

City of Emily

AGENDA

Tuesday, November 14, 2023

6:00 p.m. CALL TO ORDER**PLEDGE OF ALLEGIANCE****ROLL CALL****PLEASE TURN OFF ALL CELLPHONES FOR THE DURATION OF THE MEETING.****APPROVE AGENDA** *(Council action – motion)***CONSENT AGENDA:** One motion to approve:

- **MINUTES:** October 10, 2023 Council Meeting
July 26, 2023 Special Council Meeting
June 13, 2023 Council Meeting
- **FINANCIAL REPORT:** October Checking Beginning Balance \$956,517.90, Ending Balance \$914,051.34
- **RECEIPTS:** General \$14,940.64, Sewer \$16,766.65, Total \$31,707.29
- **CLAIMS FOR APPROVAL:** \$71,520.64 for Pine River State Bank Checks #60870 to #60967 and automatic withdrawals #330744 to #330749
- **INVESTMENTS (Market Value):** \$386,503.30
- **TOTAL CHECKING/INVESTMENTS:** \$1,300,554.64

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

- SPEAKERS:** 6:10 p.m. Alex Voit and Neil Heinonen, S.E.H., with update on preparation for the 2024 Road Improvement Project
- 6:20 p.m. Rebecca Kurtz, Financial Municipal Advisor, Ehlers, presentation regarding bond/payment scenarios for the 2024 Road Improvement Project
- 6:30 p.m. Bruce Miller, Vice President, Emily/Outing Snowbirds Snowmobile Club, re: request for use of Ballfield Park for Annual Youth Snowmobile Training
- 6:35 p.m. Dan Brennan, Emily Mine Information Group, re: North Star Manganese mineral lease request on 800 acres of state land in Emily

FIRE DEPARTMENT

- Emily Fire Relief Association audit reports, including 2023 Schedule Form for Lump-Sum Pension Plans and 2022 Financial and Investment Reporting Entry, with required 2024 municipal contribution to Fire Relief pension reported at \$16,896. *(Information)*
- Resolution 23-40 Ratifying Amended Bylaws of the Emily Firemen's Relief Association, including the following amendments: *(Council action – motion)*
 - Benefit level amount increase from \$1,750 per year to \$2,500 per year effective January 1, 2024 and to \$3,000 per year effective January 1, 2025. (Projected 2024 required municipal contribution of \$60,873.)
 - Employment of all Emily First Response Unit members on the Emily Volunteer Fire Department effective January 1, 2024.

(Revision to Emily City Code and Emily Volunteer Fire Department Bylaws would be needed prior to January 1, 2024.)

- Resolution 23-42 Accepting Donation to the City of \$6,000 from the Emily Firemen's Relief Association for the Firemen's Equipment Fund. *(Council action – motion)*

- Minnesota Public Safety Aid estimated at \$37,677, allowable use includes equipment related to fire, rescue, and emergency services, distribution of funds on December 26, 2023, and no reimbursement for expenses prior to receiving the funds. *(Information/Council action – motion)*
- **Resolution 23-46 Accepting Donation to the City of \$10,000 from the Emily Firemen's Relief Association for the Firemen's Equipment Fund.** *(Council action – motion)*

FIRST RESPONSE UNIT

POLICE DEPARTMENT

- Update regarding Emily Police Department options, including possible northern outpost for Sheriff Department. *(Information/Council action – motion)*

WASTEWATER

- Resolution 23-44 Regarding Unpaid Sewer Charges to assess a total of \$4,864.34 in unpaid sewer charges to property taxes as identified at the interest rate of 12% per annum per City Code 50.28 Section C. *(Council action – motion)*

PLANNING & ZONING

- Planning Commission recommendation to adopt Ordinance 23-03 Amending the Land Use and Subdivisions Ordinance as it Relates to the Land Use Matrix to modify the allowed uses and processes. *(Council action – motion)*
- Summary of Ordinance Amendment 23-03 Amending the Land Use and Subdivisions Ordinance as it Relates to the Land Use Matrix to modify the allowed uses and processes and publication. *(Council action – motion)*
- Planning Commission recommendation to adopt Ordinance 23-04 Amending the Land Use and Subdivisions Ordinance as it Relates to Rules of Construction; Definitions to modify the definition of "bluff". *(Council action – motion)*
- Summary of Ordinance Amendment 23-04 Amending the Land Use and Subdivisions Ordinance as it Relates to Rules of Construction; Definitions to modify the definition of "bluff". *(Council action – motion)*
- Planning Commission recommendation to deny The Northern Lights Over Roosevelt Lake Homeowners Association's request for modification to their previously approved plat (application number 09-3327) due to the limited ability to make changes to the conditions recommended by MnDOT during the original plat approval in 2009. The requested changes to the conditions are to allow for parking within the "drop off" area and to allow their docking to be stored on the shoreline. If MnDOT submits comments regarding the requested condition changes, the Planning Commission could further consider the modification request. *(Council action – motion)*

ATTORNEY

ROADS

- Resolution 23-45 Ordering Preparation of Report on Improvement. *(Council action – motion)*
- Ehlers bond/payment scenarios for the 2024 Road Improvement Project. *(Information/Council action – motion)*
- J.F. Brennan invoice for \$12,567.70 for labor, equipment, and materials to repair Emily Dam. *(Council action – motion)*

MAINTENANCE

CITY HALL

- Open Gym Policy and Annual Waiver and Release of Liability revisions. *(Council action – motion)*

CEMETERY

PARKS

- Use of Ballfield Park for Annual Youth Snowmobile Training on Saturday, December 2, 2023 by Emily/Outing Snowbirds Snowmobile Club. *(Council action – motion)*

LIBRARY

PERSONNEL

- Information on Earned Sick and Safe Time effective January 1, 2024. *(Information)*
- Local 49 Union Collective Bargaining Agreement Memorandum of Understanding to acknowledge adherence to MN Statute 181.9445-181.9448 Earned Sick and Safe Time requirements effective January 1, 2024. *(Council action – motion)*
- Bill Spiess resignation from Planning Commission, effective November 14, 2023, and purchase of a plaque. *(Council action – motion)*

- Planning Commission Member renewal applications:
 - David Johnson - Planning Commission Member – 4 year term – January 2024 through December 2027. *(Council action – motion)*
 - Denise Vukelich – Planning Commission Member – 4 year term - January 2024 through December 2027. *(Council action – motion)*
- Personnel matter. (Meeting is anticipated to be closed.) *(Council action – motion)*

**EMILY WATERS
ECONOMIC DEV. (EDA)
CODIFICATION**

UNFINISHED BUSINESS:

- North Star Manganese update. *(Information)*
- Completed review of the 2010/2011 well test results summary provided forwarded by Crow Wing Power. *(Information)*
- Clean Up Day 2023 expenses, Crow Wing Landfill Reimbursement Program reimbursement of \$1,000, cost share of \$1,060.13 with the City of Fifty Lakes, and cost share totals of \$530.06 - Fifty Lakes and \$530.07 - Emily. *(Information)*

NEW BUSINESS:

- Wage Schedule Policy revision. *(Council action – motion)*
- Resolution 23-41 to Support the Efforts of Ideal Township, Crow Wing County, MN, to Improve Their Transfer Station. *(Council action – motion)*
- Resolution 23-43 Regarding Unpaid Administrative Civil Penalties to assess a total of \$2,500.00 in unpaid administrative civil penalties to property taxes as identified. *(Council action – motion)*
- City slogan contest open through 2023. *(Information)*
- Options for application to Sourcewell Consultant Services Reimbursement Program for S.E.H. engineering services. Matching program for up to \$10,000 (\$5,000 reimbursement) on a first come/first served basis: *(Council action – motion)*
 - 2023 Emily Dam Repair - \$7,165.62 total with request for \$3,582.81 reimbursement.
 - 2024 Road Improvements Project for Feasibility Study - \$24,000 project total, \$7,440 billed to date, with future request for \$5,000 reimbursement.
- Approve not waiving the monetary limits on municipal tort liability for the City's LMCIT property/casualty insurance coverage. *(Council action – motion)*
- Clasen & Schiessl CPAs Audit Engagement Letter for 2024 for audit services not to exceed \$11,950. *(Council action – motion)*

CORRESPONDENCE:

- ✓ Crow Wing County re: ALERT for updates on Crow Wing County's Little Emily Lake Park Project.
- ✓ Local 49 Union re: health and welfare premium increase of \$55 to \$1,475 per union employee on March 1, 2024.
- ✓ MnDOT re: Local Partnership Program Solicitation.
- ✓ Initiative Foundation re: thank you for the donation.

Scheduled Upcoming Meetings:

- Truth in Taxation Public Hearing on Tuesday, December 12, 2023 at 6 p.m.
- Schedule Special Council Meeting for S.E.H. presentation of Feasibility Study for 2024 Road Improvement Project.

ADJOURN



Building a Better World
for All of Us®

2024 Road Improvements City of Emily

Memorandum

Project Update

SEH has investigated all paved road segments within the City and assigned a one to ten PASER rating to each as well as a recommended treatment type. A map of the ratings and treatment types is attached. Three treatments are recommended are Full Depth Reclamation (Map Treatment D), a Mill and Overlay (Map Treatment C), and an overlay with no milling (Map Treatment B), similar to what was done on Anna Drive. The treatment types vary in cost and are assigned based on the relative condition of the road segments. Several segments were rated high enough that we are recommending no treatment at this time. They should be monitored in the coming years with maintenance work like micro surfacing or a chip seal considered.

Assessments (For input only no formal action expected)

SEH is working to prepare the Feasibility Report for the 2024 Road Improvements project and would like council direction on assessment rates prior to finalizing the report. Previous projects have assessed 50% of the project to benefiting properties. Those projects involved new paved construction whereas the 2024 Road Improvement project will be a rehabilitation of existing paved streets. We would suggest the Council consider a lower assessment rate than 50% for this project. Previous practice has also been to split the assessments between a per parcel rate and a rate based on front footage. The table below shows assessment rates of 25% of the project costs and 33% of the project costs with the corresponding per parcel and front footage rates. The assessable amount is split evenly between the two assessment types (parcel and footage).

	Project Cost	Cost Assessed	Rates		Sample Assessments				
			Cost Per Foot	Cost Per Lot	Min	Average	Max	100' Frontage	500' Frontage
25%	\$4,400,000.00	\$1,100,000.00	\$2.40	\$620.00	\$716.00	\$1,232.00	\$7,812.80	\$860.00	\$1,820.00
33%	\$4,400,000.00	\$1,452,000.00	\$3.20	\$820.00	\$948.00	\$1,636.00	\$10,410.40	\$1,140.00	\$2,420.00

Resolution

The city has already authorized SEH to write a feasibility report for this project. However, the 429 process requires that the City pass a resolution ordering the preparation of the report.

Council Action

Approve the attached Resolution to authorize SEH to prepare a Feasibility Study for the 2024 Road Improvements.

Next Steps

The next step in the 429 process is to Receive the Feasibility Report and Call a Public Hearing. Following input from the City SEH will complete the feasibility report and would like to schedule a council meeting to

receive the report and call for the first public hearing. Conversations with City Staff and Council members has indicated that the this should occur at a special council meeting to provide the council with ample time to discuss and ask questions. We would propose that meeting occur at least two weeks from now to provide time to incorporate Council input into the report.

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SEH

0 625 1,250 Feet
1 inch = 1,250 feet

Project: EMILY 171857
Print Date: 10/9/2023

User Name: mstruermagel
Projection: Crow Wing - county coordinates - english
Source: Crow Wing County, Esri, SEH

- Treatment Method B (9.5 Miles)
- Treatment Method C (9.6 Miles)
- Treatment Method D (1.5 Miles)
- Not Applicable (2.3 Miles)
- X Road Rating

2024 Road Improvements

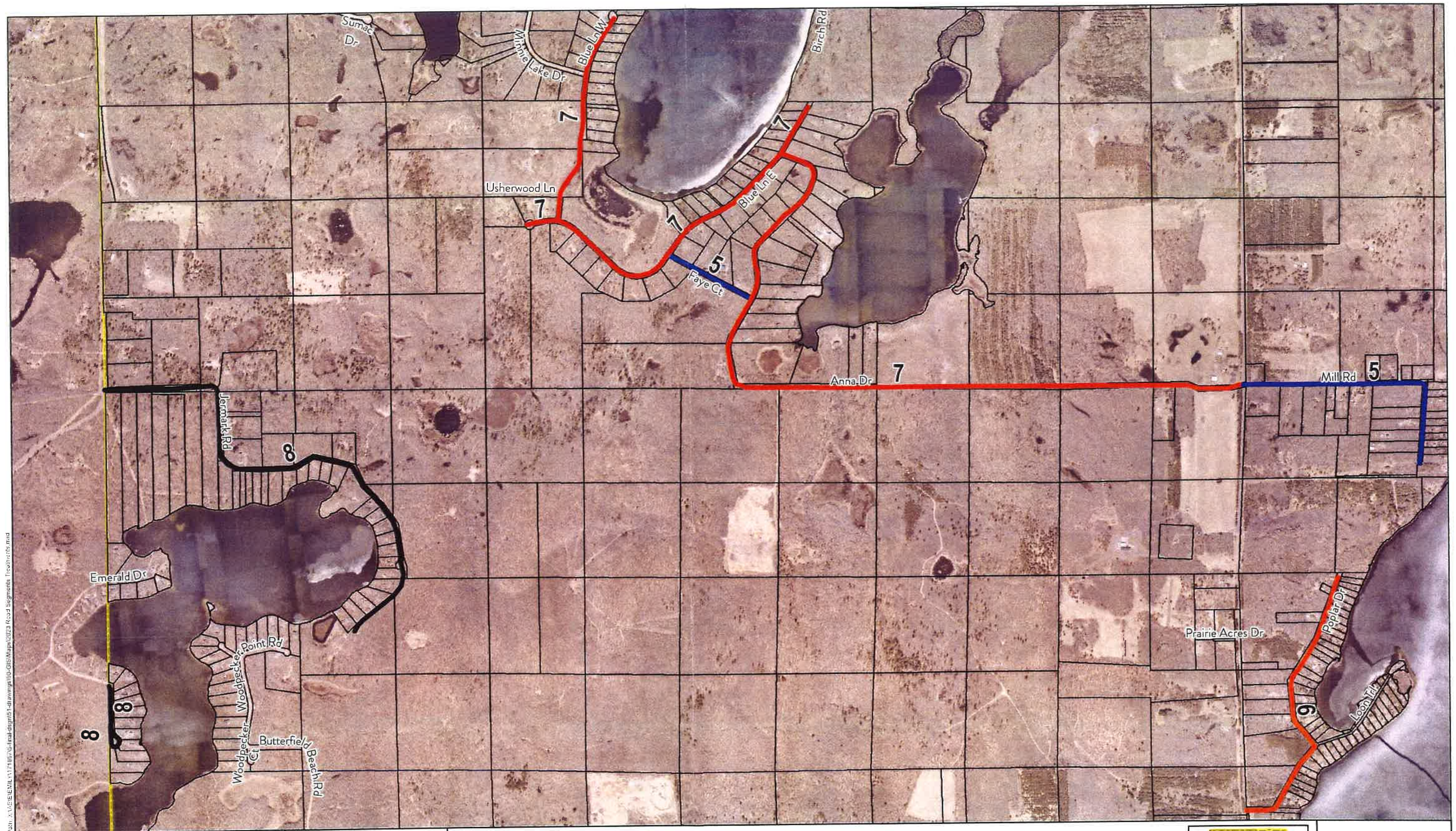
Assessment Figures

City of Emily, Minnesota




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4	5

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This map is neither a legally recorded map nor a survey map and is not intended to be used as one. This map is a compilation of records, information, and data gathered from various sources listed on this map and is to be used for reference purposes only. SEH does not warrant that the Geographic Information System (GIS) Data used to create this map are error-free, and SEH does not warrant that the GIS Data can be used for navigational, tracking, or any other purpose requiring exacting measurement of distance or direction or precision in the depiction of geographic features. The user of this map acknowledges that SEH shall not be liable for any damages which arise out of the user's access or use of data provided.







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Project: EMILY 171857
Print Date: 10/9/2023

User Name: mkleurmagal
Projection: Crow Wing - county coordinates - english
Source: Crow Wing County, ESRI, SEH

-  Treatment Method B (9.5 Miles)
-  Treatment Method C (9.6 Miles)
-  Treatment Method D (1.5 Miles)
-  Not Applicable (2.3 Miles)
- X** Road Rating

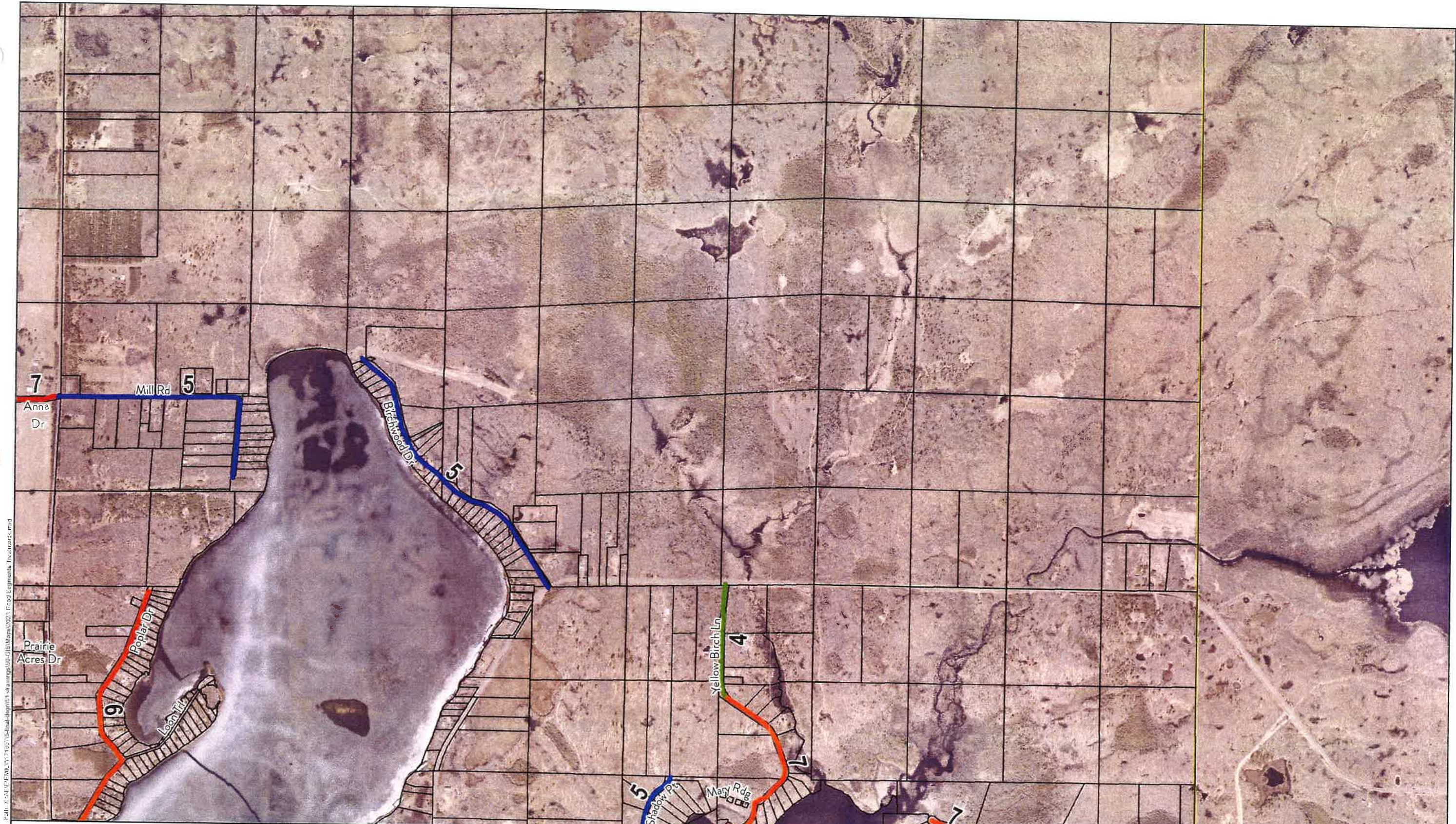
2024 Road Improvements

Assessment Figures




City of Emily, Minnesota

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Project: EMILY 171857
 Print Date: 10/9/2023
 User Name: msteuernagel
 Projection: Crow Wing - county coordinates - english
 Source: Crow Wing County, ESRI, SEH

- Treatment Method B (9.5 Miles)
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2024 Road Improvements

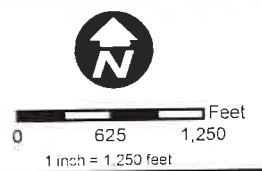
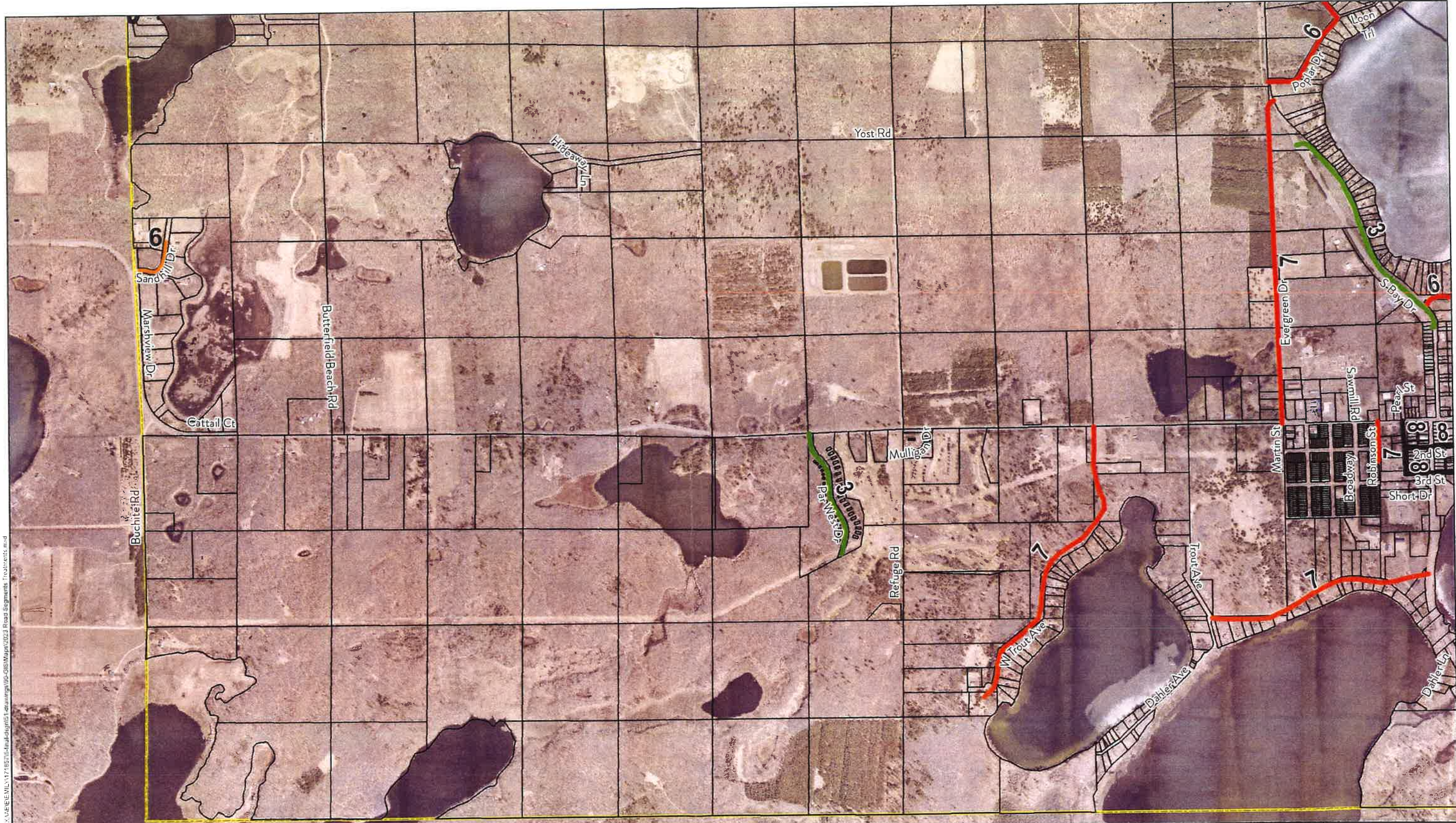
Assessment Figures

City of Emily, Minnesota






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Project: EMILY 171857
Print Date: 10/9/2023
User Name: mslauerengel
Projection: Crow Wing - county coordinates - english
Source: Crow Wing County, ESRI, SEH

-  Treatment Method B (9.5 Miles)
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-  Road Rating

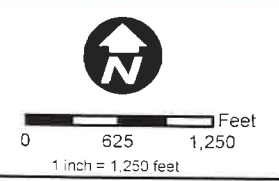
2024 Road Improvements Assessment Figures City of Emily, Minnesota

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Project: EMILY 171857
 Print Date: 10/9/2023
 User Name: mstapernagel
 Projection: Crow Wing - county coordinates - english
 Source: Crow Wing County, ESRI, SEH

- Treatment Method B (9.5 Miles)
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2024 Road Improvements Assessment Figures City of Emily, Minnesota

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Proposed 2024 Bonds & Special Assessments

City of Emily, November 14, 2023

1

Special Assessment - What and Why?

- What?
 - ✓ Charges imposed by a City Council against real property for a local improvement that benefits the property in question
 - Applied on to real estate, excludes personal property
 - Controlled by the Minnesota Constitution and Statutes, Chapter 429
- Why?
 - ✓ Finance improvements for parcels receiving a "special benefit"
 - ✓ Minimizes the demand on the property tax levy and debt limits



2

2

Considerations

- Property Classifications
 - ✓ New vs. Existing?
- Improvements Types
 - ✓ Streets? Water? Sanitary Sewer?
 - ✓ Reconstruction vs. Mill and Overlay?
- Methodology
 - ✓ By parcel? By unit? By front footage?
 - ✓ Caps or Limits?



3

General Obligation (G.O.) Improvement Bonds

- Authorized under Minnesota Statutes, Chapter 429
 - ✓ The process requires a four-fifth votes of the City Council
 - ✓ If the City assesses less than 20% of the project costs, any bonding must be authorized via referendum
 - If more than 20%, the City Council may authorize the bonds
- Bonds may only be issued after a project has been ordered
 - ✓ May be based on estimated or actual costs



4

G.O. Bond Considerations

- Timing: may occur within 18 months after payment or project is placed in service
 - ✓ No more than 3 years after actual payment
 - ✓ Requires a reimbursement resolution
- Term: cannot exceed the life of project
- Assessments:
 - ✓ Usually matches term of debt
 - ✓ Interest rate: typically, 2% over True Interest Cost of bonds



5

Sample Bond Scenarios: \$4.4M Project

Term	Assessment Amount	Est. Total Interest	Est. Annual Debt Service (Principal + Interest)	Est. Annual Tax Levy*	Est. Annual Tax Impact \$250,000
12 years	25%	\$1,918,128	\$537,500	\$412,300	\$318.82
12 Years	50%	\$1,918,128	\$537,500	\$259,000	\$201.02
15 years	25%	\$2,452,649	\$465,500	\$356,000	\$274.96
15 years	50%	\$2,452,649	\$465,500	\$222,500	\$171.62

*Annual Tax Levy = Debt Service - Special Assessment Revenue



6

Timeline

- City works with SEH to finalize project and complete assessment process
 - ✓ Consider developing a Special Assessment Policy
- City Council calls for sale of bonds
 - ✓ About 30 days for Ehlers to draft documents and complete process
 - ✓ Sale Day: Bids accepted at Ehlers and presented to City Council
 - ✓ Funds available approximately 3-weeks after the bond sale
- Special Assessment certified to the County in 2024
 - ✓ Special Assessment and debt service payments begin in 2025



7



8

Important Disclosures

Ehlers is the joint marketing name of the following affiliated businesses (collectively, the "Affiliates"): Ehlers & Associates, Inc. ("EA"), a municipal advisor registered with the Municipal Securities Rulemaking Board ("MSRB") and the Securities and Exchange Commission ("SEC"); Ehlers Investment Partners, LLC ("EIP"), an SEC registered investment adviser; and Bond Trust Services Corporation ("BTS"), a holder of a limited banking charter issued by the State of Minnesota.

Where an activity requires registration as a municipal advisor pursuant to Section 15B of the Exchange Act of 1934 (Financial Management Planning and Debt Issuance & Management), such activity is or will be performed by EA; where an activity requires registration as an investment adviser pursuant to the Investment Advisers Act of 1940 (Investments and Treasury Management), such activity is or will be performed by EIP; and where an activity requires licensing as a bank pursuant to applicable state law (paying agent services shown under Debt Issuance & Management), such activity is or will be performed by BTS. Activities not requiring registration may be performed by any Affiliate.

This communication does not constitute an offer or solicitation for the purchase or sale of any investment (including without limitation, any municipal financial product, municipal security, or other security) or agreement with respect to any investment strategy or program. This communication is offered without charge to clients, friends, and prospective clients of the Affiliates as a source of general information about the services Ehlers provides. This communication is neither advice nor a recommendation by any Affiliate to any person with respect to any municipal financial product, municipal security, or other security, as such terms are defined pursuant to Section 15B of the Exchange Act of 1934 and rules of the MSRB. This communication does not constitute investment advice by any Affiliate that purports to meet the objectives or needs of any person pursuant to the Investment Advisers Act of 1940 or applicable state law.



City of Emily, Minnesota
Estimated Tax Impact
November 9, 2023
12 Years - 25% Assessed

BOND ISSUANCE INFORMATION	
Bond Issue Amount	\$4,705,000
Number of Years	12
Average Interest Rate	5.20%
Estimated Bond Rating	S&P AA-
PROPERTY TAX INFORMATION	
Actual Net Tax Capacity - Payable 2022	\$3,036,853
Debt Levy @ 105% - Average	411,545
Estimated Tax Capacity Rate:	
Payable - 2022 Without Proposed Bonds	65.727%
Payable - 2022 With Proposed Bonds	79.279%
Estimated Tax Rate Increase	13.552%

TAX IMPACT ANALYSIS									Tax Increase is for Debt Service Only*		
Type of Property	Estimated Market Value	Market Value Exclusion	Taxable Market Value	Net Tax Capacity	Current City Tax	Proposed Tax Increase*	Proposed City Tax		Annual	Monthly	Daily
Residential Homestead	\$ 50,000	\$ 20,000	\$ 30,000	\$ 300	\$ 197.18	\$ 40.66	\$ 237.84		\$40.66	\$3.39	\$0.11
	75,000	30,000	45,000	450	295.77	60.98	356.75		60.98	5.08	0.17
	100,000	28,240	71,760	718	471.66	97.25	568.90		97.25	8.10	0.27
	125,000	25,990	99,010	990	650.76	134.18	784.94		134.18	11.18	0.37
	150,000	23,740	126,260	1,263	829.87	171.10	1,000.97		171.10	14.26	0.47
	175,000	21,490	153,510	1,535	1,008.98	208.03	1,217.01		208.03	17.34	0.57
	200,000	19,240	180,760	1,808	1,188.08	244.96	1,433.04		244.96	20.41	0.67
	225,000	16,990	208,010	2,080	1,367.19	281.89	1,649.08		281.89	23.49	0.77
	250,000	14,740	235,260	2,353	1,546.29	318.82	1,865.11		318.82	26.57	0.87
	300,000	10,240	289,760	2,898	1,904.51	392.67	2,297.18		392.67	32.72	1.08
	350,000	5,740	344,260	3,443	2,262.72	466.53	2,729.25		466.53	38.88	1.28
400,000	1,240	398,760	3,988	2,620.93	540.39	3,161.32		540.39	45.03	1.48	
450,000	-	450,000	4,500	2,957.72	609.83	3,567.54		609.83	50.82	1.67	
500,000	-	500,000	5,000	3,286.35	677.59	3,963.94		677.59	56.47	1.86	
Commercial/Industrial	\$ 100,000	\$ -	\$ 100,000	\$ 1,108	\$ 727.99	\$ 150.10	\$ 878.09		\$150.10	\$12.51	\$0.41
	200,000	-	200,000	2,400	1,577.32	325.21	1,902.53		\$325.21	\$27.10	\$0.87
	300,000	-	300,000	3,877	2,547.97	525.35	3,073.32		\$525.35	\$43.78	\$1.44
	400,000	-	400,000	5,353	3,518.63	725.48	4,244.11		\$725.48	\$60.46	\$1.99
	500,000	-	500,000	6,830	4,489.29	925.61	5,414.89		925.61	77.13	2.54
1,000,000	-	1,000,000	14,214	9,342.57	1,926.27	11,268.83		1,926.27	160.52	5.28	
Apartments (4 or more units)	\$ 200,000	\$ -	\$ 200,000	\$ 2,500	\$ 1,643.18	\$ 338.79	\$ 1,981.97		\$338.79	\$28.23	\$0.93
	300,000	-	300,000	3,750	2,464.76	508.19	2,972.95		508.19	42.35	1.39
	500,000	-	500,000	6,250	4,107.94	846.98	4,954.92		846.98	70.58	2.32
Agricultural Homestead **	\$ 150,000	\$ 23,740	\$ 126,260	\$ 1,263	\$ 829.87	\$ 171.10	\$ 1,000.97		\$171.10	\$14.26	\$0.47
	400,000	23,740	376,260	2,513	1,651.46	340.50	1,991.96		340.50	28.38	0.93
	500,000	23,740	476,260	3,013	1,980.09	408.26	2,388.35		408.26	34.02	1.12
	600,000	23,740	576,260	3,513	2,308.73	476.02	2,784.74		476.02	39.67	1.30
	800,000	23,740	776,260	4,513	2,966.00	611.53	3,577.53		611.53	50.96	1.68
1,000,000	23,740	976,260	5,513	3,623.27	747.05	4,370.32		747.05	62.25	2.05	
Agricultural Non-Homestead (dollars per acre)	\$ 1,500	\$ -	\$ 1,500	\$ 15	\$ 9.86	\$ 2.03	\$ 11.89		\$2.03	\$0.17	\$0.01
	2,000	-	2,000	20	13.15	2.71	15.86		2.71	0.23	0.01
	2,500	-	2,500	25	16.43	3.39	19.82		3.39	0.28	0.01
Seasonal/Recreation Residential	\$ 100,000	\$ -	\$ 100,000	\$ 1,000	\$ 657.27	\$ 135.52	\$ 792.79		\$135.52	\$11.29	\$0.37
	250,000	-	250,000	2,500	1,643.18	338.79	1,981.97		338.79	28.23	0.93
	400,000	-	400,000	4,000	2,629.08	542.07	3,171.15		542.07	45.17	1.49
	500,000	-	500,000	5,000	3,286.35	677.59	3,963.94		677.59	56.47	1.86
	750,000	-	750,000	8,125	5,340.32	1,101.08	6,441.39		1,101.08	91.76	3.02

* The figures in the table are based on taxes for new bonded debt only, and do not include tax levies for other purposes. Tax increases shown above are gross increases, not including the impact of the state Property Tax Refund ("Circuit Breaker") program. Many owners of homestead property will qualify for a refund, based on their income and total property taxes. This will decrease the net tax effect of the bond issue for many property owners.

** For agricultural homestead property, a value of \$150,000 was assumed for the house, garage and one acre.

City of Emily, Minnesota

\$4,705,000 General Obligation Improvement Bonds, Series 2024A
Assumes Market BQ AA- Rates plus 125bps
25% Assessed - 12 Years

Sources & Uses

Dated 05/01/2024 | Delivered 05/01/2024

Sources Of Funds

Par Amount of Bonds	\$4,705,000.00
Total Sources	\$4,705,000.00

Uses Of Funds

Total Underwriter's Discount (1.200%)	56,460.00
Costs of Issuance	64,000.00
Deposit to Capitalized Interest (CIF) Fund	181,890.00
Deposit to Project Construction Fund	4,400,000.00
Rounding Amount	2,650.00
Total Uses	\$4,705,000.00

City of Emily, Minnesota

\$4,705,000 General Obligation Improvement Bonds, Series 2024A

Assumes Market BQ AA- Rates plus 125bps

25% Assessed - 12 Years

Net Debt Service Schedule

Date	Principal	Coupon	Interest	Total P+I	CIF	Net New D/S	Fiscal Total
05/01/2024	-	-	-	-	-	-	-
02/01/2025	-	-	181,890.00	181,890.00	(181,890.00)	-	-
08/01/2025	-	-	121,260.00	121,260.00	-	121,260.00	-
02/01/2026	295,000.00	5.150%	121,260.00	416,260.00	-	416,260.00	537,520.00
08/01/2026	-	-	113,663.75	113,663.75	-	113,663.75	-
02/01/2027	310,000.00	5.150%	113,663.75	423,663.75	-	423,663.75	537,327.50
08/01/2027	-	-	105,681.25	105,681.25	-	105,681.25	-
02/01/2028	325,000.00	5.050%	105,681.25	430,681.25	-	430,681.25	536,362.50
08/01/2028	-	-	97,475.00	97,475.00	-	97,475.00	-
02/01/2029	340,000.00	5.000%	97,475.00	437,475.00	-	437,475.00	534,950.00
08/01/2029	-	-	88,975.00	88,975.00	-	88,975.00	-
02/01/2030	360,000.00	5.000%	88,975.00	448,975.00	-	448,975.00	537,950.00
08/01/2030	-	-	79,975.00	79,975.00	-	79,975.00	-
02/01/2031	375,000.00	5.000%	79,975.00	454,975.00	-	454,975.00	534,950.00
08/01/2031	-	-	70,600.00	70,600.00	-	70,600.00	-
02/01/2032	395,000.00	5.050%	70,600.00	465,600.00	-	465,600.00	536,200.00
08/01/2032	-	-	60,626.25	60,626.25	-	60,626.25	-
02/01/2033	415,000.00	5.050%	60,626.25	475,626.25	-	475,626.25	536,252.50
08/01/2033	-	-	50,147.50	50,147.50	-	50,147.50	-
02/01/2034	435,000.00	5.150%	50,147.50	485,147.50	-	485,147.50	535,295.00
08/01/2034	-	-	38,946.25	38,946.25	-	38,946.25	-
02/01/2035	460,000.00	5.250%	38,946.25	498,946.25	-	498,946.25	537,892.50
08/01/2035	-	-	26,871.25	26,871.25	-	26,871.25	-
02/01/2036	485,000.00	5.350%	26,871.25	511,871.25	-	511,871.25	538,742.50
08/01/2036	-	-	13,897.50	13,897.50	-	13,897.50	-
02/01/2037	510,000.00	5.450%	13,897.50	523,897.50	-	523,897.50	537,795.00
Total	\$4,705,000.00	-	\$1,918,127.50	\$6,623,127.50	(181,890.00)	\$6,441,237.50	-

Significant Dates

Dated	5/01/2024
First Coupon Date	2/01/2025

Yield Statistics

Bond Year Dollars	\$36,883.75
Average Life	7.839 Years
Average Coupon	5.2004677%
Net Interest Cost (NIC)	5.3535432%
True Interest Cost (TIC)	5.3827327%
Bond Yield for Arbitrage Purposes	5.1871729%
All Inclusive Cost (AIC)	5.6084597%

IRS Form 8038

Net Interest Cost	5.2004677%
Weighted Average Maturity	7.839 Years

City of Emily, Minnesota

\$4,705,000 General Obligation Improvement Bonds, Series 2024A

Assumes Market BQ AA- Rates plus 125bps

25% Assessed - 12 Years

Debt Service Schedule

Date	Principal	Coupon	Interest	Total P+I	CIF	Net New D/S	105% of Total	Assessments	Levy/(Surplus)
02/01/2025	-	-	181,890.00	181,890.00	(181,890.00)	-	-	-	-
02/01/2026	295,000.00	5.150%	242,520.00	537,520.00	-	537,520.00	564,396.00	152,063.05	412,332.95
02/01/2027	310,000.00	5.150%	227,327.50	537,327.50	-	537,327.50	564,193.88	152,063.04	412,130.84
02/01/2028	325,000.00	5.050%	211,362.50	536,362.50	-	536,362.50	563,180.63	152,063.05	411,117.58
02/01/2029	340,000.00	5.000%	194,950.00	534,950.00	-	534,950.00	561,697.50	152,063.05	409,634.45
02/01/2030	360,000.00	5.000%	177,950.00	537,950.00	-	537,950.00	564,847.50	152,063.05	412,784.45
02/01/2031	375,000.00	5.000%	159,950.00	534,950.00	-	534,950.00	561,697.50	152,063.05	409,634.45
02/01/2032	395,000.00	5.050%	141,200.00	536,200.00	-	536,200.00	563,010.00	152,063.04	410,946.96
02/01/2033	415,000.00	5.050%	121,252.50	536,252.50	-	536,252.50	563,065.13	152,063.05	411,002.08
02/01/2034	435,000.00	5.150%	100,295.00	535,295.00	-	535,295.00	562,059.75	152,063.05	409,996.70
02/01/2035	460,000.00	5.250%	77,892.50	537,892.50	-	537,892.50	564,787.13	152,063.06	412,724.07
02/01/2036	485,000.00	5.350%	53,742.50	538,742.50	-	538,742.50	565,679.63	152,063.06	413,616.57
02/01/2037	510,000.00	5.450%	27,795.00	537,795.00	-	537,795.00	564,684.75	152,063.06	412,621.69
Total	\$4,705,000.00	-	\$1,918,127.50	\$6,623,127.50	(181,890.00)	\$6,441,237.50	\$6,763,299.38	\$1,824,756.61	\$4,938,542.77

Significant Dates

Dated	5/01/2024
First Coupon Date	2/01/2025

Yield Statistics

Bond Year Dollars	\$36,883.75
Average Life	7.839 Years
Average Coupon	5.2004677%
Net Interest Cost (NIC)	5.3535432%
True Interest Cost (TIC)	5.3827327%
Bond Yield for Arbitrage Purposes	5.1871729%
All Inclusive Cost (AIC)	5.6084597%

Series 2024A GO Imp Bonds | SINGLE PURPOSE | 11/1/2023 | 9:11 AM



City of Emily, Minnesota

\$1,176,250 General Obligation Improvement Bonds, Series 2024A

Assessments - 25% - 12 Years

2.0% over TIC, Equal P&I

Assessments

Date	Principal	Coupon	Interest	Total P+I
12/31/2025	63,844.30	7.500%	88,218.75	152,063.05
12/31/2026	68,632.62	7.500%	83,430.42	152,063.04
12/31/2027	73,780.07	7.500%	78,282.98	152,063.05
12/31/2028	79,313.57	7.500%	72,749.48	152,063.05
12/31/2029	85,262.09	7.500%	66,800.96	152,063.05
12/31/2030	91,656.75	7.500%	60,406.30	152,063.05
12/31/2031	98,531.00	7.500%	53,532.04	152,063.04
12/31/2032	105,920.83	7.500%	46,142.22	152,063.05
12/31/2033	113,864.89	7.500%	38,198.16	152,063.05
12/31/2034	122,404.76	7.500%	29,658.30	152,063.06
12/31/2035	131,585.12	7.500%	20,477.94	152,063.06
12/31/2036	141,454.00	7.500%	10,609.06	152,063.06
Total	\$1,176,250.00	-	\$648,506.61	\$1,824,756.61

Significant Dates

Filing Date	1/01/2025
First Payment Date	12/31/2025

City of Emily, Minnesota
Estimated Tax Impact
 November 9, 2023
 12 Years - 50% Assessed

BOND ISSUANCE INFORMATION	
Bond Issue Amount	\$4,705,000
Number of Years	12
Average Interest Rate	5.20%
Estimated Bond Rating	S&P AA-
PROPERTY TAX INFORMATION	
Actual Net Tax Capacity - Payable 2022	\$3,036,853
Debt Levy @ 105% - Average	259,482
Estimated Tax Capacity Rate:	
Payable - 2022 Without Proposed Bonds	65.727%
Payable - 2022 With Proposed Bonds	74.271%
Estimated Tax Rate Increase	8.544%

TAX IMPACT ANALYSIS								Tax Increase is for Debt Service Only*		
Type of Property	Estimated Market Value	Market Value Exclusion	Taxable Market Value	Net Tax Capacity	Current City Tax	Proposed Tax Increase*	Proposed City Tax	Annual	Monthly	Daily
Residential Homestead	\$ 50,000	\$ 20,000	\$ 30,000	\$ 300	\$ 197.18	\$ 25.63	\$ 222.81	\$25.63	\$2.14	\$0.07
	75,000	30,000	45,000	450	295.77	38.45	334.22	38.45	3.20	0.11
	100,000	28,240	71,760	718	471.66	61.31	532.97	61.31	5.11	0.17
	125,000	25,990	99,010	990	650.76	84.60	735.36	84.60	7.05	0.23
	150,000	23,740	126,260	1,263	829.87	107.88	937.75	107.88	8.99	0.30
	175,000	21,490	153,510	1,535	1,008.98	131.17	1,140.14	131.17	10.93	0.36
	200,000	19,240	180,760	1,808	1,188.08	154.45	1,342.53	154.45	12.87	0.42
	225,000	16,990	208,010	2,080	1,367.19	177.73	1,544.92	177.73	14.81	0.49
	250,000	14,740	235,260	2,353	1,546.29	201.02	1,747.31	201.02	16.75	0.55
	300,000	10,240	289,760	2,898	1,904.51	247.58	2,152.09	247.58	20.63	0.68
	350,000	5,740	344,260	3,443	2,262.72	294.15	2,556.87	294.15	24.51	0.81
	400,000	1,240	398,760	3,988	2,620.93	340.72	2,961.65	340.72	28.39	0.93
450,000	-	450,000	4,500	2,957.72	384.50	3,342.21	384.50	32.04	1.05	
500,000	-	500,000	5,000	3,286.35	427.22	3,713.57	427.22	35.60	1.17	
Commercial/Industrial	\$ 100,000	\$ -	\$ 100,000	\$ 1,108	\$ 727.99	\$ 94.64	\$ 822.63	\$94.64	\$7.89	\$0.26
	200,000	-	200,000	2,400	1,577.32	205.05	1,782.37	\$205.05	\$17.09	\$0.56
	300,000	-	300,000	3,877	2,547.97	331.23	2,879.21	\$331.23	\$27.60	\$0.91
	400,000	-	400,000	5,353	3,518.63	457.42	3,976.05	\$457.42	\$38.12	\$1.25
	500,000	-	500,000	6,830	4,489.29	583.60	5,072.89	583.60	48.63	1.60
	1,000,000	-	1,000,000	14,214	9,342.57	1,214.52	10,557.09	1,214.52	101.21	3.33
Apartments (4 or more units)	\$ 200,000	\$ -	\$ 200,000	\$ 2,500	\$ 1,643.18	\$ 213.61	\$ 1,856.79	\$213.61	\$17.80	\$0.59
	300,000	-	300,000	3,750	2,464.76	320.42	2,785.18	320.42	26.70	0.88
	500,000	-	500,000	6,250	4,107.94	534.03	4,641.97	534.03	44.50	1.46
Agricultural Homestead **	\$ 150,000	\$ 23,740	\$ 126,260	\$ 1,263	\$ 829.87	\$ 107.88	\$ 937.75	\$107.88	\$8.99	\$0.30
	400,000	23,740	376,260	2,513	1,651.46	214.69	1,866.14	214.69	17.89	0.59
	500,000	23,740	476,260	3,013	1,980.09	257.41	2,237.50	257.41	21.45	0.71
	600,000	23,740	576,260	3,513	2,308.73	300.13	2,608.86	300.13	25.01	0.82
	800,000	23,740	776,260	4,513	2,966.00	385.58	3,351.57	385.58	32.13	1.06
Agricultural Non-Homestead (dollars per acre)	\$ 1,500	\$ -	\$ 1,500	\$ 15	\$ 9.86	\$ 1.28	\$ 11.14	\$1.28	\$0.11	\$0.00
	2,000	-	2,000	20	13.15	1.71	14.85	1.71	0.14	0.00
	2,500	-	2,500	25	16.43	2.14	18.57	2.14	0.18	0.01
Seasonal/Recreation Residential	\$ 100,000	\$ -	\$ 100,000	\$ 1,000	\$ 657.27	\$ 85.44	\$ 742.71	\$85.44	\$7.12	\$0.23
	250,000	-	250,000	2,500	1,643.18	213.61	1,856.79	213.61	17.80	0.59
	400,000	-	400,000	4,000	2,629.08	341.78	2,970.86	341.78	28.48	0.94
	500,000	-	500,000	5,000	3,286.35	427.22	3,713.57	427.22	35.60	1.17
	750,000	-	750,000	8,125	5,340.32	694.24	6,034.55	694.24	57.85	1.90

* The figures in the table are based on taxes for new bonded debt only, and do not include tax levies for other purposes. Tax increases shown above are gross increases, not including the impact of the state Property Tax Refund ("Circuit Breaker") program. Many owners of homestead property will qualify for a refund, based on their income and total property taxes. This will decrease the net tax effect of the bond issue for many property owners.

