | \$28.03 |
| | | | | | 100-43110-240- | Maintenance-Shop | \$202.94 |
| | | | | | 100-43121-225- | Paved Streets | \$36.64 |
| | | | | | 100-42210-201- | Fire Administration | \$101.96 |
| | | | | | 100-42220-221- | Fire Fighting | \$293.29 |
| | | | | | 100-42220-240- | Fire Fighting | \$86.94 |
| | | | | | 100-42220-217- | Fire Fighting | \$66.21 |
| | | | | | 100-42270-218- | Medical Services | \$21.20 |
| | | | | | 100-45187-201- | Library | \$28.46 |
| | | | | | 100-42210-201- | Fire Administration | \$17.17 |
| | | | | | 100-42220-240- | Fire Fighting | \$74.98 |
| | | | | | 100-42270-240- | Medical Services | \$247.54 |
| | | | | | 100-42210-240- | Fire Administration | \$172.57 |
| | | | | | 100-42220-201- | Fire Fighting | \$76.86 |
| | | | | | 100-42270-201- | Medical Services | \$76.86 |
| | | | | | 100-42220-211- | Fire Fighting | \$14.00 |
| | | | | | 100-42270-211- | Medical Services | \$14.00 |

Date Range : 5/29/2025 To 6/4/2025

| <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> |
|-------------|--|--|----------------|--------------|--|---|---|
| 06/04/2025 | EMILY ACE HARDWARE | Acct10240,Inv.5/31:Libra ryOffc,ShopMat,Park/Fir eStn Repr/Maint,FireStn/Cem SmtIs,CemLandsc | 71864 | \$175.01 | 100-45187-201- 100-43110-215- 100-45202-221- 100-42280-221- 100-42280-240- 100-49010-240- 100-49010-225- | Library Maintenance-Shop Park Areas Fire Stations and Buildings Fire Stations and Buildings Cemetery Cemetery | \$7.99 \$106.60 \$1.64 \$9.29 \$6.26 \$23.24 \$19.99 |
| 06/04/2025 | Midwest Machinery Co. | Inv.10458603,10478327: Batteries for 2305 mower, 1445 mower | 71865 | \$297.92 | | | |
| | | | | | 100-45202-221- 100-49010-221- 100-41941-221- 100-45202-221- 100-49010-221- 100-41941-221- 602-49450-221- | Park Areas Cemetery City Hall Park Areas Cemetery City Hall Sewer Utilities - Sanitary Sewer Maintenance | \$46.20 \$46.20 \$46.19 \$39.83 \$39.83 \$39.83 \$39.84 |
| 06/04/2025 | Tri-County Septic Inspection | 3-6:SepDesRev - 21428 Evening Star Ln | 71866 | \$35.00 | 100-41910-310- | Planning and Zoning | |
| 06/04/2025 | I.U.O.E. LOCAL 49 FRINGE BENEFIT FU | Health Insurance July 2025 | 71867 | \$6,260.00 | 100-41425-101- 100-41425-131- 100-43110-101- 100-43110-131- | Clerk Clerk Maintenance-Shop Maintenance-Shop | \$357.52 \$2,772.48 \$357.52 \$2,772.48 |
| 06/04/2025 | EAST SIDE OIL COMPANIES, INC. | Filters - Inv. R117720 | 71868 | \$50.00 | 227-43230-384- | Waste (Refuse) Collection | \$50.00 |

Date Range : 5/29/2025 To 6/4/2025

| <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> |
|---------------------------|---------------|--------------------|----------------|--------------|------------------|---------------------|---------------|
| Total For Selected Claims | | | | \$9,871.03 | | | \$9,871.03 |

| | | | | | | | |
|-----------------------|--|--------------------------------|--|--|--|------|--|
| 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: 06/04/2025

| <u>Account #</u> | <u>Employee #</u> | <u>Employee Name</u> | <u>Amount</u> |
|------------------|-------------------|-----------------------|-----------------|
| 100-41425-101 | 85 | Johnson, Cari E. | 1,550.16 |
| | 914 | Prokott, Amy J | 1,049.93 |
| | | Account Total | 2,600.09 |
| 100-41425-103 | 909 | Fahrendorff, Susan E | 52.87 |
| | | Account Total | 52.87 |
| 100-41910-103 | 909 | Fahrendorff, Susan E | 475.86 |
| | | Account Total | 475.86 |
| 100-41941-101 | 451 | Foster, Brian D | 241.14 |
| | 940 | Gressman, Kylind J | 63.81 |
| | 502 | Spindler, Calen Chris | 146.53 |
| | | Account Total | 451.48 |
| 100-42280-101 | 451 | Foster, Brian D | 131.37 |
| | | Account Total | 131.37 |
| 100-43110-101 | 451 | Foster, Brian D | 307.72 |
| | 502 | Spindler, Calen Chris | 420.62 |
| | | Account Total | 728.34 |
| 100-43110-103 | 939 | Sanders, Chris C | 16.46 |
| | | Account Total | 16.46 |
| 100-43121-101 | 451 | Foster, Brian D | 440.89 |
| | 502 | Spindler, Calen Chris | 527.50 |
| | | Account Total | 968.39 |
| 100-43121-103 | 940 | Gressman, Kylind J | 127.62 |
| | 939 | Sanders, Chris C | 133.15 |
| | | Account Total | 260.77 |
| 100-43240-101 | 451 | Foster, Brian D | 152.96 |
| | 502 | Spindler, Calen Chris | 41.37 |
| | 502 | Spindler, Calen Chris | 41.37 |
| | | Account Total | 235.70 |
| 100-45202-101 | 451 | Foster, Brian D | 152.96 |
| | 502 | Spindler, Calen Chris | 231.00 |
| | 502 | Spindler, Calen Chris | 231.00 |
| | | Account Total | 614.96 |
| 100-45202-103 | 940 | Gressman, Kylind J | 319.62 |
| | 939 | Sanders, Chris C | 465.27 |
| | | Account Total | 784.89 |
| 100-49010-101 | 451 | Foster, Brian D | 329.32 |
| | 940 | Gressman, Kylind J | 63.81 |
| | 502 | Spindler, Calen Chris | 336.15 |
| | 502 | Spindler, Calen Chris | 336.15 |
| | | Account Total | 1,065.43 |
| 100-49010-103 | 939 | Sanders, Chris C | 133.15 |
| | | Account Total | 133.15 |
| 602-49450-101 | 451 | Foster, Brian D | 43.19 |
| | 502 | Spindler, Calen Chris | 20.69 |
| | 502 | Spindler, Calen Chris | 20.69 |
| | | Account Total | 84.57 |
| 602-49490-101 | 914 | Prokott, Amy J | 15.99 |
| | | Account Total | 15.99 |

For the payroll period ending: 06/04/2025

| <u>Account #</u> | <u>Employee #</u> | <u>Employee Name</u> | <u>Amount</u> |
|------------------|-------------------|-------------------------------|---------------|
| 100-43110-101 | | | |
| | | Unallocated (Due to rounding) | (\$629.22) |
| | | Total For Period | \$7,991.10 |

| | | |
|-----------------------|--------------------------------|------|
| 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: 06/04/2025

| <u>Alt #</u> | <u>Employee #</u> | <u>Employee Name</u> | <u>Amount</u> |
|-------------------------------|-------------------|----------------------|---------------|
| 100-45202-115 | 926 | Hughes, Faye A | 32.32 |
| | 931 | Murnane, Wesley J | 32.32 |
| | 924 | Rheaume, Patrick T | 32.32 |
| | 937 | Trenn, Karen M | 32.32 |
| Account Total | | | 129.28 |
| 100-43110-101 | | | \$0.00 |
| Unallocated (Due to rounding) | | | |
| Total For Period | | | \$129.28 |

| | | |
|-----------------------|--------------------------------|------|
| 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: 06/04/2025

| <u>Account #</u> | <u>Employee #</u> | <u>Employee Name</u> | <u>Amount</u> |
|-------------------------------|-------------------|----------------------|---------------|
| 100-41910-114 | 916 | Bartel, Lynda C | 78.50 |
| | 926 | Hughes, Faye A | 78.50 |
| | 722 | JOHNSON, DAVID P | 78.50 |
| | 930 | Mosman, Mark D | 78.50 |
| | 924 | Rheaume, Patrick T | 78.50 |
| Account Total | | | 392.50 |
| | | | |
| 100-43110-101 | | | |
| Unallocated (Due to rounding) | | | \$0.00 |
| Total For Period | | | \$392.50 |

| | | |
|-----------------------|--------------------------------|------|
| 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 |

Fund Name: All Funds

Date Range: 05/14/2025 To 05/31/2025

Date Vendor

Check #

Description Void Account Name

F-A-O-P

Total

05/14/2025 S.E.H.

62356

Invs. 486963 - 2025 Road Project

N

Paved Streets

100-43121-303-

\$ 3,155.90

Total For Check 62356

\$ 3,155.90

05/14/2025 Amy Prokott

62357

Mileage: MMCI Year 3 Clerk's Training and Dinner Reimbursement

N

Clerk

100-41425-331-

\$ 242.40

Total For Check 62357

\$ 242.40

05/14/2025 QUILL

62358

Inv. 44067262 - Receipt Book - Clerk Office Supplies

N

Clerk

100-41425-201-

\$ 129.95

Total For Check 62358

\$ 129.95

05/14/2025 INTERNATIONAL UNION OF

62359

Union dues - 5-6-25 Invoice

N

Clerk

Maintenance-Shop

100-41425-101-

\$ 70.00

62359

100-43110-101-

\$ 70.00

Total For Check 62359

\$ 140.00

05/19/2025 MINNESOTA REVENUE

330887

State Withholding - 5/7/25 Payroll

N

Elections

100-41410-172-

\$ 23.48

330887

Clerk

100-41425-172-

\$ 110.92

330887

City Hall

100-41941-172-

\$ 29.17

330887

Fire Stations and Buildings

100-42280-172-

\$ 9.72

330887

Maintenance-Shop

100-43110-172-

\$ 40.98

330887

Paved Streets

100-43121-172-

\$ 84.06

330887

Waste (Refuse) Disposal

100-43240-172-

\$ 7.98

330887

Park Areas

100-45202-172-

\$ 7.63

330887

Cemetery

100-49010-172-

\$ 7.28

330887

Sewer Utilities - Sanitary Sewer

602-49450-172-

\$ 7.63

330887

Maintenance

602-49490-172-

\$ 5.47

Sewer Utilities - Administration and General

Total For Check 330887

\$ 334.32

05/20/2025 PERA

330884

Retirement contributions - 5/20/25 Payroll

N

Elections

100-41410-101-

\$ 46.48

330884

100-41410-118-

\$ 15.31

330884

100-41410-121-

\$ 17.66

330884

100-41410-121-

\$ 53.63

330884

100-41425-101-

\$ 220.25

Clerk

Fund Name: All Funds

Date Range: 05/14/2025 To 05/31/2025

| <u>Date</u> | <u>Vendor</u> | <u>Check #</u> | <u>Description</u> | <u>Void</u> | <u>Account Name</u> | <u>Total</u> |
|-------------|----------------------------------|----------------|-------------------------------|-------------|----------------------------------|-----------------|
| | | 330884 | | | F-A-O-P | 254.13 |
| | | 330884 | | | 100-41425-121- | 51.71 |
| | | 330884 | | | 100-41910-103- | 59.67 |
| | | 330884 | | | 100-41910-121- | 46.68 |
| | | 330884 | | | 100-41941-101- | 53.86 |
| | | 330884 | | | 100-41941-121- | 15.56 |
| | | 330884 | | | 100-42280-101- | 17.95 |
| | | 330884 | | | 100-42280-121- | 65.89 |
| | | 330884 | | | 100-43110-101- | 76.04 |
| | | 330884 | | | 100-43110-121- | 135.48 |
| | | 330884 | | | 100-43121-101- | 156.33 |
| | | 330884 | | | 100-43121-121- | 12.12 |
| | | 330884 | | | 100-43240-101- | 13.98 |
| | | 330884 | | | 100-43240-121- | 11.89 |
| | | 330884 | | | 100-45202-101- | 13.71 |
| | | 330884 | | | 100-45202-121- | 11.66 |
| | | 330884 | | | 100-49010-101- | 13.46 |
| | | 330884 | | | 100-49010-121- | 11.89 |
| | | 330884 | | | 602-49450-101- | |
| | | | | | | |
| | | 330884 | | | 602-49450-121- | 13.71 |
| | | 330884 | | | 602-49490-101- | 11.55 |
| | | | | | | |
| | | 330884 | | | 602-49490-121- | 13.33 |
| | | 330884 | | | | 1,413.93 |
| | | | | | | |
| 05/21/2025 | Payroll Period Ending 05/21/2025 | 62360 | Regular Payroll - 5/7 to 5/20 | N | Clerk | 114.62 |
| | | 62360 | | | Planning and Zoning | 441.80 |
| | | 62360 | | | | 556.42 |
| | | | | | | |
| 05/21/2025 | Payroll Period Ending 05/21/2025 | 62361 | Regular Payroll - 5/7 to 5/20 | N | City Hall | 252.39 |
| | | 62361 | | | Fire Stations and Buildings | 87.16 |
| | | 62361 | | | Maintenance-Shop | 374.04 |
| | | 62361 | | | | (0.02) |
| | | 62361 | | | Paved Streets | 110.76 |
| | | 62361 | | | Waste (Refuse) Disposal | 65.37 |
| | | 62361 | | | Park Areas | 352.25 |
| | | 62361 | | | Cemetery | 486.62 |
| | | 62361 | | | Sewer Utilities - Sanitary Sewer | 87.16 |
| | | 62361 | | | Maintenance | |
| | | 62361 | | | | 1,815.73 |
| | | | | | | |
| 05/21/2025 | Period Ending 05/21/2025 | 62362 | Regular Payroll - 5/7 to 5/20 | N | Clerk | 1,874.52 |

Fund Name: ^H Funds

Date Range: 05/14/2025 To 05/31/2025

| <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> |
|--|---------------|----------------|---|-------------|--|--|--------------|
| 05/21/2025 Payroll Period Ending 05/21/2025 | | 62362 | Regular Payroll - 5/7 to 5/20 | N | Clerk Sewer Utilities - Administration and General | 100-41425-101- 602-49490-101- | \$ 1,874.52 |
| | | 62363 | | | | | \$ 1,170.52 |
| | | 62363 | | | | | \$ 105.95 |
| Total For Check 62363 | | | | | | | \$ 1,276.47 |
| 05/21/2025 Payroll Period Ending 05/21/2025 | | 62364 | Regular Payroll - 5/7 to 5/20 | N | City Hall Maintenance-Shop Park Areas | 100-41941-103- 100-43110-103- 100-45202-103- | \$ 16.49 |
| | | 62364 | | | | | \$ 66.49 |
| | | 62364 | | | | | \$ 182.98 |
| Total For Check 62364 | | | | | | | \$ 265.96 |
| 05/21/2025 Payroll Period Ending 05/21/2025 | | 62365 | Regular Payroll - 5/7 to 5/20 | N | City Hall Fire Stations and Buildings Maintenance-Shop | 100-41941-101- 100-42280-101- 100-43110-101- 100-43110-101- 100-43121-101- 100-43240-101- 100-45202-101- 100-49010-101- 602-49450-101- | \$ 188.26 |
| | | 62365 | | | | | \$ 83.30 |
| | | 62365 | | | | | \$ 0.01 |
| | | 62365 | | | | | \$ 583.11 |
| | | 62365 | | | | | \$ 63.31 |
| | | 62365 | | | | | \$ 61.64 |
| | | 62365 | | | | | \$ 374.85 |
| | | 62365 | | | | | \$ 249.90 |
| | | 62365 | | | | | \$ 61.64 |
| Total For Check 62365 | | | | | | | \$ 1,666.02 |
| 05/21/2025 Wex Bank | | 62366 | Inv. 104729705 - Fuel - Road Equip and First Resp. | N | Medical Services | 100-42270-212- | \$ 57.15 |
| | | 62366 | | | | | \$ 759.33 |
| Total For Check 62366 | | | | | | | \$ 816.48 |
| 05/21/2025 Verizon | | 62367 | Shop - Inv. #6113437817 | N | Maintenance-Shop | 100-43110-321- | \$ 104.32 |
| Total For Check 62367 | | | | | | | \$ 104.32 |
| 05/21/2025 PEOPLESERVICE, INC. | | 62368* | Inv. PS-INV107379 - June 2025 Wastewater Op Services and hourly | N | Sewer Utilities - Sanitary Sewer Maintenance | 602-49450-407- | \$ 2,638.75 |
| Total For Check 62368 | | | | | | | \$ 2,638.75 |
| 05/21/2025 CUYUNA REGIONAL MEDICAL CENTER | | 62369 | Guarantor #80002493 - Preemployment Physical and Drug Test | N | Maintenance-Shop | 100-43110-306- | \$ 190.50 |
| Total For Check 62369 | | | | | | | \$ 190.50 |

Fund Name: All Funds

Date Range: 05/14/2025 To 05/31/2025

Date 05/21/2025 Vendor Amy Prokott

| | | <u>Description</u> | <u>Void</u> | <u>Account Name</u> | <u>F-A-O-P</u> | <u>Total</u> |
|--|--|--|-------------|--|----------------|--------------------|
| | | Mileage: Drop off audit boxes - Clasen & Schlessl | N | Clerk | 100-41425-331- | \$ 40.32 |
| | | | | | | <u>\$ 40.32</u> |
| | | Inv. AR1919589 Canon Lease Contract Payment | N | Clerk | 100-41425-413- | \$ 257.40 |
| | | | | | | <u>\$ 257.40</u> |
| | | Invs.2530403089,2530403088 City Hall and Fire Hall Rugs and Towels | N | City Hall | 100-41941-418- | \$ 179.18 |
| | | | | Fire Stations and Buildings | 100-42280-418- | \$ 53.62 |
| | | | | | | <u>\$ 232.80</u> |
| | | Invs:105483,105485,105486EmilyLksRivers,RooseveltBrdg,Healy VarianceAppeal | N | Planning and Zoning | 100-41910-304- | \$ 1,028.50 |
| | | | | Bridges, Viaducts and Grade Separations Emily Waters | 100-43130-304- | \$ 143.00 |
| | | | | | 100-46103-304- | \$ 221.00 |
| | | | | | | <u>\$ 1,392.50</u> |
| | | Monthly - 5-7-25 Invoices | N | City Hall | 100-41941-381- | \$ 1,462.66 |
| | | | | Fire Stations and Buildings Maintenance-Shop | 100-41941-381- | \$ 32.82 |
| | | | | | 100-42280-381- | \$ 106.56 |
| | | | | | 100-43110-381- | \$ 84.69 |
| | | | | | 100-43110-381- | \$ 31.10 |
| | | | | | 100-43110-381- | \$ 115.38 |
| | | | | Street Lighting Park Areas | 100-43160-381- | \$ 267.00 |
| | | | | | 100-45202-381- | \$ 29.96 |
| | | | | Cemetery | 100-45202-381- | \$ 29.50 |
| | | | | Sewer Utilities - Sewer Lift Stations | 100-49010-381- | \$ 41.87 |
| | | | | | 602-49470-381- | \$ 37.63 |
| | | | | | 602-49470-381- | \$ 37.63 |
| | | | | | 602-49470-381- | \$ 56.29 |
| | | | | | | <u>\$ 2,333.09</u> |
| | | Federal Withholding - 5/21/25 Payroll | N | Council/Town Board | 100-41110-103- | \$ 99.44 |
| | | | | | 100-41110-122- | \$ 80.60 |
| | | | | | 100-41110-135- | \$ 18.84 |
| | | | | Mayor | 100-41310-103- | \$ 38.25 |

Total For Check 62370

62371

Total For Check 62371

62372

Total For Check 62372

62373

Total For Check 62373

62374

Total For Check 62374

62375

Total For Check 62375

62376

Total For Check 62376

62377

Total For Check 62377

62378

Total For Check 62378

62379

Total For Check 62379

62380

Total For Check 62380

Fund Name:  Funds

Date Range: 01/14/2025 To 05/31/2025

| <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> |
|-------------|---------------|--------------------|----------------|-------------|-----------------------------|----------------|--------------|
| | | | 330882 | | | 100-41310-122- | 31.00 |
| | | | 330882 | | | 100-41310-135- | 7.25 |
| | | | 330882 | | Clerk | 100-41425-101- | 319.42 |
| | | | 330882 | | | 100-41425-103- | 10.67 |
| | | | 330882 | | | 100-41425-122- | 8.65 |
| | | | 330882 | | | 100-41425-122- | 258.87 |
| | | | 330882 | | | 100-41425-135- | 60.55 |
| | | | 330882 | | | 100-41425-135- | 2.02 |
| | | | 330882 | | | 100-41425-171- | 5.15 |
| | | | 330882 | | Planning and Zoning | 100-41425-171- | 265.82 |
| | | | 330882 | | | 100-41910-103- | 41.14 |
| | | | 330882 | | | 100-41910-122- | 33.34 |
| | | | 330882 | | | 100-41910-135- | 7.80 |
| | | | 330882 | | | 100-41910-171- | 19.85 |
| | | | 330882 | | City Hall | 100-41941-101- | 45.37 |
| | | | 330882 | | | 100-41941-103- | 1.37 |
| | | | 330882 | | | 100-41941-122- | 1.11 |
| | | | 330882 | | | 100-41941-122- | 36.77 |
| | | | 330882 | | | 100-41941-135- | 8.60 |
| | | | 330882 | | | 100-41941-135- | 0.26 |
| | | | 330882 | | | 100-41941-171- | 36.34 |
| | | | 330882 | | Fire Stations and Buildings | 100-42280-101- | 17.48 |
| | | | 330882 | | | 100-42280-122- | 14.17 |
| | | | 330882 | | | 100-42280-135- | 3.31 |
| | | | 330882 | | | 100-42280-171- | 13.34 |
| | | | 330882 | | Civil Defense Expenditures | 100-42501-103- | 3.06 |
| | | | 330882 | | | 100-42501-122- | 2.48 |
| | | | 330882 | | | 100-42501-135- | 0.58 |
| | | | 330882 | | Maintenance-Shop | 100-43110-101- | 97.24 |
| | | | 330882 | | | 100-43110-103- | 5.52 |
| | | | 330882 | | | 100-43110-122- | 4.47 |
| | | | 330882 | | | 100-43110-122- | 78.81 |
| | | | 330882 | | | 100-43110-135- | 18.43 |
| | | | 330882 | | | 100-43110-135- | 1.05 |
| | | | 330882 | | | 100-43110-171- | 66.91 |
| | | | 330882 | | Paved Streets | 100-43121-101- | 18.01 |
| | | | 330882 | | | 100-43121-122- | 14.60 |
| | | | 330882 | | | 100-43121-135- | 3.41 |
| | | | 330882 | | | 100-43121-171- | 15.12 |
| | | | 330882 | | Waste (Refuse) Disposal | 100-43240-101- | 13.02 |
| | | | 330882 | | | 100-43240-122- | 10.55 |
| | | | 330882 | | | 100-43240-135- | 2.47 |
| | | | 330882 | | | 100-43240-171- | 9.97 |

Fund Name: All Funds

Date Range: 05/14/2025 To 05/31/2025

| <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> |
|------------------------|-------------------|----------------|-------------------------------------|-------------|--|----------------|--------------|
| 330882 | | 330882 | | | Library | 100-45187-103- | 19.13 |
| 330882 | | 330882 | | | | 100-45187-122- | 15.50 |
| 330882 | | 330882 | | | | 100-45187-135- | 3.63 |
| 330882 | | 330882 | | | | 100-45187-171- | 20.00 |
| 330882 | | 330882 | | | Park Areas | 100-45202-101- | 74.41 |
| 330882 | | 330882 | | | | 100-45202-103- | 15.17 |
| 330882 | | 330882 | | | | 100-45202-122- | 12.29 |
| 330882 | | 330882 | | | | 100-45202-122- | 60.30 |
| 330882 | | 330882 | | | | 100-45202-135- | 14.11 |
| 330882 | | 330882 | | | | 100-45202-135- | 2.88 |
| 330882 | | 330882 | | | | 100-45202-171- | 55.54 |
| 330882 | | 330882 | | | Cemetery | 100-49010-101- | 76.34 |
| 330882 | | 330882 | | | | 100-49010-122- | 61.87 |
| 330882 | | 330882 | | | | 100-49010-135- | 14.47 |
| 330882 | | 330882 | | | | 100-49010-171- | 65.22 |
| 330882 | | 330882 | | | Sewer Utilities - Sanitary Sewer Maintenance | 602-49450-101- | 15.33 |
| 330882 | | 330882 | | | | 602-49450-122- | 12.43 |
| 330882 | | 330882 | | | | 602-49450-135- | 2.90 |
| 330882 | | 330882 | | | | 602-49450-171- | 12.41 |
| 330882 | | 330882 | | | Sewer Utilities - Administration and General | 602-49490-101- | 10.99 |
| 330882 | | 330882 | | | | 602-49490-122- | 8.91 |
| 330882 | | 330882 | | | | 602-49490-135- | 2.08 |
| 330882 | | 330882 | | | | 602-49490-171- | 6.68 |
| Total For Check 330882 | | | | | | | \$ 2,435.07 |
| 05/23/2025 | MINNESOTA REVENUE | 330888 | State Withholding - 5/21/25 Payroll | N | Clerk | 100-41425-172- | \$ 151.91 |
| 330888 | | 330888 | | | City Hall | 100-41941-172- | 25.90 |
| 330888 | | 330888 | | | Fire Stations and Buildings | 100-42280-172- | 9.86 |
| 330888 | | 330888 | | | Maintenance-Shop | 100-43110-172- | 53.65 |
| 330888 | | 330888 | | | Paved Streets | 100-43121-172- | 10.40 |
| 330888 | | 330888 | | | Waste (Refuse) Disposal | 100-43240-172- | 7.36 |
| 330888 | | 330888 | | | Park Areas | 100-45202-172- | 41.78 |
| 330888 | | 330888 | | | Cemetery | 100-49010-172- | 44.26 |
| 330888 | | 330888 | | | Sewer Utilities - Sanitary Sewer Maintenance | 602-49450-172- | 8.78 |
| 330888 | | 330888 | | | Sewer Utilities - Administration and General | 602-49490-172- | 4.70 |
| Total For Check 330888 | | | | | | | \$ 358.60 |

Fund Name: All Funds

Date Range: 05/14/2025 To 05/31/2025

Date 05/27/2025 Vendor PERA

| Check # | Description | Void | Account Name | F-A-O-P | Total |
|-----------------|---|------|--|----------------|----------|
| 330885 | Retirement contributions - 5/21/25 Payroll | N | Clerk | 100-41425-101- | 289.36 |
| 330885 | | | | 100-41425-103- | 9.07 |
| 330885 | | | | 100-41425-121- | 10.46 |
| 330885 | | | | 100-41425-121- | 333.87 |
| 330885 | | | Planning and Zoning | 100-41910-103- | 34.95 |
| 330885 | | | City Hall | 100-41910-121- | 40.33 |
| 330885 | | | City Hall | 100-41941-101- | 40.51 |
| 330885 | | | Fire Stations and Buildings | 100-41941-121- | 46.74 |
| 330885 | | | Fire Stations and Buildings | 100-42280-101- | 15.60 |
| 330885 | | | Civil Defense Expenditures | 100-42280-121- | 18.00 |
| 330885 | | | Civil Defense Expenditures | 100-42501-103- | 2.60 |
| 330885 | | | Maintenance-Shop | 100-42501-121- | 3.00 |
| 330885 | | | Maintenance-Shop | 100-43110-101- | 86.83 |
| 330885 | | | Paved Streets | 100-43110-121- | 100.18 |
| 330885 | | | Paved Streets | 100-43121-101- | 16.08 |
| 330885 | | | Waste (Refuse) Disposal | 100-43121-121- | 18.55 |
| 330885 | | | Waste (Refuse) Disposal | 100-43240-101- | 11.62 |
| 330885 | | | Park Areas | 100-43240-121- | 13.41 |
| 330885 | | | Park Areas | 100-45202-101- | 66.41 |
| 330885 | | | Cemetery | 100-45202-121- | 76.63 |
| 330885 | | | Cemetery | 100-49010-101- | 68.14 |
| 330885 | | | Sewer Utilities - Sanitary Sewer | 100-49010-121- | 78.62 |
| 330885 | | | Maintenance | 602-49450-101- | 13.69 |
| 330885 | | | Sewer Utilities - Administration and General | 602-49450-121- | 15.80 |
| 330885 | | | Sewer Utilities - Administration and General | 602-49490-101- | 10.12 |
| 330885 | | | | 602-49490-121- | 11.68 |
| Total For Check | | | | | 1,432.25 |
| 05/28/2025 | Tri-County Septic Inspection | | | 100-41910-310- | 235.00 |
| 62375 | 5-25/5-26 Inv: Inspection - 91 S Lake Lawrence Rd NE, Design Rev: 40972 Yellow Birch Ln | N | Planning and Zoning | | |
| Total For Check | | | | | 235.00 |
| 05/28/2025 | Colonial Life | | | 100-41425-101- | 56.92 |
| 62376 | Employee paid insurance - Inv # 47086730505993 | N | Clerk | | |
| Total For Check | | | | | 56.92 |
| 05/28/2025 | AFLAC | | | 100-41425-101- | 281.80 |
| 62377 | Monthly employee ins coverage Inv. #107165 | N | Clerk | | |

Fund Name: All Funds

Date Range: 05/14/2025 To 05/31/2025

| <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> |
|-------------|---------------------------------|----------------|---|-------------|--|----------------|--------------------|
| | | 62377 | | | Maintenance-Shop | 100-43110-101- | \$ 114.56 |
| | Total For Check | 62377 | | | | | \$ 396.36 |
| 05/28/2025 | American Legal Publishing Corp. | 62378 | Invs. 42561 - 2025 S-6 Supplement Pages | N | Ordinances and Proceedings | 100-41130-312- | \$ 1,852.67 |
| | Total For Check | 62378 | | | | | \$ 1,852.67 |
| 05/28/2025 | AUTO VALUE | 62379 | 5/25/25 Statement:Road Equip Repair/Maint and Fire Repair/Maint | N | Fire Fighting | 100-42220-221- | \$ 51.96 |
| | Total For Check | 62379 | | | Road and Bridge Equipment | 100-43126-221- | \$ 452.74 |
| | | | | | | | \$ 504.70 |
| 05/28/2025 | Pioneer Research Corporation | 62380 | Inv. 266548 - Weedkiller | N | Park Areas | 100-45202-216- | \$ 200.33 |
| | | 62380 | | | Cemetery | 100-49010-221- | \$ 200.33 |
| | | 62380 | | | Sewer Utilities - Sanitary Sewer Maintenance | 602-49450-225- | \$ 200.33 |
| | Total For Check | 62380 | | | | | \$ 600.99 |
| | | | | | | | |
| 05/31/2025 | Pershing | 330889 | Muni Bonds/Treasury Bills Loss | N | Unrealized Investment Loss | 100-49301-800- | \$ 365.21 |
| | | 330889 | | | | 225-49301-800- | \$ 59.39 |
| | | 330889 | | | | 226-49301-800- | \$ 127.03 |
| | | 330889 | | | | 404-49301-800- | \$ 190.54 |
| | | 330889 | | | | 407-49301-800- | \$ 111.15 |
| | | 330889 | | | | 409-49301-800- | \$ 79.39 |
| | | 330889 | | | | 415-49301-800- | \$ 158.79 |
| | | 330889 | | | | 416-49301-800- | \$ 83.52 |
| | | 330889 | | | | 602-49301-800- | \$ 31.75 |
| | Total For Check | 330889 | | | | | \$ 1,206.77 |
| | | | | | | | |
| 05/31/2025 | Money Market/Bonds | IAD3229 | Deposit Into Money Market/Bonds | N | Purchase of Investments | 100-49350-800- | \$ 514.79 |
| | Total For Check | IAD3229 | | | | | \$ 514.79 |
| | | | | | | | |
| 05/31/2025 | Money Market/Bonds | IAD3230 | Deposit Into Money Market/Bonds | N | Purchase of Investments | 225-49350-800- | \$ 83.71 |
| | Total For Check | IAD3230 | | | | | \$ 83.71 |
| | | | | | | | |
| 05/31/2025 | Money Market/Bonds | IAD3231 | Deposit Into Money Market/Bonds | N | Purchase of Investments | 226-49350-800- | \$ 179.06 |
| | Total For Check | IAD3231 | | | | | \$ 179.06 |

Fund Name: All Funds

Date Range: 05/31/2025 To 05/31/2025

| <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> |
|----------------------------------|--------------------|----------------|------------------------------------|-------------|-------------------------|----------------|---------------------|
| 05/31/2025 | Money Market/Bonds | IAD3232 | Deposit Into Money Market/Bonds | N | Purchase of Investments | 404-49350-800- | \$ 268.58 |
| Total For Check IAD3232 | | | | | | | \$ 268.58 |
| 05/31/2025 | Money Market/Bonds | IAD3233 | Deposit Into Money Market/Bonds | N | Purchase of Investments | 407-49350-800- | \$ 156.67 |
| Total For Check IAD3233 | | | | | | | \$ 156.67 |
| 05/31/2025 | Money Market/Bonds | IAD3234 | Deposit Into Money Market/Bonds | N | Purchase of Investments | 409-49350-800- | \$ 111.91 |
| Total For Check IAD3234 | | | | | | | \$ 111.91 |
| 05/31/2025 | Money Market/Bonds | IAD3235 | Deposit Into Money Market/Bonds | N | Purchase of Investments | 415-49350-800- | \$ 223.82 |
| Total For Check IAD3235 | | | | | | | \$ 223.82 |
| 05/31/2025 | Money Market/Bonds | IAD3236 | Deposit Into Money Market/Bonds | N | Purchase of Investments | 416-49350-800- | \$ 117.73 |
| Total For Check IAD3236 | | | | | | | \$ 117.73 |
| 05/31/2025 | Money Market/Bonds | IAD3237 | Deposit Into Money Market/Bonds | N | Purchase of Investments | 602-49350-800- | \$ 44.76 |
| Total For Check IAD3237 | | | | | | | \$ 44.76 |
| Total For Selected Checks | | | | | | | \$ 31,658.14 |

5/31/2025

General Fund

Receipts:

| | <u>Budget</u> | <u>Actual</u> | <u>Var</u> |
|---|-------------------|------------------|---------------------|
| Current Ad Valorem Taxes | 602,353.51 | 20,222.16 | (582,131.35) |
| Delinquent Ad Valorem Taxes | 6,083.32 | 1,416.61 | (4,666.71) |
| Mobile Home Tax | 7.50 | 0.00 | (7.50) |
| Fiscal Disparities | 708.33 | 518.69 | (189.64) |
| Total Acct 310 | 609,152.66 | 22,157.46 | (586,995.20) |
| Franchise Taxes | 350.00 | 0.00 | (350.00) |
| Severed Mineral Tax | 95.42 | 0.00 | (95.42) |
| Total Acct 318 | 445.42 | 0.00 | (445.42) |
| Penalties and Interest on Ad valorem Taxes | 285.42 | 369.55 | 84.13 |
| Forfeited Tax Sale Apportionments | 1,250.00 | 629.12 | (620.88) |
| Principal on Special Assessments | 208.33 | 0.00 | (208.33) |
| Penalties and Interest on Special Assessments | 2.08 | 0.00 | (2.08) |
| Total Acct 319 | 1,745.83 | 998.67 | (747.16) |
| Licenses & Permits | 41.67 | 0.00 | (41.67) |
| Alcoholic Beverages | 2,487.50 | 94.00 | (2,393.50) |
| Rental Dwelling License | 1,250.00 | 325.00 | (925.00) |
| Total Acct 321 | 3,779.17 | 419.00 | (3,360.17) |
| Building Permits (Excludes surcharge) | 9,583.32 | 6,045.00 | (3,538.32) |
| Animal Licenses | 0.00 | 5.00 | 5.00 |
| Total Acct 322 | 9,583.32 | 6,050.00 | (3,533.32) |
| Federal Grant - Hazard Mitigation | 27,083.29 | 0.00 | (27,083.29) |
| Federal Payments in Lieu of Taxes | 1.04 | 0.00 | (1.04) |
| Total Acct 331 | 27,084.33 | 0.00 | (27,084.33) |
| Homestead and Agricultural Credit Aid (HACA) | 9,583.32 | 25,235.86 | 15,652.54 |
| State Emergency Management Aid | 0.00 | 0.00 | 0.00 |
| Agricultural Market Value Credit | 270.83 | 0.00 | (270.83) |
| Fire Training Reimbursement | 1,041.67 | 900.00 | (141.67) |
| State Fire Aid | 7,224.99 | 0.00 | (7,224.99) |
| Supp. Fire State Aid | 1,256.25 | 2,000.00 | 743.75 |
| Total Acct 334 | 19,377.06 | 28,135.86 | 8,758.80 |
| Other County Grants and Aids | 416.67 | 0.00 | (416.67) |
| Grants & Aids from Other LGUs | 38,166.61 | 20,000.00 | (18,166.61) |
| Total Acct 336 | 38,583.28 | 20,000.00 | (18,583.28) |
| City/Town Hall Rent | 458.33 | 510.00 | 51.67 |
| Zoning and Subdivision Fees | 833.33 | 700.00 | (133.33) |
| Assessment Searches | 475.00 | 275.00 | (200.00) |
| Candidate Filing Fee | 0.00 | 0.00 | 0.00 |
| Copies/Faxes | 27.08 | 29.50 | 2.42 |
| Total Acct 341 | 1,793.74 | 1,514.50 | (279.24) |
| Special Fire Protection Services | 17,708.31 | 0.00 | (17,708.31) |
| First Responder Charges | 1,916.66 | 0.00 | (1,916.66) |
| Total Acct 342 | 19,624.97 | 0.00 | (19,624.97) |
| Sale of Culverts | 262.50 | 300.00 | 37.50 |
| Contractor Water Use | 41.67 | 70.00 | 28.33 |
| Total Acct 343 | 304.17 | 370.00 | 65.83 |
| Refuse Collection Charges | 1,041.67 | 0.00 | (1,041.67) |
| Total Acct 344 | 1,041.67 | 0.00 | (1,041.67) |
| Cemetery Revenues | 208.33 | 500.00 | 291.67 |
| Cemetery -Grave openings | 1,677.08 | 1,900.00 | 222.92 |
| Cemetery -Sale of lots | 2,083.33 | 3,000.00 | 916.67 |
| Misc. Rents | 0.42 | 1.00 | 0.58 |
| Verizon Rental | 4,166.66 | 5,500.00 | 1,333.34 |

5/31/2025

General Fund

Receipts:

| | <u>Budget</u> | <u>Actual</u> | <u>Variance</u> |
|--------------------------------------|-------------------|------------------|---------------------|
| Total Acct 349 | 8,135.82 | 10,901.00 | 2,765.18 |
| Court Fines | 229.17 | 239.98 | 10.81 |
| Administrative Fines (Penalties) | 208.33 | 0.00 | (208.33) |
| Total Acct 351 | 437.50 | 239.98 | (197.52) |
| Interest Earning | 2,583.33 | 3,330.98 | 747.65 |
| Refunds | 4,166.66 | 4,944.00 | 777.34 |
| Total Acct 362 | 6,749.99 | 8,274.98 | 1,524.99 |
| Total Revenues | 747,838.93 | 99,061.45 | (648,777.48) |
| Other Financing Sources: | | | |
| Unrealized Investment Gain | 562.50 | 787.76 | 225.26 |
| Total Acct 391 | 562.50 | 787.76 | 225.26 |
| Sale of Investment | 520.83 | 365.21 | (155.62) |
| Total Acct 399 | 520.83 | 365.21 | (155.62) |
| Total Other Financing Sources | 1,083.33 | 1,152.97 | 69.64 |

5/31/2025

General Fund

Disbursements:

| | <u>Budget</u> | <u>Actual</u> | <u>Var</u> |
|---|-------------------|-------------------|-------------------|
| Council/Town Board | 9,120.84 | 8,866.68 | 254.16 |
| Ordinances and Proceedings | 3,166.67 | 3,262.17 | (95.50) |
| Total Acct 411 | 12,287.51 | 12,128.85 | 158.66 |
| Mayor | 3,718.74 | 2,852.80 | 865.94 |
| Total Acct 413 | 3,718.74 | 2,852.80 | 865.94 |
| Elections | 0.00 | 3,126.21 | (3,126.21) |
| Clerk | 90,543.63 | 78,512.05 | 12,031.58 |
| Total Acct 414 | 90,543.63 | 81,638.26 | 8,905.37 |
| Internal Auditing | 6,918.74 | 1,146.50 | 5,772.24 |
| Total Acct 415 | 6,918.74 | 1,146.50 | 5,772.24 |
| Planning and Zoning | 25,199.96 | 20,201.98 | 4,997.98 |
| General Government Buildings and Plant | 995.83 | 126.00 | 869.83 |
| City Hall | 65,404.09 | 43,692.05 | 21,712.04 |
| Total Acct 419 | 91,599.88 | 64,020.03 | 27,579.85 |
| Police Administration | 2,483.33 | 2,960.00 | (476.67) |
| Patrol | 0.00 | 0.00 | 0.00 |
| Total Acct 421 | 2,483.33 | 2,960.00 | (476.67) |
| Fire Administration | 42,015.35 | 52,570.49 | (10,555.14) |
| Fire Fighting | 54,457.42 | 3,919.75 | 50,537.67 |
| Fire Training | 5,697.93 | 3,169.64 | 2,528.29 |
| Medical Services | 15,310.38 | 3,659.72 | 11,650.66 |
| Fire Stations and Buildings | 7,571.67 | 4,360.34 | 3,211.33 |
| Total Acct 422 | 125,052.75 | 67,679.94 | 57,372.81 |
| Building Inspections Administration | 1,250.00 | 312.00 | 938.00 |
| Rental Inspections | 1,250.00 | 0.00 | 1,250.00 |
| Total Acct 424 | 2,500.00 | 312.00 | 2,188.00 |
| Civil Defense Expenditures | 479.18 | 230.30 | 248.88 |
| Total Acct 425 | 479.18 | 230.30 | 248.88 |
| Traffic Engineering Expenditures | 6,124.99 | 0.00 | 6,124.99 |
| Total Acct 426 | 6,124.99 | 0.00 | 6,124.99 |
| Maintenance-Shop | 69,506.12 | 51,235.66 | 18,270.46 |
| Paved Streets | 93,190.99 | 34,919.75 | 58,271.24 |
| Unpaved Streets | 6,770.82 | 153.00 | 6,617.82 |
| Ice and Snow Removal | 2,083.33 | 980.00 | 1,103.33 |
| Road and Bridge Equipment | 41,558.26 | 9,377.33 | 32,180.93 |
| Bridges, Viaducts and Grade Separations | 30,539.91 | 9,952.92 | 20,586.99 |
| Street Lighting | 1,500.00 | 1,335.80 | 164.20 |
| Total Acct 431 | 245,149.43 | 107,954.46 | 137,194.97 |
| Waste (Refuse) Disposal | 7,908.31 | 3,023.74 | 4,884.57 |
| Total Acct 432 | 7,908.31 | 3,023.74 | 4,884.57 |
| Historical Society | 41.67 | 100.00 | (58.33) |
| Historic Celebration 125 Years | 20,833.30 | 3,375.00 | 17,458.30 |
| Total Acct 450 | 20,874.97 | 3,475.00 | 17,399.97 |
| Library | 2,729.16 | 1,478.02 | 1,251.14 |
| Total Acct 451 | 2,729.16 | 1,478.02 | 1,251.14 |
| Park Areas | 20,354.53 | 4,129.28 | 16,225.25 |
| Total Acct 452 | 20,354.53 | 4,129.28 | 16,225.25 |
| Water Resources | 416.67 | 1,000.00 | (583.33) |
| Emily Waters | 8,794.21 | 442.00 | 8,352.21 |
| Total Acct 461 | 9,210.88 | 1,442.00 | 7,768.88 |