** For agricultural homestead property, a value of \$150,000 was assumed for the house, garage and one acre.

City of Emily, Minnesota

\$4,705,000 General Obligation Improvement Bonds, Series 2024A

Assumes Market BQ AA- Rates plus 125bps

50% Assessed - 12 Years

Sources & Uses

Dated 05/01/2024 | Delivered 05/01/2024

Sources Of Funds

Par Amount of Bonds	\$4,705,000.00
Total Sources	\$4,705,000.00

Uses Of Funds

Total Underwriter's Discount (1.200%)	56,460.00
Costs of Issuance	64,000.00
Deposit to Capitalized Interest (CIF) Fund	181,890.00
Deposit to Project Construction Fund	4,400,000.00
Rounding Amount	2,650.00
Total Uses	\$4,705,000.00

City of Emily, Minnesota

\$4,705,000 General Obligation Improvement Bonds, Series 2024A

Assumes Market BQ AA- Rates plus 125bps

50% Assessed - 12 Years

Net Debt Service Schedule

Date	Principal	Coupon	Interest	Total P+I	CIF	Net New D/S	Fiscal Total
05/01/2024	-	-	-	-	-	-	-
02/01/2025	-	-	181,890.00	181,890.00	(181,890.00)	-	-
08/01/2025	-	-	121,260.00	121,260.00	-	121,260.00	-
02/01/2026	295,000.00	5.150%	121,260.00	416,260.00	-	416,260.00	537,520.00
08/01/2026	-	-	113,663.75	113,663.75	-	113,663.75	-
02/01/2027	310,000.00	5.150%	113,663.75	423,663.75	-	423,663.75	537,327.50
08/01/2027	-	-	105,681.25	105,681.25	-	105,681.25	-
02/01/2028	325,000.00	5.050%	105,681.25	430,681.25	-	430,681.25	536,362.50
08/01/2028	-	-	97,475.00	97,475.00	-	97,475.00	-
02/01/2029	340,000.00	5.000%	97,475.00	437,475.00	-	437,475.00	534,950.00
08/01/2029	-	-	88,975.00	88,975.00	-	88,975.00	-
02/01/2030	360,000.00	5.000%	88,975.00	448,975.00	-	448,975.00	537,950.00
08/01/2030	-	-	79,975.00	79,975.00	-	79,975.00	-
02/01/2031	375,000.00	5.000%	79,975.00	454,975.00	-	454,975.00	534,950.00
08/01/2031	-	-	70,600.00	70,600.00	-	70,600.00	-
02/01/2032	395,000.00	5.050%	70,600.00	465,600.00	-	465,600.00	536,200.00
08/01/2032	-	-	60,626.25	60,626.25	-	60,626.25	-
02/01/2033	415,000.00	5.050%	60,626.25	475,626.25	-	475,626.25	536,252.50
08/01/2033	-	-	50,147.50	50,147.50	-	50,147.50	-
02/01/2034	435,000.00	5.150%	50,147.50	485,147.50	-	485,147.50	535,295.00
08/01/2034	-	-	38,946.25	38,946.25	-	38,946.25	-
02/01/2035	460,000.00	5.250%	38,946.25	498,946.25	-	498,946.25	537,892.50
08/01/2035	-	-	26,871.25	26,871.25	-	26,871.25	-
02/01/2036	485,000.00	5.350%	26,871.25	511,871.25	-	511,871.25	538,742.50
08/01/2036	-	-	13,897.50	13,897.50	-	13,897.50	-
02/01/2037	510,000.00	5.450%	13,897.50	523,897.50	-	523,897.50	537,795.00
Total	\$4,705,000.00	-	\$1,918,127.50	\$6,623,127.50	(181,890.00)	\$6,441,237.50	-

Significant Dates

Dated	5/01/2024
First Coupon Date	2/01/2025

Yield Statistics

Bond Year Dollars	\$36,883.75
Average Life	7.839 Years
Average Coupon	5.2004677%
Net Interest Cost (NIC)	5.3535432%
True Interest Cost (TIC)	5.3827327%
Bond Yield for Arbitrage Purposes	5.1871729%
All Inclusive Cost (AIC)	5.6084597%

IRS Form 8038

Net Interest Cost	5.2004677%
Weighted Average Maturity	7.839 Years

City of Emily, Minnesota

\$4,705,000 General Obligation Improvement Bonds, Series 2024A

Assumes Market BQ AA- Rates plus 125bps

50% Assessed - 12 Years

Debt Service Schedule

Date	Principal	Coupon	Interest	Total P+I	CIF	Net New D/S	105% of Total	Assessments	Levy/(Surplus)
02/01/2025	-	-	181,890.00	181,890.00	(181,890.00)	-	-	-	-
02/01/2026	295,000.00	5.150%	242,520.00	537,520.00	-	537,520.00	564,396.00	304,126.10	260,269.90
02/01/2027	310,000.00	5.150%	227,327.50	537,327.50	-	537,327.50	564,193.88	304,126.10	260,067.78
02/01/2028	325,000.00	5.050%	211,362.50	536,362.50	-	536,362.50	563,180.63	304,126.10	259,054.53
02/01/2029	340,000.00	5.000%	194,950.00	534,950.00	-	534,950.00	561,697.50	304,126.11	257,571.39
02/01/2030	360,000.00	5.000%	177,950.00	537,950.00	-	537,950.00	564,847.50	304,126.10	260,721.40
02/01/2031	375,000.00	5.000%	159,950.00	534,950.00	-	534,950.00	561,697.50	304,126.09	257,571.41
02/01/2032	395,000.00	5.050%	141,200.00	536,200.00	-	536,200.00	563,010.00	304,126.11	258,883.89
02/01/2033	415,000.00	5.050%	121,252.50	536,252.50	-	536,252.50	563,065.13	304,126.10	258,939.03
02/01/2034	435,000.00	5.150%	100,295.00	535,295.00	-	535,295.00	562,059.75	304,126.10	257,933.65
02/01/2035	460,000.00	5.250%	77,892.50	537,892.50	-	537,892.50	564,787.13	304,126.10	260,661.03
02/01/2036	485,000.00	5.350%	53,742.50	538,742.50	-	538,742.50	565,679.63	304,126.09	261,553.54
02/01/2037	510,000.00	5.450%	27,795.00	537,795.00	-	537,795.00	564,684.75	304,126.10	260,558.65
Total	\$4,705,000.00		\$1,918,127.50	\$6,623,127.50	(181,890.00)	\$6,441,237.50	\$6,763,299.38	\$3,649,513.20	\$3,113,786.18

Significant Dates

Dated	5/01/2024
First Coupon Date	2/01/2025

Yield Statistics

Bond Year Dollars	\$36,883.75
Average Life	7.839 Years
Average Coupon	5.2004677%
Net Interest Cost (NIC)	5.3535432%
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Bond Yield for Arbitrage Purposes	5.1871729%
All Inclusive Cost (AIC)	5.6084597%

City of Emily, Minnesota

\$2,352,500 General Obligation Improvement Bonds, Series 2024A

Assessments - 50% - 12 Years

2.0% over TIC, Equal P&I

Assessments

Date	Principal	Coupon	Interest	Total P+I
12/31/2025	127,688.60	7.500%	176,437.50	304,126.10
12/31/2026	137,265.24	7.500%	166,860.86	304,126.10
12/31/2027	147,560.14	7.500%	156,565.96	304,126.10
12/31/2028	158,627.15	7.500%	145,498.96	304,126.11
12/31/2029	170,524.18	7.500%	133,601.92	304,126.10
12/31/2030	183,313.49	7.500%	120,812.60	304,126.09
12/31/2031	197,062.01	7.500%	107,064.10	304,126.11
12/31/2032	211,841.66	7.500%	92,284.44	304,126.10
12/31/2033	227,729.78	7.500%	76,396.32	304,126.10
12/31/2034	244,809.52	7.500%	59,316.58	304,126.10
12/31/2035	263,170.23	7.500%	40,955.86	304,126.09
12/31/2036	282,908.00	7.500%	21,218.10	304,126.10
Total	\$2,352,500.00	-	\$1,297,013.20	\$3,649,513.20

Significant Dates

Filing Date	1/01/2025
First Payment Date	12/31/2025

City of Emily, Minnesota

Estimated Tax Impact

November 9, 2023

15 Years - 25% Assessed

BOND ISSUANCE INFORMATION	
Bond Issue Amount	\$4,710,000
Number of Years	15
Average Interest Rate	5.38%
Estimated Bond Rating	S&P AA-
PROPERTY TAX INFORMATION	
Actual Net Tax Capacity - Payable 2022	\$3,036,853
Debt Levy @ 105% - Average	354,928
Estimated Tax Capacity Rate:	
Payable - 2022 Without Proposed Bonds	65.727%
Payable - 2022 With Proposed Bonds	77.414%
Estimated Tax Rate Increase	11.687%

TAX IMPACT ANALYSIS									Tax Increase is for Debt Service Only*		
Type of Property	Estimated Market Value	Market Value Exclusion	Taxable Market Value	Net Tax Capacity	Current City Tax	Proposed Tax Increase*	Proposed City Tax		Annual	Monthly	Daily
Residential Homestead	\$ 50,000	\$ 20,000	\$ 30,000	\$ 300	\$ 197.18	\$ 35.06	\$ 232.24		\$35.06	\$2.92	\$0.10
	75,000	30,000	45,000	450	295.77	52.59	348.36		52.59	4.38	0.14
	100,000	28,240	71,760	718	471.66	83.87	555.53		83.87	6.99	0.23
	125,000	25,990	99,010	990	650.76	115.72	766.48		115.72	9.64	0.32
	150,000	23,740	126,260	1,263	829.87	147.56	977.43		147.56	12.30	0.40
	175,000	21,490	153,510	1,535	1,008.98	179.41	1,188.39		179.41	14.95	0.49
	200,000	19,240	180,760	1,808	1,188.08	211.26	1,399.34		211.26	17.61	0.58
	225,000	16,990	208,010	2,080	1,367.19	243.11	1,610.30		243.11	20.26	0.67
	250,000	14,740	235,260	2,353	1,546.29	274.96	1,821.25		274.96	22.91	0.75
	300,000	10,240	289,760	2,898	1,904.51	338.65	2,243.16		338.65	28.22	0.93
	350,000	5,740	344,260	3,443	2,262.72	402.35	2,665.07		402.35	33.53	1.10
400,000	1,240	398,760	3,988	2,620.93	466.05	3,086.98		466.05	38.84	1.28	
450,000	-	450,000	4,500	2,957.72	525.93	3,483.65		525.93	43.83	1.44	
500,000	-	500,000	5,000	3,286.35	584.37	3,870.72		584.37	48.70	1.60	
Commercial/Industrial	\$ 100,000	\$ -	\$ 100,000	\$ 1,108	\$ 727.99	\$ 129.45	\$ 857.44		\$129.45	\$10.79	\$0.36
	200,000	-	200,000	2,400	1,577.32	280.47	1,857.79		\$280.47	\$23.37	\$0.77
	300,000	-	300,000	3,877	2,547.97	453.07	3,001.05		\$453.07	\$37.76	\$1.24
	400,000	-	400,000	5,353	3,518.63	625.67	4,144.30		\$625.67	\$52.14	\$1.71
	500,000	-	500,000	6,830	4,489.29	798.27	5,287.56		798.27	66.52	2.19
	1,000,000	-	1,000,000	14,214	9,342.57	1,661.26	11,003.83		1,661.26	138.44	4.55
Apartments (4 or more units)	\$ 200,000	\$ -	\$ 200,000	\$ 2,500	\$ 1,643.18	\$ 292.18	\$ 1,935.36		\$292.18	\$24.35	\$0.80
	300,000	-	300,000	3,750	2,464.76	438.28	2,903.04		438.28	36.52	1.20
	500,000	-	500,000	6,250	4,107.94	730.46	4,838.40		730.46	60.87	2.00
Agricultural Homestead**	\$ 150,000	\$ 23,740	\$ 126,260	\$ 1,263	\$ 829.87	\$ 147.56	\$ 977.43		\$147.56	\$12.30	\$0.40
	400,000	23,740	376,260	2,513	1,651.46	293.66	1,945.11		293.66	24.47	0.80
	500,000	23,740	476,260	3,013	1,980.09	352.09	2,332.19		352.09	29.34	0.96
	600,000	23,740	576,260	3,513	2,308.73	410.53	2,719.26		410.53	34.21	1.12
	800,000	23,740	776,260	4,513	2,966.00	527.40	3,493.40		527.40	43.95	1.44
1,000,000	23,740	976,260	5,513	3,623.27	644.28	4,267.54		644.28	53.69	1.77	
Agricultural Non-Homestead (dollars per acre)	\$ 1,500	\$ -	\$ 1,500	\$ 15	\$ 9.86	\$ 1.75	\$ 11.61		\$1.75	\$0.15	\$0.00
	2,000	-	2,000	20	13.15	2.34	15.48		2.34	0.19	0.01
	2,500	-	2,500	25	16.43	2.92	19.35		2.92	0.24	0.01
Seasonal/Recreation Residential	\$ 100,000	\$ -	\$ 100,000	\$ 1,000	\$ 657.27	\$ 116.87	\$ 774.14		\$116.87	\$9.74	\$0.32
	250,000	-	250,000	2,500	1,643.18	292.18	1,935.36		292.18	24.35	0.80
	400,000	-	400,000	4,000	2,629.08	467.49	3,096.57		467.49	38.96	1.28
	500,000	-	500,000	5,000	3,286.35	584.37	3,870.72		584.37	48.70	1.60
750,000	-	750,000	8,125	5,340.32	949.60	6,289.92		949.60	79.13	2.60	

* The figures in the table are based on taxes for new bonded debt only, and do not include tax levies for other purposes. Tax increases shown above are gross increases, not including the impact of the state Property Tax Refund ("Circuit Breaker") program. Many owners of homestead property will qualify for a refund, based on their income and total property taxes. This will decrease the net tax effect of the bond issue for many property owners.

** For agricultural homestead property, a value of \$150,000 was assumed for the house, garage and one acre.

City of Emily, Minnesota

\$4,710,000 General Obligation Improvement Bonds, Series 2024A
Assumes Market BQ AA- Rates plus 125bps
25% Assessed - 15 Years

Sources & Uses

Dated 05/01/2024 | Delivered 05/01/2024

Sources Of Funds

Par Amount of Bonds	\$4,710,000.00
Total Sources	\$4,710,000.00

Uses Of Funds

Total Underwriter's Discount (1.200%)	56,520.00
Costs of Issuance	64,000.00
Deposit to Capitalized Interest (CIF) Fund	186,596.25
Deposit to Project Construction Fund	4,400,000.00
Rounding Amount	2,883.75
Total Uses	\$4,710,000.00

City of Emily, Minnesota

\$4,710,000 General Obligation Improvement Bonds, Series 2024A

Assumes Market BQ AA- Rates plus 125bps

25% Assessed - 15 Years

Net Debt Service Schedule

Date	Principal	Coupon	Interest	Total P+I	CIF	Net New D/S	Fiscal Total
05/01/2024	-	-	-	-	-	-	-
02/01/2025	-	-	186,596.25	186,596.25	(186,596.25)	-	-
08/01/2025	-	-	124,397.50	124,397.50	-	124,397.50	-
02/01/2026	215,000.00	5.150%	124,397.50	339,397.50	-	339,397.50	463,795.00
08/01/2026	-	-	118,861.25	118,861.25	-	118,861.25	-
02/01/2027	230,000.00	5.150%	118,861.25	348,861.25	-	348,861.25	467,722.50
08/01/2027	-	-	112,938.75	112,938.75	-	112,938.75	-
02/01/2028	240,000.00	5.050%	112,938.75	352,938.75	-	352,938.75	465,877.50
08/01/2028	-	-	106,878.75	106,878.75	-	106,878.75	-
02/01/2029	250,000.00	5.000%	106,878.75	356,878.75	-	356,878.75	463,757.50
08/01/2029	-	-	100,628.75	100,628.75	-	100,628.75	-
02/01/2030	265,000.00	5.000%	100,628.75	365,628.75	-	365,628.75	466,257.50
08/01/2030	-	-	94,003.75	94,003.75	-	94,003.75	-
02/01/2031	275,000.00	5.000%	94,003.75	369,003.75	-	369,003.75	463,007.50
08/01/2031	-	-	87,128.75	87,128.75	-	87,128.75	-
02/01/2032	290,000.00	5.050%	87,128.75	377,128.75	-	377,128.75	464,257.50
08/01/2032	-	-	79,806.25	79,806.25	-	79,806.25	-
02/01/2033	305,000.00	5.050%	79,806.25	384,806.25	-	384,806.25	464,612.50
08/01/2033	-	-	72,105.00	72,105.00	-	72,105.00	-
02/01/2034	320,000.00	5.150%	72,105.00	392,105.00	-	392,105.00	464,210.00
08/01/2034	-	-	63,865.00	63,865.00	-	63,865.00	-
02/01/2035	340,000.00	5.250%	63,865.00	403,865.00	-	403,865.00	467,730.00
08/01/2035	-	-	54,940.00	54,940.00	-	54,940.00	-
02/01/2036	355,000.00	5.350%	54,940.00	409,940.00	-	409,940.00	464,880.00
08/01/2036	-	-	45,443.75	45,443.75	-	45,443.75	-
02/01/2037	375,000.00	5.450%	45,443.75	420,443.75	-	420,443.75	465,887.50
08/01/2037	-	-	35,225.00	35,225.00	-	35,225.00	-
02/01/2038	395,000.00	5.550%	35,225.00	430,225.00	-	430,225.00	465,450.00
08/01/2038	-	-	24,263.75	24,263.75	-	24,263.75	-
02/01/2039	415,000.00	5.650%	24,263.75	439,263.75	-	439,263.75	463,527.50
08/01/2039	-	-	12,540.00	12,540.00	-	12,540.00	-
02/01/2040	440,000.00	5.700%	12,540.00	452,540.00	-	452,540.00	465,080.00
Total	\$4,710,000.00	-	\$2,452,648.75	\$7,162,648.75	(186,596.25)	\$6,976,052.50	-

Significant Dates

Dated	5/01/2024
First Coupon Date	2/01/2025

Yield Statistics

Bond Year Dollars	\$45,602.50
Average Life	9.682 Years
Average Coupon	5.3783208%
Net Interest Cost (NIC)	5.5022614%
True Interest Cost (TIC)	5.5221229%
Bond Yield for Arbitrage Purposes	5.3544159%
All Inclusive Cost (AIC)	5.7155640%

IRS Form 8038

Net Interest Cost	5.3783208%
Weighted Average Maturity	9.682 Years

Series 2024A GO Imp Bonds | SINGLE PURPOSE | 11/1/2023 | 9:03 AM



City of Emily, Minnesota

\$4,710,000 General Obligation Improvement Bonds, Series 2024A

Assumes Market BQ AA- Rates plus 125bps

25% Assessed - 15 Years

Debt Service Schedule

Date	Principal	Coupon	Interest	Total P+I	CIF	Net New D/S	105% of Total	Assessments	Levy/(Surplus)
02/01/2025	-	-	186,596.25	186,596.25	(186,596.25)	-	-	-	-
02/01/2026	215,000.00	5.150%	248,795.00	463,795.00	-	463,795.00	486,984.75	133,395.72	353,589.03
02/01/2027	230,000.00	5.150%	237,722.50	467,722.50	-	467,722.50	491,108.63	133,395.72	357,712.91
02/01/2028	240,000.00	5.050%	225,877.50	465,877.50	-	465,877.50	489,171.38	133,395.72	355,775.66
02/01/2029	250,000.00	5.000%	213,757.50	463,757.50	-	463,757.50	486,945.38	133,395.72	353,549.66
02/01/2030	265,000.00	5.000%	201,257.50	466,257.50	-	466,257.50	489,570.38	133,395.73	356,174.65
02/01/2031	275,000.00	5.000%	188,007.50	463,007.50	-	463,007.50	486,157.88	133,395.71	352,762.17
02/01/2032	290,000.00	5.050%	174,257.50	464,257.50	-	464,257.50	487,470.38	133,395.72	354,074.66
02/01/2033	305,000.00	5.050%	159,612.50	464,612.50	-	464,612.50	487,843.13	133,395.72	354,447.41
02/01/2034	320,000.00	5.150%	144,210.00	464,210.00	-	464,210.00	487,420.50	133,395.73	354,024.77
02/01/2035	340,000.00	5.250%	127,730.00	467,730.00	-	467,730.00	491,116.50	133,395.71	357,720.79
02/01/2036	355,000.00	5.350%	109,880.00	464,880.00	-	464,880.00	488,124.00	133,395.72	354,728.28
02/01/2037	375,000.00	5.450%	90,887.50	465,887.50	-	465,887.50	489,181.88	133,395.73	355,786.15
02/01/2038	395,000.00	5.550%	70,450.00	465,450.00	-	465,450.00	488,722.50	133,395.72	355,326.78
02/01/2039	415,000.00	5.650%	48,527.50	463,527.50	-	463,527.50	486,703.88	133,395.73	353,308.15
02/01/2040	440,000.00	5.700%	25,080.00	465,080.00	-	465,080.00	488,334.00	133,395.72	354,938.28
Total	\$4,710,000.00		\$2,452,648.75	\$7,162,648.75	(186,596.25)	\$6,976,052.50	\$7,324,855.13	\$2,000,935.82	\$5,323,919.31

Significant Dates

Dated	5/01/2024
First Coupon Date	2/01/2025

Yield Statistics

Bond Year Dollars	\$45,602.50
Average Life	9.682 Years
Average Coupon	5.3783208%
Net Interest Cost (NIC)	5.5022614%
True Interest Cost (TIC)	5.5221229%
Bond Yield for Arbitrage Purposes	5.3544159%
All Inclusive Cost (AIC)	5.7155640%

Series 2024A GO Imp Bonds | SINGLE PURPOSE | 11/1/2023 | 9:03 AM



City of Emily, Minnesota

\$1,177,500 General Obligation Improvement Bonds, Series 2024A

Assessments - 20% - 15 Years

2.0% over TIC, Equal P&I

Assessments

Date	Principal	Coupon	Interest	Total P+I
12/31/2025	45,083.22	7.500%	88,312.50	133,395.72
12/31/2026	48,464.46	7.500%	84,931.26	133,395.72
12/31/2027	52,099.30	7.500%	81,296.42	133,395.72
12/31/2028	56,006.74	7.500%	77,388.98	133,395.72
12/31/2029	60,207.25	7.500%	73,188.48	133,395.73
12/31/2030	64,722.79	7.500%	68,672.92	133,395.71
12/31/2031	69,577.00	7.500%	63,818.72	133,395.72
12/31/2032	74,795.28	7.500%	58,600.44	133,395.72
12/31/2033	80,404.93	7.500%	52,990.80	133,395.73
12/31/2034	86,435.29	7.500%	46,960.42	133,395.71
12/31/2035	92,917.94	7.500%	40,477.78	133,395.72
12/31/2036	99,886.79	7.500%	33,508.94	133,395.73
12/31/2037	107,378.30	7.500%	26,017.42	133,395.72
12/31/2038	115,431.67	7.500%	17,964.06	133,395.73
12/31/2039	124,089.04	7.500%	9,306.68	133,395.72
Total	\$1,177,500.00	-	\$823,435.82	\$2,000,935.82

Significant Dates

Filing Date	1/01/2025
First Payment Date	12/31/2025

City of Emily, Minnesota
Estimated Tax Impact
November 9, 2023
15 Years - 50% Assessed

BOND ISSUANCE INFORMATION	
Bond Issue Amount	\$4,710,000
Number of Years	15
Average Interest Rate	5.38%
Estimated Bond Rating	S&P AA-
PROPERTY TAX INFORMATION	
Actual Net Tax Capacity - Payable 2022	\$3,036,853
Debt Levy @ 105% - Average	221,532
Estimated Tax Capacity Rate:	
Payable - 2022 Without Proposed Bonds	65.727%
Payable - 2022 With Proposed Bonds	73.022%
Estimated Tax Rate Increase	7.295%

TAX IMPACT ANALYSIS								Tax Increase is for Debt Service Only*		
Type of Property	Estimated Market Value	Market Value Exclusion	Taxable Market Value	Net Tax Capacity	Current City Tax	Proposed Tax Increase*	Proposed City Tax	Annual	Monthly	Daily
Residential Homestead	\$ 50,000	\$ 20,000	\$ 30,000	\$ 300	\$ 197.18	\$ 21.88	\$ 219.07	\$21.88	\$1.82	\$0.06
	75,000	30,000	45,000	450	295.77	32.83	328.60	32.83	2.74	0.09
	100,000	28,240	71,760	718	471.66	52.35	524.00	52.35	4.36	0.14
	125,000	25,990	99,010	990	650.76	72.23	722.99	72.23	6.02	0.20
	150,000	23,740	126,260	1,263	829.87	92.10	921.97	92.10	7.68	0.25
	175,000	21,490	153,510	1,535	1,008.98	111.98	1,120.96	111.98	9.33	0.31
	200,000	19,240	180,760	1,808	1,188.08	131.86	1,319.94	131.86	10.99	0.36
	225,000	16,990	208,010	2,080	1,367.19	151.74	1,518.93	151.74	12.64	0.42
	250,000	14,740	235,260	2,353	1,546.29	171.62	1,717.91	171.62	14.30	0.47
	300,000	10,240	289,760	2,898	1,904.51	211.37	2,115.88	211.37	17.61	0.58
	350,000	5,740	344,260	3,443	2,262.72	251.13	2,513.85	251.13	20.93	0.69
400,000	1,240	398,760	3,988	2,620.93	290.89	2,911.82	290.89	24.24	0.80	
450,000	-	450,000	4,500	2,957.72	328.27	3,285.98	328.27	27.36	0.90	
500,000	-	500,000	5,000	3,286.35	364.74	3,651.09	364.74	30.39	1.00	
Commercial/Industrial	\$ 100,000	\$ -	\$ 100,000	\$ 1,108	\$ 727.99	\$ 80.80	\$ 808.79	\$80.80	\$6.73	\$0.22
	200,000	-	200,000	2,400	1,577.32	175.06	1,752.38	\$175.06	\$14.59	\$0.48
	300,000	-	300,000	3,877	2,547.97	282.79	2,830.76	\$282.79	\$23.57	\$0.77
	400,000	-	400,000	5,353	3,518.63	390.52	3,909.15	\$390.52	\$32.54	\$1.07
	500,000	-	500,000	6,830	4,489.29	498.25	4,987.53	498.25	41.52	1.37
1,000,000	-	1,000,000	14,214	9,342.57	1,036.90	10,379.46	1,036.90	86.41	2.84	
Apartments (4 or more units)	\$ 200,000	\$ -	\$ 200,000	\$ 2,500	\$ 1,643.18	\$ 182.37	\$ 1,825.54	\$182.37	\$15.20	\$0.50
	300,000	-	300,000	3,750	2,464.76	273.55	2,738.32	273.55	22.80	0.75
	500,000	-	500,000	6,250	4,107.94	455.92	4,563.86	455.92	37.99	1.25
Agricultural Homestead **	\$ 150,000	\$ 23,740	\$ 126,260	\$ 1,263	\$ 829.87	\$ 92.10	\$ 921.97	\$92.10	\$7.68	\$0.25
	400,000	23,740	376,260	2,513	1,651.46	183.29	1,834.75	183.29	15.27	0.50
	500,000	23,740	476,260	3,013	1,980.09	219.76	2,199.85	219.76	18.31	0.60
	600,000	23,740	576,260	3,513	2,308.73	256.24	2,564.96	256.24	21.35	0.70
	800,000	23,740	776,260	4,513	2,966.00	329.18	3,295.18	329.18	27.43	0.90
1,000,000	23,740	976,260	5,513	3,623.27	402.13	4,025.40	402.13	33.51	1.10	
Agricultural Non-Homestead (dollars per acre)	\$ 1,500	\$ -	\$ 1,500	\$ 15	\$ 9.86	\$ 1.09	\$ 10.95	\$1.09	\$0.09	\$0.00
	2,000	-	2,000	20	13.15	1.46	14.60	1.46	0.12	0.00
	2,500	-	2,500	25	16.43	1.82	18.26	1.82	0.15	0.00
Seasonal/Recreation Residential	\$ 100,000	\$ -	\$ 100,000	\$ 1,000	\$ 657.27	\$ 72.95	\$ 730.22	\$72.95	\$6.08	\$0.20
	250,000	-	250,000	2,500	1,643.18	182.37	1,825.54	182.37	15.20	0.50
	400,000	-	400,000	4,000	2,629.08	291.79	2,920.87	291.79	24.32	0.80
	500,000	-	500,000	5,000	3,286.35	364.74	3,651.09	364.74	30.39	1.00
	750,000	-	750,000	8,125	5,340.32	592.70	5,933.02	592.70	49.39	1.62

* The figures in the table are based on taxes for new bonded debt only, and do not include tax levies for other purposes. Tax increases shown above are gross increases, not including the impact of the state Property Tax Refund ("Circuit Breaker") program. Many owners of homestead property will qualify for a refund, based on their income and total property taxes. This will decrease the net tax effect of the bond issue for many property owners.

** For agricultural homestead property, a value of \$150,000 was assumed for the house, garage and one acre.

City of Emily, Minnesota

\$4,710,000 General Obligation Improvement Bonds, Series 2024A

Assumes Market BQ AA- Rates plus 125bps

50% Assessed - 15 Years

Sources & Uses

Dated 05/01/2024 | Delivered 05/01/2024

Sources Of Funds

Par Amount of Bonds	\$4,710,000.00
---------------------	----------------

Total Sources	\$4,710,000.00
----------------------	-----------------------

Uses Of Funds

Total Underwriter's Discount (1.200%)	56,520.00
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Costs of Issuance	64,000.00
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Deposit to Capitalized Interest (CIF) Fund	186,596.25
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Deposit to Project Construction Fund	4,400,000.00
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Rounding Amount	2,883.75
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Total Uses	\$4,710,000.00
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City of Emily, Minnesota

\$4,710,000 General Obligation Improvement Bonds, Series 2024A

Assumes Market BQ AA- Rates plus 125bps

50% Assessed - 15 Years

Net Debt Service Schedule

Date	Principal	Coupon	Interest	Total P+I	CIF	Net New D/S	Fiscal Total
05/01/2024	-	-	-	-	-	-	-
02/01/2025	-	-	186,596.25	186,596.25	(186,596.25)	-	-
08/01/2025	-	-	124,397.50	124,397.50	-	124,397.50	-
02/01/2026	215,000.00	5.150%	124,397.50	339,397.50	-	339,397.50	463,795.00
08/01/2026	-	-	118,861.25	118,861.25	-	118,861.25	-
02/01/2027	230,000.00	5.150%	118,861.25	348,861.25	-	348,861.25	467,722.50
08/01/2027	-	-	112,938.75	112,938.75	-	112,938.75	-
02/01/2028	240,000.00	5.050%	112,938.75	352,938.75	-	352,938.75	465,877.50
08/01/2028	-	-	106,878.75	106,878.75	-	106,878.75	-
02/01/2029	250,000.00	5.000%	106,878.75	356,878.75	-	356,878.75	463,757.50
08/01/2029	-	-	100,628.75	100,628.75	-	100,628.75	-
02/01/2030	265,000.00	5.000%	100,628.75	365,628.75	-	365,628.75	466,257.50
08/01/2030	-	-	94,003.75	94,003.75	-	94,003.75	-
02/01/2031	275,000.00	5.000%	94,003.75	369,003.75	-	369,003.75	463,007.50
08/01/2031	-	-	87,128.75	87,128.75	-	87,128.75	-
02/01/2032	290,000.00	5.050%	87,128.75	377,128.75	-	377,128.75	464,257.50
08/01/2032	-	-	79,806.25	79,806.25	-	79,806.25	-
02/01/2033	305,000.00	5.050%	79,806.25	384,806.25	-	384,806.25	464,612.50
08/01/2033	-	-	72,105.00	72,105.00	-	72,105.00	-
02/01/2034	320,000.00	5.150%	72,105.00	392,105.00	-	392,105.00	464,210.00
08/01/2034	-	-	63,865.00	63,865.00	-	63,865.00	-
02/01/2035	340,000.00	5.250%	63,865.00	403,865.00	-	403,865.00	467,730.00
08/01/2035	-	-	54,940.00	54,940.00	-	54,940.00	-
02/01/2036	355,000.00	5.350%	54,940.00	409,940.00	-	409,940.00	464,880.00
08/01/2036	-	-	45,443.75	45,443.75	-	45,443.75	-
02/01/2037	375,000.00	5.450%	45,443.75	420,443.75	-	420,443.75	465,887.50
08/01/2037	-	-	35,225.00	35,225.00	-	35,225.00	-
02/01/2038	395,000.00	5.550%	35,225.00	430,225.00	-	430,225.00	465,450.00
08/01/2038	-	-	24,263.75	24,263.75	-	24,263.75	-
02/01/2039	415,000.00	5.650%	24,263.75	439,263.75	-	439,263.75	463,527.50
08/01/2039	-	-	12,540.00	12,540.00	-	12,540.00	-
02/01/2040	440,000.00	5.700%	12,540.00	452,540.00	-	452,540.00	465,080.00
Total	\$4,710,000.00	-	\$2,452,648.75	\$7,162,648.75	(186,596.25)	\$6,976,052.50	-

Significant Dates

Dated	5/01/2024
First Coupon Date	2/01/2025

Yield Statistics

Bond Year Dollars	\$45,602.50
Average Life	9.682 Years
Average Coupon	5.3783208%
Net Interest Cost (NIC)	5.5022614%
True Interest Cost (TIC)	5.5221229%
Bond Yield for Arbitrage Purposes	5.3544159%
All Inclusive Cost (AIC)	5.7155640%

IRS Form 8038

Net Interest Cost	5.3783208%
Weighted Average Maturity	9.682 Years

Series 2024A GO Imp Bonds | SINGLE PURPOSE | 10/19/2023 | 10:22 AM



City of Emily, Minnesota

\$4,710,000 General Obligation Improvement Bonds, Series 2024A

Assumes Market BQ AA- Rates plus 125bps

50% Assessed - 15 Years

Debt Service Schedule

Date	Principal	Coupon	Interest	Total P+I	CIF	Net New D/S	105% of Total	Assessments	Levy/(Surplus)
02/01/2025	-	-	186,596.25	186,596.25	(186,596.25)	-	-	-	-
02/01/2026	215,000.00	5.150%	248,795.00	463,795.00	-	463,795.00	486,984.75	266,791.44	220,193.31
02/01/2027	230,000.00	5.150%	237,722.50	467,722.50	-	467,722.50	491,108.63	266,791.44	224,317.19
02/01/2028	240,000.00	5.050%	225,877.50	465,877.50	-	465,877.50	489,171.38	266,791.43	222,379.95
02/01/2029	250,000.00	5.000%	213,757.50	463,757.50	-	463,757.50	486,945.38	266,791.45	220,153.93
02/01/2030	265,000.00	5.000%	201,257.50	466,257.50	-	466,257.50	489,570.38	266,791.44	222,778.94
02/01/2031	275,000.00	5.000%	188,007.50	463,007.50	-	463,007.50	486,157.88	266,791.45	219,366.43
02/01/2032	290,000.00	5.050%	174,257.50	464,257.50	-	464,257.50	487,470.38	266,791.45	220,678.93
02/01/2033	305,000.00	5.050%	159,612.50	464,612.50	-	464,612.50	487,843.13	266,791.44	221,051.69
02/01/2034	320,000.00	5.150%	144,210.00	464,210.00	-	464,210.00	487,420.50	266,791.45	220,629.05
02/01/2035	340,000.00	5.250%	127,730.00	467,730.00	-	467,730.00	491,116.50	266,791.45	224,325.05
02/01/2036	355,000.00	5.350%	109,880.00	464,880.00	-	464,880.00	488,124.00	266,791.44	221,332.56
02/01/2037	375,000.00	5.450%	90,887.50	465,887.50	-	465,887.50	489,181.88	266,791.43	222,390.45
02/01/2038	395,000.00	5.550%	70,450.00	465,450.00	-	465,450.00	488,722.50	266,791.45	221,931.05
02/01/2039	415,000.00	5.650%	48,527.50	463,527.50	-	463,527.50	486,703.88	266,791.43	219,912.45
02/01/2040	440,000.00	5.700%	25,080.00	465,080.00	-	465,080.00	488,334.00	266,791.45	221,542.55
Total	\$4,710,000.00	-	\$2,452,648.75	\$7,162,648.75	(186,596.25)	\$6,976,052.50	\$7,324,855.13	\$4,001,871.64	\$3,322,983.49

Significant Dates

Dated	5/01/2024
First Coupon Date	2/01/2025

Yield Statistics

Bond Year Dollars	\$45,602.50
Average Life	9.682 Years
Average Coupon	5.3783208%
Net Interest Cost (NIC)	5.5022614%
True Interest Cost (TIC)	5.5221229%
Bond Yield for Arbitrage Purposes	5.3544159%
All Inclusive Cost (AIC)	5.7155640%

Series 2024A GO Imp Bonds | SINGLE PURPOSE | 10/19/2023 | 10:22 AM



City of Emily, Minnesota

\$2,355,000 General Obligation Improvement Bonds, Series 2024A

Assessments - 50% - 15 Years

2.0% over TIC, Equal P&I

Assessments

Date	Principal	Coupon	Interest	Total P+I
12/31/2025	90,166.44	7.500%	176,625.00	266,791.44
12/31/2026	96,928.92	7.500%	169,862.52	266,791.44
12/31/2027	104,198.59	7.500%	162,592.84	266,791.43
12/31/2028	112,013.49	7.500%	154,777.96	266,791.45
12/31/2029	120,414.50	7.500%	146,376.94	266,791.44
12/31/2030	129,445.59	7.500%	137,345.86	266,791.45
12/31/2031	139,154.01	7.500%	127,637.44	266,791.45
12/31/2032	149,590.56	7.500%	117,200.88	266,791.44
12/31/2033	160,809.85	7.500%	105,981.60	266,791.45
12/31/2034	172,870.59	7.500%	93,920.86	266,791.45
12/31/2035	185,835.88	7.500%	80,955.56	266,791.44
12/31/2036	199,773.57	7.500%	67,017.86	266,791.43
12/31/2037	214,756.59	7.500%	52,034.86	266,791.45
12/31/2038	230,863.33	7.500%	35,928.10	266,791.43
12/31/2039	248,178.09	7.500%	18,613.36	266,791.45
Total	\$2,355,000.00	-	\$1,646,871.64	\$4,001,871.64

Significant Dates

Filing Date	1/01/2025
First Payment Date	12/31/2025

RECEIVED
OCT 17 2023

Request Placement on Agenda
City of Emily
Emily, MN 56447

BY:

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 Bruce Miller, VP of Emily Outing Snowbirds

Subject for consideration Snowmobile Club

Request permission to use the
city ballpark for our annual Youth
Snowmobile training Sat, Dec. 2nd

Regular Council Meeting Date Nov. 14th Tuesday

Or other meeting date _____

Will you attend the meeting? YES or NO Alternates if I cannot make
it: Dean Kapler, President

Are you making a monetary request? YES or NO Ryan Huettl, Trail
Coordinator

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

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:

Bruce Miller

Oct 17, 2023

Signature

Date

Bruce Miller

612-297-1367

Print name

Phone (in case of meeting cancellation)

Request Placement on Agenda
City of Emily
Emily, MN 56447

RECEIVED
OCT 25 2023

BY:

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 Daniel Brennan, Emily Mine Information Group

Subject for consideration Mineral lease requested by North Star Manganese on 800 acres of state land in Emily.

Regular Council Meeting Date November 14, 2023

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) _____

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:

Daniel Brennan 10/25/23
Signature Date

Daniel Brennan 612-889-9764
Print name Phone (in case of meeting cancellation)

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

October 10, 2023

The Emily City Council met for a regular meeting on Tuesday, October 10, 2023 in the Council Chambers and was called to order by Mayor Tracy Jones at 6:01 p.m. Councilmembers Bryce Butcher, Gerhart Hanson, Andrew Hemphill, and Gregory Koch were present. Brittney Cotner, Planning and Zoning Administrator, attended remotely and Cari Johnson, City Clerk/Treasurer, was present.

The Pledge of Allegiance was recited.

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

Mayor Jones requested a motion of approval of the Consent Agenda including meeting minutes of the May 23, 2023 Special Council Meeting and the Treasurer's Report from September 2023: Checking Beginning Balance \$1,050,943.61 and Ending Balance \$956,517.90; Receipts to General fund \$104,694.11, Sewer fund \$1,296.52, Total \$105,990.63; and Claims for Approval: \$158,934.43 including Pine River State Bank checks #60804 to #60869 and automatic withdrawals #330737 to #330743; Investments \$385,746.59; Total Checking/Investments \$1,342,264.49. **COUNCILMEMBER KOCH MADE THE MOTION TO APPROVE THE CONSENT AGENDA. COUNCILMEMBER HANSON SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.**

PUBLIC FORUM: None.

SPEAKERS: Jan Mosman, Emily Waters Committee Chair, thanked the City for supporting the lake associations/district. Mosman reported the lake associations/district work on water quality through volunteering, fundraising, and submitting grant applications. Mosman reported the costs to maintain water quality are not predictable and cannot be budgeted. Mosman reported the quality of our natural resources are very important to our community.

Robert Eddy, Roosevelt and Lawrence Area Lakes Association (RALALA), Russ Boverhuis, Emily Lakes and Rivers Association, and Dan Brennan, Ruth Lake Improvement District, developed a comprehensive report on lake association/district activities. Eddy presented the report. The mission statements of the lake associations/district include preservation and protection of the lakes and the watershed, addressing aquatic invasive species (AIS), designing, organizing, and funding educational programs, and aiding, advising, and assisting municipal, county, and state policymakers.

Eddy reported accomplishments include:

- AIS management of Roosevelt, Emily, Mary, and Ruth Lakes and the Little Pine River for eurasian watermilfoil with Roosevelt and Ruth Lakes being treated this year. Recently Mary and Emily Lakes have had such small amounts of eurasian watermilfoil that the DNR does not allow them to be treated. Lawrence Lake in Cass County was recently added to the list of lakes with AIS.
- Shoreline restoration programs, including a Lake Steward Program, was implemented with the Minnesota Lakes and Rivers Group for people that establish a buffer of about 20' from the lakeshore towards their homes. The natural buffer filtrates 95 to 96% of contaminants before the water reaches the lake.
- Support for and advocacy for the Get the Lead Out program.
- Loon Liaison Program in conjunction with the National Loon Center.
- Support for an aquatic management area on Woods Bay with a sensitive shoreline area.
- Placement of slow/no wake buoys.
- Continuing launch site management improvements.

- Water quality testing in partnership with WAPOA, which results in ratings of area lakes.
- Advocacy for repair of the Emily Dam.
- Strong relationships with AIS Lake Technicians.
- Newsletters focusing on programs, education, and best practices.
- Weekly reporting of lake level gauges to the DNR.
- Adopt a Highway Program.

Eddy reported risks include:

- Current risks are from eurasian watermilfoil and future risks include infection from zebra mussels and starry stonewort due to close proximity to Thunder Lake., which is an infected lake. Eddy reported launch site prevention and education is the only defense.
- Proximity of the Enbridge Pipeline to Lake Roosevelt, which results in a high risk for contamination. Eddy reported Enbridge is not willing to provide proactive testing of the lake, so RALALA has been testing monthly to establish a baseline.
- Loss of the natural shoreline buffer to protect the lakes from contamination.
- Possible future activities due to the proximity to a manganese deposit.

Eddy reported activities to manage the risks include additional inspector hours at launch sites, automated audio and video for off hour boat launches, decontamination unit located at Ruth Lake launch site, decontamination location assessment for other lake launch sites, Protect Our Lakeshore Program, Lakeshore Stewards Program, and new lakeshore owner orientation package and meeting.

Eddy reported managing AIS has been the highest priority and has used the majority of funds over the last 6 to 8 years. Eddy reported from 2016 through 2023 the total cost of providing programs was \$416,979, including survey and treatment costs, additional inspector hours, and Enbridge water testing. The City of Emily contributed \$120,000 from 2016 through 2023, which Eddy reported was well received and put to good use. Eddy reported the lake associations/district are requesting additional financial support from the City, including an increase of 49% based on cost changes since 2016 and consideration of \$3,500 for 50% of the annual costs for Enbridge water testing. The Council reported the 2024 Preliminary Budget was set last month.

Eddy stated better understanding is needed for the best process for oversight and management of natural lakeshore changes. Eddy reported there may be value in formalizing the Emily Waters Committee as a group to advocate for and help manage funds associated with the lakes and watershed.

The Council thanked Eddy for providing the report.

FIRE DEPARTMENT: Council Liaison Butcher reported the September Fire Department meeting was held with 15 members present and reported 2 fire calls. Equipment and SCBAs were checked. The Trunk or Treat Event will be held on Tuesday, October 31 from 5 to 7 p.m.

FIRST RESPONSE UNIT: Chief Cary LeBlanc reported the First Response Unit October meeting was held with 8 members present and reported 15 medical calls in September. Training was completed on stop the bleed and skills. LeBlanc reported a new First Responder has requested to do observation calls before completing EMT certification, which is not a usual occurrence. The First Responder could only ride along with Chief LeBlanc or the assistant chief. The Council tabled the request until the EMSRB and medical director have provided opinions.

POLICE: The Sheriff's Department is considering an option of providing a northern outpost at the Emily City Hall. The Emily Police Department area would be reviewed by auditors from the Sheriff's Department to complete an inventory, determine what items could be reused, and determine what would be required. City Hall and Police Department security and the Police Department IT network would also be reviewed. **MAYOR JONES MADE THE MOTION TO ALLOW THE SHERIFF'S DEPARTMENT TO INVENTORY, REVIEW, AND CLEAN THE EMILY POLICE DEPARTMENT. COUNCILMEMBER HEMPHILL SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.**

COUNCILMEMBER BUTCHER MADE THE MOTION TO NOT APPROVE PAYMENT OF THE BUREAU OF CRIMINAL APPREHENSION INVOICE FOR ANNUAL CJDN ACCESS FEE OF \$600. MAYOR JONES SECONDED THE MOTION. Discussion included the invoice could be paid if an Emily Police Department is

reactivated. **ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.**

The City budgeted \$179,000 for 2023 for the Police Department and \$78,000 has been spent to date.

WASTEWATER: Wastewater Operator Bundy had provided a report. Nelson Sanitation plans to jet and televise half of the City's sewer main in October. The Clerk's Office requested to be notified to provide advance notice in the City's posting locations.

PLANNING & ZONING: The Planning Commission made the recommendation to deny The Northern Lights Over Roosevelt Lake Homeowners Association's request for modification to their previously approved plat (application number 09-3327) due to the limited ability to make changes to the conditions recommended by the Minnesota Department of Transportation (MnDOT) during the original plat approval in 2009. The requested changes to the conditions are to allow for parking within the "drop off" area and to allow their docking to be stored on the shoreline. If MnDOT submits comments regarding the requested condition changes, the Planning Commission could further consider the modification request. MnDOT has an upcoming meeting to discuss the requested changes, so the Council made the decision to table the request until next month.

The Planning Commission made the recommendation for the Planning and Zoning Administrator to send a letter to Kelly Hodges with a final 30 day extension of a 2019 permit. If the project remains incomplete after the 30 day extension, a \$100 per day fine would begin. Planning and Zoning Administrator Cotner reported the land use permit was issued in 2019, land use permits are typically approved for a two year period, and City Code allowed the Planning and Zoning Administrator to approve one extension and the Planning Commission to approve a second extension. The second extension expiration date is coming up and the Planning Commission feels the project needs to be completed. Cotner reported the project is not complete, but is close to being done. Cotner reported several letters have been sent, including notification for the item before the Council. **COUNCILMEMBER KOCH MADE THE MOTION TO APPROVE A FINAL 30 DAY EXTENSION OF KELLY HODGES' 2019 PERMIT AND IF THE PROJECT REMAINS INCOMPLETE AFTER THE EXTENSION A \$100 PER DAY FINE WOULD BEGIN, AS RECOMMENDED BY THE PLANNING COMMISSION. COUNCILMEMBER BUTCHER SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, AND KOCH VOTED AYE. HEMPHILL VOTED NAY. THE MOTION PASSED.**

ATTORNEY: No report.

ROADS: The MnDOT 2023/2024 Snow Control Agreement for State Highway 6 in Emily agenda item died for the lack of a motion.

MnDOT had completed a speed zone study of State Highway 6 and the City requested revision of the determined speed zones. MnDOT reviewed the speed zone beginning and ending points and discussed the study with State Patrol for Emily and the entire corridor from Crosby to Remer. MnDOT reported the zones in the study are correct and submitted the new speed authorization form to the Central Office. MnDOT will post new speed limit signs.

MAINTENANCE: Maintenance Supervisor Brian Foster reported hauling Class 5, shouldering and grading roads, patching potholes in blacktop, Cemetery clean up, finishing up small projects, finishing up Crooked Creek Road work, washing the front and back of City Hall and the Fire Hall, and putting equipment away for the winter.

Alex Voit, S.E.H., sent a report. The repairs to the Emily Dam were completed on September 21. Voit reported everything went well and the work was completed in one day. Voit reported the crew was able to access the crack from both sides which allowed them to seal the crack through the entire width of the weir. Voit reported the entire width of the Dam was inspected and no other leaks were found. JF Brennan will be providing as built records of the repair for the City's records.

CITY HALL: No report.

CEMETERY: No report.

PARKS: No report.

LIBRARY: No report.

PERSONNEL: MAYOR JONES MADE THE MOTION TO APPROVE CITY OFFICIALS/ STAFF TO ATTEND LEAGUE OF MINNESOTA CITIES (LMC) FALL FORUMS VIRTUAL LEARNING TRAININGS FOR \$30 PER REGISTRANT IF THEY CHOOSE. COUNCILMEMBER KOCH SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.

EMILY WATERS: No report.

ECONOMIC DEVELOPMENT: No report.

CODIFICATION: Crow Wing County adopted an Ordinance Regulating the Use of Cannabis and Cannabis Derived Products in Public Places for the County. Per the ordinance prohibited acts include:

- No person shall use cannabis flower, cannabis products, lower-potency hemp edibles, or hemp-derived consumer products in a public place or a place of public accommodation unless the premises is an establishment or an event licensed to permit on-site consumption of adult-use cannabis flower and adult use cannabis products.
- No person shall vaporize or smoke cannabis flower, cannabis products, artificially derived cannabinoids, or hemp-derived consumer products in any location where the smoke, aerosol, or vapor would be inhaled by a minor.

UNFINISHED BUSINESS: Rick Sandri, North Star Manganese (NSM), provided a report. Sandri reported NSM Completed its Phase 1 exploration drilling program, the drilling equipment departed the site, and the final shipments of core samples were sent to the assay laboratory for analysis. Sandri reported limited additional activities will take place over the next few months, including continued site reclamation. NSM's environmental consultants continue to visit the site to ensure all activities meet the State's environmental requirements and that the operations and activities are in compliance. NSM continued its discussions with the DNR on its mineral lease applications on State mineral lands in the Emily area. The activity will be ongoing through 2023.

NEW BUSINESS: MAYOR JONES MADE THE MOTION TO APPROVE LIQUOR LICENSE RENEWALS PENDING RECEIPT OF ALL INFORMATION, COMPLETED BACKGROUND CHECK, AND ANY AMOUNT DUE TO THE CITY PAID IN FULL FOR:

- **BARRETT'S LOG CABIN INC. - ON SALE \$1,200, OFF SALE \$200, SUNDAY ON SALE \$200**
- **LARSON SALOON 2 INC - ON SALE \$1,200, OFF SALE \$200, SUNDAY ON SALE \$200**
- **RED PINE VENTURES INC. – ON SALE \$1,200, SUNDAY ON SALE \$200**
- **DINERS CHICKEN SHACK INC. - ON SALE WINE \$600 WITH STRONG BEER, 3.2 ON SALE \$75, SUNDAY ON SALE \$200**
- **REDDINGS SPORTS & SPIRITS INC. - OFF SALE \$200**
- **ELCF INC. (LAKE COUNTRY FOODS) - OFF SALE \$200**
- **ERNIE ROSE GOLF III LLC - 3.2 ON SALE 7 MOS. \$44.00**

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

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

COUNCILMEMBER KOCH MADE THE MOTION TO ALLOW JUDICIALLY MANDATED COMMUNITY SERVICE IN EMILY. COUNCILMEMBER HEMPHILL SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.

MAYOR JONES MADE THE MOTION TO APPROVE DEVELOPMENT OF A CONTEST FOR SLOGAN IDEAS FOR THE CITY OF EMILY AND FOR THE CONTEST REQUIREMENTS TO BE ADDED TO THE CITY'S WEBSITE. COUNCILMEMBER HEMPHILL SECONDED THE MOTION. Discussion included contest incentives could include the slogan being used for street banners or City of Emily welcome sign next year. The contest would run through the end of 2023. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.

The Council discussed the LMC Insurance Trust Property/Casualty Insurance renewal options and made no revisions from last year.

CORRESPONDENCE: Discussion included Jessie F. Hallett Memorial Library regarding a request for donation. **COUNCILMEMBER BUTCHER MADE THE MOTION TO NOT APPROVE DONATION TO THE JESSIE F. HALLETT MEMORIAL LIBRARY. COUNCILMEMBER KOCH SECONDED THE MOTION.** Discussion included the City supports the Emily Library, a donation was not budgeted, and there was a public purpose expenditure concern regarding donating to a library outside of City limits. **ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.** Discussion also included Crow Wing County (CWC) regarding sign up for the CWC ALERT Emergency Program and CWC regarding their request for MnDOT to conduct engineering and traffic investigations, including for County Road 1 from the west County line to State Highway 6.

SCHEDULED UPCOMING MEETINGS: The Truth in Taxation Public Hearing will be held on Tuesday, December 12, 2023 at 6 p.m. at the Emily City Hall. A Special Election for the Crosby-Ironton School District 182 will be held on Tuesday, November 7, 2023 from noon to 8 p.m. at the Emily City Hall gymnasium.

COUNCILMEMBER BUTCHER MADE THE MOTION TO ADJOURN THE MEETING AT 7:27 P.M. COUNCILMEMBER KOCH SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.

Respectfully submitted,

Attest:

Cari Johnson, MCMC, City Clerk/Treasurer

Tracy Jones, Mayor

Minutes and Proceedings of the
City Council of the City Of Emily in the
County of Crow Wing, State of Minnesota

July 26, 2023
Special Meeting

THESE MINUTES ARE PARAPHRASED AND ARE NOT WRITTEN WORD FOR WORD.

The Emily City Council met for a Special Meeting on Wednesday, July 26, 2023 in the Council Chambers and was called to order by Mayor Tracy Jones at 3:00 p.m. Councilmembers Bryce Butcher, Gerhart Hanson, Andrew Hemphill, and Gregory Koch were present. Alex Voit, S.E.H., attended remotely and Brian Foster, Maintenance Supervisor, Calen Spindler, Maintenance, and Cari Johnson, City Clerk/Treasurer, were present.

The Pledge of Allegiance was recited.

The Council discussed an estimate from JF Brennan to repair the Emily Dam on a time and materials basis for an estimated \$15,000 to \$20,000 pending Minnesota Department of Natural Resources (DNR) permitting determination. Alex Voit, S.E.H., reported no bids were received for the proposed Emily Dam repair project, so S.E.H. followed up with JF Brennan, one of the contractors requested to submit a bid. JF Brennan proposed two repair options: to inject the crack/hole in the Emily Dam with a chemical grout to seal the crack/hole or to pour a concrete box in the corner of the weir where the leak is located. For both options JF Brennan would mount a board across the top of the dam to temporarily divert flow away from the work area and a box around the crack/hole temporarily so the crack/hole could be inspected. After inspection JF Brennan would recommend the treatment which is most appropriate. JF Brennan's daily rate for the repair is \$5,691.90 and it is estimated that 2 to 3 days would be needed to complete the repair. S.E.H. is checking with the DNR to determine if permits are required for the repair, including dam safety or work in public waters permits. JF Brennan would plan for the repair to be completed this fall. Voit reported if the concrete box option requires a dam safety permit and the chemical grout option does not, the choice could be made to require the chemical grout option to avoid further delay. The Council tabled the Emily Dam repair until the August 8 regular Council Meeting for additional time to determine funding options and the DNR's requirements for permitting.

The Council discussed two quotes received for the budgeted purchase of a used snowplow truck:

- Northstar Truck Sales for 2011 Freightliner M-2 single axle plow truck with belly, wing, and sander for \$99,530.13, including sales tax and \$500 down payment.
- Northstar Truck Sales for 2010 Mack tandem axle plow truck for \$116,595.75, including sales tax.

Brian Foster, Maintenance Supervisor, reported the plow configuration of the Freightliner snowplow truck is preferred. **MAYOR JONES MADE THE MOTION TO PURCHASE THE 2011 FREIGHTLINER M-2 PLOW TRUCK WITH BELLY, WING, AND SANDER FROM NORTHSTAR TRUCK SALES FOR \$99,530.13, INCLUDING SALES TAX AND \$500 DOWN PAYMENT. COUNCILMEMBER KOCH SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.**

The Council discussed coordination of a public informational Emily Manganese Deposit Exploration Meeting with the DNR. The meeting is planned for Tuesday, August 15 from 2 to 8 p.m. at the Emily City Hall gymnasium. The proposed format is being reviewed by the DNR and includes an open house followed by a panel discussion. The meeting is planned to include representatives from the DNR, Minnesota Department of Health Well Management, Electric Metals, North Star Manganese, Crow Wing Power, Cooperative Mineral Resources, Hunt Technologies, People's Security Company, Emily Mine Informational Group, and Carlton Group. The Emily City Council plans to participate in the open house and be available at the panel discussion, but not to participate on stage. Josh Netland, Tremolo, has agreed to moderate the panel discussion portion of the meeting. The Sheriff's Department plans for deputy attendance of the panel discussion. The open house portion of the meeting would require set up of tables for all participants and any materials they would like to bring. The panel discussion would require set up on the stage for the participants and moderator and chairs for the public on the gymnasium floor with a microphone on stage and on the floor.

COUNCILMEMBER KOCH MADE THE MOTION TO ADJOURN THE MEETING. COUNCILMEMBER BUTCHER SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED. The meeting ended at 3:25 p.m.

Respectfully submitted,

Attest:

Cari Johnson, MCMC, City Clerk/Treasurer

Tracy Jones, Mayor

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

June 13, 2023

The Emily City Council met for a regular meeting on Tuesday, June 13, 2023 in the Council Chambers and was called to order by Mayor Tracy Jones at 6:04 p.m. Councilmembers Bryce Butcher, Gerhart Hanson, Andrew Hemphill, and Gregory Koch were present. Jeff Ledin, City Engineer, attended the meeting remotely. Cari Johnson, City Clerk/Treasurer, was present.

The Pledge of Allegiance was recited.

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

Mayor Jones requested a motion of approval of the Consent Agenda including meeting minutes of the May 9, 2023 Council Meeting and the Treasurer's Report from May 2023: Checking Beginning Balance \$732,605.88 and Ending Balance \$674,171.73; Receipts to General fund \$16,522.54, Sewer fund \$2,507.05, Total \$19,029.59; and Claims for Approval: \$91,681.62 including Pine River State Bank checks #60474 to #60564 and automatic withdrawals #330698 to #330704; Investments \$375,811.46; Total Checking/Investments \$1,049,983.19. **COUNCILMEMBER KOCH MADE THE MOTION TO APPROVE THE CONSENT AGENDA. COUNCILMEMBER HEMPHILL SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.**

PUBLIC FORUM: Dan Brennan, 40416 S. Bay Drive, reported concerns regarding public input on the mineral leasing and manganese deposit exploration processes, the lack of knowledge regarding details of the processes, the relationships, financial interests, and obligations of the individuals and/or companies backing the manganese deposit exploration, accuracy of information provided on North Star Manganese's mineral lease application, negotiation of mineral leases without unified mineral interests, possible underground mine shaft through local aquifers, and the projected effect on the local economy from possible digging and disturbance of local waters. Brennan stated community information and clarity is needed.

Sue Airhart, Mill Rd, reported at some point during the drilling in the past the water from her well became unusable due to the quality, smell, taste, and appearance. Airhart reported her water started to clear after the past drilling stopped, but the water quality has started to decline now that current drilling has begun. Airhart reported water samples were taken before the past drilling to determine water quality. Airhart reported at that time it was stated additional water samples would be taken, but no additional samples were taken. Airhart is very concerned about the quality of the City's drinking water and lake waters.

Shanda Landes had presented a proposal for the Emily Maker's Place almost two years ago and thanked the Council for approving the use of the space. Landes stated the Emily Maker's Place vision was to gather, connect, learn, create, and collaborate. Landes stated the Emily Maker's Place is open for all during the scheduled open studio times.

Dave Bistodeau stated he would be willing to volunteer at the Brush Dump if there are plans to reopen it.

SPEAKERS: Nick Usherwood attended the meeting regarding his Conditional Use Permit application and requested the after-the-fact fine be removed. Usherwood is starting a shop on his property. Usherwood had assumed the use of the building as a shop was grandfathered in.

Minnesota Department of Natural Resources (DNR) representatives Joe Henderson, Lands and Minerals Division Director, Heather Arends, Mineral Potential Manager, and Vicki Sellner, Lands and Minerals Attorney, attended the

meeting to present information regarding recent North Star Manganese (NSM) drilling on private lands and DNR oversight, background information on mineral leasing and exploration, current status of NSM negotiated leases and authorizations, and potential next steps. Henderson reported the DNR received a mineral lease request and it is very early in the review process. Henderson reported there is no project at this time.

Heather Arends gave an overview of the DNR's processes related to exploratory boring. Arends reported the DNR understands there are concerns when drilling is conducted for mineral exploration. The Minnesota Department of Health (MDH) and DNR oversee the state rules regarding exploratory borings. Arends reported that similar equipment is used for drilling a water well, exploratory boring, or research. There are risks with drilling into the ground and providing a conduit for surface water to enter groundwater, so there are rules to ensure that the holes are cased and grouted upon closure to protect the aquifer. The percentage of wells and borings over a 20 year period in the state are 1% mineral exploration, 81.6% water supply, and 17.4% all other purposes. The mineral exploration activity has a higher level of oversight with regular inspections from the time drilling starts to final closure. Arends reported an exploratory bore hole is a small glimpse into the geology of the area, so many bore holes are needed to determine the extent and grade of the potential ore body, number of tons of the ore deposit, the amount of overburden, and rock characteristics when the ore is separated.

Arends reported NSM sought DNR approval to drill exploratory bore holes on 120 acres of lands with private and state ownership. Arends reported state mineral ownership is in the form of coal and iron and all remaining surface and mineral interests for the 120 acres are held under private lease to NSM. Arends reported NSM has surface and mineral agreements with the landowners, but the State is not a party to those agreements. DNR regulatory oversight is triggered when a company starts drilling or conducting exploratory boring. Arends reported in addition to DNR regulatory oversight, there are also a number of registrations, certifications, and licensure requirements from multiple state agencies in order to conduct exploratory drilling in the state. NSM, or their affiliates and contractors, must have these registrations in place before drilling. Arends reported on May 25, 2023 the DNR granted drilling authorization to NSM to explore in the state's mineral interests with the condition that the data must be granted to the DNR upon receipt. Arends reported the authorization expires in one year. Arends reported NSM is required to notify the DNR ten days prior to drilling each exploratory hole and there are currently 19 borings. The DNR inspects each drill hole multiple times. Reclamation of the sites is completed after drilling is complete.

Arends reported once a company has the information from exploratory boring they can start the decision-making process. Arends reported the timeline for a typical mineral exploration program in the state includes 1 to 5 years to develop a business plan and financing, 3 to 5 or more years to develop a land package, and 5 to 15 years for exploration to get to the decision-making process. Arends reported the process has overlapping steps. Arends reported if a company identifies a deposit that could support a mine, which could take 10 to 15 years to determine, the activity transitions into a formally proposed project and that is the point when environmental scoping is conducted.

Arends presented the DNR's leasing history for mineral exploration since 1966: only 5% of the leases are still active, 95% of the leases have terminated, and 99% of the leases terminate within 10 years. The DNR leases lands because most of their lands have fiduciary responsibilities, so the money generated through forestry or mineral leasing is used to fund local and state governments and public schools. When the leases terminate the companies are required to submit drill core samples to the state, as well as additional information. The drill core library maintained by the state is publicly available and uses include aquifer mapping by the U.S. Geological Survey and university research.

Joe Henderson reported NSM requested nonferrous metallic mineral leases for approximately 800 acres of state land in Crow Wing County in May 2021, which started the public review process. Henderson reported the lands could include a combination of school trust, local tax forfeited, or university trust lands, which the DNR administers for the state. The DNR followed their nonferrous mineral lease request process, including posting the lease request information on their website in September and October 2021, conducting regional review with local DNR representatives, conducting local public and tribal outreach, and offering a 30 day public input period. The DNR received input from approximately 230 people. Henderson reported the input included support, opposition, concerns regarding aspects of exploration, and concerns regarding the actions of the current and previous companies. Henderson reported almost half of the input received was requests for information about what the proposed project would be. Henderson stated there is no project. The DNR is reviewing the lease request and, if approved, NSM would follow the mineral exploration program discussed by Arends that takes years to complete before starting the decision-making process. Henderson reported to comply with the law, a company must have control, through

ownership or leases, of adjacent properties to be able to request mineral leases on state or county lands. Henderson reported the DNR is currently evaluating whether to recommend to the Executive Council whether NSM meets the laws and requirements to be offered the leases and the DNR must negotiate the lease terms with NSM. Henderson reported if the DNR chooses to offer the leases, or a subpackage with conditions, to the Executive Council, then the Executive Council would decide whether to approve or deny the leases. Henderson reported the public would have an opportunity to speak to the Executive Council. The Executive Council consists of the Governor, Lieutenant Governor, Secretary of State, State Auditor, and Attorney General.

Henderson reported if exploration were to lead to mine development in the future, then the DNR would work on the following processes: environmental scoping, environmental review, permit to mine, and other state agency permitting processes, including air, water, dam safety, wetlands, etc. Henderson reported there are up to 20 permits required for a mining project. Henderson reported NSM would have to have all permits in place before they could construct or operate. Henderson reported all the processes have opportunities for public input. Henderson reported the DNR has not made a decision, but is at the point where there has been quite a bit of education and the DNR is deciding whether they should go forward to the Executive Council and recommend the 800 acres be leased to NSM.

Henderson reported the DNR urged NSM to speak locally due to the number of questions and comments received during the comment period. Henderson stated the DNR cannot answer questions regarding previous lease holders. Henderson again reported there is no project and the DNR cannot answer questions about a project or what project NSM plans to do. Henderson reported NSM has not developed a project, has requested to lease additional lands, is searching for something that might be valuable enough to be developed, and does not know how that would be developed. Henderson reported the DNR can only provide information about consideration of the lease applications and answer questions about the process.

A question and answer/comment period followed, including:

- What are mineral rights and what does the lease process mean? Henderson stated NSM is asking for leases for publicly held minerals on lands administered by the DNR to explore and determine if they want to propose to be able to mine in the future.
- If the environmental review process is completed after the lease application approval, what is considered before the leases are recommended for approval? Henderson stated the DNR completed public outreach, researched ownership and control, reviewed public lands for local scientific, natural, and wildlife management areas, park areas, or land uses that would require conditions, including threatened endangered species, to ensure that impacts are minimal and not long term. Arends reported the DNR also determines whether the company is financially and technically able to act on the mineral lease.
- At what point would measures be placed to ensure adequate protection if at some point neighboring areas have an adverse impact from exploration activities? Henderson reported special conditions would be added to the lease for anything called out to the DNR and there are also general conditions. Henderson reported the draft lease conditions are public and available prior to the Executive Council meeting where the leases would be considered.
- What about protecting our groundwater? Arends reported that anyone with well interference should contact MDH for assistance.
- When drilling through aquifers, what lubricant is used? Arends reported water treatment level lubricants and drinking water are used for drilling. Arends reported the bore holes would be cased, grouted closed when done, and capped. Henderson reported DNR and MDH are completing regular inspections.
- What about wildlife? Arends reported the DNR's wildlife experts would review wildlife issues during the screening process and lease conditions would be added.
- There was a comment regarding the negative effects to the health of neighbors of open pit manganese mining from the water, soil, and air.
- Would another environmental impact study be needed? Henderson reported an environmental impact study is not required for exploration activities. Henderson reported there is no project, but if there were a project in the future an environmental impact study would be required prior to the project. The environmental impact study would look at the potential and cumulative health effects and community health effects, including water, air, etc. A federal level environmental impact study was conducted that determined simple bore holes or exploration are not a project and are not physically manipulating the environment like a mine project would.
- Should there be additional City workshops to provide information to the public? Henderson stated the DNR could attend a meeting in the future, especially if there are changes. Henderson stated the DNR has not recommended the leases for approval and has not had much new information to present.

- Does NSM need to wholly own the company? Henderson reported NSM has to either own the property or control through leasing.
- At what point would regular water sampling be required through conditions before moving forward with a project? Arends reported MDH has great well interference logs, could help navigate the process, and would work with the company if it was determined the company interfered with groundwater.

Mayor Jones reopened the Public Forum portion of the meeting.

Rick Sandri, CEO, NSM, reported there is no project at this point, except exploration. Sandri reported NSM is exploring on private, but not state lands, and the exploratory drilling has been approved by the state. Sandri reported the exploratory drill holes are 600' deep and once each hole is complete and the rods are pulled the bore hole is cased. Sandri reported after each exploratory bore hole is cased, the top of the pipe is painted for visibility. Sandri reported MDH is completing regular inspections and NSM is receiving positive feedback on their actions. Sandri reported materials from each exploratory bore hole are collected and analyzed. Sandri reported the material is the highest grade manganese in the U.S.

Sandri reported NSM is in negotiations with the state for mineral leases for 800 acres of state land. Sandri reported NSM is in the very early stages of exploration and NSM is years away from making a decision regarding whether there are enough materials to pursue a future viable project from economic, engineering, and environmental perspectives. Sandri reported that exploration is research and development into the ground and NSM is a long way off from any kind of commitment to a mine or project. NSM is currently exploring to see if they can find material of sufficient grade and quantity that allows NSM to raise more money to complete more exploration. Sandri reported NSM is having the material tested in metallurgical labs to see if they could make a product that makes sense. Sandri reported if the product does make sense, then they would start work on engineering and environmental, approach the state with a possible project, and complete the next steps which would be years away. Sandri reported if there are not sufficient tonnages of the manganese, if the manganese cannot be extracted correctly, if the manganese cannot be marketed, and if the manganese cannot be extracted environmentally, then there would be no project. Sandri reported at this time NSM has no idea what a possible future mine would look like.

Sandri requested to work with the Council to set up a public informational meeting.

Public forum comments and information included:

- Concern regarding protection of the water table and nearby Ruth Lake if there were an open mine pit.
- For concerns regarding current water quality, people need to contact MDH. It was reported that water quality issues from the prior activity are happening again after the exploratory drilling.
- The Executive Council meets quarterly.
- There was a concern regarding the length of time the DNR is taking to consider the mineral leases. Henderson reported there was so much misinformation and lack of information that the DNR was waiting for NSM to address the local issues and concerns regarding the previous project, ownership, and what a possible project would be. Henderson reported the DNR's decision is only a leasing decision.
- There was a concern regarding DNR consideration of mineral leases and NSM exploration when NSM does not control through leases or own the adjacent properties and cannot satisfy the requirements for a project. Vicki Sellner reported the DNR is aware of a fractional ownership question on 80 acres of the proposed lease application. Sellner reported the state owns 3/5 of the surface and minerals of the 80 acre parcel and two private owners own the remaining 2/5. Sellner reported the state can lease the portion of the surface and minerals the state owns and it is up to NSM to secure leases with the private owners. Sellner reported the mineral lease does not allow trespassing onto someone else's ownership. Henderson reported if the DNR recommends approval of the lease for the 80 acres, NSM would still need to get approval from the private owners to cross the surface. Sellner reported NSM is not required to have leases with private owners before the mineral leases would be recommended to the Executive Council for approval.

The Council thanked the DNR representatives for attending the meeting.

The Council discussed holding a public informational meeting with all parties involved, including Crow Wing Power, Cooperative Mineral Resources, NSM, Electric Metals, DNR, MDH, etc.

Mayor Jones recessed the regular Council Meeting at 7:15 p.m.

Mayor Jones reopened the regular Council Meeting at 7:23 p.m.

FIRE DEPARTMENT: Council Liaison Hemphill reported the May Fire Department meeting was held with 17 members present and reported 6 fire calls. Equipment and SCBAs were checked. Training was held on search and rescue.

COUNCILMEMBER HEMPHILL MADE THE MOTION TO ADOPT RESOLUTION 23-20 ACCEPTING DONATION TO THE CITY OF \$5,000 FROM THE EMILY FIREMEN'S RELIEF ASSOCIATION TO THE CELEBRATE EMILY DAY COMMITTEE FOR EMILY DAY FIREWORKS. COUNCILMEMBER BUTCHER SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.

FIRST RESPONSE UNIT: Council Liaison Hemphill reported the First Response Unit June meeting was held with 9 members present and reported 9 medical calls and 3 trainings in May. Trainings included medical and trauma scenarios, using the what3words application, and did performance review with CRMC education. The First Responders will be working at the upcoming softball tournament. Training is planned on the rescue rig side by side. The July meeting will be held on July 3rd due to the July 4th holiday.

POLICE DEPARTMENT: MAYOR JONES MADE THE MOTION TO APPROVE THE POLICE CHIEF JOB DESCRIPTION AS PRESENTED. COUNCILMEMBER BUTCHER SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.

COUNCILMEMBER KOCH MADE THE MOTION TO APPROVE THE AD FOR PUBLICATION FOR A FULL-TIME POLICE CHIEF POSITION AS PRESENTED. MAYOR JONES SECONDED THE MOTION. Discussion included a condensed version will be published in area newspapers. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.

Clarification from prior meetings included the Cuyuna Police Department had provided a soft quote for police coverage for Emily and the total included one Cuyuna Police Department squad car and the Emily Police Department cannot be reactivated until a Police Chief is hired.

The Crow Wing County Sheriff's Office invoice is for the City of Emily's annual share of LETG base and mobile fees for the County. **COUNCILMEMBER HEMPHILL MADE THE MOTION TO APPROVE PAYMENT OF THE CROW WING COUNTY SHERIFF'S OFFICE INVOICE FOR ANNUAL SHARE OF LETG BASE AND MOBILE FEES FOR \$1,965. COUNCILMEMBER BUTCHER SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.**

WASTEWATER: The Council discussed the Wastewater Committee's recommendation to waive the \$2,000 residential sewer service connection fee as requested by Jon and Karen Stern for a new home build on Bloomquist Drive and to add a requirement for connection to the City sewer main on Bloomquist Drive, not the lateral line of the business that crosses the property. The property owners applied for a residential building sewer permit. The property owners own a business on an adjacent lot to the west. When the property owners connected the business to the City sewer main their five year old septic system had to be abandoned. The Wastewater Committee had a concern regarding the number of stubs on the City's sewer main at the location. The City has a substantial investment in the sewer system and needs to collect fees to support it. Waiving the connection fee would set a precedent. Jeff Ledin, City Engineer, reported when the system was constructed stubs were added in the obvious places for future homes, but extra stubs were not added. Ledin approved of the Wastewater Committee's recommendation for the new service lateral line to run from the house to the main instead of sharing the business' lateral line. If the home were to share the business' lateral line there could be a dispute if the service line were to get plugged. Ledin reported any work to connect the home's lateral line to the City's main would be within the City's right-of-way and it is critical for the City's Wastewater Operator or Maintenance personnel to observe the work and ensure that it is done correctly. Ledin reported generally cities require the property owner to cover the cost of connection to the sewer main and require the work to be completed to City specifications. Ledin reported when the sewer ordinance was written the sewer connection fees were implemented as a mechanism to assist with repayment of the City's sewer fund because property owners with new connections did not help with the original construction costs. Ledin recommended ensuring the business lateral line would not be located under the new home so the business lateral line could be repaired in the future. **COUNCILMEMBER KOCH MADE THE MOTION TO NOT WAIVE THE \$2,000 RESIDENTIAL SEWER SERVICE CONNECTION FEE FOR JON AND KAREN STERN FOR A**

NEW HOME BUILD ON BLOOMQUIST DRIVE. COUNCILMEMBER BUTCHER SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED. Ledin and the Clerk will work on a letter to the property owners.

The Wastewater Committee recommended working with the Wastewater Operator to develop a packet of information to give to prospective people and contractors wanting to connect to City sewer.

The Council discussed the Wastewater Committee's recommendation to waive the \$2,000 residential sewer service connection fee for an uncharged account at 21216 County Road 1 for an unknown City sewer connection (connected since the fall of 2019) and to start billing for the second quarter of 2023 (starting April 1, 2023). The property owner had applied for a building permit in 2019, but did not apply for a residential building sewer permit. Connection was made from the home to the City's sewer main in the fall of 2019, but the City was not aware of the connection and the property has not been charged connection or quarterly sewer service fees. The contractor should have ensured the property owner had applied for a connection permit and the connection should have been inspected. **COUNCILMEMBER KOCH MADE THE MOTION TO NOT WAIVE THE \$2,000 RESIDENTIAL SEWER SERVICE CONNECTION FEE FOR 21216 COUNTY ROAD 1, TO CHARGE THE \$2,000 RESIDENTIAL SEWER SERVICE CONNECTION FEE, AND TO START QUARTERLY SEWER BILLING EFFECTIVE JUNE 13, 2023. MAYOR JONES SECONDED THE MOTION.** Discussion included Ledin recommended requiring the property owner to pay for televising the sewer service lateral line from the home to the main for the City's Wastewater Operator to review to determine the condition of the line and the connection to the main. **COUNCILMEMBER KOCH WITHDREW THE MOTION. COUNCILMEMBER BUTCHER MADE THE MOTION TO REQUIRE THE PROPERTY OWNER OF 21216 COUNTY ROAD 1 TO APPLY FOR A RESIDENTIAL BUILDING SEWER PERMIT, PAY THE \$50 PERMIT FEE, AND PAY TO TELEVISION THE SEWER SERVICE LATERAL LINE FROM THE HOME TO THE MAIN FOR THE WASTEWATER OPERATOR TO INSPECT. MAYOR JONES SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.**

The Council discussed the Wastewater Committee's recommendation for Creative Threads to remain on commercial flat rate billing with waiver of current late fee, but any future delinquency will incur late fees. The business owner paid the residential rate for the last quarter, so the difference of \$24.23 would be owed. **MAYOR JONES MADE THE MOTION FOR CREATIVE THREADS TO REMAIN ON COMMERCIAL FLAT RATE BILLING WITH WAIVER OF THE CURRENT LATE FEE, BUT ANY FUTURE DELINQUENCY WILL INCUR LATE FEES, AND TO PAY THE DIFFERENCE OF \$24.23 FOR THE LAST QUARTER. COUNCILMEMBER HEMPHILL SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.**

PLANNING & ZONING: The Council discussed the Planning Commission's recommendation to waive Nick Usherwood's Conditional Use Permit after-the-fact fine due to loss of the prior Conditional Use Permit when the business ceased operation for longer than one year and then Usherwood started up a different business. **COUNCILMEMBER HEMPHILL MADE THE MOTION TO WAIVE NICK USHERWOOD'S CONDITIONAL USE PERMIT AFTER-THE-FACT FINE. MAYOR JONES SECONDED THE MOTION.** Discussion included Usherwood's grandfather had operated a machine shop on the property, the business ceased operation for longer than one year, so the prior Conditional Use Permit expired. **ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.**

MAYOR JONES MADE THE MOTION TO APPROVE CROW WING COUNTY'S REQUEST FOR CLASSIFICATION TO NON-CONSERVATION AND FUTURE SALE OF TAX FORFEITED LAND FOR PARCEL ID 21230574 AS RECOMMENDED BY THE PLANNING COMMISSION. COUNCILMEMBER KOCH SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.

The Council discussed the Beachcombers Landscaping request for refund of a land use permit fee of \$150 for a denied permit. The Council made the decision to send the request to the Planning Commission for review.

ATTORNEY: No report.

ROADS: Councilmember Butcher recused himself from the meeting.

Mayor Jones opened the sealed quotes for 3,000 yards of Class 5, including optional costs for loading, storage on site, and delivery. The quotes received were:

- Moritz Excavating for 3,000 yards of Class 5 gravel at \$10 per yard for \$30,000, loader availability for \$1.50 per yard with \$30 minimum use, and hauling for \$120 per hour.
- Emily Sand & Gravel for 3,000 yards of Class 5 at \$11 per yard for \$33,000 including storage on site and the price of loading.

The Council reviewed the quotes and determined loading for the Moritz Excavating quote would cost an additional \$4,500, for a total of \$34,500.

COUNCILMEMBER HANSON MADE THE MOTION TO PURCHASE 3,000 YARDS OF CLASS 5 AT \$11 PER YARD FOR A TOTAL OF \$33,000, INCLUDING STORAGE ON SITE AND THE PRICE OF LOADING, FROM EMILY SAND & GRAVEL. MAYOR JONES SECONDED THE MOTION. ROLL CALL VOTE – JONES, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION PASSED. MAYOR JONES MADE THE MOTION TO ADOPT RESOLUTION 23-24 TO CONTRACT WITH A CITY OFFICIAL TO CONTRACT WITH BRYCE BUTCHER, COUNCILMEMBER AND OWNER OF EMILY SAND & GRAVEL, TO PURCHASE 3,000 YARDS OF CLASS 5 AGGREGATE. COUNCILMEMBER HEMPHILL SECONDED THE MOTION. ROLL CALL VOTE – JONES, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION PASSED.

Councilmember Butcher rejoined the meeting.

City Engineer Ledin provided an S.E.H. Agreement for Professional Services for repair of the Emily Dam. The plan would be for the contractor to complete the work in the fall when there is minimal water going over the dam.

COUNCILMEMBER HEMPHILL MADE THE MOTION TO APPROVE THE S.E.H. AGREEMENT FOR PROFESSIONAL SERVICES FOR 2023 EMILY DAM REPAIR INCLUDING PREPARATION OF QUOTE PACKAGE FOR \$5,800, CONTRACT ADMINISTRATION FOR \$5,800, AND CONSTRUCTION OBSERVATION FOR AN ESTIMATED FEE OF \$1,600, FOR A TOTAL OF \$13,200. COUNCILMEMBER KOCH SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.

The Council thanked Ledin for attending the meeting.

MnDOT plans to repair the storm drain area from Lake Street to Emily Lake after July 4, 2023.

MAINTENANCE: Maintenance Supervisor Brian Foster reported the fishing pier has been deployed on Ruth Lake, cemetery work, park work, grading roads, cutting trees, and Brush Dump work. Foster reported the Brush Dump was closed to the public 3 weeks ago due to overwhelming use requiring Maintenance personnel to dedicate 20 to 30 hours every two weeks to the Brush Dump. Brush Dump use is now under control. Foster reported people from outside of Emily were using and abusing the Brush Dump. The Brush Dump is for property owners and residents of Emily only. The Brush Dump will remain closed and Emily property owners and residents may contact Foster to request access. The Council directed the summer intern to develop a flier to request volunteers for the Brush Dump to be open every other Saturday. An incentive for volunteering would be the ability to check out a key to the Brush Dump during business hours.

Council Liaison Hanson reported inspecting the roads with Foster and Alex Voit, S.E.H., in preparation for the Feasibility Study for a 2024 road improvement project. More road inspections may be necessary.

CITY HALL: No report.

CEMETERY: Council Liaison Butcher reported lots sold and burials.

PARKS: Two trees were damaged during the June 2022 storm in the Downtown City Park. The City received the funds from the insurance claim for the park pavilion damage and replacement of the trees. The trees would be 8 to 10' tall and have a diameter of about 4". **COUNCILMEMBER KOCH MADE THE MOTION TO HIRE LANDSBURG LANDSCAPE NURSERY TO PLANT ONE WHITE PINE AND ONE NORWAY PINE TREE IN THE DOWNTOWN CITY PARK FOR \$2,998 WITH 25% DOWN. COUNCILMEMBER BUTCHER SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.**

LIBRARY: No report.

PERSONNEL: COUNCILMEMBER HEMPHILL MADE THE MOTION TO APPROVE PAYOUT OF DAMIEN STALKER'S UNUSED AND ACCRUED VACATION AND SICK LEAVE PER THE POLICE CHIEF EMPLOYMENT AGREEMENT AND PERSONNEL POLICY FOR A TOTAL OF \$6,925.46 ON JULY 5, 2023 INCLUDING REQUIRED WITHHOLDINGS. MAYOR JONES SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.

EMILY WATERS: No report.

ECONOMIC DEVELOPMENT: No report.

CODIFICATION: No report.

UNFINISHED BUSINESS: Rick Sandri, North Star Manganese (NSM), provided a report. Sandri reported NSM continued exploration drilling on leased lands with the intent to expand knowledge of the Emily Manganese Deposit generated from prior exploration programs. Sandri reported as of the end of May twenty-one diamond drill holes had been drilled and completed to date. NSM's environmental consultants visit the site weekly to ensure all activities meet the State's environmental requirements and that the operations are in compliance. The DNR and MDH have also visited the site and will be doing so periodically during the drilling program. NSM continued its discussions with the DNR on its mineral lease applications on State mineral lands in the Emily area. The activity will be ongoing through 2023. Additional information on the Emily project is reported periodically by NSM's parent company, Electric Metals.

The City's grant application for Sourcewell Impact Funding for purchase of audio system equipment for the Council Chambers was not chosen during the grant lottery.

NEW BUSINESS: MAYOR JONES MADE THE MOTION TO APPROVE PROCLAMATION 2023-01 RECOGNIZING NATIONAL PREGNANCY AND INFANT LOSS REMEMBRANCE DAY. COUNCILMEMBER HEMPHILL SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.

MAYOR JONES MADE THE MOTION TO ADOPT RESOLUTION 23-01, AMENDED, STATING ANNUAL DESIGNATIONS AS AMENDED. COUNCILMEMBER KOCH SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.

MAYOR JONES MADE THE MOTION TO ADOPT RESOLUTION 23-21 ACCEPTING DONATION TO THE CITY OF A BENCH FROM THE BAGS TO BENCHES PROGRAM FOR THE CITY'S BASEBALL FIELD PARK FROM THE LAKERS LIONS. COUNCILMEMBER KOCH SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.

COUNCILMEMBER BUTCHER MADE THE MOTION TO ADOPT RESOLUTION 23-22 ACCEPTING DONATION TO THE CITY OF \$5,000 FROM THE OUTING CHAMBER OF COMMERCE TO THE CELEBRATE EMILY DAY COMMITTEE FOR EMILY DAY FIREWORKS. MAYOR JONES SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.

COUNCILMEMBER HEMPHILL MADE THE MOTION TO ADOPT RESOLUTION 23-23 FOR SUBMISSION OF COMMUNITY BOOST FUNDS GRANT APPLICATION TO SOURCEWELL TO APPLY FOR A GRANT TO PURCHASE ONE MICROPHONE FOR THE COUNCIL CHAMBERS FOR \$535 AND DUAL COMPUTER MONITORS WITH STAND AND INSTALLATION FOR CLERK'S OFFICE COMPUTER USED BY INTERN FOR \$427 FOR A TOTAL OF \$962. COUNCILMEMBER BUTCHER SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.

The Council reviewed Sourcewell programs for local government, including grant programs, consultant reimbursement, internship reimbursement, regional safety groups, EMS training reimbursement, etc.

The Council reviewed a legislative recap update from the League of Minnesota Cities (LMC), including paid family and medical leave insurance program, earned safe and sick time, PERA one-time COLA increase, legalization of adult-use cannabis, creation of statewide regulatory framework for adult-use cannabis, City's role in cannabis regulation, one-time public safety aid, housing programs, authorization for religious institutions to site sacred settlements of micro units on religious property, funding for Small Cities Assistance, funding for Local Road

Improvement Program, funding for Local Bridge Replacement Program, and open meeting law revision for remote attendance.

CORRESPONDENCE: Discussion included Ehlers reported refunding of existing bonds would not generate sufficient savings to be considered, LMC plans a dues schedule increase of 4.5% for fiscal year 2023-2024, Office of the State Auditor regarding participation in the Performance Measurement Program, Crow Wing County Community Services regarding invitation to June Brainerd Lakes Area Drug Education/Opioid Settlement Group Meeting, and Pine River Watershed Alliance regarding their annual meeting.

SCHEDULED UPCOMING MEETINGS: None.

**COUNCILMEMBER BUTCHER MADE THE MOTION TO ADJOURN THE MEETING AT 8:49 P.M.
COUNCILMEMBER KOCH SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON,
HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.**

Respectfully submitted,

Attest:

Cari Johnson, MCMC, City Clerk/Treasurer

Tracy Jones, Mayor

As on 10/31/2023

Fund	Beginning Balance	Receipts	Sale of Investments	Transfers In	Disbursements	Purchase of Investments	Transfers Out	Ending Balance	Investment Balance	Total Balance
General Fund	591,186.90	910,189.03	16,569.18	0.00	950,497.67	21,392.81	15,142.08	530,912.55	116,968.11	647,880.66
Road and Bridge	51,342.08	47.38	0.00	0.00	6,000.00	0.00	0.00	45,389.46	0.00	45,389.46
Small Cities Revolving Loan Fund	7,687.12	6,787.66	0.00	0.00	0.00	0.00	0.00	14,474.78	0.00	14,474.78
Small Cities Housing Rehabilitation Fund	4.41	0.00	0.00	0.00	0.00	0.00	0.00	4.41	0.00	4.41
American Rescue Plan Fund	45,908.01	44.15	0.00	0.00	0.00	0.00	0.00	45,952.16	0.00	45,952.16
Library	1,154.84	425.99	0.00	0.00	0.00	0.00	0.00	1,580.83	0.00	1,580.83
Firemens equip fund 225	105,662.55	18,053.59	15,356.15	15,142.08	125,462.46	15,844.57	0.00	12,907.34	0.00	12,907.34
1st Resp. equip fund 226	33,667.26	9,903.27	570.84	0.00	858.93	2,178.97	0.00	41,103.47	40,684.55	81,788.02
Emily Area Recycling 227	(0.12)	109.80	0.00	0.00	685.17	0.00	0.00	(575.49)	0.00	(575.49)
Police Fund 228	2,123.37	2.01	0.00	0.00	0.00	0.00	0.00	2,125.38	0.00	2,125.38
FORFEITURE FUND 229	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
General Debt Service (Identify)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Debt Service PRI 2007 302	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Debt Service GOCIP 2012 303 and 305	28,486.60	38,914.70	0.00	0.00	46,600.00	0.00	0.00	20,801.30	0.00	20,801.30
Debt Service PRI 2014 304	33,261.40	29,303.86	0.00	0.00	43,752.50	0.00	0.00	18,812.76	0.00	18,812.76
Debt Service PRI 2004 305	0.00	6.70	0.00	0.00	0.00	0.00	0.00	6.70	0.00	6.70
Debt Service PRI 2005 306	37.78	577.90	0.00	0.00	0.00	0.00	0.00	615.68	0.00	615.68
Park Acquisition and Development (Optional)	48,335.33	3,848.11	998.97	0.00	987.32	3,813.20	0.00	48,381.89	71,197.99	119,579.88
CITY HALL CD 406	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CEMETERY CD 407	1,324.98	1,901.96	499.47	0.00	493.64	1,906.58	0.00	1,326.19	35,598.98	36,925.17
SMALL CITIES CD 408	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
POLICE DEPART. 409	3,309.20	1,360.83	356.76	0.00	352.60	1,361.83	0.00	3,312.36	25,427.84	28,740.20
SEWER EQUIP. 410	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
EDA CD 412	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
REHAB. PROJ. CD 413	10,063.89	9.86	0.00	0.00	0.00	0.00	0.00	10,073.75	0.00	10,073.75
CAP. PROJ. FIRE CD 414	5,009.20	4.98	0.00	0.00	0.00	0.00	0.00	5,014.18	0.00	5,014.18
CAP PROJ. RD CD 415	18,578.55	2,733.36	713.56	0.00	705.24	2,723.72	0.00	18,596.51	50,855.71	69,452.22
FUT. CITY DEV. CD 416	(2,204.61)	1,900.76	499.49	0.00	493.66	1,906.59	0.00	(2,204.61)	35,598.98	33,394.37

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	97,571.68	116,024.53	142.72	0.00	123,600.55	544.75	0.00	89,593.63	10,171.14	99,764.77
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	14,000.00	0.00	0.00	14,000.00	0.00	0.00	0.00	0.00	0.00
Total:	1,082,510.42	1,156,150.43	35,707.14	15,142.08	1,314,489.74	51,673.02	15,142.08	908,205.23	386,503.30	1,294,708.53

For the Period : 10/1/2023 To 10/31/2023

Name of Fund	Beginning Balance	Total Receipts	Total Disbursed	Ending Balance	Less Deposits In Transit	Plus Outstanding Checks	Total Per Bank Statement
General Fund	\$586,310.30	\$13,362.69	\$68,760.44	\$530,912.55	\$0.00	\$3,745.31	\$534,657.86
Road and Bridge	\$45,383.55	\$5.91	\$0.00	\$45,389.46	\$0.00	\$0.00	\$45,389.46
Small Cities Revolving Loan Fund	\$13,440.31	\$1,034.47	\$0.00	\$14,474.78	\$0.00	\$0.00	\$14,474.78
Small Cities Housing Rehabilitation Fund	\$4.41	\$0.00	\$0.00	\$4.41	\$0.00	\$0.00	\$4.41
American Rescue Plan Fund	\$45,946.25	\$5.91	\$0.00	\$45,952.16	\$0.00	\$0.00	\$45,952.16
Library	\$1,580.59	\$0.24	\$0.00	\$1,580.83	\$0.00	\$0.00	\$1,580.83
Firemens equip fund 225	\$12,905.69	\$1.65	\$0.00	\$12,907.34	\$0.00	\$0.00	\$12,907.34
1st Resp. equip fund 226	\$41,098.15	\$84.98	\$79.66	\$41,103.47	\$0.00	\$0.00	\$41,103.47
Emily Area Recycling 227	(\$543.12)	\$0.00	\$32.37	(\$575.49)	\$0.00	\$0.00	(\$575.49)
Police Fund 228	\$2,125.14	\$0.24	\$0.00	\$2,125.38	\$0.00	\$0.00	\$2,125.38
FORFEITURE FUND 229	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
General Debt Service (Identify)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Debt Service PRI 2007 302	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Debt Service GOCIP 2012 303 and 305	\$20,798.58	\$2.72	\$0.00	\$20,801.30	\$0.00	\$0.00	\$20,801.30
Debt Service PRI 2014 304	\$18,810.28	\$2.48	\$0.00	\$18,812.76	\$0.00	\$0.00	\$18,812.76
Debt Service PRI 2004 305	\$6.70	\$0.00	\$0.00	\$6.70	\$0.00	\$0.00	\$6.70
Debt Service PRI 2005 306	\$615.56	\$0.12	\$0.00	\$615.68	\$0.00	\$0.00	\$615.68
Park Acquisition and Development (Optional)	\$48,375.63	\$145.66	\$139.40	\$48,381.89	\$0.00	\$0.00	\$48,381.89
CITY HALL CD 406	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
CEMETERY CD 407	\$1,326.07	\$69.81	\$69.69	\$1,326.19	\$0.00	\$0.00	\$1,326.19
SMALL CITIES CD 408	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
POLICE DEPART. 409	\$3,311.89	\$50.25	\$49.78	\$3,312.36	\$0.00	\$0.00	\$3,312.36
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	\$10,072.45	\$1.30	\$0.00	\$10,073.75	\$0.00	\$0.00	\$10,073.75
CAP. PROJ. FIRE CD 414	\$5,013.59	\$0.59	\$0.00	\$5,014.18	\$0.00	\$0.00	\$5,014.18
CAP PROJ. RD CD 415	\$18,594.15	\$101.93	\$99.57	\$18,596.51	\$0.00	\$0.00	\$18,596.51
FUT. CITY DEV. CD 416	(\$2,204.61)	\$69.69	\$69.69	(\$2,204.61)	\$0.00	\$0.00	(\$2,204.61)
SHOP BLDG CD 417	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Sewage Collection and Disposal	\$77,333.81	\$16,766.65	\$4,506.83	\$89,593.63	\$0.00	\$2,100.80	\$91,694.43
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

Plus
 Outstanding Checks \$0.00
 \$5,846.11
 Total Per Bank Statement
 \$914,051.34
Balance
11-2-2013
RP

Less
 Deposits In Transit \$0.00
 \$0.00
 Ending Balance \$0.00
 \$908,205.23

Beginning Balance \$0.00
 \$950,305.37
 Total Receipts \$0.00
 \$31,707.29
 Total Disbursed \$0.00
 \$73,807.43

Name of Fund	Beginning Balance	Total Receipts	Total Disbursed	Ending Balance	Date
Donor pass thru 851	\$0.00	\$0.00	\$0.00	\$0.00	
Total	\$950,305.37	\$31,707.29	\$73,807.43	\$908,205.23	
Andrew D Hemphill	City Council/Town Board				Date
Bryce L Butcher	City Council/Town Board				Date
GERHART L. HANSON, JR	City Council/Town Board				Date
Gregory A Koch	City Council/Town Board				Date
TRACY ALLEN JONES	City Council/Town Board, Mayor				Date

As of 11/2/2023

Fiscal Year : 2023

<u>Name of Fund</u>	<u>Beginning Balance</u>	<u>Total Receipts</u>	<u>Total Disbursements</u>	<u>Ending Balance</u>
General Fund	\$591,186.90	\$926,758.21	\$987,032.56	\$530,912.55
Road and Bridge	\$51,342.08	\$47.38	\$6,000.00	\$45,389.46
Small Cities Revolving Loan Fund	\$7,687.12	\$6,787.66	\$0.00	\$14,474.78
Small Cities Housing Rehabilitation Fund	\$4.41	\$0.00	\$0.00	\$4.41
American Rescue Plan Fund	\$45,908.01	\$44.15	\$0.00	\$45,952.16
Library	\$1,154.84	\$425.99	\$0.00	\$1,580.83
Firemens equip fund 225	\$105,662.55	\$48,551.82	\$141,307.03	\$12,907.34
1st Resp. equip fund 226	\$33,667.26	\$10,474.11	\$3,037.90	\$41,103.47
Emily Area Recycling 227	(\$0.12)	\$109.80	\$685.17	(\$575.49)
Police Fund 228	\$2,123.37	\$2.01	\$0.00	\$2,125.38
FORFEITURE FUND 229	\$0.00	\$0.00	\$0.00	\$0.00
General Debt Service (Identify)	\$0.00	\$0.00	\$0.00	\$0.00
Debt Service PRI 2007 302	\$0.00	\$0.00	\$0.00	\$0.00
Debt Service GOCIP 2012 303 and 305	\$28,486.60	\$38,914.70	\$46,600.00	\$20,801.30
Debt Service PRI 2014 304	\$33,261.40	\$29,303.86	\$43,752.50	\$18,812.76
Debt Service PRI 2004 305	\$0.00	\$6.70	\$0.00	\$6.70
Debt Service PRI 2005 306	\$37.78	\$577.90	\$0.00	\$615.68
Public Acquisition and Development (Optional)	\$48,335.33	\$4,847.08	\$4,800.52	\$48,381.89
CITY HALL CD 406	\$0.00	\$0.00	\$0.00	\$0.00
CEMETERY CD 407	\$1,324.98	\$2,401.43	\$2,400.22	\$1,326.19
SMALL CITIES CD 408	\$0.00	\$0.00	\$0.00	\$0.00
POLICE DEPART. 409	\$3,309.20	\$1,717.59	\$1,714.43	\$3,312.36
SEWER EQUIP. 410	\$0.00	\$0.00	\$0.00	\$0.00
EDA CD 412	\$0.00	\$0.00	\$0.00	\$0.00
REHAB. PROJ. CD 413	\$10,063.89	\$9.86	\$0.00	\$10,073.75
CAP. PROJ. FIRE CD 414	\$5,009.20	\$4.98	\$0.00	\$5,014.18
CAP PROJ. RD CD 415	\$18,578.55	\$3,446.92	\$3,428.96	\$18,596.51
FUT. CITY DEV. CD 416	(\$2,204.61)	\$2,400.25	\$2,400.25	(\$2,204.61)
SHOP BLDG CD 417	\$0.00	\$0.00	\$0.00	\$0.00
Sewage Collection and Disposal	\$97,571.68	\$116,167.25	\$124,145.30	\$89,593.63
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	\$14,000.00	\$14,000.00	\$0.00
Total :	\$1,082,510.42	\$1,206,999.65	\$1,381,304.84	\$908,205.23

Date of Report : 11/2/2023

Outstanding Checks

<u>Date of Check</u>	<u>Check Number</u>	<u>To Whom Paid</u>	<u>Check Amount</u>
09/20/2023	60818	GOPHER STATE ONE-CALL	\$10.80
10/10/2023	60863	Payroll Period Ending 10/10/2023	\$300.14
10/18/2023	60890	CUYUNA REGIONAL MEDICAL CENTER	\$1,500.00
10/25/2023	60909	AFLAC	\$31.68
10/25/2023	60910	PEOPLESERVICE, INC.	\$2,090.00
10/25/2023	60911	Verizon	\$104.00
10/25/2023	60912	CUYUNA REGIONAL MEDICAL CENTER	\$130.00
10/25/2023	60904	Payroll Period Ending 10/25/2023	\$1,679.49
		Total	\$5,846.11

	Bbalance	Re-Investments	Interest	Gain/Loss	Ebalance	Bond Earned Interest Deposited in MMDA12
MIMMF Investments						
Cash/Dreyfus Money Market Deposit Account	\$ 804.98	\$ 2,000.00	\$ 16.11	\$ -	\$ 2,821.09	\$ 8.83
Money Market Total	\$ 804.98	\$ 2,000.00	\$ 16.11	\$ -	\$ 2,821.09	

Muni Bond/US Treasury Investments

132030GS4 Cambria County PA	\$ 14,731.20		\$ 25.65	\$ -	\$ 14,756.85	
842471BY9 Southern CA Pub Pwr Auth	\$ 4,995.20		\$ 2.45	\$ -	\$ 4,997.65	
952347WQ1 West Contra Costa CA	\$ 75,215.25		\$ (15.75)	\$ -	\$ 75,199.50	
509262FD8 Lake Cnty ILL Cmnty Unit Sch Bds	\$ 19,618.40		\$ 22.40	\$ -	\$ 19,640.80	
3130ATZ42 Federal Home Ln Bks Cons	\$ 49,948.50		\$ 26.00	\$ -	\$ 49,974.50	
3130AU6T6 Federal Home Ln Bks Cons	\$ 19,964.80		\$ 14.20	\$ -	\$ 19,979.00	
3130AV3M2 Federal Home Ln Bks Cons	\$ 59,430.60		\$ 51.60	\$ -	\$ 59,482.20	
91282CCC3 U.S. Treasury Securities	\$ 52,284.96		\$ 221.40	\$ -	\$ 52,506.36	
43785QRU9 Homestree BK Seattle CD	\$ 1,999.84	\$ (2,000.00)	\$ 0.16	\$ -	\$ (0.00)	\$ 8.83
912797LL9 U.S. Treasury Securities	\$ 86,751.86		\$ 392.49	\$ -	\$ 87,144.35	
Municipal Bonds Total	\$ 384,941.61	\$ (2,000.00)	\$ 740.60	\$ -	\$ 383,682.21	

TOTAL INVESTMENTS

	\$ 385,746.59	\$ -	\$ 16.11	\$ -	\$ 386,503.30	
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Rebalanced 11-2-23

	Original Investment	Beginning Balance	MMMF Reinvest	MMMF Interest	MMMF Gain/Loss	Muni Bonds Reinvest	Muni Bonds Interest	Muni Bonds Gain/Loss	Ending Balance	Market Value Totals
100 General Fund	\$ 115,000.00	\$ 116,739.10	\$ 805.26	\$ 4.88	\$ -	\$ (605.26)	\$ -	\$ 224.13	\$ 116,968.11	\$ 116,968.11
228 1st Resp. Equipment Fund	\$ 40,000.00	\$ 40,604.90	\$ 210.53	\$ 1.70	\$ -	\$ (210.53)	\$ -	\$ 77.96	\$ 40,684.56	\$ 40,684.56
404 Park Acquisition and Dev't	\$ 70,000.00	\$ 71,058.59	\$ 368.42	\$ 2.97	\$ -	\$ (368.42)	\$ -	\$ 136.43	\$ 71,197.99	\$ 71,197.99
407 Cemetery	\$ 35,000.00	\$ 35,529.29	\$ 184.21	\$ 1.48	\$ -	\$ (184.21)	\$ -	\$ 68.21	\$ 35,598.98	\$ 35,598.98
409 Police Department	\$ 25,000.00	\$ 25,378.06	\$ 131.58	\$ 1.06	\$ -	\$ (131.58)	\$ -	\$ 48.72	\$ 25,427.84	\$ 25,427.84
415 Capital Project Roads	\$ 50,000.00	\$ 50,756.13	\$ 283.16	\$ 2.12	\$ -	\$ (283.16)	\$ -	\$ 97.45	\$ 50,855.70	\$ 50,855.70
416 Future City Development	\$ 35,000.00	\$ 35,529.29	\$ 184.21	\$ 1.48	\$ -	\$ (184.21)	\$ -	\$ 68.21	\$ 35,598.98	\$ 35,598.98
602 Sewage Collection and Disp.	\$ 10,000.00	\$ 10,151.23	\$ 52.63	\$ 0.42	\$ -	\$ (52.63)	\$ -	\$ 19.49	\$ 10,171.14	\$ 10,171.14
Total	\$ 380,000.00	\$ 385,746.59	\$ 2,000.00	\$ 16.11	\$ -	\$ (2,000.00)	\$ -	\$ 740.60	\$ 386,503.30	\$ 386,503.30

Fund Name: All Funds

Date Range: 10/01/2023 To 10/31/2023

Date	Remitter	Receipt #	Description	Deposit ID	Void	Account Name	F-A-P	Total
10/01/2023	Daniel Berning	13079	Land Use and SSTS Permit - ACH	(10/02/2023) -	N	Building Permits (Excludes surcharge)	100-32210-	\$ 660.00
10/01/2023	Jacob Jensen	13083	10" Culvert - 20' - ACH	(10/02/2023) -	N	Sale of Culverts	100-34303-	\$ 250.00
10/02/2023	UTILITY BILLING	13086	Sewer Charges	(10/03/2023) -	N	Rate Class I	602-37210-	\$ 200.00
10/02/2023	Jon Stern	13087*	Small Cities Revolving Loan	(10/09/2023) -	N	State MIF Business Loans COVID-19	204-36203-15	\$ 167.92
10/02/2023	Dan Johnson and Heather Mitlyng	13088*	Small Cities Revolving Loan	(10/09/2023) -	N	State MIF Business Loans COVID-19	204-36203-15	\$ 362.03
10/05/2023	Pat Rheäume	13092	Copies X6	(10/12/2023) -	N	Copies/Faxes	100-34112-	\$ 1.50
10/06/2023	Blair Mileski	13093	Land Use Permit #23-89	(10/12/2023) -	N	Building Permits (Excludes surcharge)	100-32210-	\$ 150.00
10/09/2023	Alice T.	13094	Copies X4	(10/12/2023) -	N	Copies/Faxes	100-34112-	\$ 1.00
10/10/2023	Bryan Hill	13095	Land Use Permit	(10/12/2023) -	N	Building Permits (Excludes surcharge)	100-32210-	\$ 150.00
10/10/2023	Kline Funeral Home	13096*	Staking Fee - Benedict Trutwin	(10/12/2023) -	N	Cemetery -Grave openings	100-34941-	\$ 50.00

Fund Name: All Funds

Date Range: 10/01/2023 To 10/31/2023

<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>
10/10/2023	Lawyers Title Services	13097	Invs 23-38/23-33 - Assessment Searches	(10/12/2023) -	N Assessment Searches	100-34107-	\$ 50.00
10/10/2023	Lakes Area Title	13098	Assessment Search - Inv. 23-48	(10/12/2023) -	N Assessment Searches	100-34107-	\$ 25.00
10/10/2023	Dan and Fran Barrett	13099*	Small Cities Revolving Loan	(10/12/2023) -	N State MIF Business Loans COVID-19	204-36203-15	\$ 167.51
10/10/2023	Kurt Ehlers	13100	Fence Permit	(10/13/2023) -	N Building Permits (Excludes surcharge)	100-32210-	\$ 60.00
10/11/2023	Coleen Hellen	13101	Rental Dwelling License #48	(10/12/2023) -	N Rental Dwelling License	100-32111-	\$ 125.00
10/12/2023	Verizon Wireless	13102	Lease Payment	(10/17/2023) -	N Verizon Rental	100-34951-	\$ 1,100.00
10/13/2023	KOOP FUNERAL HOME	13103	Cremation Burial - Mary Garcia Blk 24 Lot 7 S 1/4 of N 1/2	(10/17/2023) -	N Cemetery -Grave openings	100-34941-	\$ 300.00
10/13/2023	UTILITY BILLING	13105	Sewer Charges	(10/17/2023) -	N Rate Class I	602-37210-	\$ 2,063.12
10/13/2023	UTILITY BILLING	13106	Sewer Charges	(10/17/2023) -	N Rate Class I	602-37210-	\$ 2,735.21
10/13/2023	UTILITY BILLING	13107*	Sewer Charges - ACH	(10/10/2023) -	N Rate Class I	602-37210-	\$ 171.10
10/13/2023	UTILITY BILLING	13108*	Sewer Charges - ACH	(10/10/2023) -	N Rate Class I	602-37210-	\$ 153.99
10/13/2023	UTILITY BILLING	13109*	Sewer Charges - ACH	(10/12/2023) -	N Rate Class I	602-37210-	\$ 136.88

Fund Name: All Funds

Date Range: /01/2023 To 10/31/2023

Date	Remitter	Receipt #	Description	Deposit ID	Void Account Name	F-A-P	Total
10/13/2023	UTILITY BILLING	13110*	Sewer Charges - ACH	(10/13/2023) -	N Rate Class I	602-37210-	\$ 34.22
							\$ 34.22
10/13/2023	UTILITY BILLING	13111*	Sewer Charges - ACH	(10/13/2023) -	N Rate Class I	602-37210-	\$ 171.10
							\$ 171.10
10/13/2023	UTILITY BILLING	13112*	Sewer Charges - ACH	(10/13/2023) -	N Rate Class I	602-37210-	\$ 171.10
							\$ 171.10
10/13/2023	UTILITY BILLING	13113*	Sewer Charges - ACH	(10/16/2023) -	N Rate Class I	602-37210-	\$ 26.62
							\$ 26.62
10/16/2023	Jodi Ciskovsky	13104	Rental Dwelling License #24-37	(10/17/2023) -	N Rental Dwelling License	100-32111-	\$ 100.00
							\$ 100.00
10/17/2023	S&Y Investments LLC	13114	Rental Dwelling License #24-35	(10/19/2023) -	N Rental Dwelling License	100-32111-	\$ 100.00
							\$ 100.00
10/17/2023	Lakes Area Title	13115	Inv. 23-17 Assessment Search	(10/19/2023) -	N Assessment Searches	100-34107-	\$ 25.00
							\$ 25.00
10/17/2023	Matthew Hemmelgarn	13116	Long Term Camper Permits X2 #23-92	(10/19/2023) -	N Building Permits (Excludes surcharge)	100-32210-	\$ 400.00
							\$ 400.00
10/18/2023	Janet Capra	13117	Land Use Permit #23-93	(10/19/2023) -	N Building Permits (Excludes surcharge)	100-32210-	\$ 200.00
							\$ 200.00
10/18/2023	UTILITY BILLING	13118	Sewer Charges	(10/19/2023) -	N Rate Class I	602-37210-	\$ 1,763.54
							\$ 1,763.54
10/18/2023	UTILITY BILLING	13119	Sewer Charges	(10/19/2023) -	N Rate Class I	602-37210-	\$ 2,420.24
							\$ 2,420.24
10/18/2023	Shane Mattfield	13120	Rental Dwelling License #24-44	(10/19/2023) -	N Rental Dwelling License	100-32111-	\$ 100.00
							\$ 100.00

Fund Name: All Funds

Date Range: 10/01/2023 To 10/31/2023

<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>
10/18/2023	UTILITY BILLING	13121	Sewer Charges	(10/19/2023) -	N Rate Class I Penalties and Forfeited Discounts	602-37210- 602-37260-	\$ 342.20 \$ 17.11 \$ 359.31
10/18/2023	UTILITY BILLING	13122*	Sewer Charges - ACH	(10/19/2023) -	N Rate Class I	602-37210-	\$ 144.48 \$ 144.48
10/19/2023	UTILITY BILLING	13123	Sewer Charges	(10/23/2023) -	N Rate Class I	602-37210-	\$ 816.99 \$ 816.99
10/19/2023	UTILITY BILLING	13124*	Sewer Charges - ACH	(10/20/2023) -	N Rate Class I	602-37210-	\$ 171.10 \$ 171.10
10/20/2023	Minnesota Revenue	13125*	Quarter 3 Withholding Deposit Credit	(10/24/2023) -	N Refunds	100-36240-	\$ 86.16 \$ 86.16
10/24/2023	Lakes Area Title	13126	Inv. 23-51 Assessment Search	(10/31/2023) -	N Assessment Searches	100-34107-	\$ 25.00 \$ 25.00
10/24/2023	Michelle Moritz	13127	Rental Dwelling License #24-32	(10/31/2023) -	N Rental Dwelling License	100-32111-	\$ 100.00 \$ 100.00
10/25/2023	Carrie DesMarais	13128	Septic and Land Use Permits - ACH	(10/30/2023) -	N Building Permits (Excludes surcharge)	100-32210-	\$ 710.00 \$ 710.00
10/25/2023	Cecily Johnson	13129	Rental Dwelling License #24-27	(10/31/2023) -	N Rental Dwelling License	100-32111-	\$ 100.00 \$ 100.00
10/30/2023	Mike Howard	13130	Land Use Permit	(10/31/2023) -	N Building Permits (Excludes surcharge)	100-32210-	\$ 400.00 \$ 400.00
10/30/2023	Dan and Fran Barrett	13131*	Small Cities Revolving Loan	(10/31/2023) -	N State MIF Business Loans COVID-19	204-36203-15	\$ 167.61 \$ 167.61
10/30/2023	Jo Atkinson	13132	Rental Dwelling License	(10/ 23) -	N Rental Dwelling License	100-32111-	100.00

Fund Name: All Funds

Date Range: /01/2023 To 10/31/2023

Date	Remitter	Receipt #	Description	Deposit ID	Void Account Name	F-A-P	Total
10/30/2023	Sourcewell	13133	Internship Reimbursement for 2023 Summer Intern Jack Henderson	(10/31/2023) -	N Grants & Aids from Other LGUs	100-33631-	\$ 3,885.00
10/30/2023	Northland Monument	13134*	Staking Fee - Alan and Frances Rawlings	(10/31/2023) -	N Cemetery -Grave openings	100-34941-	\$ 50.00
10/30/2023	UTILITY BILLING	13135	Sewer Charges	(10/31/2023) -	N Rate Class I	602-37210-	\$ 1,735.23
10/30/2023	UTILITY BILLING	13136	Sewer Charges	(10/31/2023) -	N Rate Class I	602-37210-	\$ 1,735.23
10/30/2023	UTILITY BILLING	13137*	Sewer Charges - ACH	(10/23/2023) -	N Rate Class I	602-37210-	\$ 2,468.31
10/30/2023	UTILITY BILLING	13138*	Sewer Charges - ACH	(10/23/2023) -	N Rate Class I	602-37210-	\$ 136.88
10/30/2023	UTILITY BILLING	13139*	Sewer Charges - ACH	(10/25/2023) -	N Rate Class I	602-37210-	\$ 171.10
10/30/2023	UTILITY BILLING	13140*	Sewer Charges - ACH	(10/27/2023) -	N Rate Class I	602-37210-	\$ 171.10
10/31/2023	Minnesota Revenue	13141	MV Credit Agriculture	(10/31/2023) -	N Agricultural Market Value Credit	100-33426-	\$ 411.27
10/31/2023	Jon Stern	13142*	Small Cities Revolving Loan	(10/31/2023) -	N State MIF Business Loans COVID-19	204-36203-15	\$ 167.51
10/31/2023	UTILITY BILLING	13143	Sewer Charges	(10/31/2023) -	N Rate Class I	602-37210-	\$ 167.51
							\$ 342.20
							\$ 342.20

Fund Name: All Funds

Date Range: 10/01/2023 To 10/31/2023

Date	Remitter	Receipt #	Description	Deposit ID	Void	Account Name	F-A-P	Total
10/31/2023	Wesley Murnane	13144	Land Use Permit	(10/31/2023) -	N	Building Permits (Excludes surcharge)	100-32210-	\$ 150.00
								\$ 150.00
10/31/2023	Dan and Fran Barrett	13145	Inv. 23-53 Liquor Licenses 2024	(10/31/2023) -	N	Alcoholic Beverages	100-32110-	\$ 1,600.00
10/31/2023	Reddings Sports & Spirits	13146	Inv. 23-58 Liquor License 2024	(10/31/2023) -	N	Alcoholic Beverages	100-32110-	\$ 200.00
								\$ 200.00
10/31/2023	Red Pine Ventures	13147	Inv. 23-56 Liquor Licenses 2024	(10/31/2023) -	N	Alcoholic Beverages	100-32110-	\$ 1,400.00
								\$ 1,400.00
10/31/2023	PINE RIVER STATE BANK	13150	Int CR Checking	(10/31/2023) -	N	Interest Earning	100-36210-	\$ 68.75
						Interest Earning	201-36210-	\$ 5.91
						Interest Earning	204-36210-	\$ 1.89
						Interest Earning	206-36210-	\$ 5.91
						Interest Earning	211-36210-	\$ 0.24
						Interest Earning	225-36210-	\$ 1.65
						Interest Earning	226-36210-	\$ 5.32
						Interest Earning	228-36210-	\$ 0.24
						Interest Earning	303-36210-	\$ 2.72
						Interest Earning	304-36210-	\$ 2.48
						Interest Earning	306-36210-	\$ 0.12
						Interest Earning	404-36210-	\$ 6.26
						Interest Earning	407-36210-	\$ 0.12
						Interest Earning	409-36210-	\$ 0.47
						Interest Earning	413-36210-	\$ 1.30
						Interest Earning	414-36210-	\$ 0.59
						Interest Earning	415-36210-	\$ 2.36
						Interest Earning	602-36210-	\$ 11.82
								\$ 118.15
10/31/2023	Pershing	13151	Int CR MIMMF and Muni Bonds (10/31/2023) -		N	Interest Earning	100-36210-	\$ 4.88
						Interest Earning	226-36210-	\$ 1.70
						Interest Earning	404-36210-	\$ 2.97
						Interest Earning	407-36210-	\$ 1.48
						Interest Earning	409-36210-	\$ 1.06
						Interest Earning	415-36210-	\$ 2.12