5/31/2025

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 05/31/2025

| <u>Budget</u> | <u>Actual</u> | <u>Variance</u> |
|-------------------|-------------------|-------------------|
| 530.82 | 188.21 | 342.61 |
| 530.82 | 188.21 | 342.61 |
| 104.17 | 250.00 | (145.83) |
| 8,472.90 | 4,921.70 | 3,551.20 |
| 0.00 | 1,600.00 | (1,600.00) |
| 8,577.07 | 6,771.70 | 1,805.37 |
| 657,043.92 | 361,431.09 | 295,612.83 |
| 833.33 | 365.21 | 468.12 |
| 10,833.32 | 4,070.46 | 6,762.86 |
| 11,666.65 | 4,435.67 | 7,230.98 |
| 11,666.65 | 4,435.67 | 7,230.98 |
| | 767,466.35 | |
| | 100,214.42 | |
| | 365,866.76 | |
| | 501,814.01 | |

Fund Name: 602 - Sewage Collection and Disposal

Date Range: 05/01/2025 To 05/31/2025

| <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> |
|-----------------------------|-----------------------|------------------|------------------------------------|-------------------|---|--------------------------|---|
| 05/20/2025 | UTILITY BILLING | 13895 | Sewer Charges | (05/20/2025) - | N Rate Class I Penalties and Forfeited Discounts | 602-37210- 602-37260- | \$ 386.27 \$ 38.59 \$ 424.86 |
| 05/20/2025 | UTILITY BILLING | 13896* | Sewer Charges - ACH | (05/01/2025) - | N Rate Class I | 602-37210- | \$ 181.51 \$ 181.51 |
| 05/20/2025 | UTILITY BILLING | 13897* | Sewer Charges - ACH | (05/05/2025) - | N Rate Class I | 602-37210- | \$ 181.50 \$ 181.50 |
| 05/20/2025 | UTILITY BILLING | 13898* | Sewer Charges - ACH | (05/06/2025) - | N Rate Class I | 602-37210- | \$ 181.51 \$ 181.51 |
| 05/20/2025 | UTILITY BILLING | 13900 | Sewer Charges | (05/21/2025) - | N Rate Class I Penalties and Forfeited Discounts | 602-37210- 602-37260- | \$ 357.73 \$ 55.16 \$ 412.89 |
| 05/29/2025 | UTILITY BILLING | 13906 | Sewer Charges | (05/29/2025) - | N Rate Class I | 602-37210- | \$ 176.22 \$ 176.22 |
| 05/31/2025 | PINE RIVER STATE BANK | 13910 | Int CR Checking | (05/31/2025) - | N Interest Earning | 602-36210- | \$ 6.77 \$ 6.77 |
| 05/31/2025 | Pershing | 13911 | Int CR MMIMF | (05/31/2025) - | N Interest Earning | 602-36210- | \$ 44.76 \$ 44.76 |
| 05/31/2025 | Money Market/Bonds | IAW10891 | Deposit from Money Market/Bonds | (05/31/2025)- | N Sale of Investment | 602-39990- | \$ 31.75 \$ 31.75 \$ 1,641.77 |
| Total for Selected Receipts | | | | | | | |

Fund Name: 602 - Sewage Collection and Disposal

Date Range: 05/14/2025 To 05/31/2025

| <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> |
|-------------|----------------------------------|-------------------------------|---|-------------|--|----------------|--------------------|
| 05/19/2025 | MINNESOTA REVENUE | 330887 | State Withholding - 5/7/25 Payroll | N | Sewer Utilities - Sanitary Sewer Maintenance | 602-49450-172- | \$ 7.63 |
| | | 330887 | | | Sewer Utilities - Administration and General | 602-49490-172- | \$ 5.47 |
| | | Total For Check 330887 | | | | | \$ 13.10 |
| 05/20/2025 | PERA | 330884 | Retirement contributions - 5/20/25 Payroll | N | Sewer Utilities - Sanitary Sewer Maintenance | 602-49450-101- | \$ 11.89 |
| | | 330884 | | | Sewer Utilities - Administration and General | 602-49450-121- | \$ 13.71 |
| | | 330884 | | | | 602-49490-101- | \$ 11.55 |
| | | Total For Check 330884 | | | | | \$ 13.33 |
| | | | | | | | \$ 50.48 |
| 05/21/2025 | Payroll Period Ending 05/21/2025 | 62361 | Regular Payroll - 5/7 to 5/20 | N | Sewer Utilities - Sanitary Sewer Maintenance | 602-49450-101- | \$ 87.16 |
| | | Total For Check 62361 | | | | | \$ 87.16 |
| 05/21/2025 | Payroll Period Ending 05/21/2025 | 62363 | Regular Payroll - 5/7 to 5/20 | N | Sewer Utilities - Administration and General | 602-49490-101- | \$ 105.95 |
| | | Total For Check 62363 | | | | | \$ 105.95 |
| 05/21/2025 | Payroll Period Ending 05/21/2025 | 62365 | Regular Payroll - 5/7 to 5/20 | N | Sewer Utilities - Sanitary Sewer Maintenance | 602-49450-101- | \$ 61.64 |
| | | Total For Check 62365 | | | | | \$ 61.64 |
| 05/21/2025 | PEOPLESERVICE, INC. | 62368* | Inv. PS-INV107379 - June 2025 Wastewater Op Services and hourly | N | Sewer Utilities - Sanitary Sewer Maintenance | 602-49450-407- | \$ 2,638.75 |
| | | Total For Check 62368 | | | | | \$ 2,638.75 |
| 05/21/2025 | CROW WING POWER | 62374 | Monthly - 5-7-25 Invoices | N | Sewer Utilities - Sewer Lift Stations | 602-49470-381- | \$ 37.63 |
| | | 62374 | | | | 602-49470-381- | \$ 37.63 |
| | | 62374 | | | | 602-49470-381- | \$ 56.29 |
| | | Total For Check 62374 | | | | | \$ 131.55 |
| 05/23/2025 | FEDERAL WITHHOLDING/ON LINE | 330882 | Federal Withholding - 5/21/25 Payroll | N | Sewer Utilities - Sanitary Sewer Maintenance | 602-49450-101- | \$ 15.33 |
| | | 330882 | | | | 602-49450-122- | \$ 12.43 |

Fund Name: 602 - Sewage Collection and Disposal

Date Range: 05/14/2025 To 05/31/2025

| <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> |
|-------------|----------------------------------|----------------|--|-------------|--|----------------|--------------------|
| | | 330882 | | | | 602-49450-135- | \$ 2.90 |
| | | 330882 | | | | 602-49450-171- | \$ 12.41 |
| | | 330882 | | | Sewer Utilities - Administration and General | 602-49490-101- | \$ 10.99 |
| | | 330882 | | | | 602-49490-122- | \$ 8.91 |
| | | 330882 | | | | 602-49490-135- | \$ 2.08 |
| | | 330882 | | | | 602-49490-171- | \$ 6.68 |
| | | 330882 | | | | | \$ 71.73 |
| 05/23/2025 | MINNESOTA REVENUE | 330888 | State Withholding - 5/21/25 Payroll | N | Sewer Utilities - Sanitary Sewer Maintenance | 602-49450-172- | \$ 8.78 |
| | | 330888 | | | Sewer Utilities - Administration and General | 602-49490-172- | \$ 4.70 |
| | | 330888 | | | | | \$ 13.48 |
| 05/27/2025 | PERA | 330885 | Retirement contributions - 5/21/25 Payroll | N | Sewer Utilities - Sanitary Sewer Maintenance | 602-49450-101- | \$ 13.69 |
| | | 330885 | | | | 602-49450-121- | \$ 15.80 |
| | | 330885 | | | Sewer Utilities - Administration and General | 602-49490-101- | \$ 10.12 |
| | | 330885 | | | | 602-49490-121- | \$ 11.68 |
| | | 330885 | | | | | \$ 51.29 |
| 05/28/2025 | Pioneer Research Corporation | 62380 | Inv. 266548 - Weedkiller | N | Sewer Utilities - Sanitary Sewer Maintenance | 602-49450-225- | \$ 200.33 |
| | | 62380 | | | | | \$ 200.33 |
| 05/31/2025 | Pershing | 330889 | Muni Bonds/Treasury Bills Loss | N | Unrealized Investment Loss | 602-49301-800- | \$ 31.75 |
| | | 330889 | | | | | \$ 31.75 |
| 05/31/2025 | Money Market/Bonds | IAD3237 | Deposit Into Money Market/Bonds | N | Purchase of Investments | 602-49350-800- | \$ 44.76 |
| | | IAD3237 | | | | | \$ 44.76 |
| | Total For Selected Checks | | | | | | \$ 3,501.97 |

5/31/2025

Sewage Collection and Disposal

Receipts:

| | <u>Budget</u> | <u>Actual</u> | <u>Variance</u> |
|---|------------------|------------------|--------------------|
| Current Ad Valorem Taxes | 50,210.23 | 1,439.86 | (48,770.37) |
| Delinquent Ad Valorem Taxes | 354.17 | 72.20 | (281.97) |
| Mobile Home Tax | 0.42 | 0.00 | (0.42) |
| Fiscal Disparities | 39.58 | 36.93 | (2.65) |
| Total Acct 310 | 50,604.40 | 1,548.99 | (49,055.41) |
| Severed Mineral Tax | 6.25 | 0.00 | (6.25) |
| Total Acct 318 | 6.25 | 0.00 | (6.25) |
| Principal on Special Assessments | 1,625.00 | 0.00 | (1,625.00) |
| Penalties and Interest on Special Assessments | 31.25 | 0.00 | (31.25) |
| Total Acct 319 | 1,656.25 | 0.00 | (1,656.25) |
| Licenses & Permits | 52.08 | 0.00 | (52.08) |
| Public Utilities | 52.08 | 0.00 | (52.08) |
| Total Acct 321 | 104.16 | 0.00 | (104.16) |
| Homestead and Agricultural Credit Aid (HACA) | 666.67 | 1,797.21 | 1,130.54 |
| Total Acct 334 | 666.67 | 1,797.21 | 1,130.54 |
| Interest Earning | 247.92 | 285.88 | 37.96 |
| Total Acct 362 | 247.92 | 285.88 | 37.96 |
| Rate Class I | 34,583.28 | 37,467.23 | 2,883.95 |
| Connection/Reconnection Fees | 833.33 | 0.00 | (833.33) |
| Penalties and Forfeited Discounts | 500.00 | 303.82 | (196.18) |
| Hauled Wastewater Fees | 104.17 | 50.00 | (54.17) |
| Total Acct 372 | 36,020.78 | 37,821.05 | 1,800.27 |
| Total Revenues | 89,306.43 | 41,453.13 | (47,853.30) |
| Other Financing Sources: | | | |
| Unrealized Investment Gain | 52.08 | 68.49 | 16.41 |
| Total Acct 391 | 52.08 | 68.49 | 16.41 |
| Sale of Investment | 52.08 | 31.75 | (20.33) |
| Total Acct 399 | 52.08 | 31.75 | (20.33) |
| Total Other Financing Sources | 104.16 | 100.24 | (3.92) |
| Disbursements: | | | |
| Ordinances and Proceedings | 0.00 | 195.00 | (195.00) |
| Total Acct 411 | 0.00 | 195.00 | (195.00) |
| Bond Principal | 27,083.29 | 65,000.00 | (37,916.71) |
| Total Acct 471 | 27,083.29 | 65,000.00 | (37,916.71) |
| Interest - Bonds | 10,080.71 | 12,446.25 | (2,365.54) |
| Total Acct 472 | 10,080.71 | 12,446.25 | (2,365.54) |
| Fiscal Agent's Fees | 239.58 | 100.00 | 139.58 |
| Total Acct 475 | 239.58 | 100.00 | 139.58 |
| Sewer Utilities - Sanitary Sewer Maintenance | 30,048.70 | 14,344.23 | 15,704.47 |
| Sewer Utilities - Sanitary Sewer Cleaning | 5,416.66 | 0.00 | 5,416.66 |
| Sewer Utilities - Sewer Lift Stations | 12,220.81 | 1,847.75 | 10,373.06 |
| Sewer Utilities - Administration and General | 4,012.51 | 2,368.55 | 1,643.96 |
| Total Acct 494 | 51,698.68 | 18,560.53 | 33,138.15 |
| Total Disbursements | 89,102.26 | 96,301.78 | (7,199.52) |

5/31/2025

Sewage Collection and Disposal

| | <u>Budget</u> | <u>Actual</u> | <u>Var</u> |
|---|---------------|-------------------|----------------|
| Other Financing Uses: | | | |
| Unrealized Investment Loss | 52.08 | 31.75 | 20.33 |
| Purchase of Investments | 256.25 | 324.05 | (67.80) |
| Total Acct 493 | 308.33 | 355.80 | (47.47) |
| Total Other Financing Uses | 308.33 | 355.80 | (47.47) |
| Beginning Cash Balance | | 106,750.61 | |
| Total Receipts and Other Financing Sources | | 41,553.37 | |
| Total Disbursements and Other Financing Uses | | 96,657.58 | |
| Cash Balance as of 05/31/2025 | | 51,646.40 | |

Emily Fire and Rescue

City Council Report 6/10/2025

- 9 Calls in May
 - 4 EMS Calls
 - 3 Fire Calls
 - 2 Vehicle Accidents
- 5/6/2025 EMS Training: CRMC put on training on cardiac emergencies.
Members in attendance:

| | | |
|-----------|-----------|----------|
| Nick D. | Kale J. | Cindy T. |
| Tabby F. | Krista K. | LeAnn W. |
| Kaiser J. | Cary L. | Mark W. |
| Sarah J. | Blair M. | |
| Fawn J. | Connie P. | |

- 5/20/25 Fire Officer/Incident Command Training: FIRE Inc
Members in attendance:

| | | |
|-----------|----------|---------|
| Bryce B. | Kale J. | Andy M. |
| Brian F. | Tyson K. | Josh R. |
| Kaiser J. | Blair M. | |

- 5/27/25 Fire Training: FIRE Inc put on a Pumps class for the department.
Members in attendance:

| | | |
|-----------|-----------|----------|
| Gina A. | Tabby F. | Tracy J. |
| Mike A. | Jon F. | Tyson K. |
| Bryce B. | Kaiser J. | Blair M. |
| Cody C. | Sarah J. | Andy M. |
| Dillon E. | Fawn J. | Josh R. |
| Brian F. | Kale J. | Phil Y |

- 5/27/25 Relief Association and Fire and Rescue Meetings.
Members in attendance:

| | | |
|-----------|-----------|-----------|
| Gina A. | Tabby F. | Kale J. |
| Mike A. | Jon F. | Tracy J. |
| Cody C. | Kaiser J. | Krista K. |
| Dillon E. | Sarah J. | Cary L. |
| Brian F. | Fawn J. | Blair M. |

Andy M.
Connie P.

Josh R.
Phil Y.

- Recommendation to approve the appointments of Connie Pollack and Kaiser Jarvis to the Executive Review Board.
- Coming up in June:
 - EMS Training 6/3
 - ATV Accident Training Scenario 6/4
 - Fire Officer/Incident Command Training w/FIRE Inc 6/17
 - Softball Tournament Concessions 6/21
 - Relief Association and Fire and Rescue Meetings 6/24
 - Fire Training 6/24



City of Emily, Minnesota Public Safety Contract

This contract is made and entered into this 1st day of July, 2025 (“Anniversary Date”) between the City of Emily, 39811 State Highway 6, Emily, Minnesota 56447, Crow Wing County, Minnesota public corporation (“City”), and Township of Little Pine, 25990 County Road 1, Emily, Minnesota 56447, Crow Wing County, Minnesota a public corporation (“Town”).

In consideration of the mutual promises and agreements hereinafter set forth the parties do hereby agree as follows:

1. **Public Safety Services.** Town agrees to purchase from City, and City agrees to provide Town, the following public safety services:

- | | |
|---|--|
| <input type="checkbox"/> Structural Firefighting <ul style="list-style-type: none"> <input type="checkbox"/> External Structural Firefighting <input type="checkbox"/> Interior Structural Firefighting | <input type="checkbox"/> Emergency Medical Services <ul style="list-style-type: none"> <input type="checkbox"/> Fire Scenes <input type="checkbox"/> Rescue Scenes |
| <input type="checkbox"/> Grass/Forest Firefighting | <input type="checkbox"/> General Medicals |
| <input type="checkbox"/> General Firefighting <ul style="list-style-type: none"> <input type="checkbox"/> Vehicles & Equipment <input type="checkbox"/> Carbon Monoxide Calls <input type="checkbox"/> Other Non-Structural Firefighting | Level of Emergency Medical Response <ul style="list-style-type: none"> <input type="checkbox"/> Emergency Medical Responder <input type="checkbox"/> Emergency Medical Technician <input type="checkbox"/> Paramedic |
| <input type="checkbox"/> Rescue <ul style="list-style-type: none"> <input type="checkbox"/> Vehicle & Equipment Extrication <input type="checkbox"/> General Search & Rescue <input type="checkbox"/> High Level Rescue <input type="checkbox"/> Water Rescue | |

The services indicated above are further explained, or limited, as follows:

- a. **Allocation of Resources.** The parties understand the Fire and Rescue Department officer in charge of the particular scene shall exercise judgment to determine, in consideration of all the established policies, guidelines, procedures, and practices, how best to allocate the available resources of the Fire and Rescue Department under the circumstances of a given situation. Failure to provide public safety services because of poor weather conditions or other conditions beyond the control of City shall not be deemed a breach of this contract.

- b. **No Guarantee.** The parties understand and agree City will endeavor to reasonably provide the services indicated above given the circumstances, but City makes no guarantees that the services it actually provides in a given situation will meet any particular criteria or standard. The City and its officers, employees and volunteers shall not be liable to the Town or any other person for failure to furnish assistance under this agreement or for recalling assistance.

- 2. **Payment.** Town agrees to pay City annually during the term of this contract the Payment Amount determined annually according to the following:

Fire suppression operations compensation shall be computed at the rate of 3.05495% of the most current Township tax capacity available from Crow Wing County.

Emergency medical services compensation shall be computed at the rate of .555505% of the most current Township tax capacity available from Crow Wing County.

City shall provide Town a written claim for the Payment Amount. The Town shall provide payment to the City on or before the anniversary date of this contract:

Either party of this contract may initiate a negotiation meeting with the other party, by giving said party fifteen (15) days' notice. The purpose of these meetings, shall include, but not be limited to items, such as interpretation of this contract, satisfaction of service, or such other items as may affect this contract.

- 3. **Service Territory.** City shall provide public safety services as indicated in this contract to the area in Town described below and/or as indicated on a map which is attached hereto and made part of this contract. The identified area shall constitute the Town's Service Territory for the purposes of this contract:

Township of Little Pine Sections 1 through 36 (All)

- 4. **Term.** This contract shall commence on the effective date indicated above and shall expire one (1) year from that date unless terminated earlier as provided herein.
- 5. **Ownership.** City owns the buildings and equipment associated with the Fire and Rescue Department and the amounts paid by Town do not give rise to any ownership interest in, or responsibility toward, those items.
- 6. **City's Responsibilities.** In addition to any other obligations described herein, City shall:
 - a. Authorize and direct the Emily Fire and Rescue Department to provide the public safety services described herein to Town's Service Territory;
 - b. Disclose to Town any proposed action the City or Fire and Rescue Department intends to take that can reasonably be expected to effect the Insurance Services Office Fire Protection Grade in the Service Territory or City's ability to provide the public safety services indicated above; and

- c. Promptly disclose to Town any information City can reasonably anticipate will directly affect its ability to perform its obligations under this contract.

7. **Town's Responsibilities.** In addition to any other obligations described herein, Town shall:
- a. Promptly pay City the Payment Amount as indicated above for the year of service, or a prorated share of the Payment Amount for the length of service actually provided if the contract is terminated early;
 - b. Present a budget and levy proposal to the town electors at each annual town meeting during the term of this contract seeking authority to levy funds as needed to pay the "Payment Amount;" and
 - c. Promptly disclose to City any information Town can reasonably anticipate will directly affect its ability to perform its obligations under this contract.

It is understood and agreed Town shall have no responsibility whatsoever toward the firefighters or other emergency personnel including any employment related issues such as training, supervision, performance reviews, discipline, compensation, benefits, insurance coverages, compliance with any employment related federal, state, and local laws and rules such as OSHA, ERISA, RLSA, FMLA, or any other employment related issues. It is further agreed Town has no responsibility, beyond paying the agreed upon Payment Amount, for acquiring, operating, maintaining, housing, or replacing equipment as needed to provide the public safety services described herein.

8. **Insurance Requirements.** City shall maintain general liability insurance for its services and shall include Town as an additional insured for the term of this contract and any extensions thereof. The City shall maintain insurance equal to or greater than the maximum liability applicable to municipalities as set forth in Minnesota Statutes, Section 466.04, subd. 1, as amended. City shall also maintain inland marine, automobile, and property insurance coverages. City shall provide Town proof of such insurance coverages and the additional insured endorsement naming the Town annually by the anniversary date of this contract. City shall also maintain workers' compensation coverage as required by law.
9. **Indemnification.** City agrees to defend and indemnify Town against any claims brought or actions filed against Town or any officer, employee, or volunteer of Town for injury to, death of, or damage to the property of any third person or persons, arising from City's performance under this contract for services. Under no circumstances, however, shall City be required to pay on behalf of itself and Town, any amounts in excess of the limits on liability established in Minnesota Statutes, Chapter 466 applicable to any one party. The limits of liability for Town and City may not be added together to determine the maximum amount of liability for City. The intent of this subdivision is to impose on City a limited duty to defend and indemnify Town for claims arising out of the performance of this contract subject to the limits of liability under Minnesota Statutes, Chapter 466. The purpose of creating this duty to defend and indemnify is to simplify the defense of claims by eliminating conflicts between the parties and to permit liability claims against both parties from a single occurrence to be defended by a single attorney.

10. **No Waiver.** Nothing herein shall be construed to waive or limit any immunity from, or limitation on, liability available to either party, whether set forth in Minnesota Statutes, Chapter 466 or otherwise.
11. **Modification.** This writing contains the entire agreement between the parties and no alterations, variations, modifications, or waivers of the provisions of this agreement are valid unless reduced to writing, signed by both City and Town, and attached hereto.
12. **Subcontracting & Assignment.** City shall not subcontract or assign any portion of this contract to another without prior written permission from Town. Services provided to Town pursuant to a mutual aid agreement City has, or may enter into, with another entity does not constitute a subcontract or assignment requiring prior approval of Town so long as City remains primarily responsible for providing public safety services to Town's Service Territory.
13. **Termination.** This contract may be terminated at any time during its term by mutual agreement of the parties. Either party may terminate this agreement by personally serving a 120 day written notice of termination on the other party. This agreement shall terminate 120 days from the date of personal service of the written termination notice unless the party serving the notice withdraws the notice in writing before it is effective. If Town fails to pay for the service according to the schedule established herein, City may terminate this agreement 60 days from the date of personal service of written termination notice. Notice to City shall be served on the City Clerk/Treasurer, and notice to Town shall be served on the Town clerk.
14. **Service Contract.** This is a service contract. The parties do not intend to undertake or create, and nothing herein shall be construed as creating, a joint powers agreement, joint venture, or joint enterprise between the parties.
15. **Minnesota Law Governs.** This contract shall be governed by and construed in accordance with the internal laws of the State of Minnesota. All proceedings related to this contract shall be venued in the State of Minnesota.
16. **Severability.** The provisions of this contract shall be deemed severable. If any part of this contract is rendered void, invalid, or otherwise unenforceable, such rendering shall not affect the validity and enforceability of the remainder of this contract.

IN WITNESS WHEREOF, the parties have executed this contract effective on the date indicated above.

City of Emily

By its Mayor:

Signature

Print Name

Date

Clerk

Township of Little Pine

By its Chairperson:

Signature

Print Name

Date

Clerk



City of Emily, Minnesota Public Safety Contract

This contract is made and entered into this 1st day of July, 2025 (“Anniversary Date”) between the City of Emily, 39811 State Highway 6, Emily, Minnesota 56447, Crow Wing County, Minnesota public corporation (“City”), and Fairfield Township, 33108 Dangers Road, Crosby, Minnesota 56441, Crow Wing County, Minnesota a public corporation (“Town”).

In consideration of the mutual promises and agreements hereinafter set forth the parties do hereby agree as follows:

1. **Public Safety Services.** Town agrees to purchase from City, and City agrees to provide Town, the following public safety services:

- | | |
|---|---|
| <input type="checkbox"/> Structural Firefighting <ul style="list-style-type: none"> <input type="checkbox"/> External Structural Firefighting <input type="checkbox"/> Interior Structural Firefighting | <input type="checkbox"/> Emergency Medical Services <ul style="list-style-type: none"> <input type="checkbox"/> Fire Scenes <input type="checkbox"/> Rescue Scenes |
| <input type="checkbox"/> Grass/Forest Firefighting | <input type="checkbox"/> General Medicals |
| <input type="checkbox"/> General Firefighting <ul style="list-style-type: none"> <input type="checkbox"/> Vehicles & Equipment <input type="checkbox"/> Carbon Monoxide Calls <input type="checkbox"/> Other Non-Structural Firefighting | Level of Emergency Medical Response <ul style="list-style-type: none"> <input type="checkbox"/> Emergency Medical Responder <input type="checkbox"/> Emergency Medical Technician <input type="checkbox"/> Paramedic |
| <input type="checkbox"/> Rescue <ul style="list-style-type: none"> <input type="checkbox"/> Vehicle & Equipment Extrication <input type="checkbox"/> General Search & Rescue <input type="checkbox"/> High Level Rescue <input type="checkbox"/> Water Rescue | |

The services indicated above are further explained, or limited, as follows:

- a. **Allocation of Resources.** The parties understand the Fire and Rescue Department officer in charge of the particular scene shall exercise judgment to determine, in consideration of all the established policies, guidelines, procedures, and practices, how best to allocate the available resources of the Fire and Rescue Department under the circumstances of a given situation. Failure to provide public safety services because of poor weather conditions or other conditions beyond the control of City shall not be deemed a breach of this contract.

- b. **No Guarantee.** The parties understand and agree City will endeavor to reasonably provide the services indicated above given the circumstances, but City makes no guarantees that the services it actually provides in a given situation will meet any particular criteria or standard. The City and its officers, employees and volunteers shall not be liable to the Town or any other person for failure to furnish assistance under this agreement or for recalling assistance.

- 2. **Payment.** Town agrees to pay City annually during the term of this contract the Payment Amount determined annually according to the following:

Fire suppression operations compensation shall be computed at the rate of 3.05495% of the most current Township tax capacity available from Crow Wing County.

Emergency medical services compensation shall be computed at the rate of .55505% of the most current Township tax capacity available from Crow Wing County.

City shall provide Town a written claim for the Payment Amount. The Town shall provide payment to the City on or before the anniversary date of this contract:

Either party of this contract may initiate a negotiation meeting with the other party, by giving said party fifteen (15) days' notice. The purpose of these meetings, shall include, but not be limited to items, such as interpretation of this contract, satisfaction of service, or such other items as may affect this contract.

- 3. **Service Territory.** City shall provide public safety services as indicated in this contract to the area in Town described below and/or as indicated on a map which is attached hereto and made part of this contract. The identified area shall constitute the Town's Service Territory for the purposes of this contract:

Fairfield Township (part): All of Sections 1-5; 10-15; 22-27; and 34-36

- 4. **Term.** This contract shall commence on the effective date indicated above and shall expire one (1) year from that date unless terminated earlier as provided herein.
- 5. **Ownership.** City owns the buildings and equipment associated with the Fire and Rescue Department and the amounts paid by Town do not give rise to any ownership interest in, or responsibility toward, those items.
- 6. **City's Responsibilities.** In addition to any other obligations described herein, City shall:
 - a. Authorize and direct the Emily Fire and Rescue Department to provide the public safety services described herein to Town's Service Territory;
 - b. Disclose to Town any proposed action the City or Fire and Rescue Department intends to take that can reasonably be expected to effect the Insurance Services Office

- Fire Protection Grade in the Service Territory or City's ability to provide the public safety services indicated above; and
- c. Promptly disclose to Town any information City can reasonably anticipate will directly affect its ability to perform its obligations under this contract.

7. **Town's Responsibilities.** In addition to any other obligations described herein, Town shall:
 - a. Promptly pay City the Payment Amount as indicated above for the year of service, or a prorated share of the Payment Amount for the length of service actually provided if the contract is terminated early;
 - b. Present a budget and levy proposal to the town electors at each annual town meeting during the term of this contract seeking authority to levy funds as needed to pay the "Payment Amount;" and
 - c. Promptly disclose to City any information Town can reasonably anticipate will directly affect its ability to perform its obligations under this contract.

It is understood and agreed Town shall have no responsibility whatsoever toward the firefighters or other emergency personnel including any employment related issues such as training, supervision, performance reviews, discipline, compensation, benefits, insurance coverages, compliance with any employment related federal, state, and local laws and rules such as OSHA, ERISA, RLSA, FMLA, or any other employment related issues. It is further agreed Town has no responsibility, beyond paying the agreed upon Payment Amount, for acquiring, operating, maintaining, housing, or replacing equipment as needed to provide the public safety services described herein.

8. **Insurance Requirements.** City shall maintain general liability insurance for its services and shall include Town as an additional insured for the term of this contract and any extensions thereof. The City shall maintain insurance equal to or greater than the maximum liability applicable to municipalities as set forth in Minnesota Statutes, Section 466.04, subd. 1, as amended. City shall also maintain inland marine, automobile, and property insurance coverages. City shall provide Town proof of such insurance coverages and the additional insured endorsement naming the Town annually by the anniversary date of this contract. City shall also maintain workers' compensation coverage as required by law.
9. **Indemnification.** City agrees to defend and indemnify Town against any claims brought or actions filed against Town or any officer, employee, or volunteer of Town for injury to, death of, or damage to the property of any third person or persons, arising from City's performance under this contract for services. Under no circumstances, however, shall City be required to pay on behalf of itself and Town, any amounts in excess of the limits on liability established in Minnesota Statutes, Chapter 466 applicable to any one party. The limits of liability for Town and City may not be added together to determine the maximum amount of liability for City. The intent of this subdivision is to impose on City a limited duty to defend and indemnify Town for claims arising out of the performance of this contract subject to the limits of liability under Minnesota Statutes, Chapter 466. The purpose of creating this duty to defend and indemnify is to simplify the defense of claims by eliminating conflicts between

the parties and to permit liability claims against both parties from a single occurrence to be defended by a single attorney.

10. **No Waiver.** Nothing herein shall be construed to waive or limit any immunity from, or limitation on, liability available to either party, whether set forth in Minnesota Statutes, Chapter 466 or otherwise.
11. **Modification.** This writing contains the entire agreement between the parties and no alterations, variations, modifications, or waivers of the provisions of this agreement are valid unless reduced to writing, signed by both City and Town, and attached hereto.
12. **Subcontracting & Assignment.** City shall not subcontract or assign any portion of this contract to another without prior written permission from Town. Services provided to Town pursuant to a mutual aid agreement City has, or may enter into, with another entity does not constitute a subcontract or assignment requiring prior approval of Town so long as City remains primarily responsible for providing public safety services to Town's Service Territory.
13. **Termination.** This contract may be terminated at any time during its term by mutual agreement of the parties. Either party may terminate this agreement by personally serving a 120 day written notice of termination on the other party. This agreement shall terminate 120 days from the date of personal service of the written termination notice unless the party serving the notice withdraws the notice in writing before it is effective. If Town fails to pay for the service according to the schedule established herein, City may terminate this agreement 60 days from the date of personal service of written termination notice. Notice to City shall be served on the City Clerk/Treasurer, and notice to Town shall be served on the Town clerk.
14. **Service Contract.** This is a service contract. The parties do not intend to undertake or create, and nothing herein shall be construed as creating, a joint powers agreement, joint venture, or joint enterprise between the parties.
15. **Minnesota Law Governs.** This contract shall be governed by and construed in accordance with the internal laws of the State of Minnesota. All proceedings related to this contract shall be venued in the State of Minnesota.
16. **Severability.** The provisions of this contract shall be deemed severable. If any part of this contract is rendered void, invalid, or otherwise unenforceable, such rendering shall not affect the validity and enforceability of the remainder of this contract.

IN WITNESS WHEREOF, the parties have executed this contract effective on the date indicated above.

City of Emily

Fairfield Township

By its Mayor:

By its Chairperson:

Signature

Signature

Print Name

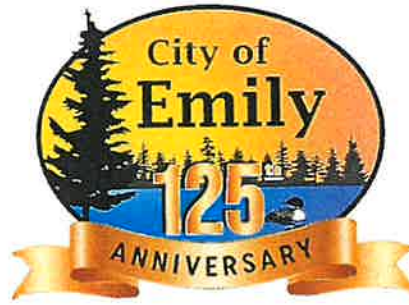
Print Name

Date

Date

Clerk

Clerk



City of Emily, Minnesota Public Safety Contract

This contract is made and entered into this 1st day of July, 2025 ("Anniversary Date") between the City of Emily, 39811 State Highway 6, Emily, Minnesota 56447, Crow Wing County, Minnesota public corporation ("City"), and Ross Lake Township, 23989 County Road 36, Emily, Minnesota 56447, Crow Wing County, Minnesota a public corporation ("Town").

In consideration of the mutual promises and agreements hereinafter set forth the parties do hereby agree as follows:

1. **Public Safety Services.** Town agrees to purchase from City, and City agrees to provide Town, the following public safety services:

- ☐ Structural Firefighting
 - ☐ External Structural Firefighting
 - ☐ Interior Structural Firefighting
- ☐ Grass/Forest Firefighting
- ☐ General Firefighting
 - ☐ Vehicles & Equipment
 - ☐ Carbon Monoxide Calls
 - ☐ Other Non-Structural Firefighting
- ☐ Rescue
 - ☐ Vehicle & Equipment Extrication
 - ☐ General Search & Rescue
 - ☐ High Level Rescue
 - ☐ Water Rescue

The services indicated above are further explained, or limited, as follows:

- a. **Allocation of Resources.** The parties understand the Fire and Rescue Department officer in charge of the particular scene shall exercise judgment to determine, in consideration of all the established policies, guidelines, procedures, and practices, how best to allocate the available resources of the Fire and Rescue Department under the circumstances of a given situation. Failure to provide public safety services because of poor weather conditions or other conditions beyond the control of City shall not be deemed a breach of this contract.

- b. **No Guarantee.** The parties understand and agree City will endeavor to reasonably provide the services indicated above given the circumstances, but City makes no guarantees that the services it actually provides in a given situation will meet any particular criteria or standard. The City and its officers, employees and volunteers shall not be liable to the Town or any other person for failure to furnish assistance under this agreement or for recalling assistance.

2. **Payment.** Town agrees to pay City during the term of this contract the Payment Amount determined according to the following:

Fire suppression operations compensation shall be computed at the rate of 3.05495% of the most current Township tax capacity available from Crow Wing County.

City shall provide Town a written claim for the Payment Amount. The Town shall provide payment to the City on or before the anniversary date of this contract:

Either party of this contract may initiate a negotiation meeting with the other party, by giving said party fifteen (15) days' notice. The purpose of these meetings, shall include, but not be limited to items, such as interpretation of this contract, satisfaction of service, or such other items as may affect this contract.

3. **Service Territory.** City shall provide public safety services as indicated in this contract to the area in Town described below and/or as indicated on a map which is attached hereto and made part of this contract. The identified area shall constitute the Town's Service Territory for the purposes of this contract:

Ross Lake Township (part): All of Sections 7, 17, 18, 19, 30

4. **Term.** This contract shall commence on the effective date indicated above and shall expire one (1) year from that date unless terminated earlier as provided herein.
5. **Ownership.** City owns the buildings and equipment associated with the Fire and Rescue Department and the amounts paid by Town do not give rise to any ownership interest in, or responsibility toward, those items.
6. **City's Responsibilities.** In addition to any other obligations described herein, City shall:
 - a. Authorize and direct the Emily Fire and Rescue Department to provide the public safety services described herein to Town's Service Territory;
 - b. Disclose to Town any proposed action the City or Fire and Rescue Department intends to take that can reasonably be expected to affect the Insurance Services Office Fire Protection Grade in the Service Territory or City's ability to provide the public safety services indicated above; and
 - c. Promptly disclose to Town any information City can reasonably anticipate will directly affect its ability to perform its obligations under this contract.

7. **Town's Responsibilities.** In addition to any other obligations described herein, Town shall:
- Promptly pay City the Payment Amount as indicated above for the year of service, or a prorated share of the Payment Amount for the length of service actually provided if the contract is terminated early;
 - Present a budget and levy proposal to the town electors at each annual town meeting during the term of this contract seeking authority to levy funds as needed to pay the "Payment Amount;" and
 - Promptly disclose to City any information Town can reasonably anticipate will directly affect its ability to perform its obligations under this contract.

It is understood and agreed Town shall have no responsibility whatsoever toward the firefighters or other emergency personnel including any employment related issues such as training, supervision, performance reviews, discipline, compensation, benefits, insurance coverages, compliance with any employment related federal, state, and local laws and rules such as OSHA, ERISA, RLISA, FMLA, or any other employment related issues. It is further agreed Town has no responsibility, beyond paying the agreed upon Payment Amount, for acquiring, operating, maintaining, housing, or replacing equipment as needed to provide the public safety services described herein.

8. **Insurance Requirements.** City shall maintain general liability insurance for its services and shall include Town as an additional insured for the term of this contract and any extensions thereof. The City shall maintain insurance equal to or greater than the maximum liability applicable to municipalities as set forth in Minnesota Statutes, Section 466.04, subd. 1, as amended. City shall also maintain inland marine, automobile, and property insurance coverages. City shall provide Town proof of such insurance coverages and the additional insured endorsement naming the Town annually by the anniversary date of this contract. City shall also maintain workers' compensation coverage as required by law.
9. **Indemnification.** City agrees to defend and indemnify Town against any claims brought or actions filed against Town or any officer, employee, or volunteer of Town for injury to, death of, or damage to the property of any third person or persons, arising from City's performance under this contract for services. Under no circumstances, however, shall City be required to pay on behalf of itself and Town, any amounts in excess of the limits on liability established in Minnesota Statutes, Chapter 466 applicable to any one party. The limits of liability for Town and City may not be added together to determine the maximum amount of liability for City. The intent of this subdivision is to impose on City a limited duty to defend and indemnify Town for claims arising out of the performance of this contract subject to the limits of liability under Minnesota Statutes, Chapter 466. The purpose of creating this duty to defend and indemnify is to simplify the defense of claims by eliminating conflicts between the parties and to permit liability claims against both parties from a single occurrence to be defended by a single attorney.

10. **No Waiver.** Nothing herein shall be construed to waive or limit any immunity from, or limitation on, liability available to either party, whether set forth in Minnesota Statutes, Chapter 466 or otherwise.
11. **Modification.** This writing contains the entire agreement between the parties and no alterations, variations, modifications, or waivers of the provisions of this agreement are valid unless reduced to writing, signed by both City and Town, and attached hereto.
12. **Subcontracting & Assignment.** City shall not subcontract or assign any portion of this contract to another without prior written permission from Town. Services provided to Town pursuant to a mutual aid agreement City has, or may enter into, with another entity does not constitute a subcontract or assignment requiring prior approval of Town so long as City remains primarily responsible for providing public safety services to Town's Service Territory.
13. **Termination.** This contract may be terminated at any time during its term by mutual agreement of the parties. Either party may terminate this agreement by personally serving a 120 day written notice of termination on the other party. This agreement shall terminate 120 days from the date of personal service of the written termination notice unless the party serving the notice withdraws the notice in writing before it is effective. If Town fails to pay for the service according to the schedule established herein, City may terminate this agreement 60 days from the date of personal service of written termination notice. Notice to City shall be served on the City Clerk/Treasurer, and notice to Town shall be served on the Town Clerk.
14. **Service Contract.** This is a service contract. The parties do not intend to undertake or create, and nothing herein shall be construed as creating, a joint powers agreement, joint venture, or joint enterprise between the parties.
15. **Minnesota Law Governs.** This contract shall be governed by and construed in accordance with the internal laws of the State of Minnesota. All proceedings related to this contract shall be venued in the State of Minnesota.
16. **Severability.** The provisions of this contract shall be deemed severable. If any part of this contract is rendered void, invalid, or otherwise unenforceable, such rendering shall not affect the validity and enforceability of the remainder of this contract.

IN WITNESS WHEREOF, the parties have executed this contract effective on the date indicated above.

City of Emily

By its Mayor:

Signature

Print Name

Date

Clerk

Ross Lake Township

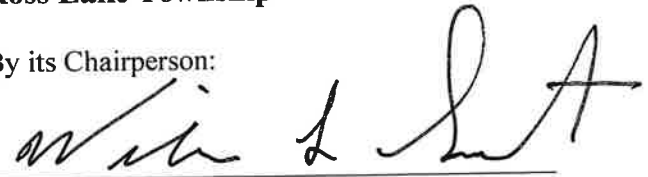
By its Chairperson:

Signature

Print Name

Date

Clerk



WILLIAM L Smith

5/19/2025



2025 FIRE AND RESCUE DEPARTMENT PROTECTION CONTRACT FIGURES

Revision: Ross Lake Twp fire suppression contract including Section 30 (Tax Capacity of Section 30=\$18,334)

| Total Tax Capacity | 2025 Fire Suppression Operations Budget | | | 2025 Emergency Medical Services Budget | | | Recommended Totals |
|----------------------|---|---------------------|------|--|--------------------|------|---------------------|
| | 2024 | 2025 | 2025 | 2024 | 2025 | 2025 | |
| | 2.874% | 3.05495% | | 0.51838% | 0.55505% | | |
| City of Emily | \$134,587.35 | \$146,817.05 | | \$24,275.35 | \$26,675.00 | | \$173,492.05 |
| Fairfield Township | \$14,510.74 | \$16,195.48 | | \$2,617.29 | \$2,942.54 | | \$19,138.02 |
| Little Pine Township | \$10,989.46 | \$13,909.62 | | \$1,982.16 | \$2,527.22 | | \$16,436.84 |
| Ross Lake Township | \$19,220.33 | \$21,104.57 | | \$0.00 | \$0.00 | | \$21,104.57 |
| Total | \$179,307.88 | \$198,026.72 | | \$28,874.80 | \$32,144.76 | | \$230,171.48 |

Difference
(\$0.52)

| 2024 to 2025 | Fire Suppression Operations Contract | | Total Contract Changes | |
|----------------------|--------------------------------------|----------------------|------------------------|--|
| | Changes | EMS Contract Changes | Changes | |
| | | | | |
| Fairfield Township | \$1,684.74 | \$325.25 | \$2,009.99 | |
| Little Pine Township | \$2,920.16 | \$545.06 | \$3,465.22 | |
| Ross Lake Township | \$1,884.24 | \$0.00 | \$1,884.24 | |

Fire and Rescue Department charges:

Fire suppression operations budget includes fire disbursements and fire training, state fire aid, supplemental state fire aid, and fire protection services receipts.