Fund Name: All Funds

Date Range: /01/2023 To 10/31/2023

<u>Date</u>	<u>Remitter</u>	<u>Receipt #</u>	<u>Description</u>	<u>Deposit ID</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-P</u>	<u>Total</u>
10/31/2023	Pershing	13152	Muni Bonds Gains	(10/31/2023) -	N	Unrealized Investment Gain	100-39103-	224.13
						Unrealized Investment Gain	226-39103-	77.96
						Unrealized Investment Gain	404-39103-	136.43
						Unrealized Investment Gain	407-39103-	68.21
						Unrealized Investment Gain	409-39103-	48.72
						Unrealized Investment Gain	415-39103-	97.45
						Unrealized Investment Gain	416-39103-	68.21
						Unrealized Investment Gain	602-39103-	19.49
								<u>740.60</u>
								<u>31,707.29</u>

Total for Selected Receipts

For the payroll period ending: 11/14/2023

<u>Account #</u>	<u>Employee #</u>	<u>Employee Name</u>	<u>Amount</u>
100-41110-103	323	Butcher, Bryce L	4
	428	HANSON, JR, GERHART L.	300.14
	922	Hemphill, Andrew D	300.14
	724	Koch, Gregory A	300.14
Account Total			1,200.56
100-41310-103	643	JONES, TRACY ALLEN	461.75
Account Total			461.75
100-42501-103	170	Roden, Kenneth W	36.94
Account Total			36.94
100-45187-103	623	Davis, Jane M	210.87
Account Total			210.87
100-43110-101	Unallocated (Due to rounding)		\$0.00
Total For Period			\$1,910.12

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

Date Range : 11/9/2023 To 11/14/2023

<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Claim #</u>	<u>Total</u>	<u>Account #</u>	<u>Account Name</u>	<u>Detail</u>
11/14/2023	NORTHLAND FIRE PROTECTION	Invs. 55963,55964 - Broadway Shop and Fire Hall - Fire Extinguisher service/re-cert	71009	\$1,368.05	100-42280-404- 100-43110-404- 100-42280-221- 100-43110-221-	Fire Stations and Buildings Maintenance-Shop Fire Stations and Buildings Maintenance-Shop	\$199.00 \$298.00 \$239.85 \$631.20
11/14/2023	F.I.R.E.	Invs. 6488,6507 - Fire Dept Training-LP Emergencies Simulator-Basic FF Training - Prokott	71010	\$2,600.00	100-42240-308-	Fire Training	\$2,600.00
11/14/2023	Lakes Area Plumbing	Fire Hall - Pressure Tank and Assembly Repair - Invoice 4671	71011	\$265.00	100-42280-221- 100-42280-404-	Fire Stations and Buildings Fire Stations and Buildings	\$65.00 \$200.00
11/14/2023	WM Corporate Services, Inc.	garbage - inv. 6805206-1767-0	71012	\$357.16	100-43240-384-	Waste (Refuse) Disposal	\$357.16
11/14/2023	QUILL	Invs. 35462254 - Clerk Office Supplies	71013	\$124.95	100-41425-201-	Clerk	\$124.95
11/14/2023	Dollar General - Regions 410526	Statements 10/4/23,11/4/23 Transactions #1001269341,10012793 36-ShopMat/Cleaning,Cemetery	71014	\$28.24	100-43110-215- 100-43110-211- 100-49010-221-	Maintenance-Shop Maintenance-Shop Cemetery	\$15.36 \$6.44 \$6.44
11/14/2023	Denise Vukelich	Planning Commission Site Visit/Mileage Reimbursement	71015	\$13.08			

Date Range : 11/9/2023 To 11/14/2023

<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Claim #</u>	<u>Total</u>	<u>Account #</u>	<u>Account Name</u>	<u>Detail</u>
11/14/2023	Bill Spiess	Planning Commission Site Visit/Mileage Reimbursement	71016	\$16.16	100-41910-331- 100-41910-310-	Planning and Zoning Planning and Zoning	\$3.08 \$10.00
11/14/2023	Patrick Rheahme	Planning Commission Site Visit/Mileage Reimbursement	71017	\$20.48	100-41910-331- 100-41910-310-	Planning and Zoning Planning and Zoning	\$6.16 \$10.00
					100-41910-331- 100-41910-310-	Planning and Zoning Planning and Zoning	\$10.48 \$10.00
Total For Selected Claims				\$4,793.12			\$4,793.12

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

Date Range : 11/2/2023 To 11/8/2023

<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Claim #</u>	<u>Total</u>	<u>Account #</u>	<u>Account Name</u>	<u>Detail</u>
11/08/2023	Ehlers Investment Partners, LLC	October 2023 Investment Account Management Fee	70993	\$81.76	100-49350-307-	Purchase of Investments	\$81.76
11/08/2023	Active911, Inc.	Renewal for 9 First Responders - Inv. 528102	70994	\$135.00	100-42860-324-	Other Protection-1st Response	\$135.00
11/08/2023	INTERNATIONAL UNION OF	Union dues - 11-2-23 Invoice	70995	\$140.00	100-41425-101- 100-43110-101-	Clerk Maintenance-Shop	\$70.00 \$70.00
11/08/2023	I.U.O.E. LOCAL 49 FRINGE BENEFIT FU	Health Insurance December 2023	70996	\$5,680.00	100-41425-101- 100-41425-131- 100-43110-101- 100-43110-131-	Clerk Clerk Maintenance-Shop Maintenance-Shop	\$590.00 \$2,250.00 \$590.00 \$2,250.00
11/08/2023	The Office Shop, Inc.	Inv. 1134173-0: Clerk's Office Supplies	70997	\$115.00	100-41425-201-	Clerk	\$115.00
11/08/2023	A W Research Laboratories	Sewer Sample Testing - Invs. #59442 and 59584	70998	\$432.00	602-49450-315-	Sewer Utilities - Sanitary Sewer Maintenance	\$432.00
11/08/2023	Crow Wing Door Co., LLC	11/1/23 Invoice: Repair to Fire Hall Garage Door	70999	\$270.00	100-42280-404- 100-42280-221-	Fire Stations and Buildings Fire Stations and Buildings	\$110.00 \$160.00
11/08/2023	Verizon	Police Dept - Inv. #9947614721	71000	\$29.50	100-42110-321-	Police Administration	\$29.50
11/08/2023	Wex Bank	Inv. 92426075 - Fuel - Road Equip, Fire	71001	\$681.06	100-43126-212- 100-42220-212-	Road and Bridge Equipment Fire Fighting	\$667.44 \$13.62

Date Range : 11/2/2023 To 11/8/2023

<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Claim #</u>	<u>Total</u>	<u>Account #</u>	<u>Account Name</u>	<u>Detail</u>
11/08/2023	CULLIGAN	Invs:150X01517408,150X 01507003 - Salt and Hall Softener Equip Rental/Shop Water Rental	71002	\$126.31	100-41941-416- 100-43110-416-	City Hall Maintenance-Shop	\$110.20 \$16.11
11/08/2023	GOPHER STATE ONE-CALL	Inv. 3100381 - Locates	71003	\$6.75	602-49490-385-	Sewer Utilities - Administration and General	\$6.75
11/08/2023	Aramark	Rugs and Towels - Invs.2530201860,253020 1857- CityHall/FireHall	71004	\$193.08			
11/08/2023	EMILY ACE HARDWARE	Inv.10-31:ParkRepair/Maint,ShopMat/ShopMat/S mall Tools,RdEquipRepair/Maint	71005	\$132.55	100-42280-418- 100-41941-418-	Fire Stations and Buildings City Hall	\$46.83 \$146.25
11/08/2023	Farm-Rite Equipment Inc.	Inv. P75889:Toolcat Repair/Maint Supp	71006	\$125.47	100-45202-221- 100-45202-215- 100-43110-215- 100-43110-240- 100-43126-221-	Park Areas Park Areas Maintenance-Shop Maintenance-Shop Road and Bridge Equipment	\$22.30 \$3.08 \$25.43 \$18.59 \$63.15
11/08/2023	LAKE COUNTRY FOODS	Statement dated 11-1-23 account #2480	71007	\$249.70	100-45202-221- 602-49450-221- 100-49010-221- 100-43126-221-	Park Areas Sewer Utilities - Sanitary Sewer Maintenance Cemetery Road and Bridge Equipment	\$31.37 \$31.37 \$31.37 \$31.36
11/08/2023					100-43126-212- 100-43110-212-	Road and Bridge Equipment Maintenance-Shop	\$209.34 \$40.36

Date Range : 11/2/2023 To 11/8/2023

<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Claim #</u>	<u>Total</u>	<u>Account #</u>	<u>Account Name</u>	<u>Detail</u>
11/08/2023	Elan Financial Services	Oct23:PZ/Clerk/SewPost, Shop/Hall/RdEquSmITIs, Clerk/ShopProg, ParkRepr /Maint, LibFireOffcSupp	71008	\$2,458.90	100-41910-322- 100-41425-322- 100-43110-240- 602-49490-322-	Planning and Zoning Clerk Maintenance-Shop Sewer Utilities - Administration and General	\$18.47 \$11.13 \$833.83 \$51.90
					100-41425-309- 100-45202-221- 100-41941-240- 100-45187-201- 100-43126-240- 225-42210-201- 100-43110-309-	Clerk Park Areas City Hall Library Road and Bridge Equipment Fire Administration Maintenance-Shop	\$160.96 \$17.17 \$803.17 \$12.87 (\$16.10) \$533.30 \$32.20
Total For Selected Claims				\$10,857.08			\$10,857.08

For the payroll period ending: 11/08/2023

<u>Account #</u>	<u>Employee #</u>	<u>Employee Name</u>	<u>Amount</u>
100-41425-101	85	Johnson, Cari E.	1,000.00
	914	Prokott, Amy J	884.78
		Account Total	2,409.92
100-41425-103	909	Fahrendorff, Susan E	345.80
		Account Total	345.80
100-41910-103	909	Fahrendorff, Susan E	656.51
		Account Total	656.51
100-41941-101	451	Foster, Brian D	181.95
	502	Spindler, Calen Chris	195.13
		Account Total	377.08
100-42280-101	451	Foster, Brian D	161.02
	502	Spindler, Calen Chris	156.11
		Account Total	317.13
100-43110-101	451	Foster, Brian D	693.97
	502	Spindler, Calen Chris	663.45
		Account Total	1,357.42
100-43110-103	915	Beattie, Richard F	57.21
	925	Soukup, Richard C	57.21
		Account Total	114.42
100-43121-101	451	Foster, Brian D	371.94
	502	Spindler, Calen Chris	332.51
		Account Total	704.45
100-43240-101	451	Foster, Brian D	38.64
	502	Spindler, Calen Chris	57.76
		Account Total	96.40
100-45202-101	451	Foster, Brian D	61.19
	502	Spindler, Calen Chris	57.76
		Account Total	118.95
100-45202-103	915	Beattie, Richard F	42.99
	925	Soukup, Richard C	42.99
		Account Total	85.98
100-49010-101	451	Foster, Brian D	101.44
	502	Spindler, Calen Chris	98.35
		Account Total	199.79
602-49490-101	914	Prokott, Amy J	182.51
		Account Total	182.51
100-43110-101			
		Unallocated (Due to rounding)	\$0.00
		Total For Period	\$6,966.36

Date Range : 10/26/2023 To 11/1/2023

<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Claim #</u>	<u>Total</u>	<u>Account #</u>	<u>Account Name</u>	<u>Detail</u>
11/01/2023	AUTO VALUE	10/25/23 Statement:Shop Materials/Small Tools, RdEquip/Patrol/Park Repair Maint Supp	70982	\$726.82	100-43110-215- 100-43110-240- 100-43126-221- 100-42123-221- 100-45202-221-	Maintenance-Shop Maintenance-Shop Road and Bridge Equipment Patrol Park Areas	\$297.48 \$37.99 \$183.97 \$202.39 \$4.99
11/01/2023	Emily Roll-Off	Clean Up Day - 10/11/2023 Invoice	70983	\$3,018.13	100-43240-384-006	Waste (Refuse) Disposal	\$3,018.13
11/01/2023	Tremolo Communications	City phone service - 11/1/2023 invoices	70984	\$807.97	100-41941-321- 100-41910-321- 100-41425-321- 100-41425-321- 100-42210-321- 100-43110-321-	City Hall Planning and Zoning Clerk Clerk Fire Administration Maintenance-Shop	\$38.89 \$49.77 \$39.41 \$429.13 \$144.66 \$106.11
11/01/2023	SAWYER TIMBER COMPANY, LLP	Oak and pine slabs - Cemetery - Inv. 13349	70985	\$480.00	100-49010-221-	Cemetery	\$480.00
11/01/2023	NORTHLAND PRESS	Inv. 2023-875: Public Hearing PZ Ordinance Amendment	70986	\$76.00	100-41130-351-	Ordinances and Proceedings	\$76.00
11/01/2023	NORTHLAND FIRE PROTECTION	Inv. 55751 - City Hall- Fire Extinguisher service/re-cert	70987	\$663.85	100-41941-404-	City Hall	\$663.85
11/01/2023	EAST SIDE OIL COMPANIES, INC.	Filters and Used Oil/Anti-freeze - Inv. R107995	70988	\$50.00	227-43230-384-	Waste (Refuse) Collection	\$50.00

Date Range : 10/26/2023 To 11/1/2023

<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Claim #</u>	<u>Total</u>	<u>Account #</u>	<u>Account Name</u>	<u>Detail</u>
11/01/2023	Canon Financial Services, Inc.	COPIER LEASE- 10/21/23 Inv. #31437329	70989	\$148.93	100-41425-413-	Clerk	\$148.93
11/01/2023	Short Elliott Hendrickson, Inc.	Invs. 455098/455101-2024Rdl improvementsFeasibility Study/2023DamRpr Progress Payments	70990	\$2,689.62	201-43121-303- 100-43130-303-	Paved Streets Bridges, Viaducts and Grade Separations	\$1,440.00 \$1,249.62
11/01/2023	Sue Fahrendorff	Mileage - Planning and Zoning Training - Pequot Lakes	70991	\$32.75	100-41910-331-	Planning and Zoning	\$32.75
11/01/2023	Tri-County Septic Inspection	10-26/11-1:SeptInspn-40 411Pinewood,42694Blue LnW; SeptDesRev-BillyWilhelm	70992	\$375.00	100-41910-310-	Planning and Zoning	\$375.00
Total For Selected Claims				\$9,069.07			\$9,069.07

For the payroll period ending: 11/01/2023

<u>Account #</u>	<u>Employee #</u>	<u>Employee Name</u>	<u>Amount</u>
1910-114	916	Bartel, Lynda C	36.94
	926	Hughes, Faye A	36.94
	924	Rheaume, Patrick T	36.94
	718	SPIESS, WILLIAM F	36.94
	87	Vukelich, Denise L	36.94
		Account Total	184.70
100-43110-101			
		Unallocated (Due to rounding)	\$0.00
		Total For Period	\$184.70

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

Fund Name: All Funds

Date Range: 10/11/2023 To 10/31/2023

<u>Date</u>	<u>Vendor</u>	<u>Check #</u>	<u>Description</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-O-P</u>	<u>Total</u>
10/11/2023	Payroll Period Ending 10/11/2023	60870	Regular Payroll - 9-27 to 10-10	N	Maintenance-Shop	100-43110-103-	\$ 13.37
		60870			Paved Streets	100-43121-103-	\$ 432.21
		60870			Park Areas	100-45202-103-	\$ 54.10
		60870			Cemetery	100-49010-103-	\$ 67.48
		60870			Sewer Utilities - Sanitary Sewer Maintenance	602-49450-103-	\$ 40.73
	Total For Check	60870					\$ 607.89
10/11/2023	Payroll Period Ending 10/11/2023	60871	Regular Payroll - 9-27 to 10-10	N	Clerk	100-41425-103-	\$ 19.01
		60871			Planning and Zoning	100-41910-103-	\$ 931.45
	Total For Check	60871					\$ 950.46
10/11/2023	Payroll Period Ending 10/11/2023	60872	Regular Payroll - 9-27 to 10-10	N	City Hall	100-41941-101-	\$ 310.19
		60872			Fire Stations and Buildings	100-42280-101-	\$ 39.86
		60872			Maintenance-Shop	100-43110-101-	\$ 639.44
		60872			Paved Streets	100-43110-101-	\$ (0.01)
		60872			Waste (Refuse) Disposal	100-43121-101-	\$ 516.40
		60872			Park Areas	100-43240-101-	\$ 41.59
		60872			Cemetery	100-45202-101-	\$ 41.59
		60872			Sewer Utilities - Sanitary Sewer Maintenance	100-49010-101-	\$ 103.97
		60872				602-49450-101-	\$ 39.86
	Total For Check	60872					\$ 1,732.89
10/11/2023	Payroll Period Ending 10/11/2023	60873	Regular Payroll - 9-27 to 10-10	N	Clerk	100-41425-101-	\$ 1,638.15
	Total For Check	60873					\$ 1,638.15
10/11/2023	Payroll Period Ending 10/11/2023	60874	Regular Payroll - 9-27 to 10-10	N	Clerk	100-41425-101-	\$ 836.84
		60874			Sewer Utilities - Administration and General	602-49490-101-	\$ 222.45
	Total For Check	60874					\$ 1,059.29
10/11/2023	Payroll Period Ending 10/11/2023	60875	Regular Payroll - 9-27 to 10-10	N	Maintenance-Shop	100-43110-103-	\$ 13.37
		60875			Paved Streets	100-43121-103-	\$ 432.21
		60875			Park Areas	100-45202-103-	\$ 54.10
		60875			Cemetery	100-49010-103-	\$ 67.48
		60875			Sewer Utilities - Sanitary Sewer Maintenance	602-49450-103-	\$ 40.73
	Total For Check	60875					\$ 607.89

Fund Name: All Funds

Date Range: 10/11/2023 To 10/31/2023

Date	Vendor	Check #	Description	Void	Account Name	F-A-O-P	Total
10/11/2023	Payroll Period Ending 10/11/2023	60876	Regular Payroll - 9-27 to 10-10	N	City Hall	100-41941-101-	\$ 254.45
		60876			Maintenance-Shop	100-43110-101-	\$ 488.61
		60876			Paved Streets	100-43121-101-	\$ 566.67
		60876			Waste (Refuse) Disposal	100-43240-101-	\$ 98.35
		60876			Park Areas	100-45202-101-	\$ 37.47
		60876			Cemetery	100-49010-101-	\$ 78.05
		60876			Sewer Utilities - Sanitary Sewer Maintenance	602-49450-101-	\$ 37.47
		Total For Check 60876					\$ 1,561.07
10/11/2023	Birchdale Fire and Security	60877	Inv. 146467 - Hall Monitoring Services	N	City Hall	100-41941-404-	\$ 55.62
		Total For Check 60877					\$ 55.62
10/11/2023	Ehlers Investment Partners, LLC	60878	September 2023 Investment Account Management Fee	N	Purchase of Investments	100-49350-307-	\$ 63.06
		Total For Check 60878					\$ 63.06
10/11/2023	INTERNATIONAL UNION OF	60879	Union dues - 10-4-23 Invoice	N	Clerk	100-41425-101-	\$ 70.00
		60879			Maintenance-Shop	100-43110-101-	\$ 70.00
		Total For Check 60879					\$ 140.00
10/11/2023	Tri-County Septic Inspection	60880	10-9:Septinspn-40190Marshvie w,43330SH6; SeptDesRev-40489Pinewood	N	Planning and Zoning	100-41910-310-	\$ 375.00
		Total For Check 60880					\$ 375.00
10/11/2023	CROSBY-IRONTON COURIER	60881	9-30 Invoice - Annual Subscription	N	Clerk	100-41425-433-	\$ 49.00
		Total For Check 60881					\$ 49.00
10/11/2023	GAMMELLO - PEARSON, PLLC	60882	95560,95561,95562:Retainer,Planning/Zoning	N	Clerk	100-41425-304-	\$ 39.00
		60882			Planning and Zoning	100-41910-304-	\$ 247.00
		Total For Check 60882					\$ 286.00
10/11/2023	LEAGUE OF MINNESOTA CITIES	60883	Inv. 392009: 2023 Fall Forum - Sue Fahrendorff	N	Planning and Zoning	100-41910-308-	\$ 30.00
		Total For Check 60883					\$ 30.00

Fund Name: All Funds

Date Range: 10/11/2023 To 10/31/2023

<u>Date</u>	<u>Vendor</u>	<u>Check #</u>	<u>Description</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-O-P</u>	<u>Total</u>
10/11/2023	Dahlheimer Beverage	60884	Hall,Shop,FireHall Cleaning Supplies - 10-4-23 Statement - Inv #2015294	N	City Hall	100-41941-211-	\$ 104.29
		60884			Fire Stations and Buildings Maintenance-Shop	100-42280-211- 100-43110-211-	\$ 104.28 \$ 104.28
		60884					\$ 312.85
10/11/2023	GOPHER STATE ONE-CALL	60885	Inv. 3090381 - Locates	N	Sewer Utilities - Administration and General	602-49490-385-	\$ 8.10
		60885					\$ 8.10
10/13/2023	FEDERAL WITHHOLDING/ON LINE	330746	Federal Withholding - 10/11/23 Payroll	N	Council/Town Board	100-41110-103-	\$ 122.39
		330746			Mayor	100-41110-122- 100-41110-135- 100-41310-103- 100-41310-122- 100-41310-135- 100-41425-101- 100-41425-103- 100-41425-122- 100-41425-122- 100-41425-135- 100-41425-135- 100-41425-171- 100-41910-103- 100-41910-114- 100-41910-122- 100-41910-122- 100-41910-135- 100-41910-135- 100-41941-101- 100-41941-122- 100-41941-135- 100-41941-171- 100-42280-101- 100-42280-122- 100-42280-135- 100-42280-171- 100-42501-103- 100-42501-122- 100-42501-135-	\$ 99.20 \$ 23.19 \$ 45.90 \$ 37.20 \$ 8.70 \$ 255.02 \$ 1.71 \$ 1.39 \$ 206.68 \$ 48.34 \$ 0.32 \$ 182.74 \$ 83.97 \$ 26.01 \$ 21.08 \$ 68.05 \$ 15.92 \$ 4.93 \$ 57.72 \$ 46.78 \$ 10.94 \$ 41.13 \$ 4.24 \$ 3.44 \$ 0.80 \$ 4.53 \$ 3.06 \$ 2.48 \$ 0.58
		330746			Planning and Zoning		
		330746			City Hall		
		330746			Fire Stations and Buildings		
		330746			Civil Defense Expenditures		

Fund Name: All Funds

Date Range: /11/2023 To 10/31/2023

<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>
		Maintenance-Shop	330746			100-43110-101-	115.53
			330746			100-43110-103-	2.34
			330746			100-43110-122-	1.90
			330746			100-43110-122-	93.61
			330746			100-43110-135-	21.92
			330746			100-43110-135-	0.44
			330746			100-43110-171-	0.72
			330746			100-43110-171-	83.97
		Paved Streets	330746			100-43121-101-	109.97
			330746			100-43121-103-	75.88
			330746			100-43121-122-	61.50
			330746			100-43121-122-	89.13
			330746			100-43121-135-	20.84
			330746			100-43121-135-	14.38
			330746			100-43121-171-	71.76
			330746			100-43121-171-	23.44
		Waste (Refuse) Disposal	330746			100-43240-101-	13.97
			330746			100-43240-122-	11.32
			330746			100-43240-135-	2.65
			330746			100-43240-171-	6.99
		Library	330746			100-45187-103-	19.13
			330746			100-45187-122-	15.50
			330746			100-45187-135-	3.63
			330746			100-45187-171-	20.00
		Park Areas	330746			100-45202-101-	8.06
			330746			100-45202-103-	9.50
			330746			100-45202-122-	7.70
			330746			100-45202-122-	6.53
			330746			100-45202-135-	1.53
			330746			100-45202-135-	1.80
			330746			100-45202-171-	2.94
			330746			100-45202-171-	5.59
		Cemetery	330746			100-49010-101-	18.64
			330746			100-49010-103-	11.84
			330746			100-49010-122-	9.60
			330746			100-49010-122-	15.11
			330746			100-49010-135-	3.53
			330746			100-49010-135-	2.24
			330746			100-49010-171-	3.66
			330746			100-49010-171-	13.62
		Sewer Utilities - Sanitary Sewer Maintenance	330746			602-49450-101-	7.87
			330746			602-49450-103-	7.16

Fund Name: All Funds

Date Range: 10/11/2023 To 10/31/2023

Date	Vendor	Check #	Description	Void	Account Name	F-A-O-P	Total
		330746				602-49450-122-	5.80
		330746				602-49450-122-	6.38
		330746				602-49450-135-	1.49
		330746				602-49450-135-	1.36
		330746				602-49450-171-	2.20
		330746			Sewer Utilities - Administration and General	602-49450-171-	5.39
		330746				602-49490-101-	21.64
		330746				602-49490-122-	17.54
		330746				602-49490-135-	4.10
		330746				602-49490-171-	3.87
		330746					2,515.65
10/18/2023	LAKE COUNTRY FOODS	60886	Statement dated 10-2-23 account #2480	N	Maintenance-Shop	100-43110-212-	41.60
		60886			Road and Bridge Equipment	100-43126-212-	33.44
		60886				100-43126-212-	209.65
		60886			Waste (Refuse) Disposal	100-43240-212-	33.44
		60886			Park Areas	100-45202-212-	33.45
		60886			Cemetery	100-49010-212-	33.44
		60886			Sewer Utilities - Sanitary Sewer Maintenance	602-49450-212-	33.44
		60886					418.46
10/18/2023	League of MN Cities Insurance Trust	60887*	Inv. 21538 - Workers Compensation Benefit Deductible	N	Maintenance-Shop	100-43110-152-	500.00
		60887					500.00
10/18/2023	Midwest Machinery Co.	60888	Invs.9773556,9789279:Labor/Re pair Parts for Mowers	N	City Hall	100-41941-221-	182.77
		60888				100-41941-404-	217.41
		60888			Road and Bridge Equipment	100-43126-221-	356.72
		60888			Park Areas	100-45202-221-	182.77
		60888				100-45202-404-	217.42
		60888			Cemetery	100-49010-221-	182.77
		60888				100-49010-404-	217.42
		60888			Sewer Utilities - Sanitary Sewer Maintenance	602-49450-221-	182.76
		60888				602-49450-404-	217.41
		60888					1,957.45

Fund Name: All Funds

Date Range: 11/2023 To 10/31/2023

Date	Vendor	Check #	Description	Void	Account Name	F-A-O-P	Total
10/18/2023	University of Minnesota	60889	Inv. 0070001193: Compost Analysis for the Brush Dump	N	Waste (Refuse) Disposal	100-43240-315-	\$ 78.90
	Total For Check	60889					\$ 78.90
10/18/2023	CUYUNA REGIONAL MEDICAL CENTER	60890	Inv. 4327: EMT Course Fall 2023: Nick Davis	N	Other Protection-1st Response	100-42860-308-	\$ 1,500.00
	Total For Check	60890					\$ 1,500.00
10/18/2023	A W Research Laboratories	60891	Sewer Sample Testing - Inv. #58789	N	Sewer Utilities - Sanitary Sewer Maintenance	602-49450-315-	\$ 92.00
	Total For Check	60891					\$ 92.00
10/18/2023	Sourcwell	60892	Planning and Zoning Services for September - Inv. INV00002405	N	Planning and Zoning	100-41910-311-	\$ 1,663.75
	Total For Check	60892					\$ 1,663.75
10/18/2023	WM Corporate Services, Inc.	60893	garbage - inv. 6801796-1767-4	N	Waste (Refuse) Disposal	100-43240-384-	\$ 357.16
	Total For Check	60893					\$ 357.16
10/18/2023	Aramark	60894	Rugs and Towels - Invs.2530191551,2530191552-CityHall/FireHall	N	City Hall	100-41941-418-	\$ 146.25
	Total For Check	60894					\$ 146.25
10/18/2023	Econo Signs, LLC.	60895	Inv. 10-985178:Park Arrow Signs	N	Traffic Engineering Expenditures	100-42601-226-	\$ 54.24
	Total For Check	60895					\$ 54.24
10/18/2023	Landsburg Landscape Nursery	60896*	Inv. 3422: City Park Tree Planting after 6-20-22 Storm Damage Ins. Claim Received	N	Park Areas	100-45202-404-	\$ 2,248.50
	Total For Check	60896					\$ 2,248.50
10/18/2023	QUILL	60897	Invs. 35013201 - Clerk and Planning and Zoning Office Supplies	N	Clerk	100-41425-201-	\$ 72.66
	Total For Check	60897					\$ 72.66
10/18/2023	Minnesota Life Insurance Company	60898	November 2023 Life Ins - Billing Date 10-17-23 - Policy #0023198	N	Clerk	100-41425-101-	\$ 24.00
	Total For Check	60898					\$ 24.00
							\$ 11.90

Fund Name: All Funds

Date Range: 10/11/2023 To 10/31/2023

<u>Date</u>	<u>Vendor</u>	<u>Check #</u>	<u>Description</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-O-P</u>	<u>Total</u>
		60898			Maintenance-Shop	100-43110-133-	11.90
		60898					47.80
10/18/2023	CROW WING POWER	60899	Monthly - 10-9-23 Invoices	N	City Hall	100-41941-381-	29.89
		60899			Fire Stations and Buildings Maintenance-Shop	100-41941-381-	322.41
		60899				100-42280-381-	104.45
		60899				100-43110-381-	100.30
		60899				100-43110-381-	51.25
		60899			Street Lighting	100-43110-381-	25.53
		60899			Park Areas	100-43160-381-	291.00
		60899				100-45202-381-	24.76
		60899				100-45202-381-	24.00
		60899			Cemetery	100-49010-381-	35.55
		60899			Sewer Utilities - Sewer Lift Stations	602-49470-381-	31.74
		60899				602-49470-381-	31.63
		60899				602-49470-381-	44.49
		60899					1,117.00
10/18/2023	Initiative Foundation	60900	Annual Donation - Inv. 12975	N	Economic Development and Assistance	100-46510-490-	450.00
		60900					450.00
10/19/2023	Minnesota Unemployment Insurance	330745*	Quarter 2 Wage Detail Report Adjustment	N	Clerk	100-41425-433-	25.00
		330745					25.00
10/19/2023	MINNESOTA REVENUE	330748	State Withholding - 10/11/23 Payroll	N	Council/Town Board	100-41110-172-	3.90
		330748			Clerk	100-41425-172-	117.21
		330748			Planning and Zoning	100-41910-172-	10.84
		330748			City Hall	100-41941-172-	32.54
		330748			Fire Stations and Buildings	100-42280-172-	2.61
		330748			Maintenance-Shop	100-43110-172-	66.24
		330748			Paved Streets	100-43121-172-	89.15
		330748			Waste (Refuse) Disposal	100-43240-172-	7.45
		330748			Park Areas	100-45202-172-	8.05
		330748			Cemetery	100-49010-172-	14.94
		330748			Sewer Utilities - Sanitary Sewer Maintenance	602-49450-172-	7.05
		330748			Sewer Utilities - Administration and General	602-49490-172-	8.32
		330748					368.30

Fund Name: All Funds

Date Range: 11/2023 To 10/31/2023

Date Vendor

10/20/2023 PERA

Check #

330749

Description

Retirement contributions -
10/11/23 Payroll

Void

N

Account Name

Clerk

F-A-O-P

100-41425-101-

Total

\$ 234.48

\$ 1.46

\$ 1.68

\$ 270.56

\$ 71.34

\$ 82.32

\$ 52.51

\$ 60.59

\$ 3.85

\$ 4.44

\$ 105.06

\$ 121.22

\$ 100.08

\$ 115.48

\$ 12.73

\$ 14.69

\$ 7.34

\$ 8.47

\$ 16.96

\$ 19.57

\$ 7.17

Total For Check

330749

602-49490-121-

\$ 23.54

\$ 1,364.21

10/25/2023 Payroll Period Ending 10/25/2023

60901

Regular Payroll 10-11 to 10-24

Maintenance-Shop

100-43110-101-

\$ (0.01)

60901

100-43110-103-

\$ 27.41

60901

Paved Streets

100-43121-103-

\$ 328.93

60901

Park Areas

100-45202-103-

\$ 123.35

60901

Cemetery

100-49010-103-

\$ 54.82

60901

Waste (Refuse) Collection

227-43230-103-

\$ 13.71

Total For Check

60901

\$ 548.21

10/25/2023 Payroll Period Ending 10/25/2023

60902

Regular Payroll 10-11 to 10-24

Clerk

100-41425-103-

\$ 17.11

60902

Planning and Zoning

100-41910-103-

\$ 933.35

Total For Check

60902

\$ 950.46

10/25/2023 Payroll Period Ending 10/25/2023

60903

Regular Payroll 10-11 to 10-24

City Hall

100-41941-101-

\$ 223.15

Fund Name: All Funds

Date Range: 10/11/2023 To 10/31/2023

<u>Date</u>	<u>Vendor</u>	<u>Check #</u>	<u>Description</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-O-P</u>	<u>Total</u>
		60903			Fire Stations and Buildings	100-42280-101-	\$ 41.02
		60903			Maintenance-Shop	100-43110-101-	\$ 0.01
		60903			Paved Streets	100-43110-101-	\$ 466.00
		60903			Waste (Refuse) Disposal	100-43121-101-	\$ 607.11
		60903			Cemetery	100-43240-101-	\$ 182.13
		60903			Sewer Utilities - Sanitary Sewer	100-49010-101-	\$ 101.73
		60903			Maintenance	602-49450-101-	\$ 19.69
		60903					\$ 1,640.84
10/25/2023	Payroll Period Ending 10/25/2023	60904		N	Clerk	100-41425-101-	\$ 1,679.49
		60904					\$ 1,679.49
10/25/2023	Payroll Period Ending 10/25/2023	60905		N	Clerk	100-41425-101-	\$ 820.98
		60905			Sewer Utilities - Administration and General	602-49490-101-	\$ 214.30
		60905					\$ 1,035.28
10/25/2023	Payroll Period Ending 10/25/2023	60906		N	Maintenance-Shop	100-43110-101-	\$ 0.01
		60906			Paved Streets	100-43110-103-	\$ 54.31
		60906			Park Areas	100-43121-103-	\$ 407.65
		60906			Cemetery	100-45202-103-	\$ 54.31
		60906			Waste (Refuse) Collection	100-49010-103-	\$ 54.31
		60906				227-43230-103-	\$ 13.43
		60906					\$ 584.02
10/25/2023	Payroll Period Ending 10/25/2023	60907		N	City Hall	100-41941-101-	\$ 195.36
		60907			Fire Stations and Buildings	100-42280-101-	\$ 19.06
		60907			Maintenance-Shop	100-43110-101-	\$ (0.01)
		60907			Paved Streets	100-43110-101-	\$ 373.25
		60907			Waste (Refuse) Disposal	100-43121-101-	\$ 646.43
		60907			Cemetery	100-43240-101-	\$ 216.01
		60907			Sewer Utilities - Sanitary Sewer	100-49010-101-	\$ 98.47
		60907			Maintenance	602-49450-101-	\$ 39.71
		60907					\$ 1,588.28
10/25/2023	Colonial Life	60908	Employee paid insurance - Inv # 47086731005279	N	Clerk	100-41425-101-	\$ 76.72
		60908					\$ 76.72

Fund Name: All Funds

Date Range: 11/2023 To 10/31/2023

Date	Vendor	Check #	Description	Void	Account Name	F-A-O-P	Total
10/25/2023	AFLAC	60909	Monthly employee ins coverage Inv. #528690	N	Maintenance-Shop	100-43110-101-	\$ 31.68
Total For Check 60909							\$ 31.68
10/25/2023	PEOPLESERVICE, INC.	60910	Inv. 103032 - November 2023 Wastewater Operating Services	N	Sewer Utilities - Sanitary Sewer Maintenance	602-49450-407-	\$ 2,090.00
Total For Check 60910							\$ 2,090.00
10/25/2023	Verizon	60911	Shop - Inv. #9946793812	N	Maintenance-Shop	100-43110-321-	\$ 104.00
Total For Check 60911							\$ 104.00
10/25/2023	CUYUNA REGIONAL MEDICAL CENTER	60912	Guar. 80002493: physical exam: Nick Davis	N	Other Protection-1st Response	100-42860-306-	\$ 130.00
Total For Check 60912							\$ 130.00
10/27/2023	FEDERAL WITHHOLDING/ON LINE	330747	Federal Withholding - 10/25/23 Payroll	N	Clerk	100-41425-101-	\$ 257.83
		330747				100-41425-103-	\$ 1.54
		330747				100-41425-122-	\$ 1.25
		330747				100-41425-122-	\$ 208.95
		330747				100-41425-135-	\$ 48.88
		330747				100-41425-135-	\$ 0.29
		330747				100-41425-171-	\$ 186.96
		330747			Planning and Zoning	100-41910-103-	\$ 84.14
		330747				100-41910-122-	\$ 68.19
		330747				100-41910-135-	\$ 15.95
		330747			City Hall	100-41941-101-	\$ 42.69
		330747				100-41941-122-	\$ 34.60
		330747				100-41941-135-	\$ 8.09
		330747				100-41941-171-	\$ 29.71
		330747			Fire Stations and Buildings	100-42280-101-	\$ 6.21
		330747				100-42280-122-	\$ 5.03
		330747				100-42280-135-	\$ 1.18
		330747				100-42280-171-	\$ 5.03
		330747			Maintenance-Shop	100-43110-101-	\$ 85.83
		330747				100-43110-103-	\$ 7.11
		330747				100-43110-122-	\$ 5.76
		330747				100-43110-122-	\$ 69.56
		330747				100-43110-135-	\$ 16.27
		330747				100-43110-135-	\$ 1.35
		330747				100-43110-171-	\$ 1.68
		330747				100-43110-171-	\$ 61.19
		330747			Paved Streets	100-43121-101-	\$ 127.34

Fund Name: All Funds

Date Range: 10/11/2023 To 10/31/2023

<u>Date</u>	<u>Vendor</u>	<u>Check #</u>	<u>Description</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-O-P</u>	<u>Total</u>
		330747				100-43121-103-	\$ 64.03
		330747				100-43121-122-	\$ 51.90
		330747				100-43121-122-	\$ 103.21
		330747				100-43121-135-	\$ 24.13
		330747				100-43121-135-	\$ 12.13
		330747				100-43121-171-	\$ 14.58
		330747				100-43121-171-	\$ 83.76
		330747	Waste (Refuse) Disposal			100-43240-101-	\$ 40.35
		330747				100-43240-122-	\$ 32.70
		330747				100-43240-135-	\$ 7.65
		330747				100-43240-171-	\$ 25.69
		330747	Park Areas			100-45202-103-	\$ 15.41
		330747				100-45202-122-	\$ 12.49
		330747				100-45202-135-	\$ 2.92
		330747				100-45202-171-	\$ 3.20
		330747	Cemetery			100-49010-101-	\$ 20.38
		330747				100-49010-103-	\$ 9.48
		330747				100-49010-122-	\$ 7.68
		330747				100-49010-122-	\$ 16.52
		330747				100-49010-135-	\$ 3.86
		330747				100-49010-135-	\$ 1.80
		330747				100-49010-171-	\$ 2.11
		330747				100-49010-171-	\$ 13.78
		330747	Waste (Refuse) Collection			227-43230-103-	\$ 2.35
		330747				227-43230-122-	\$ 1.91
		330747				227-43230-135-	\$ 0.44
		330747				227-43230-171-	\$ 0.53
		330747	Sewer Utilities - Sanitary Sewer Maintenance			602-49450-101-	\$ 5.96
		330747				602-49450-122-	\$ 4.83
		330747				602-49450-135-	\$ 1.13
		330747				602-49450-171-	\$ 3.19
		330747	Sewer Utilities - Administration and General			602-49490-101-	\$ 20.80
		330747				602-49490-122-	\$ 16.86
		330747				602-49490-135-	\$ 3.94
		330747				602-49490-171-	\$ 3.17
		330747	Total For Check				\$ 2,017.48
10/31/2023	Money Market/Bonds	IAD2877	Deposit Into Money Market/Bonds	N	Purchase of Investments	100-49350-800-	\$ 4.88
		IAD2877	Total For Check				\$ 4.88

Fund Name: All Funds
 Date Range: 11/2023 To 10/31/2023

Date	Vendor	Check #	Description	Void	Account Name	F-A-O-P	Total
10/31/2023	Money Market/Bonds	IAD2878	Deposit Into Money Market/Bonds	N	Purchase of Investments	226-49350-800-	\$ 1.70
	Total For Check	IAD2878					\$ 1.70
10/31/2023	Money Market/Bonds	IAD2879	Deposit Into Money Market/Bonds	N	Purchase of Investments	404-49350-800-	\$ 2.97
	Total For Check	IAD2879					\$ 2.97
10/31/2023	Money Market/Bonds	IAD2880	Deposit Into Money Market/Bonds	N	Purchase of Investments	407-49350-800-	\$ 1.48
	Total For Check	IAD2880					\$ 1.48
10/31/2023	Money Market/Bonds	IAD2881	Deposit Into Money Market/Bonds	N	Purchase of Investments	409-49350-800-	\$ 1.06
	Total For Check	IAD2881					\$ 1.06
10/31/2023	Money Market/Bonds	IAD2882	Deposit Into Money Market/Bonds	N	Purchase of Investments	415-49350-800-	\$ 2.12
	Total For Check	IAD2882					\$ 2.12
10/31/2023	Money Market/Bonds	IAD2883	Deposit Into Money Market/Bonds	N	Purchase of Investments	416-49350-800-	\$ 1.48
	Total For Check	IAD2883					\$ 1.48
10/31/2023	Money Market/Bonds	IAD2884	Deposit Into Money Market/Bonds	N	Purchase of Investments	602-49350-800-	\$ 0.42
	Total For Check	IAD2884					\$ 0.42
10/31/2023	Money Market/Bonds	IAD2885	Deposit Into Money Market/Bonds	N	Purchase of Investments	100-49350-800-	\$ 224.13
	Total For Check	IAD2885					\$ 224.13
10/31/2023	Money Market/Bonds	IAD2886	Deposit Into Money Market/Bonds	N	Purchase of Investments	226-49350-800-	\$ 77.96
	Total For Check	IAD2886					\$ 77.96
10/31/2023	Money Market/Bonds	IAD2887	Deposit Into Money Market/Bonds	N	Purchase of Investments	404-49350-800-	\$ 136.43
	Total For Check	IAD2887					\$ 136.43
10/31/2023	Money Market/Bonds	IAD2888	Deposit Into Money Market/Bonds	N	Purchase of Investments	407-49350-800-	\$ 68.21

Fund Name: All Funds

Date Range: 10/11/2023 To 10/31/2023

<u>Date</u>	<u>Vendor</u>	<u>Total For Check</u>	<u>Check #</u>	<u>Description</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-O-P</u>	<u>Total</u>
10/31/2023	Money Market/Bonds		IAD2888	Deposit Into Money Market/Bonds	N	Purchase of Investments	409-49350-800-	\$ 48.72
		Total For Check	IAD2889					\$ 48.72
10/31/2023	Money Market/Bonds		IAD2890	Deposit Into Money Market/Bonds	N	Purchase of Investments	415-49350-800-	\$ 97.45
		Total For Check	IAD2890					\$ 97.45
10/31/2023	Money Market/Bonds		IAD2891	Deposit Into Money Market/Bonds	N	Purchase of Investments	416-49350-800-	\$ 68.21
		Total For Check	IAD2891					\$ 68.21
10/31/2023	Money Market/Bonds		IAD2892	Deposit Into Money Market/Bonds	N	Purchase of Investments	602-49350-800-	\$ 19.49
		Total For Check	IAD2892					\$ 19.49
		Total For Selected Checks						\$ 37,740.19

10/31/2023

General Fund

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Receipts:			
Current Ad Valorem Taxes	1,092,706.10	666,647.74	(426,058.36)
Delinquent Ad Valorem Taxes	13,249.99	7,547.67	(5,702.32)
Mobile Home Tax	8.33	19.68	11.35
Fiscal Disparities	1,666.67	3,146.61	1,479.94
Total Acct 310	1,107,631.09	677,361.70	(430,269.39)
Franchise Taxes	3,125.00	0.00	(3,125.00)
Severed Mineral Tax	179.17	227.89	48.72
Total Acct 318	3,304.17	227.89	(3,076.28)
Penalties and Interest on Ad valorem Taxes	2,137.50	481.44	(1,656.06)
Forfeited Tax Sale Apportionments	4,500.00	4,763.55	263.55
Principal on Special Assessments	0.00	0.00	0.00
Penalties and Interest on Special Assessments	29.17	0.00	(29.17)
Total Acct 319	6,666.67	5,244.99	(1,421.68)
Licenses & Permits	83.33	0.00	(83.33)
Alcoholic Beverages	6,045.83	3,250.00	(2,795.83)
Rental Dwelling License	2,916.67	2,075.00	(841.67)
Right-of-Way Management	0.00	0.00	0.00
Total Acct 321	9,045.83	5,325.00	(3,720.83)
Building Permits (Excludes surcharge)	18,958.33	28,695.00	9,736.67
Animal Licenses	33.33	15.00	(18.33)
Total Acct 322	18,991.66	28,710.00	9,718.34
Federal Grants - Emergency Preparedness/Emergency Management Aid	0.00	23,496.63	23,496.63
Federal Payments in Lieu of Taxes	1.67	4.84	3.17
Total Acct 331	1.67	23,501.47	23,499.80
Homestead and Agricultural Credit Aid (HACA)	35,208.32	23,203.64	(12,004.68)
Police Training Reimbursement	416.67	0.00	(416.67)
State Emergency Management Aid	0.00	13,384.99	13,384.99
Agricultural Market Value Credit	441.67	411.27	(30.40)
Fire Training Reimbursement	3,333.33	1,300.00	(2,033.33)
State Fire Aid	10,212.50	0.00	(10,212.50)
Supp. Fire State Aid	2,083.33	0.00	(2,083.33)
State Police Aid	11,250.00	14,714.07	3,464.07
Total Acct 334	62,945.82	53,013.97	(9,931.85)
Grants & Aids from Other LGUs	3,600.00	4,847.00	1,247.00
Total Acct 336	3,600.00	4,847.00	1,247.00
City/Town Hall Rent	416.67	726.00	309.33
Zoning and Subdivision Fees	3,083.33	1,950.00	(1,133.33)
Assessment Searches	833.33	1,036.00	202.67
Candidate Filing Fee	0.00	0.00	0.00
Copies/Faxes	58.33	54.65	(3.68)
Total Acct 341	4,391.66	3,766.65	(625.01)
Special Police Services	2,000.00	600.00	(1,400.00)
Special Fire Protection Services	21,499.99	46,342.65	24,842.66
First Responder Charges	6,383.33	5,850.03	(533.30)
Total Acct 342	29,883.32	52,792.68	22,909.36
Sale of Culverts	933.33	640.00	(293.33)
Contractor Water Use	0.00	0.00	0.00
Total Acct 343	933.33	640.00	(293.33)
Refuse Collection Charges	2,500.00	1,218.00	(1,282.00)
Total Acct 344	2,500.00	1,218.00	(1,282.00)
Cemetery Revenues	416.67	500.00	83.33

10/31/2023

General Fund

	<u>Budget</u>	<u>Actual</u>	<u>Vari</u>
Receipts:			
Cemetery -Grave openings	4,604.16	3,350.00	(1,254.16)
Cemetery -Sale of lots	10,833.33	6,015.00	(4,818.33)
Misc. Rents	16.67	1.00	(15.67)
Verizon Rental	11,000.00	11,000.00	0.00
Total Acct 349	26,870.83	20,866.00	(6,004.83)
Court Fines	683.33	518.11	(165.22)
Administrative Fines (Penalties)	416.67	3,392.50	2,975.83
Total Acct 351	1,100.00	3,910.61	2,810.61
Interest Earning	3,333.33	5,194.90	1,861.57
Contributions and Donations from Private Sources	0.00	0.00	0.00
Refunds	5,000.00	22,662.74	17,662.74
Total Acct 362	8,333.33	27,857.64	19,524.31
Total Revenues	1,286,199.38	909,283.60	(376,915.78)
Other Financing Sources:			
Unrealized Investment Gain	208.33	905.43	697.10
Total Acct 391	208.33	905.43	697.10
Capital Contributions	83.33	0.00	(83.33)
Total Acct 397	83.33	0.00	(83.33)
Sale of Investment	208,333.25	16,569.18	(191,764.07)
Total Acct 399	208,333.25	16,569.18	(191,764.07)
Total Other Financing Sources	208,624.91	17,474.61	(191,15)

10/31/2023

General Fund

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Disbursements:			
Council/Town Board	19,029.16	16,273.30	2,755.86
Ordinances and Proceedings	4,458.33	1,394.75	3,063.58
Total Acct 411	23,487.49	17,668.05	5,819.44
Mayor	6,612.49	5,898.31	714.18
Total Acct 413	6,612.49	5,898.31	714.18
Elections	83.33	0.52	82.81
Clerk	168,387.45	152,240.65	16,146.80
Total Acct 414	168,470.78	152,241.17	16,229.61
Internal Auditing	10,141.66	17,550.00	(7,408.34)
Total Acct 415	10,141.66	17,550.00	(7,408.34)
Planning and Zoning	51,929.15	48,429.61	3,499.54
General Government Buildings and Plant	2,850.00	2,416.00	434.00
City Hall	49,295.79	44,004.96	5,290.83
Total Acct 419	104,074.94	94,850.57	9,224.37
Police Administration	31,847.48	25,759.53	6,087.95
Patrol	115,339.95	52,198.56	63,141.39
Police Training	1,949.16	20.86	1,928.30
Police Stations and Buildings	0.00	233.25	(233.25)
Total Acct 421	149,136.59	78,212.20	70,924.39
Fire Administration	43,434.17	32,060.36	11,373.81
Fire Fighting	124,320.78	105,471.42	18,849.36
Fire Training	9,249.99	1,950.15	7,299.84
Fire Stations and Buildings	11,866.66	10,163.97	1,702.69
Total Acct 422	188,871.60	149,645.90	39,225.70
Building Inspections Administration	2,916.67	1,087.50	1,829.17
Rental Inspections	1,833.33	1,712.50	120.83
Total Acct 424	4,750.00	2,800.00	1,950.00
Civil Defense Expenditures	953.34	430.62	522.72
Total Acct 425	953.34	430.62	522.72
Traffic Engineering Expenditures	3,791.67	5,961.51	(2,169.84)
Total Acct 426	3,791.67	5,961.51	(2,169.84)
Other Protection-1st Response	35,662.50	7,209.32	28,453.18
Total Acct 428	35,662.50	7,209.32	28,453.18
Maintenance-Shop	115,633.32	113,521.71	2,111.61
Paved Streets	66,229.17	58,202.90	8,026.27
Unpaved Streets	42,041.65	44,316.00	(2,274.35)
Ice and Snow Removal	3,750.00	0.00	3,750.00
Road and Bridge Equipment	135,058.46	132,204.27	2,854.19
Bridges, Viaducts and Grade Separations	16,916.66	5,916.00	11,000.66
Street Lighting	2,916.67	2,967.50	(50.83)
Total Acct 431	382,545.93	357,128.38	25,417.55
Waste (Refuse) Disposal	13,987.50	11,396.12	2,591.38
Total Acct 432	13,987.50	11,396.12	2,591.38
Historical Society	83.33	100.00	(16.67)
Total Acct 450	83.33	100.00	(16.67)
Library	4,729.16	2,756.11	1,973.05
Total Acct 451	4,729.16	2,756.11	1,973.05
Park Areas	20,308.34	21,753.44	(1,445.10)
Total Acct 452	20,308.34	21,753.44	(1,445.10)
Water Resources	833.33	1,000.00	(166.67)

10/31/2023

General Fund

	<u>Budget</u>	<u>Actual</u>	<u>Vari</u>
Disbursements:			
Emily Waters	12,291.66	11,256.00	1,035.66
Total Acct 461	13,124.99	12,256.00	868.99
Economic Development and Assistance	1,065.85	450.00	615.85
Total Acct 465	1,065.85	450.00	615.85
Food Shelf	208.33	250.00	(41.67)
Cemetery	16,074.99	10,529.52	5,545.47
Total Acct 490	16,283.32	10,779.52	5,503.80
Total Disbursements	1,148,081.48	949,087.22	198,994.26
Other Financing Uses:			
Unrealized Investment Loss	5,416.66	1,410.45	4,006.21
Purchase of Investments	209,666.58	21,392.81	188,273.77
Transfer To Governmental Fund	0.00	15,142.08	(15,142.08)
Total Acct 493	215,083.24	37,945.34	177,137.90
Total Other Financing Uses	215,083.24	37,945.34	177,137.90
Beginning Cash Balance		591,186.90	
Total Receipts and Other Financing Sources		926,758.21	
Total Disbursements and Other Financing Uses		987,032.56	
Cash Balance as of 10/31/2023		530,912.55	

Fund Name: 602 - Sewage Collection and Disposal

Date Range: 10/01/2023 To 10/31/2023

<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>
10/02/2023	UTILITY BILLING	13086	Sewer Charges	(10/03/2023) -	N Rate Class I	602-37210-	\$ 200.00 <u>\$ 200.00</u>
10/13/2023	UTILITY BILLING	13105	Sewer Charges	(10/17/2023) -	N Rate Class I	602-37210-	\$ 2,063.12 <u>\$ 2,063.12</u>
10/13/2023	UTILITY BILLING	13106	Sewer Charges	(10/17/2023) -	N Rate Class I	602-37210-	\$ 2,735.21 <u>\$ 2,735.21</u>
10/13/2023	UTILITY BILLING	13107*	Sewer Charges - ACH	(10/10/2023) -	N Rate Class I	602-37210-	\$ 171.10 <u>\$ 171.10</u>
10/13/2023	UTILITY BILLING	13108*	Sewer Charges - ACH	(10/10/2023) -	N Rate Class I	602-37210-	\$ 153.99 <u>\$ 153.99</u>
10/13/2023	UTILITY BILLING	13109*	Sewer Charges - ACH	(10/12/2023) -	N Rate Class I	602-37210-	\$ 136.88 <u>\$ 136.88</u>
10/13/2023	UTILITY BILLING	13110*	Sewer Charges - ACH	(10/13/2023) -	N Rate Class I	602-37210-	\$ 34.22 <u>\$ 34.22</u>
10/13/2023	UTILITY BILLING	13111*	Sewer Charges - ACH	(10/13/2023) -	N Rate Class I	602-37210-	\$ 171.10 <u>\$ 171.10</u>
10/13/2023	UTILITY BILLING	13112*	Sewer Charges - ACH	(10/13/2023) -	N Rate Class I	602-37210-	\$ 171.10 <u>\$ 171.10</u>
10/13/2023	UTILITY BILLING	13113*	Sewer Charges - ACH	(10/16/2023) -	N Rate Class I	602-37210-	\$ 26.62 <u>\$ 26.62</u>
10/18/2023	UTILITY BILLING	13118	Sewer Charges	(10/19/2023) -	N Rate Class I	602-37210-	\$ 1,763.54 <u>\$ 1,763.54</u>
10/18/2023	UTILITY BILLING	13119	Sewer Charges	(10/19/2023) -	N Rate Class I	602-37210-	\$ 2,420.24 <u>\$ 2,420.24</u>

Fund Name: 602 - Sewage Collection and Disposal

Date Range: 10/01/2023 To 10/31/2023

<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>
10/18/2023	UTILITY BILLING	13121	Sewer Charges	(10/19/2023) -	N Rate Class I Penalties and Forfeited Discounts	602-37210- 602-37260-	\$ 342.20 \$ 17.11 \$ 359.31
10/18/2023	UTILITY BILLING	13122*	Sewer Charges - ACH	(10/19/2023) -	N Rate Class I	602-37210-	\$ 144.48 \$ 144.48
10/19/2023	UTILITY BILLING	13123	Sewer Charges	(10/23/2023) -	N Rate Class I	602-37210-	\$ 816.99 \$ 816.99
10/19/2023	UTILITY BILLING	13124*	Sewer Charges - ACH	(10/20/2023) -	N Rate Class I	602-37210-	\$ 171.10 \$ 171.10
10/30/2023	UTILITY BILLING	13135	Sewer Charges	(10/31/2023) -	N Rate Class I	602-37210-	\$ 1,735.23 \$ 1,735.23
10/30/2023	UTILITY BILLING	13136	Sewer Charges	(10/31/2023) -	N Rate Class I	602-37210-	\$ 2,468.31 \$ 2,468.31
10/30/2023	UTILITY BILLING	13137*	Sewer Charges - ACH	(10/23/2023) -	N Rate Class I	602-37210-	\$ 136.88 \$ 136.88
10/30/2023	UTILITY BILLING	13138*	Sewer Charges - ACH	(10/23/2023) -	N Rate Class I	602-37210-	\$ 171.10 \$ 171.10
10/30/2023	UTILITY BILLING	13139*	Sewer Charges - ACH	(10/25/2023) -	N Rate Class I	602-37210-	\$ 171.10 \$ 171.10
10/30/2023	UTILITY BILLING	13140*	Sewer Charges - ACH	(10/27/2023) -	N Rate Class I	602-37210-	\$ 171.10 \$ 171.10
10/31/2023	UTILITY BILLING	13143	Sewer Charges	(10/31/2023) -	N Rate Class I	602-37210-	\$ 342.20 \$ 342.20
10/31/2023	PINE RIVER STATE BANK	13150	Int CR Checking	(10/31/2023) -	N Interest Earning	602-36210-	\$ 11.82 \$ 11.82

Fund Name: 602 - Sewage Collection and Disposal

Date Range: 01/2023 To 10/31/2023

Date	Remitter	Receipt #	Description	Deposit ID	Void Account Name	F-A-P	Total
10/31/2023	Pershing	13151	Int CR MMMF and Muni Bonds	(10/31/2023) -	N Interest Earning	602-36210-	\$ 0.42
10/31/2023	Pershing	13152	Muni Bonds Gains	(10/31/2023) -	N Unrealized Investment Gain	602-39103-	\$ 19.49
Total for Selected Receipts							\$ 16,766.65

Fund Name: 602 - Sewage Collection and Disposal

Date Range: 10/11/2023 To 10/31/2023

<u>Date</u>	<u>Vendor</u>	<u>Check #</u>	<u>Description</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-O-P</u>	<u>Total</u>
10/11/2023	Payroll Period Ending 10/11/2023	60870	Regular Payroll - 9-27 to 10-10	N	Sewer Utilities - Sanitary Sewer Maintenance	602-49450-103-	\$ 40.73
	Total For Check	60870					\$ 40.73
10/11/2023	Payroll Period Ending 10/11/2023	60872	Regular Payroll - 9-27 to 10-10	N	Sewer Utilities - Sanitary Sewer Maintenance	602-49450-101-	\$ 39.86
	Total For Check	60872					\$ 39.86
10/11/2023	Payroll Period Ending 10/11/2023	60874	Regular Payroll - 9-27 to 10-10	N	Sewer Utilities - Administration and General	602-49490-101-	\$ 222.45
	Total For Check	60874					\$ 222.45
10/11/2023	Payroll Period Ending 10/11/2023	60875	Regular Payroll - 9-27 to 10-10	N	Sewer Utilities - Sanitary Sewer Maintenance	602-49450-103-	\$ 40.73
	Total For Check	60875					\$ 40.73
10/11/2023	Payroll Period Ending 10/11/2023	60876	Regular Payroll - 9-27 to 10-10	N	Sewer Utilities - Sanitary Sewer Maintenance	602-49450-101-	\$ 37.47
	Total For Check	60876					\$ 37.47
10/11/2023	GOPHER STATE ONE-CALL	60885	Inv. 3090381 - Locates	N	Sewer Utilities - Administration and General	602-49490-385-	\$ 8.10
	Total For Check	60885					\$ 8.10
10/13/2023	FEDERAL WITHHOLDING/ON LINE	330746	Federal Withholding - 10/11/23	N	Sewer Utilities - Sanitary Sewer Maintenance	602-49450-101-	\$ 7.87
		330746				602-49450-103-	\$ 7.16
		330746				602-49450-122-	\$ 5.80
		330746				602-49450-122-	\$ 6.38
		330746				602-49450-135-	\$ 1.49
		330746				602-49450-135-	\$ 1.36
		330746				602-49450-171-	\$ 2.20
		330746				602-49450-171-	\$ 5.39
		330746				602-49490-101-	\$ 21.64
		330746				602-49490-122-	\$ 17.54
		330746				602-49490-135-	\$ 4.10
		330746				602-49490-171-	\$ 3.87
	Total For Check	330746					\$ 84.80

Fund Name: 602 - Sewage Collection and Disposal

Date Range: 11/2023 To 10/31/2023

Date	Vendor	Check #	Description	Void	Account Name	F-A-O-P	Total
10/18/2023	LAKE COUNTRY FOODS	60886	Statement dated 10-2-23 account #2480	N	Sewer Utilities - Sanitary Sewer Maintenance	602-49450-212-	\$ 33.44
	Total For Check	60886					\$ 33.44
10/18/2023	Midwest Machinery Co.	60888	Inv.9773556,9789279:Labor/Re pair Parts for Mowers	N	Sewer Utilities - Sanitary Sewer Maintenance	602-49450-221-	\$ 182.76
	Total For Check	60888					\$ 217.41
	Total For Check	60888					\$ 400.17
10/18/2023	A W Research Laboratories	60891	Sewer Sample Testing - Inv. #58789	N	Sewer Utilities - Sanitary Sewer Maintenance	602-49450-315-	\$ 92.00
	Total For Check	60891					\$ 92.00
10/18/2023	CROW WING POWER	60899	Monthly - 10-9-23 Invoices	N	Sewer Utilities - Sewer Lift Stations	602-49470-381-	\$ 31.74
	Total For Check	60899					\$ 31.63
	Total For Check	60899					\$ 44.49
	Total For Check	60899					\$ 107.86
10/19/2023	MINNESOTA REVENUE	330748	State Withholding - 10/11/23 Payroll	N	Sewer Utilities - Sanitary Sewer Maintenance	602-49450-172-	\$ 7.05
	Total For Check	330748					\$ 8.32
10/20/2023	PERA	330749	Retirement contributions - 10/11/23 Payroll	N	Sewer Utilities - Sanitary Sewer Maintenance	602-49450-101-	\$ 7.17
	Total For Check	330749					\$ 8.27
	Total For Check	330749					\$ 20.40
	Total For Check	330749					\$ 23.54
	Total For Check	330749					\$ 59.38
10/25/2023	Payroll Period Ending 10/25/2023	60903	Regular Payroll 10-11 to 10-24	N	Sewer Utilities - Sanitary Sewer Maintenance	602-49450-101-	\$ 19.69
	Total For Check	60903					\$ 19.69
10/25/2023	Payroll Period Ending 10/25/2023	60905	Regular Payroll 10-11 to 10-24	N	Sewer Utilities - Administration and General	602-49490-101-	\$ 214.30
	Total For Check	60905					\$ 214.30
10/25/2023	Payroll Period Ending 10/25/2023	60907	Regular Payroll 10-11 to 10-24	N	Sewer Utilities - Sanitary Sewer Maintenance	602-49450-101-	\$ 39.71

Fund Name: 602 - Sewage Collection and Disposal

Date Range: 10/11/2023 To 10/31/2023

<u>Date</u>	<u>Vendor</u>	<u>Check #</u>	<u>Description</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-O-P</u>	<u>Total</u>
		Total For Check					39.71
10/25/2023	PEOPLESERVICE, INC.	60910	Inv. 103032 - November 2023 Wastewater Operating Services	N	Sewer Utilities - Sanitary Sewer Maintenance	602-49450-407-	2,090.00
		Total For Check					2,090.00
10/27/2023	FEDERAL WITHHOLDING/ON LINE	330747	Federal Withholding - 10/25/23 Payroll	N	Sewer Utilities - Sanitary Sewer Maintenance	602-49450-101-	5.96
		330747				602-49450-122-	4.83
		330747				602-49450-135-	1.13
		330747				602-49450-171-	3.19
		330747			Sewer Utilities - Administration and General	602-49490-101-	20.80
		330747				602-49490-122-	16.86
		330747				602-49490-135-	3.94
		330747				602-49490-171-	3.17
		Total For Check					59.88
10/31/2023	Money Market/Bonds	IAD2884	Deposit Into Money Market/Bonds	N	Purchase of Investments	602-49350-800-	0.42
		Total For Check					0.42
10/31/2023	Money Market/Bonds	IAD2892	Deposit Into Money Market/Bonds	N	Purchase of Investments	602-49350-800-	19.49
		Total For Check					19.49
		Total For Selected Checks					3,625.85

10/31/2023

Sewage Collection and Disposal

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Receipts:			
Current Ad Valorem Taxes	50,409.67	35,280.89	(15,128.78)
Delinquent Ad Valorem Taxes	1,250.00	459.37	(790.63)
Mobile Home Tax	0.42	1.36	0.94
Fiscal Disparities	166.67	166.65	(0.02)
Total Acct 310	51,826.76	35,908.27	(15,918.49)
Severed Mineral Tax	12.50	11.95	(0.55)
Total Acct 318	12.50	11.95	(0.55)
Penalties and Interest on Ad valorem Taxes	0.00	0.00	0.00
Principal on Special Assessments	2,383.33	2,039.66	(343.67)
Penalties and Interest on Special Assessments	291.67	60.48	(231.19)
Total Acct 319	2,675.00	2,100.14	(574.86)
Public Utilities	104.17	0.00	(104.17)
Total Acct 321	104.17	0.00	(104.17)
Homestead and Agricultural Credit Aid (HACA)	1,291.67	1,582.22	290.55
Total Acct 334	1,291.67	1,582.22	290.55
Interest Earning	375.00	519.28	144.28
Refunds	0.00	4.00	4.00
Total Acct 362	375.00	523.28	148.28
Rate Class I	65,833.31	73,128.83	7,295.52
Connection/Reconnection Fees	0.00	2,000.00	2,000.00
Penalties and Forfeited Discounts	750.00	683.26	(66.74)
Hauled Wastewater Fees	375.00	0.00	(375.00)
Total Acct 372	66,958.31	75,812.09	8,853.78
Total Revenues	123,243.41	115,937.95	(7,305.46)
Other Financing Sources:			
Unrealized Investment Gain	166.67	86.58	(80.09)
Total Acct 391	166.67	86.58	(80.09)
Sale of Investment	20,833.33	142.72	(20,690.61)
Total Acct 399	20,833.33	142.72	(20,690.61)
Total Other Financing Sources	21,000.00	229.30	(20,770.70)
Disbursements:			
Bond Principal	49,999.98	60,000.00	(10,000.02)
Total Acct 471	49,999.98	60,000.00	(10,000.02)
Interest - Bonds	22,318.74	26,782.50	(4,463.76)
Total Acct 472	22,318.74	26,782.50	(4,463.76)
Fiscal Agent's Fees	395.83	475.00	(79.17)
Total Acct 475	395.83	475.00	(79.17)
Sewer Utilities - Sanitary Sewer Maintenance	32,062.49	27,045.15	5,017.34
Sewer Utilities - Sanitary Sewer Cleaning	5,000.00	0.00	5,000.00
Sewer Utilities - Sewer Lift Stations	7,091.66	1,980.07	5,111.59
Sewer Utilities - Administration and General	5,704.18	7,176.77	(1,472.59)
Total Acct 494	49,858.33	36,201.99	13,656.34
Total Disbursements	122,572.88	123,459.49	(886.61)

10/31/2023

Sewage Collection and Disposal

	<u>Budget</u>	<u>Actual</u>	<u>Var:</u>
Other Financing Uses:			
Unrealized Investment Loss	520.83	141.06	379.77
Purchase of Investments	21,149.68	544.75	20,604.93
Total Acct 493	<u>21,670.51</u>	<u>685.81</u>	<u>20,984.70</u>
Total Other Financing Uses	<u>21,670.51</u>	<u>685.81</u>	<u>20,984.70</u>
Beginning Cash Balance		97,571.68	
Total Receipts and Other Financing Sources		116,167.25	
Total Disbursements and Other Financing Uses		<u>124,145.30</u>	
Cash Balance as of 10/31/2023		89,593.63	

REPORT FOR EMILY CITY COUNCIL MEETING
NOVEMBER 14TH, 2023

EMILY VOLUNTEER FIRE DEPARTMENT

- We had 16 members at our meeting
- 1 Call since the last meeting
- Checked equipment / SCBA'S
- New Engine #2 has arrived
- We filled candy bags for trunk or treat
- We had a drill on propane tank fire

Respectfully submitted,



Chad Genz
Chief - Emily Fire Dept.

Emily Fire Relief Association

2023 Schedule Form for Lump-Sum Pension Plans (SC-23)



Office of the State Auditor

Report created on 10/9/2023

Emily Fire Relief Association

2023 Schedule Form for Lump-Sum Pension Plans (Form SC-23)

Active Members

Annual benefit level in effect for 2023: \$1,750									
Minimum Retirement Age: 50									
Years Required for Full Vesting: 10						2023		2024	
Name	Status	Birth Date	Entry Date	Leaves of Absence and Breaks in Service (months)	Return to Service	Yrs Of Service	Accrued Liability	Yrs Of Service	Accrued Liability
Chad Genz	Active		08/26/1997	0		26	41,639	27	44,538
Andy Moritz	Active		04/24/2001	0		23	32,727	24	35,174
Tracy Jones	Active		04/24/2001	0		23	40,250	24	42,000
Tyson Kinkaid	Active		04/24/2001	0		23	37,939	24	40,777
Bill Philstrom	Active		05/22/2007	8		16	28,000	17	29,750
Brian Foster	Active		05/22/2007	0		17	29,750	18	31,500
Josh Rooker	Active		05/22/2007	0		17	24,189	18	26,381
Kenny Roden	Active		05/22/2007	0		17	29,750	18	31,500
Chad Wosmek	Active		05/01/2009	0		15	26,250	16	28,000
Jon Chmielecki	Active		07/25/2011	0		12	21,000	13	22,750
Patrick Redding	Active		07/25/2011	0		12	21,000	13	22,750
John Friesner	Active		03/12/2012	0		12	13,883	13	15,492
Phil Yetzer	Active		04/03/2012	0		12	21,000	13	22,750
Combs, Kevin	Active		01/21/2014	0		10	17,500	11	19,250
Patrick, James	Active		01/29/2014	0		10	17,500	11	19,250
Butcher, Bryce	Active		04/01/2015	0		9	12,806	10	14,656
Spindler, Calen	Active		04/01/2015	0		9	9,251	10	10,588
Michael Armbrust	Active		12/10/2019	0		4	5,862	5	7,548
Josh Gallup	Separated-Not Vested		02/11/2020	0		4	0	5	0
Blair Mileski	Active		12/31/2020	0		3	4,024	4	5,526

Emily Fire Relief Association

2023 Schedule Form for Lump-Sum Pension Plans (Form SC-23)

Deferred Members

	Birth Date	Yrs Of Service	Deferred Interest Paid	Interest Period	Leaves Of Absence	
	Entry Date	Benefit Level	Vesting Min Yrs Required	Interest Option		Member Status Name
Name	Separation Date	Vesting Percent	Return To Service	Months Of Service Paid	Liability Curr	Liability Next
Jordan, Chad		17 Years 0 Months		No		0 Months
	01/11/2005	1,750	10 Years			Deferred
	07/01/2022	100 %	No	No	29,750	29,750
	Rate of Return	-				
Ryan Johnson		12 Years 0 Months		No		3 Months
	02/08/2005	1,500	10 Years			Deferred
	07/11/2017	68 %	No	No	12,240	12,240
	Rate of Return	-				

Emily Fire Relief Association
2023 Schedule Form for Lump-Sum Pension Plans (Form SC-23)
Unpaid Installments

Name	Member Status	Birth Date	Entry Date	Separation Date	Amount Previously Paid	2023 Estimated Liability	2024 Estimated Liability
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No Unpaid Installments

Emily Fire Relief Association
2023 Schedule Form for Lump-Sum Pension Plans (Form SC-23)
Financial Projections

Calculation of Normal Cost	2023	2024
Total Active Mamber Liabilities	434,320	470,180
Total Deferred Member Liabilities	41,990	41,990
Total Unpaid Installments	0	0
Grand Total Special Fund Liability	A. <u>476,310</u>	B. <u>512,170</u>
Normal Cost (Cell B - Cell A)		C. 35,860

Projection of Net Assets for Year Ending December 31, 2023

Special Fund Assets at December 31, 2022 (FIRE-22 ending assets)	1.	346,073
Projected Income for 2023		
Fire State Aid	D.	12,254
Supplemental State Aid (actual 2022 supplemental state aid)	E.	2,473
Municipal / Independent Fire Dept. Contributions	F.	29,340
Interest / Dividends	G.	4,800
Appreciation / (Depreciation)	H.	0
Member Dues	I.	0
Other Revenues	J.	0
Total Projected Income for 2023 (Add Lines D through J)	2.	<u>48,867</u>
Projected Expenses for 2023		
Service Pensions	K.	0
Other Benefits	L.	0
Administrative Expenses	M.	3,400
Total Projected Expenses for 2023 (Add Lines K through M)	3.	<u>3,400</u>
Projected Net Assets at December 31, 2023 (Line 1 + Line 2 - Line 3)	4.	391,540

Projection of Surplus or (Deficit) as of December 31, 2023

Projected Assets (Line 4)	5.	391,540
2023 Accrued Liability (Page 4, cell A)	6.	<u>476,310</u>
Surplus or (Deficit) (Line 5 - Line 6)	7.	(84,770)

Emily Fire Relief Association

2023 Schedule Form for Lump-Sum Pension Plans (Form SC-23)

Calculation of Required Contribution

Year Incurred	Deficit Information - Original		Deficit Information - Adjusted		
	Original Amount	Amount Retired as of 12/31/2022	Original Amount	Amount Retired as of 12/31/2023	Amount Left to Retire 1/1/2024
2014	0	0	0	0	0
2015	0	0	0	0	0
2016	125,118	116,173	0	0	0
2017	0	0	0	0	0
2018	0	0	0	0	0
2019	23,799	7,140	23,799	9,520	14,279
2020	0	0	0	0	0
2021	45,666	4,567	45,666	9,134	36,532
2022	0	0	0	0	0
2023			33,959	0	33,959
Totals	194,583	127,880	103,424	18,654	84,770

Normal Cost		8.	35,860
2022 Administrative Expense (FIRE-22)	2022	9.	4,829
2023 Projected Administrative Expense	2023		4,998
Amortization of Deficit (Total of Original Amount X 0.10)		10.	10,342
10% of Surplus		11.	0
Fire and Supplemental Aid		12.	14,727
Member Dues		13.	0
5% of Projected Assets at December 31st, 2023		14.	19,577
Required Contribution		15.	16,896

Emily Fire Relief Association

2023 Schedule Form for Lump-Sum Pension Plans (Form SC-23)




To be eligible for fire state aid this Schedule Form must be fully completed, certified by the relief association officers, forwarded to the municipal clerk/independent secretary on or before August 1, 2023, and submitted to the Office of the State Auditor.

Relief Association Officer Certification

I have obtained a copy of the schedule form with Confirmation Id c3b74478-1df4-467a-a82a-f3797d70e4bd displayed in the lower left corner of each page.

We, the officers of the Emily Fire Relief Association certify that this Schedule Form was prepared under Minn. Stat. § 424A.092 and that:


- 1) The annual benefit level of \$1,750 per year of service was approved by the Relief Association's board of trustees and, if required by Minn. Stat. § 424A.092, ratified by the affiliated municipal governing board or independent nonprofit firefighting corporation;
- 2) We understand that this form shows that the Relief Association has a projected DEFICIT of \$84,770 and a projected funding ratio of 82.20 percent; and
- 3) The required 2024 contribution is \$16,896 based on the financial requirements of the Relief Association's Special Fund for the 2023 calendar year.

	Jon	Chmielecki	10/19/23
Signature of President	First Name	Last Name	Date
	Josh	Rooker	10/20/23
Signature of Secretary	First Name	Last Name	Date
	Michael	ARMBRUST	10/19/23
Signature of Treasurer	First Name	Last Name	Date

Municipal Clerk / Independent Secretary Certification*

I received the completed Schedule Form from the Emily Fire Relief Association with Confirmation Id c3b74478-1df4-467a-a82a-f3797d70e4bd displayed in the lower left corner of each page.

I have reviewed Line 15 of the Schedule Form. If Line 15 shows a required contribution, I certify that I will advise the governing municipal body or the independent nonprofit firefighting corporation of any required contribution at its next regularly scheduled meeting.

	Cassi	Johnson	10-20-2023
Signature of Municipal Clerk / Secretary of independent nonprofit firefighting corporation	First Name	Last Name	Date

* See the form instructions for additional information about certification requirements.

Emily Fire Relief Association

2022 Financial and Investment Reporting Entry (FIRE-22)



Office of the State Auditor

Report created on 10/9/2023

OFFICE OF THE STATE AUDITOR

Plan Information

Fire Department Affiliation & Member Counts

The Fire Relief Association is associated with:

A municipality which has a fire department.

No Is the Fire Department a Joint Powers department?

Enter the appropriate number:

19	Active members in the Relief Association		Lump sum service distributions
2	Inactive members who are deferred		Lump sum survivor distributions
	Other inactive members (medical and other leave)		Lump sum disability distributions
21	Total Active + Inactive with Relief Association		Monthly benefit recipients (retired, disabled and survivor)
	EMS-Only personnel in the Relief Association (Also include in member counts above, as applicable.)		

Plan Type & Benefit Information

Plan Type:	Defined Benefit Lump Sum	Benefit payable for each year of service	\$ 1,750
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Vesting & Ancillary Benefits (must be stated in bylaws)

Years required for full vesting in:	Partial Vesting in Bylaws?	Years required for partial vesting in:
<input type="checkbox"/> 10 Fire Department	Yes	<input type="checkbox"/> 5 Fire Department
<input type="checkbox"/> 10 Relief Association		<input type="checkbox"/> 5 Relief Association
<input type="checkbox"/> 50 Minimum age to receive retirement benefits		
	Amount	Per
Short-term Disability		
Long-term Disability	1,750.00	year of service
Survivor Benefit	1,750.00	year of service

Bonding, Bylaws & Resolutions

Yes	Is the Treasurer bonded for at least 10% of assets? (Amount of bond need not exceed \$500,000)	
	\$ 100,000 Amount	
No	Is the Secretary bonded?	
No	Did you amend your bylaws for 2022?	
No	Did you modify your benefits for 2022?	
Yes	Has your association completed its Annual Renewal as a Nonprofit Corporation with the Secretary of State?	
Yes	Did the Fire Chief file a certification of 2021 service credit with an officer of the Relief Association by March 31, 2022?	

OFFICE OF THE STATE AUDITOR

Plan Information

No	Is a fire state aid allocation agreement with the municipality in effect for 2022 state aid?
Yes	Did the board of trustees review the 2021 Investment Report Card provided by the OSA?

Investment Forms & Information

Has the Relief Association collected and retained the following information:
 (Please retain and be able to submit individual account or portfolio data to the Office of the State Auditor on request.)

Yes	Signed Broker Certification form(s) (BC-1)?
Yes	Signed 2022 Statements of Economic Interest?
Yes	Signed 2022 Investment Business Recipient Disclosure Form?
Yes	The market value of each investment account and investment portfolio at the beginning of the calendar year and for each quarter pursuant to Minn. Stat. § 356.219, subd. 3(g)?
Yes	The date and amount of each injection and withdrawal to each investment account and investment portfolio pursuant to Minn. Stat. §356.219, subd. 3(g)?
No	Did the Relief Associations amend its investment policy statement in 2022?

Emily Fire Relief Association
2022 Financial and Investment Reporting Entry (Form FIRE-22)
Investments

Investment Type	Special Fund	General Fund	Special Fund Accrued Interest
Cash (including all non-interest bearing accounts at banks, credit unions or thrift institutions)	27,957	15,572	0
Certificates of Deposit (time deposits)	0	0	0
Other interest bearing accounts (at banks, credit unions or thrifts, including Money Market Accounts)	3,772	0	0
Treasury Bills	0	0	0
Treasury Bonds & Notes	0	0	0
Domestic Stock	0	0	0
International Stock	0	0	0
Corporate Bonds (domestic)	0	0	0
Government Bonds (domestic)	0	0	0
Corporate and Government Bonds (international)	0	0	0
Venture Capital, Resource or Real Estate Limited Partnerships	0	0	0
Mutual Funds and Exchange Traded Funds	283,595	0	0
Schwab Government Money	30,749	0	0
Total Investments at 12/31/2022	346,073	15,572	0

Emily Fire Relief Association
2022 Financial and Investment Reporting Entry (Form FIRE-22)
Mutual Funds

Ticker Symbol	Fund / Account Name	Special Fund	General Fund	Special Fund Accrued Interest	Money Market Mutual Fund?
ARTRX	Artisan Global Opportunities Inv	16,610	0	0	
SGENX	First Eagle Global A	41,705	0	0	
FIG	Invesco Fdmtl Invmt Grd Corp Bd ETF	28,149	0	0	
MEIAX	MFS Value A	24,693	0	0	
PRBLX	Parnassus Core Equity Investor	19,458	0	0	
SCHD	Schwab US Dividend Equity ETF™	32,502	0	0	
SCHG	Schwab US Large-Cap Growth ETF™	28,908	0	0	
SLY	SPDR® S&P 600 Small Cap ETF	26,619	0	0	
VSGX	Vanguard ESG International Stock ETF	19,644	0	0	
VWO	Vanguard FTSE Emerging Markets ETF	16,441	0	0	
VTIP	Vanguard Short-Term Infl-Prot Secs ETF	28,866	0	0	

Emily Fire Relief Association
2022 Financial and Investment Reporting Entry (Form FIRE-22)
Financial Information

	Special Fund	General Fund
A. Total Net Assets as of December 31, 2021	351,380	15,198
Revenues - 2022		
Fire State Aid (regular fire state aid and supplemental state aid)	14,727	
State 10% Supplemental Reimbursement	0	
Municipal/Independent Fire Department Contributions	32,218	
Member Contributions/Dues	0	0
Interest & Dividends	10,412	6
Appreciation/(Depreciation) in Fair Market Value (Realized or Unrealized)	(54,746)	0
LESS: Investment Management Fees	(3,148)	0
Fundraising Revenue	0	19,621
Outside Donations	0	883
Other Income	59	0
B. Total Revenues	(478)	20,510
Benefit Expenditures - 2022		
Service Pensions - Retirees	0	
Service Pensions - Monthly (including monthly survivor and disability benefits)	0	
Service Pensions - Survivors	0	
Service Pensions - Disabled	0	
Illness or Short-term Disability	0	
1. Total Benefit Expenditures	0	
Administrative Expenditures - 2022		
Salary	0	1,000
Conventions & Meetings	0	0
Dues	200	0
Training	0	0
Professional Fees (Actuarial, Audit and Legal)	4,590	0
Bond	0	0
Investment Performance Evaluation	0	0
Fundraising Expenses		11,696
Other Expenditures	39	7,440
2. Total Administrative Expenditures	4,829	20,136
C. Total Expenditures (1 + 2)	4,829	20,136
D. Transfers (Can be made from General Fund to Special Fund only)	0	0
E. Total Net Assets at December 31, 2022 (A + B - C +/- D)	346,073	15,572

Emily Fire Relief Association
2022 Financial and Investment Reporting Entry (Form FIRE-22)
Financial Information

	<u>Special Fund</u>	<u>General Fund</u>
Selected Assets and Liabilities		
Accounts Receivable (Other than interest income receivable)	0	0
Other Assets	0	0
Accounts Payable or Other Liabilities	0	0
Accrued Liability - 2022	0	

Emily Fire Relief Association
2022 Financial and Investment Reporting Entry (Form FIRE-22)
Other Items

Type	Description	Special Fund	General Fund
Outside Donations			
	Donations	0	883
	Total Outside Donations	0	883
Other Income			
	IRS Refund	59	0
	Total Other Income	59	0
Other Expenses			
	Postage	14	0
	State Registration	25	0
	Member Activities	0	1,129
	Meetings and Supplies	0	5,136
	License and Insurance	0	1,175
	Total Other Expenses	39	7,440

Emily Fire Relief Association

2022 Financial and Investment Reporting Entry (Form FIRE-22)

Pension Payments

Name	Vesting %	Yearly Benefit Amount	Regular Retirement Benefit Amount	Deferred Interest Amount	Supplemental Benefit Amount	Total Benefit Amount
Benefit Type	Birth Date	Entry Date	Separation Date	Leaves of Absence and Breaks in Service	Service Length	
	Deferred Interest Type	Deferred Interest Period	Return to Service Member			

No Pension Payments

Emily Fire Relief Association
2022 Financial and Investment Reporting Entry (Form FIRE-22)
Cash Flows

Total market value of Special Fund assets at the SBI (12/31/22)	0
Cash equivalent assets not invested through the SBI (12/31/22)	31,729
Expected expenses for the first six months of 2023	
Administrative	4,000
Benefits	0
Total expected expenses for first six months of 2023	4,000

Market Values

First Quarter Beginning Value	334,135
First Quarter Ending Value	350,523
Second Quarter Ending Value	331,623
Third Quarter Ending Value	314,211
Fourth Quarter Ending Value	346,073

Emily Fire Relief Association
2022 Financial and Investment Reporting Entry (Form FIRE-22)
Cash Flows

Type	Description	Date	Amount
Cash Flows In			
Municipal Contribution		01/28/2022	32,085
Municipal Contribution		03/24/2022	3,684
State Aid		04/14/2022	13,694
Other	Tax Refund	09/21/2022	59
State Aid		11/28/2022	14,727
Total Cash Flows In			64,249
Cash Flows Out			
Administrative Expense	Dues	05/03/2022	200
Administrative Expense	Annual Registration	09/27/2022	25
Administrative Expense	Professional Fees	10/03/2022	4,590
Administrative Expense	Postage	10/03/2022	14
Total Cash Flows Out			4,829
Investment Management Fees			
Investment Fees		01/09/2022	834
Investment Fees		04/09/2022	794
Investment Fees		07/07/2022	779
Investment Fees		10/09/2022	741
Total Investment Management Fees			3,148

CITY OF EMILY
COUNTY OF CROW WING
STATE OF MINNESOTA

RESOLUTION NO. 23-40

RESOLUTION RATIFYING AMENDED BYLAWS OF THE
EMILY FIREMEN'S RELIEF ASSOCIATION

WHEREAS, the Emily Firemen's Relief Association is required to have bylaws; and

WHEREAS, amendments to those bylaws are sometimes needed which require City Council ratification; and

WHEREAS, the amendments were adopted by the Emily Firemen's Relief Association on October 24, 2023, including employment of all Emily First Response Unit members on the Emily Volunteer Fire Department;

NOW, THEREFORE, BE IT RESOLVED that the Emily City Council ratifies the amendments to the bylaws of the Emily Firemen's Relief Association.

BE IT FURTHER RESOLVED that employment of the Emily First Response Unit members on the Emily Volunteer Fire Department shall be effective January 1, 2024.

Passed by the City Council of Emily, Minnesota this 14th day of November, 2023.

Tracy Jones, Mayor

Attested:

Cari Johnson, MCMC, City Clerk/Treasurer

BYLAWS OF THE EMILY FIREMEN'S RELIEF ASSOCIATION

ARTICLE I - NAME

Section 1 – NAME. The name of this relief association is the Emily Firemen's Relief Association (Association). It is a nonprofit organization incorporated under the laws of Minnesota.

Section 2 – TYPE. The Association is a defined-benefit lump-sum relief association subject to Minn. Stat. §§ 424A.015; 424A.02; and 424A.091 to 424A.094. All benefits provided by this Association derive from and are governed by Federal and State laws and these bylaws.

Section 3 – BOOKS AND RECORDS. The Association will keep, at a minimum, correct and complete copies of its articles of incorporation and bylaws, accounting records, records documenting Special Fund transactions, records necessary to determine benefits payable and paid to individual members and their beneficiaries, and minutes of each of its meetings that record the votes of actions taken. Unless a Records Retention Schedule is adopted and the Minnesota Historical Society has been notified or authority to destroy records is received from the Records Disposition Panel, relief association records may not be destroyed.

Section 4 – PURPOSE. The Association is a governmental entity that receives and manages public money to provide retirement and ancillary benefits for individuals providing the governmental services of firefighting and emergency first response, and for their beneficiaries.

Section 5 – FISCAL YEAR. The Association's fiscal year begins on January 1 of each calendar year and ends on December 31 of the same calendar year.

ARTICLE II – MEMBERSHIP

Section 1 – MEMBERSHIP. All individuals who are members of the Emily Volunteer Fire Department (**Fire Department**) are engaged in or qualified to provide fire suppression duties, and who meet any additional standards established by the Fire Department or by the Association are eligible for membership in the Association.

If the city has approved the employment on the Fire Department of volunteer firefighters to perform fire prevention duties and to supervise fire prevention duties, the personnel serving in fire prevention positions are eligible for membership in the Association and qualify for service pensions and other benefit coverage of the Association on the same basis as members who perform fire suppression duties.

If the city has approved the employment on the Fire Department of volunteer emergency medical personnel, individuals who solely perform or supervise volunteer emergency medical duties are eligible for membership in the Association and qualify for service pensions and other benefit coverage of the Association on the same basis as members who perform fire suppression duties.

No member may be credited with service credit in the Association for the same hours of service for which coverage is already provided in a fund operated by the Public Employees Retirement Association.

Application for membership will be made in writing on a form supplied by the Secretary of the Association. Membership will be approved by the Board of Trustees.

Section 2 – MEMBERSHIP START DATE. Membership in the Association begins on the date a firefighter is hired by the city or, for volunteer emergency medical personnel, either the date volunteer emergency medical personnel were approved to become members of the Association or, if after the approval date, the date the volunteer emergency medical employee was hired by the city.

Section 3 – EXCLUSIONS. The Association may exclude from membership an applicant who, due to some medically determinable physical or mental impairment or condition, would constitute a predictable and unwarranted risk of imposing liability for an ancillary benefit at any age earlier than the minimum age specified for receipt of a service pension. A minor may not be a member of this Association.

Section 4 – TERMINATION. Any member may be terminated from the Association for cause by a two thirds vote of all members present at a special meeting of the membership. Cause for termination includes, but is not limited to, failure to account for money belonging to the Association, or feigning illness or injury for the purpose of defrauding the Association. A member may not be terminated except by a fair and reasonable process.

Section 5 – ACTIVE SERVICE. Active service is the supervision or performance of fire suppression duties. If the city has approved the employment on the Fire Department of fire prevention personnel, active service includes the supervision or performance of fire prevention duties. If the city has approved the employment on the Fire Department of volunteer emergency medical personnel and if their membership in the Association is permitted in Section 1 of this Article, active service also includes the supervision or performance of emergency medical response duties. Active service requires meeting minimum service requirements specified by the Fire Department in the Fire Department's rules, regulations, and policies.

Section 6 – CERTIFICATION OF SERVICE CREDIT. Annually, by March 31, the Fire Chief must certify the service credit for the previous calendar year of each member rendering active service with the Fire Department. The certification must be made to an officer of the Association and to the City Clerk/Treasurer.

Section 7 – DEFINITION OF YEAR OF ACTIVE SERVICE.

A year of active service will be defined as 12 months of active service in the Fire Department. A "month" is a completed calendar month of active service measured from the member's date of entry to the same date in the subsequent month. Service pensions and ancillary benefits will not be prorated for fractional years of service (i.e., a member only receives credit for each complete year of service).

Section 8 – BREAK IN SERVICE. A break in service means that a member has temporarily ceased supervising and performing fire suppression and fire prevention duties. If a member is unable to perform the duties of a firefighter for any reason, including an approved leave of absence, the member will be considered to have a break in service and will not receive service credit in the Association for that period of time.

Section 9 – RETURN TO SERVICE. Any firefighter who has a break in service, including former members who have received payment of a service pension or disability benefit and who have waited at least 60 days following receipt of the pension or benefit, will be eligible to resume active membership in the Association should the firefighter resume active firefighting duties with the Fire Department. Active membership in the Association immediately resumes when a member returns to active service with the Fire Department.

If the firefighter has previously received payment of a service pension or disability benefit, the firefighter may be eligible for a second pension or benefit for the resumption period of service if the firefighter meets the vesting requirements defined in this section based on the resumption years of service. No firefighter may be paid a service pension twice for the same period of service.

If the firefighter has not received payment of a service pension or disability benefit, the firefighter must complete at least 5 years of active service with the Fire Department upon a resumption of active service. If the firefighter completes the minimum period of resumption service specified in this Section prior to a subsequent cessation of firefighting duties, the firefighter will receive a service pension (if vested) for all years of active service (and months, if applicable) calculated at the benefit level in effect on the date of the firefighter's final cessation of duties. If the firefighter does not complete the minimum period of resumption service specified in this Section prior to a subsequent cessation of duties, the firefighter will receive a service pension (if vested) for all years of active service (and months, if applicable) calculated at the benefit level in effect at the time of the firefighter's original cessation of duties.

A firefighter who has been granted an approved leave of absence not exceeding one year by the Fire Department or by the Association is exempt from the minimum period of resumption service requirement under this Article.

A person who has a break in service not exceeding one year but who has not been granted an approved leave of absence and who has not received a service pension or disability benefit from the Association is subject to the minimum period of resumption service requirement under this Article.

Section 10 – UNIFORMED SERVICES. A volunteer firefighter who is absent from firefighting service because of service in the uniformed services may obtain service credit for the period of the uniformed service, not to exceed five years, unless a longer period is required by Federal law, if the volunteer firefighter returns within the time frame required by Federal law to firefighting service with coverage by this same Association or its successor upon discharge from service in the uniformed service.

Service credit will not be given if the firefighter separates from uniformed service with a dishonorable or bad conduct discharge or under other than honorable conditions.

ARTICLE III - OFFICERS AND TRUSTEES

Section 1 – THE POWERS OF THE BOARD OF TRUSTEES. The Board of Trustees (Board) is the governing board and has exclusive control of the investment of the Association's plan assets in conformance with Federal and State law including, but not limited to, Minnesota statutes and these bylaws. The members of the Board will act as Trustees, with a fiduciary obligation to the active, deferred, and retired members of the Association, who are its beneficiaries; the taxpayers of the municipality, who help to finance the plan; and the State of Minnesota, which established the plan.

The Board will invest and reinvest the Association's plan assets, determine benefits, determine eligibility for membership or benefits, determine the amount or duration of benefits, determine the funding requirements or amounts of contributions, oversee the expenditure of plan assets, and select financial institutions and investment products.

The Board will submit a written report of the financial condition of the Association to the members at the annual meeting.

The Board will develop and periodically revise a program for continuing education. The Trustees will participate in continuing education to keep themselves abreast of their fiduciary responsibilities.

Section 2 – MEMBERS OF THE BOARD OF TRUSTEES. The Board consists of nine members (Trustees): six Trustees elected by the membership and three Trustees drawn from officials of the city served by the Fire Department. Of the three municipal Trustees, one must be an elected official and one must be an elected or appointed municipal official, and both must be designated annually by the municipal governing board. The third municipal Trustee must be the fire chief.

A vacancy in the position of a non-municipal Trustee may be filled by the remaining Trustees at a Board meeting. The Trustee selected to fill the vacancy holds office only until the next annual or special meeting of the Association membership when a successor will be elected by the membership.

Section 3 – OFFICERS. The President, Secretary, and Treasurer will be elected from among the elected Trustees by the Association membership for one year terms. The elections of the Trustees will be staggered. In no event will any Trustee hold more than one Officer position at any one time. In no event will any municipal Trustee hold an Officer position.

Section 4 – PRESIDENT. The President will attend and preside at all meetings of the Association and the Board. The President will actively manage the business of the Association. The President will enforce the due observance of the law, including Minnesota statutes, the articles of incorporation, and the bylaws of the Association. The President will ensure that the Officers properly perform the duties assigned to them and that the orders and resolutions of the Board are carried into effect. The President will sign all checks issued by the Treasurer and all other papers requiring the President's signature. The President will be a member of all committees and will exercise careful supervision over the affairs of the Association. The President will perform other duties as prescribed by the Board.

Section 5 – SECRETARY. The Secretary will keep and post a true and accurate record of the proceedings of all meetings of the Association and of the Board. The Secretary will keep a correct record of all amendments, alterations, and additions to the bylaws in a book separate from the minute books of the Association. The Secretary will prepare all paperwork and obtain signatures required for benefits due. The Secretary will keep an account book in which to enter all money transactions of the Association, including the dates and amounts of all receipts and the source from which derived and the dates and the amounts of all expenditures with the payee and the object. The Secretary will keep individual files and a roll of membership, with the date of joining, resignation, discharge, retirement, dues, and service pensions and ancillary benefits paid. The books of the Secretary will be at all times open to the Board. The Secretary will prepare and process all correspondence as needed. The Secretary will, jointly with the Treasurer, prepare and file all reports and statements required by law, including reports to be filed with the Office of the State Auditor (OSA). The Secretary will perform other duties as prescribed by the Board.

Section 6 – TREASURER. The Treasurer will, together with the Secretary, keep accurate financial records of the Association. The Treasurer will receive all monies belonging to the Association and deposit them in the name of and to the credit of the Association in the banks and depositories designated by the Board. The Treasurer will disburse funds and issue checks and drafts in the name of the Association as ordered by the Board. The Treasurer will keep separate and distinct accounts of the Special Fund and the General Fund, if applicable, and will prepare and present to

the Board a full and detailed statement of the assets and liabilities of each fund separately, prior to the annual meeting of the Association, and upon requests of the Board.

The Treasurer will deliver to the Treasurer's successor in office, or to any committee appointed by the Board to receive the same, all monies, books, papers, etc., pertaining to the Treasurer's term in office immediately upon the expiration of the Treasurer's term in office. The Treasurer will, prior to entering upon the duties of the Treasurer's office, give a bond in an amount equal to at least ten percent of the assets of the Association; however, the amount of the bond need not exceed \$500,000. Jointly with the Secretary, the Treasurer will prepare and file all reports and statements required by law, including reports to be filed with the Office of the State Auditor. The Treasurer will perform other duties as prescribed by the Board.

~~Section 7 – COMPENSATION. Trustees of the Association identified in Attachment B may be paid a salary out of the Special Fund. The amount paid in salary is limited to the amount listed in Attachment B. Only after the amounts listed in Attachment B have been approved by Emily Firemen's Relief Association (the governing body of the entity responsible for meeting any minimum obligation) may salaries be paid to non-Officer Trustees. For all Trustees, itemized expenses eligible for reimbursement are limited to those expenses incurred as a result of fulfilling responsibilities as administrators of the Special Fund.~~

No Officer or Trustee may be paid a salary out of the Special Fund. Itemized expenses eligible for reimbursement are limited to those expenses incurred as a result of fulfilling responsibilities as administrators of the Special Fund.

ARTICLE IV – MEETINGS OF THE MEMBERS AND OF THE BOARD

Section 1 – ANNUAL MEETING. An annual meeting of the membership of the Association, including volunteer emergency medical personnel, will be held in ~~January~~ December of each year, at a time and place specified by the Board.

Section 2 – SPECIAL MEETINGS. A special meeting of the Association's members may be called at any time upon the written order of the President, Secretary, and one additional Trustee, or of 10% ~~(at least ten percent)~~ percent of the members of the Association. The Order will be filed with the Secretary.

Section 3 – BOARD MEETINGS. A Trustee may call a Board meeting by giving five days' notice to all Trustees of the date, time, and place of the meeting. The Board will meet at least 12 times during the year to discuss the investments, finances, benefits, and records of the Association. These meetings will be open to any member of the Association and to the public.

Section 4 – NOTICE OF ANNUAL MEETING. Notice of each annual meeting of the Association's members will be delivered to each member entitled to vote at the meeting at least five days before the date of the meeting and not more than 60 days before the date of the meeting. Notice will contain the date, time, and place of the meeting.

Section 5 – NOTICE OF SPECIAL MEETINGS. Notice of each special meeting of the Association's members will be delivered to each member entitled to vote at the meeting at least five days before the date of the meeting and not more than 60 days before the date of the meeting. Notice will contain the date, time, and place of the meeting. The Secretary will give due notice of each special meeting, specifying the object of said meeting, and no business will be transacted at any special meeting except the business for which the meeting was called.

Section 6 – NOTICE OF BOARD MEETINGS. Notice requirements of the Minnesota Open Meeting Law will be followed for all Board meetings. A schedule of the Board’s regular meetings will be kept on file at the Board’s primary office.

For special meetings (including any regular meeting held at a time or place different from the time or place stated in the schedule of regular meetings), the Board will post written notice of the date, time, place, and purpose of the meeting on the Board’s principal bulletin board, or if the Board has no such bulletin board, on the door of its usual meeting room. The notice will also be mailed or delivered to each person who has filed a written request for notice with the Board. The notice will be posted and mailed or delivered at least three days before the date of the meeting.

If a meeting is a recessed or continued session of a previous meeting, and the time and place of the meeting was established during the previous meeting and recorded in the minutes of that meeting, then no further published or mailed notice is necessary.

Section 7 – QUORUM FOR ANNUAL AND SPECIAL MEETINGS.

~~A 51% (not less than ten percent of members entitled to vote)~~ percentage of the members of the Association will constitute a quorum for the transaction of business at the annual or any special meeting of the Association.

Section 8 – QUORUM FOR BOARD MEETINGS.

~~A 51% (not less than 33 percent)~~ percentage of the Trustees will constitute a quorum for the transaction of business at the meetings of the Board.

Section 9 – VOTING AT ANNUAL AND SPECIAL MEETINGS. Members of the Association are entitled to one vote. Voting by proxy is not permitted. All votes, unless specified prior to the vote, will be conducted by a voice vote. If a majority cannot be determined by voice vote, the Officer in charge of the vote will ask for a vote by roll call or by ballot.

Section 10 – VOTING AT BOARD MEETINGS. The Board has a responsibility to vote on the investment and reinvestment of Association assets, the determination of benefits, the determination of eligibility for membership or benefits, the determination of the amount or duration of benefits, the determination of funding requirements or the amounts of contributions, the maintenance of membership and financial records, the expenditure of Association assets, the selection of financial institutions and investment products, and on any other matter related to the business or affairs of the Association. Trustees are entitled to one vote and each has equal rights. Voting by proxy is not permitted. All votes, unless specified prior to the vote, will be conducted by a voice vote. If a majority cannot be determined by voice vote, the Officer in charge of the vote will ask for a vote by roll call or by ballot.

Section 11 – ORDER OF BUSINESS. The annual meeting of the members of the Association will be conducted in the following order:

1. Call to order
2. Roll call
3. Reading and approval of minutes of previous meeting
4. Secretary’s report
5. Treasurer’s report
6. Committee reports
7. Unfinished business
8. New business
9. Adjournment

ARTICLE V - APPLICATION FOR PENSIONS AND BENEFITS

Section 1 – NOTICE OF INTENT TO TAKE DISTRIBUTION. Each member who intends to take distribution of a service pension, including a deferred service pension, from the Association must file a Notice of Intent to Take Distribution. Such Notice of Intent to Take Distribution will be in writing, and will be filed with the Secretary not less than 90 days prior to the intended date of distribution. Upon receipt of the Notice of Intent to Take Distribution, the Secretary will provide to the applicant an Application for Distribution and any forms or notices required by Federal or State law. No Notice of Intent to Take Distribution is required for ancillary benefits.

Section 2 – PROCESS. Each person who intends to take distribution of a service pension, including a deferred service pension, or an ancillary benefit from the Association must file an Application for Distribution. The Secretary will provide to the applicant the Application for Distribution and any forms or notices required by Federal or State law. All Applications for Distribution will be submitted to the Board for approval at a Board meeting. Applications for Distribution will state the age of the member, the period of service, the date of separation from active service with the Fire Department, and any other information the Board may require. No service pension, including any deferred service pension, or ancillary benefit will be paid until the Application for Distribution has been approved by a majority vote of the Board.

Section 3 – GOVERNING BENEFIT PLAN PROVISIONS. All service pensions, deferred service pensions, and ancillary benefits payable by the Association are governed by and must be calculated based on the State law, the Association bylaw provisions, and the Association articles of incorporation that are in effect on the date that the member separates from active service with the Fire Department and active membership in the Association, except that if a member has a break in service at the end of the member's firefighting career and does not resume active service before separating, the member's service pension, deferred service pension, or ancillary benefit must be calculated using the State law, bylaw provisions, and articles of incorporation that are in effect on the date on which the member began the break in service.

ARTICLE VI - SERVICE PENSIONS

Section 1 – LUMP-SUM SERVICE PENSIONS. Upon the member's meeting the requirements in Section 2 of this Article and following the submission and approval of an Application for Distribution, the Association will pay the member out of the Special Fund the benefit level for each year that the member served as an active member of the Fire Department. The benefit level amounts can be found in Attachment A. A reduced service pension may be paid according to the partial vesting schedule contained in this Article.

Section 2 – ELIGIBILITY. To receive a service pension, a member must meet all of the following requirements:

1. Have separated from active service with the Fire Department;
2. Be at least 50 years of age;
3. Be partially vested by having completed at least 5 years of active service with the Fire Department, or be fully vested by having completed at least 10 years of active service with the Fire Department; and
4. Be partially vested by having completed at least 5 years of active membership with the Association, or be fully vested by having completed at least 10 years of active membership with the Association.

Section 3 – DEFERRED STATUS. A member who has otherwise met the eligibility requirements defined in Section 2 of this Article but who has not yet reached the age of eligibility specified in Section 2 may not collect a service pension at the time of separation from active service. The member will be placed on deferred status and be entitled to receive the service pension upon reaching the age of eligibility specified in Section 2 and following submission and approval of an Application for Distribution.

A member who has met the eligibility requirements defined in Section 2 of this Article and who has reached the age of eligibility in Section 2, but who chooses not to immediately submit an Application for Distribution following the member's separation from active service will be placed on deferred status and be entitled to receive the service pension following submission and approval of the Application for Distribution.

Note that the Association has flexibility to adopt percentage amounts that are equal to or less than those provided in the sample vesting schedule below.

Section 4 – PARTIAL VESTING SCHEDULE:

Completed Years of Active Service:	Vested Percentage of pension amount:
5	40%
6	52%
7	64%
8	76%
9	88%
10 and thereafter	100%

Section 5 – PAYMENT OPTIONS. The retiring member may elect, by making a written request, the manner of payment of the service pension. Options include:

- a) A single lump-sum payment payable to the retiring member (subject to current income tax withholding requirements).
- b) An annuity contract purchased with a lump-sum payment on behalf of a retiring member from an insurance carrier licensed to do business in the State of Minnesota.
- c) A direct transfer on an institution-by-institution basis of the retiring member's lump-sum payment to the member's individual retirement account (IRA).
- d) A direct transfer on an institution-by-institution basis of the retiring member's lump-sum payment to the member's individual Minnesota deferred compensation plan.

Section 6 – SUPPLEMENTAL BENEFIT. A supplemental benefit will be paid out of the Special Fund to individuals who receive a lump-sum distribution of a service pension. The amount of the supplemental benefit to be paid is ten percent of the regular pre-tax lump-sum distribution, excluding any interest that may have been credited during the period of deferral, but not to exceed \$1,000.

ARTICLE VII – DEFERRED INTEREST

Section 1 – DEFERRED INTEREST TYPE. No interest will be credited during the period of deferral on a deferred lump-sum service pension.

ARTICLE VIII - ANCILLARY BENEFITS

Section 1 – SURVIVOR BENEFIT. Upon the death of a member of the Association and following the submission and approval of an Application for Distribution, a survivor benefit will be paid out of the Special Fund to the member’s surviving spouse; if there is no surviving spouse, to the member’s surviving children; if there is no surviving spouse and there are no surviving children, to the member’s designated beneficiary. If no beneficiary has been designated and if the deceased member was active or deferred, the survivor benefit will be paid as a death benefit to the estate of the deceased member.

If there are no surviving children, the member’s surviving spouse may waive, in writing, wholly or partially, the spouse’s entitlement to a survivor benefit, so that the survivor benefit may be paid directly to the member’s designated beneficiary.

A trust created under Chapter 501B may be a designated beneficiary if the survivor benefit will be distributed as a one-time lump-sum payment. If a trust was created and is payable to the surviving children and there is no surviving spouse, the survivor benefit will be paid to the trust.

For active members, a survivor benefit equal to the benefit level for each year that the member served as an active firefighter in the Fire Department, without regard to minimum or partial vesting requirements, but in no case less than five times the benefit level in effect on the date of the death, will be paid if, upon death, the member had not yet separated from active service. The benefit level can be found in Attachment A.

If a member had a break in service at the end of the member’s firefighting career and did not resume active service before the member’s death, the survivor benefit must be calculated using the State law, bylaw provisions, and articles of incorporation that are in effect on the date on which the member began the break in service.

A survivor benefit equal to a deceased deferred member’s deferred service pension will be paid on behalf of the deceased deferred member. The survivor benefit amount may not exceed the total earned service pension of the deceased deferred member.

Section 2 – NO ADDITIONAL FINANCIAL RELIEF. Except for the relief expressly identified for survivors in these bylaws, a member or former member’s surviving spouse, child or children, designated beneficiary, and/or estate are not entitled to any other or further relief or benefits from the Association.

Section 3 – DISABILITY BENEFIT. Permanent disability benefits may be paid to permanently disabled members of the Association out of the Special Fund following the submission and approval of an Application for Distribution.

If a member had a break in service at the end of the member’s firefighting career and did not resume active service before the member’s separation from active service, the disability benefit must be calculated using the State law, bylaw provisions, and articles of incorporation that are in effect on the date on which the member began the break in service.

For active members, a permanent disability benefit equal to the benefit level for each year that the member served as an active firefighter in the Fire Department, without regard to minimum or partial vesting requirements, will be paid if, upon the date of permanent disability, the member has not yet separated from active service. The benefit level can be found in Attachment A. The years of

service must be determined as of the date of disability. The member is eligible to receive the disability benefit immediately upon approval by the Board.

A permanent disability benefit equal to a disabled deferred member's deferred service pension will be paid to the disabled deferred member. The permanent disability benefit amount may not exceed the total earned service pension of the disabled member.

Temporary disability benefits are not provided by this Association.

Section 4 - DISABILITY BENEFIT QUALIFICATION. Any such disability benefit paid in accordance with this section shall be in lieu of all rights to further service pension and survivor's benefit.