Emergency medical services (EMS) budget includes EMS disbursements and EMS protection receipts.

| EMILY FIRE DISTRICTS | FINAL PAYABLE 2025 2024 Assessment, Taxes Payable 2025 | | | |
|---|---|---------------|-----------------------|-------------------|
| | Total Tax Capacity | ***** Land | ***** Market Value | ***** Building |
| City of Emily (All) | 4,805,874 | 241,856,466 | | 219,400,452 |
| Fairfield Township (part) All of Sec 1-5; 10-15; 22-27; & 34-36 (VALBYSEC) | 530,139 | 34,332,570 | | 19,424,077 |
| Little Pine (All) | 455,314 | 31,050,578 | | 14,295,534 |
| PART OF Ross Lake TOWNSHIP 07, 17, 18, 19 | 672,498 | 37,289,315 | | 28,710,327 |

| | Market Value | | |
|-----------------------|---------------|--------------|---|
| Total Tax Capacity | Land | Building | |
| 690,832 | \$38,565,715 | \$29,372,327 | PART OF Ross Lake TOWNSHIP 07, 17, 18, 19, 30 |
| 1,767,915 | \$101,358,727 | \$73,717,790 | ALL OF Ross Lake TOWNSHIP |

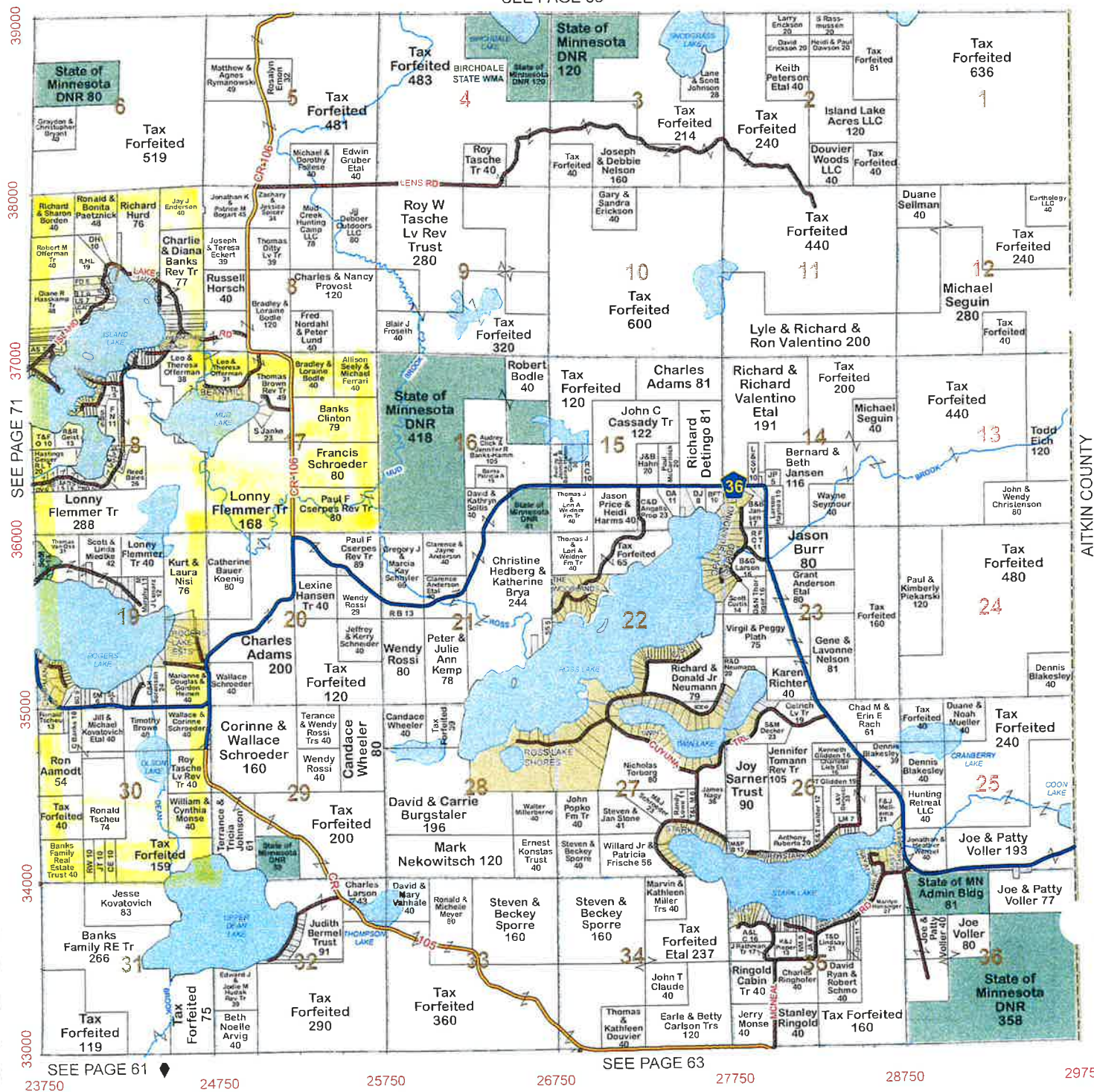


Ross Lake

Township 137N - Range 25W

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SEE PAGE 83



AITKIN COUNTY



Email PDF to PropTax.Admin@state.mn.us

Apportionment Agreement of Fire Service Area

The Township of Ross Lake, in the County of Crow Wing,
(city, town, or unorganized area receiving fire protection)
has entered into a written agreement (contract) for fire protection services with the municipal fire department(s) and/or independent nonprofit firefighting corporation(s) listed below.

It is understood by the parties to this agreement that for Fire State Aid purposes, the **population** and **estimated market value** of the above fire service area shall be apportioned using the following percentages.

| | <u>County</u> (Fire Department Location) | <u>Percent of Total</u> (Population and Valuation) |
|---|---|---|
| Emily Volunteer Fire Department (City, Town, or Independent F.D. providing protection) | Crow Wing | 34% |
| Aitkin Fire Department (City, Town, or Independent F.D. providing protection) | Aitkin | 66% |
| (City, Town, or Independent F.D. providing protection) | | |
| (City, Town, or Independent F.D. providing protection) | | |
| (City, Town, or Independent F.D. providing protection) | | |
| TOTAL | | 100% |

It is also understood and agreed by all parties to this agreement that this agreement takes effect on the 1st day of January, 2023. It shall run concurrently with the written fire service agreements (contracts) on file with the Property Tax Division of the Minnesota Department of Revenue.

| | | | | |
|--|---------|-----------------|-----------------|-----------------------------|
| <u>Chad Gern</u> (Signature of Authorized Representative) | for the | Emily Volunteer | Fire Department | <u>2/29/24</u> (Dated) |
| <u>Brian Pisarek</u> (Signature of Authorized Representative) | for the | Aitkin | Fire Department | <u>1/20/2024</u> (Dated) |
| | for the | | Fire Department | <u></u> (Dated) |
| | for the | | Fire Department | <u></u> (Dated) |
| | for the | | Fire Department | <u></u> (Dated) |

RECEIVED
JUN 02 2025

BY:



Please review the following quote

Minitor 7 Pager

Quote # EH008141
Version 1

Prepared for:

Emily Fire Department

Blair Mileski
firechief@cityofemily.com

Minitor 7 Pager



Prepared by:

1 - Superior

Erik Humphrey
(715) 392-2911 ext. 2027
Fax 715-392-2995
ehumphrey@dsccommunications.com

Prepared for:

Emily Fire Department

20837 County Road 1
Emily, MN 56447
Blair Mileski
(612) 670-3243
firechief@cityofemily.com

Quote Information:

Quote #: EH008141

Version: 1
Delivery Date: 06/02/2025
Expiration Date: 06/30/2025

Quote Summary

| Description | Amount |
|------------------|-------------------|
| Pager Minitor 7 | \$990.00 |
| Services | \$45.00 |
| Subtotal: | \$1,035.00 |
| Shipping: | \$20.00 |
| Total: | \$1,055.00 |

Taxes, shipping, handling and other fees may apply. 3% Processing Fee will be accessed on all credit card transactions. Any price quoted for a product is subject to market change, supply disruption, adjustments to foreign exchange rates, and tax reforms, among other causes. We reserve the right to cancel orders arising from pricing or other errors.

711 Hammond Ave
Superior, WI 54880
DSCcommunications.com
715-392-2911



Pager Minitor 7

| Description | Price | Qty | Ext. Price |
|---|-----------|-----|------------|
| Pager Minitor 7 VHF 151-174Mhz 5 Channel UL | \$552.00 | 2 | \$1,104.00 |
| DSC Promo Valid Until September 30th 2025 | (\$57.00) | 2 | (\$114.00) |
| Subtotal: | | | \$990.00 |

Services

| Description | Price | Qty | Ext. Price |
|--|---------|-----|------------|
| Programming of 1 Subscriber, Mobile, Pager, Portable | \$35.00 | 1 | \$35.00 |
| Cloning of Each Additional Subscriber, Mobile, Pager, Portable | \$10.00 | 1 | \$10.00 |
| Subtotal: | | | \$45.00 |

Clarifications & Exclusions - Quotes

General Work Terms:

1. All work will be performed during normal business hours - Monday through Friday, 8:00am to 5:00pm - unless otherwise agreed upon by both parties.
2. Customer will maintain a clean, safe, and efficient work environment.
3. Permits and associated fees are not included in DSC Communications' proposal pricing.
4. Customer will provide a secured area to store/stage project-related materials.
5. Customer acknowledges that supply-chain and shipping difficulties may result in unavoidable delays/cost increases. Customer agrees to provide DSC with reasonable extensions of time and DSC agrees to make efforts to avoid or minimize delays. Customer further acknowledges that these difficulties may result in increases to DSC's quoted pricing. Customer agrees to pay any increases.
6. Changes to scope of work, or departures from initial planning that arise during or after deployment, may be assessed by DSC as a change-order and invoiced appropriately.
7. Returns may be subject to a restocking fee.

Customer Responsibilities:

1. Customer will provide current blueprints/floor plans for identification of cabling routes.
2. Where installations use customer-premise wiring or the wiring/cabling is installed by others, all wiring shall be properly installed, free from defects, and capable of supporting the new equipment. Time and materials used to troubleshoot and repair wiring issues may be considered beyond scope and subject to invoicing.
3. Project Manager(s): Customer shall assign project manager(s) to make decisions for equipment installation and placement.
4. Network/Technology Manager: Due to the complexity of network integration practices and security policies, someone empowered to make customer-premise network decisions and verifications must be assigned, and available to the technicians on-site.

Exclusions (unless otherwise specifically stated in proposal):

- Electrical work to panels, breakers, or electrical outlets.
- Installation conduit or cable raceway.
- Rental/provision of aerial lifts or scaffolding.
- Interconnections to other devices (such as burglar alarm or fire annunciator panels).
- Vertical or horizontal core drilling holes exceeding 3/4" in diameter or 12" in depth.
- Removal of old wiring or devices.
- Application Programming Interface (API) integration to other network devices.
- Customer-premise network reconfigurations to routers, switches, firewalls, etc.
- Replacement of ceiling tiles, millwork, paint, or other finishing/fine detail that may be disturbed during the normal course of work.

1 - Superior

Emily Fire Department

Signature: _____

Erik Humphrey

Name: Erik Humphrey

Title: Client Strategy Lead

Date: 06/02/2025

Signature: _____

Name: Blair Mileski

Date: _____

RECEIVED
JUN 02 2025



GREAT PLAINS FIRE

...when quality of service counts

To:

Emily Fire Dept

Tele:

Fax:

BY:

Date _____

30-May-25

Terms

due upon delivery

Price Quoted are F.O.B.

factory

Delivery

per MFG

[illegible]

Quotation Prepared By: Philip Isaacson

.....When Quality Of Service Counts

**CITY OF EMILY
COUNTY OF CROW WING
STATE OF MINNESOTA
RESOLUTION NO. 25-19**

RESOLUTION ACCEPTING DONATION TO THE CITY

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

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

| <u>Name of Donor</u> | <u>Amount</u> |
|------------------------------------|---------------|
| Emily Firemen's Relief Association | \$2,000.00 |

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

| <u>Donation Number</u> | <u>Terms or Conditions</u> |
|------------------------|----------------------------|
| 25-19 | Fire Hall Renovations |

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: \$2,000.00 to the firemen's equipment fund for Fire Hall renovations.
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 10th day of June 2025.

Tracy Jones, Mayor

ATTEST: _____
Cari Johnson, City Clerk/Treasurer

MINNESOTA LAWFUL GAMBLING

LG555 Government Approval or Acknowledgment for Use of Gambling Funds

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

ORGANIZATION AND EXPENDITURE INFORMATION (attach additional sheets if necessary)

| | |
|---|-----------------------|
| Organization Name: Emily Firemen's Relief Association | License Number: 02215 |
|---|-----------------------|

| | |
|---------------------|---------------------------------|
| Address: PO Box 163 | City/State/Zip: Emily, MN 56441 |
|---------------------|---------------------------------|

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

3. Describe the proposed expenditure, including vendors:

Fire Hall Renovations

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


 Chief Executive Officer's Signature

05/29/2025
 Date

Kale Jones
 Print Name

218 851-5868
 Daytime Phone

GOVERNMENT APPROVAL/ACKNOWLEDGMENT

Contribution amount: \$2,000.00. Government use of contribution (check one):

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

Unit of Government: City of Emily

Phone: 218 763 2480

Address: 316 Main St East

City/State/Zip: Remer, MN 56672

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

Signature

Date

Tracy Jones

Mayor

Print Name

Title

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

EMILY FIRE AND RESCUE DEPARTMENT PERSONNEL POLICIES

1. All Fire and Rescue Department personnel are appointed by the Council.
2. The minimum number of members shall be fifteen, and the maximum number of members shall be thirty-five. At least 50% of the members shall have passed a Firefighter I course, and at least 50% of the members shall have an Emergency Medical Responder (EMR) certificate.
3. The following are special positions within the Fire and Rescue Department; Chief, Assistant Chief for Fire Suppression Operations, Assistant Chief for Emergency Medical Services, Safety Officer, one or more Captains, one or more Training Officers, and Secretary. No person shall hold more than one of these positions. This does not include Relief Association positions.
4. A five-member Executive Review Board shall be appointed by the City Council. The membership of this board shall include one City Council liaison, three members of the Fire and Rescue Department, and one Member-at-Large, who is a citizen of the City not holding elected office and not a member of the Fire and Rescue Department. Terms of office for this board shall be as follows: City Council liaison - one year, Member-at-Large - two years, Department members - two years. For the initial appointments to the Board, two Department member terms shall be for one year and one Department member term shall be for two years. The chief shall not be a member of this board. The Executive Review Board shall be responsible for recommending new members for appointment by the City Council. This board shall have the duties and administer the standards specified in Section 8. The Secretary shall attend meetings of the Board for the purpose of keeping records and informing the City Clerk of decisions requiring Council action.
5. The City's Personnel Policy, as approved and amended from time to time by the City Council, shall apply to all Fire and Rescue Department personnel, except as specifically referenced therein. To the extent there is any conflict between the City Personnel Policy and the Fire and Rescue Department Personnel Policies and Standard Operating Procedures (SOPs), the City Personnel Policy shall control.
6. The Executive Review Board shall be responsible for recommending disciplinary action on insubordinate members of the Fire and Rescue Department to the City Council. The Chief of the Fire and Rescue Department shall submit any violation of the City Ordinance, Personnel Policy, General Fire and Rescue Information and Duties, or Standard Operating Procedures to the executive review board through the City Clerk's Office. If the complaint being submitted is against the Chief of the Fire and Rescue Department, the personnel submitting the complaint shall submit their complaint in writing to the executive review board through the City Clerk's Office. Once a case is introduced, it must be reported to the City Council through the office of the City Clerk/Treasurer. Subjects of review by the executive review board shall have notice of the written complaint and a right to be heard during consideration thereof.
7. Fire and Rescue Department personnel shall be required to attend regular monthly meetings and trainings as well as calls for service. All personnel shall be in attendance for 75% of total meetings, 75% of total trainings, and 30% of total calls. All personnel

shall be excused from any meeting or training with an acceptable excuse to include: work, illness of self or family member, death of a family member, or extended vacation.

8. Appointment of Fire and Rescue Department Personnel.

All employees of the Fire and Rescue Department shall perform such duties and functions as are prescribed in job descriptions which shall be prepared for each position by the Fire and Rescue Chief in coordination with and approved by the City Council.

(1) An applicant for a Fire and Rescue personnel position must first submit an employment application to the City Clerk. The applicant must meet the following threshold criteria:

- a) Must be 18 years of age or older.
- b) Must reside within a 15-minute response time from the Fire Hall. (Response time includes following all traffic laws.)
- c) Must have a valid Minnesota Driver's License.

If the applicant meets the threshold criteria, the application shall be submitted to the Executive Review Board. If the application is recommended to the City Council for employment, the Fire and Rescue Chief shall include the recommendation in their subsequent monthly report to the Council.

After a conditional appointment by the City Council:

- a) The City Clerk will conduct preemployment screenings on the applicant, including a background check, physical, and drug and alcohol test. The background check will include, but not necessarily be limited to, a review of the applicant's driving record, criminal record (if any), work history, and business and personal references.

(2) After the above criteria are completed and successfully passed, the applicant will be notified of when to report to the Fire and Rescue Hall. An applicant for firefighter will be issued gear and a pager and must complete Fire 1 and Fire 2 certifications and a CPR certification within one (1) year of being issued gear and a pager. An applicant for first responder must complete an emergency medical responder (EMR) or greater certification and a CPR certification before being issued EMS gear and a pager.

(3) A Fire and Rescue Department member's date of hire is defined as the date the applicant's pre-employment screening is completed.

(4) A newly appointed member of the department shall be designated as a probationary member. The probationary period shall last for one year, and, at the discretion of the Executive Review Board, may be extended for an additional six months.

9. Fire and Rescue Department personnel may take part in public relations activities in the City of Emily and surrounding communities.

10. All Fire and Rescue Department personnel shall be entitled to benefits as set forth in the Emily Firemen's Relief Association By-Laws.

11. Any member entering military service shall leave on a leave of absence until their return with no loss of membership.
12. Department member Oath of Membership – I do solemnly swear that I will faithfully execute my duties as a member of the Emily Fire and Rescue Department to the best of my ability. I will preserve, maintain, and defend the department ordinances and policies, and will uphold the following motto: "unselfish public service; courage; and duty", so help me God.
13. Children (minors under the age of 18) shall not be allowed in the Fire and Rescue Hall due to safety and liability issues. Members shall not bring children to calls due to safety and liability issues. Upon approval of the Fire and Rescue Chief children may be allowed in the Fire and Rescue Hall when accompanied by a member for special events. Members allowing children in the Fire and Rescue Hall or bringing children to calls will be reviewed by the Executive Review Board and shall be considered for forfeiture of membership in the department.
14. Any member wishing to resign must submit their resignation in writing to the Fire and Rescue Chief. The Fire and Rescue Chief will make a recommendation to the City Council.
15. Any individual who resigns from the Emily Fire and Rescue Department within the first year of employment shall reimburse the City for all training expenses incurred in excess of \$100. Any individual who resigns from the Emily Fire and Rescue Department and who attends training, conferences or seminars or other events for which the city pays for expenses in excess of \$100 shall reimburse the city for any and all expenses in excess of \$100 incurred within the last year. These provisions shall not apply to an individual who is forced to resign for health, is terminated by the City, or retires.
16. All regular meetings of the Fire and Rescue Department shall be held in the Fire and Rescue Hall, unless otherwise determined at a regular meeting.
17. Regular meetings of the Fire and Rescue Department shall be held on the 4th Tuesday of each month. The presence at any meeting of 51% of active members shall constitute a quorum for the transaction of business, unless otherwise specified in these policies. Each active member present shall be entitled to one vote on any matter for consideration.

Approved by the Emily City Council on the 8th day of April, 2025.

Tracy Jones, Mayor

Cari Johnson, City Clerk/Treasurer



RECEIVED
MAY 28 2025

For Office Use Only

Date Rec'd

By

Application for Appointment Commissions and Committees

Commission or Committee applying for: EXEC. Review Board

Name: Kaiser C.E. Jarvis

Street Address:

City:

State: NY Zip code: 56672

Mailing Address (if different than above):

Telephone Number: H() C()

E-mail address:

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

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?

A fresh new look on the Emily fire Department
coming from the fire training and the EMR side
Both I feel gives me a unique perspective.

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

I Have completed Fire one and Two
Along with my EMR Training

Applicant's Signature: Kaiser C.E. Jarvis

Date: 5/27/25

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

RECEIVED
JUN 04 2025



BY: _____

For Office Use Only

Date Rec'd ____

By ____

Application for Appointment Commissions and Committees

Commission or Committee applying for: _____ Application processing/ disciplinary _____

Name: _____ Connie Pollock _____

Street Address: _____

City: _____ State: MN Zip code: _____ 56662 _____

Mailing Address (if different than above): _____

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

E-mail address: _____

Emily Resident (circle one)? YES or **NO** If yes, how long? _____

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? _____

Honesty and commitment to the community we serve _____

Following policy and procedures is key to patient care and teamwork _____

What experience and/or education background do you have that would enhance your effectiveness as a Commission or Committee member? I have been an EMT for the past 5 years with 3 of those years as Outing chief of responders. Good knowledge of the EMS rules and regulations as sanctioned by the OEMS, along with knowledge pertaining to the policy and procedures by CRMC and our medical director

Applicant's Signature: _____ Connie Lea Pollock _____ Date: 6/2/2025

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



Minnesota State Fire Department Association 148th Annual Conference and Fire School

Breezy Point, MN September 18-20, 2025

Registration Form

Please complete this form and mail with payment to:

MSFDA
28711 Holly Drive NW
Isanti, MN 55040
Make checks payable to MSFDA.

Registration fees: Early Bird - \$250 per firefighter (\$275 if after August 1, 2025)

Guests - \$35

*****Firefighter Registration Fee is eligible for MBFTE reimbursement*****

Registration Deadline: August 15, 2025

Registration Information

Fire Department Name: Emily Fire and Rescue Department
Contact Person: Blair Mileski Title: Fire and Rescue Chief
Address: PO Box 168 City: Emily State: MN ZIP: 56447
Phone: 612-670-3243 Email: firechief@cityofemily.com

Attendee Information – SELECT CLASS #'S FROM "CLASS DESCRIPTIONS" SECTION ON BACK

Attendee #1 Name: Blair Mileski Attendee #1 Email: firechief@cityofemily.com

Attending Guest Name: _____ Guest Attending Luncheon/Activity: Yes No

Friday AM Selection _____ Friday PM Selection _____ Saturday AM Selection _____ Banquet # _____

Attendee #2 Name: _____ Attendee #2 Email: _____

Attending Guest Name: _____ Guest Attending Luncheon/Activity: Yes No

Friday AM Selection _____ Friday PM Selection _____ Saturday AM Selection _____ Banquet # _____

Attendee #3 Name: _____ Attendee #3 Email: _____

Attending Guest Name: _____ Guest Attending Luncheon/Activity: Yes No

Friday AM Selection _____ Friday PM Selection _____ Saturday AM Selection _____ Banquet # _____

Attendee #4 Name: _____ Attendee #4 Email: _____

Attending Guest Name: _____ Guest Attending Luncheon/Activity: Yes No

Friday AM Selection _____ Friday PM Selection _____ Saturday AM Selection _____ Banquet # _____

Friday, September 19, 2025 - Morning Class Descriptions 8 am – 12 pm

Classes #1-5 (pick 1)

1 - Open Water Rescue Operations (Dan Bernardy) 8 Hours – CLASSROOM AND HANDS ON – Classroom and practical hands-on training includes: PPE, rescue equipment, identification and evaluation of potential and existing hazards, hydrology, scene management, emergency action plan development and implementation, rescue vs. recovery considerations, medical considerations, self-rescue through multiple victim rescue, shore-based and watercraft-based rescue techniques. Students must demonstrate competency in both the classroom and outdoor practical sessions. Taught to NFPA 1670 standards. This course does NOT provide certification or licensure.

2 - Fire Dynamics & Flow Paths: Mastering the Invisible Forces that Drive the Fire Ground (FIRE, Inc. - Mike Schwankl) – 4 Hours – CLASSROOM – When seconds count and conditions change in an instant, understanding what you can't see saves lives. This high-impact class dives into the core principles of fire dynamics and flow path behavior – two critical, often misunderstood elements that shape every fireground decision. With a better understanding of fuels, compartment geometry, ambient factors, and flows you will gain a deeper understanding of how heat, air, and structure interact under fire conditions. Discover how simple actions-like opening a door or breaking a window-can drastically alter fire behavior and fireground survivability. With this session you will be armed with the science-backed knowledge to anticipate conditions, make smarter tactical choices, and stay a step ahead of the fire.

3 - Hazmat Realities – What You Need to Know to Stay Alive (FIRE, Inc. - Chuck McKusick) – 4 Hours – CLASSROOM – Hazmat isn't just for the tech teams — it's every firefighter's responsibility. *Hazmat Realities* is a no-fluff, fast-paced refresher built specifically for paid-on-call firefighters who need clear, actionable knowledge to stay alive and make smart decisions on the scene. This class strips away the textbook overload and focuses on what matters most: recognition, survival, and staying in your lane. You'll review the critical signs, tools, and tactics that can mean the difference between a close call and a catastrophe. From common hazards and first-arriving responsibilities to hot zone awareness and protective gear essentials, this is the "street knowledge" you need when seconds count and the unknown is leaking from a drum, truck, or railcar. If you've ever rolled up to a strange odor, a placard you barely remember, or a spill that didn't look right — this class is for you. No scare tactics. Just solid, life-saving intel for firefighters who want to stay sharp and stay safe. Because in hazmat, what you don't know *can* kill you.

4 - Your Department is Upgrading to NERIS (SFM) – 4 Hours – CLASSROOM – Where did the '111 – Building Fire' or '300 – Rescue, EMS, Other' incident go? Who deleted the '419 – 1 or 2 family dwelling' property use type we've chosen for the past 40 years? I still can't remember my FDID; why are we changing to a NERISID? The Minnesota State Fire Marshal division will be discussing Minnesota's final months of NFIRS, the rollout of NERIS, and what your fire department should know. Learn how the fire incident report has changed, get hands on experience with the new modules within NERIS, and walk through scenarios to ensure you have understood the fire incident reporting changes and expectations. All fire personnel who work with a fire incident reporting system are encouraged to attend this session. Tablets or laptops are encouraged, but not required to attend.

5 - Mastering Investment & Financial Planning for Fire Relief Associations (Parr McKnight Wealth Management Group) – 4 Hours – CLASSROOM – With over 30 years of experience serving the unique needs of more than 100 fire relief associations across Minnesota, the Parr McKnight Wealth Management Group understands the challenges and responsibilities trustees face. This session will equip both new and experienced trustees with the knowledge and tools to confidently manage their relief association's investments while also improving their personal financial well-being. Topics will include investment fundamentals, understanding fiduciary responsibilities, developing and implementing an effective investment policy statement, and navigating investing psychology. The class will also provide a first-hand analysis of benefit levels and strategies for working with your city to consistently and responsibly increase them over time. To conclude, Parr McKnight will offer expert guidance on personal retirement planning, including how to prepare for retirement, funding strategies, and maximizing pension benefits. Attendees will leave with actionable insights to strengthen their relief association's financial future and take control of their own retirement planning.

Friday, September 19, 2025 - Afternoon Class Descriptions 1 pm – 5 pm

Classes #6-11 (pick 1, unless taking 8-hour class)

6 - Through the Fire – Survival, Entry, and Escape (Customized Fire Rescue Training - Scott Cariveau/FIRE, Inc – Mike Schwankl) – 4 Hours – HANDS ON – Step into the heat with *Through the Fire* — a high-intensity, hands-on training experience designed to push your skills, mindset, and teamwork to the edge. This HOT (Hands-On Training) class is built for firefighters who are ready to sharpen their edge in the most critical areas of fireground performance: forcible entry, SCBA mastery, coordinated team movement, RIT, and self-rescue under pressure. You'll breach doors, make the tough pushes, and operate in zero visibility while managing your air and your mind. Instructors will guide you through fast-paced scenarios emphasizing communication and trust — the backbone of effective firefighting. Then, you'll face the ultimate test in our *Confidence Trailer*, a brutal labyrinth designed to simulate tight quarters, entrapment, and total blackout conditions. It's a place where panic is your enemy and composure is your weapon. Whether you're a seasoned firefighter or sharpening your fundamentals, *Through the Fire* will test your limits, reinforce critical skills, and send you back to the firehouse tougher, smarter, and more prepared. Are you ready to earn your exit?

Continued on next page

7 - How Not to Get Sued: Legalities of Fire Investigation (SFM) – 4 Hours – CLASSROOM – This class is a "must-have" for Fire Chiefs, Fire Marshals, and Chief Officers. Do a deep dive into the legal issues surrounding fire investigation, the basics of "getting it right," and insight into the case law that led to these rules we have to follow. This class will help you understand fire statute interpretation, Fourth Amendment issues, legal interpretations, and when to seek advice or assistance. Full of real-life examples that actually occurred in this state, and a list of where we commonly "get it wrong", this class may potentially save you from lawsuits and/or protect your arson case from unraveling over technicalities.

8 - Office of the State Auditor Relief Association Training (OSA) – 4 Hours – CLASSROOM – The Office of the State Auditor's training will cover important topics to help relief association trustees be successful in administering their pension plans. The topics will include how to avoid common compliance issues that could result in a delay of your fire state aid and learn about new laws that affect your relief association that were passed in recent legislative sessions. There will also be an opportunity for a Q and A with the OSA's Pension Division staff, who will be ready to answer your questions about how municipal contributions are determined, how to change benefit levels, and questions about your bylaws.

9 – LivingWorks safeTALK Suicide Prevention (MnFIRE – Rochelle Hawthorne & Sara Nelson) – 4 Hours – CLASSROOM – The statistics are well-known: first responders are at a higher risk of dying by suicide than the average citizen. LivingWorks suicide prevention training adds a layer of support, within workplace and social networks, which can help first responders with practice and appropriate action plans to help keep their peers and the community safer from suicide. LivingWorks safeTALK is a four-hour training that equips firefighters to be more alert to someone thinking of suicide and better able to connect them with further help.

10 - Wildland Urban Interface (DNR) – 4 Hours – CLASSROOM – This class will cover how fire departments and wildland fire agencies can work together in the wildland-urban interface (WUI). Topics include communication, jurisdictions, and how the Incident Command System (ICS) works. We'll also talk about safety concerns, basic strategies and tactics, and the tools and aircraft used to fight fires in these areas.

11 - Shock Factor – Electric Vehicle Fires and Crashes (FIRE, Inc. – Jory Danielson) – 4 Hours – CLASSROOM – The future is electric — and it's already showing up on your scene. *Shock Factor* dives into the rapidly evolving world of electric vehicles (EVs) and the unique challenges they bring to fire and crash incidents. High-voltage systems, hidden energy storage, thermal runaway, and delayed ignition are just the beginning. This class will break down the critical information every firefighter needs when responding to EV crashes and fires. Learn how to identify EVs quickly, assess risk zones, disable power safely, and navigate the unpredictable behavior of lithium-ion batteries. You'll also get real-world case studies, tactical considerations, and the latest best practices for suppression, extrication, and overhaul — all tailored to frontline responders. Whether it's a Tesla wrapped around a pole or a burning battery pack reigniting hours later, *Shock Factor* will arm you with the knowledge and tactics to stay ahead of the curve — and out of the kill zone. Technology is changing. Are you ready to respond?

Saturday, September 20, 2025 - Class Descriptions 8 am – 12 pm

Classes #12-16 (pick 1)

12 - Auto Extrication (Alex Air – Al Ebbinga) – 4 Hours – HANDS ON – "They don't build 'em like they used to." Advanced steels, modern modular assembly procedures and higher crash test ratings have contributed significantly to increase the crash worthiness of modern vehicles, this can also lead to difficulty when patient extrication is needed. This course will focus on techniques needed for patient access and disentanglement on modern vehicles.

13 - Traffic Incident Management (Chief Judy Thill) – 4 Hours – CLASSROOM – Many firefighters feel more unsafe working along a roadway than they do going into a burning building! All public safety personnel, not just firefighters, as well as their vehicles, continue to get struck at scenes at an alarming rate. In addition to being hit at the scene, first responders have also been killed traveling to emergency calls. Learn what to look out for when responding to and working at scenes, along with how to best communicate, coordinate and cooperate with other responders. The goal is to make sure everyone, including the traveling public, has the opportunity to go home when the call is done. ***LEO can earn 3 POST credits for this class.**

14 - Relief Trustee Basics (MSFDA – Ed Hoffman/PERA – Doug Anderson) – 4 Hours – CLASSROOM – This class is for the new Relief Trustee or an existing Trustee who wants to learn more about Relief Associations. The topics covered will include: what is a relief association, the responsibilities of the association and its trustees, the different types of relief associations in MN, an overview of the laws that apply to reliefs, investment options and bylaws. A representative from PERA will be available to discuss the Statewide Volunteer Firefighters (SVF) Plan. ***Bring your Association Bylaws and Records**

15 – Don't Get Burned: Fire Code for the First Truck (SFM) – 4 Hours – CLASSROOM – Code inspections occur in many occupancy types behind the scenes, and locals may not even realize it. With so many different occupancies and license types, it can be challenging for the first due engine staff to understand specific requirements. This session will go over the state agencies that are out completing inspections in your backyard and help identify the best contacts to raise concerns to when found. State Fire Marshal division staff will guide you through the basics of a company-level inspection, so you have the tools to identify hazards when out on a run. Instructors will help you understand what you can and shouldn't mess with on a sprinkler system riser during those 2 am water flow calls. Code can be a lot to digest, but we are here to help!

16 – Leadership & Resiliency in the Fire Service (MnFIRE – Becki Rowan) – 4 Hours – CLASSROOM – This session equips fire service professionals with strategies to lead resilient, healthy teams by promoting mental, physical, and emotional well-being across all ranks. From peer support and fitness to generational mentorship and self-care, participants will explore practical tools and leadership approaches that build a strong, adaptive workforce ready to meet the challenges of the job and thrive throughout their careers.

clerk@emily.net

m: Walton, Desiree (She/Her/Hers) (DNR) <Desiree.Walton@state.mn.us>
Sent: Wednesday, May 14, 2025 11:39 AM
To: clerk@emily.net
Subject: MN DNR Fall CWD Check Station Request

Hello Cari,

We spoke a little earlier today on the phone about having a staffed check station for CWD testing during firearms opening weekend (November 8-10, 2025) at Emily's volunteer fire department. We would not have any large changes from last year. So based on last year we have the following requests:

A dumpster available for all seasons (September 13- January 1)

A quartering station for all seasons

A staffed check station during firearms opener (November 8-10)

A self-service station during firearms opener (This is changed slightly from previous years where the self-service station was available outside of firearms opener weekend. We will only be using these self-service stations during that firearms opener weekend this year)

Amenities to double check from last year, if we could have confirmation that there are no changes from this- There is an enclosed shelter we can use onsite, and a key needed to open it (we have notes to get the key from the fire department prior to opener)

Heat, water, and power are available.

There is overhead lighting in the area.

There is cell phone coverage in the area.

Can we advertise the check station in the regulations book and online like we did last year?

Is the address we have on file for the fire station correct? (20837 County Hwy 1, Emily, MN 56447)

Is there a contact for the fire station (we previously had the contact information for Chad, the fire chief)

I believe you told me that your next council meeting was June 10. We have a tighter deadline for final review of all the check stations, so is there any possibility of having a confirmation prior to June 2? I know that might not be a possibility but if there is a chance, we would really appreciate it. Just let me know either way.

Thank you for your time and consideration and please let me know if there are any questions!

Best,

Desiree Walton-Swanson

NR Specialist | Wildlife Health Program

Pronouns she, her, hers

Minnesota Department of Natural Resources

5463 West Broadway

Forest Lake, MN, 55025

Phone: 651-259-5526

mail: Desiree.Walton@state.mn.us

Kirvida Fire, Inc.
Scandia, MN 55073
(651)433-4280
Kirvida Fire, Inc.

RECEIVED
JUN 09 2025

BY:

Estimate

| Date | Estimate # |
|----------|------------|
| 6/9/2025 | 754 |

| Name / Address |
|--|
| Emily Fire Department 20837 East County Road 1 Emily, MN 56447 |

| | | | Project |
|--|------|--------------|------------|
| | | | |
| Description | Qty | Cost | Total |
| 2024 Kenworth/Custom Fire Pumper Engine # 2 | | | |
| 2025 Annual Pump Test (ISO/NFPA 1911) Special Offer | 1 | 375.00 | 375.00 |
| Mobil Multipurpose ATF (Quarts) | 10 | 6.60 | 66.00 |
| Lithium Grease (Tube) | 0.25 | 9.98 | 2.50 |
| Shop Supplies | 1 | 24.98 | 24.98 |
| Change pump transmission oil and grease driveline. | 0.75 | 169.00 | 126.75 |
| Change engine oil and filters on Kenworth chassis. Grease chassis. | 2.5 | 169.00 | 422.50 |
| Oil Filter | 1 | 81.25 | 81.25 |
| Fuel Filter | 1 | 99.24 | 99.24 |
| 15W40 Mobil Delvac 1300 (Quarts) | 21 | 7.02 | 147.42 |
| Shop Supplies | 1 | 24.98 | 24.98 |
| Note filter numbers and oil capacity must be verified. | | | |
| | | Total | \$1,370.62 |

Customer Signature _____

Kirvida Fire, Inc.
Scandia, MN 55073
(651)433-4280
Kirvida Fire, Inc.

RECEIVED
JUN 09 2025

BY:

Estimate

| Date | Estimate # |
|----------|------------|
| 6/9/2025 | 755 |

| |
|--|
| Name / Address |
| Emily Fire Department 20837 East County Road 1 Emily, MN 56447 |

| | | | Project |
|--|------|--------------|------------|
| Description | Qty | Cost | Total |
| 2016 Freightliner/Custom Fire Pumper Engine # 1 | | | |
| 2025 Annual Pump Test (ISO/NFPA 1911) Special Offer | 1 | 375.00 | 375.00 |
| Mobil Multipurpose ATF (Quarts) | 10 | 6.60 | 66.00 |
| Lithium Grease (Tube) | 0.25 | 9.98 | 2.50 |
| Shop Supplies | 1 | 24.98 | 24.98 |
| Change pump transmission oil and grease driveline. | 0.75 | 169.00 | 126.75 |
| Change engine oil and filters on Freightliner chassis. Grease chassis. | 2.5 | 169.00 | 422.50 |
| Oil Filter | 1 | 81.25 | 81.25 |
| Fuel Filter | 1 | 99.24 | 99.24 |
| Freightliner Fuel Filter | 1 | 69.24 | 69.24 |
| 15W40 Mobil Delvac 1300 (Quarts) | 21 | 7.02 | 147.42 |
| Shop Supplies | 1 | 24.98 | 24.98 |
| | | Total | \$1,439.86 |

Customer Signature _____

Kirvida Fire, Inc.
Scandia, MN 55073
(651)433-4280
Kirvida Fire, Inc.

RECEIVED
JUN 09 2025

BY:

Estimate

| Date | Estimate # |
|----------|------------|
| 6/9/2025 | 756 |

| Name / Address |
|--|
| Emily Fire Department 20837 East County Road 1 Emily, MN 56447 |

| | | | Project |
|--|------|--------------|------------|
| | | | |
| Description | Qty | Cost | Total |
| 2008 Sterling/Forstner Tanker # 1 | | | |
| 2025 Annual Pump Test (ISO/NFPA 1911) Special Offer | 1 | 375.00 | 375.00 |
| 80W90 Mobil Lube HD Plus (Quarts) | 3 | 8.95 | 26.85 |
| Lithium Grease (Tube) | 0.25 | 9.98 | 2.50 |
| Shop Supplies | 1 | 24.98 | 24.98 |
| Change pump transmission oil and grease driveline. | 0.75 | 169.00 | 126.75 |
| Change engine oil and filters on Sterling chassis. Grease chassis. | 2.5 | 169.00 | 422.50 |
| Oil Filter | 1 | 81.25 | 81.25 |
| Freightliner Fuel Filter | 1 | 69.24 | 69.24 |
| Fuel Filter | 1 | 40.24 | 40.24 |
| 15W40 Mobil Delvac 1300 (Quarts) | 21 | 7.02 | 147.42 |
| Shop Supplies | 1 | 24.98 | 24.98 |
| | | Total | \$1,341.71 |

Customer Signature _____



RECEIVED
JUL 26 2023

BY:

Project: Sanitary Sewer Jetting & Televising 2024-2026

Emily, MN

Mobilization Fee

\$600.00 (\$300 1st year & \$300 2 years later.)

Work

Jet and televise approx. 13,000 LF of PVC sanitary sewer total. Half (approx.. 7,500 LF the 1st year, and remaining footage 2 years later).

13,000 LF x \$1.37/LF = \$17,810.00

Total: \$18,410.00

Lift station cleaning if requested = \$290/hr additional

Contractor or City Responsibilities: Provide exposed & accessible manholes. Provide access to water/fire hydrant at job site & local location to dump debris if needed. Dump site if needed must be within a couple minutes of site. Provide a legible plan/map showing direction of flow and manhole numbers. Control flow or remove water if needed. Traffic control if needed.

Jetting includes up to 3 passes. If additional passes are needed it will be an additional \$0.80/FT and include up to 3 additional passes. Does not include root cutting.

Nelson Sanitation & Rental, Inc. will provide flash drives that include televising video & report, along with a printed report.

Project Accepted By:

Signature: _____
Title: _____

Print: _____
Date: _____

Tracy Jones
8/16/23

Prepared by:

Chad Houg

Director of Sales & Marketing

Chad@NelsonSanitation.com

Office 320-393-2787

Cell 320-309-6335

City of Emily Wastewater Treatment Facility

AGRICULTURAL HAULED WASTEWATER DISCHARGE PERMIT

**Agricultural Hauled Wastewater Discharge Permit Number -
AHWDP 2025-02**

Permittee Information

Name of Company: Al's Sewer

Name of Owner: Tom Schneider

Name of Hauler(s): Tom Schneider

Company Address: 33005 State Hwy 6, Crosby, MN 56441

Company Telephone Number: 218-838-7625

Company Email: _____

Allowable Agricultural Hauled Wastewater Discharges

- **Agricultural** Fish Hatchery Pond – Limited to 2,000 gallons per week

Permit Provisions

The City of Emily allows up to three (3) companies to discharge wastewater at the wastewater treatment facility. The City of Emily will issue up to three (3) Agricultural Hauled Wastewater Discharge Permits annually on a first come, first served basis.