Disability is defined as the inability to engage in performance of his or her duties as a firefighter by reason of a medically determinable physical or psychological impairment arising out of an act of duty which can be expected to last for a continuous period of not less than twelve months or can be expected to result in death that was incurred in the line of duty.

An applicant shall not be considered under a disability unless he/she furnishes adequate proof of the existence thereof. An applicant's statement as to pain or other symptoms will not alone be conclusive evidence of disability as defined in this section.

Reports Required. No member shall be paid disability benefits except upon the written report of a physician or chiropractor of the member's choice. This report shall set forth the diagnosis and prognosis of the disability, disease or injury of the member.

Procedure. All applications for disability benefits shall be made within six months after such applicants have ceased to be active members of the Fire Department. Written application shall be made to the Board setting out the nature and cause of such disability. This application shall be under oath by the member or his or her immediate family. The application shall be tabled until the next meeting so that the applicant may be examined by a physician or chiropractor of the member's choice. The physician or chiropractor shall submit a written opinion concerning the diagnosis and prognosis of the applicant's disability and its probable duration of permanence. The Board of Trustees has the discretion to request that another doctor, selected by the Board, examine the applicant. Final determination of disability will be based on the reports of at least one doctor and by a 2/3 majority vote of a quorum of the Board of Trustees present at the subsequent Association meeting.

Grievance Procedure. If the applicant for disability benefits feels he or she has been aggrieved by any action of the Board, he or she shall, within sixty (60) days from notice of such action of the Board, file written objections and reasons thereof with the Board and shall be allowed to appeal the determination pursuant to the review procedure in these bylaws.

ARTICLE IX - FUNDS

Section 1 - FUNDS. The Association will establish and maintain a Special Fund and a General Fund.

Section 2 - SPECIAL FUND. All public funds, such as fire state aid, supplemental state aid, municipal contributions, and supplemental benefit reimbursements, received by the Association will be deposited in the Special Fund. Disbursements from the Special Fund will not be made for any purpose except as authorized by Minn. Stat. § 424A.05.

The Treasurer is the custodian of the assets of the Special Fund and the recipient on behalf of the Special Fund of all revenues payable to it. The Treasurer will maintain adequate records documenting all transactions involving the financial activities of the Special Fund.

Checks or authorizations for electronic fund transfers for disbursement of Special Fund assets must be signed by the Association Treasurer and at least one other elected Association Trustee who has been designated by the Board to sign the checks or authorizations. The Association may only make disbursements by electronic fund transfers if the specific method of payment and internal control policies and procedures regarding the method are approved by the Board.

Section 3 - GENERAL FUND. Money received from any nonpublic source, such as fundraising activities and donations, will be deposited into the General Fund. Funds may be disbursed by the Board for any purpose authorized by the articles of incorporation or by these bylaws for any purpose reasonably suited to promote the welfare of the Association and its members. All Association expenses not specifically authorized by State Statute to be paid out of the Special Fund must be paid out of the General Fund.

The Treasurer is the custodian of the assets of the General Fund and the recipient on behalf of the General Fund of all revenues payable to it. The Treasurer will maintain adequate records documenting any transactions involving the financial activities of the General Fund.

Section 4 - NONASSIGNABILITY OF BENEFITS. Benefits paid or payable from the Special Fund are not subject to garnishment, judgment, execution, or other legal process, except as provided in Minn. Stat. §§ 518.58; 518.581; or 518A.53. Benefits paid or payable may not be assigned for any purpose.

ARTICLE X - INVESTMENTS

Section 1 - STANDARD OF FIDUCIARY CONDUCT. Trustees owe a fiduciary duty to the active, deferred, and retired members of the Association, who are plan beneficiaries; to the taxpayers of the municipality, who help finance the plan; and to the State of Minnesota, which established the plan. The Trustees will act in good faith and exercise that degree of judgment and care, under circumstances then prevailing, that persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, considering the probable safety of plan capital as well as the probable investment return to be derived from the assets.

Section 2 - INVESTMENT POLICY. The Board will approve an investment policy, and will investigate and prepare for the safe and profitable investment of Association funds in conformance with State statutes and the Association's investment policy. The Board may hire investment professionals to act for or on its behalf. The Special Fund assets will be invested only in securities that are authorized by Minn. Stat. §§ 356A.06, subd. 6; 356A.06, subd. 7 (if the Association qualifies to use the expanded list); and 424A.095. The Board will have on file a copy of the investment policy of the Association. The Board will file a copy of the Association's investment policy, and all changes to the policy, with the Office of the State Auditor.

Section 3 - BROKER CERTIFICATION. The Association will provide annually to its broker a written statement of investment restrictions from the applicable State laws and from the Association's investment policy. Annually, before the Association enters into or continues business with the broker, the broker must submit to the Association a signed Broker Certification, using the form prepared by the Office of the State Auditor.

ARTICLE XI - UNCLAIMED BENEFITS

Section 1 - UNCLAIMED BENEFITS. In the event that the Association is unable with reasonable effort to locate a member or a survivor of a member entitled to payment or distribution under these bylaws or by State law, the benefit distributable to such member or survivor of such member will be forfeited and will be credited to the Special Fund. Efforts to locate a member or survivor must be documented. Forfeiture will occur no earlier than thirty-six (36) months after the Board concludes the Association was unable to locate such member or survivor despite reasonable efforts to locate them.

ARTICLE XII - AMENDMENTS, CONSOLIDATION, AND DISSOLUTION

Section 1 - AMENDMENTS. These bylaws may be amended when necessary by a 66% ~~(majority or greater)~~ of the members of the Board. Proposed amendments will be submitted to the Secretary to be posted with regular Board announcements.

Amendments to these bylaws which affect the amount of, the manner of payment of, or the conditions for qualification for service pensions, deferred service pensions, or ancillary benefits are not effective until they have been ratified by the City Council.

The Association will file a revised copy of these bylaws with the Office of the State Auditor upon the adoption of any amendments.

Section 2 - CONSOLIDATION. A consolidation of the Association with one or more volunteer fire relief associations will be initiated pursuant to Minn. Stat. § 424B.02, subds. 1 and 2, and will comply with the process set forth in and the requirements of Chapter 424B.

Section 3 - DISSOLUTION. Prior to dissolution of the Association, all legal obligations of the Association other than service pensions and benefits must be settled under Minn. Stat. § 424B.2, subd. 3, a benefit trust must be established under subdivision 4, and the affairs of the Association must be concluded under subdivision 5.

BYLAWS

These bylaws are hereby adopted and approved by the members of the Emily Firemen's Relief

Association on this ____ day of _____, 20____.

President date: _____

Secretary date: _____

Treasurer date: _____

ATTACHMENT A - BENEFIT LEVEL

BENEFIT LEVEL AMOUNT	DATE RATIFIED BY CITY	EFFECTIVE DATE
\$750 per year	January 12, 2010	January 12, 2010
\$1,500 per year	October 11, 2016	January 1, 2017
\$1,750 per year	August 12, 2020	January 1, 2021
\$2,500 per year		January 1, 2024
\$3,000 per year		January 1, 2025

BYLAWS OF THE EMILY FIREMEN'S RELIEF ASSOCIATION

ARTICLE I - NAME

Section 1 – NAME. The name of this relief association is the Emily Firemen's Relief Association (Association). It is a nonprofit organization incorporated under the laws of Minnesota.

Section 2 – TYPE. The Association is a defined-benefit lump-sum relief association subject to Minn. Stat. §§ 424A.015; 424A.02; and 424A.091 to 424A.094. All benefits provided by this Association derive from and are governed by Federal and State laws and these bylaws.

Section 3 – BOOKS AND RECORDS. The Association will keep, at a minimum, correct and complete copies of its articles of incorporation and bylaws, accounting records, records documenting Special Fund transactions, records necessary to determine benefits payable and paid to individual members and their beneficiaries, and minutes of each of its meetings that record the votes of actions taken. Unless a Records Retention Schedule is adopted and the Minnesota Historical Society has been notified or authority to destroy records is received from the Records Disposition Panel, relief association records may not be destroyed.

Section 4 – PURPOSE. The Association is a governmental entity that receives and manages public money to provide retirement and ancillary benefits for individuals providing the governmental services of firefighting and emergency first response, and for their beneficiaries.

Section 5 – FISCAL YEAR. The Association's fiscal year begins on January 1 of each calendar year and ends on December 31 of the same calendar year.

ARTICLE II – MEMBERSHIP

Section 1 – MEMBERSHIP. All individuals who are members of the Emily Volunteer Fire Department (Fire Department) are engaged in or qualified to provide fire suppression duties, and who meet any additional standards established by the Fire Department or by the Association are eligible for membership in the Association.

If the city has approved the employment on the Fire Department of volunteer firefighters to perform fire prevention duties and to supervise fire prevention duties, the personnel serving in fire prevention positions are eligible for membership in the Association and qualify for service pensions and other benefit coverage of the Association on the same basis as members who perform fire suppression duties.

If the city has approved the employment on the Fire Department of volunteer emergency medical personnel, individuals who solely perform or supervise volunteer emergency medical duties are eligible for membership in the Association and qualify for service pensions and other benefit coverage of the Association on the same basis as members who perform fire suppression duties.

No member may be credited with service credit in the Association for the same hours of service for which coverage is already provided in a fund operated by the Public Employees Retirement Association.

Application for membership will be made in writing on a form supplied by the Secretary of the Association. Membership will be approved by the Board of Trustees.

Section 2 – MEMBERSHIP START DATE. Membership in the Association begins on the date a firefighter is hired by the city or, for volunteer emergency medical personnel, either the date volunteer emergency medical personnel were approved to become members of the Association or, if after the approval date, the date the volunteer emergency medical employee was hired by the city.

Section 3 – EXCLUSIONS. The Association may exclude from membership an applicant who, due to some medically determinable physical or mental impairment or condition, would constitute a predictable and unwarranted risk of imposing liability for an ancillary benefit at any age earlier than the minimum age specified for receipt of a service pension. A minor may not be a member of this Association.

Section 4 – TERMINATION. Any member may be terminated from the Association for cause by a two thirds vote of all members present at a special meeting of the membership. Cause for termination includes, but is not limited to, failure to account for money belonging to the Association, or feigning illness or injury for the purpose of defrauding the Association. A member may not be terminated except by a fair and reasonable process.

Section 5 – ACTIVE SERVICE. Active service is the supervision or performance of fire suppression duties. If the city has approved the employment on the Fire Department of fire prevention personnel, active service includes the supervision or performance of fire prevention duties. If the city has approved the employment on the Fire Department of volunteer emergency medical personnel and if their membership in the Association is permitted in Section 1 of this Article, active service also includes the supervision or performance of emergency medical response duties. Active service requires meeting minimum service requirements specified by the Fire Department in the Fire Department's rules, regulations, and policies.

Section 6 – CERTIFICATION OF SERVICE CREDIT. Annually, by March 31, the Fire Chief must certify the service credit for the previous calendar year of each member rendering active service with the Fire Department. The certification must be made to an officer of the Association and to the City Clerk/Treasurer.

Section 7 – DEFINITION OF YEAR OF ACTIVE SERVICE.

A year of active service will be defined as 12 months of active service in the Fire Department. A "month" is a completed calendar month of active service measured from the member's date of entry to the same date in the subsequent month. Service pensions and ancillary benefits will not be prorated for fractional years of service (i.e., a member only receives credit for each complete year of service).

Section 8 – BREAK IN SERVICE. A break in service means that a member has temporarily ceased supervising and performing fire suppression and fire prevention duties. If a member is unable to perform the duties of a firefighter for any reason, including an approved leave of absence, the member will be considered to have a break in service and will not receive service credit in the Association for that period of time.

Section 9 – RETURN TO SERVICE. Any firefighter who has a break in service, including former members who have received payment of a service pension or disability benefit and who have waited at least 60 days following receipt of the pension or benefit, will be eligible to resume active membership in the Association should the firefighter resume active firefighting duties with the Fire Department. Active membership in the Association immediately resumes when a member returns to active service with the Fire Department.

If the firefighter has previously received payment of a service pension or disability benefit, the firefighter may be eligible for a second pension or benefit for the resumption period of service if the firefighter meets the vesting requirements defined in this section based on the resumption years of service. No firefighter may be paid a service pension twice for the same period of service.

If the firefighter has not received payment of a service pension or disability benefit, the firefighter must complete at least 5 years of active service with the Fire Department upon a resumption of active service. If the firefighter completes the minimum period of resumption service specified in this Section prior to a subsequent cessation of firefighting duties, the firefighter will receive a service pension (if vested) for all years of active service (and months, if applicable) calculated at the benefit level in effect on the date of the firefighter's final cessation of duties. If the firefighter does not complete the minimum period of resumption service specified in this Section prior to a subsequent cessation of duties, the firefighter will receive a service pension (if vested) for all years of active service (and months, if applicable) calculated at the benefit level in effect at the time of the firefighter's original cessation of duties.

A firefighter who has been granted an approved leave of absence not exceeding one year by the Fire Department or by the Association is exempt from the minimum period of resumption service requirement under this Article.

A person who has a break in service not exceeding one year but who has not been granted an approved leave of absence and who has not received a service pension or disability benefit from the Association is subject to the minimum period of resumption service requirement under this Article.

Section 10 – UNIFORMED SERVICES. A volunteer firefighter who is absent from firefighting service because of service in the uniformed services may obtain service credit for the period of the uniformed service, not to exceed five years, unless a longer period is required by Federal law, if the volunteer firefighter returns within the time frame required by Federal law to firefighting service with coverage by this same Association or its successor upon discharge from service in the uniformed service.

Service credit will not be given if the firefighter separates from uniformed service with a dishonorable or bad conduct discharge or under other than honorable conditions.

ARTICLE III - OFFICERS AND TRUSTEES

Section 1 – THE POWERS OF THE BOARD OF TRUSTEES. The Board of Trustees (Board) is the governing board and has exclusive control of the investment of the Association's plan assets in conformance with Federal and State law including, but not limited to, Minnesota statutes and these bylaws. The members of the Board will act as Trustees, with a fiduciary obligation to the active, deferred, and retired members of the Association, who are its beneficiaries; the taxpayers of the municipality, who help to finance the plan; and the State of Minnesota, which established the plan.

The Board will invest and reinvest the Association's plan assets, determine benefits, determine eligibility for membership or benefits, determine the amount or duration of benefits, determine the funding requirements or amounts of contributions, oversee the expenditure of plan assets, and select financial institutions and investment products.

The Board will submit a written report of the financial condition of the Association to the members at the annual meeting.

The Board will develop and periodically revise a program for continuing education. The Trustees will participate in continuing education to keep themselves abreast of their fiduciary responsibilities.

Section 2 – MEMBERS OF THE BOARD OF TRUSTEES. The Board consists of nine members (Trustees): six Trustees elected by the membership and three Trustees drawn from officials of the city served by the Fire Department. Of the three municipal Trustees, one must be an elected official and one must be an elected or appointed municipal official, and both must be designated annually by the municipal governing board. The third municipal Trustee must be the fire chief.

A vacancy in the position of a non-municipal Trustee may be filled by the remaining Trustees at a Board meeting. The Trustee selected to fill the vacancy holds office only until the next annual or special meeting of the Association membership when a successor will be elected by the membership.

Section 3 – OFFICERS. The President, Secretary, and Treasurer will be elected from among the elected Trustees by the Association membership for one year terms. The elections of the Trustees will be staggered. In no event will any Trustee hold more than one Officer position at any one time. In no event will any municipal Trustee hold an Officer position.

Section 4 – PRESIDENT. The President will attend and preside at all meetings of the Association and the Board. The President will actively manage the business of the Association. The President will enforce the due observance of the law, including Minnesota statutes, the articles of incorporation, and the bylaws of the Association. The President will ensure that the Officers properly perform the duties assigned to them and that the orders and resolutions of the Board are carried into effect. The President will sign all checks issued by the Treasurer and all other papers requiring the President's signature. The President will be a member of all committees and will exercise careful supervision over the affairs of the Association. The President will perform other duties as prescribed by the Board.

Section 5 – SECRETARY. The Secretary will keep and post a true and accurate record of the proceedings of all meetings of the Association and of the Board. The Secretary will keep a correct record of all amendments, alterations, and additions to the bylaws in a book separate from the minute books of the Association. The Secretary will prepare all paperwork and obtain signatures required for benefits due. The Secretary will keep an account book in which to enter all money transactions of the Association, including the dates and amounts of all receipts and the source from which derived and the dates and the amounts of all expenditures with the payee and the object. The Secretary will keep individual files and a roll of membership, with the date of joining, resignation, discharge, retirement, dues, and service pensions and ancillary benefits paid. The books of the Secretary will be at all times open to the Board. The Secretary will prepare and process all correspondence as needed. The Secretary will, jointly with the Treasurer, prepare and file all reports and statements required by law, including reports to be filed with the Office of the State Auditor (OSA). The Secretary will perform other duties as prescribed by the Board.

Section 6 – TREASURER. The Treasurer will, together with the Secretary, keep accurate financial records of the Association. The Treasurer will receive all monies belonging to the Association and deposit them in the name of and to the credit of the Association in the banks and depositories designated by the Board. The Treasurer will disburse funds and issue checks and drafts in the name of the Association as ordered by the Board. The Treasurer will keep separate and distinct accounts of the Special Fund and the General Fund, if applicable, and will prepare and present to

the Board a full and detailed statement of the assets and liabilities of each fund separately, prior to the annual meeting of the Association, and upon requests of the Board.

The Treasurer will deliver to the Treasurer's successor in office, or to any committee appointed by the Board to receive the same, all monies, books, papers, etc., pertaining to the Treasurer's term in office immediately upon the expiration of the Treasurer's term in office. The Treasurer will, prior to entering upon the duties of the Treasurer's office, give a bond in an amount equal to at least ten percent of the assets of the Association; however, the amount of the bond need not exceed \$500,000. Jointly with the Secretary, the Treasurer will prepare and file all reports and statements required by law, including reports to be filed with the Office of the State Auditor. The Treasurer will perform other duties as prescribed by the Board.

Section 7 - COMPENSATION. No Officer or Trustee may be paid a salary out of the Special Fund. Itemized expenses eligible for reimbursement are limited to those expenses incurred as a result of fulfilling responsibilities as administrators of the Special Fund.

ARTICLE IV - MEETINGS OF THE MEMBERS AND OF THE BOARD

Section 1 - ANNUAL MEETING. An annual meeting of the membership of the Association, including volunteer emergency medical personnel, will be held in December of each year, at a time and place specified by the Board.

Section 2 - SPECIAL MEETINGS. A special meeting of the Association's members may be called at any time upon the written order of the President, Secretary, and one additional Trustee, or of 10 percent of the members of the Association. The Order will be filed with the Secretary.

Section 3 - BOARD MEETINGS. A Trustee may call a Board meeting by giving five days' notice to all Trustees of the date, time, and place of the meeting. The Board will meet at least 12 times during the year to discuss the investments, finances, benefits, and records of the Association. These meetings will be open to any member of the Association and to the public.

Section 4 - NOTICE OF ANNUAL MEETING. Notice of each annual meeting of the Association's members will be delivered to each member entitled to vote at the meeting at least five days before the date of the meeting and not more than 60 days before the date of the meeting. Notice will contain the date, time, and place of the meeting.

Section 5 - NOTICE OF SPECIAL MEETINGS. Notice of each special meeting of the Association's members will be delivered to each member entitled to vote at the meeting at least five days before the date of the meeting and not more than 60 days before the date of the meeting. Notice will contain the date, time, and place of the meeting. The Secretary will give due notice of each special meeting, specifying the object of said meeting, and no business will be transacted at any special meeting except the business for which the meeting was called.

Section 6 - NOTICE OF BOARD MEETINGS. Notice requirements of the Minnesota Open Meeting Law will be followed for all Board meetings. A schedule of the Board's regular meetings will be kept on file at the Board's primary office.

For special meetings (including any regular meeting held at a time or place different from the time or place stated in the schedule of regular meetings), the Board will post written notice of the date, time, place, and purpose of the meeting on the Board's principal bulletin board, or if the Board has no such bulletin board, on the door of its usual meeting room. The notice will also be mailed or

delivered to each person who has filed a written request for notice with the Board. The notice will be posted and mailed or delivered at least three days before the date of the meeting.

If a meeting is a recessed or continued session of a previous meeting, and the time and place of the meeting was established during the previous meeting and recorded in the minutes of that meeting, then no further published or mailed notice is necessary.

Section 7 – QUORUM FOR ANNUAL AND SPECIAL MEETINGS.

51 percent of the members of the Association will constitute a quorum for the transaction of business at the annual or any special meeting of the Association.

Section 8 – QUORUM FOR BOARD MEETINGS.

51 percent of the Trustees will constitute a quorum for the transaction of business at the meetings of the Board.

Section 9 – VOTING AT ANNUAL AND SPECIAL MEETINGS. Members of the Association are entitled to one vote. Voting by proxy is not permitted. All votes, unless specified prior to the vote, will be conducted by a voice vote. If a majority cannot be determined by voice vote, the Officer in charge of the vote will ask for a vote by roll call or by ballot.

Section 10 – VOTING AT BOARD MEETINGS. The Board has a responsibility to vote on the investment and reinvestment of Association assets, the determination of benefits, the determination of eligibility for membership or benefits, the determination of the amount or duration of benefits, the determination of funding requirements or the amounts of contributions, the maintenance of membership and financial records, the expenditure of Association assets, the selection of financial institutions and investment products, and on any other matter related to the business or affairs of the Association. Trustees are entitled to one vote and each has equal rights. Voting by proxy is not permitted. All votes, unless specified prior to the vote, will be conducted by a voice vote. If a majority cannot be determined by voice vote, the Officer in charge of the vote will ask for a vote by roll call or by ballot.

Section 11 – ORDER OF BUSINESS. The annual meeting of the members of the Association will be conducted in the following order:

1. Call to order
2. Roll call
3. Reading and approval of minutes of previous meeting
4. Secretary's report
5. Treasurer's report
6. Committee reports
7. Unfinished business
8. New business
9. Adjournment

ARTICLE V - APPLICATION FOR PENSIONS AND BENEFITS

Section 1 – NOTICE OF INTENT TO TAKE DISTRIBUTION. Each member who intends to take distribution of a service pension, including a deferred service pension, from the Association must file a Notice of Intent to Take Distribution. Such Notice of Intent to Take Distribution will be in writing, and will be filed with the Secretary not less than 90 days prior to the intended date of distribution. Upon receipt of the Notice of Intent to Take Distribution, the Secretary will provide to

the applicant an Application for Distribution and any forms or notices required by Federal or State law. No Notice of Intent to Take Distribution is required for ancillary benefits.

Section 2 – PROCESS. Each person who intends to take distribution of a service pension, including a deferred service pension, or an ancillary benefit from the Association must file an Application for Distribution. The Secretary will provide to the applicant the Application for Distribution and any forms or notices required by Federal or State law. All Applications for Distribution will be submitted to the Board for approval at a Board meeting. Applications for Distribution will state the age of the member, the period of service, the date of separation from active service with the Fire Department, and any other information the Board may require. No service pension, including any deferred service pension, or ancillary benefit will be paid until the Application for Distribution has been approved by a majority vote of the Board.

Section 3 – GOVERNING BENEFIT PLAN PROVISIONS. All service pensions, deferred service pensions, and ancillary benefits payable by the Association are governed by and must be calculated based on the State law, the Association bylaw provisions, and the Association articles of incorporation that are in effect on the date that the member separates from active service with the Fire Department and active membership in the Association, except that if a member has a break in service at the end of the member's firefighting career and does not resume active service before separating, the member's service pension, deferred service pension, or ancillary benefit must be calculated using the State law, bylaw provisions, and articles of incorporation that are in effect on the date on which the member began the break in service.

ARTICLE VI - SERVICE PENSIONS

Section 1 – LUMP-SUM SERVICE PENSIONS. Upon the member's meeting the requirements in Section 2 of this Article and following the submission and approval of an Application for Distribution, the Association will pay the member out of the Special Fund the benefit level for each year that the member served as an active member of the Fire Department. The benefit level amounts can be found in Attachment A. A reduced service pension may be paid according to the partial vesting schedule contained in this Article.

Section 2 – ELIGIBILITY. To receive a service pension, a member must meet all of the following requirements:

1. Have separated from active service with the Fire Department;
2. Be at least 50 years of age;
3. Be partially vested by having completed at least 5 years of active service with the Fire Department, or be fully vested by having completed at least 10 years of active service with the Fire Department; and
4. Be partially vested by having completed at least 5 years of active membership with the Association, or be fully vested by having completed at least 10 years of active membership with the Association.

Section 3 – DEFERRED STATUS. A member who has otherwise met the eligibility requirements defined in Section 2 of this Article but who has not yet reached the age of eligibility specified in Section 2 may not collect a service pension at the time of separation from active service. The member will be placed on deferred status and be entitled to receive the service pension upon reaching the age of eligibility specified in Section 2 and following submission and approval of an Application for Distribution.

A member who has met the eligibility requirements defined in Section 2 of this Article and who has reached the age of eligibility in Section 2, but who chooses not to immediately submit an Application for Distribution following the member's separation from active service will be placed on deferred status and be entitled to receive the service pension following submission and approval of the Application for Distribution.

Section 4 – PARTIAL VESTING SCHEDULE:

Completed Years of Active Service:	Vested Percentage of pension amount:
5	40%
6	52%
7	64%
8	76%
9	88%
10 and thereafter	100%

Section 5 – PAYMENT OPTIONS. The retiring member may elect, by making a written request, the manner of payment of the service pension. Options include:

- a) A single lump-sum payment payable to the retiring member (subject to current income tax withholding requirements).
- b) An annuity contract purchased with a lump-sum payment on behalf of a retiring member from an insurance carrier licensed to do business in the State of Minnesota.
- c) A direct transfer on an institution-by-institution basis of the retiring member's lump-sum payment to the member's individual retirement account (IRA).
- d) A direct transfer on an institution-by-institution basis of the retiring member's lump-sum payment to the member's individual Minnesota deferred compensation plan.

Section 6 – SUPPLEMENTAL BENEFIT. A supplemental benefit will be paid out of the Special Fund to individuals who receive a lump-sum distribution of a service pension. The amount of the supplemental benefit to be paid is ten percent of the regular pre-tax lump-sum distribution, excluding any interest that may have been credited during the period of deferral, but not to exceed \$1,000.

ARTICLE VII – DEFERRED INTEREST

Section 1 – DEFERRED INTEREST TYPE. No interest will be credited during the period of deferral on a deferred lump-sum service pension.

ARTICLE VIII - ANCILLARY BENEFITS

Section 1 – SURVIVOR BENEFIT. Upon the death of a member of the Association and following the submission and approval of an Application for Distribution, a survivor benefit will be paid out of the Special Fund to the member's surviving spouse; if there is no surviving spouse, to the member's surviving children; if there is no surviving spouse and there are no surviving children, to the member's designated beneficiary. If no beneficiary has been designated and if the deceased member was active or deferred, the survivor benefit will be paid as a death benefit to the estate of the deceased member.

If there are no surviving children, the member's surviving spouse may waive, in writing, wholly or partially, the spouse's entitlement to a survivor benefit, so that the survivor benefit may be paid directly to the member's designated beneficiary.

A trust created under Chapter 501B may be a designated beneficiary if the survivor benefit will be distributed as a one-time lump-sum payment. If a trust was created and is payable to the surviving children and there is no surviving spouse, the survivor benefit will be paid to the trust.

For active members, a survivor benefit equal to the benefit level for each year that the member served as an active firefighter in the Fire Department, without regard to minimum or partial vesting requirements, but in no case less than five times the benefit level in effect on the date of the death, will be paid if, upon death, the member had not yet separated from active service. The benefit level can be found in Attachment A.

If a member had a break in service at the end of the member's firefighting career and did not resume active service before the member's death, the survivor benefit must be calculated using the State law, bylaw provisions, and articles of incorporation that are in effect on the date on which the member began the break in service.

A survivor benefit equal to a deceased deferred member's deferred service pension will be paid on behalf of the deceased deferred member. The survivor benefit amount may not exceed the total earned service pension of the deceased deferred member.

Section 2 – NO ADDITIONAL FINANCIAL RELIEF. Except for the relief expressly identified for survivors in these bylaws, a member or former member's surviving spouse, child or children, designated beneficiary, and/or estate are not entitled to any other or further relief or benefits from the Association.

Section 3 – DISABILITY BENEFIT. Permanent disability benefits may be paid to permanently disabled members of the Association out of the Special Fund following the submission and approval of an Application for Distribution.

If a member had a break in service at the end of the member's firefighting career and did not resume active service before the member's separation from active service, the disability benefit must be calculated using the State law, bylaw provisions, and articles of incorporation that are in effect on the date on which the member began the break in service.

For active members, a permanent disability benefit equal to the benefit level for each year that the member served as an active firefighter in the Fire Department, without regard to minimum or partial vesting requirements, will be paid if, upon the date of permanent disability, the member has not yet separated from active service. The benefit level can be found in Attachment A. The years of service must be determined as of the date of disability. The member is eligible to receive the disability benefit immediately upon approval by the Board.

A permanent disability benefit equal to a disabled deferred member's deferred service pension will be paid to the disabled deferred member. The permanent disability benefit amount may not exceed the total earned service pension of the disabled member.

Temporary disability benefits are not provided by this Association.

Section 4 – DISABILITY BENEFIT QUALIFICATION. Any such disability benefit paid in accordance with this section shall be in lieu of all rights to further service pension and survivor's benefit.

Disability is defined as the inability to engage in performance of his or her duties as a firefighter by reason of a medically determinable physical or psychological impairment arising out of an act of duty which can be expected to last for a continuous period of not less than twelve months or can be expected to result in death that was incurred in the line of duty.

An applicant shall not be considered under a disability unless he/she furnishes adequate proof of the existence thereof. An applicant's statement as to pain or other symptoms will not alone be conclusive evidence of disability as defined in this section.

Reports Required. No member shall be paid disability benefits except upon the written report of a physician or chiropractor of the member's choice. This report shall set forth the diagnosis and prognosis of the disability, disease or injury of the member.

Procedure. All applications for disability benefits shall be made within six months after such applicants have ceased to be active members of the Fire Department. Written application shall be made to the Board setting out the nature and cause of such disability. This application shall be under oath by the member or his or her immediate family. The application shall be tabled until the next meeting so that the applicant may be examined by a physician or chiropractor of the member's choice. The physician or chiropractor shall submit a written opinion concerning the diagnosis and prognosis of the applicant's disability and its probable duration of permanence. The Board of Trustees has the discretion to request that another doctor, selected by the Board, examine the applicant. Final determination of disability will be based on the reports of at least one doctor and by a 2/3 majority vote of a quorum of the Board of Trustees present at the subsequent Association meeting.

Grievance Procedure. If the applicant for disability benefits feels he or she has been aggrieved by any action of the Board, he or she shall, within sixty (60) days from notice of such action of the Board, file written objections and reasons thereof with the Board and shall be allowed to appeal the determination pursuant to the review procedure in these bylaws.

ARTICLE IX - FUNDS

Section 1 – FUNDS. The Association will establish and maintain a Special Fund and a General Fund.

Section 2 – SPECIAL FUND. All public funds, such as fire state aid, supplemental state aid, municipal contributions, and supplemental benefit reimbursements, received by the Association will be deposited in the Special Fund. Disbursements from the Special Fund will not be made for any purpose except as authorized by Minn. Stat. § 424A.05.

The Treasurer is the custodian of the assets of the Special Fund and the recipient on behalf of the Special Fund of all revenues payable to it. The Treasurer will maintain adequate records documenting all transactions involving the financial activities of the Special Fund.

Checks or authorizations for electronic fund transfers for disbursement of Special Fund assets must be signed by the Association Treasurer and at least one other elected Association Trustee who has been designated by the Board to sign the checks or authorizations. The Association may only make disbursements by electronic fund transfers if the specific method of payment and internal control policies and procedures regarding the method are approved by the Board.

Section 3 – GENERAL FUND. Money received from any nonpublic source, such as fundraising activities and donations, will be deposited into the General Fund. Funds may be disbursed by the

Board for any purpose authorized by the articles of incorporation or by these bylaws for any purpose reasonably suited to promote the welfare of the Association and its members. All Association expenses not specifically authorized by State Statute to be paid out of the Special Fund must be paid out of the General Fund.

The Treasurer is the custodian of the assets of the General Fund and the recipient on behalf of the General Fund of all revenues payable to it. The Treasurer will maintain adequate records documenting any transactions involving the financial activities of the General Fund.

Section 4 – NONASSIGNABILITY OF BENEFITS. Benefits paid or payable from the Special Fund are not subject to garnishment, judgment, execution, or other legal process, except as provided in Minn. Stat. §§ 518.58; 518.581; or 518A.53. Benefits paid or payable may not be assigned for any purpose.

ARTICLE X - INVESTMENTS

Section 1 – STANDARD OF FIDUCIARY CONDUCT. Trustees owe a fiduciary duty to the active, deferred, and retired members of the Association, who are plan beneficiaries; to the taxpayers of the municipality, who help finance the plan; and to the State of Minnesota, which established the plan. The Trustees will act in good faith and exercise that degree of judgment and care, under circumstances then prevailing, that persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, considering the probable safety of plan capital as well as the probable investment return to be derived from the assets.

Section 2 – INVESTMENT POLICY. The Board will approve an investment policy, and will investigate and prepare for the safe and profitable investment of Association funds in conformance with State statutes and the Association's investment policy. The Board may hire investment professionals to act for or on its behalf. The Special Fund assets will be invested only in securities that are authorized by Minn. Stat. §§ 356A.06, subd. 6; 356A.06, subd. 7 (if the Association qualifies to use the expanded list); and 424A.095. The Board will have on file a copy of the investment policy of the Association. The Board will file a copy of the Association's investment policy, and all changes to the policy, with the Office of the State Auditor.

Section 3 – BROKER CERTIFICATION. The Association will provide annually to its broker a written statement of investment restrictions from the applicable State laws and from the Association's investment policy. Annually, before the Association enters into or continues business with the broker, the broker must submit to the Association a signed Broker Certification, using the form prepared by the Office of the State Auditor.

ARTICLE XI – UNCLAIMED BENEFITS

Section 1 – UNCLAIMED BENEFITS. In the event that the Association is unable with reasonable effort to locate a member or a survivor of a member entitled to payment or distribution under these bylaws or by State law, the benefit distributable to such member or survivor of such member will be forfeited and will be credited to the Special Fund. Efforts to locate a member or survivor must be documented. Forfeiture will occur no earlier than thirty-six (36) months after the Board concludes the Association was unable to locate such member or survivor despite reasonable efforts to locate them.

ARTICLE XII – AMENDMENTS, CONSOLIDATION, AND DISSOLUTION

Section 1 – AMENDMENTS. These bylaws may be amended when necessary by 66% of the members of the Board. Proposed amendments will be submitted to the Secretary to be posted with regular Board announcements.

Amendments to these bylaws which affect the amount of, the manner of payment of, or the conditions for qualification for service pensions, deferred service pensions, or ancillary benefits are not effective until they have been ratified by the City Council.


The Association will file a revised copy of these bylaws with the Office of the State Auditor upon the adoption of any amendments.

Section 2 – CONSOLIDATION. A consolidation of the Association with one or more volunteer fire relief associations will be initiated pursuant to Minn. Stat. § 424B.02, subds. 1 and 2, and will comply with the process set forth in and the requirements of Chapter 424B.

Section 3 – DISSOLUTION. Prior to dissolution of the Association, all legal obligations of the Association other than service pensions and benefits must be settled under Minn. Stat. § 424B.2, subd. 3, a benefit trust must be established under subdivision 4, and the affairs of the Association must be concluded under subdivision 5.

BYLAWS

These bylaws are hereby adopted and approved by the members of the Emily Firemen’s Relief Association on this 24th day of October, 2023.



President

date: 10/24/23



Secretary

date: 10/24/23



Treasurer

date: 10/24/23

ATTACHMENT A - BENEFIT LEVEL

BENEFIT LEVEL AMOUNT	DATE RATIFIED BY CITY	EFFECTIVE DATE
\$750 per year	January 12, 2010	January 12, 2010
\$1,500 per year	October 11, 2016	January 1, 2017
\$1,750 per year	August 12, 2020	January 1, 2021
\$2,500 per year		January 1, 2024
\$3,000 per year		January 1, 2025

Emily Fire Relief Projections

8/21/2023

Prepared by: Stephanie Lippert & Susan Schiessl

Benefit Amount	Add First Responders	2024 Required Municipal Contribution
1,750	No	16,896
1,750	Yes	23,896
2,000	No	28,219
2,000	Yes	36,219
2,500	No	50,873
2,500	Yes	60,873

EMILY VOLUNTEER FIRE DEPARTMENT OFFICERS

FIRE CHIEF	Chad Genz
ASSISTANT FIRE CHIEF	Tyson Kinkaid
SECRETARY	Josh Rooker
TREASURER	Michael Armbrust
TRAINING/SAFETY OFFICER	Brian Foster

EMILY FIREMEN'S RELIEF ASSOCIATION BOARD OF TRUSTEES

PRESIDENT	Jon Chmielecki
VICE-PRESIDENT	Calen Spindler
SECRETARY	Josh Rooker
TREASURER	Michael Armbrust
TRUSTEES	Chad Wosmek
	Jon Friesner
FIRE CHIEF	Chad Genz
COUNCILMEMBER	Bryce Butcher
CITY CLERK	Cari Johnson

**CITY OF EMILY
RESOLUTION NO. 23-42**

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	\$ 6,000.00

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

<u>Donation Number</u>	<u>Terms or Conditions</u>
23-42	Firemen's Equipment Fund

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

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

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

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

Adopted by the City Council of Emily, Minnesota this 14th day of November 2023.

Tracy Jones, Mayor

ATTEST:

Cari Johnson, City Clerk/Treasurer

LG55 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 Firemens Relief Assn	License Number: 02215
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Address: PO Box 163	City/State/Zip: Emily MN 56447
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- Amount of proposed lawful purpose expenditure: \$6,000.00
- 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:

City Fire Dept Equipment Fund

- **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

10/10/2023
Date

Jon Chmielecki
Print Name

218 851-7408
Daytime Phone

GOVERNMENT APPROVAL/ACKNOWLEDGMENT

Contribution amount: \$6,000.00. 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: 763-2480
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Address: PO Box 68	City/State/Zip: Emily, MN 56447
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By signature below, the representative of the unit of government acknowledges and approves the contribution amount for the use as listed above.

Signature
Tracy Jones
 Print Name

Date
Mayor
 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.

Focus on New Laws: Public Safety Aid

August 7, 2023

One-time aid for cities for a public safety purpose will be sent out on Dec. 26, 2023.

The 2023 omnibus tax bill included \$210 million in one-time public safety aid that will be distributed on Dec. 26, 2023, to cities across the state. Unlike local government aid, this aid cannot be used for general purposes, but instead must be used to “provide public safety.”

Eligible and ineligible uses of the aid

The authorizing language in the law provides categories of eligible spending, but the list is not exhaustive. It is also important to note that while legislators expected most of these funds to be used for police and fire expenses, it was intentionally written in a broad way that would allow for other uses as well. The allowable uses named in the new law include:

- Community violence prevention.
- Community intervention programs.
- Community engagement.
- Mental health crisis responses.
- Victim services.
- Training programs.
- First responder wellness.
- Equipment related to fire, rescue, and emergency services.
- Other personnel or equipment costs.

The law also specifically calls out certain uses that are not eligible. Ineligible uses include:

- Employer contribution to the Public Employees Retirement Association Police and Fire Plan if the local unit received police state aid in 2022.
- Any costs associated with alleged wrongdoing or misconduct.
- Purchase of an armored or tactical vehicle or substantially similar vehicle.
- Purchase of tear gas, chemical munitions, or substantially similar items.
- Costs of construction, reconstruction, remodeling, expansion, or improvement of a police station, including related facilities. “Related facilities” includes access roads, lighting, sidewalks, and utility components on or adjacent to the property on which the police station is located that are necessary for access to and use of the building.

Considerations for cities

Even with these categories of eligible and ineligible uses, there are many areas of spending that cities may have eligibility questions about. Unlike federal money from the American Rescue Plan Act or Coronavirus Aid, Relief, and Economic Security Act, its unlikely additional guidance will be provided to further clarify how these funds can and cannot be used.

Cities will have to consult with their attorneys and use their best judgment to determine whether a use that is not clearly defined as eligible or ineligible is allowable. However, any use must be to provide public safety. And like with any state funds, their use must be closely tracked and documented in order to respond to any future inquiries or evaluations of this program.

Frequently asked questions about the public safety aid

Will my city have to apply to the state in order to claim the public safety aid funds?

No, cities do not have to apply for the funds.

When will we receive the public safety aid funds?

The funds will be distributed on Dec. 26, 2023.

How much public safety aid money will my city receive? When will we know the certifiable amount?

A PDF of the [estimated public safety aid for cities and eligible towns](#) can be viewed via the Minnesota Legislature's website. The Minnesota Department of Revenue must certify the aid amount to be paid by Sept. 1, 2023.

If my city does not pay for a police or fire

department can we still use these public safety aid funds? +

Yes, as long as the funds are used to provide public safety. The Legislature intentionally allowed uses broadly so that cities could use them for expenses other than police and fire.

My city contracts with our county to provide public safety services, can these funds be used to pay the county for those services? -

Yes, that is an eligible use of the public safety aid.

By what date does my city have to spend these funds? -

There is not a spend-by date requirement in the law. However, the funds must be used to provide public safety and cannot act as an ongoing reserve.

What are the reporting requirements for these funds? -

There are no specific reporting requirements in the law. However, as with all public expenditures, cities must carefully document how the public safety aid funds are spent and be ready to provide that information if asked.

What should my city do if it's unclear whether a specific expenditure qualifies as an eligible or -

ineligible use of the public safety aid?

If cities are considering a use that does not clearly fall within an eligible or ineligible use, they should consult with their attorney.

Can these funds be used to reimburse the city for _ expenses purchased prior to Dec. 26, 2023?

No, a reimbursement for expenses made prior to receiving the funds would not qualify as an eligible use of this public safety aid.

How does the formula work that determines how _ much aid each city receives?

The Legislature appropriated \$210 million to cities for public safety aid. That \$210 million was divided on a per capita basis.

[Read more news articles](#)

Your LMC Resource

Nathan Jesson

Intergovernmental Relations Representative

(651) 281-1262

njesson@lmc.org

Estimated Public Safety Aid for Cities and Eligible Towns
 (per SF1811, DE amendment)

Bjorn Arneson, SCRFA
 bjorn.arneson@senate.mn

City/Town	Total 2021 population	Share of total aid-eligible pop	Aid amount
EITZEN	277	0.01%	12,121
ELBA	128	0.00%	5,601
ELBOW LAKE	1,281	0.03%	56,055
ELGIN	1,147	0.02%	50,192
ELIZABETH	166	0.00%	7,264
ELK RIVER	26,179	0.55%	1,145,570
ELKO NEW MARKET	4,920	0.10%	215,295
ELKTON	131	0.00%	5,732
ELLENDALE	675	0.01%	29,537
ELLSWORTH	500	0.01%	21,880
ELMDALE	113	0.00%	4,945
ELMORE	541	0.01%	23,674
ELROSA	217	0.00%	9,496
ELY	3,209	0.07%	140,423
ELYSIAN	730	0.02%	31,944
EMILY	861	0.02%	37,677
EMMONS	365	0.01%	15,972
EMPIRE	3,160	0.07%	138,279
ERHARD	133	0.00%	5,820
ERSKINE	397	0.01%	17,372
EVAN	69	0.00%	3,019
EVANSVILLE	604	0.01%	26,431
EVELETH	3,469	0.07%	151,800
EXCELSIOR	2,360	0.05%	103,272
EYOTA	2,032	0.04%	88,919
FAIRFAX	1,224	0.03%	53,561
FAIRMONT	10,417	0.22%	455,839
FALCON HEIGHTS	5,125	0.11%	224,265
FARIBAULT	24,298	0.51%	1,063,259
FARMINGTON	23,654	0.49%	1,035,078
FARWELL	56	0.00%	2,451
FEDERAL DAM	125	0.00%	5,470
FELTON	176	0.00%	7,702
FERGUS FALLS	14,042	0.29%	614,465
FERTILE	800	0.02%	35,007
FIFTY LAKES	453	0.01%	19,823
FINLAYSON	302	0.01%	13,215
FISHER	416	0.01%	18,204
FLENSBURG	215	0.00%	9,408
FLOODWOOD	512	0.01%	22,405
FLORENCE	28	0.00%	1,500
FOLEY	2,699	0.06%	118,106
FORADA	170	0.00%	7,439
FOREST LAKE	20,991	0.44%	918,548
FORESTON	561	0.01%	24,549
FORT RIPLEY	85	0.00%	3,720

**CITY OF EMILY
RESOLUTION NO. 23-46**

RESOLUTION ACCEPTING DONATION TO THE CITY

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

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

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

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

<u>Donation Number</u>	<u>Terms or Conditions</u>
23-46	Firemen's Equipment Fund

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

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

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

1. The following donations are accepted and shall be used as follows: \$10,000.00 to the firemen's equipment fund.
2. The city clerk is hereby directed to issue receipts to each donor acknowledging the City's receipt of the donor's donation.

Adopted by the City Council of Emily, Minnesota this 14th day of November 2023.

Tracy Jones, Mayor

ATTEST:

Cari Johnson, City Clerk/Treasurer

LG555 Government Approval or Acknowledgment for Use of Gambling Funds

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

ORGANIZATION AND EXPENDITURE INFORMATION (attach additional sheets if necessary)

Organization Name: Emily Firemens Relief Assn	License Number: 02215
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Address: PO Box 163	City/State/Zip: Emily MN 56447
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1. Amount of proposed lawful purpose expenditure: \$10,000.00
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:

City Fire Dept Equipment Fund

- **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

<u>Jon Chmielecki, CEO Emily Fire Relief Assn.</u>	11/10/2023 11/10/23
Chief Executive Officer's Signature	Date
<u>Jon Chmielecki</u>	218 851-7408
Print Name	Daytime Phone

GOVERNMENT APPROVAL/ACKNOWLEDGMENT

- Contribution amount: \$10,000.00. 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: 763-2480
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Address: PO Box 68	City/State/Zip: Emily, MN 56447
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By signature below, the representative of the unit of government acknowledges and approves the contribution amount for the use as listed above.

Signature	Date
<u>Tracy Jones</u>	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.



Monthly Report

	September	Cary	Mary	Mark	LeAnn	Krista	Connie	Terri	Fawn	Cindy	Kaitlin
Calls	16	12	n/a	3	6	3	6	3	8	12	LOA
Meeting	1	1	n/a	1	1	1	1	1	1	1	LOA
Trainings	0		n/a	0	0	0	0	0	0	0	LOA
Quarterly	0										
Year call Total	107	73	22	50	52	39	51	28 -6 loa	65	70	12 -55 loa

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

Date 10/

We had 16 calls in October and 2 trainings.



Date: October 12, 2023

To: City of Emily

From: Leland Bundy, Operator

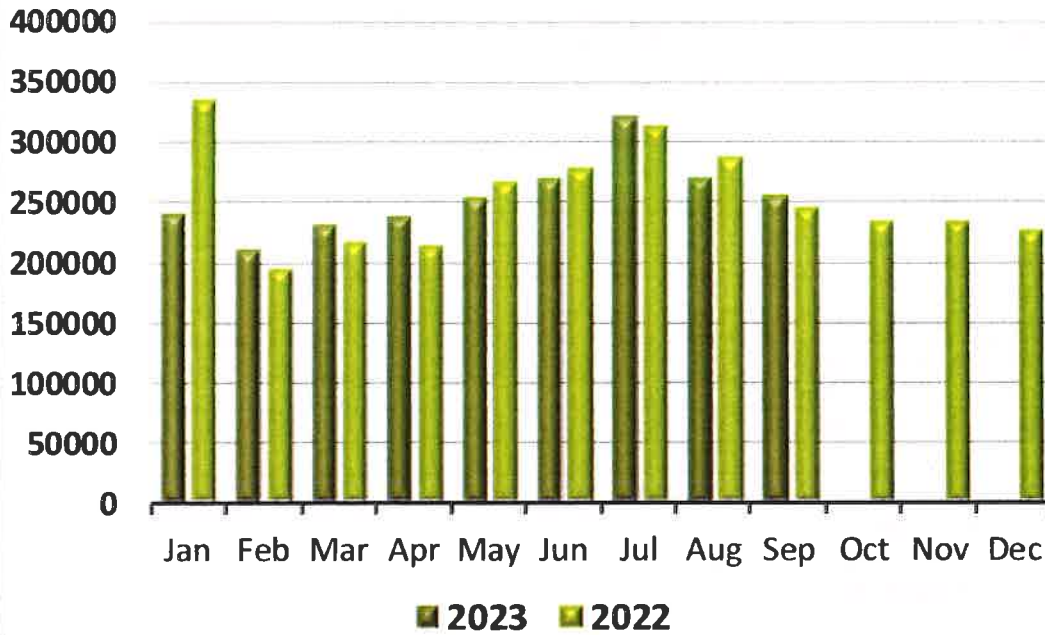
O & M Report: September 2023

Wastewater Operation & Maintenance

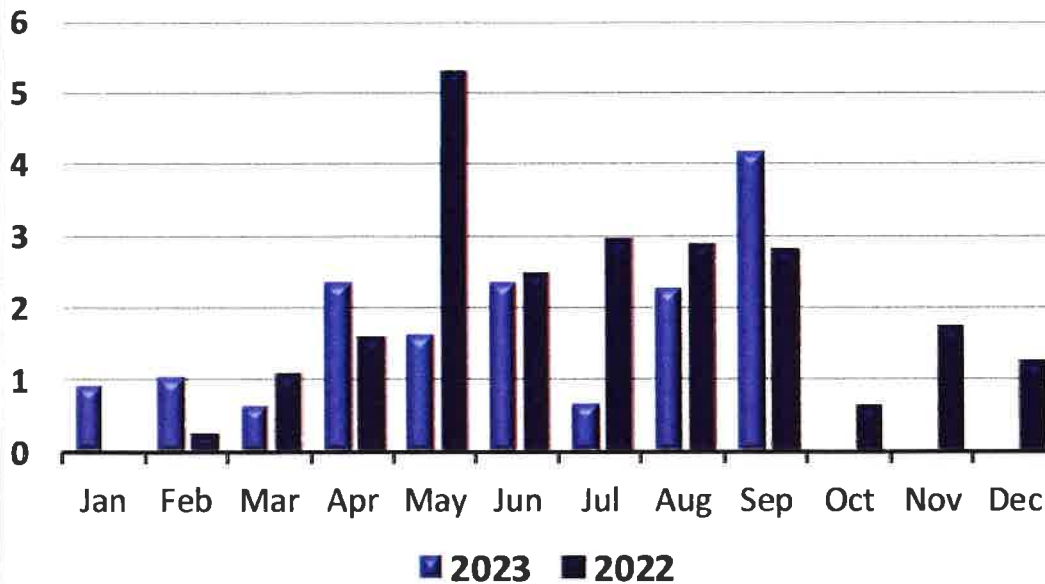
- Lift Station maintenance checks were performed Weekly on-site, and daily via internet. Daily flow numbers are recorded and used for MPCA monthly reports.
- Lift Station RTM timers are recorded on-site to verify pump efficiency.
- 9/1/23 - Lift # 1 (Main lift) Pump # 2, failed. Dispatched operator and reset pump. 9/5/23 - Same alarm, set station to 1 - 2 rotation. 9/12/23 - Pulled pump and removed large kitchen cleaning rag. Called Minnesota Pump Works, and they dispatched Kent Leamon to check over the pump and to evaluate its condition. Pump has about two years left in its useful lift, it has a worn-out volute and impeller.
- Contacted Hygrotech Services for a quotation to repair the RIBs.
- All reports submitted to MPCA on time, facility is operating as designed or better.

Wastewater		September-23	August-23	September-22
CBOD				
CBOD Influent	mg/L	440	0	284
CBOD Effluent	mg/L	0	0	0
TSS				
TSS Influent	mg/L	272	0	184
TSS Effluent	mg/L	0	0	4
pH				
pH Influent Maximum	SU	7	0	8
pH Effluent Maximum	SU	0	0	7
pH Effluent Minimum	SU	0	0	7
Nitrogen Ammonia				
Nitrite Plus Nitrate, Total Effluent	mg/L	0.00	0.00	0.02
Nitrogen, Ammonia, Total Effluent	mg/L	0	0	<.1
Nitrogen, Kjeldahl, Total Effluent	mg/L	0.00	0.00	2.10
Chloride				
Chloride, Total Effluent	mg/L	0	0	211
Influent Flow				
Influent Flow Monthly Average	gallons	8,526	8,732	8,200
Influent Flow Monthly Maximum	gallons	11,130	10,777	11,700
Influent Flow Monthly Total	gallons	255,800	270,700	246,100
Precipitation Monthly Total	invches	4	2	3
Effluent Flow				
Effluent Flow Average Total	gallons	0	0	363,500
Effluent Flow Monthly Total	gallons	0	0	1,090,500
Effluent Flow Year to Date Total	gallons	0	0	4,725,400

Total Influent Flow to Pond - In Gallons



Total Monthly Precipitation - In Inches



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

RESOLUTION NO. 23-44

RESOLUTION REGARDING UNPAID SEWER CHARGES

WHEREAS, Minnesota Statute Section 444.075, subd. 3 provides that municipalities may make the charges for connection to sewer facilities and the use charges for such sewer facilities a charge against the owner, lessee, or occupant of the property, and may provide a covenant for certifying unpaid charges to the County Auditor with taxes against the property served for collection as other taxes are collected; and

WHEREAS, the City of Emily, City Code of Ordinances Chapter 50.28, Section A provides that each and every sewer service charge levied by and pursuant to the Ordinance is hereby made a lien upon the lot or premises served, and all such charges which are on October 1st of each year past due and delinquent, shall be certified to the County Auditor as taxes or assessments on the real estate; and

WHEREAS, the City of Emily, City Code of Ordinances Chapter 50.28, Section C provides that the owner or user of the real estate being serviced shall be liable for interest upon all unpaid balances at the rate of 12% per annum; and

WHEREAS, as of October 10, 2023, the following sewer charges were past due and delinquent:

PHYSICAL ADDRESS	REAL ESTATE CODE	AMOUNT
21263 County Road 1	21270707	\$987.09
21208 County Road 1	21270709	\$987.09
21184 County Road 1	21270625	\$188.21
39877 White Pine Street	21340887	\$884.99
40300 South Bay Drive	21270550	\$881.25
39949 White Pine Street	21340888	\$882.40
39948 State Highway 6	21340845	\$53.31

Total \$ 4,864.34

THEREFORE, BE IT RESOLVED that the City of Emily City Council hereby certifies as delinquent the sewer service charges as of October 10, 2023, as taxes or assessments on the real estate identified above with an interest rate of 12% per annum.

Adopted by the Emily City Council this 14th day of November 2023.

Tracy Jones, Mayor

Cari Johnson, MCMC
City Clerk/Treasurer

§ 50.28 LIENS; TAX PENALTIES.

(A) Each and every sewer service charge levied by and pursuant to this chapter is hereby made a lien upon the lot or premises served, and all such charges which are on October 1 of each year past due and delinquent, shall be certified to the County Auditor as taxes or assessments on the real estate. Nothing in this chapter shall be held or construed as in any way stopping or interfering with the right of the city to levy as taxes or assessments against any premises affected any delinquent or past due sewer service charges.

(B) As an alternative to levying a lien, the city may, at its discretion, file suit in a civil action to collect such amounts as are delinquent and due against the occupant, owner or user of the real estate, and shall collect as well all attorney's fees incurred by the city in filing the civil action. Such attorney's fees shall be fixed by order of the court.

(C) In addition to all penalties and costs attributable and chargeable to recording notices of the lien or filing a civil action, the owner or user of the real estate being serviced by the treatment works shall be liable for interest upon all unpaid balances at the rate of 12% per annum.

(Ord. 401, 1st Series, passed - -2010)



City of Emily

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

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

November 8, 2023

Mayor and City Council
City of Emily

Re: November Council Report
City of Emily

Mayor and City Council:

The Emily Planning Commission held its regularly scheduled November meeting, at which there were 2 public hearings. They are forwarding you two recommendations for ordinance amendments this month.

The first public hearing was regarding section **152.003 Rule of Construction; Definitions**. The Planning Commission has forwarded you a recommendation of approval of this change. This change is to remove a "buffer zone" as outlined by a percentage of grade of a bluff that is counted as a part of the bluff. This proposed change was reviewed by the DNR and responded that this change was allowed by their rules and ordinances.

The second public hearing was regarding section **152 Appendix A**. This has been the focus of the last years' worth of the zoning ordinance subcommittee meetings. They are recommending approval of these changes. One item of note is that the letter E for "exempt" has been changed to N for "not allowed". This is in hopes of making the chart more user-friendly.

The Planning Commission reviewed a draft of dates for regular meetings scheduled in 2024. I included this list of meetings and my supporting documents for your reference. This has not been adopted yet due to being a last-minute addition. If there is not a December or January meeting the first regular meeting will be on February 6th as discussed on the record.

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

Sincerely,

CITY OF EMILY

Brittney Cotner
Planning & Zoning Administrator



October 31, 2023

Brittney Cotner
Zoning Administrator
City of Emily
39811 State Highway 6
Emily, MN 56447

Re: Conditional Approval of City of Emily Shoreland Ordinance Amendment

Dear Brittney:

Thank you for sending your proposed shoreland ordinance amendment to the DNR for conditional approval review. I am pleased to inform you that the proposed ordinance amendment is substantially compliant with the statewide rules and hereby approved, provided all of the conditions of approval in this letter are met.

Ordinance Evaluation

We have reviewed the following sections that you propose to amend in your draft ordinance received on 10/17/2023 for compliance with state shoreland rules (MR 6120.2500 – 6120.3900). Our conditional approval only applies to the specific sections within your Ordinance as listed below:

1. Section 152.003 (Rules of Construction; Definitions):
 - a. Section 152.0033 “a” and “b” – definition of “bluff”.

Attached is the proposed ordinance amendment with my comments, color-coded as follows:

Non colored Comments. These may include suggestions to improve administration or shoreland protection or other information to clarify issues for your community.

Conditions of Approval

The following conditions must be met before the DNR will issue final approval:

1. Return the attached “Ordinance Processing Checklist” and documents identified on the checklist.

Next Steps

Following are the steps for completing and receiving final DNR approval for your ordinance OR amendment:

1. Consider revising the amendment based on the conditions listed above under conditional approval.
2. The city council adopts the ordinance amendment revised according to the listed conditions.
3. Email the completed Ordinance Processing Checklist (attached) and the documents identified on the checklist within 10 days of city council adoption to:
 - a. Jacob.frie@state.mn.us
 - b. Ordinance.review.dnr@state.mn.us
4. We will review the ordinance amendment adopted by the city council for consistency with the above condition.
5. If the adopted amendments are consistent with the conditions, we will send you a “final approval” letter. State rules require DNR final approval of shoreland ordinances and amendments for those ordinances to be effective.

A shoreland ordinance is an important land use regulation that helps to protect surface water quality, near shore habitat, and shoreland aesthetics of Minnesota’s public waters. We appreciate your efforts to protect these resources for all present and future Minnesotans. Jacob Frie is available to assist with ordinance technical guidance and to consult with you on other land and water-related projects.

Sincerely,

Darrin Hoverson

Digitally signed by Darrin
Hoverson
Date: 2023.10.31 12:06:40 -05'00'

Darrin Hoverson
District Manager, DNR - EWR Division

Attachments:

Proposed Ordinance with DNR comments
Ordinance Processing Checklist

c: [Jacob Frie, DNR Area Hydrologist](mailto:Jacob.frie@state.mn.us)
Ordinance.review.dnr@state.mn.us

ORDINANCE PROCESSING CHECKLIST

Please complete, sign and return this checklist and all required documents to the DNR Area Hydrologist when completed. Please submit all documents by email.

1. 10/24/2023 Date(s) of published public hearing notice(s).

2. 11/8/2023 Date(s) of public hearing(s).

3. _____ Date of ordinance adoption. Email the adopted ordinance/ amendment with the signature of the chief elected official in PDF format.
4. _____ Date of newspaper publication of adopted ordinance/ amendment or ordinance amendment summary.

Signature of Clerk/Auditor

Emily, MN

Name of Community

ORDINANCE NO. 23-03
AN ORDINANCE AMENDING THE LAND USE AND SUBDIVISIONS ORDINANCE
AS IT RELATES TO THE LAND USE MATRIX
WITHIN THE CITY OF EMILY
COUNTY OF CROW WING, STATE OF MINNESOTA

The City Council of the City of Emily does ordain as follows:

Section 1. Purpose and Intent. The purpose and intent of this Ordinance is to amend the Emily Land Use and Subdivisions Ordinance by modifying Section 152 “Appendix A: Table of Uses” to modify the allowed uses and processes.

Section 2. Amendments. Section 152 “Appendix A: Table of Uses” shall be amended to include the following additions in red text and remove the following strikethrough language:

TABLE OF USES												
Use	Open Space	Forest Preservation	Forest Residential	Water Resource	Shoreline Residential	Neighborhood Residential	Rural Preservation	Downtown Mixed Use	Commercial Transition/ Light Industrial	Shoreline Commercial	Recreation	Highway Mixed Use
Abandoned Building	E-N	E-N	E-N	E	E-N	E-N	E-N	E-N	E-N	E-N	E-N	E-N
Abandoned Motor Vehicle	E-N	E-N	E-N	E	E-N	E-N	E-N	E-N	E-N	E-N	E-N	E-N
Accessory Structure	E-N	AC	P	E	P (7)	P (9)	P (10)	AC	AC	AC	P	P
Adult Use	E-N	E-N	E-N	E	E-N	E-N	E-N	C	C	E-N	E-N	E-N
Agricultural Use	A	A	A	E	E-N	A	A	E-N	E-N	E-N	A	A
Airport	E-N	C	C	E	E-N	E-N	C	E-N	C	E-N	C	C
Animals, Domestic	E-N	A	A	E	A	A	A	A	A	A	A	A
Animals, Farm	A	A	A	E	E-N	A	A	E-N	E-N	E-N	E-N	A
Animals, Wild	E-N	E-N	E-N	E	E-N	E-N	E-N	E-N	E-N	E-N	E-N	E-N
Animal Boarding Facility	E-N	C	C	E	E-N	E-N	C	E-N	C	E-N	E-N	C
Animal Grooming Establishment	E-N	P	P	E	C	C	C	P	P	C	E-N	C
Antenna	E-N	A/P	A/P	E	A/P	A/P	A/P	A/P	A/P	A/P	A/P	A/P
Apartment	E-N	E-N	E-N	E	E-N	E-N	E-N	C	C	E-N	E-N	E-P

Architectural Projection	E-N	P	P	E	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
Artist's Studio	E-N	AC	AC	E	AC	AC	AC	AC	AC	AC	AC	AC	AC	AC	AC	AC	AC	AC	AC
Automobile Sales & Repair	E-N	E-N	E-N	E	E-N	E-N	E-N	E-N	E-N	E-N	E-N	E-N	E-N	E-N	E-N	E-N	E-N	E-N	E-N
Auto Salvage Yard	E-N	E-N	E-N	E	E-N	E-N	E-N	E	E-N	E-N	E-N	E-N	E-N	E-N	E-N	E-N	E-N	E-N	E-N
Bank/Financial Institutions	E-N	E-N	E-N	E	E-N	E-N	E-N	E	E-N	E-N	E-N	E-N	E-N	E-N	E-N	E-N	E-N	E-N	E-N
Banner	E-N	E-N	AC	E	AC	AC	AC	E	AC	AC	AC	AC	AC	AC	AC	AC	AC	AC	AC
Bar/On-Off Sale Liquor	E-N	E-N	E-N	E	E-N	E-N	E-N	E	E-N	E-N	E-N	E-N	E-N	E-N	E-N	E-N	E-N	E-N	E-N
Bed & Breakfast Dwelling	E-N	C	C	E	C	C	C	E	C	C	C	C	C	C	C	C	C	C	C
Billboards	E-N	E-N	E-N	E	E-N	E-N	E-N	E	E-N	E-N	E-N	E-N	E-N	E-N	E-N	E-N	E-N	E-N	E-N
Boat Access	E-N	E-N	E-N	E	C (8)	E-N	E-N	E	E-N	E-N	E-N	E-N	E-N	E-N	E-N	E-N	E-N	E-N	E-N
Boat House	E-N	E-N	E-N	E	E-N	E-N	E-N	E	E-N	E-N	E-N	E-N	E-N	E-N	E-N	E-N	E-N	E-N	E-N
Boarding House	E-N	C	C	E	C	C	C	E	C	C	C	C	C	C	C	C	C	C	C
Breezeway	E-N	P	P	E	P	P	P	E	P	P	P	P	P	P	P	P	P	P	P
Brewery	E-N	E-N	E-N	E	E-N	E-N	E-N	E	E-N	E-N	E-N	E-N	E-N	E-N	E-N	E-N	E-N	E-N	E-N
Brewery with Taproom	E-N	E-N	E-N	E	E-N	E-N	E-N	E	E-N	E-N	E-N	E-N	E-N	E-N	E-N	E-N	E-N	E-N	E-N
Bulk Sampling of Mineral/Manganese by Water Extraction	E-N	E-N	IU (11)	E	E-N	E-N	IU (11)	E	E-N	E-N	E-N	E-N	E-N	E-N	E-N	E-N	E-N	E-N	IU (11)
Butcher Shop/Market	E-N	E-N	E-N	E	E-N	E-N	E-N	E	E-N	E-N	E-N	E-N	E-N	E-N	E-N	E-N	E-N	E-N	E-N
Cabinetry Shop	E-N	E-N	E-N	E	E-N	E-N	E-N	E	E-N	E-N	E-N	E-N	E-N	E-N	E-N	E-N	E-N	E-N	E-N
Campground	E-N	C	C	E	C	E-N	C	E	E-N	E-N	E-N	E-N	E-N	E-N	E-N	E-N	E-N	E-N	E-N
Campground, Membership	E-N	C	C	E	C	E-N	C	E	E-N	E-N	E-N	E-N	E-N	E-N	E-N	E-N	E-N	E-N	E-N
Camping	E-N	A/P (1)	A/P (1)	E	A/P (1)	A/P (1)	A/P (1)	E	A/P (1)	A/P (1)	A/P (1)	A/P (1)	A/P (1)	A/P (1)	A/P (1)	A/P (1)	A/P (1)	A/P (1)	A/P (1)
Cemetery	G-N	G-N	G-N	E	E-N	E-N	E-N	E	E-N	E-N	E-N	E-N	E-N	E-N	E-N	E-N	E-N	E-N	E-N
Child Care, Center	E-N	C	C	E	C	E-N	C	E	C	E-N	E-N	E-N	E-N	E-N	E-N	E-N	E-N	E-N	E-N
Child Care, Family Home	E-N	A	A	E	A	A	A	E	A	A	A	A	A	A	A	A	A	A	A
Church	E-N	C	C	E	C	E-N	C	E	C	E-N	E-N	E-N	E-N	E-N	E-N	E-N	E-N	E-N	E-N
Club, Lodge	E-N	E-N	E-N	E	E-N	E-N	E-N	E	E-N	E-N	E-N	E-N	E-N	E-N	E-N	E-N	E-N	E-N	E-N
Commercial Tower	N	N	N	E	N	N	N	E	N	N	N	N	N	N	N	N	N	N	N

Community Park	A-C	A-N	A	A-N	A-N	A-N	A-N	A-N	A-N	A-N	A-N	A-N	A-N	A-N	A-N	A-N	A-N	A-N	A-N
Condominium Ownership or Common Interest Community	E-N	C	E	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C
Conservation Subdivision	E-N	C	E	E-N	E-N	E-N	E-N	E-N	E-N	E-N	E-N	E-N	E-N	E-N	E-N	E-N	E-N	E-N	E-N
Controlled Access Lot	E-N	P (12)	E	P (12)	P (12)	P (12)	P (12)	P (12)	P (12)	P (12)	P (12)	P (12)	P (12)	P (12)	P (12)	P (12)	P (12)	P (12)	P (12)
Conventional Subdivision	C	P	P	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C
Deck	E-N	P	E	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
Dock	A	E-N	A	A	E-N	E-N	E-N	E-N	E-N	E-N	E-N	E-N	E-N	E-N	E-N	E-N	E-N	E-N	E-N
Dwelling, Guest Quarters	E-N	AC	E	AC	AC	AC	AC	AC	AC	AC	AC	AC	AC	AC	AC	AC	AC	AC	AC
Dwelling, Multi-Family	E-N	P	E	C	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
Dwelling, Single-Family	E-N	P	E	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
Extractive Use	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E
Extractive Use	See Section 152.104 (all zoning)																		
Extractive-Use, Sand and Gravel	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E
Event Center	E-N	E-N	E	E-N	E-N	E-N	E-N	E-N	E-N	E-N	E-N	E-N	E-N	E-N	E-N	E-N	E-N	E-N	E-N
Farm Machinery Sales & Repair	E-N	E-N	E	E-N	E-N	E-N	E-N	E-N	E-N	E-N	E-N	E-N	E-N	E-N	E-N	E-N	E-N	E-N	E-N
Feedlot	E-N	E-N	E	E-N	E-N	E-N	E-N	E-N	E-N	E-N	E-N	E-N	E-N	E-N	E-N	E-N	E-N	E-N	E-N
Fence	A	A	E	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
Fish House	E-N	AC	A	AC	AC	AC	AC	AC	AC	AC	AC	AC	AC	AC	AC	AC	AC	AC	AC
Fitness Center	E-N	E-N	E	E-N	E-N	E-N	E-N	E-N	E-N	E-N	E-N	E-N	E-N	E-N	E-N	E-N	E-N	E-N	E-N
Forest Land Conversion	E-N	E-N	E	E-N	E-N	E-N	E-N	E-N	E-N	E-N	E-N	E-N	E-N	E-N	E-N	E-N	E-N	E-N	E-N
Fuel Depot, Bulk	E-N	E-N	E	E-N	E-N	E-N	E-N	E-N	E-N	E-N	E-N	E-N	E-N	E-N	E-N	E-N	E-N	E-N	E-N
Garage, Attached	E-N	P	E	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
Garage, Detached	E-AC	P-AC	E	P (7)-AC	AC	AC	AC	AC	AC	AC	AC	AC	AC	AC	AC	AC	AC	AC	AC
Gas Station	E-N	E-N	E	E-N	E-N	E-N	E-N	E-N	E-N	E-N	E-N	E-N	E-N	E-N	E-N	E-N	E-N	E-N	E-N
Gazebo	C	P	E	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
Golf Course	E-N	E-N	E	E-N	E-N	E-N	E-N	E-N	E-N	E-N	E-N	E-N	E-N	E-N	E-N	E-N	E-N	E-N	E-N

Government Building	E-N	E-N	E-N	E	E-N	C	C	C	P	P	C	P	C
Grading	C	A	A	E	A/P/C-(4)	A	A	A	A	A	A/P/C-(4)	A	A
Grocery Store	E-N	E-N	E-N	E	E-N	E-N	E-N	P	P	P	E-N	E-N	A
Group Care Facilities	E-N	C	C	E	E-N	C	C	P	P	P	C	C	P
Home Occupation, Type I	E-N	A-P	A-P	E	P	P	P	P	P	P	P	P	P
Home Occupation, Type II	E-N	A-P	A-P	E	P	P	P	P	P	P	P	P	P
Home Occupation, Type III	E-N	P	P	E	E-N	C	C	P	P	P	P	E-N	P-C
Home Occupation, Type IV	E-N	P	P	E	E-N	C	C	P	P	P	P	E-N	P-C
Hotel/Motel	E-N	E-N	E-N	E	E-N	E-N	E-N	P-C	P-C	P-C	C	E-N	E-C
Industrial Use	E-N	E-N	E-N	E	E-N	E-N	E-N	E-N	P	P	E-N	E-N	C
Intensive Vegetation Clearing	E-N	E-N	E-N	E	E-N	E-N	C	E-N	E-N	E-N	E-N	E-N	E-N
Interval Ownership	E-N	E-N	E-N	E	E-N	E-N	E-N	E-N	E-N	E-N	E-N	E-N	E-N
Junk Yard	E-N	E-N	E-N	E	E-N	E-N	E-N	E-N	E-N	E-N	E-N	E-N	E-N
Keeping of Chickens	A	A	A	E	E-N	P	A	P	P	E-N	E-N	E-N	A
Laundromat	E-N	E-N	E-N	E	E-N	E-N	E-N	P	P	P	E-N	E-N	P-C
Light Industrial	E-N	C	C	E	E-N	E-N	E-N	C	C	P	E-N	E-N	C
Light Manufacturing	E-N	C	C	E	E-N	E-N	E-N	C	C	P	E-N	E-N	C
Long-Term Lease	E	E	A	E	A	A	E	P	P	P	E	E	P
Marina	E-N	E-N	E-N	E	E-N	E-N	E-N	E-N	E-N	E-N	C	E-N	E-N
Mini Storage Facility, Self Serve	E-N	E-N	E-N	E	E-N	E-N	C	C	C	C	C	E-N	C
Mobile Home Park	E-N	E-N	E-N	E	E-N	E-N	E-N	E-N	E-N	E-N	E-N	E-N	E-N
Metel	E	E	E	E	E	E	E	P	P	P	C	E	P
Nursery	E-N	C	C	E	E-N	E-N	C	P	P	P	E-N	E-N	P-C
Nursing Home	E-N	C	C	E	E	C	C	P	P	P	C	E	P-C
Off-Street Parking	C	A-P	A-P	E	A-P	A-P	A-P	P	P	A-P	A-P	A-P	A-P
Open Storage	E-N	E-N	E-N	E	E-N	E-N	E-N	E-N	E-N	E-N	E-N	E-N	E-N
Outdoor Market	N	N	N	N	N	N	N	P	P	P	N	N	P
Park Model Trailer	E-N	IU	IU	E	IU	E-N	IU	IU	E-N	E-N	IU	E-N	IU

Patio	E-N	A-P	A-P	E	A-P	A-P	A-P	A-P	A-P	A-P	P	A-P	A-P
Planned Unit Development, Commercial	E-N	E-N	E-N	E	E-N	E-N	E-N	E-N	E-N	C	C	C	C
Planned Unit Development, Residential	E-N	C	C	E	C	C	C	C	E-N	E-N	E-N	E-N	C
Porch	E-N	P	P	E	P	P	P	P	P	P	P	P	P
Privy	P	P	P	E	P	P	P	P	P	P	P	P	P
Privy, Portable	A	A	A	E	A	A	A	A	A	A	A	A	A
Recreational Center	E-N	C	C	E	E-N	E-N	E-N	E-N	E-N	P-C	C	C	P-C
Recreational Sales/Service	E-N	E-N	E-N	E	E-N	E-N	E-N	E-N	E-N	P	C	E-N	C
Recreational Vehicle	E-N	A/P (1)	A/P (1)	E	A/P (1)	A/P (1)	A/P (1)	A/P (1)	A/P (1)	A/P (1)	A (2)	A/P (1)	A/P (1)
Rental of Residential Property	E	A	A	E	A	A	A	A	A	A	E	E	A
See Section 152.110													
Resort	E-N	C	C	E	E-N	E-N	E-N	E-N	E-N	E-N	C	E-N	E-N
Restaurant	E-N	E-N	E-N	E	E-N	E-N	E-N	E-N	E-N	P	C	E-N	P-C
Retail Store	E-N	E-N	E-N	E	E-N	E-N	E-N	E-N	E-N	P	P	E-N	C
Retreat-Center	E	E	E	E	U	U	U	U	U	U	U	E	U
Small Engine Repair	E-N	E-N	E-N	E	E-N	E-N	E-N	E-N	E-N	C	E-N	E-N	C
Sawmill, Permanent	E-N	E-N	E-N	E	E-N	E-N	E-N	E-N	E-N	C	E-N	E-N	E-N
School	E-N	E-N	E-N	E	E-N	E-N	E-N	E-N	E-N	C	E-N	E-N	E-C
Sewage Treatment System	P	P	P	E	P	P	P	P	P	P	P	P	P
Signs, Directory	E-N	A	A	E	P	P	P	P	P	P	P	P	P
Signs, Offsite	E-N	E-N	E-N	E	E-N	E-N	E-N	E-N	E-N	E-N	E-N	E-N	E-N
Signs, Onsite	E-N	P	P	E	P	P	P	P	P	P	P	P	P
Signs, Portable	E-N	A (6)	A (6)	E	E-N	E-N	E-N	E-N	E-N	A (6)	A (6)	A (6)	A (6)

A - allowed w/o a permit, P - permitted, C - conditional use, AC - accessory use, IU - interim use, E - excluded, N - Not Allowed	
(1) See § 152.084	
(2) In designated campgrounds only	
(3) Excluded except where being sold as part of a retail sales establishment	
(4) In Shore Impact Zone (cumulative from natural state:	<p>Less than 10 CY requires a permit More than 10 CY, less than 50 CY requires a CUP Greater than 50 CY excluded</p> <p>In Lake Setback outside of Shore Impact Zone: Less than 50 CY requires a permit Outside of Lake Setback Less than 100 CY is allowed 100 CY or more requires a CUP</p>
(5) Excluded except in established mobile home parks	
(6) See § 152.070	
(7) See § 152.035(C)(8)	
(8) Conditional use only where there is no public access. Excluded on all lakes or chains where public access is provided	
(9) See § 152.036(C)(5)	
(10) See § 152.037(C)(5)	
(12) Allowed by Planning Commission in plats when appropriate	

Section 3. Repeal. This ordinance shall supersede and repeal all ordinances or policies inconsistent herewith.

Section 4. Effective Date. This ordinance shall become effective upon its passage and publication as provided by law.

Passed by the City of Emily Council this ____ day of _____, 20____, by a ___/5ths vote.

Tracy Jones, Mayor

Attest: _____
Cari Johnson, City Clerk/Treasurer

**ORDINANCE AMENDMENT SUMMARY
CITY OF EMILY**

On November 14, 2023, the City of Emily adopted Ordinance Number 23-03. The ordinance amends Section "Appendix A: Table of Uses" of Chapter 152 of the Emily City Code. The amendment modifies the uses allowed and how they are allowed within each zoning district.

This notice is a summary of the ordinance amendment that was adopted by the City of Emily. A full copy of the entire amendment and City Code are available at City Hall during regular office hours at the office of the City Clerk or by standard or electronic mail. This amendment goes into effect upon publication.

City of Emily
Brittney Cotner
Community Development Administrator

ORDINANCE NO. 23-04
AN ORDINANCE AMENDING THE LAND USE AND SUBDIVISIONS ORDINANCE
AS IT RELATES TO RULES OF CONSTRUCTION; DEFINITIONS
CITY OF EMILY
COUNTY OF CROW WING, STATE OF MINNESOTA

The City Council of the City of Emily does ordain as follows:

Section 1. Purpose and Intent. The purpose and intent of this Ordinance is to amend the Emily Land Use and Subdivisions Ordinance by modifying Section 152.003 "Rules of Construction; Definitions" to modify the definition of "bluff".

Section 2. Amendments. Section 152.003 "Rules of Construction; Definitions" shall be amended to remove the following strikethrough language:

§ 152.003 RULES OF CONSTRUCTION; DEFINITIONS.

BLUFF.

- a) A topographic feature such as a hill, cliff or embankment having all of the following characteristics:
 - 1. Part or all of the feature is located in a shoreland area;
 - 2. The slope rises at least 25 feet above the ordinary high water mark of the water body;
 - 3. The grade of the slope from the toe of the bluff to a point 25 feet above the ordinary high water level averages 30% or greater; and
 - 4. The slope must drain towards the water body.
- ~~b) An area with an average slope of less than 18% over a distance for 50 feet or more shall not be considered part of the ***BLUFF.***~~

Section 3. Repeal. This ordinance shall supersede and repeal all ordinances or policies inconsistent herewith.

Section 4. Effective Date. This ordinance shall become effective upon its passage and publication as provided by law.

Passed by the City of Emily Council this _____ day of _____, 20____, by a ___/5ths vote.

Tracy Jones, Mayor

Attest: _____
Cari Johnson, City Clerk/Treasurer

**ORDINANCE AMENDMENT SUMMARY
CITY OF EMILY**

On November 8, 2023, the City of Emily adopted Ordinance Number 23-04. The ordinance amends Section 152.003 "Rules of Construction; definitions" of the Emily City Code. The amendment modifies the definition of "bluff".

This notice is a summary of the ordinance amendment that was adopted by the City of Emily. A full copy of the entire amendment and City Code are available at City Hall during regular office hours at the office of the City Clerk or by standard or electronic mail. This amendment goes into effect upon publication.

City of Emily
Brittney Cotner
Community Development Administrator



City of Emily

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

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

October 3, 2023

Mayor and City Council
City of Emily

Re: October Council Report
City of Emily

Mayor and City Council:

The Emily Planning Commission held its regularly scheduled meeting on October 3, 2023, at which there were 2 scheduled public hearings. They are forwarding you 2 recommendations this month.

*The Northern Lights Over Roosevelt Lake Homeowners Association requested a modification to their previously approved plat (application number 09-3327). The Planning Commission has made a recommendation to the City Council to deny this request. They stated their limited ability to make changes to the requested conditions, as these conditions were recommended by MNDOT during the original approval in 2009, for the reason for denial of the request. We have not received comments from MNDOT on the current request, however, we do know it was placed on a meeting agenda for them to discuss. If MNDOT were to submit comments stating that they have no concerns with the requested changes then the Planning Commission could consider making a recommendation to the City Council to make such modifications.

Ordinance amendment 23-03 to modify Appendix A of the city code was tabled to the next regular meeting to allow for more preparation time. The modifications to the table are extensive and there is a strong desire to have everyone on the same page prior to motion being made.

We had a request to discuss the definition of "bluff" within our city code to consider changing the 18% grade over 50 feet stipulation that counts that land as a part of the bluff. I have been given direction to set up site visits for the Planning Commission to see what this type of grade looks like. A public hearing will be held in November to consider this modification.

*The permit for Miss Kelly Hodges that was initially approved in 2019 has remained incomplete after several extensions have been given. The Planning Commission is making the recommendation to the

City Council for the Zoning Administrator to send a final letter with a 30-day extension after which, if the project remains incomplete, the start of the \$100 per day fine would begin. The extension will be 30 days from the date on the letter.

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

Sincerely,

CITY OF EMILY

Brittney Cotner
Planning & Zoning Administrator

*Council action requested

August 21, 2023

City of Emily
39811 State Highway 6
Emily, MN 56447

Re: Issues to Discuss Before City Council

To Whom It May Concern:

First and foremost, allow me to introduce myself. My name is Mike Gates. I am the President of the Northern Lakes Over Roosevelt Association (homeowner). I, along with the rest of our board, represent approximately 35 homeowners in our development. Our current board was formed about a year and a half ago. The developer, Jake Miesen and the originating developer, Chris Scott are no longer involved with our association or its day-to-day operations.

Roughly 13 years ago, the original developer, Chris Scott worked with the City of Emily to establish our Association and to comply with city regulations. Unfortunately, concerns and hardships have arisen since then that greatly impact our development.

The City of Emily currently requires our community docking system to be stored east of Highway 6 in the common area of our development rather than on the shoreline of Roosevelt Lake. This has caused a hardship for our small association because our docking contractor charges us double the fee for the extra labor involved in transporting the docking system to our development. We feel we are being treated unfairly because every other homeowner on Roosevelt Lake is allowed to store docking equipment on their lot. We would like to request permission to store docking equipment in an open area within our easement/land. See attached photos.

Secondly, we were told we were not allowed to park in the lot above our community dock. We are only allowed to use it as a drop off area although we have never been given any documentation from the City to this effect. If this is the case, we are forced to drop off our family members and all of our boating gear in this area and are expected to either park in the lot of the public boat launch, which is over a quarter mile away, the driver must then return to the boat dock by walking down HWY 6, or, we are to cross HWY 6 on foot and again walk down the edge of the roadside. This is VERY dangerous, as the traffic on HWY 6 has increased exponentially in the past 13 years. We are requesting the no parking signs be removed and temporary parking be allowed while using the lake or dock facilities. Our primary concern is the safety of our residents.

We would like to be added to the agenda of a future city council meeting to discuss these issues. Thank you for your consideration.

Respectfully,
Mike Gates, President
Northern Lights Over Roosevelt Association
Cc: Lynn Kosloske, Treasurer, James Kaphingst, Vice President



Photo Credit: Mike Gates



Photo Credit: Mike Gates

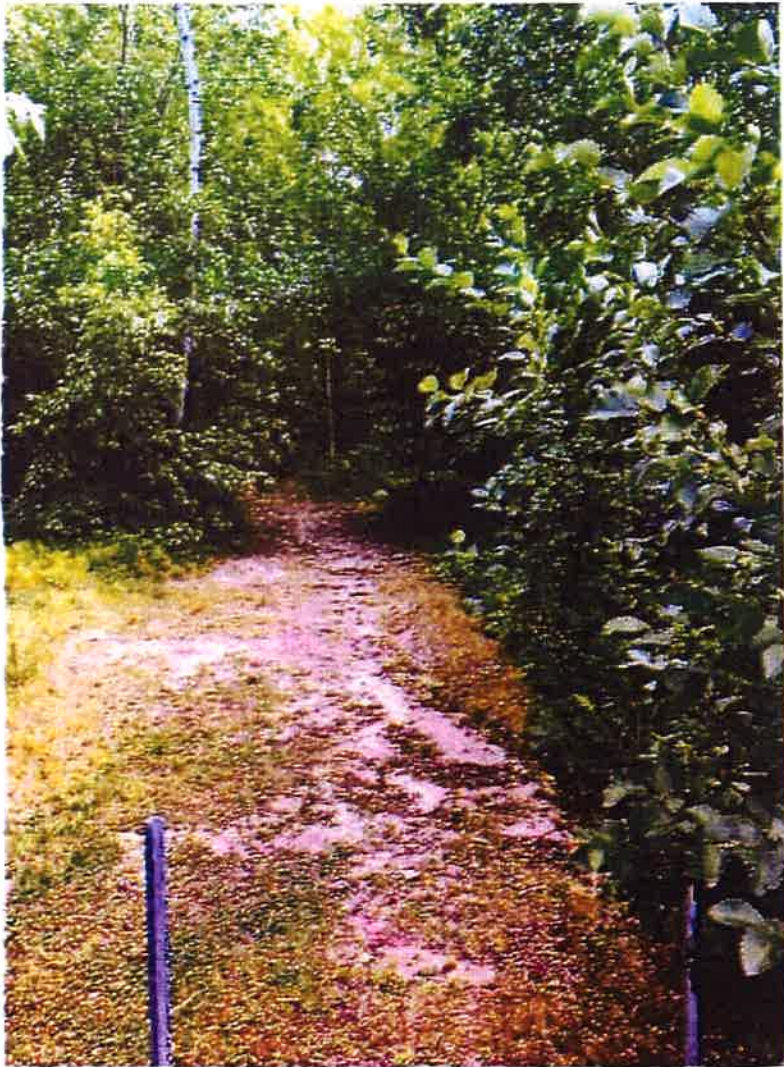


Photo Credit: Mike Gates



Photo Credit: Pat Rheume



Photo Credit: Pat Rheume

zoning@emily.net

From: peter.k.olson@gmail.com
Sent: Tuesday, September 26, 2023 4:29 PM
To: zoning@emily.net
Subject: Northern Lights Proposal

To whom it may concern:

I am a property owner on Roosevelt Lake and I am writing in response to the proposal by Northern Lights to modify the current docking and commercial parking conditions on Hwy 6. One of the primary reasons my family and I chose Roosevelt Lake was due to its natural beauty and lack of commercial development. The DNR has made preservation of the lake's shoreline a priority over the years by encouraging the preservation of natural grasses and plants as well as restricting commercial and residential building along the lakeshore. Developing a docking storage system on the shoreline at one of the most underdeveloped and natural stretches of beachfront seems contradictory to the preservation efforts of the DNR.

Regarding the parking project, the stretch of Highway 6 proposed for this effort is among the narrowest segments along the lake. Developing additional parking there could promote increased traffic at potential safety hazards. It was for those reasons that MNDOT opposed a similar development request years ago and nothing has changed to make this a safer proposition today. Furthermore, there is already plenty of parking available at the public boat launch a short distance away

It is for the above reasons that I express my vehement opposition to this proposal. Not only would it jeopardize the scenic, protected beauty of the Roosevelt Lake shoreline but could create potentially dangerous chokepoints on a narrow stretch of road on Hwy 6. I sincerely hope the Zoning Committee rejects this proposal.

Thank you for your consideration

Peter Olson

To: Emily Mn Planning and Zoning

Sept 25, 2023

North Lights Development is requesting changes to the agreements made in 2009 when the development came into being. As a longtime Emily property owner (since early 1070's) and a full time resident for the last 23 years, I strongly oppose any changes to the agreements made in 2009.

Originally, Northern Lights requested a large number of docks/boat slips. I seem to remember the number 48 but I am not sure of the exact number. Codes and ordinances allow for one dock/boat slip for every building site in tier 1. Tier 1 is defined as a distance inland (300 ft?) from the high water mark. There are NO building sites on Northern Lights tier 1 property as it is mostly, if not all, in the highway right-of-way. Therefore Northern Lights is not entitled to any riparian water rights, i.e. NO docks at all.

A full Environmental Impact Study (EIS) was not completed for Northern Lights development. None the less, the city granted Northern Lights 16 slips/docks in a clustered configuration, one for every 100 ft of shoreline in Northern Lights property.

I strongly oppose any enlargement of docks for Northern Lights. It is not as if Northern Lights residents are being denied lake access because there is a public landing very close to the development. And I find it hard to believe that MDOT would allow permanent parking or equipment storage on highway right-of-way.

At a minimum, I would ask that a full EIS be completed before any changes to the 2009 agreement are made.

Roger Brekken

zoning@emily.net

From: Darci Nagorski <nagorski4@icloud.com>
Sent: Friday, September 22, 2023 1:22 PM
To: zoning@emily.net
Subject: Northern Lights request

To whom it may concern,

We are newer residents on Roosevelt Lake since 2020. We received the letter regarding the Northern Lights requests. We are writing to express our concerns and requesting that the Emily zoning do not approve the two modifications that the northern lights are asking for on Roosevelt lake. We would ask that you would not approve these two modifications as we know the DNR, MNDOT and others don't approve of either proposal.

Thank you for all you do and for listening to our concerns.

Darci and Mike Nagorski

zoning@emily.net

From: pcunnif@aol.com
Sent: Tuesday, September 19, 2023 12:33 PM
To: zoning@emily.net
Subject: Northern Lights request for modification

To whom it may concern

I am a property owner for 50 years on Lake Roosevelt. I have read the proposal of Northern Lights Homeowners Association to modify current docking storage restrictions and parking on the west side of Hwy 6.

I am aware that the DNR has made it a priority to preserve our precious lake shore by encouraging planting of natural grasses and plants along the shoreline to not only preserve the shoreline but protect our lakes. They have also restricted building along the shoreline for this same reason. I do not think that a docking storage system on the shore would be in keeping with this goal. I am also aware that there are natural springs close to the area where Northern Lights has their docks which must be protected and preserved. I am not in favor of modifying the current docking arrangement for the above reasons I just mentioned.

I am also not in favor of modifying the current parking restrictions on Hwy 6. It is a very small area and to have several cars parked there would be a safety hazard. I know MNDot had these same concerns when Northern Lights was first developed and this is why these restrictions were put in place. That has not changed over the years, and now there are more people using this area than ever. There is a public landing a short distance away that is far safer for the same purpose with adequate parking access.

I was involved years ago when Northern Lights was first developed and am well aware of the history of this project. I am hopeful that the Zoning Committee will hear the concerns and vote against the modifications being proposed. Thank you for your attention to this matter.

Sincerely,
Patty Cunniff



CITY OF EMILY
BOARD OF ADJUSTMENT
NOTICE OF PUBLIC HEARING
October 3, 2023
6:00 P.M.

TO WHOM IT MAY CONCERN:

The following will be the subject of a public hearing on Tuesday, October 3, 2023, beginning at 6:00 P.M at Emily City Hall.

Hearing: Modification to a previously approved Final Plat from 2009. The request is to modify the approved conditions to construct and operate a common interest community subdivision.

Property Owners/Applicants: Northern Lights over Roosevelt Lake Homeowners Association

Property Description: The subject property is the Northern Lights over Roosevelt Lake subdivision located along roads Twilight Court, and Evening Star Lane

A map identifying the subject property is on the reverse side of this notice.

Purpose: The request is to allow for the modification of the original conditions that regulated the docking storage location and parking on the West side of State Highway 6.

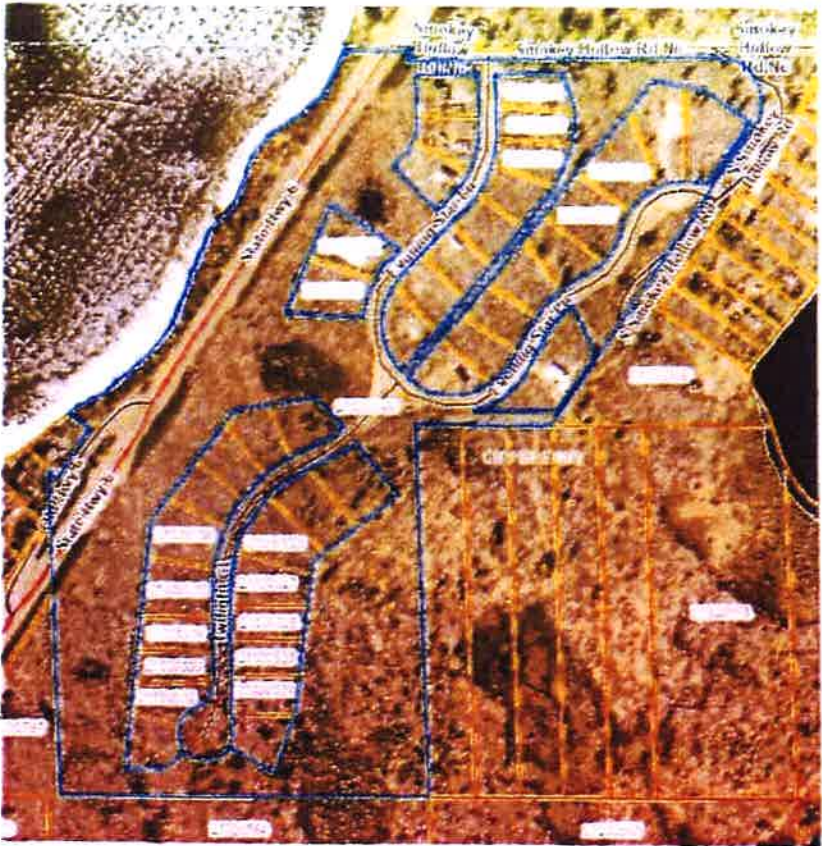
Property Owners Please Note: Please share this information with your neighbors in the event that any property owner has been overlooked or is not contained in our records.

All interested persons are invited to attend these hearings and be heard or send written comments to the City of Emily, PO Box 68, Emily MN 56447 or directly to the Zoning Administrator, Brittney Cotner, at zoning@emily.net.

The meeting packets will be available online approximately one week prior to the meeting or upon request. Packets can be accessed on the City of Emily Website by hovering over the "Departments and Services" tab>click the "Planning and Zoning" tab>scroll down to "Planning Commission Meetings" on the right of the page. If you wish to provide written comments, please email to zoning@emily.net or mail to PO Box 68, Emily, MN 56447. A staff report will be available at city hall typically one week before the scheduled meeting.

Brittney Cotner, Zoning Administrator

The subject property is the Northern Lights over Roosevelt Lake subdivision located along roads Twilight Court, and Evening Star Lane.



ANDREW JOHN BERNI & LINDA M
THREDDENY ROAD 127
KUSHKONGNE MN 55399

ERIKSSON, JORNA & SETH DENA
2741 W. ELMVIEW CT
BRANTA SPRINGS, IL 60110

HEITRAMP, WILLIAM B & CAROLYN L
2, 277 EVENING STAR LANE
OUTING MN 56661

BIBBY PANKRAZ, SHANTON M &
PANKRAZ, JOSEPH
14018 BERFITT CIRCLE
PRIOR LAKE MN 55379

BELLOWS, THOMAS A & LINDA S
8001 DR SUNBRIAR LN
WOODBURY MN 55125

ROBINSON, CURTIS D & JUDITH M
1145 DEER TRAIL LN NE
DUMARTONIA MN 55860

BLACKWELL, TIMOTHY
1409 CIRCLE LN
DELANO MN 55328

FOLKENS, BRIAN & FOLKENS, SUSAN
3645 QUALLEY AVE NE
ROGERS MN 55374

JOHNSON, DAVID P
44733 OLD HWY 6
OUTING MN 56662

BRYCE, SUSAN LYNN
5955 IDLEWOOD RD
MOUND MN 55364

GATES FAMILY TRUST (THE)
21257 EVENING STAR LANE
OUTING MN 56662

JOHNSON, KENNETH D & BETH ANNE
PO BOX 85
OUTING MN 56662

BUCHANAN, BRAD & TAN M PETERSCHICK
TRUST
PO BOX 78
OUTING MN 56662

GENZ, CHAD E & KAMERON J
PO BOX 367
EMILY, MN 56447

KAPHINGST, JAMES
TWILIGHT CT LOT 39
EMILY MN 56447

CLAY, JOHN E
814 LEWIS ST S
SHAKOPEE MN 55379

GRAF, RONALD R
990 MCCLELLAND ST S
MAPLEWOOD, MN 55129

KOSLOSKE, ROBERT J JR & LYNN
7162 121ST ST W
APPLE VALLEY MN 55124

COMMON AREA

GRAGERT, MIKE R
14125 GRANITE AVE
APPLE VALLEY MN 55124-9401

LERACH, STEVE, TOM, MIKE & KEN &
9225 84TH ST N
STILLWATER MN 55082

CUNNIFF, PATRICIA A REV TRUST
5535 70TH ST W
EDINA MN 55439

HALEK, JAMES
9858 VAGABOND LANE N
MAPLE GROVE MN 55311

MALLERY, LEONARD D & LUCY
17356 JERSEY WAY
LAKEVILLE MN 55044

DIRCKS, FRANK
5553 WOODS BAY DR
OUTING MN 56662

HANSON, BRETT JON & ELIZABETH ANN
17012 221ST AVE
BIG LAKE, MN 55309

MANDERS, JAMES P & CATHERINE J
10709 SUNSET RD N
BROOKLYN PARK MN 55443

DUNBAR, ANTHONY MICHAEL
44852 S SMOKEY HOLLOW RD
OUTING MN 56662

HARGARTEN, DAVID & CINDY
805 SAVANNA TRL
DELANO MN 55328

MARSHALL, TODD C & LYNDIA E
1065 THOMAS AVE S
MINNEAPOLIS, MN 55405

MYERS, JACQUE
ET AL
1000 W. WASHINGTON
MINNEAPOLIS MN 55408

MYERS, KEVIN & REBECCA
ET AL
1000 W. WASHINGTON
MINNEAPOLIS MN 55408

MYERS, KATHERINE & PETER J
ET AL
1000 W. WASHINGTON
MINNEAPOLIS MN 55408

MYERS, JOSEPH & JESSIE
ET AL
1000 W. WASHINGTON
MINNEAPOLIS MN 55408

MYERS, JACQUE & JACQUE
ET AL
1000 W. WASHINGTON
MINNEAPOLIS MN 55408

MYERS, KATHERINE & PETER J
ET AL
1000 W. WASHINGTON
MINNEAPOLIS MN 55408

MYERS, DAVID F & REBECCA A
ET AL
1426 N LOVELAND DR
STEWARTVILLE, MO 64490

MYERS, TODD & LINDA
ET AL
3819 W. MARKGOLD LN
ESKO MN 55313

MYERS, ANDREW R & HEIDI L
ET AL
13551 SKYLINE CIR
SHAKOPEE MN 55379

MYERS, DAVID F & REBECCA A
ET AL
1426 N LOVELAND DR
STEWARTVILLE, MO 64490

MYERS, TODD & LINDA
ET AL
3819 W. MARKGOLD LN
ESKO MN 55313

MYERS, ANDREW R & HEIDI L
ET AL
13551 SKYLINE CIR
SHAKOPEE MN 55379

NAGORSKI, MICHAEL M & DARCI L
ET AL
21625 203RD ST NW
BIG LAKE MN 55309

NAGORSKI, MICHAEL J
ET AL
2421 RIVER BEND TRL
MAYER MN 55360

NAGORSKI, ANDREW W
ET AL
21341 PINWOOD LN
EMILY MN 56447

NEHRLEIN, JOANNE J
ET AL
313 WAITE AVE S
SAINT CLOUD MN 56301

NEHRLEIN, JOANNE J
ET AL
313 WAITE AVE S
SAINT CLOUD MN 56301

NEHRLEIN, JOANNE J
ET AL
313 WAITE AVE S
SAINT CLOUD MN 56301

OLSON, PETER K & WANG, GEORGIA
ET AL
5640 CHOWEN AVE S
EDINA MN 55410

OLSON, WARREN & JULIE A
ET AL
13775 44TH LANE NE
ST MICHAEL MN 55377

ONOFRIO, MICHAEL & WANDA
ET AL
1711 TRAVIS COURT
ALLEN, TX 75002

ONOFRIO, MICHAEL & WANDA
ET AL
1711 TRAVIS COURT
ALLEN, TX 75002

PANNHOFF, RYAN & MICHELLE ZANK
ET AL
4116 WILLOW RD N
BROOKLYN PARK MN 55443

PANNHOFF, RYAN & MICHELLE ZANK
ET AL
4116 WILLOW RD N
BROOKLYN PARK MN 55443

PESTELLO, WILLIAM
ET AL
30898 RANCHETTE DR
PEQUOT LAKES MN 56472

PESTELLO, WILLIAM
ET AL
30898 RANCHETTE DR
PEQUOT LAKES MN 56472

September 21, 2009



Chris Scott
17 St. Albans Road E.
Hopkins, MN 55305

**RE: Final Plat Application 09-3327
City of Emily**

Dear Mr. Scott:

In reviewing the submittals for your final plat application there are some outstanding items that need to be submitted in order for the City of Emily to review the application at the October 7, 2009 Planning Commission meeting. The items that have yet to be submitted include:

1. Covenants: Covenants shall be filed concurrently with the plat and shall be required to create an association of homeowners if a privately maintained cluster sewer or water system is proposed for subdivision. (Refer to conditions below for additional requirements regarding these).
 - A. The Association shall consist of all benefited lot owners.
 - B. The Association shall be responsible for all costs of maintenance and replacement.
 - C. The costs shall be uniformly divided by lots served.
 - D. The costs shall be lienable against the lots by the Association if payment is not forthcoming.
 - E. The status of the facility shall be clearly stated as subject to perpetual private maintenance.
 - F. Provisions shall be made for emergency access or emergency maintenance by the City with subsequent reimbursement by the Association.
2. Title Opinion, less than 60 days old, acceptable to the City Attorney and showing conformance with those parties represented by signature on the plat as holding interest in the property being divided.
3. Financial security acceptable to the City Attorney in the amount of 125% of the cost estimated by the City Engineer for the uncompleted required improvements.
4. Development contract acceptable to the City Attorney.

The following conditions were approved as part of the preliminary plat approval. These items must be completed prior to final plat approval and/or included in the development agreement/association documents.

1. To augment the existing submittals, the applicant shall provide an exhibit of passive recreation facilities within the development. This exhibit shall include the trails and shoreline recreation facilities submitted in previous drawings. Once this drawing has been accepted by the Planning Commission, the improvements shown will be used during the preparation of the development agreement.
2. Trails and walkways shall be constructed of wood chips or similar material so as to not increase the runoff from the trail surface.
3. The association documents will provide for a 50-foot vegetative buffer in Outlot A as depicted on the preliminary plat. Clearing of live trees or brush within this buffer shall be prohibited.

4. The association documents shall indicate that all buffers within Outlot A and lying between Highway 6 and Smokey Hollow Road will be maintained in their natural condition with no vegetative removal except for trails and forest management purposes. No clear cutting will be allowed.
5. The historic ice ridges shall not be damaged or diminished during the development process or in subsequent use of the property. This requirement, as well as the importance of the ice ridge in maintaining water quality, shall be clearly stated within the association documents.
6. The applicant shall submit a detailed plan for the improvements to the west side of Highway 6. Specifically identified must be:
 - A. Clearing limits,
 - B. Approach locations,
 - C. Wetland buffer areas,
 - D. Docking facilities, and
 - E. Mechanisms for erosion control during construction.

The plan shall be in a form acceptable to the Planning Commission prior to application for final plat.

7. Association documents shall restrict the use of the docking areas on Roosevelt Lake solely for the use of lot owners.
8. Association documents shall reflect that all docks are to be seasonal (not permanent) and thus must be removed annually.
9. OMIT
10. Association documents shall provide a mechanism, agreeable to the Planning Commission, for allocating rights to the mooring slips.
11. The applicant shall prepare and provide to the City a stormwater pollution prevention plan for the entire development that is acceptable to the Planning Commission.
12. Roads within the subdivision shall be built to minimum City standards, but can remain privately maintained. Approvals from the Road Committee are required.
13. That portion of Smokey Hollow Road that lies within this development and is 33-feet south of the centerline of the roadway shall be dedicated to the public, if a 66-foot corridor is not already dedicated for this roadway.
14. Association documents shall indicate that the impervious coverage allowed on each lot shall be limited to the impervious coverage limitation of the underlying zoning district.
15. Eliminate the swimming area and the boardwalk from the plan.
16. Docks and lifts shall be stored off site.
17. The number of boat slips will be limited to 16. To further control access to the docking facility, a lock or key-card system will be established to provide access to only those that have purchased one of the slips.
18. A no wake zone shall be established around the proposed docking facility.
19. All proposed recreational facilities on the west side of Highway 6, except for the 16 mooring slips, are prohibited.
20. Property owners that purchase mooring slips shall receive information regarding best practices for safely crossing the highway.
21. The City will require that the developer continue to coordinate with Mn/DOT and that Mn/DOT's recommendations be implemented, including:
 - A. The north approach/drop off area will not be allowed.
 - B. A northbound right turn lane and a southbound bypass lane must be constructed on TH 6 at the Smokey Hollow Road intersection.
 - C. Lighting and signs shall be installed as per Mn/DOT guidance.
 - D. Roadway and safety appurtenances will be installed as per Mn/DOT guidance.
 - E. Drainage patterns need to be perpetuated and erosion/sediment controlled. A drainage plan must be submitted to Mn/DOT for review.
 - F. No drainage ponds will be allowed in the right of way.

- G. There will be no net increase in development drainage to the highway right of way.
 - H. Proposed development signs must be located outside of the right of way.
 - I. No fences of structures are allowed in the right of way.
 - J. No excavation or grade changes are allowed in the right of way.
 - K. All Mn/DOT permits must be obtained.
22. All costs of compliance with Mn/DOT conditions shall be paid for by the developer.
23. The City of Emily will require, subject to acceptance by Crooked Lake Township within 90 days of preliminary plat approval, that the developer improve Smokey Hollow Road to Crooked Lake Township's standards up to the second entrance to the development. If Crooked Lake Township does not accept the improvements, no improvements to Smokey Hollow Road will be required.
24. The developer shall not burn anything related to its construction activities in preparing the platted lots for sale, including such things as the construction of the roads, parks, trails, and clearing of potential home sites by the Developer. The Developer, however, may haul, chip or bury it.

These items must be submitted to the City no later than Friday, September 25 if you wish to have the public hearing proceed at the October 7, 2009 Planning Commission meeting. If you should have any questions or concerns with your application, please feel free to contact a planner at our office toll free at 866-900-3064.

Sincerely,

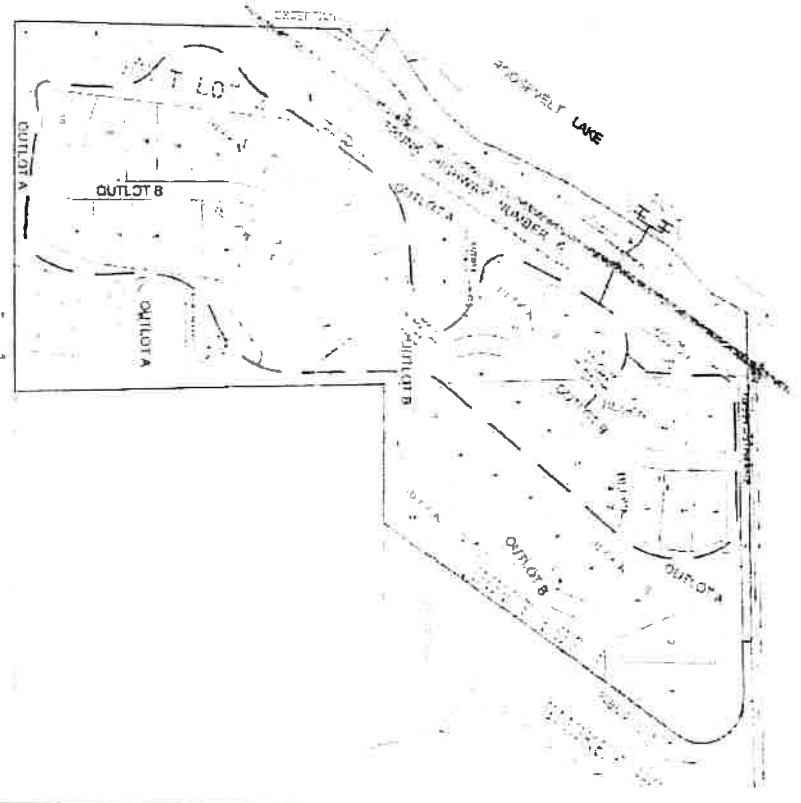
CITY OF EMILY

Charles Marohn
City Planner

Cc: Pat Kestner, City Clerk
Barb Hubbard, Zoning Clerk
Planning Commission
Lonny Thomas
Pat Trotter

EXHIBIT

PASSIVE RECREATION - TRAILS NORTHERN LIGHTS OVER ROOSEVELT LAKE



WALKING TRAILS AS SHOWN TO BE CONSTRUCTED
OF WOOD CHIPS OR SIMILAR MATERIAL AND TO BE
NO WIDER THAN 4 FEET IN WIDTH.



Project Name	Client	Scale	Date	Drawn By	Checked By	Approved By
Passive Recreation Trails	Northern Lights	1" = 100'	10/15/2023	J. Smith	M. Jones	D. White

EXHIBIT

LAKESHORE
NORTHERN LIGHTS OVER ROOSEVELT LAKE

ROOSEVELT LAKE

DETAIL
SCALE 1"=100'

TRUNK HIGHWAY NUMBER 6

ROOSEVELT LAKE

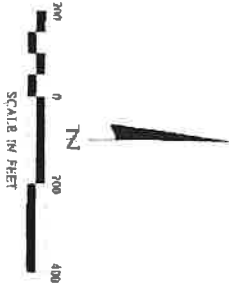
EXCEPTION

TRUNK HIGHWAY NUMBER 6

OUTLOT A

TRUCK

OUTLOT B



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
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1 CITY OF EMILY
2 MEETING MINUTES – APPROVED
3 PLANNING AND ZONING COMMISSION
4 November 4, 2009, 6:00 PM

5
6 1. Call to Order – 6:00 PM

7
8 2. Roll Call

9
10 Planning Commission: Bill Spiess, Jan Mosman (alternate), John Bergstrom, Bonnie Fairchild (chair),
11 Bonnie Kile, Art Patterson

12
13 Council: George Pepek, Bob Swanson (Liaison), Gary Hanson, Russ Gustafson

14
15 Staff: Charles Marohn (City Planner), Barb Hubbard (Zoning Clerk)

16
17 3. Public Hearings

18
19 a. Final Plat of Northern Lights (continuation)

20 Chris Scott, Applicant

21 Application 09-3327

22
23 Marohn reviews the Staff Report. Discusses the engineer's comments. Discusses the financial security
24 for the development agreement.