The holder of this permit is authorized to offload the above noted "Allowable Agricultural Hauled Wastewater Discharges" into the City of Emily Wastewater Treatment Facility.

In all cases, any City of Emily employee or wastewater operator contractor reserves the unconditional right to accept or reject any hauled wastewater as deemed necessary to protect the employees, facilities, or treatment processes at the wastewater treatment facility. Any City of Emily employee or wastewater operator contractor may unconditionally refuse to accept a load or stop an unloading in progress.

Additional provisions are listed in Attachment A and Attachment B to this document.

Attachment A

AGRICULTURAL HAULED WASTEWATER DISCHARGE PERMIT

Violation of any of these permit conditions may result in the suspension or revocation of the Permittee's disposal privileges.

GENERAL PROVISIONS

1. **INTRODUCTION:** The City of Emily has established a program to provide for the environmentally safe, cost-effective and convenient disposal of agricultural hauled wastewaters from fish hatchery ponds. Recognizing that acceptance of agricultural hauled wastewaters presents certain risks, the City of Emily has developed a permit system to minimize those risks and protect City facilities.
2. **ADMINISTRATIVE PROCEDURES:** All agricultural wastewater haulers are required to obtain an Agricultural Hauled Wastewater Discharge (AHWD) Permit before discharging agricultural wastewaters at the City of Emily Wastewater Treatment Facility (WWTF). Permits will be issued to agricultural wastewater haulers that meet the following conditions:
 - Submit a completed City of Emily Agricultural Hauled Wastewater Discharge Permit Application Form with Certificate of Liability Insurance, proof of vehicle insurance, and non-refundable \$50 application fee.
 - Submit supplementary information requested by the City, if required.
 - For permit renewals, haulers must have a record of satisfactory compliance with all conditions and requirements of an expiring AHWD Permit.
 - Receive required City Council approval.

This permit is issued for a term beginning June 10, 2025 and ending February 28, 2026.

Prior permit holders who have satisfactorily operated within all the conditions of their AHWD Permit may submit an application for permit renewal with non-refundable \$50 renewal fee.

3. **TYPES OF AGRICULTURAL WASTEWATER ACCEPTED:** The City of Emily is currently accepting hauled agricultural wastewaters based on the following conditions: 1) the hauled agricultural wastewater is nontoxic to biological processes and has no adverse impact on any physical or chemical treatment processes at the City of Emily WWTF, and 2) the hauled agricultural wastewater is biodegradable and is determined to have no adverse impacts on the WWTF operation and effluent.

Furthermore acceptable hauled agricultural wastewaters are currently limited to the following sources:

- **Agricultural** Fish Hatchery Pond – Limited to 2,000 gallons per week

Prohibited Wastewaters:

- Any prohibited wastes as defined in City of Emily National Pollutant Discharge Elimination System (NPDES)/State Disposal System Permit or other applicable federal or state regulations.
- Any waste with a pH less than 5.0.
- Any waste causing pond temperature to exceed 104°F.

In all cases, any City of Emily employee or wastewater operator contractor reserves the unconditional right to accept or reject any hauled wastewater as deemed necessary to protect the employees, facilities, or treatment processes at the wastewater treatment facility. Any City of Emily employee or wastewater operator contractor may unconditionally refuse to accept a load or stop an unloading in progress.

4. **FEES:** The disposal fee is set forth in the most current City of Emily rate schedule established by City Council. The disposal fee for hauled agricultural wastewater is a rate of \$50 per 1,000 gallons. Charges for disposal will be based on this rate, multiplied by the total volume reported. Delinquent payment of disposal fees of more than 60 days will result in the termination of disposal privileges at the discretion of the City Council.
5. **REPORTING:** The Permittee is required to discharge hauled agricultural wastewater during the City's office hours: Monday, Tuesday, Wednesday from 8 a.m. to 4:30 p.m. and Thursday and Friday from 8 a.m. to noon. The Permittee must contact City Maintenance Personnel prior to each hauled agricultural wastewater discharge. A City employee or the wastewater operator contractor will accompany the Permittee to the discharge location. The Permittee and City employee or wastewater operator contractor are required to fully complete and sign the Agricultural Hauled Wastewater Discharge Report Form for each discharge. A copy of the form is attached. The form must be returned to the City Clerk's Office directly following each discharge.
6. **COMPLIANCE:** An AHWD Permit and the associated disposal privileges may be suspended or revoked immediately for any violation of the AHWD Permit conditions or City Code.
7. **SEVERABILITY:** The provisions of this permit are severable, and if any provision of this permit, or the application of any provision of this permit to any circumstance is held invalid, the application of such provision to other circumstances, and the remainder of this permit, shall not be affected thereby.

The City reserves the right to impose further or more stringent limitations based upon actual conditions at the time of any proposed discharge. This permit is subject to cancellation at any time with a written notification from the City.

SPECIFIC CONDITIONS

1. This permit shall be issued upon City of Emily approval of the Agricultural Hauled Wastewater Discharge Permit Application. This permit shall be valid only when all other Federal, State, or Local licenses required by the Permittee for transporting wastewaters are valid and current. In addition, the Permittee's vehicle insurance shall be kept current. Expired insurance coverage will result in the suspension of disposal privileges.
2. The original Agricultural Hauled Wastewater Discharge Permit shall be kept in the owner's office file. Each registered hauling vehicle shall carry a copy of the cover sheet of the Permit at all times. A City of Emily employee or wastewater operator contractor may request to see the Permit at any time.
3. The City of Emily reserves the unconditional right, at any time, to refuse acceptance of any load or to stop an unloading operation in progress. Any City of Emily employee or wastewater operator contractor may unconditionally refuse to accept a load or stop an unloading in progress.
5. The City of Emily designates the splitter box at the City sewer ponds as the hauled wastewater acceptance station and reserves the right to change the location as required. The Permittee is allowed to discharge only at the designated location.
6. A City of Emily employee or wastewater operator contractor may request information concerning the origin and nature of the contents of any registered vehicle. In addition, the Permittee shall allow the City of Emily to immediately obtain a sample of the wastewater from any vehicle. The Permittee shall comply with all information requests concerning the load. This may include, but is not limited to, the following information: pick up points, volumes, and wastewater characteristics.
7. It is the responsibility of the Permittee and their employees to leave the hauled wastewater acceptance station in a satisfactory condition. Care shall be taken when connecting, disconnecting or unloading to prevent spillage of any materials around the hauled wastewater acceptance station. If a spill occurs, the wastewater operator contractor and the City of Emily should be immediately notified. The Permittee is responsible for the cleanup of the spill.
9. The discharge of any prohibited materials, as defined in City of Emily NPDES Permit is specifically prohibited. These wastes include, but are not limited to: flammables, explosives, corrosives, solid or viscous pollutants, waste causing pond temperature to exceed 104°F, pollutants which produce toxic gases, vapors, or fumes, or any pollutant released at a flow rate or pollutant concentration that will cause interference or pass-through.
11. The use of a registered hauled wastewater vehicle for the transportation or storage of hazardous materials, liquid petroleum fuels, waste oil, petroleum

derivative wastes or corrosives is specifically prohibited.

12. Any violation on the part of the Permittee or their representatives with the conditions of this permit or any portion of the City Code shall be cause for immediate suspension or revocation of the AHWD Permit and associated disposal privileges. In addition, such violations shall be cause for legal action by the City of Emily under prevailing law.
13. Specific sampling, monitoring, and/or limitations established for any approved wastes are included in Attachment B.
14. The Permittee shall immediately report, in writing, to the City of Emily any changes in business name, ownership, address/telephone number, and registered vehicles. Changes to vehicles include but are not limited to: the modification of previously registered vehicles, the addition of vehicles, or the deletion of vehicles.
15. Invoices will be prepared at the beginning of each month for the previous month's disposal charges.
16. A renewal application form will be sent out by the City of Emily to all current Permittees annually.

Permit approved by:

Cari Johnson, City Clerk/Treasurer

Date

Attachment B

SAMPLING AND MONITORING REQUIREMENTS DISCHARGE LIMITATIONS

AGRICULTURAL WASTEWATER DISCHARGE:

- Only fish hatchery pond wastewater shall be accepted.
- Wastewater analysis for each separate and individual fish hatchery pond location must be received and analyzed by the City's wastewater operator before hauling of agricultural wastewater begins. In the case of multiple pump outs included as one vehicle load, wastewater analysis must be received for each fish hatchery pond location.
- Hauled fish hatchery pond wastewater shall be limited to 2,000 gallons per week.

AGRICULTURAL HAULED WASTEWATER DISCHARGE PERMIT APPLICATION CITY OF EMILY WASTEWATER TREATMENT FACILITY

RECEIVED
JUN 10 2025

| | | | |
|---|------------------------|---|---|
| Name of Company AL's sewer | | Name of Owner(s) or Authorized Agent Tom Schneider | |
| Company Street Address 33005 ST Hwy 6 | | | BY: |
| City Crosby | State MN | Zip 56441 | Telephone Number 218-838-7625 |
| Type of wastewater hauled: <input type="checkbox"/> Agricultural <input checked="" type="checkbox"/> Fish Hatchery Pond | | | |
| Information on vehicle(s) that will be used to deliver wastewater (use additional sheets if necessary) | | | |
| Vehicle #1 - Make Freightliner | Model M2 106 | Year 2013 | |
| License Plate # BY 4523 | State MN | Tank Capacity (gallons) Total 2500 | Usable 2000 |
| Vehicle #2 - Make | Model | Year | |
| License Plate # | State | Tank Capacity (gallons) Total | Usable |
| Vehicle #3 - Make | Model | Year | |
| License Plate # | State | Tank Capacity (gallons) Total | Usable |
| List any other permits that you hold for the transportation or disposal of wastewater | | | |
| SSTS/Maintainer License # 318 | Agency mPCA | Purpose of License | |
| | | | |
| | | | |
| Insurance Information | | | |
| Submit Certificate of Liability Insurance with this application, showing proof of the following minimum required insurance coverage: general liability, worker's compensation, automobile coverage with bodily injury limits of \$100,000/\$300,000 and a property damage limit of \$50,000. | | | |
| Certification | | | |
| I hereby certify under penalty of law that the information given on this form is true and correct to the best of my knowledge. I understand and accept full legal responsibility for all damage, whether direct or indirect resulting from activities authorized by this permit. I also agree to indemnify and hold harmless the City of Emily Wastewater Treatment Facility from suits, actions, damages and costs of every name and description resulting from the discharge of wastewater under this permit. | | | |
| <u>5-15-25</u> Date | | <u>Tom Schneider</u> Signature of Owner or Authorized Agent | |

\$80.00 #A332
6/10/2025 MP

218 829-4721 FMS

AGRICULTURAL HAULED WASTEWATER DISCHARGE PERMIT CONDITIONS

Violation of any of these permit conditions may result in the suspension or revocation of the Permittee's disposal privileges.

**It is the responsibility of the Permittee to maintain compliance with all of the terms and conditions of this permit.
Please carefully review the entire permit.**

GENERAL PROVISIONS

1. **INTRODUCTION:** The City of Emily has established a program to provide for the environmentally safe, cost-effective and convenient disposal of agricultural hauled wastewaters from fish hatchery ponds. Recognizing that acceptance of agricultural hauled wastewaters presents certain risks, the City of Emily has developed a permit system to minimize those risks and protect City facilities.
2. **ADMINISTRATIVE PROCEDURES:** All agricultural wastewater haulers are required to obtain an Agricultural Hauled Wastewater Discharge (AHWD) Permit before discharging agricultural wastewaters at the City of Emily Wastewater Treatment Facility (WWTF). Permits will be issued to agricultural wastewater haulers that meet the following conditions:
 - Submit a completed City of Emily Agricultural Hauled Wastewater Discharge Permit Application Form with Certificate of Liability Insurance, proof of vehicle insurance, and non-refundable \$50 application fee.
 - Submit supplementary information requested by the City, if required.
 - For permit renewals, haulers must have a record of satisfactory compliance with all conditions and requirements of an expiring AHWD Permit.
 - Receive required City Council approval.

The permit term would begin May 14, 2025 and end February 28, 2026.

Prior permit holders who have satisfactorily operated within all the conditions of their AHWD Permit may submit an application for permit renewal with non-refundable \$50 renewal fee.

3. **TYPES OF AGRICULTURAL WASTEWATER ACCEPTED:** The City of Emily is currently accepting hauled agricultural wastewaters based on the following conditions: 1) the hauled agricultural wastewater is nontoxic to biological processes and has no adverse impact on any physical or chemical treatment processes at the City of Emily WWTF, and 2) the hauled agricultural wastewater is biodegradable and is determined to have no adverse impacts on the WWTF operation and effluent.

Furthermore acceptable hauled agricultural wastewaters are currently limited to the following sources:

- **Agricultural** Fish Hatchery Pond – Limited to 2,000 gallons per week

Prohibited Wastewaters:

- Any prohibited wastes as defined in City of Emily National Pollutant Discharge Elimination System (NPDES)/State Disposal System Permit or other applicable federal or state regulations.
- Any waste with a pH less than 5.0.
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In all cases, any City of Emily employee or wastewater operator reserves the unconditional right to accept or reject any hauled wastewater as deemed necessary to protect the employees, facilities, or treatment processes at the wastewater treatment facility. Any City of Emily employee or wastewater operator may unconditionally refuse to accept a load or stop an unloading in progress.

4. **FEES:** The disposal fee is set forth in the most current City of Emily rate schedule established by City Council. The disposal fee for hauled agricultural wastewater is a rate of \$50 per 1,000 gallons. Charges for disposal will be based on this rate, multiplied by the total volume reported. Delinquent payment of disposal fees of more than 60 days will result in the termination of disposal privileges at the discretion of the City Council.
5. **REPORTING:** The Permittee is required to discharge hauled agricultural wastewater during the City's office hours: Monday, Tuesday, Wednesday from 8 a.m. to 4:30 p.m. and Thursday and Friday from 8 a.m. to noon. The Permittee must pick up a key for the discharge location from the City Clerk's Office prior to each hauled agricultural wastewater discharge. A City employee or the wastewater operator will accompany the Permittee to the discharge location. The Permittee and City employee or wastewater operator are required to fully complete and sign the Agricultural Hauled Wastewater Discharge Report Form for each discharge. A copy of the form is attached. The key and form must be returned to the City Clerk's Office directly following each discharge.
6. **COMPLIANCE:** An AHWD Permit and the associated disposal privileges may be suspended or revoked immediately for any violation of the AHWD Permit conditions or City Code.
7. **SEVERABILITY:** The provisions of this permit are severable, and if any provision of this permit, or the application of any provision of this permit to any circumstance is held invalid, the application of such provision to other circumstances, and the remainder of this permit, shall not be affected thereby.

The City reserves the right to impose further or more stringent limitations based upon actual conditions at the time of any proposed discharge. This permit is subject to cancellation at any time with a written notification from the City.

SPECIFIC CONDITIONS

1. This permit shall be issued upon City of Emily approval of the Agricultural Hauled Wastewater Discharge Permit Application. This permit shall be valid only when all other Federal, State, or Local licenses required by the Permittee for transporting wastewaters are valid and current. In addition, the Permittee's vehicle insurance shall be kept current. Expired insurance coverage will result in the suspension of disposal privileges.
2. The original Agricultural Hauled Wastewater Discharge Permit shall be kept in the owner's office file. Each registered hauling vehicle shall carry a copy of the cover sheet of the Permit at all times. A City of Emily employee or wastewater operator may request to see the Permit at any time.
3. The City of Emily reserves the unconditional right, at any time, to refuse acceptance of any load or to stop an unloading operation in progress. Any City of Emily employee or wastewater operator may unconditionally refuse to accept a load or stop an unloading in progress.
4. The City of Emily designates the splitter box at the City sewer ponds as the hauled wastewater acceptance station and reserves the right to change the location as required. The Permittee is allowed to discharge only at the designated location.
5. A City of Emily employee or wastewater operator may request information concerning the origin and nature of the contents of any registered vehicle. In addition, the Permittee shall allow the City of Emily to immediately obtain a sample of the wastewater from any vehicle. The Permittee shall comply with all information requests concerning the load. This may include, but is not limited to, the following information: pick up points, volumes, and wastewater characteristics.
6. It is the responsibility of the Permittee and their employees to leave the hauled wastewater acceptance station in a satisfactory condition. Care shall be taken when connecting, disconnecting or unloading to prevent spillage of any materials around the hauled wastewater acceptance station. If a spill occurs, Lee Bundy and the City of Emily should be immediately notified. The Permittee is responsible for the cleanup of the spill.
7. The discharge of any prohibited materials, as defined in City of Emily NPDES Permit is specifically prohibited. These wastes include, but are not limited to: flammables, explosives, corrosives, solid or viscous pollutants, waste causing pond temperature to exceed 104°F, pollutants which produce toxic gases, vapors, or fumes, or any pollutant released at a flow rate or pollutant concentration that will cause interference or pass-through.
8. The use of a registered hauled wastewater vehicle for the transportation or storage of hazardous materials, liquid petroleum fuels, waste oil, petroleum derivative wastes or corrosives is specifically prohibited.

9. Any violation on the part of the Permittee or their representatives with the conditions of this permit or any portion of the City Code shall be cause for immediate suspension or revocation of the AHWD Permit and associated disposal privileges. In addition, such violations shall be cause for legal action by the City of Emily under prevailing law.
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12. Invoices will be prepared at the beginning of each month for the previous month's disposal charges.
13. A renewal application form will be sent out by the City of Emily to all current Permittees annually.

I Tom Sch, Owner/Authorized Agent
representing AL's Sewer hereby
certify under penalty of law that I have read and clearly understand the terms and
conditions of this permit. I understand and accept full legal responsibility for all
damage, whether direct or indirect, resulting from activities authorized by this permit. I
also agree to indemnify and hold harmless the City of Emily Wastewater Treatment
Facility from suits, actions, damages and costs of every name and description resulting
from discharge of wastewater under this permit number AHWDP 2025-02.

5-15-25
Date

Tom Sch
Signature of Owner or Authorized Agent

Attachment B

SAMPLING AND MONITORING REQUIREMENTS DISCHARGE LIMITATIONS

AGRICULTURAL WASTEWATER DISCHARGE:

- Only fish hatchery pond wastewater shall be accepted.
- Wastewater analysis for each separate and individual fish hatchery pond location must be received and analyzed by the City's wastewater operator before hauling of agricultural wastewater begins. In the case of multiple pump outs included as one vehicle load, wastewater analysis must be received for each fish hatchery pond location.
- Hauled fish hatchery pond wastewater shall be limited to 2,000 gallons per week.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
04/28/2025

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

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

| | | | |
|---|--|--|--|
| PRODUCER Weizenegger Engel Insurance 15616 Edgewood Drive Ste 200 Baxter MN 56425 | | CONTACT NAME: Kelly Masche PHONE (A/C, No, Ext): (888) 829-4721 FAX (A/C, No): (877) 446-4631 E-MAIL ADDRESS: kjmasche@we-ins.com | |
| | | INSURER(S) AFFORDING COVERAGE | |
| | | INSURER A: Citizens Ins Co of America | |
| | | INSURER B: Allmerica Financial Benefit Ins Co | |
| | | INSURER C: | |
| | | INSURER D: | |
| | | INSURER E: | |
| | | INSURER F: | |
| INSURED Al's Sewer Service Inc 33005 State Hwy 6 Crosby MN 56441 | | | |

COVERAGES

CERTIFICATE NUMBER: 25-26 GL, Auto

REVISION NUMBER:

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

| INSR LTR | TYPE OF INSURANCE | ADDL INSD | SUBR WVD | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS | |
|----------|--|---|----------|----------------|-------------------------|-------------------------|---|---------------|
| A | <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY | | | RBX J399486 02 | 06/26/2025 | 06/26/2026 | EACH OCCURRENCE | \$ 1,000,000 |
| | <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR | | | | | | DAMAGE TO RENTED PREMISES (Ea occurrence) | \$ 100,000 |
| | | | | | | | MED EXP (Any one person) | \$ 5,000 |
| | | | | | | | PERSONAL & ADV INJURY | \$ 1,000,000 |
| | GEN'L AGGREGATE LIMIT APPLIES PER: | | | | | | GENERAL AGGREGATE | \$ 2,000,000 |
| | <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC | | | | | | PRODUCTS - COMP/OP AGG | \$ 2,000,000 |
| | OTHER: | | | | | | | |
| | | | | | | | | |
| B | AUTOMOBILE LIABILITY | | | AWX-J399510 | 06/26/2025 | 06/26/2026 | COMBINED SINGLE LIMIT (Ea accident) | \$ 1,000,000 |
| | <input type="checkbox"/> ANY AUTO | | | | | | BODILY INJURY (Per person) | \$ |
| | <input type="checkbox"/> OWNED AUTOS ONLY | <input checked="" type="checkbox"/> SCHEDULED AUTOS | | | | | BODILY INJURY (Per accident) | \$ |
| | <input type="checkbox"/> HIRED AUTOS ONLY | <input type="checkbox"/> NON-OWNED AUTOS ONLY | | | | | PROPERTY DAMAGE (Per accident) | \$ |
| | <input checked="" type="checkbox"/> 19 | <input type="checkbox"/> | | | | | PIP-Basic | \$ |
| | UMBRELLA LIAB | | | | | | EACH OCCURRENCE | \$ |
| | EXCESS LIAB | | | | | | AGGREGATE | \$ |
| | DED | | | | | | | \$ |
| | RETENTION \$ | | | | | | | \$ |
| | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY | | | | | | PER STATUTE | OTH-ER |
| | ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) | <input type="checkbox"/> | N/A | | | | E.L. EACH ACCIDENT | \$ |
| | If yes, describe under DESCRIPTION OF OPERATIONS below | | | | | | E.L. DISEASE - EA EMPLOYEE | \$ |
| | | | | | | | E.L. DISEASE - POLICY LIMIT | \$ |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

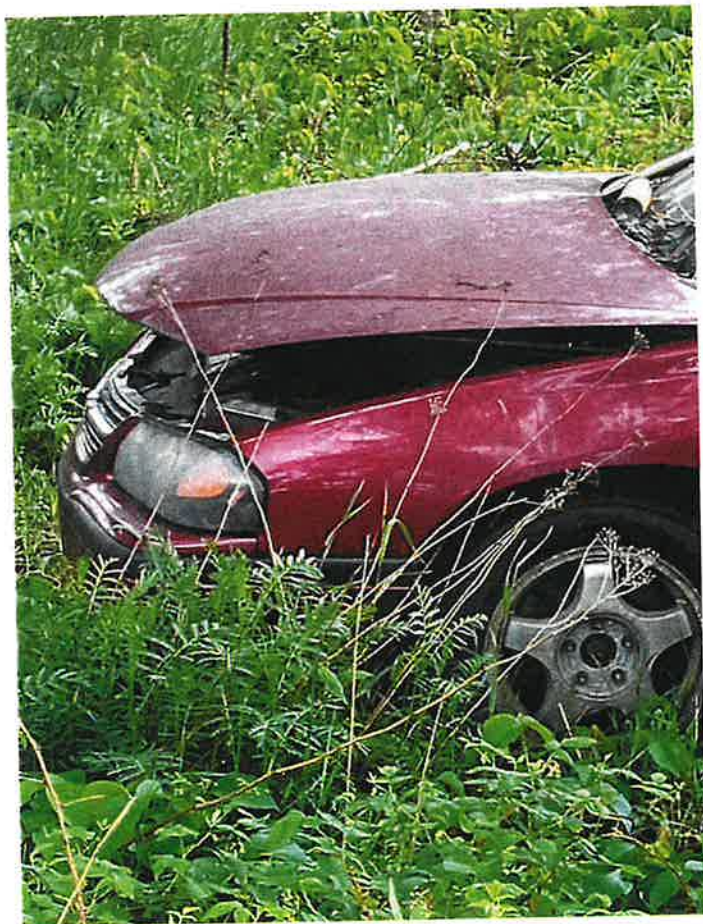
CANCELLATION

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

AUTHORIZED REPRESENTATIVE

Kelly Masche

39945 West Trout Avenue 6.9.25

















June 4, 2025

Proposal QTB216805

Mark Maves, PE
Short Elliott Hendrickson, Inc.
3535 Vadnais Center Drive
St. Paul, MN 55110

Re: Proposal for a Geotechnical Evaluation
Roosevelt Drive over Crooked Creek Bridge
Roosevelt Drive over Crooked Creek
Emily, Minnesota

Dear Mr. Maves:

Braun Intertec Corporation is pleased to submit this proposal to complete a geotechnical evaluation for the proposed bridge at the referenced site.

Project Information

Based on our understanding of the project, the proposed bridge will be constructed adjacent to the existing bridge to the east. The proposed single span bridge is planned to be constructed on two integral abutments with deep foundations. We assume new fill heights of the proposed bridge approaches will be less than 5 feet.

Purpose

The purpose of our geotechnical evaluation will be to characterize subsurface geologic conditions at selected exploration locations, evaluate their impact on the project, and provide geotechnical recommendations for the design and construction of proposed bridge.

Scope of Services

We propose the following tasks to help achieve the stated purpose. If we encounter unfavorable or unforeseen conditions during the completion of our tasks that lead us to recommend an expanded scope of services, we will contact you to discuss the conditions before resuming our services.

Site Access

Based on the photographs provided by Short Elliot Hendrickson, Inc. (SEH), it appears that the site will require our all-terrain vehicle (ATV) drill rig due to weight restrictions of the existing bridge. We assume there will be no cause for delays in accessing the exploration locations. We are not including tree clearing, debris or obstruction removal, grading of navigable paths, or snow plowing.

Depending on access requirements, ground conditions or potential utility conflicts, our field crew may alter the exploration locations from those proposed to facilitate accessibility.

Our drilling activities may also impact the vegetation and may rut the surface to access boring locations. Restoration of vegetation and turf is not part of our scope of services.

Staking

We will stake prospective subsurface exploration locations, as selected by SEH, and obtain surface elevations at those locations using GPS technology. For purposes of linking the GPS data to an appropriate reference, we request that you provide CAD files indicating location/elevation references appropriate for this project, or give us contact information for the consultant that might have such information.

Utility Clearance

Prior to drilling or excavating, we will contact Gopher State One Call and arrange for notification of the appropriate utility vendors to mark and clear the exploration locations of public underground utilities. You, or your authorized representative, are responsible to notify us before we begin our work of the presence and location of any underground objects or private utilities that are not the responsibility of public agencies.

Permits

We will obtain a right-of-way permit with the City of Emily (City) prior to beginning our fieldwork. We assume the City will waive permit fees as we will be completing the work for the City.

Prior to commencing with field work, we assume others will obtain permits or written permission from property owners for proposed explorations located outside of the public right-of-way.

We assume the City permit will not include a work hour restriction within public right-of-way and our scope and fees account do not account for any restrictions.

Traffic Control

We anticipate our proposed fieldwork will likely be performed within the existing roadway. Based on assumed traffic volumes, we will provide signage along the roadway consisting of signs and cones near our exploration locations to alert motorists of our activities.

Penetration Test Borings

We propose to drill two standard penetration test (SPT) borings for the project to a depth meeting the MnDOT Geotechnical Manual 2500 aggregate blow count requirement. For the purpose of cost estimates, we assume borings will extend to a depth of 100 feet. We will perform standard penetration tests at 2 1/2-foot vertical intervals to a depth of about 50 feet, and at 5-foot intervals at greater depths.

If the intended boring depths do not extend through unsuitable material, we will extend the borings at least 5 feet into suitable material at greater depths. The additional information will help evaluate such issues as excavation depth, consolidation settlement, and foundation alternatives, among others. If we identify a need for deeper (or additional) borings, we will contact you prior to increasing our total estimated drilled footage and submit a Change Order summarizing the anticipated additional effort and the associated cost, for your review and authorization.

Groundwater Measurements

If the borings encounter groundwater during or immediately after drilling of each boring, we will record the observed depth on the boring logs.

MDH Notification

We are planning for the borings to be 25 feet or deeper. Therefore, the Minnesota Statutes requires us to both (1) submit to the Minnesota Department of Health (MDH) by mail a "Sealing Notification Form", and (2) submit a Sealing Record after our completion of the borings. The Sealing Notification Form requires a signature of the current property owner, or their agent, and we need to submit this to the MDH prior to our mobilization to the site. We are attaching a copy of the Sealing Notification Form at the end of this proposal for your signature. Our proposal includes the fees for the MDH Sealing Notification and the Sealing Record.

Borehole Abandonment

We will backfill our exploration locations immediately after completing the drilling (sounding/coring) at each location. Minnesota Statutes require sealing temporary borings that are 15 feet deep or deeper. Based on our proposed subsurface characterization depths, we will seal 200 linear feet of borehole with grout.

The attached Project Proposal shows the fees associated with the sealing.

Over time, subsidence of borehole backfill may occur, requiring releveling of surface grades or replacing bituminous or concrete patches. We are not assuming responsibility for re-leveling or re-patching after we complete our fieldwork.

Sample Review and Laboratory Testing

We will return recovered samples to our laboratory, where a geotechnical engineer will visually classify and log them. To help classify the materials encountered and estimate the engineering properties necessary to our analyses, we have budgeted to perform the following laboratory tests.

Table 1. Laboratory Tests

| Test Name | ASTM Test Method | Purpose |
|----------------------------|------------------|---|
| Moisture content | D2216 | Soil classification, moisture condition, and engineering properties |
| Atterberg limits | D4318 | Soil plasticity, shrink/swell potential, engineering parameters, suitability of soils for reuse |
| Sieve analysis | D1140 | Soil classification |
| Percent passing #200 sieve | D1140 | Soil classification, and evaluate frost susceptibility |
| Organic content | D2974 | Evaluate suitability of soils for reuse |

We will determine the actual laboratory testing for the project depending on the encountered subsurface conditions. If we identify a laboratory testing program that exceeds the budget included in this proposal but provides additional value to the project, we will request authorization for the additional fees through a Change Order.

Engineering Analyses

We will use data obtained from the subsurface exploration and laboratory tests to evaluate the subsurface profile and groundwater conditions, and to perform engineering analyses related to structure and pavement design and performance.

Report

We will prepare a Foundation Analysis and Design Recommendations report including:

- A CAD sketch showing the exploration locations.
- Logs of the borings describing the materials encountered and presenting the results of our groundwater measurements and laboratory tests.
- A summary of the subsurface profile and groundwater conditions.
- Discussion identifying the subsurface conditions that will impact design and construction.
- Discussion regarding the reuse of on-site materials during construction.
- Recommendations for preparing structure subgrades, and the selection, placement and compaction of fill.
- Recommendations for the design and construction of proposed bridge.

We will only submit an electronic copy of our report to you unless you request otherwise. At your request, we can also send the report to additional project team members.

Schedule

We anticipate performing our work according to the following schedule.

- Drill rig mobilization – within about 8 weeks following receipt of written authorization.
- Field exploration – 3 days on site to complete the work.
- Classification and laboratory testing – within 1 to 2 weeks after completion of field exploration.
- Preliminary results – within 1 week after completion of field exploration.
- Draft report submittal – within about 3 weeks of completion of field exploration.
- Final report submittal – within 1 week of receiving comments on the draft report.

If we cannot complete our proposed scope of services according to this schedule due to circumstances beyond our control, we may need to revise this proposal prior to completing the remaining tasks.

Fees

We will furnish the services described in this proposal on a time and materials basis for an estimated fee of \$24,093.50. We are attaching a tabulation showing hourly and/or unit rates associated with our proposed scope of services.

Our work may extend over several invoicing periods. As such, we will submit partial progress invoices for work we perform during each invoicing period.

General Remarks

We will be happy to meet with you to discuss our proposed scope of services further and clarify the various scope components.

We appreciate the opportunity to present this proposal to you. Please sign and return a copy to us in its entirety.

We based the proposed fee on the scope of services described and the assumptions that you will authorize our services within 30 days and that others will not delay us beyond our proposed schedule.

We will provide our services under the terms of the master service agreement between Braun Intertec Corporation and Short Elliot Hendrickson, Inc, dated March 19, 2024.

To have questions answered or schedule a time to meet and discuss our approach to this project further, please contact Carter Reber at 507.298.0548 (creber@braunintertec.com).

Sincerely,

BRAUN INTERTEC CORPORATION



Carter J. Reber, PE
Project Engineer



Matthew P. Ruble, PE
Vice President, Principal Engineer

Attachments:
Project Proposal
MDH Notification Form

The proposal is accepted, and you are authorized to proceed.

Authorizer's Firm

Authorizer's Signature

Authorizer's Name (please print or type)

Authorizer's Title

Date

Project Proposal

QTB216805
Roosevelt Drive over Crooked Creek Bridge
Client:

Short Elliott Hendrickson, Inc.
Mark Maves
3535 Vadnais Center Dr
Saint Paul, MN 55110

Work Site Address:

Roosevelt Drive over Crooked Creek Bridge
Emily, MN 56447

Service Description:

Geotechnical Evaluation

| | Description | Quantity | Units | Unit Price | Extension |
|-----------------------|---|----------|-------|------------|--------------------|
| Phase 1 | Geotechnical Evaluation | | | | |
| Activity 1.1 | Site Layout - Staking - Utility Clearance - CADD | | | | \$1,597.50 |
| 205 | Site layout and utility clearance | 6.00 | Hour | 115.00 | \$690.00 |
| 288 | Project Assistant | 1.50 | Hour | 95.00 | \$142.50 |
| 371 | CADD/Graphics Operator | 1.50 | Hour | 140.00 | \$210.00 |
| 5099 | Trimble R8 Rover (horizontal and vertical), per hour | 6.00 | Each | 80.00 | \$480.00 |
| 1862 | UTIL Trip Charge | 1.00 | Each | 75.00 | \$75.00 |
| Activity 1.2 | Drilling Services | | | | \$14,020.00 |
| 9100 | Flotation Tire Drill Rig and Crew, per hour | 28.00 | Each | 465.00 | \$13,020.00 |
| 9726 | Bore hole abandonment, per foot | 200.00 | Each | 5.00 | \$1,000.00 |
| Activity 1.3 | Geotechnical Soil Tests | | | | \$2,600.00 |
| 1156 | Atterberg Limits LL and PL, Single-Point, per sample | 1.00 | Each | 130.00 | \$130.00 |
| 1166 | Loss by Washing Through #200 Sieve, per sample | 4.00 | Each | 95.00 | \$380.00 |
| 1162 | Sieve Analysis with 200 wash, per sample | 2.00 | Each | 160.00 | \$320.00 |
| 1174 | Organic Content, per sample | 6.00 | Each | 95.00 | \$570.00 |
| 1152 | Moisture content, per sample | 60.00 | Each | 20.00 | \$1,200.00 |
| Activity 1.4 | Evaluation/Analysis/Reports | | | | \$5,876.00 |
| 138 | Project Assistant | 4.00 | Hour | 95.00 | \$380.00 |
| 126 | Project Engineer | 20.00 | Hour | 186.00 | \$3,720.00 |
| 130 | Principal Engineer | 6.00 | Hour | 246.00 | \$1,476.00 |
| 125 | Project Control Specialist | 2.00 | Hour | 150.00 | \$300.00 |
| Phase 1 Total: | | | | | \$24,093.50 |

| | |
|------------------------|--------------------|
| Proposal Total: | \$24,093.50 |
|------------------------|--------------------|



Braun Intertec Corporation
11001 Hampshire Avenue S
Minneapolis, MN 55438

Phone: 952.995.2000
Fax: 952.995.2020
Web: braunintertec.com

June 4, 2025

Proposal QTB216805

Mark Maves, PE
Short Elliott Hendrickson, Inc.
3535 Vadnais Center Drive
St. Paul, MN 55110

Re: Minnesota Department of Health Well Sealing Notification Form
Roosevelt Drive over Crooked Creek Bridge
Roosevelt Drive over Crooked Creek
Emily, Minnesota

Dear Mr. Maves:

Please have the property owner, representative or agent complete the "Well Owner" section only of the Minnesota Department of Health (MDH) Well Sealing Notification form below and return it to Braun Intertec along with the signed proposal. We will complete the remainder of the form and submit it to the MDH.

NOTE: This form must be completed and returned to Braun Intertec prior to us scheduling the mobilization of our equipment and crews to the project site.

| | | | | | | | | | |
|--|--------------------------------------|---------------|--------------|--------------------------|-------------|--|-------------------------------|---|--|
| WELL SEALING NOTIFICATION-WELL SEALING NOTIFICATION IS VALID FOR 18 MONTHS Send notification form and payment (check, money order, or credit card information) to: Minnesota Department of Health, Well Management Section, P.O. Box 64502, St. Paul, Minnesota 55164-0502. ATTN: CASHIER Well Management Section Fax Number: (651) 201-4599. | | | | | | Minnesota Unique Well No. or W-series No. (Leave blank if not known) | | Minnesota Well and Boring Sealing No. H | |
| <input type="checkbox"/> Well Sealing Notification (269) Check Box II: Check Well Type <input type="checkbox"/> Well is Multiple Cased <input type="checkbox"/> Water Supply Well <input type="checkbox"/> Monitoring Well <input type="checkbox"/> Other <input type="checkbox"/> Larger than 8-inch Inside Diameter | | | | | | Card Type Visa Mastercard Discover Exp. Date Print Cardholder Name Card Number 3-Digit Security Code (Printed on back side of card.) Authorized Signature | | | |
| WELL LOCATION | County | Township Name | Township No. | Range No. | Section No. | Fraction (sm. → lg.) 4 4 4 | | | |
| | Well Location Address | | | City | State | Zip Code | Est. Depth Casing Diameter | | |
| WELL OWNER | Well Owner Name (Print) | | | | | Daytime Telephone Number () - () | | | |
| | Well Owner Street Address | | | | | City | State Zip Code | | |
| | Well Owner Signature | | | | | Date | | | |
| WELL CONTRACTOR | Well Contractor Company Name (Print) | | | Certified Rep. Signature | | | Date Company License No. | | |

Failure to provide proper identification and fee prior to the beginning of well sealing is a violation of Minnesota Statutes, Chapter 1031, and may result in the assessment of an administrative penalty. Notification is not required to seal a boring.

Priority Legend:
A: Urgent - Fund if at all possible
B: High Priority - Do when funding available
C: Worthwhile - May be deferred for funding

City of Emery

CAPITAL IMPROVEMENT PLAN

2025 through 2029

PROJECTS BY FUNDING SOURCE

6/3/2025 10:55
ARPA
FEWA/USDA
Sourcewell
Impact
Savings
public safety
Sourcewell Pub. Safe.
Grant or Savings

D: Desirable (Nonessential)

| Code | Source | Balance (12-13-24) | Priority | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | 2030-2034 | TOTAL |
|------|--|-----------------------|----------|----------------|----------------|---------------|---------------|---------------|---------------|-----------------|-----------------|
| | Savings (Total \$313,909.43) | | | | \$ 214,093.18 | | | | | | \$ 214,093.18 |
| | Roosevelt Drive Bridge (Crooked Creek) | | | | | | | | | | |
| | Overlay the bridge (no weight can be added) | | B | | | | | | | | |
| | Bridge replacement - Est. 10-15 years \$460,000 | | C | \$ 15,000.00 | \$ 25,000.00 | \$ 25,000.00 | \$ 25,000.00 | \$ 25,000.00 | \$ 25,000.00 | \$ 125,000.00 | \$ 265,000.00 |
| | South Shore Drive Bridge (Little Pine River) | | B | \$ 14,000.00 | \$ 14,000.00 | \$ 14,000.00 | \$ 14,000.00 | \$ 14,000.00 | | | \$ 70,000.00 |
| | Seal the fascia - Est. \$70,000 | | C | | | \$ 40,000.00 | | | | | \$ 40,000.00 |
| | Maintenance 3/4 to 1 Ton Pickup Truck (\$51,635.20) | | B | \$ 37,183.02 | | | | | | | \$ 37,183.00 |
| | Bobcat (Used for \$40,000) | | C | \$ 34,069.11 | | | | | | | \$ 34,069.11 |
| | Grader (\$600,000) | | C-D | \$ 137,200.00 | \$ 50,000.00 | \$ 50,000.00 | \$ 50,000.00 | \$ 50,000.00 | \$ 50,000.00 | \$ 250,000.00 | \$ 534,069.11 |
| | Backhoe Tractor | | A | \$ 7,890.53 | | | | | | | \$ 7,890.53 |
| 416 | Future City Development | \$27,491 | | | | | | | | | |
| 417 | Shop Building | 50 | | | | | \$ 30,000.00 | | | | \$ 30,000.00 |
| | Blacktop Aprons | | C | | | | | | | | |
| 602 | Sewage Collection and Disposal | \$127,268 | | | \$ 20,000.00 | \$ 10,000.00 | \$ 10,000.00 | \$ 10,000.00 | \$ 10,000.00 | \$ 15,000.00 | \$ 80,000.00 |
| | Liftstation Pumps Replacement Program 1/yr | | B | \$ 20,000.00 | | | | | | | \$ 20,000.00 |
| | Liftstation Pumps Rebuild Program 1/yr after replacement | | B | | | | | | | | |
| | Rapid Infiltration Basin Pipe/Pond Riprap Repairs | | A | \$ 15,000.00 | | | | | | | \$ 15,000.00 |
| | Influent Control Structure Replacement (\$150k) | | A | | \$ 30,000.00 | \$ 30,000.00 | \$ 30,000.00 | \$ 30,000.00 | \$ 30,000.00 | | \$ 150,000.00 |
| | Savings Funds to be Used | | | \$ 200,579.27 | \$263,824.18 | | | | | | \$ 464,403.45 |
| | Budget Funds to be Used | | | \$ 402,192.92 | \$ 407,927.70 | \$ 420,058.99 | \$ 484,614.96 | \$ 292,114.96 | \$ 281,614.96 | \$ 1,103,009.84 | \$ 3,391,534.33 |
| | TOTALS | | | \$ 602,772.19 | \$ 671,751.88 | \$ 420,058.99 | \$ 484,614.96 | \$ 292,114.96 | \$ 281,614.96 | \$ 1,103,009.84 | \$ 3,855,937.78 |
| | GRANTS/POSSIBLE GRANTS | | | | \$ (65,000.00) | | | | | | \$ (65,000.00) |
| | FEWA/USDA - Hall Generator | | | | | | | | | | |
| | 25-Lawnmower,Camera,GymFloor,HallOutdoor | | | | | | | | | | |
| | Lights,ClerkComputers,PlasmaCutter | | | \$ (48,573.98) | \$ (50,000.00) | | | | | | \$ (98,573.98) |
| | Impact/Watch: Radios,Pager,AEDs | | | \$ (21,100.00) | | | | | | | \$ (21,100.00) |
| | Total Grants/Possible Grants | | | \$ (48,573.98) | \$ (50,000.00) | | | | | | \$ (98,573.98) |

| | 2023 Budget (As Revised 8-3-23) | 2023 Actual | Revised 2024 Final Budget 11.12.24 | 2024 Spent to Date (9.11.2024) | Estimated 2024 Year End (X1.304%) | 2024 Spent to Date (12.13.24) | Estimated 2024 Year End (X1.049%) | 2025 Final Budget | Percent Change from 2024 | |
|--|---------------------------------------|-------------|--|--------------------------------------|---|----------------------------------|---|----------------------|-----------------------------------|---|
| | | | | | | | | | | |
| 100: General Fund | | | | | | | | | | |
| Bridges, Viaducts and Grade Separations | | | | | | | | | | |
| Repair and Maintenance Supplies | \$50.00 | \$1,189.90 | \$50.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$50.00 | 0% | |
| Professional Services: Engineering Fees | \$250.00 | \$0.00 | \$250.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$250.00 | 0% | |
| Repairs and Maintenance - Contractual (404) | \$0.00 | \$7,165.62 | \$60,000.00 | \$5,999.28 | \$7,823.06 | \$12,998.44 | \$13,635.36 | \$33,995.92 | -43% | Engineering fees for Roosevelt Bridge Replacement |
| | \$20,000.00 | \$11,383.80 | \$6,000.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | -100% | 23: Emily Dam Leak Repair |
| Cap. Out: Investment | \$0.00 | \$0.00 | \$29,000.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$39,000.00 | 34% | CIP-RooseveltDrBridgeReplact,SShoreDrFascia, |

MAINTENANCE REPORT

6/10/2025

- Grading roads
- Cutting trees
- Cutting grass
- Weed whipping
- Cemetery work
- Dump work
- Fishing pier is out
- General maintenance

Brian Foster
Maintenance Supervisor

Online General Registration One Day

2025 MN Fall Expo – General Registration One Day (1)

Use this form for all GENERAL attendees. This is NOT for "roadeo" registration.

Name of City/County/Township/Organization/etc. *

City of Emily

MNDOT use ONLY

Please select MNDOT District

Name of Supervisor *

Patricia F. ...

First & Last Name

Address *

39811 State Highway 6

Street Address

PO Box 100

PO Box

Emily

City

MN

State / Province / Region

56447

ZIP / Postal Code

Phone *

(218) 763-2480

Email Address *

clerk@emily.net

Number Attending

All Name(s) of Representatives Attending – First & Last Names *

Please type in all the attendees first and last names here

Day Attending *

One day Registration Wednesday OR Thursday *

Price: \$45.00 Quantity 2

Total

\$90.00

THANK YOU TO OUR 2025 SPONSORS



LOTS SOLD/staking/permission

[illegible]

BURIAL

[illegible]

ORDINANCE NO. 2025-02

CITY OF EMILY

COUNTY OF CROW WING

STATE OF MINNESOTA

FEE SCHEDULE ORDINANCE

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

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

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

Section 2. Repeal. Fee Schedule Ordinance **2025-01** adopted on **February 11, 2025** is hereby repealed.

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

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

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|--|------------|-------------------|
| Description | Ordinance | Page(s) |
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| Cemetery | 90.01 | 4 |
| Road Vacation | 90.33 | 5 |
| Animals | 92 | 5 |
| Right-of-Way Management | 94 | 5, 6 |
| Pawnbroker | 110 | 6 |
| Liquor Licenses | 111 | 6, 7 |
| Gambling | 131 | 7 |
| Rental Properties | 150 | 7 |
| Land Use and Subdivisions | 152 | 8, 9, 10, 11 |
| Cannabis Businesses | 154 | 12 |
| Miscellaneous | 90.03 | 12, 13, 14 |

| Ordinance and Description | Fee | per ___ unit | Reference |
|--|---------|--|-----------|
| CANNABIS BUSINESSES | | | |
| Cannabis Retail Business Registration | \$500 | per initial registration including first annual renewal fee, non-refundable once processed | 154.02 |
| Cannabis Retail Business Registration Renewal | \$500 | Annually for second and each subsequent renewal, non-refundable | 154.02 |
| Cannabis Business License Requiring a Conditional Use Permit | \$500 | One time fee, non-refundable | 154.02 |
| Cannabis Business License Not Requiring a Conditional Use Permit | \$250 | One time fee, non-refundable | 154.02 |
| Conditional Use Permit | \$250 | Annually if inspections required by the state | 154.02 |
| Non-Retail Cannabis Licenses | \$100 | per event, non-refundable once processed | 154.04 |
| Temporary Cannabis Event Registration Fee | TBD | per use of City property with amount determined on a case by case basis | 154.04 |
| Use of City Property | | | |
| Civil Penalty for Unregistered Cannabis Retail Business Violations | \$500 | per violation | 154.02 |
| Civil Penalty for Registration Violations | \$2,000 | per violation | 154.02 |
| MISCELLANEOUS | | | |
| Road Grading or Plowing an Adjacent City/Township | \$200 | per hour - 1 hour minimum fee. No private road grading or snowplowing. | |
| 8 inch PVC Culvert | \$9.70 | per foot - 20 foot sections | |
| 10 inch PVC Culvert | \$12.50 | per foot - 20 foot sections | |
| 12 inch PVC Culvert | \$13.00 | per foot - 20 foot sections | |
| Culvert Delivery | \$25 | Within City Boundaries | |
| City Brush Dump | | Only for use by City Property Owners or Contractor working for City Property Owner | |
| Stump Disposal - Residential | \$5 | per stump | |
| Stump Disposal - Contractor | \$55 | per Single Axle Dump Truck | |
| Stump Disposal - Contractor | \$75 | per Double Axle Dump Truck | |
| Locker | \$5 | per locker for old Charter School lockers | |
| Contractor Use of Water at Fire Hall | \$0.01 | per gallon. Contractor must submit total gallons used to Clerk's Office daily to be invoiced biweekly. | |

| Ordinance and Description | Fee | per | Reference |
|---------------------------|-----|-----|-----------|
|---------------------------|-----|-----|-----------|

MISCELLANEOUS (Continued)

| | | | |
|-----------------------|--------|----------------------|--|
| Fax | \$1.00 | 5 pages or less free | |
| Audio copy of meeting | \$10 | Due upon request | |
| Video copy of meeting | \$10 | Due upon request | |

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

Passed by the City Council of the City of Emily, Minnesota this 10th day of June, 2025.

Attest:

Mayor Tracy Jones

Cari Johnson, MCMC
City Clerk/Treasurer

Date of Publication:

Local Cannabis Fees in Minnesota: Registration vs CUP Application

Under Minnesota's adult-use cannabis law and **Office of Cannabis Management (OCM)** rules, cities have limited authority to charge fees to cannabis businesses. The law **allows a local "retail registration" fee** but **prohibits certain other fees**. A key question is whether a city can require **both** a local registration fee **and** a **Conditional Use Permit (CUP)** application fee for the *same proposed cannabis business*. Below is a detailed analysis of the relevant legislation and how Minnesota cities are handling these fees.

OCM Rules on Local Registration Fees

Minnesota Statutes § 342.22 (2023) outlines local government roles in registering cannabis retailers. Important points include:

- **Mandatory City Registration:** Any state-licensed cannabis retailer (including microbusiness with retail, etc.) **must register with the city (or county) where it will operate** before opening. This local registration is *in addition* to the state license from OCM, serving as the city's formal approval for the business to operate at a given location.
- **Cap on Initial Fee:** A city **may charge an initial retail registration fee up to \$500 (or up to half the state's license fee, whichever is less)**. State law caps this fee to prevent excessive local charges. For example, if the state license fee were \$1,000, the city could charge \$500 (half); if the state fee is \$5,000, the city can still only charge \$500 max. Many cities are simply charging the maximum \$500 allowed for retailers.
- **Renewal Fee Limits:** The law also allows an **annual renewal registration fee up to \$1,000 (or half the state renewal fee)** after the first year. The first \$500 covers initial registration and the first year; a renewal fee could be applied at the second-year renewal and beyond.
- **No Additional "Application Fee":** Critically, the statute specifies **"The local unit of government may not charge an application fee."** This means a city **cannot impose a**

separate processing or application charge on top of the registration fee. The \$500 (or lesser amount) is the total that can be required for the local registration itself – it must cover the application and issuance of the registration, with no extra admin surcharges.

The fee must also be **nonrefundable** by law.

In summary, under OCM rules a city's direct fee for registering a cannabis retailer is limited to a one-time ~\$500 and an eventual ~\$1000 renewal, and **no additional local license application fees** can be tacked onto that registration process.

Conditional Use Permits (CUPs) and Zoning Approvals

Conditional Use Permits are a separate matter from the OCM's registration framework. A CUP is a **land-use/zoning approval** that a city may require for certain types of businesses in particular zoning districts. Many Minnesota cities have chosen to classify cannabis businesses (like retail stores, cultivation sites, etc.) as uses that require either a CUP or an Interim Use Permit under their zoning code. A CUP typically involves a city planning process: an application by the property owner, a public hearing before the Planning Commission, City Council approval with specific conditions, etc.

Key distinctions:

- **Different Purpose:** The **CUP is a zoning control** to ensure the location and operation meet local land-use criteria (like appropriate district, distancing from protected areas, hours of operation, security plans, etc.). **Local registration**, by contrast, is essentially the city's licensing step confirming the business is authorized to operate after meeting all requirements (including zoning).
- **Separate Applications:** If a CUP is required, the business usually **must apply for the CUP (and pay the CUP fee) before or alongside** applying for the city cannabis registration. For example, the City of Luverne's process is: a retailer first applies for and obtains the CUP for the location (paying the standard CUP **application fee** to cover hearing/processing costs), and only **after** that does the city issue the cannabis registration

upon payment of the \$500 registration fee. The registration form in Luverne is sent to the applicant **after** completing the CUP process.

- **Fee for CUP Application:** Cities customarily charge a fee for any CUP application (unrelated to cannabis, this applies to other projects like a new cell tower, a restaurant with outdoor seating in some zones, etc.). These fees vary by city (often ranging from ~\$200 to \$1,000+) and are set to cover administrative costs like public notices and staff review. **The new state cannabis law did *not* eliminate or restrict a city's ability to charge its normal zoning permit/application fees.** The statute's bar on an "application fee" is understood to apply only to the **local registration** itself, not to separate land-use permits that the business may need to obtain to comply with zoning.
 - *Example:* If City X requires a CUP for any "Cannabis Retailer" in a Commercial zone, an applicant will pay City X's standard CUP fee (say \$400) when applying for the permit. This fee covers the cost of processing that permit (staff time, planning commission hearing, etc.). This is distinct from any cannabis business **registration fee** which City X might impose once the CUP is approved. **OCM rules do not forbid charging a CUP fee**, because the CUP is considered part of zoning regulation, not part of the local registration/licensing under §342.22.
- **Local Registration as Final Step:** Only after zoning approval is secured (CUP granted or if the site was in a permitted-use zone), the business would submit the city's **Cannabis Business Registration** form and pay the registration fee. The city then issues the **local registration certificate** (sometimes also called a license or permit in local ordinance) as required by law. Essentially, the CUP (if needed) is a prerequisite for the registration, ensuring the site is compliant with local ordinances.

Important: A CUP fee is **not the same as a local "application fee" for the cannabis registration.** It is part of a separate regulatory track (land use approval). Minnesota's cannabis statute did **not** remove local zoning authority – cities can still decide that cannabis businesses must undergo conditional use review and charge the usual fees associated with that review

. The OCM's model ordinance and guidance acknowledge that cities may use CUPs or other zoning tools to regulate *where* cannabis businesses operate, which inherently involves the standard application processes of local planning

Can a City Charge Both Fees? – Interpretation and City Practices

Yes. A Minnesota city can require a cannabis business to pay **both** a CUP application fee **and** the local registration fee, **provided each fee is tied to a distinct requirement** (one for zoning approval, one for business registration). This approach is being used in practice:

- **Luverne, MN:** As noted, Luverne's published process indicates a cannabis retailer must go through the CUP procedure (with its **application fee**), and upon completing that, pay a **separate \$500 city registration fee** to finalize local approval. This implies Luverne is indeed charging both without legal concern, treating them as separate steps.
- **Emily, MN:** In developing its ordinances, Emily considered how to structure fees. Internal discussions show **some caution** about "double charging." City staff noted uncertainty "**whether we can charge both a CUP fee and a registration fee**" under the new law. To err on the side of caution, one idea was to **set the registration fee equal to the typical CUP fee** (if \$500 or less) so that an applicant effectively pays once. For instance, if a CUP normally costs \$300, the city could set a \$300 registration fee for that use, rather than impose \$300 + \$300. If the CUP fee is \$500, using a \$500 registration fee aligns with the max allowed and covers it. This approach streamlines costs but is a policy choice, not a legal mandate. It shows some cities are sensitive to not over-burdening applicants, even though **charging both is not explicitly forbidden**.
- **Anoka, MN:** Anoka decided to make cannabis retail a **permitted use in certain business districts** (with buffers) instead of requiring a CUP. Therefore, they do **not** require a CUP or its fee at all – only the **\$500 registration fee** is collected. This example illustrates that whether a CUP fee comes into play depends on each city's zoning

approach. Where no CUP is required, the only local fee will be the registration fee. Anoka's choice to limit the number of retailers via a selection process (since they allow only one store) didn't involve a CUP; they simply charge the registration fee to the chosen applicant.

- **Other Cities:** Many cities (especially smaller ones) are following a pattern: **require a CUP for cannabis businesses**, just like for liquor stores or other regulated uses, and charge their standard CUP fee. Then, also require the business to register and pay the \$500. For example, the League of Minnesota Cities' model ordinance suggests all cannabis businesses "will require a conditional use permit" in appropriate zones, implying an expectation of going through that process first. Still, all cities must adhere to the fee cap for the **registration** itself. None of the OCM guidance or the model ordinance suggest that a city must waive zoning fees.

Bottom Line: The OCM/local registration fee is statutorily capped and stands alone as the only "local license" fee a city can impose on a cannabis retailer. Requiring a **zoning permit (like a CUP)** is within the city's rights, and **charging a fee for that CUP application is permissible** because it is governed by the city's general zoning fee schedule, not by the cannabis statute. In other words, the state law does **not** consider a zoning application fee to be an illegal second fee "for the same application," since the **applications are legally distinct** (one for land use approval, one for business registration).

Are Two Fees "Double Dipping"?

From the applicant's perspective, it may feel like you're paying the city twice to open a cannabis store. But each fee has a different purpose:

- The **CUP fee** pays for the city's time to evaluate the site and hold hearings – something any development might have to do (cannabis or not). If the CUP is denied, that fee is typically not refunded (just as with any zoning application that doesn't get approved).
- The **Registration fee** is more akin to a business license fee, granting you the license to operate for the year and covering compliance checks. If the city denied registration (which should only happen if you failed some requirement, since if you have your state

license and a CUP, the city *must* register you), that fee might also be nonrefundable by law.

The new cannabis law deliberately prevents cities from inventing additional local “cannabis licensing” fees beyond this registration. But it **does not exempt cannabis businesses from routine land-use permitting costs**. Much like a brewery might pay for a CUP to expand a taproom plus an annual liquor license fee, a cannabis retailer might pay a CUP fee plus the cannabis registration.

Recent Developments and Guidance

As of the 2024-2025 rollout of cannabis licensing in Minnesota, here are a few relevant notes:

- **OCM Guidance:** The Office of Cannabis Management has confirmed that **local governments can impose the initial \$500 (max) fee** and must have a registration system in place. They emphasize that a city should not charge more than the law allows for that registration. OCM’s FAQs (and model ordinances) do not explicitly address CUP fees, reinforcing that it’s considered a separate local process.
- **League of Minnesota Cities (LMC) FAQ:** LMC guidance to cities reiterates the fee caps and does **not warn against charging zoning fees**. LMC simply states a city “may impose” the \$500 initial fee and \$1000 renewal but makes no mention that a CUP fee would violate anything. They do remind cities that they **cannot prohibit cannabis businesses outright** and must allow at least one retailer, but they can use zoning and reasonable conditions to regulate them. Charging a customary permit fee is generally deemed “reasonable” if it’s the same as for other uses.
- **City Fee Planning:** Many cities updated their fee schedules in late 2024 or early 2025 to include a “**Cannabis Retailer Registration Fee**” (usually set at \$500). Those that anticipate CUPs typically left their CUP fees as-is. Some cities, as in the Emily example, discussed adjusting one or the other to avoid redundancy. It’s ultimately a policy choice:

a city could decide to waive its CUP fee for cannabis applicants as an incentive or courtesy (since they'll be paying \$500 anyway), but **this is not required by law**.

- **No Double Registration:** The law does clarify that if a **Medical Cannabis dispensary** (which might already be operating under medical program) becomes an adult-use retailer, the city can only charge one registration fee, not stack medical + retail fees. But this is a different issue (it prevents charging two fees for essentially one business). It doesn't affect CUP or zoning.
- **Enforcement of Fees:** If a business tried to refuse paying either fee, the processes halt. A CUP application won't be processed without the fee (per city procedures), and a city won't issue a registration without the registration fee (per state law and local ordinance). Non-payment is essentially **not an option** if the business wants to proceed legally. There's no separate penalty outlined for not paying a fee – the consequence is simply that you won't get the needed approval.
- **Appeals:** If a cannabis business felt a city was illegally charging fees beyond what's allowed (for example, if a city attempted to charge \$500 registration **plus** another \$500 "processing fee" explicitly for the registration), the business could potentially appeal to the state or challenge the city as violating Minn. Stat. 342.22. But charging a CUP fee would not likely be a successful appeal, since it's a standard practice for any CUP. Any appeal on a CUP would more likely be about the CUP denial, not the fee. To date, we're not aware of any test cases specifically on the fee issue, as cities are generally staying within the clear boundaries (and most businesses expect to pay both if required).

Conclusion

Under Minnesota's cannabis legislation and OCM rules, a city can charge a local cannabis registration fee (capped at \$500) and also require the business to obtain a Conditional Use Permit with its own application fee – these are considered two separate charges for two separate aspects of approval. The state law **prohibits an extra "application fee" on the registration itself** beyond the allowed amount, but it **does not eliminate normal zoning fees** for

land use permits that a cannabis business might need. In practice, many Minnesota cities are indeed collecting both fees: the CUP fee first (for the zoning review) and then the \$500 registration fee before the store opens. Cities are advised to be transparent about this process so applicants understand the steps and associated costs. Some cities have chosen to simplify fees where possible (for instance, aligning the registration fee with the CUP fee or making cannabis a permitted use to avoid a CUP). However, there is **no legal barrier** preventing a city from charging both, as long as they stay within the statutory cap for the registration and only charge customary amounts for any required CUP. Ultimately, **OCM's rules allow a local registration fee** and leave zoning matters to local control – meaning a well-prepared cannabis business should budget for both a **zoning permit application fee** (if applicable in that city) **and the city registration fee**. This ensures compliance with all local requirements and secures both the land-use approval and the necessary city registration to operate.

(Review: May 27, 2025, Steve Jones, Senior Community Development Administrator, using CO-PILOT Agent-Researcher)

**ORDINANCE NO. 2025-02
CITY OF EMILY
COUNTY OF CROW WING
STATE OF MINNESOTA**

AN ORDINANCE TO REVISE THE FEE SCHEDULE ORDINANCE

The following is the official summary of Ordinance No. 2025-02, approved by the City Council of the City of Emily, on the 10th day of June, 2025.

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

| | |
|---------------------------------|---|
| Section 154 Cannabis Businesses | Addition of Cannabis Businesses Section for the following: Cannabis Retail Business registration fee, Cannabis Retail Business registration renewal fee, Cannabis Business License requiring a Conditional Use Permit fee, Cannabis Business License not requiring a Conditional Use Permit fee, Non-Retail Cannabis Licenses fee, Temporary Cannabis Event registration fee, use of City property for Temporary Cannabis Event fee, Civil Penalty for unregistered Cannabis Retail Business violations fee, and Civil Penalty for registration violations fee. |
|---------------------------------|---|

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

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

Passed by the Council this 10th day of June, 2025, by a ___/5 vote of the Council.

Tracy Jones, Mayor
City of Emily

Attest:

Cari Johnson, MCMC
City Clerk/Treasurer



Outdoor Movie Night: Featuring The Sandlot

Hit a home run by taking your family to a movie!

The FREE event will kick off on

Friday, July 18th at 6 pm

- Baseball themed activities with prizes
 - Yard games, bonfire & s'mores
 - Movie starts at dusk
 - Emily History slide show
 - Bring chairs and/or a blanket
- Food Truck available for purchases

At the Emily Ballfields behind the Fire Hall at
20837 County Road 1, Emily.

Rain or Shine

Steal the night away with a movie under the stars.



PICKLEBALL TOURNAMENT



**Saturday
July 19, 2025**



Emily City Hall
Outdoor Pickleball Courts

39811 State HWY 6
Emily, MN 56447

Pre Registration Required

Contact Emily City Hall to Register

Pool A: 8:30-11:30 ~ Pool B: 12:00-3:00

\$5 PER PERSON REGISTRATION FEE (Non Refundable)

Must be 18 yrs and older-Limited to first 32 registered players

Tournament Rules posted on city website

218-763-2480

www.cityofemily.com



CAR SHOW

1st Annual

Emily Fire Hall from

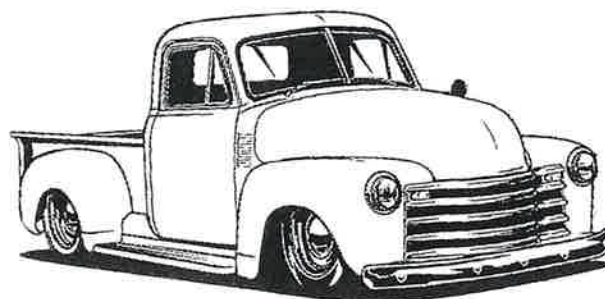
9:00-12:00

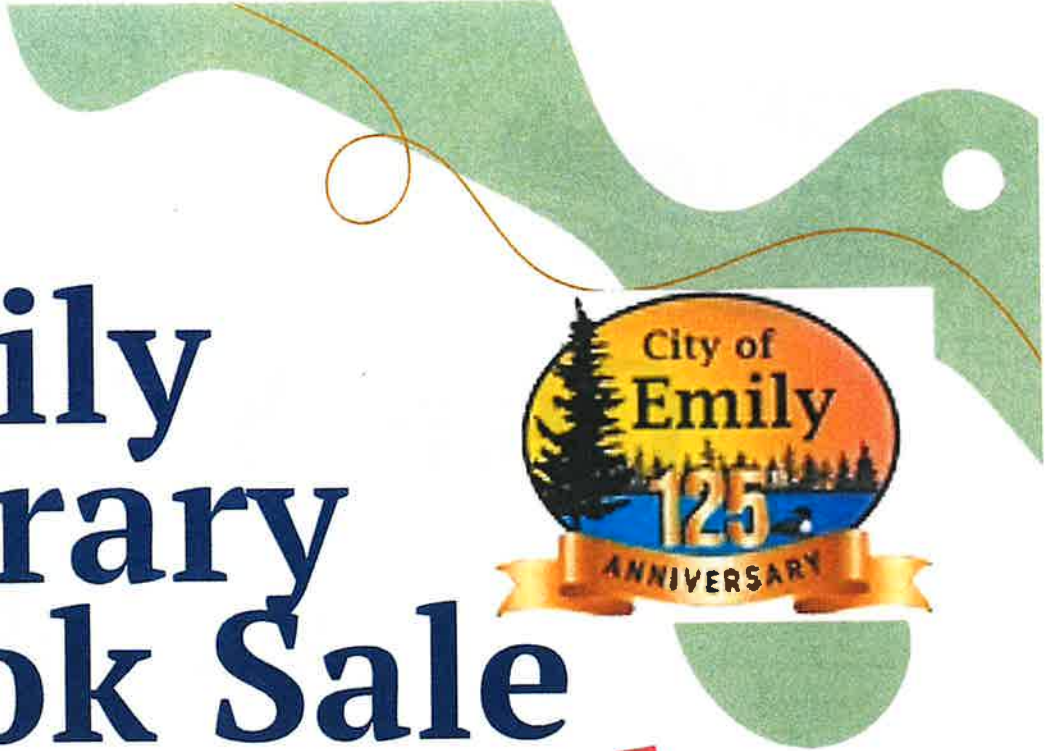

Saturday July 19th

Emily Day & 125th Anniversary

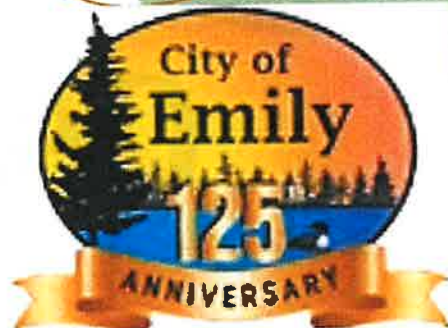
No Entry Fee

and Free to the Public!





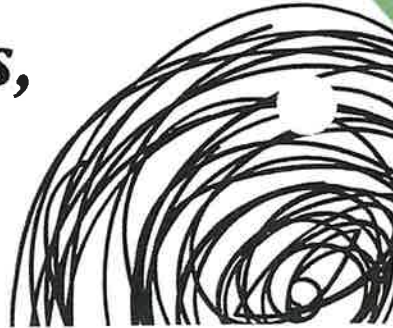
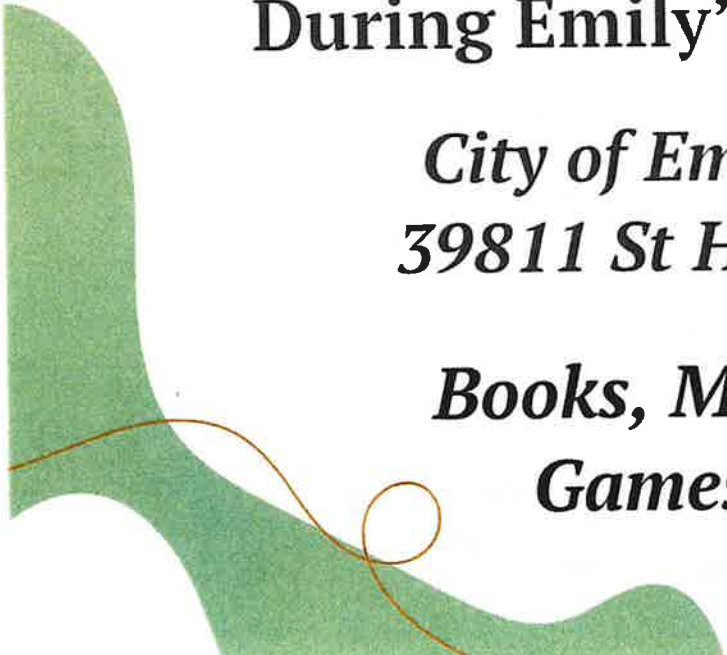
Emily Library Book Sale



Fri & Sat, July 18 & 19 8:30-1:30
During Emily's 125th Celebration

*City of Emily Gymnasium
39811 St Hwy 6 Emily MN*

*Books, Movies, Puzzles,
Games, and More*



Emily 125th Anniversary Budget

Total Budget

\$50,000

| Planned Expenses | | |
|--------------------------------------|-------------|--------------------------------------|
| Fireworks | \$12,000.00 | |
| Band - Time Music Agency | \$6,750.00 | \$3,375 remaining - due date of show |
| Streetlight Banners | \$1,666.10 | |
| Outdoor Movie at the Ballfield | \$5,120.00 | |
| Pickleball Tournament | \$700.00 | |
| Emily City Park Sign | \$4,420.00 | \$700 Budgeted Funds |
| Downtown Intersection Improvements | \$9,600.00 | \$4,800 grant possible |
| Portable Toilets - Hall and BB Field | \$500.00 | |

Amount Remaining

\$9,243.90

AL'S SEWER SERVICE
33005 STATE HWY 6
CROSBY MN 56441



BY:

For: City of Emily

Price for extra Porta Potty Units for Emily Days 2025

\$125.00 per unit.

Request Placement on Agenda

City of Emily
Emily, MN 56447

Deadline: This form and all supporting material MUST be received in the Clerk's office by noon the Thursday before a Regular Council Meeting.

Name of person making request

Jan Hosman for Gd Northside

Subject for consideration

downtown grant potential improvements

Regular Council Meeting Date

June 10, 2025

Or other meeting date

Will you attend the meeting?

☒ YES

or

☐ NO

If NO, will you have representation & who?

Are you making a monetary request?

☒ YES

or

☐ NO

If YES, please explain (include all bids with City of Emily on bid)

matching grant

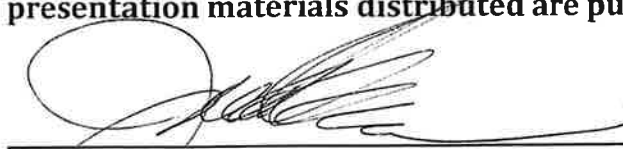
Will you have presentation material or other information for distribution? ☒ YES or ☐ NO

If yes, the Clerk's office must receive 7 copies for meeting packets.

I understand that my time is limited to 5 minutes:

I further understand that City Council Meetings are public; therefore, all presentation materials distributed are public information:

Signature



Date

5/21/25

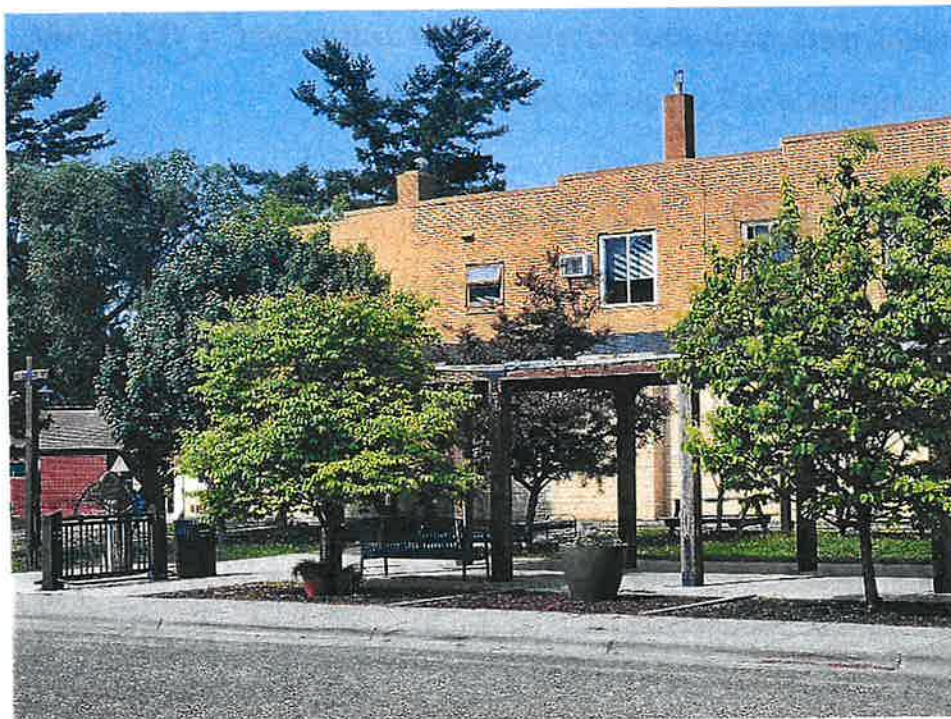
Print name

Jan Hosman

Phone (in case of meeting cancellation)

(612) 419-1787

GoNorthMn Downtown Intersection Proposal

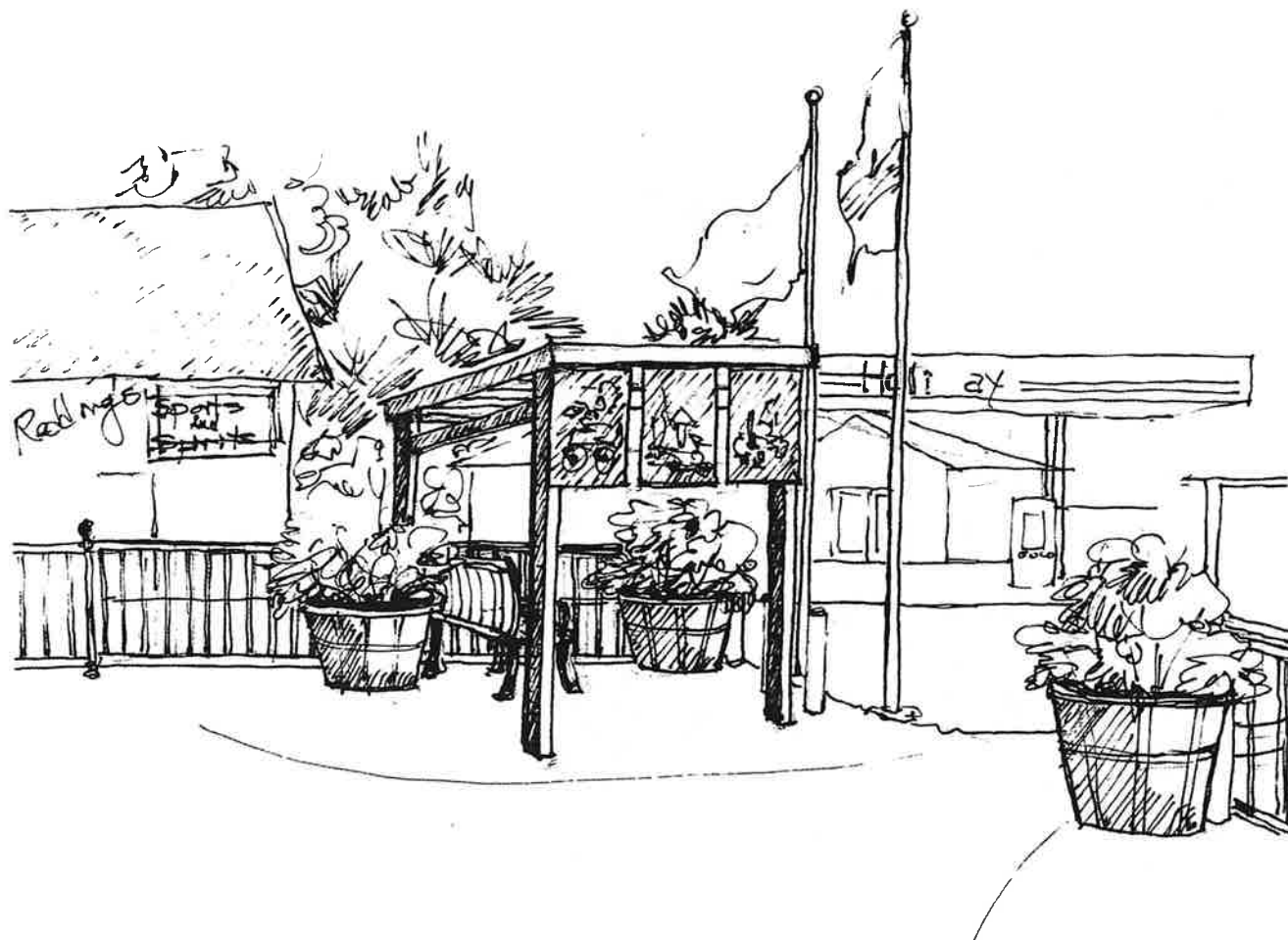


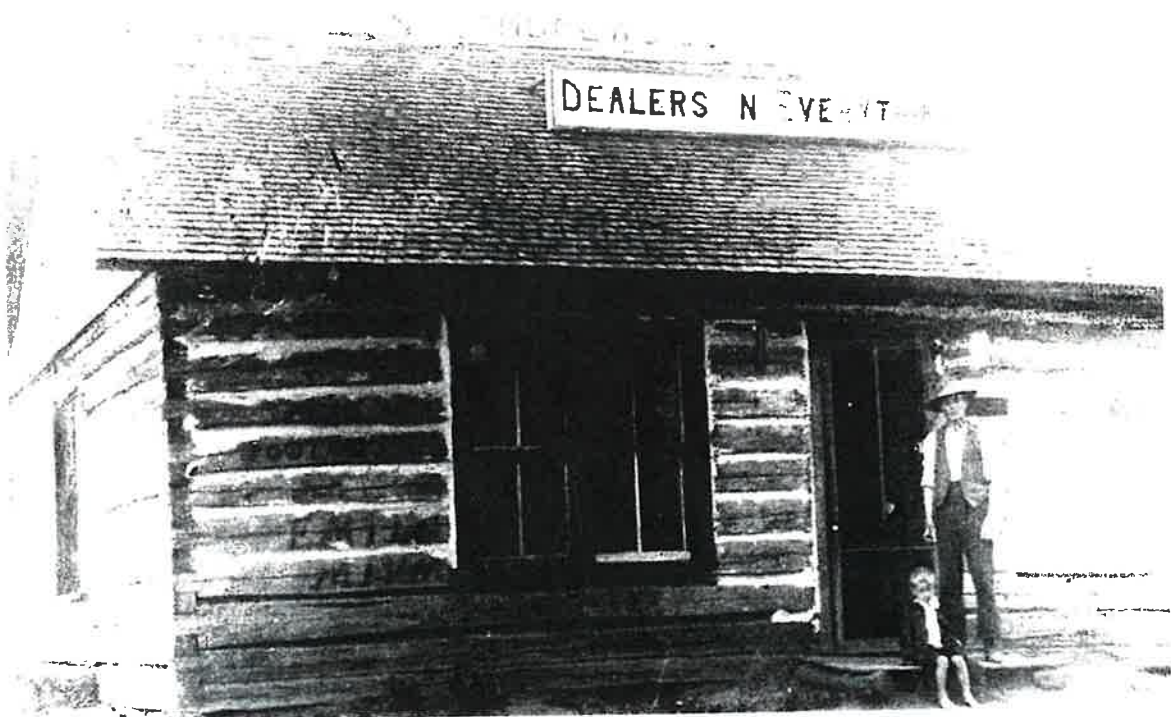
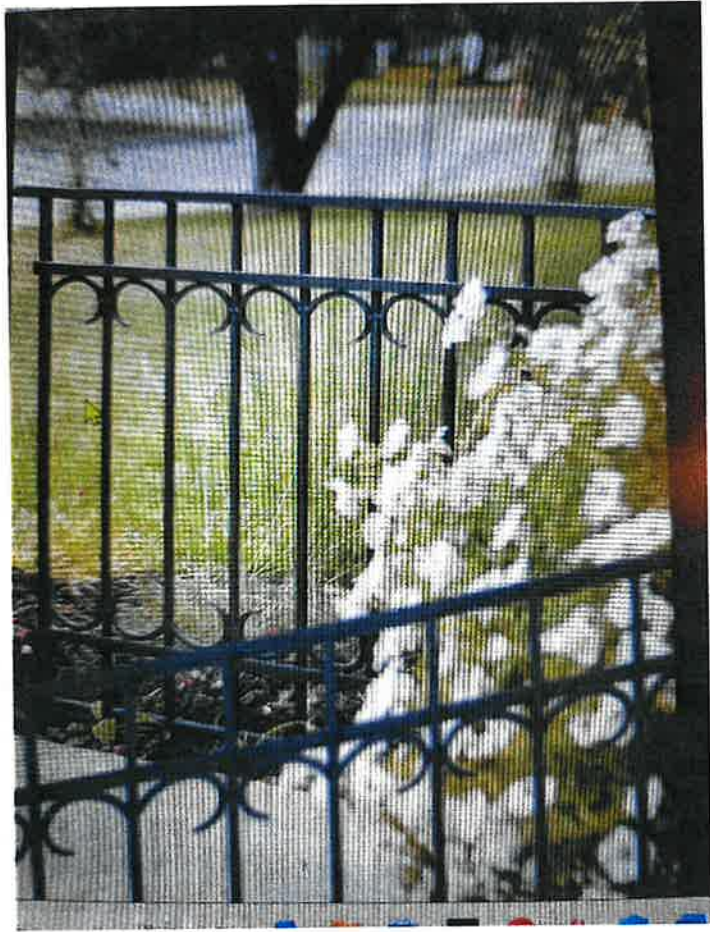


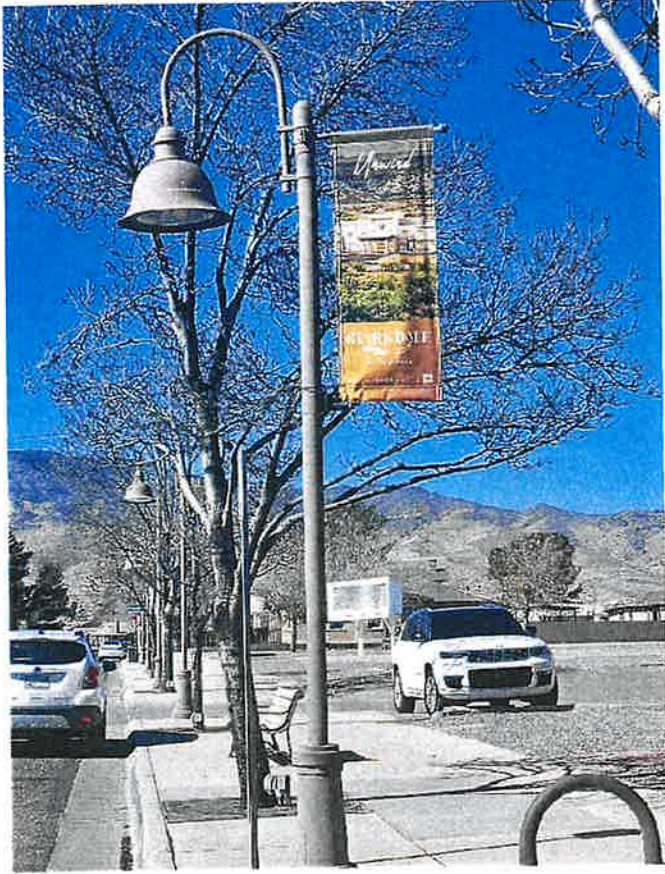












From: **Tim Bray** <Tim.Bray@crowwing.gov>
Date: Thu, Jun 5, 2025 at 9:53 AM
Subject: RE: Emily, CR#1 and TH#6
To: Jan Mosman <janicemosman@gmail.com>
Cc: Daria Graupman <Daria.Graupman@crowwing.gov>, Rob Hall
<Rob.Hall@crowwing.gov>

Jan,

Thank you for your latest note. I have added a few responses in red text. I hope you find them helpful.

I'll check in with Daria to share my thoughts and guidance. She will likely be our point of contact as these ideas move forward.

Take care.

Timothy V. Bray, PE, MPA

Crow Wing County Engineer

Office: (218) 824-1110

Direct: (218) 822-2684

www.crowwing.us

From: Jan Mosman <janicemosman@gmail.com>
Sent: Thursday, June 5, 2025 8:25 AM
To: Tim Bray <Tim.Bray@crowwing.gov>
Cc: Kathryn Hachey <khachey@gmail.com>; Rob Hall <Rob.Hall@crowwing.gov>; Daria Graupman <Daria.Graupman@crowwing.gov>
Subject: Re: Emily, CR#1 and TH#6

Tim,

Thanks for following up, and Daria for calling. I will, of course, share my communications with the City Council. I want to clarify points first, as it's my fault if I didn't mention priorities when we talked briefly at the CWC meeting. And note that I am speaking as the co-chair of GoNorthMn, a volunteer organization, and am not trying to represent the City of Emily. GoNorthMn will be making a proposal to City Council next Tuesday, June 10th, for improvements downtown and requesting the city apply for a grant to help with the project.

1. Fencing - any removable step-in panels being proposed to City Council would be at the edge of the city-owned municipal parking lot. We would not suggest fencing on country or state ROW. It sounds like you are positive about guiding pedestrians toward the intersection. That is GoNorthMn's main goal for fencing.

2. Sidewalks extending east and west along CR#1 - The long-range hope would be to connect downtown to its two main parks, a couple of blocks in each direction. The TH6 sidewalks installed during the MnDOT project help get pedestrians and pets off of the road, plus they visually connect city amenities. You were clear CWC could not pay for sidewalks, or at least not in the foreseeable future. I want to clarify that GoNorthMn would not propose continuing sidewalk just as far as a possible crosswalk. If City Council were to be interested in someday extending sidewalks for safety, would the County consider approving them in the ROW? **Yes. Pedestrian facilities can occupy county road right of way. Final approval would be subject to county review and the development of an official ownership/maintenance agreement with the city. That may be something very similar to the agreement I shared with you yesterday.**

3. Crosswalks - in looking for ways to increase safety for people moving around downtown, I'd suggested new crosswalks one block west (at the Post Office) and one block east (from the city park). While these may not be as desirable as a controlled intersection with lights or stop signs, MnDOT approved two across TH6, north and south of the main intersection, and they are used. **The two locations approved by MnDOT appear to connect to pedestrian facilities on either side of State Hwy 6. When/if sidewalks are installed on CSAH 1 to the east and west, we can consider where the appropriate locations for crosswalks may be. I am not supportive of installing crosswalks that simply connects 2 roadway shoulders, or a sidewalk and a roadway shoulder.**

4. Intersection Study - anything the County or State has done to analyze that busy spot would be useful to the City Council. I have the daily traffic count maps from MnDOT (one recent and one ten years earlier), but these don't tell the whole story. Locals comment that they (and I) completely avoid the main intersection, especially if a turn is required, and drive down or around a couple of blocks. When I sat and walked around there midday Wednesday, June 4, 2025, it was a different experience than other times of day, weekends, or during the off-season. Personal vehicles seemed to stay close to the speed limit of 30mph, but commercial trucks of all kinds did not. And there are a lot of commercial trucks during summer and on weekdays. The layout and limited site lines make it less than wonderful. The idea of more control at that intersection certainly seems worth considering to prevent problems. **I already heard back from my MnDOT contact about the traffic study work done during the development of the last project. Apparently, the analysis did not go**

into great detail because the proposal was to perpetuate the existing 2-way stop condition. The traffic engineer that replied to me this morning suggested that the criteria used to determine the need for a 4-way stop will not met at this location. Although I do know that this area does periodically experience elevated traffic volumes, I agree with this initial assessment.

If you have time for any other responses, I'll wait before forwarding an email to the City. It was great to be invited to the June 4th CWC presentations in Crosslake. I learned a lot and would hope for the opportunity to attend another.

Thanks,

Jan Mosman, GoNorthMn co-chair

Emily, MN

janicemosman@gmail.com

(612)419-1787

clerk@emily.net

m: Jan Mosman <janicemosman@gmail.com>
Sent: Friday, June 6, 2025 8:49 AM
To: Cari Johnson, City of Emily
Cc: Jan Mosman; Kathryn Hachey
Subject: Emily GoNorthMn proposal
Attachments: Cost Estimate for Emily downtown feature.docx

Cari,

Attached is the most recent cost estimate for the GoNorthMn proposal.
We have not listed the contributions from GoNorthMn on the estimate:
Volunteer expertise to complete grant application
Volunteer time to oversee design and installation
Donation of historic photos and artifacts
Volunteer research and shopping/ordering for noted items
Volunteer work with movie night June 18, 2025

Jan Mosman, GoNorthMn co-chair

Cost Estimate for Emily downtown feature
GoNorthMn
June 10, 2025

| | |
|---|---------|
| Cedar pergola, 20'x 12', plus installation - | \$4,400 |
| Planters (3), dirt, shrubs & vines - | 1,300 |
| Replanting for five years - | 600 |
| Veterans bench, wood - | 0 |
| City Map, 36"x48'- | 400 |
| Historic photos, B&W on metal 24x36"(15) - | 1,000 |
| Solar lights on pergola (string on pergola) - | 300 |
| Removable fence, 100', with installation - | 1,200 |
| Maintenance of planters (GoNorthMn) - | 400 |
| <hr/> | |
| Total estimated cost – | \$9,600 |
| Grant request to IRRRB - | \$4,800 |

GoNorthMn

Kathy Hachey and Jan Mosman co-chairs

khachey@gmail.com, janicemosman@gmail.com

m: Jan Mosman <janicemosman@gmail.com>
Sent: Tuesday, June 3, 2025 2:49 PM
To: Cari Johnson, City of Emily
Subject: Fwd: Pricing for prints

----- Forwarded message -----

From: **Jan Mosman** <janicemosman@gmail.com>
Date: Wed, May 14, 2025 at 5:32 PM
Subject: Re: Pricing for prints
To: Kay Brausen <kbrausen@lakesprinting.com>
Cc: Jan Mosman <janicemosman@gmail.com>, Anna Cerelia Battistini
<annacereliabattistini@gmail.com>, Kathryn Hachey <khachey@gmail.com>

Kay,
I finally made time to organize the prints we will want. Call or email if these do not look the correct format to print nicely.
We would like 16x20" prints.
I will probably write a personal check and then get reimbursed.

Jan Mosman, GoNorthMn co-chair.
(612)419-1787

<https://photos.app.goo.gl/PFMcJo8rDv8SoowK6>

On Tue, May 6, 2025 at 12:39 PM Kay Brausen <kbrausen@lakesprinting.com> wrote:
Hello Jan,

I received pricing for you on your prints and have noted it below.

1 each of 12, 16 x 20 - \$104.80
1 each of 12, 18 x 24 - \$121.20

Pricing is based on printing black ink one side on 9 mil poster stock.

Let me know if you have any questions.

Have a great day!



Culture & Tourism Grant Program

Applications open starting July 1, 2024, for Fiscal Year 2025.

Grant Program Overview

Culture & Tourism grants assist projects that support arts, culture, history, tourism and recreational activities, enhance the quality of life in the region and attract visitors.

Contact Information

Danae Beaudette, danae.beaudette@state.mn.us or 218-735-3022.

Funding Availability

- Funded at \$600,000 for Fiscal Year 2025 from the Taconite Environmental Protection Fund.
- Grant awards range from \$2,500 - \$30,000.
- The number of grants awarded is variable and dependent upon the amounts awarded to successful applicants.
- 1:1 match per project required.
- In-kind materials and/or labor are not eligible towards the project match.
- Project must begin within nine months of a grant award.

Collaboration

Multi-organization collaboration is welcomed.

Eligibility

Eligible Applicants

Cities, townships, nonprofits, Tribal governments and governmental entities created pursuant to Minnesota Statutes within the agency's service area.

- Applicant may receive one Culture & Tourism grant per fiscal year for a maximum of three consecutive fiscal years.
- At the time of application, the applicant must not have any outstanding or open Culture & Tourism grants with the exception of a phased project.

Eligible Projects

Examples include, but are not limited to:

- Capital improvements.
- Historic preservations.
- Community arts and culture.
- Tourism and recreational activities.
- Promotion to new audiences.

Project Examples

Project examples include, but are not limited to:

- Museum improvements.
- Downtown beautification.
- Digital ad campaigns.
- Splash pads.
- Pickleball courts.
- Americans with Disabilities Act (ADA)-inclusive playground equipment.
- Community signage.
- Benches.
- Lighting.

Ineligible Projects

Examples include, but are not limited to:

- Community festivals or events.
- Overhead or operating expenses including salaries, performance fees, wages or stipends, mileage, travel expenses, lodging, meals, operational, administrative costs or fees, tuition and scholarships.
- Design and engineering costs.
- Reports/studies.
- Utilities and rentals and existing deficits.
- Awards or prizes.
- Purchase or production of items for sale.
- Projects that directly serve a for-profit business.

Competitive Priorities

- Project enhances the quality of life and visitor experiences.
- Economic impact.

Evaluation Criteria and Weight

The review committee will review each application using a 100-point scale.

All evaluation criteria must be addressed in the project narrative. The scoring factors and weight on which applications will be evaluated are based on the following seven criteria:

1. Project enhances the quality of life and visitor experiences. (30 points)

2. Economic impact. (20 points)
 - Attracts visitors to the Iron Range Resources & Rehabilitation (IRRR) service area.
 - Encourages spending.
3. Community benefit and partnerships. (15 points)
 - Level of community collaboration or involvement.
4. Diversity, equity, inclusion and accessibility. (15 points)
 - Project serves a diverse population.
 - Examples include, but are not limited to, racial and ethnic communities, LGBTQIA+ communities, Tribal Nations, people with disabilities, veterans and aging populations.
 - Project accessibility.
 - Project scope reduces barriers by increasing accessibility, equity, usability and independence.
 - Project serves an economically distressed community.
 - Factors can include, but are not limited to poverty rate, unemployment rate, income levels and population.
 - Project incorporates targeted businesses or vendors.
 - Project is administered or executed by organizations and/or businesses that are majority women, veteran, racial minority, Tribal or disability-owned.
 - Project purchases, contracts, services or consults from organizations and/or businesses that are majority women, veteran, racial minority, Tribal or disability-owned.
 - Project funding.
 - Applicant has not received funding from this grant program in the past two fiscal years.
5. Environmental impact and mitigation. (10 points)
 - Climate change.
 - Reduction of emissions or pollution.
 - Renewable energy resources such as solar, wind or water.
 - Energy efficient, sustainable, resilient, or green infrastructure for site, building or materials.
 - Water conservation.
 - Environmental health.
 - Waste management, air quality, water quality, sanitation quality, lead exposure and use.
 - Recycling or reuse and building deconstruction.
 - Ecosystem vitality.
 - Preservation of habitats, trees, greenery, fisheries, grasslands or wetlands.
 - Responsible wastewater and sustainable agricultural practices.
 - Clean-up of brownfield sites or contaminated sites.
 - Environmental justice community or population.
 - Use demographic data, information about environmental conditions and health data to identify areas of concern for environmental justice. Use the Environmental Justice mapping tool by navigating to the Minnesota Pollution Control Agency (MPCA) (<https://www.pca.state.mn.us/>) website, select About MPCA, then Environmental Justice, and then Understanding Environmental Justice in Minnesota. Another source is the Environmental Justice Screening and mapping tool on the U.S. Environmental Protection

Agency (EPA) (<https://www.epa.gov/ejscreen>) website and launch the EPA EJSscreen tool from the home screen.

6. Visibility of project. (5 points)
7. Job creation and retention. (5 points)
 - Describe how the project supports job creation or retention, if any, that will result from this project, per Minnesota Statutes Section 298.22, subdivision 13.

Application Submission

Application Process

- Applications must be submitted through the FLUXX grants portal.
- A short pre-application is required to determine the eligibility of the project.
- A full application will be available in FLUXX once eligibility is determined.

Application Deadline

- Applications are accepted July 1, 2024 through October 1, 2024.
- Pre-applications are accepted July 1 through September 25, 2024 by 4:30 p.m.
- Full applications must be submitted by 4:30 pm on October 1, 2024, to be considered.
- If program funds are available after the cycle, applications may be accepted from January 1, 2025 through May 1, 2025 or until program funds are substantially committed for the fiscal year, whichever occurs sooner.
- Notify the grant program administrator of any changes to the application after final submission.

Review Process and Timeline

Application Review

- Initial review is completed by the grant program administrator for eligibility and application requirements.
- Eligible and complete applications received by the deadline are subject to a competitive review process.
- Applications are evaluated and scored based on the evaluation criteria by a minimum of three reviewers.
- Grant program administrators do not score applications for their respective programs.
- Applications must meet the minimum required score in order to be recommended for funding.
- Grant program administrator finalizes recommendations based on the completed evaluations, past performance of the grantee and availability of program funds.
- A project presentation by the applicant may be required.

Application Award

- Grants are awarded to the most competitive applications.
- The agency reserves the right to award all or partial funding per application.
- Awards will be announced in December 2024, and applicants will be notified by email.
- If applications are accepted after January 1, 2025, applicants will be notified by email within 60 days following application review.

- Grant award is subject to the commissioner's final approval and must meet objectives, priorities and policies established by the commissioner.
- If awarded, eligible expenditures may only be incurred when the grant contract agreement is fully executed and the grant has reached its effective date.
- The award decisions are final and not subject to appeal.

Application Content

Culture & Tourism Grant Application Checklist

Applicants must submit the following in order for the application to be considered complete.

Table 1: Required documents by applicant type.

| Required Documents | Municipality | Nonprofit | Tribal Government |
|---|--------------|----------------|--|
| Project Narrative | Yes | Yes | Yes |
| Cost estimates – must follow the state contracting and bidding requirements | Yes | Yes | Follow Tribal procurement and purchasing guidelines. |
| Resolution – the authorizing applicant needs to apply for and accept funds for the project. | Yes | Yes | Yes |
| Letter(s) of support – required from area visitor or tourism organizations, chamber of commerce, business community or local government entities | Yes | Yes | Yes |
| IRS form 990 or 990-EZ | No | Yes | No |
| Copy of certified financial audit for organizations with annual revenue of \$750,000 or more for the past two years. | No | If applicable. | No |
| IRS form W-9 | No | Yes | No |

Historic Preservation Requirements

If your project is listed in or located on the National Register of Historic Places and/or the State Register of Historic Places (specific to public buildings and landmarks), it must be submitted to the State Historic Preservation Office (SHPO) for review, and the response letter uploaded to your application. Contact SHPO with questions at 651-201-3287.

Fields to be Completed within the FLUXX System

- Project budget detail, to include match and other project funds.
- Project timeline/milestones.
- Select the category the project promotes or supports.
- Enter the number of letters of support.
- Enter the number of funding sources.
- Select environmental impacts, if applicable.
- Select diversity, equity and inclusion impacts, if applicable.
- Conflict of interest disclosure.

Bidding Requirements

Municipality Bidding Requirements

Grantees that are municipalities must follow the contracting and bidding requirements in the Uniform Municipal Contracting Law as defined in Minnesota Statutes Section 471.345.

Nonprofit Bidding Requirements

Any grant-funded services and/or materials that are expected to cost:

- Under \$10,000, then a minimum of one quote or bid is required.
- Between \$10,000 and \$24,999 must be competitively awarded based on a minimum of two verbal quotes or bids or awarded to a targeted vendor.
- Between \$25,000 and \$99,999 must be competitively awarded based on a minimum of three verbal quotes or bids.
- If \$100,000 or more, then a formal notice and bidding process must be performed.

Tribal Government Bidding Requirements

Minnesota Tribal governments are sovereign nations and not subject to the requirements of Minnesota Statutes Section 471.345.

Prevailing Wage Requirements

Municipalities or nonprofits must follow:

- The requirements of prevailing wage for grant-funded projects that include construction work of \$25,000 or more, per Minnesota Statutes Section 177.41 through 177.44. These rules require that the wages of laborers and workers should be comparable to wages paid for similar work in the community as a whole.
- The requirements of the agency's prevailing wage board policy as stated in the grant agreement.

Certified Payroll Records

As a condition of prevailing wage requirements, state of Minnesota contractors and subcontractors may be required to complete and submit certified payroll records to the agency for construction projects over \$25,000.

Certified payroll records must be provided by the grant recipient prior to the agency disbursing funds, per Minnesota Statutes Section 116J.871, subdivision 2(b).

Diversity, Equity & Inclusion

Iron Range Resources & Rehabilitation works to improve economic opportunities in support of diversity, equity and inclusion in its service area.

- Diverse populations served by this program include economically distressed communities, Tribal Nations, racial and ethnic communities, veterans, low to moderate-income neighborhoods and people with disabilities.
- Additional points are awarded to projects that serve a diverse population as listed above or for projects that reduce barriers by increasing accessibility, equity, usability and independence or projects that incorporate a targeted business or vendor.

Grant Outcomes

Outcomes will result in the enhancement of arts, culture, history, tourism and recreational activities, quality of life in the region and attraction of visitors.

The agency will evaluate the program's performance in serving diverse populations annually.

Accountability and Reporting

- Project CANNOT begin prior to execution of a grant contract.
- The agency reserves the right to require signage/logo acknowledging financial assistance from Iron Range Resources & Rehabilitation.
- Spending for project expenses within the agency's service area is encouraged.
- A progress report is required prior to a grant reaching 12 months and annually thereafter.
- A final progress report is required before final payment.
- All grant payment requests will require substantiation of eligible expenditures before payment.
- A close-out acknowledgment form may be required if there is a grant balance remaining.

Accessibility Inquiries or Accommodation Requests

Contact: Jordan Metsa, Jordan.Metsa@state.mn.us or 218-735-3061.

State of Minnesota Grantee Requirements

Supplemental Policy Information

Bidding Requirements

Nongovernmental and For-Profit Businesses

The grantee must take all necessary affirmative steps to assure that targeted vendors from businesses with active certifications through these entities are used when possible:

- State Department of Administration's Certified Targeted Group, Economically Disadvantaged and Veteran-Owned Vendor List found at this website: <https://mn.gov/admin/osp/government/procuregoodsandgeneralservices/tgedvo-directory/>.
- Metropolitan Council's Targeted Vendor List - Minnesota Unified Certification Program found at this website: <https://mnucp.metc.state.mn.us/>.
- Small Business Certification Program through Hennepin County, Ramsey County and the City of St. Paul found at this website: <https://www.stpaul.gov/departments/human-rights-equal-economic-opportunity/procurement/cert-program>.

The grantee must maintain:

- Written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of contracts.
- Support documentation of the purchasing and/or bidding process utilized to contract services in their financial records, including support documentation of verbal quotes or bids and justifying a single/sole source bid, if applicable.

The grantee must not contract with vendors who are suspended or debarred in Minnesota found on this website: <https://mn.gov/admin/osp/government/suspended-debarred/>.

Municipalities

Grantees that are municipalities must follow:

- The contracting and bidding requirements in the Uniform Municipal Contracting Law as defined in Minnesota Statutes Section 471.345.
- The requirements of prevailing wage for grant-funded projects that include construction work of \$25,000 or more, per Minnesota Statutes Section 177.41 through 177.44. These rules require that the wages of laborers and workers should be comparable to wages paid for similar work in the community as a whole.

The grantee must not contract with vendors who are suspended or debarred in Minnesota found on this website: <https://mn.gov/admin/osp/government/suspended-debarred/>.

Required Financial and Grantee Capacity Review

Minnesota Statutes Section 16B.981 requires that a pre-award risk assessment is conducted for grant awards of \$50,000 or more.

All grantees as defined in Minnesota Statutes Section 16B.981 Subdivision 1(c), applying for grants in the state of Minnesota must undergo a financial and capacity review prior to a grant award of \$50,000 and higher:

In order to comply with this requirement, the following information and documents will need to be submitted before the grant contract agreement is fully executed:

- Capacity Responses: History of performing the work that will be funded by the grant, to include the organization's current staffing, current budget, etc.
- Certification: No current principals have been convicted of a felony financial crime in the last ten years.
- Evidence of good standing: For-profit and nonprofit grantees: Filed and up-to-date with the Secretary of State.
- Nonprofit grantees as applicable: Most recent Form 990 or Form 990-EZ.
- Most recent audited financial statement of a charitable organization which has received total revenue in excess of \$750,000 for the 12 months of operations covered by the statement per Minnesota Statutes Section 309.53.
- Most recent board-reviewed (or managing group if applicable) financial statements, description of internal controls over business expenditures and outcomes of grant funds, if awarded, and evidence of exemption.

The submission of inaccurate or misleading information may be grounds for disqualification from the grant contract agreement award and may subject an organization to suspension or debarment proceedings, as well as other remedies available to the state, by law.

Minnesota Statutes Section 16B.981 establishes the authority for a granting agency to:

- Provide or require enhanced grant oversight.
- Request additional information from a potential grantee to determine whether there is a substantial risk that the potential grantee cannot or would not perform the required duties of the grant agreement. The potential grantee has 30 business days to respond.
- Develop a plan to address the risk or concerns identified.
- Not award the grant. The granting agency must provide notice of this determination to not award the grant to the grantee and the commissioner of the Department of Administration. The notice must include the following:
 - The reason for postponing/not awarding the grant.
 - The timeline for the process for contesting the agency's decision.

Priorities

It is the policy of the state of Minnesota to ensure fairness, precision, equity and consistency in competitive grant awards. This includes implementing diversity and inclusion in grant-making. Policy 08-02

(https://mn.gov/admin/assets/08-02%20Grants%20Policy%20Revision%20September%202017%20final_tcm36-312046.pdf) establishes the expectation that grant programs intentionally identify how the grant serves diverse populations, especially populations experiencing inequities and/or disparities.

Conflicts of Interest

State grant policy requires that steps and procedures are in place to prevent individual and organizational conflicts of interest, both in reference to applicants and reviewers per Minnesota Statutes Section 16B.98, subdivision 2-3 and downloadable copy of 08-01 Conflict of Interest in State Grant-Making Policy (<https://mn.gov/admin/government/grants/policies-statutes-forms/>).

Organizational conflicts of interest occur when:

- A grantee or applicant is unable or potentially unable to render impartial assistance or advice to the Department due to competing duties or loyalties.
- A grantee's or applicant's objectivity in carrying out the grant is or might be otherwise impaired due to competing duties or loyalties.

In cases where a conflict of interest is in question or disclosed, the applicants or grantees will be notified and actions may be pursued, including but not limited to, revising the grant work plan or grantee duties to mitigate the risk, requesting the grant applicant to submit an organizational conflict of interest mitigation plan, disqualification from eligibility for the grant award, amending the grant or termination of the grant contract agreement.

Public Data

Per Minnesota Statutes Section 13.599:

- Names and addresses of grant applicants and the amount requested will be public data once proposal responses are opened.
- All remaining data in proposal responses (except trade secret data as defined and classified in Minnesota Statutes Section 13.37) will be public data after the evaluation process is completed. For purposes of this grant, data will be considered public when all the grant contract agreements have been fully executed.
- All data created or maintained by IRRR as part of the evaluation process (except trade secret data as defined and classified in Minnesota Statutes Section 13.37) will be public data after the evaluation process is completed. For purposes of this grant, data will be considered public when all the grant contract agreements have been fully executed.

Grant Provisions

Grant program appropriation, statute citation, grant regulations and requirements, grant purpose and outcomes, terms and conditions of the funding as well as allowable expenditures are provided within the application and grant contact agreement.

Grant contract agreement templates are available for review at: the [Office of Grants Management Policies, Statutes, and Forms/Forms and FAQs tab \(https://mn.gov/admin/government/grants/policies-statutes-forms/\)](https://mn.gov/admin/government/grants/policies-statutes-forms/).

Ineligible expenses include but are not limited to:

- Fundraising.
- Taxes, except sales tax on goods and services and payroll taxes.
- Lobbyists and political contributions.
- Bad debts, late payment fees, finance charges or contingency funds.
- Parking violations and traffic violations.
- Out-of-state transportation and travel expenses. Minnesota will be considered the home state for determining whether travel is out of state.

Grant Payments

Per Policy 08-08 <https://mn.gov/admin/assets/08-08%20Policy%20on%20Grant%20Payments%20FY21%20tcm36-438962.pdf>, reimbursement is the preferred method for making grant payments. All grantee requests for reimbursement must correspond to the approved grant budget. The state shall review each request for reimbursement against the approved grant budget, grant expenditures to-date and the latest grant progress report before approving payment. Grant payments shall not be made on grants with past-due progress reports unless Iron Range Resources & Rehabilitation has given the grantee a written extension.

Audits

Per Minnesota Statutes Section 16B.98, subdivision 8, the grantee's books, records, documents, and accounting procedures and practices of the grantee or other party that are relevant to the grant or transaction are subject to examination by the commissioner of the Department of Administration, the state granting agency and either the legislative auditor or the state auditor, as appropriate. This requirement will last for a minimum of six years from the grant contract agreement end date, receipt, and approval of all final reports, or the required period of time to satisfy all state and program retention requirements, whichever is later.

Affirmative Action and Non-Discrimination

Requirements for All Grantees

The grantee agrees not to discriminate against any employee or applicant for employment because of race, color, creed, religion, national origin, sex, marital status, status in regard to public assistance, membership or activity in a local commission, disability, sexual orientation or age in regard to any position for which the employee or applicant for employment is qualified. Minnesota Statutes Section 363A.02. The grantee agrees to take affirmative steps to employ, advance in employment, upgrade, train, and recruit minority persons, women and persons with disabilities.

The grantee must not discriminate against any employee or applicant for employment because of physical or mental disability in regard to any position for which the employee or applicant for employment is qualified. The grantee agrees to take affirmative action to employ, advance in employment and otherwise treat qualified disabled persons without discrimination based upon their physical or mental disability in all employment practices such as the following: employment, upgrading, demotion or transfer, recruitment, advertising, layoff or termination, rates of pay or other forms of compensation and selection for training, including apprenticeship. Minnesota Rules, part 5000.3500 <https://www.revisor.mn.gov/rules/5000.3500/>.

The grantee agrees to comply with the rules and relevant orders of the Minnesota Department of Human Rights issued pursuant to the Minnesota Human Rights Act.

Voter Registration Requirement

The grantee will comply with Minnesota Statutes Section 201.162, by providing voter registration services for its employees and for the public served by the grantee.



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

June 9, 2025

RE: Emily Manganese Project Update – May 2025

In May, 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.

After the PEA is completed, Electric Metals / North Star Manganese will arrange a presentation of the study's results and the proposed next steps to the City of Emily.

In the past two months, the Emily site was visited by two technical groups for geological and scientific assessment:

- Geologists from the Minnesota Geological Survey (MGS) and from the University of Minnesota's Institute for Rock Magnetism (UM) collected over a hundred samples to be used to identify magnetitic mineralogy, perform geomagnetic analysis, and constrain the petrophysical characteristics of the Emily Deposit; and
- Over 20 geologists participating on The Making Iron and Manganese Ores Field Trip during the annual meeting of the Institute on Lake Superior Geology visited the Emily site and were provided the opportunity to see two boreholes, laid out for analysis, that showcase the unique geology and mineralization of the Emily Deposit.

Technical visits and reviews, such as those above, continue to provide insight into the mineralized characteristics of the iron and manganese as part of the ongoing assessment and evaluation of the Emily Deposit.

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



Additional technical visits and assessments are planned for this Summer.

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

Clean Up Day 2023 Expenses

| Vendor | Description | Cost |
|---------------------------|--|--------------------|
| Anonymous | Clean Up Day collections | \$ (958.00) |
| Emily Rolloff & Recycling | 2 - 30 yd, 2 - 20 yd, and 1 - 10 yd containers for solid waste | \$ 3,018.13 |
| Total | | \$ 2,060.13 |
| Crow Wing Landfill | Landfill Reimbursement Program | \$ (1,000.00) |
| Total | | \$ 1,060.13 |
| | Fifty Lakes charged half | \$ 530.06 |
| | City of Emily's expense | \$ 530.07 |

\$130 received in landfill coupons. Could not use with Landfill Reimbursement Program.

Landfill Reimbursement approved for up to \$1000 in disposal costs.

Opted to use Landfill Reimbursement Program instead of landfill coupons.

\$1,000 reimbursement received 11-7-23.

Landfill Reimbursement Application
Crow Wing County Landfill

Business Name City of Emily
Contact name Cari Johnson
Address PO Box 68, Emily MN 56447
Street Address (if different) 39811 State Hwy 6, Emily MN 56447
Phone No. 218-763-2480 Fax No. 218-763-2481
Federal Tax I.D No 41-6008803 E-mail clerk@emily.net

Please state your need and intended use for this reimbursement

To reimburse City of Emily Clean up Day
costs

Agreement:

The undersigned is aware this is a once per year (up to) \$1,000 reimbursement.

Application must be submitted at least 30 days prior to disposal to allow for staff review.

Filling out this application is not a guarantee of reimbursement.

Any misuse of this reimbursement will disallow you from future use of this program.

Company Name

City of Emily

Date

Print Name

Title

Signature

Landfill Reimbursement Policy

Approved by the Crow Wing County Board of Commissioners on August 13th, 2024

1.0 Scope

This policy outlines the qualifications needed for organizations to apply for a once per year up to \$1,000 rebate to be-reimbursed for landfill tipping fees when disposing of waste. The total annual reimbursement amount for all applications utilizing this program not to exceed \$5,000.

2.0 Application

The organization must submit a completed application to the Land Services Department for consideration. Along with the application, a mission statement clearly stating what type of community outreach the organization provides, or a statement of need. Organizations will need an account setup at the landfill for tracking purposes. If an account is not set, one will need to be set up with the landfill operator. The rebate will not roll over from one year to the next. A new application will need to be submitted each year. An application must be submitted at least 30 days prior to the disposal to allow for staff review.

3.0 Approval

Applications will be reviewed by the Land Services staff for approval/denial.

If approved, Land Services staff shall provide the requesting organization with a letter of approval and instructions on how to request reimbursement.

Criteria for Approval/Denial:

- Must have an operational location in Crow Wing County that provides goods for free or at reduced prices
- Volunteer community improvement action or project
- City or township hosting a community clean up event
- Must dispose of all waste at the Crow Wing County Landfill. Only waste receipts from the Crow Wing County Landfill will be reimbursed.

4.0 Funding

The expenditure for this program will be budgeted in the yearly budget process and submitted to the Board of Commissioners for evaluation.

This policy will be reviewed annually by the County Board.

City of Emily & City of Fifty Lakes

Clean Up Day

When: Saturday, September 20, 2025 from 9 AM to 12 PM
OR until dumpsters are full – NO dumping after Clean Up Day is closed*

Where: Entrance at 20823 County Rd 1 (Emily Maintenance Shop)

Price: \$5 per vehicle load - Cash/Check ONLY

Additional charges will be added for the following materials:

| ELECTRONICS | | TIRES | |
|---|--------------|---|--------------|
| Computers (monitors, towers), VCRs, DVD players, stereos, desk top copiers, printers, scanners TVs 27" or smaller TVs 28" or larger | \$6.00 EACH | Car Tire (up to 15" without rim) | \$4.00 EACH |
| | \$11.00 EACH | Car Tire (up to 15" with rim) | \$6.00 EACH |
| | \$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 furniture items Sofa sleepers | \$11.00 EACH | Mattress | \$31.00 EACH |
| | \$16.00 EACH | Box spring | \$31.00 EACH |
| | | | |
| APPLIANCES | | UNCOVERED LOADS | |
| Refrigerators, freezers, washers, dryers, dishwashers, water heaters, stoves, microwaves, humidifiers, dehumidifiers, air conditioners, and other appliances | \$6.00 EACH | All vehicles will be checked. *Once dumpsters are full you will need to proceed to CWC Landfill. If loads are sent to the landfill, ALL loads must be covered per State Law 169.81, Subd. 5 or 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 or residency within City limits of Emily or Fifty Lakes required.

**CITY OF EMILY
FINANCIAL STATEMENTS AND
INDEPENDENT AUDITOR'S REPORT
DECEMBER 31, 2024**

CITY OF EMILY

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INTRODUCTORY SECTION

**CITY OF EMILY
PRINCIPAL CITY OFFICIALS
DECEMBER 31, 2024**

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

ELECTED OFFICIALS

| | | |
|-----------------|-------------------|----------------|
| Mayor | December 31, 2024 | Tracy Jones |
| Council Members | December 31, 2024 | Bryce Butcher |
| | December 31, 2024 | Gerhart Hanson |
| | December 31, 2026 | Andy Hemphill |
| | December 31, 2026 | Greg Koch |

APPOINTED OFFICIALS

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

FINANCIAL SECTION



Clasen & Schiessl CPAs, Ltd.

PO Box 90, Pequot Lakes, MN 56472

(218) 568-5242 Fax (218) 568-8680

Visit us at lakesareacpas.com

INDEPENDENT AUDITOR'S REPORT

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

Adverse and Unmodified Opinions

We have audited the accompanying financial statements of each major fund and the aggregate remaining fund information of the City of Emily, Minnesota (the City), as of and for the year ended December 31, 2024, and the related notes to the financial statements, which collectively comprise the City's basic financial statements as listed in the table of contents.

Adverse Opinion on U.S. Generally Accepted Accounting Principles

In our opinion, because of the significance of the matter discussed in the Basis for Adverse and Unmodified Opinions section of our report, the financial statements referred to above do not present fairly the financial position of each major fund and the aggregate remaining fund information of the City of Emily, Minnesota, as of December 31, 2024, or the changes in financial position or, where applicable, cash flows thereof for the year then ended, in accordance with accounting principles generally accepted in the United States of America.

Unmodified Opinion on Regulatory Basis of Accounting

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of each major fund and the aggregate remaining fund information of the City of Emily, Minnesota, as of December 31, 2024, and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended, in accordance with the financial reporting provisions of the Minnesota Office of the State Auditor, as described in Note 1.

Basis for Adverse and Unmodified Opinions

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

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

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

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

Responsibilities of Management for the Financial Statements

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

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

Auditor's Responsibilities for the Audit of the Financial Statements

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

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

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

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

Other Information

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

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

Report on Other Legal and Regulatory Requirements

In accordance with Minnesota Statutes, we have also issued our report dated June 10, 2025, on our consideration of the City's compliance with provisions of the *Minnesota Legal Compliance Audit Guide for Cities*, promulgated by the State Auditor pursuant to Minn. Stat. § 6.65. The purpose of the report is to determine if the City has complied with Minnesota laws and regulations. That report is an integral part of an audit performed in the State of Minnesota.

Clasen & Schiesl, CPAs, Ltd.

Clasen & Schiesl CPAs, Ltd.

Pequot Lakes, Minnesota
June 10, 2025

CITY OF EMILY
STATEMENT OF BALANCES ARISING FROM CASH TRANSACTIONS
REGULATORY BASIS
GOVERNMENTAL FUNDS
DECEMBER 31, 2024

| | GENERAL FUND | NONMAJOR GOVERNMENTAL FUNDS | TOTAL GOVERNMENTAL FUNDS |
|---|---------------------|-----------------------------------|--------------------------------|
| ASSETS | | | |
| Current Assets | | | |
| Cash and Investments | \$ 1,669,863 | \$ 111,262 | \$ 1,781,125 |
| Restricted Cash and Investments | 4,266 | - | 4,266 |
| | <u>\$ 1,674,129</u> | <u>\$ 111,262</u> | <u>\$ 1,785,391</u> |
| Total Assets | | | |
| | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> |
| LIABILITIES | | | |
| | | | |
| CASH FUND BALANCES | | | |
| Restricted | 154,269 | 87,329 | 241,598 |
| Committed | - | 23,933 | 23,933 |
| Assigned | 449,668 | - | 449,668 |
| Unassigned | 1,070,192 | - | 1,070,192 |
| Total Cash Fund Balances | <u>1,674,129</u> | <u>111,262</u> | <u>1,785,391</u> |
| | | | |
| Total Liabilities and Cash Fund Balances | <u>\$ 1,674,129</u> | <u>\$ 111,262</u> | <u>\$ 1,785,391</u> |

CITY OF EMILY
STATEMENT OF CASH RECEIPTS, DISBURSEMENTS, AND CHANGES IN
CASH FUND BALANCES - REGULATORY BASIS
GOVERNMENTAL FUNDS
YEAR ENDED DECEMBER 31, 2024

| | GENERAL FUND | NONMAJOR GOVERNMENTAL FUNDS | TOTAL GOVERNMENTAL FUNDS |
|---|---------------------|-----------------------------------|--------------------------------|
| RECEIPTS | | | |
| Property Taxes | \$ 1,128,069 | \$ 72,489 | \$ 1,200,558 |
| Franchise Taxes | 844 | - | 844 |
| Special Assessments | 688 | 16,405 | 17,093 |
| Licenses and Permits | 33,710 | - | 33,710 |
| Intergovernmental | 196,956 | 3,186 | 200,142 |
| Charges for Services | 66,630 | - | 66,630 |
| Fines and Forfeits | 583 | - | 583 |
| Interest and Earnings on Investments | 20,122 | 79 | 20,201 |
| Principal Payments | - | 8,197 | 8,197 |
| Miscellaneous | 91,267 | - | 91,267 |
| Total Receipts | <u>1,538,869</u> | <u>100,356</u> | <u>1,639,225</u> |
| DISBURSEMENTS | | | |
| Current | | | |
| General Government | 381,585 | - | 381,585 |
| Public Safety | 222,709 | - | 222,709 |
| Streets and Highways | 268,459 | - | 268,459 |
| Sanitation | 10,347 | - | 10,347 |
| Culture and Recreation | 27,351 | - | 27,351 |
| Economic Development and Assistance | 450 | - | 450 |
| Conservation of Natural Resources | 18,214 | - | 18,214 |
| Cemetery | 14,471 | - | 14,471 |
| Miscellaneous | 11,806 | - | 11,806 |
| Debt Service | | | |
| Principal | 67,379 | 75,000 | 142,379 |
| Interest and Other Charges | 28,130 | 13,613 | 41,743 |
| Capital Outlay | 317,900 | - | 317,900 |
| Total Disbursements | <u>1,368,801</u> | <u>88,613</u> | <u>1,457,414</u> |
| RECEIPTS OVER DISBURSEMENTS | <u>170,068</u> | <u>11,743</u> | <u>181,811</u> |
| OTHER FINANCING SOURCES (USES) | | | |
| Sale of Capital Assets | 25,000 | - | 25,000 |
| Transfers In | - | 265 | 265 |
| Transfers (Out) | - | (265) | (265) |
| Total Other Financing Sources (Uses) | <u>25,000</u> | <u>-</u> | <u>25,000</u> |
| NET CHANGE IN CASH FUND BALANCES | <u>195,068</u> | <u>11,743</u> | <u>206,811</u> |
| Cash Fund Balances - Beginning | <u>1,479,061</u> | <u>99,519</u> | <u>1,578,580</u> |
| CASH FUND BALANCES - ENDING | <u>\$ 1,674,129</u> | <u>\$ 111,262</u> | <u>\$ 1,785,391</u> |

CITY OF EMILY
STATEMENT OF BALANCES ARISING FROM CASH TRANSACTIONS
REGULATORY BASIS
PROPRIETARY FUND
DECEMBER 31, 2024

| | ENTERPRISE FUND <u>WASTEWATER</u> |
|-----------------------------|---|
| ASSETS | |
| Current Assets | |
| Cash and Investments | \$ 117,536 |
| Total Assets | <u>117,536</u> |
| LIABILITIES | <u>-</u> |
| NET CASH POSITION | |
| Restricted for Debt Service | 60,000 |
| Unrestricted | <u>57,536</u> |
| Total Net Cash Position | <u>\$ 117,536</u> |

CITY OF EMILY
STATEMENT OF RECEIPTS, DISBURSEMENTS, AND CHANGES IN
NET CASH POSITION - REGULATORY BASIS
PROPRIETARY FUND
YEAR ENDED DECEMBER 31, 2024

| | ENTERPRISE FUND WASTEWATER |
|---|----------------------------------|
| OPERATING RECEIPTS | |
| Charges for Services | \$ 87,047 |
| Connection Fees | 50 |
| Total Operating Receipts | <u>87,097</u> |
| OPERATING DISBURSEMENTS | |
| Personal Services | 8,769 |
| Contractual Services | 9,381 |
| Utilities | 1,649 |
| Repairs and Maintenance | 39,035 |
| Supplies | 144 |
| Insurance | 3,244 |
| Other Expenses | 929 |
| Total Operating Disbursements | <u>63,151</u> |
| OPERATING CASH INCOME | <u>23,946</u> |
| NONOPERATING RECEIPTS (DISBURSEMENTS) | |
| Property Tax Receipts | 79,021 |
| Intergovernmental Receipts | 3,579 |
| Licenses and Permits | 125 |
| Interest and Earnings on Investments | 601 |
| Interest Disbursements | <u>(26,113)</u> |
| Total Nonoperating Receipts (Disbursements) | <u>57,213</u> |
| NET CASH INCOME BEFORE OTHER DISBURSEMENTS | 81,159 |
| Capital Outlay | (16,442) |
| Debt Principal Paid | <u>(60,000)</u> |
| CHANGE IN NET CASH POSITION | 4,717 |
| Total Net Cash Position - Beginning | <u>112,819</u> |
| TOTAL NET CASH POSITION - ENDING | <u>\$ 117,536</u> |

CITY OF EMILY
STATEMENT OF CASH FLOWS - REGULATORY BASIS
PROPRIETARY FUND
YEAR ENDED DECEMBER 31, 2024

| | ENTERPRISE FUND WASTEWATER |
|---|----------------------------------|
| CASH FLOWS FROM OPERATING ACTIVITIES | |
| Receipts from Customers | \$ 87,097 |
| Payments to Suppliers | (54,382) |
| Payments to Employees | (8,769) |
| Property Tax Receipts | 79,021 |
| Intergovernmental Receipts | 3,579 |
| Licenses and Permits | 125 |
| Net Cash Provided by Operating Activities | <u>106,671</u> |
| CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES | |
| Principal Paid on Capital Debt | (60,000) |
| Interest Paid on Capital Debt | (26,113) |
| Net Cash (Used in) Capital and Related Financing Activities | <u>(86,113)</u> |
| CASH FLOWS FROM INVESTING ACTIVITIES | |
| Capital Outlay | (16,442) |
| Interest Earnings | 601 |
| Net Cash (Used in) Investing Activities | <u>(15,841)</u> |
| NET INCREASE IN CASH AND CASH EQUIVALENTS | 4,717 |
| Cash and Cash Equivalents - Beginning of the Year | <u>112,819</u> |
| CASH AND CASH EQUIVALENTS - END OF THE YEAR | <u>\$ 117,536</u> |

**CITY OF EMILY
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2024**

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

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

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

A. Financial Reporting Entity

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

Blended Component Units

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

Discretely Presented Component Units

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

B. Basis of Presentation - Fund Accounting

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

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

**CITY OF EMILY
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2024**

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

B. Basis of Presentation - Fund Accounting (Continued)

Governmental Funds:

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

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

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

Capital Projects Fund - To account for financial resources to be used for the acquisition or construction of major capital facilities (other than those financed by proprietary funds or in trust funds for individuals, private organizations, or other governments). The City has no capital projects funds in 2024.

Proprietary Fund:

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

Major and Nonmajor Funds

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

**CITY OF EMILY
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2024**

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

C. Measurement Focus and Basis of Accounting

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

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

1. Deposits and Investments

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

2. Fund Balance/Net Position

a. Governmental Cash Fund Balances:

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

Cash fund balances are classified as follows:

- **Nonspendable** – Amounts that cannot be spent either because they are in a nonspendable form or because they are legally or contractually required to be maintained intact. There is no nonspendable cash fund balance at December 31, 2024.
- **Restricted** – Amounts that can be spent only for specific purposes because of the City Charter, the City Code, state or federal laws, or externally imposed conditions by grantors or creditors.
- **Committed** – Amounts that can be used only for specific purposes determined by a formal action by City Council ordinance or resolution.
- **Assigned** – Amounts that are constrained by the City's intent to be used for specific purposes, but are neither restricted nor committed. In Governmental Funds other than the General Fund, assigned fund balance represents the remaining amount that is not restricted or committed. In the General Fund, assigned amounts represent intended uses established by the governing body itself.

**CITY OF EMILY
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2024**

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

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

2. Fund Balance/Net Position (Continued)

a. Governmental Cash Fund Balances: (Continued)

Cash fund balances are classified as follows: (Continued)

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

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

b. Proprietary Fund Net Position:

Proprietary Fund Net Position is divided into two components:

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

c. Use of Restricted Resources:

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

3. Capital Assets – Proprietary Funds

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

Capital assets include property, plant and equipment.

E. Receipts and Disbursements

1. Property Tax Revenue

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

The property tax levy in 2024 includes certain state credits that are distributed to the City directly by the state. These credits are classified as intergovernmental receipts.

**CITY OF EMILY
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2024**

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

E. Receipts and Disbursements (Continued)

2. Receipts and Disbursements

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

Disbursements

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

Governmental Funds - By Character

Current (further classified by function)

Debt Service

Capital Outlay

Proprietary Funds - By Operating and Nonoperating

F. Budgetary Information

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

G. Use of Estimates

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

NOTE 2 STEWARDSHIP, COMPLIANCE, AND ACCOUNTABILITY

The City is required by Minn. Stat § 118A.03 to protect deposits with insurance, surety bond or collateral. At December 31, 2024, the City's deposits were not entirely covered by insurance, surety bond or collateral. This is legal noncompliance with Minnesota Statutes and exposes the city to the risk of lost deposits in the event of a financial institution failure.

**CITY OF EMILY
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2024**

NOTE 3 DETAILED NOTES – TRANSACTION CLASSES/ACCOUNTS

A. Deposits and Investments

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

1. Deposits

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

Custodial Credit Risk

The risk that, in the event of a financial institution failure, the City's deposits may not be returned to it. At December 31, 2024, the City's deposits were not entirely covered by Federal Deposit Insurance Corporation (FDIC) insurance or collateral in accordance with Minnesota Statutes.

Minnesota statutes require that securities pledged as collateral be held in safekeeping in a restricted account at the Federal Reserve Bank or in an account at a trust department of a commercial bank or other financial institution that is not owned or controlled by the financial institution furnishing the collateral.

Cash balances consist of the following at December 31, 2024:

| Carrying Balance | Bank Balance |
|---------------------|---------------------|
| <u>\$ 1,493,095</u> | <u>\$ 1,504,955</u> |

**CITY OF EMILY
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2024**

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

A. Deposits and Investments (Continued)

2. Investments

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

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

Interest Rate Risk

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

Credit Risk

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

**CITY OF EMILY
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2024**

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

A. Deposits and Investments (Continued)

2. Investments (Continued)

Custodial Credit Risk

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

Concentration of Credit Risk

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

Fair Value Reporting

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

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

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

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

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

**CITY OF EMILY
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2024**

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

A. Deposits and Investments (Continued)

2. Investments (Continued)

Fair Value Reporting (Continued)

The following table sets forth, by level within the fair value hierarchy, the City's investments at fair value as of December 31, 2024.

| | Investments | Fair Value Measurements Using: | | |
|--|-------------------|--------------------------------|---------|---------|
| | | Level 1 | Level 2 | Level 3 |
| Fixed Income | \$ 406,607 | \$ 406,607 | \$ - | \$ - |
| Total Assets in the Fair Value Hierarchy | 406,607 | \$ 406,607 | \$ - | \$ - |
| Investments Measured at NAV as a Practical Expedient | 3,225 | | | |
| Investments at Fair Value | <u>\$ 409,832</u> | | | |

B. Interfund Transfer

| Fund | Transfer Out | Fund | Transfer In | Reason for Transfer |
|-------------------|--------------|-------------------|-------------|---------------------|
| Debt Service 2005 | \$ 265 | Debt Service 2014 | \$ 265 | Year - End |

**CITY OF EMILY
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2024**

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

C. Long-Term Liabilities

Compensated Absences

The change in accrued compensated absences for the year ended December 31, 2024, was as follows:

| | Beginning Balance | Additions | Deductions | Ending Balance | Due Within One Year |
|---------------------------------|----------------------|-----------|------------|-------------------|---------------------------|
| Accrued Compensated Absences | \$ 20,378 | \$ 749 | \$ - | \$ 21,127 | \$ - |

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

Accrued compensated absences are payable from the General Fund.

Long-Term Debt

The following is a summary of changes in long-term debt for the year ended December 31, 2024:

| | Balance at January 1, 2024 | Increases | Decreases | Balance at December 31, 2024 | Due Within One Year |
|---------------------------------|----------------------------------|-----------|------------|------------------------------------|------------------------|
| Indebtedness | | | | | |
| Governmental Activities | | | | | |
| General Obligation Bonds | \$ 485,000 | \$ - | \$ 75,000 | \$ 410,000 | \$ 75,000 |
| Capital Leases | 615,061 | - | 67,379 | 547,682 | 69,873 |
| Total Governmental Activities | 1,100,061 | - | 142,379 | 957,682 | 144,873 |
| Business-Type Activities | | | | | |
| General Obligation Bond | 945,000 | - | 60,000 | 885,000 | 65,000 |
| Total Business-Type Activities | 945,000 | - | 60,000 | 885,000 | 65,000 |
| Total Indebtedness | \$ 2,045,061 | \$ - | \$ 202,379 | \$ 1,842,682 | \$ 209,873 |

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

**CITY OF EMILY
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2024**

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

C. Long-Term Liabilities (Continued)

Long-Term Debt (Continued)

The annual debt service requirements to maturity for long-term debt as of December 31, 2024 are as follows:

| Year Ended December 31, | Governmental Activities | | | | Business-Type Activities | |
|----------------------------|-------------------------|------------------|-------------------|-------------------|--------------------------|-------------------|
| | Bonds | | Capital Leases | | Bond | |
| | Principal | Interest | Principal | Interest | Principal | Interest |
| 2025 | \$ 75,000 | \$ 10,653 | \$ 69,873 | \$ 25,636 | \$ 65,000 | \$ 24,194 |
| 2026 | 80,000 | 8,578 | 72,466 | 23,043 | 65,000 | 22,796 |
| 2027 | 85,000 | 6,279 | 59,766 | 19,799 | 65,000 | 21,399 |
| 2028 | 85,000 | 3,821 | 62,685 | 16,880 | 70,000 | 19,650 |
| 2029 | 40,000 | 1,983 | 65,747 | 13,818 | 70,000 | 17,550 |
| 2030-2034 | 45,000 | 686 | 217,145 | 21,550 | 380,000 | 54,750 |
| 2035-2036 | - | - | - | - | 170,000 | 5,100 |
| | <u>\$ 410,000</u> | <u>\$ 32,000</u> | <u>\$ 547,682</u> | <u>\$ 120,726</u> | <u>\$ 885,000</u> | <u>\$ 165,439</u> |

Capital Leases Payable

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

| Years Ending December 31, | |
|---|-------------------|
| 2025 | \$ 95,509 |
| 2026 | 95,509 |
| 2027 | 79,565 |
| 2028 | 79,565 |
| 2029 | 79,565 |
| 2030-2032 | <u>238,695</u> |
| Total Minimum Lease Payments | 668,408 |
| Lease Amount Representing Interest | <u>(120,726)</u> |
| Present Value of Minimum Lease Payments | <u>\$ 547,682</u> |

Variable Interest Rate Schedule

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

**CITY OF EMILY
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2024**

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

D. Cash Fund Balances

At December 31, 2024, Governmental Cash Fund Balances consist of the following:

| | General | Nonmajor Governmental Funds | Total Governmental Funds |
|----------------------------------|---------------------|-----------------------------------|--------------------------------|
| Restricted for: | | | |
| Debt Service | \$ 69,874 | \$ 87,325 | \$ 157,199 |
| Park | 4,266 | - | 4,266 |
| Public Safety Aid | 16,231 | - | 16,231 |
| Small Cities Street Aid | 63,898 | - | 63,898 |
| Small Cities Development Program | - | 4 | 4 |
| Total Restricted | <u>154,269</u> | <u>87,329</u> | <u>241,598</u> |
| Committed for: | | | |
| Small Cities Revolving Loan | - | 23,933 | 23,933 |
| Total Committed | <u>-</u> | <u>23,933</u> | <u>23,933</u> |
| Assigned for: | | | |
| City Hall | 5,430 | - | 5,430 |
| Fire Equipment | 92,550 | - | 92,550 |
| First Response Equipment | 105,820 | - | 105,820 |
| Police | 12,146 | - | 12,146 |
| Library | 2,030 | - | 2,030 |
| Road and Bridge | 68,937 | - | 68,937 |
| Road and Bridge - Capital Outlay | 162,755 | - | 162,755 |
| Total Assigned | <u>449,668</u> | <u>-</u> | <u>449,668</u> |
| Unassigned | <u>1,070,192</u> | <u>-</u> | <u>1,070,192</u> |
| Total Cash Fund Balances | <u>\$ 1,674,129</u> | <u>\$ 111,262</u> | <u>\$ 1,785,391</u> |

NOTE 4 OTHER NOTES

A. Contracts/Agreements

Verizon Wireless

The City leases land to Verizon Wireless upon which they constructed a cellphone tower. The original lease term was from 2016 through July 2021, with lease payments of \$1,000 per month and payments of \$1,100 per month starting August 1, 2021. The lease automatically extends for three additional five-year terms. The annual rent for each new lease term is 110% of the prior five year term's payment. The City received \$13,200 in rent in 2024.

Emily Cooperative Telephone Company

The City holds a franchise agreement with Emily Cooperative Telephone Company through a joint powers agreement with the City of Fifty Lakes and the Townships of Little Pine and Fairfield. The agreement provides that the franchisee shall pay the joint powers members between 3% - 6% (in total) of annual gross margin based on the schedule in the agreement. In 2024 the City received \$844 in franchise taxes.

**CITY OF EMILY
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2024**

NOTE 4 OTHER NOTES (CONTINUED)

B. Defined Benefit Pension Plan

1. Plan Descriptions

The City participates in the following cost-sharing multiple-employer defined benefit pension plan administered by the Public Employees Retirement Association of Minnesota (PERA). The plan provisions are established and administered according to Minnesota Statutes chapters 353, 353D, 353E, 353G, and 356. Minnesota Statutes chapter 356 defines each plan's financial reporting requirements. PERA's defined benefit pension plans are tax qualified plans under Section 401(a) of the Internal Revenue Code.

a. General Employee Retirement Plan (General Plan)

Membership in the General Plan includes employees of counties, cities, townships, schools in non-certified positions, and other governmental entities whose revenues are derived from taxation, fees, or assessments. Plan membership is required for any employee who is expected to earn more than \$425 in a month, unless the employee meets exclusion criteria.

2. Benefits Provided

PERA provides retirement, disability, and death benefits. Benefit provisions are established by state statute and can only be modified by the state Legislature. Vested, terminated employees who are entitled to benefits, but are not receiving them yet, are bound by the provisions in effect at the time they last terminated their public service. When a member is "vested", they have earned enough service credit to receive a lifetime monthly benefit after leaving public service and reaching an eligible retirement age. Members who retire at or over their Social Security full retirement age with at least one year of service qualify for a retirement benefit.

a. General Employees Plan Benefits

General Employees Plan requires three years of service to vest. Benefits are based on a member's highest average salary for any five successive years of allowable service, age, and years of credit at termination of service. Two methods are used to compute benefits for General Plan members. Members hired prior to July 1, 1989, receive the higher of the Step or Level formulas. Only the Level formula is used for members hired after June 30, 1989. Under the Step formula, General Plan members receive 1.2 percent of the highest average salary for each of the first 10 years of service and 1.7 percent for each additional year. Under the Level formula, General Plan members receive 1.7 percent of highest average salary for all years of service. For members hired prior to July 1, 1989 a full retirement benefit is available when age plus years of service equal 90 and normal retirement age is 65. Members can receive a reduced retirement benefit as early as age 55 if they have three or more years of service. Early retirement benefits are reduced by .25 percent for each month under age 65. Members with 30 or more years of service can retire at any age with a reduction of .25 percent for each month the member is younger than age 52. The Level formula allows General Plan members to receive a full retirement benefit at age 65 if they were first hired before July 1, 1989 or at age 66 if they were hired on or after July 1, 1989. Early retirement begins at age 55 with an actuarial reduction applied to the benefit.

**CITY OF EMILY
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2024**

NOTE 4 OTHER NOTES (CONTINUED)

B. Defined Benefit Pension Plan (Continued)

2. Benefits Provided (Continued)

a. General Employees Plan Benefits (Continued)

Benefit increases are provided to benefit recipients each January. The postretirement increase is equal to 50 percent of the cost-of-living adjustment (COLA) announced by the SSA, with a minimum increase of at least 1 percent and a maximum of 1.5 percent. The 2024 annual increase was 1.5 percent. Recipients that have been receiving the annuity or benefit for at least a full year as of the June 30 before the effective date of the increase will receive the full increase. Recipients receiving the annuity or benefit for at least one month but less than a full year as of the June 30 before the effective date of the increase will receive a prorated increase.

3. Contributions

Minnesota Statutes Chapters 353, 353E, 353G, and 356 set the rates for employer and employee contributions. Contribution rates can only be modified by the state Legislature.

a. General Employees Fund Contributions

General Plan members were required to contribute 6.50 percent of their annual covered salary in fiscal year 2024 and the City was required to contribute 7.50 percent for General Plan members. The City's contributions to the General Employees Fund for the year ended December 31, 2024, were \$19,999. The City's contributions were equal to the required contributions as set by state statute.

C. Defined Benefit Pension Plan – Volunteer Fire Relief Association

Plan Description

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

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

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

Funding Policy

The financial requirements of the Special Fund are determined in accordance with Section 69.772 of the Minnesota Statutes, which requires the payment of pension benefits in a lump sum or optionally in annual installments. The City had a required contribution of \$17,944 for the year ended December 31, 2024. The Association is comprised of volunteers and therefore members have no contribution requirements.

**CITY OF EMILY
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2024**

NOTE 4 OTHER NOTES (CONTINUED)

D. Risk Management

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

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

E. Related Party Transactions

The City purchased \$11,200 in gravel from Emily Sand and Gravel, which is owned by council member Bryce Butcher.

SUPPLEMENTARY INFORMATION SECTION

CITY OF EMILY
BUDGETARY COMPARISON SCHEDULE - REGULATORY BASIS
GENERAL FUND
YEAR ENDED DECEMBER 31, 2024

| | BUDGETED AMOUNTS | | ACTUAL | VARIANCE WITH |
|--|------------------|--------------|--------------|---------------|
| | ORIGINAL | FINAL | AMOUNTS | FINAL BUDGET |
| | | | | POSITIVE |
| | | | | (NEGATIVE) |
| Beginning Cash Fund Balances - January 1 | \$ 1,479,061 | \$ 1,479,061 | \$ 1,479,061 | \$ - |
| RECEIPTS | | | | |
| Taxes | | | | |
| Property Taxes | | | | |
| Current, Delinquent, Penalties, and Interest | 1,399,913 | 1,399,913 | 1,128,069 | (271,844) |
| Franchise Taxes | - | - | 844 | 844 |
| Total Taxes | 1,399,913 | 1,399,913 | 1,128,913 | (271,000) |
| Special Assessments | 500 | 500 | 688 | 188 |
| Licenses and Permits | | | | |
| Business and Non-business | 35,790 | 32,790 | 33,710 | 920 |
| Intergovernmental | | | | |
| Federal Grants | | | | |
| FEMA Grant | 4 | 4 | - | (4) |
| State Grants | | | | |
| Agricultural Market Value Credit | 575 | 575 | 846 | 271 |
| Police Aid | - | - | 4,204 | 4,204 |
| Fire Aid | 18,400 | 18,400 | 24,126 | 5,726 |
| Other | 24,500 | 24,500 | 65,815 | 41,315 |
| County Grants | | | | |
| Other | 32,700 | 32,700 | 51,491 | 18,791 |
| Local Grants | | | | |
| Other | 37,500 | 50,474 | 50,474 | - |
| Total Intergovernmental | 113,679 | 126,653 | 196,956 | 70,303 |
| Charges for Services | | | | |
| General Government | 5,499 | 5,499 | 9,835 | 4,336 |
| Public Safety | 58,902 | 49,320 | 49,320 | - |
| Sanitation | 1,100 | 1,100 | - | (1,100) |
| Cemetery | 16,600 | 7,500 | 7,475 | (25) |
| Total Charges for Services | 82,101 | 63,419 | 66,630 | 3,211 |
| Fines and Forfeits | | | | |
| Administrative Fines | 1,500 | 1,500 | - | (1,500) |
| Court Fines | 650 | 650 | 583 | (67) |
| Total Fines and Forfeits | 2,150 | 2,150 | 583 | (1,567) |
| Miscellaneous | | | | |
| Interest and Earnings on Investments | 7,100 | 7,100 | 20,122 | 13,022 |
| Tower Rent | 13,205 | 13,205 | 13,200 | (5) |
| Donations | - | - | 64,974 | 64,974 |
| Refunds and Reimbursements | 14,500 | 14,500 | 12,816 | (1,684) |
| Other | 10 | 10 | 277 | 267 |
| Total Miscellaneous | 34,815 | 34,815 | 111,389 | 76,574 |
| Total Receipts | 1,668,948 | 1,660,240 | 1,538,869 | (121,371) |
| OTHER FINANCING SOURCES | | | | |
| Sale of Capital Assets | - | - | 25,000 | 25,000 |
| Sale of Investments | 20,000 | 20,000 | - | (20,000) |
| Total Other Financing Sources | 20,000 | 20,000 | 25,000 | 5,000 |
| Total Receipts and Other Financing Sources | 1,688,948 | 1,680,240 | 1,563,869 | (116,371) |
| Amounts Available for Appropriation | 3,168,009 | 3,159,301 | 3,042,930 | (116,371) |

CITY OF EMILY
BUDGETARY COMPARISON SCHEDULE - REGULATORY BASIS
GENERAL FUND
YEAR ENDED DECEMBER 31, 2024
(CONTINUED)

| | BUDGETED AMOUNTS | | ACTUAL | VARIANCE WITH |
|---|------------------|---------|---------|---------------|
| | ORIGINAL | FINAL | AMOUNTS | FINAL BUDGET |
| | | | | POSITIVE |
| | | | | (NEGATIVE) |
| DISBURSEMENTS | | | | |
| General Government | | | | |
| Mayor and Council | | | | |
| Current | 30,570 | 30,570 | 26,735 | 3,835 |
| Finance-Municipal Clerk/Treasurer | | | | |
| Current | 203,690 | 203,690 | 186,679 | 17,011 |
| Elections | | | | |
| Current | 9,452 | 9,452 | 7,387 | 2,065 |
| Independent Accounting and Auditing | | | | |
| Current | 13,000 | 13,000 | 12,800 | 200 |
| Legal | | | | |
| Current | 190 | 190 | 130 | 60 |
| Planning and Zoning | | | | |
| Current | 65,670 | 65,670 | 60,082 | 5,588 |
| City Hall, General Government Buildings | | | | |
| Current | 93,810 | 95,455 | 82,769 | 12,686 |
| Capital Outlay | - | - | 24,050 | (24,050) |
| Other | | | | |
| Current | 7,450 | 7,450 | 5,003 | 2,447 |
| Total General Government | 423,832 | 425,477 | 405,635 | 19,842 |
| Public Safety | | | | |
| Police Protection | | | | |
| Current | 12,150 | 12,150 | 21,105 | (8,955) |
| Capital Outlay | - | - | 10,317 | (10,317) |
| Fire Protection | | | | |
| Current | 153,454 | 153,454 | 169,847 | (16,393) |
| Capital Outlay | 4,350 | 4,350 | - | 4,350 |
| Civil Defense | | | | |
| Current | 1,149 | 1,149 | 572 | 577 |
| First Response | | | | |
| Current | 34,675 | 34,675 | 24,009 | 10,666 |
| Inspections | | | | |
| Current | 4,700 | 4,700 | 7,176 | (2,476) |
| Total Public Safety | 210,478 | 210,478 | 233,026 | (22,548) |
| Streets and Highways | | | | |
| Street Maintenance/Maintenance Shop | | | | |
| Current | 361,145 | 371,145 | 265,047 | 106,098 |
| Capital Outlay | 268,759 | 296,488 | 211,564 | 84,924 |
| Street Lighting | | | | |
| Current | 3,700 | 3,700 | 3,412 | 288 |
| Snow and Ice Removal | | | | |
| Current | 5,000 | 5,000 | - | 5,000 |
| Total Streets and Highways | 638,604 | 676,333 | 480,023 | 196,310 |

CITY OF EMILY
BUDGETARY COMPARISON SCHEDULE - REGULATORY BASIS
GENERAL FUND
YEAR ENDED DECEMBER 31, 2024
(CONCLUDED)

| | BUDGETED AMOUNTS | | ACTUAL | VARIANCE WITH |
|--|---------------------|---------------------|---------------------|------------------|
| | ORIGINAL | FINAL | AMOUNTS | FINAL BUDGET |
| | | | | POSITIVE |
| | | | | (NEGATIVE) |
| DISBURSEMENTS | | | | |
| Sanitation | | | | |
| Recycling | | | | |
| Current | 13,525 | 13,525 | 10,347 | 3,178 |
| Culture and Recreation | | | | |
| Library | | | | |
| Current | 6,040 | 6,040 | 3,891 | 2,149 |
| Parks | | | | |
| Current | 26,650 | 26,650 | 23,460 | 3,190 |
| Capital Outlay | - | - | 65,534 | (65,534) |
| Total Culture and Recreation | 32,690 | 32,690 | 92,885 | (60,195) |
| Housing and Economic Development | | | | |
| Economic Development and Assistance | | | | |
| Current | 1,274 | 1,274 | 450 | 824 |
| Conservation of Natural Resources | | | | |
| Emily Waters | | | | |
| Current | 17,465 | 17,465 | 17,214 | 251 |
| Water Resources | | | | |
| Current | 1,000 | 1,000 | 1,000 | - |
| Total Conservation of Natural Resources | 18,465 | 18,465 | 18,214 | 251 |
| Cemetery | | | | |
| Current | 19,900 | 19,900 | 14,471 | 5,429 |
| Miscellaneous | | | | |
| Donations | | | | |
| Current | 350 | 350 | 10,350 | (10,000) |
| Other | | | | |
| Current | - | - | 1,456 | (1,456) |
| Capital | - | - | 6,435 | (6,435) |
| Total Miscellaneous | 350 | 350 | 18,241 | (17,891) |
| Debt Service | | | | |
| Principal | 67,379 | 67,379 | 67,379 | - |
| Interest and Other Charges | 28,130 | 28,130 | 28,130 | - |
| Total Debt Service | 95,509 | 95,509 | 95,509 | - |
| Total Disbursements | 1,454,627 | 1,494,001 | 1,368,801 | 125,200 |
| OTHER FINANCING USES | | | | |
| Purchase of Investments | 56,000 | 22,518 | - | 22,518 |
| Total Other Financing Uses | 56,000 | 22,518 | - | 22,518 |
| Total Disbursements and Other | | | | |
| Financing Uses (Charges to Appropriations) | 1,510,627 | 1,516,519 | 1,368,801 | 147,718 |
| CASH FUND BALANCE - DECEMBER 31 | \$ 1,657,382 | \$ 1,642,782 | \$ 1,674,129 | \$ 31,347 |

CITY OF EMILY
COMBINING STATEMENT OF BALANCES ARISING FROM CASH TRANSACTIONS
REGULATORY BASIS
NONMAJOR GOVERNMENTAL FUNDS
DECEMBER 31, 2024

| | SPECIAL REVENUE FUNDS | | DEBT SERVICE FUNDS | | | TOTAL NONMAJOR GOVERNMENTAL FUNDS |
|---|-----------------------------------|--|-------------------------|--------------------------|-------------------------|--|
| | SMALL CITIES REVOLVING LOAN | SMALL CITIES DEVELOPMENT PROGRAM | DEBT SERVICE 2005 | DEBT SERVICE 2012A | DEBT SERVICE 2014 | |
| ASSETS | | | | | | |
| Cash and Investments | \$ 23,933 | \$ 4 | \$ - | \$ 46,469 | \$ 40,856 | \$ 111,262 |
| Total Assets | <u>\$ 23,933</u> | <u>\$ 4</u> | <u>\$ -</u> | <u>\$ 46,469</u> | <u>\$ 40,856</u> | <u>\$ 111,262</u> |
| LIABILITIES | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> |
| CASH FUND BALANCES | | | | | | |
| Restricted | - | 4 | - | 46,469 | 40,856 | 87,329 |
| Committed | 23,933 | - | - | - | - | 23,933 |
| Total Cash Fund Balances | <u>23,933</u> | <u>4</u> | <u>-</u> | <u>46,469</u> | <u>40,856</u> | <u>111,262</u> |
| Total Liabilities and Cash Fund Balances | <u>\$ 23,933</u> | <u>\$ 4</u> | <u>\$ -</u> | <u>\$ 46,469</u> | <u>\$ 40,856</u> | <u>\$ 111,262</u> |

CITY OF EMILY
COMBINING STATEMENT OF CASH RECEIPTS, DISBURSEMENTS, AND
CHANGES IN CASH FUND BALANCES - REGULATORY BASIS
NONMAJOR GOVERNMENTAL FUNDS
YEAR ENDED DECEMBER 31, 2024

| | SPECIAL REVENUE FUNDS | | DEBT SERVICE FUNDS | | | |
|---|-----------------------------------|--|-------------------------|--------------------------|-------------------------|-------------------|
| | SMALL CITIES REVOLVING LOAN | SMALL CITIES DEVELOPMENT PROGRAM | DEBT SERVICE 2005 | DEBT SERVICE 2012A | DEBT SERVICE 2014 | TOTAL |
| RECEIPTS | | | | | | |
| Property Taxes | \$ - | \$ - | \$ 31 | \$ 44,452 | \$ 28,006 | \$ 72,489 |
| Special Assessments | - | - | 234 | - | 16,171 | 16,405 |
| Intergovernmental | - | - | - | 1,945 | 1,241 | 3,186 |
| Interest and Earnings on Investments | 31 | - | - | 28 | 20 | 79 |
| Principal Payments | 8,197 | - | - | - | - | 8,197 |
| Total Receipts | 8,228 | - | 265 | 46,425 | 45,438 | 100,356 |
| DISBURSEMENTS | | | | | | |
| Debt Service | | | | | | |
| Principal | - | - | - | 40,000 | 35,000 | 75,000 |
| Interest and Other Charges | - | - | - | 5,600 | 8,013 | 13,613 |
| Total Disbursements | - | - | - | 45,600 | 43,013 | 88,613 |
| RECEIPTS OVER (UNDER) DISBURSEMENTS | 8,228 | - | 265 | 825 | 2,425 | 11,743 |
| OTHER FINANCING SOURCES (USES) | | | | | | |
| Transfers In | - | - | - | - | 265 | 265 |
| Transfers (Out) | - | - | (265) | - | - | (265) |
| Total Other Financing Sources (Uses) | - | - | (265) | - | 265 | - |
| NET CHANGE IN CASH FUND BALANCES | 8,228 | - | - | 825 | 2,690 | 11,743 |
| Cash Fund Balances - Beginning | 15,705 | 4 | - | 45,644 | 38,166 | 99,519 |
| CASH FUND BALANCES - ENDING | <u>\$ 23,933</u> | <u>\$ 4</u> | <u>\$ -</u> | <u>\$ 46,469</u> | <u>\$ 40,856</u> | <u>\$ 111,262</u> |

**CITY OF EMILY
SCHEDULE OF INDEBTEDNESS
DECEMBER 31, 2024**

| Indebtedness | ISSUE YEAR | INTEREST RATE | FINAL MATURITY | BALANCE AT JANUARY 1, 2024 | INCREASES | DECREASES | OUTSTANDING DECEMBER 31, 2024 |
|--|-----------------------|--------------------------|---------------------------|---|------------------|-------------------|--|
| Governmental Activities | | | | | | | |
| <u>Bonds Payable</u> | | | | | | | |
| Improvement Bonds, Series 2014 | 2014 | .9 - 3.05% | 2030 | \$ 275,000 | \$ - | \$ 35,000 | \$ 240,000 |
| Capital Improvement Plan and Improvement Refunding Bonds, Series 2012A | 2012 | .55 - 2.75% | 2028 | 210,000 | - | 40,000 | 170,000 |
| <u>Other Long-Term Debt</u> | | | | | | | |
| Capital Lease, Fire Truck | 2016 | 3.29% | 2025 | 66,052 | - | 32,492 | 33,560 |
| Capital Lease, SCBA | 2021 | 2.98% | 2026 | 45,117 | - | 14,600 | 30,517 |
| Capital Lease, Fire Pumper | 2022 | 4.885% | 2032 | 503,892 | - | 20,287 | 483,605 |
| | | | | <u>1,100,061</u> | <u>-</u> | <u>142,379</u> | <u>957,682</u> |
| Less: | | | | | | | |
| <u>Unamortized Discount</u> | | | | | | | |
| Improvement Bonds, Series 2014 | | | | 13,339 | - | 1,905 | 11,434 |
| Capital Improvement Plan and Improvement Refunding Bonds, Series 2012A | | | | 11,531 | - | 2,306 | 9,225 |
| Total Bond Issuance Costs | | | | <u>24,870</u> | <u>-</u> | <u>4,211</u> | <u>20,659</u> |
| Total Governmental Activities | | | | <u>1,075,191</u> | <u>-</u> | <u>138,168</u> | <u>937,023</u> |
| Business-Type Activities | | | | | | | |
| <u>Bond Payable</u> | | | | | | | |
| General Obligation Sewer Refunding Bonds, Series 2013A | 2013 | 2-3% | 2036 | 945,000 | - | 60,000 | 885,000 |
| | | | | <u>945,000</u> | <u>-</u> | <u>60,000</u> | <u>885,000</u> |
| Less: | | | | | | | |
| <u>Unamortized Discount</u> | | | | | | | |
| General Obligation Sewer Refunding Bonds, Series 2013A | | | | 15,239 | - | 1,172 | 14,067 |
| Total Bond Issuance Costs | | | | <u>15,239</u> | <u>-</u> | <u>1,172</u> | <u>14,067</u> |
| Total Business-Type Activities | | | | <u>929,761</u> | <u>-</u> | <u>58,828</u> | <u>870,933</u> |
| Total Indebtedness | | | | <u>\$ 2,004,952</u> | <u>\$ -</u> | <u>\$ 196,996</u> | <u>\$ 1,807,956</u> |

CITY OF EMILY
SCHEDULE OF ACCOUNTS RECEIVABLE
YEAR ENDED DECEMBER 31, 2024

| <u>FUND</u> | <u>SOURCE OF REVENUE AND PURPOSE</u> | | <u>AMOUNT</u> |
|-------------|--------------------------------------|---------------------|------------------|
| DS 2005 | Crow Wing County | Special Assessments | \$ 52 |
| DS 2005 | Crow Wing County | Property Tax | 2 |
| DS 2012A | Crow Wing County | Property Tax | 1,848 |
| DS 2014 | Crow Wing County | Property Tax | 1,175 |
| DS 2014 | Crow Wing County | Special Assessments | 224 |
| General | Brian Ronayne | Permit Fee | 260 |
| General | Crow Wing County | Court Fines | 107 |
| General | Crow Wing County | Property Tax | 47,763 |
| General | Crow Wing County | Tax Forfeit | 629 |
| General | Ernie Rose Golf III | License | 44 |
| General | League of MN Cities | Reimbursement | 4,844 |
| General | Kira Floisand | Reimbursement | 100 |
| General | MN Fire Training | Reimbursement | 900 |
| General | State of Minnesota | Reimbursement | 2,000 |
| Wastewater | Crow Wing County | Property Tax | 3,346 |
| Wastewater | Various | User Fees | 20,361 |
| | | | <u>\$ 83,655</u> |

CITY OF EMILY
SCHEDULE OF ACCOUNTS PAYABLE
YEAR ENDED DECEMBER 31, 2024

| FUND | VENDOR NAME | ITEM AND PURPOSE | CHECK NUMBER | AMOUNT |
|------------|------------------------------|--------------------------|-----------------|------------------|
| General | AFLAC | Employee Insurance | 62088. | \$ 396 |
| General | Allegra | Supplies & Materials | 62073 | 197 |
| General | Auto Value | Supplies & Materials | 62046 | 584 |
| General | Canon Financial Services | Copier Lease | 62044 | 104 |
| General | Crow Wing County | Audit Confirmation | 61178 | 100 |
| General | Crow Wing Power | Electric | 62089 | 3,180 |
| General | Culligan | Rental | 62049 | 103 |
| General | Dahlheimer Beverage | Supplies & Materials | 62050 | 262 |
| General | Dan Barrett | Refund | 62090 | 1,600 |
| General | Ehlers Investment Partners | Management Fees-Dec. | 62071 | 87 |
| General | Elan Financial Services | Supplies & Materials | 62076 | 1,399 |
| General | Elan Financial Services | Supplies & Materials | 62127 | 274 |
| General | Emily Ace Hardware | Supplies & Materials | 62047 | 81 |
| General | Ferrellgas | Utilities/Propane | 62051 | 703 |
| General | Ferrellgas | Utilities/Propane | 62129 | 926 |
| General | Gammello-Pearson | City Attorney | 62108 | 2,170 |
| General | Minnesota Revenue | Payroll Taxes | 330858 | 323 |
| General | Minnesota Revenue | Sales Tax | 330862 | 120 |
| General | MN DEED | Unemployment Benefits | 62134 | 691 |
| General | Mobile Tire | Supplies & Materials | 62045 | 120 |
| General | PERA | Payroll Taxes | 330860 | 1,346 |
| General | Pike Plumbing & Heating | Repairs & Maintenance | 62096 | 748 |
| General | Pioneer Research Corporation | Supplies & Materials | 62107 | 573 |
| General | Pioneer Research Corporation | Supplies & Materials | 62122 | 573 |
| General | Quill | Supplies & Materials | 62068 | 14 |
| General | S.E.H. | Engineering | 62064 | 4,730 |
| General | S.E.H. | Engineering | 62065 | 500 |
| General | Sourcewell | P & Z Administration | 62201 | 688 |
| General | Thelen Heating & Roofing | Repairs & Maintenance | 62066 | 832 |
| General | Tri-County Septic Inspection | Inspections | 62052 | 600 |
| General | US Treasury | Payroll Taxes | 330855 | 1,986 |
| General | Verizon Wireless | Shop Cell Phone | 62094 | 59 |
| General | Waste Management Corp. Svcs. | Garbage | 62093 | 357 |
| General | Wex Bank | Fuel & Cleaning Supplies | 62111 | 637 |
| Wastewater | A W Research Laboratories | Sewer Pond Testing | 62063 | 73 |
| Wastewater | Crow Wing Power | Electric | 62089 | 131 |
| Wastewater | Elan Financial Services | Supplies & Materials | 62076 | 168 |
| Wastewater | Gammello-Pearson | City Attorney | 62108 | 195 |
| Wastewater | Minnesota Revenue | Payroll Taxes | 330858 | 7 |
| Wastewater | PERA | Payroll Taxes | 330860 | 36 |
| Wastewater | US Treasury | Payroll Taxes | 330855 | 45 |
| | | | | <u>\$ 27,718</u> |

OTHER REPORT SECTION



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INDEPENDENT AUDITOR'S REPORT ON MINNESOTA LEGAL COMPLIANCE

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

We have audited, in accordance with auditing standards generally accepted in the United States of America, the financial statements of each major fund and the aggregate remaining fund information of the City of Emily, Minnesota (the City), as of and for the year ended December 31, 2024, and the related notes to the financial statements, which collectively comprise the City's basic financial statements and have issued our report thereon dated June 10, 2025.

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

The City of Emily is required by Minn. Stat. § 118A.03 to protect deposits with insurance, surety bond or collateral. At December 31, 2024, the City's deposits were not entirely covered by insurance, surety bond or collateral. This occurred due to a failure on the bank to assign the required collateral to the City, however, responsibility falls on the City to comply with Minnesota statutes. The City has discussed this issue with the bank and believes moving forward the correct amount of collateral will be assigned to the City. The City's response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

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

Clasen & Schiessl CPAs, Ltd.

Clasen & Schiessl CPAs, Ltd.

Pequot Lakes, Minnesota
June 10, 2025

CITY OF EMILY
Emily, Minnesota

COMMUNICATIONS LETTER

Year Ended December 31, 2024



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

CITY OF EMILY
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**EXECUTIVE AUDIT SUMMARY (EAS)
FOR
CITY OF EMILY
YEAR ENDED DECEMBER 31, 2024**

AUDIT FINDINGS AND RESULTS

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

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

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

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

Fund Balance – For 2024 the fund balance in the General Fund increased by \$195,068 ending at \$1,674,129 as of December 31, 2024. The ending fund balance at December 31, 2024, for the City represents 122.3% of general fund disbursements incurred for the year and is an important aspect in the City’s financial well-being since a healthy fund balance represents a cushion against unanticipated disbursements, funding deficiencies, aid proration at the state level and similar problems.

Budget and Actual – Total General Fund receipts and other financing sources on a net basis were \$116,371 (or 6.9%) lower than the budgeted amount while total disbursements and other financing uses were \$147,718 (or 9.7%) lower than had been budgeted. As part of any budget update initiated for 2025, the Council will want to take these variances into consideration in order to limit budget differences to every extent possible.

**CITY OF EMILY, MINNESOTA
FINANCIAL SUMMARY
YEAR ENDED DECEMBER 31, 2024**

GOVERNMENTAL FUNDS:

Statement of Balances Arising From Cash Transactions - Regulatory Basis

| | |
|----------------------|--------------|
| Cash and Investments | \$ 1,785,391 |
|----------------------|--------------|

Statement of Cash Receipts, Disbursements, and Changes in Cash Fund Balances
- Regulatory Basis

| | |
|----------------------------------|--------------|
| Receipts | \$ 1,639,225 |
| Disbursements | (1,457,414) |
| Other Financing Sources, Net | 25,000 |
| Net Change in Cash Fund Balances | \$ 206,811 |

PROPRIETARY FUND:

Statement of Balances Arising From Cash Transactions - Regulatory Basis

| | |
|----------------------|------------|
| Cash and Investments | \$ 117,536 |
|----------------------|------------|

Statement of Receipts, Disbursements, and Changes in Net Cash Position
- Regulatory Basis

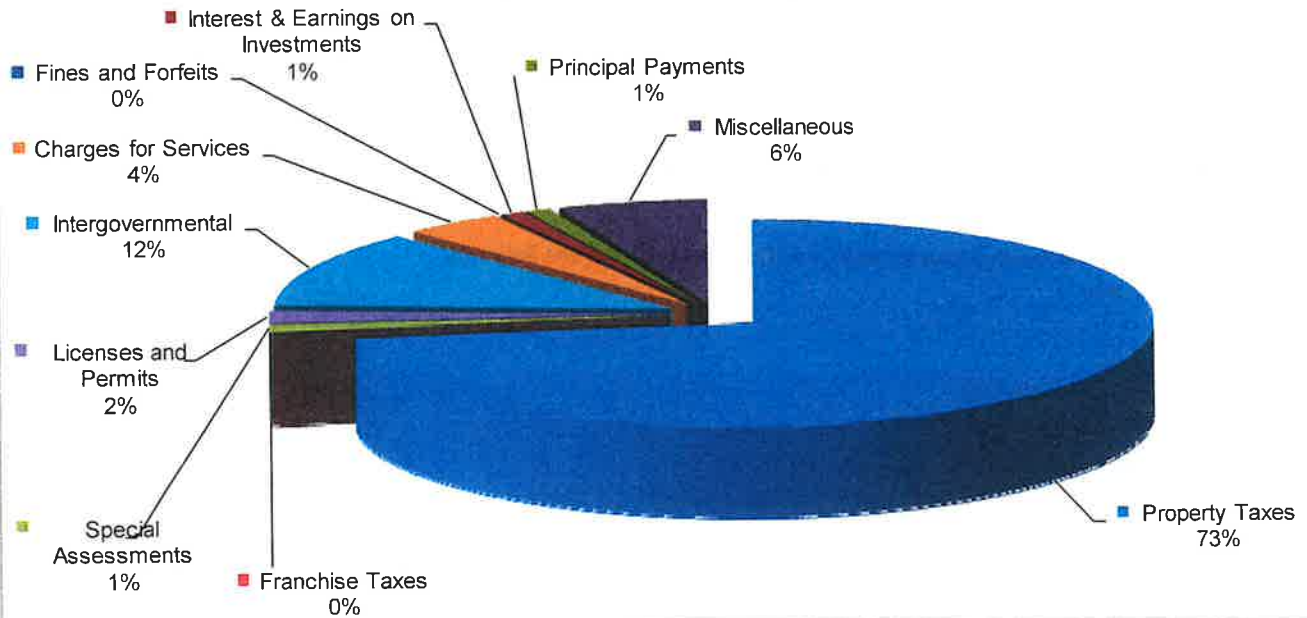
| | |
|--|-----------|
| Operating Receipts | \$ 87,097 |
| Operating Disbursements | (63,151) |
| Operating Cash Income | 23,946 |
| Nonoperating Receipts | 83,326 |
| Nonoperating Disbursements | (26,113) |
| Net Cash Income Before Other Disbursements | 81,159 |
| Capital Outlay | (16,442) |
| Debt Principal Paid | (60,000) |
| Change in Net Cash Position | \$ 4,717 |

SUPPLEMENTARY INFORMATION SECTION

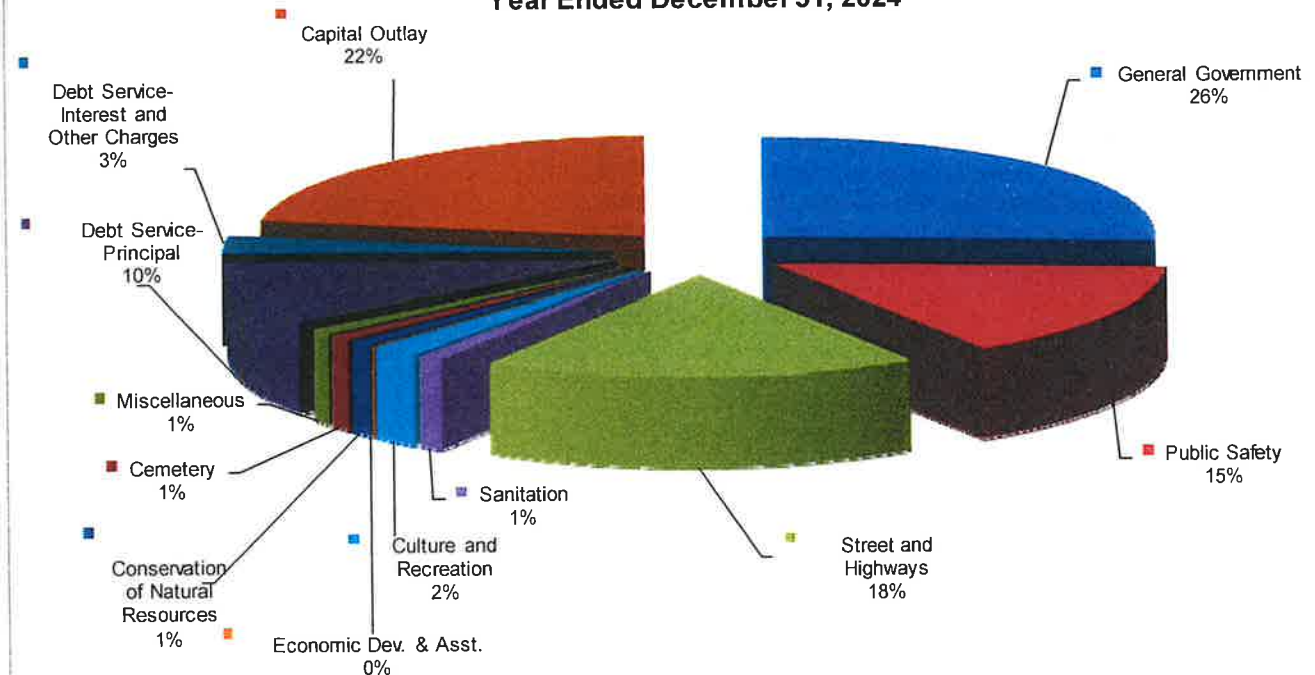
Budgetary Comparison Schedule - Regulatory Basis - General Fund

| | |
|--|--------------|
| | Variance |
| Total Receipts and Other Financing Sources - Negative Variance | \$ (116,371) |
| Total Disbursements and Other Financing Uses - Positive Variance | 147,718 |
| Budgetary Fund Balance with a Positive Variance | \$ 31,347 |

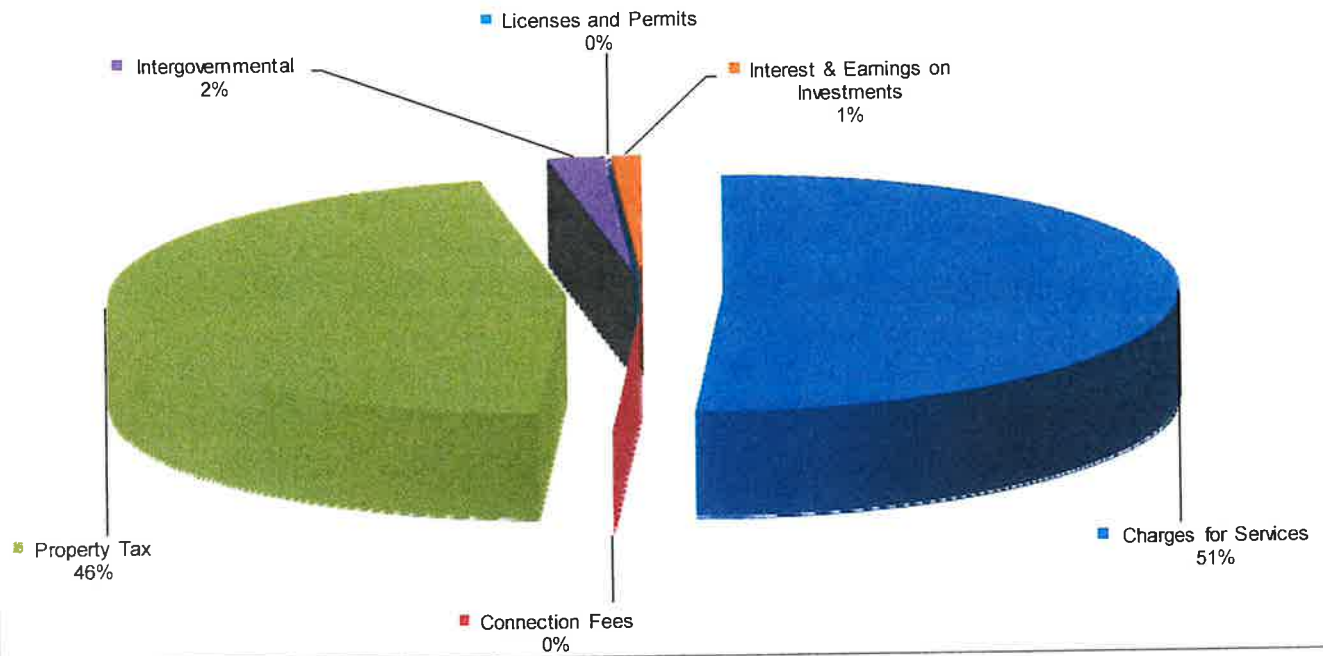
**City of Emily, Minnesota
Governmental Funds
Receipts
Year Ended December 31, 2024**



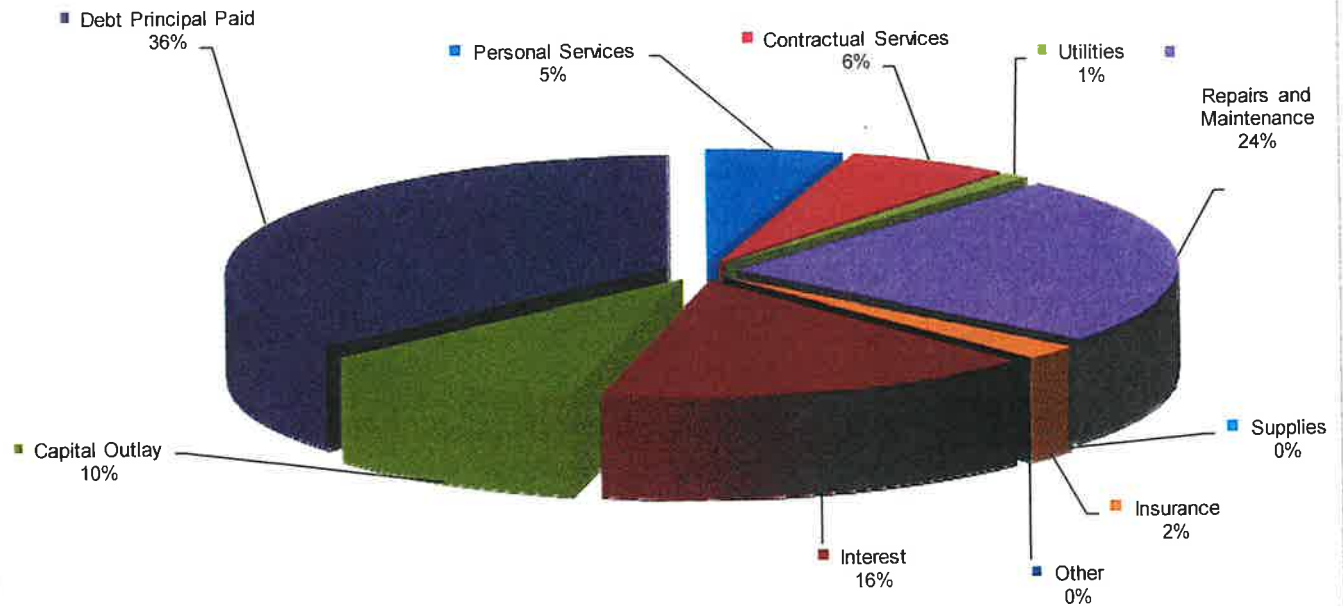
**City of Emily, Minnesota
Governmental Funds
Disbursements
Year Ended December 31, 2024**



**City of Emily, Minnesota
Proprietary Funds
Receipts
Year Ended December 31, 2024**



**City of Emily, Minnesota
Proprietary Funds
Disbursements
Year Ended December 31, 2024**





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

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

In planning and performing our audit of the financial statements of each major fund and the aggregate remaining fund information of the City of Emily, Minnesota (the City) as of and for the year ended December 31, 2024, in accordance with auditing standards generally accepted in the United States of America, we considered the City's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, we do not express an opinion on the effectiveness of the City's internal control.

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

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A material weakness is a deficiency or combination of deficiencies in internal control, such that there is a reasonable possibility that a material misstatement of the City's financial statements will not be prevented, or detected and corrected, on a timely basis. We consider deficiency 2024-001 in the following section to be a material weakness.

A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance. We consider deficiency 2024-002 in the following section to be a significant deficiency.



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

Clasen & Schiessl CPAs, Ltd.

Clasen & Schiessl CPAs, Ltd.

Pequot Lakes, Minnesota
June 10, 2025

CITY OF EMILY
MATERIAL WEAKNESS
December 31, 2024

2024-001

LACK OF SEGREGATION OF ACCOUNTING DUTIES

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

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

CITY OF EMILY
SIGNIFICANT DEFICIENCY
December 31, 2024

2024-002

PREPARATION OF FINANCIAL STATEMENTS AND RELATED FOOTNOTES

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

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

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

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

LEGAL COMPLIANCE

2024-003

REQUIRED COLLATERAL

Minnesota Statute 118A.03 states that if a city desires to deposit funds at a financial institution in excess of deposit insurance, the city must require the financial institution to furnish collateral security to the extent that funds exceed the deposit insurance limit.

The City's deposits exceeded a financial institution's deposit insurance limit and the City failed to acquire collateral as required. This occurred due to an error from the financial institution, however responsibility falls on the city to ensure deposits are insured. The City needs to be mindful of legal compliance provisions related to deposited funds.

**CITY OF EMILY
SUMMARY SCHEDULE OF PRIOR YEAR FINDINGS
DECEMBER 31, 2024**

STATUS OF PRIOR AUDIT FINDINGS

Internal Control

Material Weakness

2023-001 Segregation of Duties

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

Significant Deficiency

2023-002 Preparation of Financial Statements and Related Footnotes

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

Legal Compliance

2023-003 Preparation of Financial Statements and Related Footnotes

| | |
|------------------------|---|
| <i>Condition:</i> | The City did not obtain a bond or collateral for deposits that were in excess of deposit insurance. |
| <i>Current Status:</i> | This condition has been noted again in the current year audit of the financial statements. |



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REQUIRED COMMUNICATION

June 10, 2025

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

We have audited the financial statements of each major fund and the aggregate remaining fund information of the City of Emily, Minnesota (the City) for the year ended December 31, 2024. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated January 3, 2025. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Matters

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the City are described in Note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during 2024. We noted no transactions entered into by the City during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period, in accordance with the regulatory basis of accounting.

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

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



**Clasen &
Schiessl** CPAs, Ltd.

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

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

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

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

Difficulties Encountered in Performing the Audit

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

Corrected and Uncorrected Misstatements

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

Disagreements with Management

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

Management Representations

We have requested certain representations from management that are included in the management representation letter dated June 10, 2025.

Management Consultations with Other Independent Accountants

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



**Clasen &
Schiessl** CPAs, Ltd.

Other Audit Findings or Issues

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

Other Matters

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

Restriction on Use

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

Clasen & Schiessl CPAs, Ltd.

Clasen & Schiessl CPAs, Ltd.

Pequot Lakes, Minnesota

**CITY OF EMILY
P.O. BOX 68
EMILY, MN 56447**

June 10, 2025

Clasen & Schiessl CPAs, Ltd.
P.O. Box 90
Pequot Lakes, MN 56472

This representation letter is provided in connection with your audit of the financial statements of the City of Emily (the City), which comprise the respective financial position of each major fund and the aggregate remaining fund information as of December 31, 2024, and the respective changes in financial position and, where applicable, cash flows for the year then ended, and the disclosures (collectively, the "financial statements"), for the purpose of expressing opinions as to whether the financial statements are presented fairly, in all material respects, in accordance with accounting practices prescribed or permitted by the Minnesota Office of the State Auditor, the Regulatory Basis of Accounting, which is a comprehensive basis of accounting other than accounting principles generally accepted in the United States of America (U.S. GAAP).

Certain representations in this letter are described as being limited to matters that are material. Items are considered material, regardless of size, if they involve an omission or misstatement of accounting information that, in light of surrounding circumstances, makes it probable that the judgment of a reasonable person relying on the information would be changed or influenced by the omission or misstatement. An omission or misstatement that is monetarily small in amount could be considered material as a result of qualitative factors.

We confirm, to the best of our knowledge and belief, as of June 10, 2025, the following representations made to you during your audit.

Financial Statements

- 1) We have fulfilled our responsibilities, as set out in the terms of the audit engagement letter dated November 25, 2024, including our responsibility for the preparation and fair presentation of the financial statements in accordance with the Regulatory Basis of Accounting.
- 2) The primary government financial statements referred to above are fairly presented in conformity with the Regulatory Basis of Accounting and include all properly classified funds and other financial information of the primary government.
- 3) We acknowledge our responsibility for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.
- 4) We acknowledge our responsibility for the design, implementation, and maintenance of internal control to prevent and detect fraud.
- 5) Significant assumptions we used in making accounting estimates, including those measured at fair value, are reasonable.
- 6) Related party relationships and transactions, including revenues, expenditures/expenses, loans, transfers, leasing arrangements, and guarantees, and amounts receivable from or payable to related parties have been appropriately accounted for and disclosed in accordance with the Regulatory Basis of Accounting.
- 7) Adjustments or disclosures have been made for all events, including instances of noncompliance, subsequent to the date of the financial statements that would require adjustment or disclosure in the financial statements.
- 8) We are in agreement with the adjusting journal entries you have proposed, and they have been posted to the accounts.
- 9) The effects of all known actual or possible litigation, claims, and assessments have been accounted for and disclosed in accordance with the Regulatory Basis of Accounting.

- 10) Guarantees, whether written or oral, under which the City is contingently liable, if any, have been properly recorded or disclosed.

Information Provided

- 11) We have provided you with:
- a) Access to all information, of which we are aware, that is relevant to the preparation and fair presentation of the financial statements, such as records, (including information obtained from outside of the general and subsidiary ledgers) documentation, and other matters.
 - b) Additional information that you have requested from us for the purpose of the audit.
 - c) Unrestricted access to persons within the City from whom you determined it necessary to obtain audit evidence.
 - d) Minutes of the meetings of the City Council or summaries of actions of recent meetings for which minutes have not yet been prepared.
- 12) All material transactions have been recorded in the accounting records and are reflected in the financial statements.
- 13) We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
- 14) We have no knowledge of any fraud or suspected fraud that affects the City and involves:
- Management,
 - Employees who have significant roles in internal control, or
 - Others where the fraud could have a material effect on the financial statements.
- 15) We have no knowledge of any allegations of fraud or suspected fraud affecting the City's financial statements communicated by employees, former employees, regulators, or others.
- 16) We have no knowledge of instances of noncompliance or suspected noncompliance with provisions of laws, regulations, contracts, or grant agreements, or abuse, whose effects should be considered when preparing financial statements.
- 17) We are not aware of any pending or threatened litigation, claims, or assessments or unasserted claims or assessments that are required to be accrued or disclosed in the financial statements, and we have not consulted a lawyer concerning litigation, claims, or assessments.
- 18) We have disclosed to you the identity of the City's related parties and all the related party relationships and transactions of which we are aware.

Government—specific

- 19) There have been no communications from regulatory agencies concerning noncompliance with, or deficiencies in, financial reporting practices.
- 20) We have a process to track the status of audit findings and recommendations.
- 21) We have identified to you any previous audits, attestation engagements, and other studies related to the audit objectives and whether related recommendations have been implemented.
- 22) We have identified to you any investigations or legal proceedings that have been initiated with respect to the period under audit.
- 23) The City has no plans or intentions that may materially affect the carrying value or classification of assets, liabilities, and fund balance or net position.
- 24) We are responsible for compliance with the laws, regulations, and provisions of contracts and grant agreements applicable to us, including tax or debt limits and debt contracts, and legal and contractual provisions for reporting specific activities in separate funds.
- 25) We have identified and disclosed to you all instances of identified and suspected fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements that we believe have a material effect on the financial statements.

- 26) There are no violations or possible violations of budget ordinances, laws and regulations (including those pertaining to adopting, approving, and amending budgets), provisions of contracts and grant agreements, tax or debt limits, and any related debt covenants whose effects should be considered for disclosure in the financial statements, or as a basis for recording a loss contingency, or for reporting on noncompliance.
- 27) As part of your audit, you assisted with preparation of the financial statements and related notes, the state reporting form, the trial balance for the use during the audit that was limited to formatting information into a working trial balance based on management's chart of accounts and booking journal entries we approved, and maintaining the depreciation schedule. We acknowledge our responsibility as it relates to those nonaudit services, including that we assume all management responsibilities; oversee the services by designating an individual preferably within senior management, who possesses suitable skill, knowledge, or experience; evaluate the adequacy and results of the services performed; and accept responsibility for the results of the services. We have reviewed, approved, and accepted responsibility for those financial statements and related notes, state reporting form, trial balance, journal entries, and depreciation schedule.
- 28) The City has satisfactory title to all owned assets, and there are no liens or encumbrances on such assets nor has any asset been pledged as collateral.
- 29) The City has complied with all aspects of contractual agreements that would have a material effect on the financial statements in the event of noncompliance.
- 30) The financial statements include all component units, appropriately present major equity interests in legally separate organizations and joint ventures with an equity interest, and properly disclose all other joint ventures and other related organizations.
- 31) The financial statements include all fiduciary activities required by GASBS No. 84, as amended.
- 32) The financial statements properly classify all funds and activities in accordance with GASBS No. 34, as amended.
- 33) All funds that meet the quantitative criteria in GASBS Nos. 34 and 37 for presentation as major are identified and presented as such and all other funds that are presented as major are particularly important to financial statement users.
- 34) Components of net position (net investment in capital assets; restricted; and unrestricted) and classifications of fund balance (nonspendable, restricted, committed, assigned, and unassigned) are properly classified and, if applicable, approved.
- 35) Investments, derivative instruments, and land and other real estate held by endowments are properly valued.
- 36) Provisions for uncollectible receivables have been properly identified and recorded.
- 37) Interfund, internal, and intra-entity activity and balances have been appropriately classified and reported.
- 38) Deposits and investment securities and derivative instruments are properly classified as to risk and are properly disclosed.
- 39) Capital assets, including infrastructure and intangible assets, are properly capitalized, reported, and, if applicable, depreciated or amortized.
- 40) We have appropriately disclosed the City's policy regarding whether to first apply restricted or unrestricted resources when an expense is incurred for purposes for which both restricted and unrestricted net position is available and have determined that net position is properly recognized under the policy.
- 41) We are following GASBS No. 54, paragraph 18, to determine the fund balance classifications for financial reporting purposes.

Management

Governance

Signature: _____ Signature: _____

Title: _____ Title: _____



Land Services Department
218-824-1010

322 Laurel Street
Brainerd Minnesota 56401

May 20th 2025

City of Emily Clerk
PO Box 68
Emily, MN 56447

RECEIVED
MAY 27 2025

BY:

Re: Classification to "Non-Conservation" and Future Sale of Tax Forfeited Lands

Dear City of Emily:

In the near future, the Crow Wing County Board of Commissioners will classify the tax forfeited parcel, attached, as "Non-Conservation" which is required prior to sale pursuant to MS 282.01

Before, however, Crow Wing County can proceed with its plans to offer these parcels for sale, the city or township wherein these parcels lie **"must first approve the classification and intended sale"** by the County Board. The city or township **"is considered to have approved the classification and sale if the county board is not notified of the disapproval...within 60 days of the date"** of this letter.

If you respond within 60 days and do not support the County Board's action, **"the County Board must follow the procedures in paragraphs (c) and (d) per MS Statute 282.01, with regard to the parcel, and must additionally cause to be published in a newspaper a notice of the date, time, location, and purpose of the required meeting."**

Please review the list of tax forfeited parcel, attached, and inform this office of your approval or disapproval of the County Board's future action to classify said parcels to a "non-conservation" status with intentions to sell at a future public auction.

Please include the zoning information for each tax forfeited parcel along with any special assessments that are or will be attached to each parcel.

Maps have been enclosed to aid in your review.

If you have any questions concerning this process, please advise.

Sincerely,

Amy Stoneking & Erik Hidalgo

Operations Specialist

Enclosures

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.



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

Land Sale 2134B001

Date: 5/20/2025 Time: 8:50 AM

Property Overview

[View Map](#)
[View Aerial](#)
[View 3D](#)
[View Street View](#)
[View Historical](#)
[View Photos](#)
[View Documents](#)
[View Property](#)
[View Owners](#)
[View Property History](#)
[View Property Taxes](#)
[View Sales](#)
[View Assessments](#)

Parcel ID: 2134P001
UNDIVIDED INTEREST

Parcel

Assessment Year: 2025
 Pay Year: 2026
 Property Address: 0
 City: EMILY
 State: MN
 Zip: 56447
 Multiple Addresses: No
 Owner Mailing:
 Mailing City:
 Legacy Parcel ID: 210343104J00999
 Market NBHD: 21_RSL - EMILY RES&SEAS LAKESHORE
 Class: 961 - 5E COMMON AREA
 Lake: 18020400 - DAHLER
 Deeded Acres: .27
 Plat:
 Lot:
 Block:
 Section-Twp-Range: 34 - 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: 9,600
 Ref Market Value:
 New Construction Value: 0

Parcel Status

In Forfeiture: No
 Escrow Company:
 ACH: No
 Delinquent: No
 Homestead: N - Non-Homestead
 Relative:

Appraisal Parcel Tie Back

Parcel Tie Back: (Parent) Child of: 21-34P00-1-

Legal

Plat Name:
 PART OF GOV. LOT 4 SEC. 34 FORMERLY LOT 1 &
 LOT B OF THE VACATED PORTION OF 'PINEHURST'

Sales

| Sale Date | Sale Price | Instr. Type | CRV # | Grantor/Seller | Grantee/Buyer |
|------------|------------|-------------|---------|----------------|---------------------------------|
| 12/08/2017 | | OTH | UDI CHG | | UNDIVIDED INTEREST |
| 08/29/2017 | | OTH | UND INT | | SMITH, LYNDA LOU & RICHARD W JR |
| 01/01/1800 | | OTH | | | UNDIVIDED INTEREST |

Sale Details

1 of 1

Actions

[Neighborhood Sales](#)
[Printable Summary](#)
[Printable Version](#)

Reports

[Valuation Notice](#)
[Field Card](#)
[Tax Statement](#)
[Truth in Taxation](#)

Links

[Homestead Application](#)
[Paying Your Property Taxes](#)

Grantee/Buyer:

12/08/2017

Transfer Date:

12/08/2017

Improved/Vacant:

Sale Property Use:

10

CRV #:

UDI CHG

Old Document Number:

of Pcls:

Adjusted Sale Price:

Filing Office:

 Springer

COT #:

Conclusions

1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. 13. 14. 15. 16. 17. 18. 19. 20. 21. 22. 23. 24. 25. 26. 27. 28. 29. 30. 31. 32. 33. 34. 35. 36. 37. 38. 39. 40. 41. 42. 43. 44. 45. 46. 47. 48. 49. 50. 51. 52. 53. 54. 55. 56. 57. 58. 59. 60. 61. 62. 63. 64. 65. 66. 67. 68. 69. 70. 71. 72. 73. 74. 75. 76. 77. 78. 79. 80. 81. 82. 83. 84. 85. 86. 87. 88. 89. 90. 91. 92. 93. 94. 95. 96. 97. 98. 99. 100. 101. 102. 103. 104. 105. 106. 107. 108. 109. 110. 111. 112. 113. 114. 115. 116. 117. 118. 119. 120. 121. 122. 123. 124. 125. 126. 127. 128. 129. 130. 131. 132. 133. 134. 135. 136. 137. 138. 139. 140. 141. 142. 143. 144. 145. 146. 147. 148. 149. 150. 151. 152. 153. 154. 155. 156. 157. 158. 159. 160. 161. 162. 163. 164. 165. 166. 167. 168. 169. 170. 171. 172. 173. 174. 175. 176. 177. 178. 179. 180. 181. 182. 183. 184. 185. 186. 187. 188. 189. 190. 191. 192. 193. 194. 195. 196. 197. 198. 199. 200. 201. 202. 203. 204. 205. 206. 207. 208. 209. 210. 211. 212. 213. 214. 215. 216. 217. 218. 219. 220. 221. 222. 223. 224. 225. 226. 227. 228. 229. 230. 231. 232. 233. 234. 235. 236. 237. 238. 239. 240. 241. 242. 243. 244. 245. 246. 247. 248. 249. 250. 251. 252. 253. 254. 255. 256. 257. 258. 259. 260. 261. 262. 263. 264. 265. 266. 267. 268. 269. 270. 271. 272. 273. 274. 275. 276. 277. 278. 279. 280. 281. 282. 283. 284. 285. 286. 287. 288. 289. 290. 291. 292. 293. 294. 295. 296. 297. 298. 299. 300. 301. 302. 303. 304. 305. 306. 307. 308. 309. 310. 311. 312. 313. 314. 315. 316. 317. 318. 319. 320. 321. 322. 323. 324. 325. 326. 327. 328. 329. 330. 331. 332. 333. 334. 335. 336. 337. 338. 339. 340. 341. 342. 343. 344. 345. 346. 347. 348. 349. 350. 351. 352. 353. 354. 355. 356. 357. 358. 359. 360. 361. 362. 363. 364. 365. 366. 367. 368. 369. 370. 371. 372. 373. 374. 375. 376. 377. 378. 379. 380. 381. 382. 383. 384. 385. 386. 387. 388. 389. 390. 391. 392. 393. 394. 395. 396. 397. 398. 399. 400. 401. 402. 403. 404. 405. 406. 407. 408. 409. 410. 411. 412. 413. 414. 415. 416. 417. 418. 419. 420. 421. 422. 423. 424. 425. 426. 427. 428. 429. 430. 431. 432. 433. 434. 435. 436. 437. 438. 439. 440. 441. 442. 443. 444. 445. 446. 447. 448. 449. 450. 451. 452. 453. 454. 455. 456. 457. 458. 459. 460. 461. 462. 463. 464. 465. 466. 467. 468. 469. 470. 471. 472. 473. 474. 475. 476. 477. 478. 479. 480. 481. 482. 483. 484. 485. 486. 487. 488. 489. 490. 491. 492. 493. 494. 495. 496. 497. 498. 499. 500. 501. 502. 503. 504. 505. 506. 507. 508. 509. 510. 511. 512. 513. 514. 515. 516. 517. 518. 519. 520. 521. 522. 523. 524. 525. 526. 527. 528. 529. 530. 531. 532. 533. 534. 535. 536. 537. 538. 539. 540. 541. 542. 543. 544. 545. 546. 547. 548. 549. 550. 551. 552. 553. 554. 555. 556. 557. 558. 559. 560. 561. 562. 563. 564. 565. 566. 567. 568. 569. 570. 571. 572. 573. 574. 575. 576. 577. 578. 579. 580. 581. 582. 583. 584. 585. 586. 587. 588. 589. 590. 591. 592. 593. 594. 595. 596. 597. 598. 599. 600. 601. 602. 603. 604. 605. 606. 607. 608. 609. 610. 611. 612. 613. 614. 615. 616. 617. 618. 619. 620. 621. 622. 623. 624. 625. 626. 627. 628. 629. 630. 631. 632. 633. 634. 635. 636. 637. 638. 639. 640. 641. 642. 643. 644. 645. 646. 647. 648. 649. 650. 651. 652. 653. 654. 655. 656. 657. 658. 659. 660. 661. 662. 663. 664. 665. 666. 667. 668. 669. 670. 671. 672. 673. 674. 675. 676. 677. 678. 679. 680. 681. 682. 683. 684. 685. 686. 687. 688. 689. 690. 691. 692. 693. 694. 695. 696. 697. 698. 699. 700. 701. 702. 703. 704. 705. 706. 707. 708. 709. 710. 711. 712. 713. 714. 715. 716. 717. 718. 719. 720. 721. 722. 723. 724. 725. 726. 727. 728. 729. 730. 731. 732. 733. 734. 735. 736. 737. 738. 739. 740. 741. 742. 743. 744. 745. 746. 747. 748. 749. 750. 751. 752. 753. 754. 755. 756. 757. 758. 759. 760. 761. 762. 763. 764. 765. 766. 767. 768. 769. 770. 771. 772. 773. 774. 775. 776. 777. 778. 779. 780. 781. 782. 783. 784. 785. 786. 787. 788. 789. 790. 791. 792. 793. 794. 795. 796. 797. 798. 799. 800. 801. 802. 803. 804. 805. 806. 807. 808. 809. 810. 811. 812. 813. 814. 815. 816. 817. 818. 819. 820. 821. 822. 823. 824. 825. 826. 827. 828. 829. 830. 831. 832. 833. 834. 835. 836. 837. 838. 839. 840. 84

from Google Map

Search Disclaimer:

282.01 TAX-FORFEITED LANDS; CLASSIFICATION, SALE.

Subd. 7a. City sales; alternate procedures.

Land located in a home rule charter or statutory city, or in a town which cannot be improved because of noncompliance with local ordinances regarding minimum area, shape, frontage or access may be sold by the county auditor pursuant to this subdivision if the auditor determines that a nonpublic sale will encourage the approval of sale of the land by the city or town and promote its return to the tax rolls. If the physical characteristics of the land indicate that its highest and best use will be achieved by combining it with an adjoining parcel and the city or town has not adopted a local ordinance governing minimum area, shape, frontage, or access, the land may also be sold pursuant to this subdivision. If the property consists of an undivided interest in land or land and improvements, the property may also be sold to the other owners under this subdivision. The sale of land pursuant to this subdivision shall be subject to any conditions imposed by the county board pursuant to section 282.03. The governing body of the city or town may recommend to the county board conditions to be imposed on the sale. The county auditor may restrict the sale to owners of lands adjoining the land to be sold. The county auditor shall conduct the sale by sealed bid or may select another means of sale. The land shall be sold to the highest bidder and may be sold for less than its appraised value. All owners of land adjoining the land to be sold shall be given a written notice at least 30 days prior to the sale.

This subdivision shall be liberally construed to encourage the sale and utilization of tax-forfeited land, to eliminate nuisances and dangerous conditions and to increase compliance with land use ordinances.

Boost Funds – Local Government

2024-2025

Purpose: To allow member entities to address small projects with no match required.

Boost Funds are awarded on a first-come, first-served basis while funds exist. Entities may apply for one Boost award up to \$2,000 per fiscal year, no match required.

Eligibility requirements

- The applicant entity must:
 - Be a Sourcewell participating agency. Register at sourcewell-mn.gov/register
 - Be a city, county, township, Leech Lake Band of Ojibwe, or other government association located in Cass, Crow Wing, Morrison, Todd, or Wadena county (Region 5).
 - Apply for no more than one Boost Fund award per entity per fiscal year (July 1-June 15); entities cannot apply for additional Boost Funding until their previous project has been completed and the final report has been submitted.
- The proposed project must:
 - Relate to programs or services authorized under Sourcewell's enabling statute, Minnesota Statute § 123A.21, subdivision 7, and serve a public purpose.
 - Be completed within one year of the effective date of applicant's Boost Funding agreement with Sourcewell.
- Ineligible expenditures:
 - Payment for land acquisition
 - Costs for transportation infrastructure construction or maintenance (i.e., roads and/or bridges)
 - Expenses incurred prior to receipt of the award
 - Loans or reimbursement to individuals or businesses
 - Projects receiving other Sourcewell funding
 - Third-party services

Completed applications can be submitted by email to: community@sourcewell-mn.gov

Boost Funds application 2024-2025

Entity information

Entity name: City of Emily

Physical address: 39811 State Highway 6, Emily, MN 56447

Mailing address: PO Box 68, Emily, MN 56447

Project point of contact name: Cari Johnson

Email: clerk@emily.net

Telephone: 218-763-2480

Authorized signer of legal agreement name: Mayor Tracy Jones

Email: mayor.tracyjones@cityofemily.com

Project information

Please provide the following information specific to the proposed project:

1. Amount of funding requested: \$1,912.38
2. Provide a description of the proposed project and the desired outcomes (**300-word maximum**).

The proposed funds would be used to upgrade the city clerk's computer, dual monitors, and webcam at her work station. The upgraded webcam, including speaker and microphone, would allow for easier Zoom access for meetings and training purposes. Per the City's Capital Improvement plan, the clerk's computer work station is scheduled to be replaced every five years, which is planned in 2025 using grant funds if possible. The desired outcome would be an upgraded computer, dual monitors, and webcam that would provide better access to interactive technology and allow for better customer service for the residents of the City of Emily and general public.

3. Describe how the proposed project primarily benefits your community within Region 5. Projects cannot primarily benefit any individuals, businesses, or nonprofit entities.

The clerk's upgraded workstation would positively impact the community by providing better customer service to the public. A new computer would allow for increased speed, memory, and Internet capabilities for additional software programs. In addition, the clerk would be able to attend training and meetings remotely at her work station more easily with the new monitors and upgraded webcam.

4. The proposed project must relate to Sourcewell's government purpose as defined in Minn. Stat. § 123A.21, Subdivision 7. Please identify all program or service areas to which the proposed project will relate.

- | | |
|---|--|
| <input checked="" type="checkbox"/> administrative services | <input type="checkbox"/> employee personnel services |
| <input type="checkbox"/> curriculum development | <input type="checkbox"/> vocational rehabilitation |
| <input type="checkbox"/> data processing | <input type="checkbox"/> health, diagnostic, and child development services and centers |
| <input checked="" type="checkbox"/> distance learning and other telecommunication services | <input type="checkbox"/> leadership or direction in early childhood and family education |
| <input type="checkbox"/> evaluation and research | <input type="checkbox"/> community services |
| <input checked="" type="checkbox"/> staff development | <input type="checkbox"/> shared time programs |
| <input type="checkbox"/> media and technology centers | <input type="checkbox"/> fiscal services and risk management programs, including health insurance programs providing reinsurance or stop loss coverage |
| <input checked="" type="checkbox"/> publication and dissemination of materials | <input checked="" type="checkbox"/> technology planning, training, and support services |
| <input type="checkbox"/> pupil personnel services | <input type="checkbox"/> health and safety services |
| <input type="checkbox"/> planning | <input type="checkbox"/> student academic challenges |
| <input type="checkbox"/> secondary, postsecondary, community, adult, and adult vocational education | <input type="checkbox"/> cooperative purchasing services |
| <input type="checkbox"/> teaching and learning services, including services for students with special talents and special needs | |

5. How does the proposed project promote and align with Sourcewell's statutory purpose of providing programs and services as identified in question 4.

The upgraded work station would benefit the public by providing upgraded administrative service that directly impacts customer service for the City of Emily. A new computer would allow for documents, claims, publications, and materials to be created more efficiently along with training and support services for City departments, including the Emily Fire and Rescue Department. Distance learning and telecommunication services would be utilized with easier access to trainings and meetings.

Budget information

6. Complete the table below to identify the source of funds for your project.

| Revenue sources (not including in-kind) | Amount |
|---|-------------------|
| 1. Sourcewell | \$1,912.38 |
| 2. | |
| 3. | |
| Total | \$1,912.38 |

7. Complete the table below to explain, in detail, the itemized costs related to the project. Sourcewell staff may contact you for additional information regarding your budget if more detail is required.

| Expenditures/ direct costs | Sourcewell Dollars | Other Sources |
|--|--------------------|-------------------|
| 1. Computer, Dual Monitors, and Webcam | \$1,912.38 | \$0 |
| 2. | | |
| 3. | | |
| 4. | | |
| Total | \$1,912.38 | \$0 |
| Total Project Budget | | \$1,912.38 |

Certification

Initial next to each statement indicating that you have read and understand the following.

_____ I certify that I have the authority to apply for funding in the amount requested.

_____ I certify that the information contained in this application and in any related attachments is true and correct to the best of my knowledge and belief.

_____ I acknowledge that if funding is awarded pursuant to this application, my entity will execute the Sourcewell funding agreement prior to receiving or expending any funds.

_____ I certify that no funds awarded as a result of this application will be used for any of the ineligible activities outlined in the eligibility requirements.

_____ I acknowledge that we are not applying for any other Sourcewell funding to cover the remaining costs.

_____ Upon receipt of an award, Sourcewell may create, obtain, and use photographs, videos, and audio recordings or other media (collectively "Data") related to the project and its promotion. This Data may be used for the purposes of communicating to the public about Sourcewell programs, services, and activities and for the creation of print, online, and video-based marketing materials, publications, and training content. As part of the agreement, Sourcewell may seek consent for the creation and use of such Data on a project-by-project basis.



RECEIVED
JUN 06 2025

BY: _____

40040 State Hwy 6 35910 Co Rd 66
Emily, MN 56447 Crosslake, MN 56442
Phone: (218) 763-3000 Phone: (218) 763-3000

Date: **6/6/2025**
Invoice: **20250606.3**

Project Customer and Address:

City of Emily
39811 State Hwy 6
Emily, MN 56447
(218) 763-2480
New Workstation for City Clerk

| Quantity | Description | Unit Price | Amount |
|-----------------|--|------------|-------------------|
| 1 | HP Elite Desktop Computer with 64GB Ram, 4TB SSD | \$1,124.98 | \$1,124.98 |
| 2 | Sceptre 4K 27" Computer Monitor(s) | \$249.96 | \$499.92 |
| 1 | Logitech HD Pro Webcam | \$87.48 | \$87.48 |
| | | | |
| | | | |
| | New Workstation Setup/Installation | \$200.00 | \$200.00 |
| Subtotal | | | \$1,912.38 |

Tremolo Communications will install a new workstation with two monitors and webcam for the City of Emily's City Clerk. Please sign and date this form to confirm your acceptance of the cost and scope. Thank you for your business!

| | |
|----------------------|-------------------|
| Tax Rate | State Exempt |
| Tax | |
| Project Total | \$1,912.38 |

Sign Here: _____

Date: _____

clerk@emily.net

From: Minnesota Office of Cannabis Management <MNOCM@public.govdelivery.com>
Sent: Wednesday, June 4, 2025 3:54 PM
To: clerk@emily.net
Subject: New Retail Registration Information



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June 4, 2025

Hello Local Government Partners,

We are reaching out to update you on several important topics regarding the cannabis business application and licensing process.

New Law Change Impacting Retail Registrations

On May 17, the Minnesota Legislature passed an important change to the local retail registration process under [Minnesota Statutes, section 342.22](#) in the cannabis policy omnibus bill ([Senate File \(SF\) 2370 3rd Engrossment - 94th Legislature \(2025 - 2026\)](#)). The bill was [signed by Governor Walz](#) on May 25 and is now in effect.

Previously under this section of the statute, local retail registration could be issued only *after* a business received its cannabis business license from OCM. With this change, local governments with retail registration authority can now issue a local retail registration to applicants with preliminary approval status, which occurs before full licensure.

This is an important change, especially for local governments that have chosen to limit the number of retail registrations in their jurisdiction per [Minnesota Statutes, section 342.13](#). This change is intended to minimize the tension in the process that previously existed as applicants navigate the risk of having to invest and fully build out a business at a specific location to receive the license with no assurance of being able to operate at that location due to a local government's limitation on retail registrations. To prevent the significant risk and potential harm to applicants making critical business decisions, local governments that have chosen to limit the number of retail registrations should consider making determinations on the issuance of retail registrations before applicants receive full licensure.

Local governments may not purposely delay the issuance of a retail registration for businesses, in accordance with [Minnesota Statutes, section 342.13](#) paragraph b.

Please see the [linked bulletin](#) we have previously issued on this topic for additional context.

Additional Clarifications on Retail Registrations

In accordance with Minnesota Statutes, section 342.13(h), local governments may limit the availability of local retail registrations for cannabis retailers, cannabis microbusinesses with retail endorsements, and cannabis mezzobusinesses with retail endorsements. If a city or county has a population between 1-12,500, they would be required to allow at least one (1) retail registration. If their population is between 12,501-25,000, they would be required to allow at least two (2) retail registrations, and so on.

As a reminder, local governments are **not** required to limit the availability of retail registrations and instead may issue **more than** the minimum required.

Local governments choosing to limit the issuance of retail registration must do so through ordinance, and it is highly recommended that local governments consult legal counsel to determine their specific process and to ensure that the process is fair, transparent, and communicated thoroughly with prospective applicants.

A Note on Zoning Compliance Certification Order of Operations

Please review OCM's [Overview of the Pathway to Licensure](#) to assist in the following guidance.

OCM has encouraged applicants with preliminary approval to engage early with local governments before submitting site registration information – so local governments should anticipate early outreach from applicants *before* any official notifications in Accela. Early conversations can inform applicants what may be required to obtain local zoning compliance approval as well as compliance with state and fire building code prior to the applicant's decisions on a final location. For example, does the local government certify fire and building code? Are there different permits required by the local government? Are there different building materials required? Early conversations can also inform local governments who may be interested in locations in their jurisdiction – whether they are prospective applicants, applicants in qualified applicant status, or applicants with preliminary approval.

As a reminder, applicants with preliminary approval are not yet tied to a location – so OCM will not be notifying any local governments directly that a prospective or qualified applicant has advanced to preliminary approval status. Local governments should view applicants with preliminary approval status as serious, ready applicants who have cleared several hurdles in the application and licensing process, including passage of a background check. The final steps for applicants with preliminary approval status include securing a location, obtaining compliance with local ordinances, and passing OCM's precensure site inspection.

We really encourage applicants to not take the site registration step until they have worked out issues with their local government. Ultimately, that means, a preliminarily

approved business should not complete site registration until they have received all local zoning approvals, are compliant with state fire and building codes, and are less than 90 days from being able to open their doors. If an applicant submits a site registration before they have worked with their local government to ensure compliance with all local ordinances, the applicant can withdraw their site registration and resubmit it when they have worked to come into compliance for local approval.

A local unit of government's determination that it cannot certify the applicant's site does not mean the applicant will be denied and lose their preliminary approval status. To obtain final authorization and receive a license, the applicant must either continue to work with the local unit of government to become compliant with local zoning and land use ordinances, or, alternatively, may find a new location for their business in a different jurisdiction. Irrespective of which path an applicant chooses, the applicant must obtain final authorization from OCM within 18 months of receiving preliminary approval status in accordance with [Minnesota Statutes, section 342.14 subdivision 6\(a\), b\(1\)](#).

Updated Guidance

OCM is actively working to update all guidance materials for both local governments and applicants to reflect this change, as well as the dozens of other cannabis policy changes made during the legislative session. Please watch for additional updates to the [Guide for Local Governments on Adult-Use Cannabis and Lower Potency Hemp Edible Licenses](#) as well as other resources in the coming weeks and check dates to ensure you are utilizing the most up-to-date materials.

Additional Questions

Please do not hesitate to reach out to OCM as you continue to engage with potential businesses interested in operating within your jurisdiction. OCM will continue to support all local partners as we work together to establish a safe, equitable, and sustainable cannabis industry.

We are all navigating cannabis licensing for the first time, and we are grateful for your continued coordination as we work together to launch and regulate this industry.

For any questions or concerns, please reach out to cannabis.info@state.mn.us.

Thank you.



Stay Updated with the Minnesota Office of Cannabis Management

Email: cannabis.info@state.mn.us

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