25
26 Commissioner Bergstrom asks whether or not the developer can meet the engineer's comments.

27
28 Pat Trottier, Landecker and Associates, states that they are comfortable adjusting the geometry at the
29 intersection with Smokey Hollow. They are also comfortable with the topsoil amount, especially since
30 the ditches will need to be properly seeded if it is to ever becoming a public road. They can change the
31 typical section easily to designate Class I Shouldering, which was their intention. They prefer the turn
32 around the way that it is, but will put in a cul-de-sac if needed.

33
34 Trottier asks if this has been sent to the Road Committee.

35
36 Councilor Hanson states that they will be meeting next week prior to the Council meeting on it.
37 Discusses concerns with the circle cul-de-sac and the full paved cul-de-sac. Recommends the full paving.

38
39 Commissioner Bergstrom asks about the engineer's first comment and the lot number.

40
41 Trottier indicates that he feels this is a moot point.

42
43 Commissioner Mosman states that there has been discussion about public and private roads. Marohn
44 has indicated that the city loses money when it takes over roads.

45
46 Marohn states that the roads in this subdivision are private. The city is not taking on any expense with
47 this subdivision. If in the future the applicant petitions the City to take over the road, that will be a City
48 Council decision.

49
50 Commissioner Bergstrom asks about the road security.
51
52 Kimberly Brzezinski, Thomas and Associates, indicates that Lonny Thomas may have received the
53 information from Marohn, but is out of town this week.
54
55 Chair Fairchild asks for public comment.
56
57 Dave Johnson, states that he has some continuing questions. The first is regarding the 15-foot wide
58 cutting to the lake. Is that in or out.
59
60 Commissioner Bergstrom states that this has been reduced to a 10-foot wide clearing.
61
62 Johnson asks if we are taking things out from the lake there.
63
64 Chair Fairchild states that they will have temporary parking there and so there will be some stuff carried
65 through.
66
67 Johnson states that he is talking about docks and lifts. Questions how long parking will be allowed.
68 Short-term is fairly vague. Can envision vehicles spilling out over that blacktop area, which could tear up
69 the vegetation that is filtering the water. We need to be clear on the parking. Delineating where it would
70 be so they are not parking all over. Has fears that they will be taking the docks and lifts in and out
71 through there. They will then be off the woodchip trail and there will be erosion, antifreeze and oil. All
72 that is holding it back now is grass. Without that, there is nothing there to protect it. If docks and lifts
73 have to be loaded and moved, it would be easier to float them down. Does not know how they can carry
74 them up that hill without damaging the ice ridge. There should be nothing motorized here. Asks where
75 the edge of motorized use would be.
76
77 Chair Fairchild states that the edge of the parking area would delineate the edge of the passive
78 recreation area.
79
80 Discussion on passive recreation area. Marohn requests clarification on what the Planning Commission
81 is considering.
82
83 Chair Fairchild asks for additional public comment. None received. Closes public comments. Asks for
84 Commission input on the dock and passive recreation system.
85
86 Commissioner Mosman states that it was always assumed that the docks and lifts would be taken down
87 to the public access. The first time she heard them coming up on this property was at the last meeting.
88 Did not know this was allowed by the City Council. The discussion had always alluded the opposite.
89
90 Chair Fairchild states that was largely based on Mn/DOT.
91
92 Trotter, states they are not looking to damage the lakeshore. Does not see anywhere in the ordinance
93 where the entire outlot is passive recreation. The requirement is that the pathways be for passive
94 recreation only. There is no verbage about the entire outlot being for passive recreation only. ATV's are
95 allowed by State Statute in the Highway right-of-way. We are potentially saying that everyone has a
96 right to use an ATV in the right-of-way, unless you own a lot in the subdivision.

97
98 Chris Scott, states that he is not concerned about being able to drive an ATV down to grad the docks. It
99 can be done with manpower. Eight guys can go down to take them out delicately. It can be done in a
100 reasonable manner instead of floating them down. We don't need to get ATV's down there.
101
102 Commissioner Spiess states that if you talk to installers, most would recommend floating them down.
103
104 Scott states that may be and if so, he will do that. Would like to keep the option open for doing it both
105 ways, especially if it is more cost effective.
106
107 Commissioner Bergstrom asks if there were no motorized vehicles beyond the bituminous areas, if that
108 would be acceptable.
109
110 Scott states that he is fine with that.
111
112 Commissioner Mosman asks about delineating the drop off area.
113
114 Chair Fairchild asks if it can be approved as per Mn/DOT.
115
116 Marohn states that it can not be.
117
118 Commissioner Mosman asks about making the time limit clear.
119
120 Marohn recommends that it be left to the police powers of the City. That way it can be changed as
121 needed if the conditions warrant.
122
123 Commissioner Spiess recommends that the sign say, "Loading and Unloading Only. No Parking."
124
125 Councilor Hanson, states that the time limit is really a no-go since the individual will always say they just
126 got there. Recommends that it be "Unattended Vehicle will be Tagged and/or Towed".
127
128 General consensus that this would be the best approach.
129
130 Commissioner Mosman asks about protecting the lake side of the loading area. States that a berm could
131 be put there to protect the lake.
132
133 Marohn indicates that during the Mn/DOT meeting there were no concerns raised on this particular
134 issue. There was a discussion of stormwater impacts, but they dealt with other aspects of the project.
135 There were no concerns raised with this particular area.
136
137 Commissioner Bergstrom states that he would like to see some language put in that would restrict
138 motorized use to the turn around area. If they can lift things in and out, that is wonderful, but does not
139 believe that others are floating their docks out. Like Councilor Hanson's suggestions on signs, but that
140 does not need to be decided at this level but can be deferred to the road committee or the police
141 department.
142
143 Chair Fairchild asks about the security and the Planner's recommendation for \$5,000.
144

145 Commissioner Bergstrom states that he is comfortable with that.
146
147 Discussion on adding a note to the plan limiting vehicle access to the west side of the property. Trottier
148 indicates that they will do this.
149
150 Motion by Commissioner Spiess, seconded by Commissioner Bergstrom, to accept the passive
151 recreation plan, accept the plan for the development of the West Side of Highway 6 and accept the
152 Stormwater Pollution Prevention Plan. Passed unanimously.
153
154 Note on the plan indicating no vehicular access beyond the dropoff zone on the west side of the
155 highway.
156
157 Motion by Commissioner Spiess, seconded by Commissioner Patterson, to recommend approval of
158 the Final Plat for Northern Lights over Roosevelt based on the following findings of fact:
159 1. The applicant has complied with the conditions of the preliminary plat approval.
160 a. The applicant has submitted an exhibit of passive recreation facilities. The Planning
161 Commission HAS accepted the drawing and its implementation has been included in
162 the development agreement.
163 b. Section 3.1, subpart e of the Declarations indicates that all trails and walkways shall
164 be constructed of wood chips or similar material.
165 c. Section 3.1, subpart f of the Declarations establishes the 50-foot vegetative buffer in
166 Outlot A and prohibits the clearing of live trees or brush in this buffer.
167 d. Section 3.1, subpart g of the Declarations prohibits vegetation removal in Outlot A as
168 per the preliminary plat.
169 e. Section 3.1, subpart h of the Declarations restricts impacts to the ice ridge.
170 f. The applicant has submitted a plan for development on the west side of Highway 6.
171 The Planning Commission HAS accepted the plan.
172 g. Section 2.12 of the Declarations restrict the use of docking areas on Roosevelt Lake to
173 lot owners.
174 h. Section 2.12 of the Declarations indicate that docks are to be removed annually.
175 i. Section 2.12 of the Declarations provides a mechanism agreeable to the Planning
176 Commission for allocating rights to the mooring slips.
177 j. The applicant has prepared a stormwater pollution prevention plan. The plan has
178 been reviewed and accepted by the Planning Commission.
179 k. The applicant has submitted a road plan that has been reviewed by the City Engineer.
180 The engineer's concerns have been resolved.
181 l. The portion of Smokey Hollow Road that is owned by the applicant is being dedicated
182 to the public as part of the subdivision.
183 m. Section 7.5 of the Association documents limit the impervious coverage for each lot to
184 that of the underlying zoning district.
185 n. The swimming area and boardwalk have been eliminated from the submitted plans.
186 o. Section 2.12 of the Declarations indicates that docks and lifts are to be stored off site
187 or east of Highway 6.
188 p. Section 2.12 of the Declarations limits the number of boat slips to 16 and requires the
189 establishment of a key card system.
190 q. Section 2.12 of the Declarations requires the establishment of a no wake zone around
191 the docking facility.

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- r. Section 2.12 of the Declarations prohibits all recreational facilities on the west side of Highway 6, with the exception of the 16 mooring slips.
 - s. Section 2.12 calls for property owners purchasing a mooring slip to receive information regarding best practices for safely crossing the highway.
 - t. The applicant has coordinated improvements with Mn/DOT, which is requiring a \$10,000 security deposit to ensure the improvements are completed.
 - u. Crooked Lake Township has indicated that Smokey Hollow Road is to have aggregate surfacing material added by the developer within the existing road section.
 - v. Section XX of the Development Agreement indicates that nothing will be burned in the preparation of the lots.
2. The final plat is in agreement with the approved preliminary plat.
 3. The City Attorney has completed review of the title work and found it to be acceptable.
 4. There are no public improvements required on the property. The only public improvements are to Highway 6, which are being handled by Mn/DOT.
 5. A plat check by an independent land surveyor has been completed.
 6. A financial security of \$5,000 will be provided for security on the construction of the lights and the erection of signs in the drop off area.

Passed unanimously.

Staff is directed to not forward final plat recommendation to the City Council if the updated development plan and the updated development agreement are not provided by the end of the business day Thursday, November 5, 2009.

Marohn reviews the Park Dedication fee and the numbers included in the Staff Report.

Chair Fairchild asks for Planning Commission input.

Commissioner Spiess states that we have been fairly consistent and have developed a good approach here.

Brzezinski states that this is lake property and, as such, will not put added strain on the City's park system. Additionally, the developer has included trails within the development, which will also reduce the strain on the City's park system.

Trottier states that the other developments where this approach was applied did not include trails or other recreational facilities. As comparables, there should be some consideration to this when discussing the park fees.

Commissioner Mosman states that this is a large project and, while this seems like a large amount, there will be added use to park facilities from this plat.

Chair Fairchild states that at first people will use the lake, but over time they will discover the other amenities in the community and use those too.

Mayor Pepek states that as the City grows there is a need to increase park space. As the City gets bigger, we try to make improvements to add recreational opportunities for people. This more than fair to stay pretty even with all of the developments. As we did this analysis, we actually dropped the amount. As long as it is uniform for everyone, it is a good way to go.

240
241 Councilor Hanson, states that the park dedication fee is for the improvement of existing parks. Supports
242 the fee.
243
244 Commissioner Spless makes a motion, seconded by Commissioner Bergstrom, to recommend a park
245 dedication fee of \$706 per lot for a total park dedication of \$29,652 for the development.
246
247
248 b. Ordinance Amendment to allow Handicap Ramps without a Permit
249 City of Emily, Applicant
250 Application 09-3359
251
252 Marohn reviews the Staff Report.
253
254 Chair Fairchild asks for public input. None received. Closes public comments. Asks for Commission
255 comments. None received. Asks for a motion.
256
257 Motion by Commissioner Spiess, seconded by Commissioner Patterson, to recommend the changes to
258 the City Council as proposed. Passed Unanimously.
259
260
261 c. Application to Rezone from Commercial Transition to Shoreline Residential
262 Bruce Toftness, Properties Etc., Applicant
263 Application 09-3360
264
265 Marohn reviews the Staff Report.
266
267 Chair Fairchild asks for public input. None received. Closes public comments. Asks for Commission
268 comments. None received. Asks for a motion.
269
270 Motion by Commissioner Bergstrom, seconded by Commissioner Spiess, to recommend rezoning the
271 property as requested. Passed Unanimously.
272
273 4. Additions or Deletions to the Agenda
274
275 Discussion on Crow Wing County grant added to New Business.
276
277 5. Open Forum
278
279 None.
280
281 6. Approval of Minutes
282 a. September 2009 Meeting
283
284 Those in attendance were Bill Spiess, Jan Mosman, John Bergstrom, Bonnie Fairchild and Bob Swanson.
285
286 Motion by Commissioner Bergstrom, seconded by Commissioner Spiess, to approve the minutes with
287 amendment indicating who was in attendance at the recessed meeting. Passed Unanimously.

288
289 b. October 2009 Meeting
290
291 Chair Fairchild stated that this was put off until next month.
292
293 7. Planning and Zoning Administrator's Report
294 a. Permits
295 b. Correspondence
296
297 Marohn reviews the correspondence.
298
299 Barb Hubbard indicates that the City has received a high response rate thus far.
300
301 Discussion on setting up a web site with information on non-responsive and non-conforming systems
302 and then coordinating with lake associations to allow them an opportunity to discuss with their
303 neighbors. Marohn directed to look into doing this.
304
305 c. Enforcement Actions
306
307 Marohn reviews the enforcement actions.
308
309 d. SSTS Compliance Tracking
310 e. Pending Inspections
311
312 Marohn directed to follow up with Crow Wing County on Springman.
313
314 8. New Business
315 a. Metes and Bounds Subdivision Application 09-3352, Robert and Bonnie Ferdelman
316
317 Marohn reviews the Staff Report.
318
319 **Motion to approve by Commissioner Spiess, seconded by Commissioner Kile, based on the following**
320 **findings of fact:**
321
322 1. The proposed lots meet minimum lot requirements.
323 2. Both lots will be well under the 20 percent impervious surface cover limit.
324 3. The property being consolidated and "Parcel A" and "Parcel B" are all zoned Shoreline
325 Residential. Both newly created properties are suitable in their natural state for the intended
326 purposes.
327 4. Neither property contains any non-conforming structures that are specifically regulated by the
328 City.
329 5. The parcel being split is vacant and does not contain any sewage treatment systems. "Parcel
330 A" contains a single family dwelling with a compliant system while "Parcel B" contains only a
331 garage and no sewage treatment system.
332 6. There are not any proposals for water based recreation.
333 7. The lot areas and dimensions for both "Parcel A" and Parcel B" will conform to the Zoning
334 Ordinance for Shoreline Residential.

- 335 8. Lot layouts are compatible with adjoining properties and will not constrain the future
336 development of adjacent properties.
337 9. All side lot lines are depicted at angles consistent with the curve of Whitetail Drive and Little
338 Pine Road.
339 10. Each lot has over 33 feet of frontage on a designated right-of-way.
340 11. There are not any proposed streets.
341 12. There are no public utilities contemplated for the properties. Easements for private utilities
342 are also not needed.
343 13. The proposed lots are all adequate in size to provide for construction of a dwelling, sewage
344 treatment system and water supply without the need for a variance.
345

346
347 b. Metes and Bounds Subdivision Application 09-3395, Jay and Teresa Linn
348

349 Marohn reviews the Staff Report. Indicates that he is now aware of a shed that is on the property but
350 was not permitting and does not show up on any site plan. States that he would like to discuss this with
351 the property owner before we proceed with the subdivision.
352

353 **Motion to table made by Commissioner Spiess, seconded by Commissioner Bergstrom. Passed**
354 **Unanimously.**
355

356
357 c. Crow Wing County Grant
358

359 Commissioner Bergstrom presents an email from Chris Pence of Crow Wing County regarding a grant for
360 SSTS inspections on Roosevelt Lake. They are targeting people without a compliance inspection or
361 where their inspection has expired.
362

363 Mayor Pepek is concerned that we would be helping pay for Cass County when we have already been
364 doing this in Crow Wing County.
365

366 Commissioner Mosman points out that it doesn't say who pays the local match. It just asks Emily to
367 support the activity.
368

369 Marohn directed to contact Pence and to research how many properties in Emily would be impacted.
370

371 9. Old Business

372 a. Comprehensive Plan Review
373

374 Marohn indicates that the survey is set to go on the Week of the 16th.
375

376 b. Manganese Mining Ordinance
377

378 Nothing new to report.
379

380 c. Grading in Shoreland Areas
381

382 10. Adjourn – 8:32 PM

383

384 *Respectfully Submitted,*

385

386

387

388 Charles Marohn, City Planner

November 10, 2009

**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**

November 10, 2009

The Emily City Council met for a regular meeting on Tuesday, November 10, 2009, in the Council Chambers and it was called to order by Mayor George Pepek at 6:00 PM. Councilmembers Gerhart Hanson, Daniel Barrett, Russ Gustafson, and Bob Swanson were present. Also present was Jeff Ledin of S.E.H., City Attorney Steve Qualley, and City Clerk, Patricia Kestner.

COUNCILMEMBER BARRETT MADE A MOTION TO APPROVE THE AGENDA AS PRESENTED. COUNCILMEMBER SWANSON SECONDED. MOTION CARRIED.

COUNCILMEMBER HANSON MADE A MOTION TO APPROVE THE CONSENT AGENDA WHICH INCLUDED THE MINUTES FROM THE OCTOBER 13, 2009 REGULAR COUNCIL MEETING, OCTOBER 13, 2009 EDA MEETING; THE FINANCIAL REPORT FROM OCTOBER 2009, GENERAL SAVINGS \$288,474.05, SPECIAL SAVINGS \$319,020.70, INVESTMENTS \$430,635.40, TOTAL \$1,038,130.15; PAYMENT OF CITY BILLS: \$58,891.47 WITH TRANSFER OF FUNDS GENERAL SAVINGS \$35,000.00 AND SPECIAL SAVINGS \$9,885.51 (\$2,373.84 SCHOOL, \$313.75 FIRE, \$5,000.00 SEWER, \$2,197.92 RECYCLING,) TO CHECKING. COUNCILMEMBER GUSTAFSON SECONDED. MOTION CARRIED.

POLICE: Chief Bernhjelm gave an update on the State ARMER radio system. He will be attending a meeting on Thursday, November 12, 2009 in Brainerd to discuss the first step in laying out the plan for participation of all Crow Wing agencies in migrating to the State ARMER system. **COUNCILMEMBER HANSON MADE A MOTION TO APPROVE CHIEF BERNHJELM AND UP TO TWO OFFICERS ATTEND SAFE & SOBER REFRESHER TRAINING SPENDING UP TO \$1,000.00 FOR THE TRAINING, WAGES, AND MILEAGE. COUNCILMEMBER BARRETT SECONDED AND MOTION CARRIED.**

ROADS: Jeff Ledin reported that each Councilmember was given a copy of the bridge plan quote and it will be discussed at the December Council meeting. The new drainage pond plan needs to be redrawn due to changes the City made to the pond and the plans will be sent to Crow Wing County Highway Department. Jeff Ledin was directed to contact the CWCHD to discuss sharing the fees for the record drawing.

Councilmember Gary Hanson reported he and Maintenance Supervisor Tony Stockard attended a seminar on sign reflectivity. All City road signs need to be checked by a 60 year old male in an SUV, 100 feet from the sign and in the evening for reflectivity or purchase a piece of equipment to do the reading. The Clerk's office will maintain a record of the signs checked with a completion date of 2018.

FIRE: Mayor Pepek reported that the Fire Relief Association will try to donate \$5,000.00 per year towards the new radio system.

1ST RESPONSE: No report.

PUBLIC FORUM: Dave Johnson of Old Highway 6 stated he has a concern regarding the removal of docks out of the lake at the shoreline of Northern Lights Over Roosevelt instead of floating the lifts to the public landing. There will be deterioration of the grass area. Councilmember Swanson stated the persons hired to remove the docks and lifts has the options to remove them however they chose.

SCHOOL: Councilmember Gustafson reported Marty Hann in the Business Office is retiring and the school received 40 applications. There is a Hunters Dinner on Saturday, November 17th.

CITY HALL: COUNCILMEMBER BARRETT MADE THE MOTION TO PURCHASE NEW DISH CLOTHS AND TOWELS FOR CITY HALL NOT TO EXCEED \$100.00. COUNCILMEMBER SWANSON SECONDED AND MOTION CARRIED.

WASTEWATER: COUNCILMEMBER GUSTAFSON MADE A MOTION TO APPROVE DAVE JOHNSON AS A MEMBER OF THE WASTEWATER COMMITTEE. COUNCILMEMBER BARRETT SECONDED AND MOTION CARRIED.

CEMETERY: Councilmember Swanson reported there were two burials, Ruth Kitchenhoff and Tommy Joe Morales.

PERSONNEL: COUNCILMEMBER SWANSON MADE A MOTION TO APPROVE BRIAN FOSTER AS A PERMANENT FULL TIME EMPLOYEE WITH A PAY INCREASE TO \$15.19 AS OF OCTOBER 28, 2009. COUNCILMEMBER GUSTAFSON SECONDED AND MOTION CARRIED.

COUNCILMEMBER GUSTAFSON MADE A MOTION TO APPROVE THE CHANGE OF HOURS IN THE PLANNING AND ZONING OFFICE FROM FIVE DAYS A WEEK TO THREE DAYS A WEEK, MONDAY, TUESDAY AND WEDNESDAY, FIVE HOURS EACH DAY FOR THE PERIOD OF DECEMBER 1, 2009 TO APRIL 1, 2010. COUNCILMEMBER HANSON SECONDED. It was stated that Barb Hubbard was okay with this change. MOTION CARRIED.

COUNCILMEMBER HANSON MADE A MOTION TO APPROVE A CHANGE OF HOURS FOR THE DEPUTY CLERK BY CUTTING HER FRIDAY HOURS, FOUR HOURS AND ALL OF HER BENEFITS WILL REMAIN THE SAME. COUNCILMEMBER BARRETT SECONDED. VOTE TAKEN WITH HANSON, BARRETT AND SWANSON VOTING AYE AND COUNCILMEMBER GUSTAFSON VOTED NAY. MOTION CARRIED BUT NOT UNANIMOUSLY.

COUNCILMEMBER HANSON MADE THE MOTION TO APPROVE THE THREE YEAR UNION CONTRACT AS PRESENTED. COUNCILMEMBER SWANSON SECONDED. The contract period is January 1, 2010 to December 31, 2012. The employees will receive a 3.5% pay increase for each of the three years. Meal reimbursements were increased from \$22.00 to \$37.50 and health insurance City contribution will increase from \$700 per month to \$750 the first year, \$770 the second, and \$780 the third year. MOTION CARRIED.

COUNCILMEMBER GUSTAFSON MADE A MOTION TO ALLOW TONY STOCKARD TO DONATE SOME OF HIS 2009 VACATION TO AN EMPLOYEE FOR A FAMILY MEDICAL EMERGENCY DURING THE REST OF 2009. COUNCILMEMBER BARRETT SECONDED AND MOTION CARRIED.

PLANNING & ZONING: COUNCILMEMBER BARRETT MADE THE MOTION TO APPROVE THE FINAL PLAT OF NORTHERN LIGHTS OVER ROOSEVELT BASED ON SIX FINDINGS OF FACT AND A PARK DEDICATION FEE IN THE AMOUNT OF \$29,652.00.

1. THE APPLICANT HAS COMPLIED WITH THE CONDITIONS OF THE PRELIMINARY PLAT APPROVAL.
 - a. THE APPLICANT HAS SUBMITTED AN EXHIBIT OF PASSIVE RECREATION FACILITIES. THE PLANNING COMMISSION HAS ACCEPTED THE DRAWING AND ITS IMPLEMENTATION HAS BEEN INCLUDED IN THE DEVELOPMENT AGREEMENT.
 - b. SECTION 3.1, SUBPART E OF THE DECLARATIONS INDICATES THAT ALL TRAILS AND WALKWAYS SHALL BE CONSTRUCTED OF WOOD CHIPS OR SIMILAR MATERIAL.
 - c. SECTION 3.1, SUBPART F OF THE DECLARATIONS ESTABLISHES THE 50-FOOT VEGETATIVE BUFFER IN OUTLOT A AND PROHIBITS THE CLEARING OF LIVE TREES OR BRUSH IN THIS BUFFER.
 - d. SECTION 3.1, SUBPART G OF THE DECLARATIONS PROHIBITS VEGETATION REMOVAL IN OUTLOT A AS PER THE PRELIMINARY PLAT.
 - e. SECTION 3.1, SUBPART H OF THE DECLARATIONS RESTRICTS IMPACTS TO THE ICE RIDGE.
 - f. THE APPLICANT HAS SUBMITTED A PLAN FOR DEVELOPMENT ON THE WEST SIDE OF HIGHWAY 6. THE PLANNING COMMISSION HAS ACCEPTED THE PLAN.
 - g. SECTION 2.12 OF THE DECLARATIONS RESTRICT THE USE OF DOCKING AREAS ON ROOSEVELT LAKE TO LOT OWNERS.
 - h. SECTION 2.12 OF THE DECLARATIONS INDICATE THAT DOCKS ARE TO BE REMOVED ANNUALLY.
 - i. SECTION 2.12 OF THE DECLARATIONS PROVIDES A MECHANISM AGREEABLE TO THE PLANNING COMMISSION FOR ALLOCATING RIGHTS TO THE MOORING SLIPS.
 - j. THE APPLICANT HAS PREPARED A STORMWATER POLLUTION PREVENTION PLAN. THE PLAN HAS BEEN REVIEWED AND ACCEPTED BY THE PLANNING COMMISSION.
 - k. THE APPLICANT HAS SUBMITTED A ROAD PLAN THAT HAS BEEN REVIEWED BY THE CITY ENGINEER. THE ENGINEER'S CONCERNS HAVE BEEN RESOLVED.
 - l. THE PORTION OF SMOKEY HOLLOW ROAD THAT IS OWNED BY THE APPLICANT IS BEING DEDICATED TO THE PUBLIC AS PART OF THE SUBDIVISION.
 - m. SECTION 7.5 OF THE ASSOCIATION DOCUMENTS LIMIT THE IMPERVIOUS COVERAGE FOR EACH LOT TO THAT OF THE UNDERLYING ZONING DISTRICT.

- n. THE SWIMMING AREA AND BOARDWALK HAVE BEEN ELIMINATED FROM THE SUBMITTED PLANS.
 - o. SECTION 2.12 OF THE DECLARATIONS INDICATES THAT DOCKS AND LIFTS ARE TO BE STORED OFF SITE OR EAST OF HIGHWAY 6.
 - p. SECTION 2.12 OF THE DECLARATIONS LIMITS THE NUMBER OF BOAT SLIPS TO 16 AND REQUIRES THE ESTABLISHMENT OF A KEY CARD SYSTEM.
 - q. SECTION 2.12 OF THE DECLARATIONS REQUIRES THE ESTABLISHMENT OF A NO WAKE ZONE AROUND THE DOCKING FACILITY.
 - r. SECTION 2.12 OF THE DECLARATIONS PROHIBITS ALL RECREATIONAL FACILITIES ON THE WEST SIDE OF HIGHWAY 6, WITH THE EXCEPTION OF THE 16 MOORING SLIPS.
 - s. SECTION 2.12 CALLS FOR PROPERTY OWNERS PURCHASING A MOORING SLIP TO RECEIVE INFORMATION REGARDING BEST PRACTICES FOR SAFELY CROSSING THE HIGHWAY.
 - t. THE APPLICANT HAS COORDINATED IMPROVEMENTS WITH MN/DOT, WHICH IS REQUIRING A \$10,000 SECURITY DEPOSIT TO ENSURE THE IMPROVEMENTS ARE COMPLETED.
 - u. CROOKED LAKE TOWNSHIP HAS INDICATED THAT SMOKEY HOLLOW ROAD IS TO HAVE AGGREGATE SURFACING MATERIAL ADDED BY THE DEVELOPER WITHIN THE EXISTING ROAD SECTION.
 - v. SECTION XX OF THE DEVELOPMENT AGREEMENT INDICATES THAT NOTHING WILL BE BURNED IN THE PREPARATION OF THE LOTS.
2. THE FINAL PLAT IS IN AGREEMENT WITH THE APPROVED PRELIMINARY PLAT.
 3. THE CITY ATTORNEY HAS COMPLETED REVIEW OF THE TITLE WORK AND FOUND IT TO BE ACCEPTABLE.
 4. THERE ARE NO PUBLIC IMPROVEMENTS REQUIRED ON THE PROPERTY. THE ONLY PUBLIC IMPROVEMENTS ARE TO HIGHWAY 6, WHICH ARE BEING HANDLED BY MN/DOT.
 5. A PLAT CHECK BY AN INDEPENDENT LAND SURVEYOR HAS BEEN COMPLETED.
 6. A FINANCIAL SECURITY OF \$5,000 WILL BE PROVIDED FOR SECURITY ON THE CONSTRUCTION OF THE LIGHTS AND THE ERECTION OF SIGNS IN THE DROP OFF AREA.

COUNCILMEMBER HANSON SECONDED AND MOTION CARRIED.

COUNCILMEMBER GUSTAFSON MADE THE MOTION TO APPROVE AN ORDINANCE 906 AMENDMENT WHICH WILL ALLOW TEMPORARY USE HANDICAP RAMPS NOT REQUIRE A PERMIT. COUNCILMEMBER SWANSON SECONDED AND MOTION CARRIED.

COUNCILMEMBER SWANSON MADE A MOTION TO APPROVE THE APPLICATION TO REZONE FROM COMMERCIAL TRANSITION TO SHORELINE RESIDENTIAL, APPLICANT BRUCE TOFTNESS, PROPERTIES ETC. BASED ON THE FOLLOWING EIGHT FINDINGS OF FACT:

1. THE SUBJECT PROPERTY IS CURRENTLY ZONED COMMERCIAL TRANSITION.
2. THE PROPOSED LOT WOULD MEET THE MINIMUM LOT WIDTH REQUIREMENTS IN THE SHORELINE RESIDENTIAL ZONE WHEN CONSOLIDATED WITH ADJACENT PARCELS.
3. THE LOT WILL ALL MEET THE MINIMUM BUILDABLE LOT AREA IN THE SHORELINE RESIDENTIAL ZONE.
4. THE REZONING OF THE PROPERTY FROM COMMERCIAL TRANSITION TO SHORELINE RESIDENTIAL WOULD BE IN CONFORMANCE WITH THE CITY OF EMILY COMPREHENSIVE PLAN.
5. THE SUBJECT PROPERTY IS DESIGNATED AS COMMERCIAL TRANSITION ON THE FUTURE LAND USE MAP AND THE ADJACENT PARCELS ARE DESIGNATED COMMERCIAL TRANSITION, SHORELINE RESIDENTIAL AND SHORELINE COMMERCIAL.
6. THE PROPOSED REZONING IS KEEPING WITH THE PURPOSE AND INTENT OF THE ORDINANCE.
7. THE PROPOSED REZONING IS COMPATIBLE WITH THE SURROUNDING PROPERTIES AS THEY ARE ZONED SHORELINE RESIDENTIAL AND COMMERCIAL TRANSITION.
8. ALL LOT, USE, AND DENSITY REQUIREMENTS ARE MAINTAINED WITH THE PROPOSED REZONING.

COUNCILMEMBER BARRETT SECONDED AND MOTION CARRIED.

COUNCILMEMBER HANSON MADE THE MOTION TO WAIVE THE AFTER THE FACT FEE FOR BOB WEINS FOR A VIOLATION WHICH HAPPENED WITH THE PREVIOUS OWNER OF THE PROPERTY. COUNCILMEMBER GUSTAFSON SECONDED. The issue has been resolved. MOTION CARRIED.

P&Z is still working on the comp plan and will have sheets in the City Hall all of the week of November 16th for residents to give feedback and implementation strategies for goals that have been created for different topics including Environment, Economic Development, Parks and Recreation, and Zoning and Land Use.

November 10, 2009

4

ATTORNEY: Attorney Steve Qualley will continue to keep an eye on the Crosslake challenge regarding park dedication fees. The State has placed stricter restrictions and he will let the City know of any changes.

MANGANESE: Mayor Pepek reported the pumping test is finished. He notice the flow of the water is down Highway 6 through town.

PARKS: Mayor Pepek would like the money, \$800.00, approved for dugout roofs to be put into a CD at the end of the year so the roofs can be replaced in 2010.

TekCar owners, Terry Usherwood and Kelly Kovatovich apologized to the Council on the late payments. All three owners were served paperwork from the City attorney regarding the City loan. The Attorney is recalculating the interest to get an exact amount due. The Mayor would like a sub committee to discuss with TekCar future payments, Russ Gustafson and Gary Hanson were asked to be the committee. The default judgment can wait if payments continue to move forward. Terry stated within a week he would know better where the Company is going.

COUNCILMEMBER GUSTAFSON MADE THE MOTION TO APPROVE THE RENEWAL OF LIQUOR LICENSE FOR GRANNY'S, BARRETT'S LOG CABIN, BUNGALOW FOR ON-SALE \$1,200, OFF-SALE \$100, SUNDAY ON-SALE \$200, REDDINGS OFF-SALE ONLY \$100, LAKE COUNTRY FOODS 3.2 OFF-SALE \$25 AND EMILY GREENS ON-SALE 7 MONTHS 3.2 BEER \$44 ONCE ALL INFORMATION IS RECEIVED. COUNCILMEMBER HANSON SECONDED AND MOTION CARRIED.

The Council directed the City Attorney to work on an ordinance amendment regarding if someone is delinquent with their wastewater they must be current in order to renew their liquor license or any other license.

COUNCILMEMBER BARRETT MADE THE MOTION TO APPROVE THE CITY RENEWAL PROPERTY & CASUALTY INSURANCE COVERAGE AS PRESENTED. COUNCILMEMBER GUSTAFSON SECONDED AND MOTION CARRIED.

COUNCILMEMBER GUSTAFSON 09-15 CERTIFY OF DELINQUENT SEWER CHARGES AS OF OCTOBER 1, 2009 TO PROPERTY TAXES. COUNCILMEMBER HANSON SECONDED AND MOTION CARRIED.

COUNCILMEMBER BARRETT MADE A MOTION TO APPROVE A SEWER ORDINANCE AMENDMENT, ORDINANCE 401 SECTION 1.1, SUBSECTION 12, PROVIDING THAT PROPERTIES CONNECTED TO THE MUNICIPAL WASTEWATER SYSTEM SUCH AS MULTIPLE-FAMILY OR MULTIPLE UNIT BUILDINGS SHALL BE CHARGED AS COMMERCIAL USERS. COUNCILMEMBER SWANSON SECONDED AND MOTION CARRIED.

COUNCILMEMBER GUSTAFSON MADE THE MOTION TO APPROVE PUBLICATION OF THE SUMMARY OF THE WASTEWATER ORDINANCE AMENDMENT. COUNCILMEMBER SWANSON SECONDED AND MOTION CARRIED.

COUNCILMEMBER BARRETT MADE THE MOTION TO APPROVE REMOVING OR VOIDING CHECK #27963 IN THE AMOUNT OF \$70 FROM THE CITY BANK RECONCILIATION. COUNCILMEMBER GUSTAFSON SECONDED. The \$70 will be added to the checking account. MOTION CARRIED.

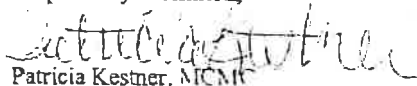
COUNCILMEMBER HANSON MADE THE MOTION TO APPROVE THE CLERK'S OFFICE TO MAKE AN ADDITIONAL COUNCIL PACKET FOR THE OFFICIAL NEWSPAPER. COUNCILMEMBER SWANSON SECONDED AND MOTION CARRIED.

COUNCILMEMBER BARRETT MADE A MOTION TO SUPPORT THE IDEA OF A SEPTIC UPDATE FOR CASS COUNTY COLLABORATIVE GRANT APPLICATION. COUNCILMEMBER HANSON SECONDED AND MOTION CARRIED.

COUNCILMEMBER BARRRETT MADE THE MOTION TO ADJOURN AND COUNCILMEMBER SWANSON SECONDED. MOTION CARRIED.

Meeting adjourned at 8:30 P.M.

Respectfully submitted,


Patricia Kestner, MCMT
City Clerk

1 **MINUTES**

2 **EMILY PLANNING COMMISSION/BOARD OF ADJUSTMENT**
3 **REGULAR MEETING**

4
5 **September 5, 2023**

6
7 **1. CALL TO ORDER**

8 The meeting was called to order by Commissioner Johnson at 6:00 pm.
9 Pledge of allegiance was recited.

10
11 **ROLL CALL**

12 **PRESENT:** Dave Johnson (Chairperson), Bill Spiess, Lynn Bartel, Denise Vukelich, Patrick
13 Rheaume and Faye Hughes.
14 **Council:** Greg Koch (Liaison)
15 **Staff:** Brittney Cotner, Zoning Administrator (Sourcewell) and Sue Fahrendorff, Planning &
16 Zoning Clerk
17 **Public:** Dan Erickson

18
19 **2. ADDITIONS OR DELETIONS TO AGENDA**

20
21 None

22
23 **3. OPEN FORUM**

24
25 None

26
27 **4. PUBLIC HEARINGS-CONTINUATION FROM AUGUST 1,2023 MEETING**

- 28
29 a. **Conditional Use Permit Application 23-40** to allow for the construction and operation of
30 4 commercial storage unit buildings within the Commercial Transition/Light Industrial
31 zoning district. Owner/Applicant: Emily Ace Storage, LLC. Continuation from August
32 2023 meeting.

33
34 **Cotner provided a brief background:**

35 Cotner stated the Planning Commission approved the Conditional Use Permit at their
36 Planning Commission meeting August 1, 2023 with the following conditions:

- 37 1. Any additions to impervious coverage must remain within the allowed
38 amount for the zoning district
39 2. Lighting for the business and signage must be downcast
40 3. No habitable structures are part of the request. Septic and well may be
41 installed but are not to be used for dwelling purposes.
42 4. Holding pond for storm water retention.

48 The Planning Commission made a recommendation to the City Council to approve the
 49 Conditional Use Permit. At the August 8, 2023 City Council meeting, the Council
 50 decided to send the recommendation back to the Planning Commission for
 51 additional information and clarification of the following:
 52 Driving surface and driveway access.
 53

54 Zoning staff made a site visit to the property and provided photos of driveway access to
 55 the property. Cotner state she spoke with the applicant and there will be no driving
 56 surface or materials added to the property. He intends to use the dirt surface that is
 57 already there and use the driveway that already exists.
 58

59 Planning Commissioners discussed the impervious coverage is at the maximum allowed
 60 for this lot per the ordinance, so the addition of gravel or asphalt wouldn't be allowed
 61 without applying for a variance.
 62

63 **MOTION MADE BY COMMISSIONER JOHNSON TO OPEN PUBLIC HEARING.**
 64 **SECONDED BY COMMISSIONER VUKELICH. ALL VOTED IN FAVOR, MOTION**
 65 **CARRIED. 5-0.**
 66

67 Dan Erickson stated there is not a lot of traffic going in and out of the other storage units
 68 he owns, so he doesn't feel the need to cover the driving surface is necessary. He
 69 estimates less than six visits per unit per year due and possibly less since it's typically
 70 seasonal storage. Mr. Erickson stated he will level the driving surface and keep the grass
 71 mowed around each unit. Mr. Erickson stated he thought the confusion from the City
 72 Council was the Planning Commission was impeding him from putting a hard surface on
 73 the ground. That is not what Mr. Erickson wanted to do and he is fine with the current
 74 surface of the lot as it is now. Mr. Erickson stated there is a mesh that can be applied to
 75 the surface that will allow rain to get through to the ground and provide more traction
 76 during for a better driving surface. If necessary, he would apply the mesh to the
 77 property.
 78

79 Council Liaison Greg Koch stated the City Council wasn't asking Mr. Erickson to put in a
 80 driveway, but in the future if there would be a need, since he was at his maximum
 81 impervious coverage limit already.
 82

83 Planning Commissioners discussed sending the approved Conditional Use Permit back
 84 to the City Council with an explanation that the applicant is not interested in putting in a
 85 driveway at this point. Commissioner Spiess stated if the City Council rejects the
 86 recommendation again, they will provide an explanation in writing for the rejection.
 87
 88

89 **The following is from the Planning Commission Public Hearing on August 1,**
 90 **2023.**
 91

92 *The applicant is proposing to construct and operate 4 commercial storage unit*
 93 *buildings on the property located at 40109 Sawmill Rd (PID 21270736). The subject*
 94 *property is 1.67-acres and is located in the "Commercial Transition/ Light Industrial"*
 95 *zoning district. The subject property does not have any existing structures. The 4*
 96 *storage unit structures are all that are being proposed. No driving surface will be*
 97 *placed due to maximum impervious coverage levels being met by the structures.*
 98

MINUTES

Emily Planning Commission
 September 5, 2023

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Finding of Facts:

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

MOTION MADE BY COMMISSIONER SPIESS TO SEND CONDITIONAL USE PERMIT APPLICATION 23-40 WITH RECOMMENDATIONS FOR APPROVAL BACK TO CITY COUNCIL. SECONDED BY COMMISSIONER RHEAUME. ALL VOTED IN FAVOR 5-0. MOTION CARRIED.

5. APPROVAL OF MINUTES

- a. August 1, 2023, regular meeting.

Commissioner Rheaume stated he abstained from voting on the July meeting minutes approval because he was absent from the July meeting. Minutes have been updated to reflect the correction.

MOTION BY COMMISSIONER RHEAUME TO APPROVE AUGUST 1, 2023 MINUTES AS AMENDED TO STATE COMMISSIONER RHEAUME ABSTAINED FROM VOTING ON THE JULY MEETING MINUTES. SECONDED BY COMMISSIONER SPIESS. ALL VOTED IN FAVOR 5-0. MOTION CARRIED.

6. NEW BUSINESS

- a. Upcoming Term Expirations Discussion

Discussion is a reminder that Commissioner Johnson and Commissioner Vukelich terms are ending December 31, 2023. If they would like to continue to serve on the Planning Commission, they will need to submit the application to the City Clerk.

143 **7. OLD BUSINESS**

144

145 None

146

147 **8. SUBCOMMITTEE DISCUSSION UPDATE**

148

149 Cotner provided an update from the Land Use Ordinance Subcommittee Meeting that was
150 held earlier that afternoon. The committee has completed the review of Appendix A: Table of
151 Uses. Cotner plans to hold a public hearing regarding the revisions of the entire matrix at the
152 November 2023 Planning Commission Meeting.

153

154 **9. P & Z ADMINISTRATOR'S REPORT**

155

156 Cotner stated there are several permit expirations that are coming due. She will continue to
157 monitor the progress and report back to the Planning Commission on the status of these
158 projects. Permit volume has slightly decreased.

159

160 **10. ADJOURNMENT**

161

162 **MOTION BY COMMISSIONER SPIESS TO ADJOURN THE MEETING,**
163 **SECONDED BY COMMISSIONER BARTEL . ALL VOTED IN FAVOR 5-0. MOTION**
164 **CARRIED**

165

166 The meeting adjourned at 6:25 pm.

167

168 Respectfully submitted,

169

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171

172

173 Sue Fahrenдорff,

174 Zoning Clerk

1 **MINUTES**

2 **EMILY PLANNING COMMISSION/BOARD OF ADJUSTMENT**
3 **SPECIAL MEETING**

4
5 **September 15, 2023**

6
7 **1. CALL TO ORDER**

8 The meeting was called to order by Commissioner Johnson at 9:00 am.
9 Pledge of allegiance was recited.

10
11 **ROLL CALL**

12 PRESENT: Dave Johnson (Chairperson), Bill Spiess, Lynn Bartel, Denise Vukelich, and Patrick
13 Rheaume
14 Council: Greg Koch (Liaison)
15 Staff: Brittney Cotner, Zoning Administrator (Sourcewell) and Sue Fahrendorff, Planning &
16 Zoning Clerk
17 Public: Jon Friesner

18
19 **2. ADDITIONS OR DELETIONS TO AGENDA**

20
21 None

22
23 **3. OPEN FORUM**

24
25 None

26
27 **4. PUBLIC HEARINGS**

28
29 None

30
31 **5. NEW BUSINESS**

- 32
33 a. Metes and Bounds Subdivision Application PP-23-02 to allow for the subdivision of
34 one 20.95-acre parcel into two lots within the Neighborhood Residential (NR) zoning
35 district. Owner/Applicant: Jon Friesner.

36
37 **Background Information:** The applicant is requesting to subdivide an existing 20.95-
38 acre parcel into two parcels. One 6.03-acre parcel and one 14.92-acre parcel. The subject
39 property is located within the Neighborhood Residential (NR) zoning district. This
40 subdivision would not create any nonconformities on either lot created. The existing
41 structures will all be on the proposed 6.03-acre lot with the applicant intending to
42 construct a dwelling on the remaining 14.92-acre lot. Both lots exceed the Neighborhood
43 Residential zoning requirements.

44
45 **Staff Recommendation:** There doesn't appear to be any issues with the split. The
46 proposed subdivision meets the minimum requirements of the Ordinance. Both of the
47 proposed parcels will be served access by Blue Lane W. Per City of Emily Ordinance,
subdivision over ten acres must have Planning Commission approval

48 The Planning Commission stated the lot cannot be split again for 3 years from the date of this
49 lot split approval.

50 **MOTION BY COMMISSIONER RHEAUME TO APPROVE LOT SPLIT PARCEL**
51 **PP-23-02 METES AND BOUNDS SUBDIVISION FOLLOWING THE**
52 **RECOMMENDATIONS OF THE ZONING ADMINISTRATOR. SECONDED BY**
53 **COMMISSIONER SPEISS . ALL VOTED IN FAVOR 5-0. MOTION CARRIED.**

54
55

56 **6. OLD BUSINESS**

57
58

None

59

60 **7. P & Z ADMINISTRATOR'S REPORT**

61

None

62

63

64 **8. ADJOURNMENT**

65

66 **MOTION BY COMMISSIONER SPIESS TO ADJOURN THE MEETING,**
67 **SECONDED BY COMMISSIONER BARTEL . ALL VOTED IN FAVOR 5-0. MOTION**
68 **CARRIED**

69

70 The meeting adjourned at 9:05 am

71

72 Respectfully submitted,

73

74

75

76 Sue Fahrendorff,
77 Zoning Clerk

Planning and Zoning Commission
Northern Lights Over Roosevelt Lake requests on shoreline
September 29, 2023

Commissioners,

The Northern Lights development was complex start-to-finish, back in the early 2000's. The proposed lots were too small to accommodate alternative septic locations. Roads were not brought up to city standards and so maintenance and plowing were not provided. The developer wanted a way for property owners to cross safely, but MN Dot would not allow a stop light or crosswalk. The developer did not want to pay for a tunnel. The developer was required to construct a turn lane and acceleration lane, but never did. Property owners started living out of fish houses with solar outdoor showers and toilets. And the developer's marketing plans for a beach, picnic area, playground, parking and one dock every 100 feet could never come to fruition, because everything west of State Highway #6 of the development is State Highway Right-of-Way.

P&Z and City Council will recall that MN Dot Right-of-Way is pretty much non-negotiable, as when the City of Emily asked for something, anything attractive on the 50' plus ROW between Highway #6 pavement and the city's public parking lot downtown, and absolutely nothing was allowed.

Northern Lights Over Roosevelt Lake was restricted on the lake side by MN Dot. The City of Emily cannot grant favors, as much as they may desire to do so, to the development and property owners' association related to MN Dot ROW.

Jan Mosman, former P&Z and former City Council member
44483 State Highway #6
Emily

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

RESOLUTION NO. 23-45

RESOLUTION ORDERING PREPARATION OF REPORT ON IMPROVEMENT

WHEREAS, it is proposed to improve (2nd Street from White Pine Street to Park Lane, 3rd Street from White Pine Street to Lake Street, Anna Drive from Highway 6 to Blue Lane East, Bemis Court from Whitetail Drive to its terminus, Birchwood Drive from Highway 1 to its terminus, Bloomquist Drive from County Road 1 to its terminus, Blue Lake Road from Highway 6 to the bridge at Crooked Creek, Blue Lane East from 435.1 feet west of Blue Lane West to 738.4 feet east of Anna Drive, Blue Lane West from Blue Lane East to its terminus, Clearwater Drive from Highway 6 to its terminus, Dahler Avenue from Highway 6 to Trout Avenue, East Emily Drive from South Shore Drive to its terminus, Eladron Drive from Blue Lake Road to its terminus, Emerald Lane from 905 feet east of Emerald Drive to its terminus, Evergreen Drive from County Road 1 to Highway 6, Faye Court from Blue Lane East to Anna Drive, Jermark from County Road 136 to its terminus, Lake Street from County Road 1 to 3rd Street, Levitt Avenue from Oak Street to Highway 6, Little Pine River Road from Whitetail Drive to its terminus, Mill Road from Highway 6 to its terminus, North Shore Drive from 697 feet west of Mary Lake Road to its terminus, Old Highway 6 from Highway 6 to Highway 6, Par West Drive from County Road 1 to its terminus, Park Lane from 2nd Street to County Road 1, Pinewood Drive from South Bay Drive to Pinewood Lane, Poplar Drive from Highway 6 to its terminus, Robinson Street from County Road 6 to its terminus, South Bay Drive from Highway 6 to Highway 6, South Shore Drive from Whitetail Drive to its terminus, Sandhill Drive from County Road 1 to its terminus, Shadow Point from County Road 1 to its terminus, Trout Avenue from 120 feet north of Dahler Avenue to 50 feet south of Dahler Avenue, West Trout Avenue from County Road 1 to its terminus, White Pine Street from County Road 1 to 3rd Street, White Tail Drive from County Road 1 to South Shore Drive, Wood Lake Boulevard from County Road 136 to its terminus, Yellow Birch Lane from County Road 1 to its terminus) by applying various surfacing and rehabilitation methods to extend pavement and to assess the benefited property for all or a portion of the cost of the improvement, pursuant to Minnesota Statutes, Chapter 429,

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

That the proposed improvement, called 2024 Road Improvements, be referred to the City Engineer SEH Incorporated for study and that that person is instructed to report to the council with all convenient speed advising the council in a preliminary way as to whether the proposed improvement is necessary, cost-effective, and feasible; whether it should best be made as proposed or in connection with some other improvement; the estimated cost of the improvement as recommended; and a description of the methodology used to calculate individual assessments for affected parcels.

Adopted by the council this 14th day of November, 2023.

Tracy Jones, Mayor

Cari Johnson, MCMC
City Clerk/Treasurer

J. F. BRENNAN CO., INC. - Invoice #001

RECEIVED
NOV 03 2023

BY:



BILLED TO:
ATTN:
PROJECT NAME:
CONTRACT NO - OWNER PO.
PROJECT #:
DATE OF SUBMISSION:
ESTIMATED VALUE OF WORK COMPLETED THROUGH:

Customer # 1632
City of Emily
Alex Voit
Lake Emily Weir Repair
Emily 173776
492350.324
October 25, 2023
September 30, 2023

UNIT PRICED ITEMS		BID QUANTITY	UNIT	UNIT PRICE	ESTIMATED TOTAL	QUANTITY TO DATE	AMOUNT TO DATE	AMOUNT PREVIOUS	QUANTITY THIS PERIOD	AMOUNT THIS PERIOD	Notes
1	Labor and equipment per day	2	DY	\$ 5,691.90	\$ 11,383.80	100.00%	\$ 11,383.80	\$ -	100.00%	\$ 11,383.80	
2	Materials	1	LS	\$ 1,183.90	\$ 1,183.90	100.00%	\$ 1,183.90	\$ -	100.00%	\$ 1,183.90	
CONTRACT TOTAL					\$ 12,567.70		\$ 12,567.70	\$ -		\$ 12,567.70	
ORIGINAL CONTRACT VALUE					\$ 12,567.70						
MODIFICATIONS POTENTIAL TOTAL VALUE					\$ 12,567.70						
TOTAL EARNINGS TO DATE					\$ 12,567.70						
PREVIOUS EARNINGS					\$ -						
INVOICED THIS PERIOD					\$ 12,567.70						

I CERTIFY THAT I HAVE CHECKED THE QUANTITIES COVERED BY THIS ESTIMATE ; THAT THE WORK WAS ACTUALLY PERFORMED;
THAT THE QUANTITIES ARE CORRECT AND CONSISTENT WITH ALL PREVIOUS COMPUTATIONS AS ACTUALLY CHECKED; THAT THE
QUANTITIES AND PAYMENTS ARE WHOLLY CONSISTENT WITH THE REQUIREMENTS OF THE CONTRACT.

SIGNATURE: _____
TITLE:

DATE _____

Remittance Information:
For ACH/Wire Transfers:
ACCOUNT NAME: J.F. BRENNAN CO., INC.
BANK: BMO Harris Bank NA
ABA ROUTING NO: 71000288
ACCOUNTING NO: 3041977
REMITTANCE EMAIL: remittance@jfbrennan.com
For Mail Remittance: JF BRENNAN CO INC
For Mail Remittance: PO BOX 2557
LA CROSSE WI 54602-2557

MAINTENANCE REPORT

11/14/2023

- Shouldering roads
- Work on wing walls on Emily Dam
- Put things away for winter
- Put snow equipment on

Brian Foster
Maintenance Supervisor



OPEN GYM POLICY

This policy applies to all groups, organizations, and individuals using the Emily City Hall Gymnasium for Open Gym.

Non-compliance of these guidelines may lead to no further use of the City Hall Gymnasium.

The City Hall Gymnasium may be scheduled for Open Gym for sporting and exercise activities, including pickleball, basketball, exercise, yoga, walking, etc. per the following guidelines:

1. An Annual Waiver and Release of Liability form must be completed by everyone using the City Hall Gymnasium for Open Gym upon first use. ~~The annual form is valid for one year from date of signature and must be renewed upon expiration before Open Gym use. The annual form expires on December 31 of each year.~~ Forms are available from the Clerk's Office or from the forms receptacle in the City Hall Gymnasium if after hours.
2. For after-hours access, a key must be signed out from the Clerk's Office during open business hours and must be returned immediately after use by dropping in the payment drop box or library box in front of City Hall or returned to the Clerk's Office the next day (or on the Monday after the weekend if scheduled over a weekend).
3. All minors must be accompanied by and remain under the supervision of an adult.
4. No altering of the stage, walls, or other parts of the City Hall Gymnasium will be allowed without permission from the City.
5. All entrances and exits shall remain clear whenever the City Hall Gymnasium is in use.
6. Floors will be swept and mopped after use, if needed.
7. All doors must be closed and locked before leaving.
8. Lights and fans must be turned off when leaving.
9. Use of sporting equipment and chairs are permitted, but must be put away after use.
10. If the use is for teaching a class, no fees may be charged for instruction. However, the class instructor may request donations. If fees are charged, the instructor is required to rent the City Hall Gymnasium with fees charged per the Fee Schedule Ordinance.

Adopted by the Emily City Council on ~~August 10, 2022~~ November 14, 2023.

Attest:

Tracy Jones, Mayor

Cari Johnson, MCMC, City Clerk/Treasurer



City of Emily, Minnesota Annual Waiver and Release of Liability

Please read carefully before signing.

On my behalf, and the behalf of my minor children, if any, I seek permission from the City of Emily, Minnesota (the "City") to use the **Emily City Hall Gymnasium** and sporting equipment located in the Emily City Hall Gymnasium (the "~~Community Center Gym~~"). As a condition of using the ~~Gym Community Center~~, I voluntarily enter into the following Annual Waiver and Release of Liability and agree to the following conditions:

1. I acknowledge that participating in sporting and exercise activities carries with it certain inherent risks that cannot be eliminated regardless of the care taken to avoid injuries. I know and am aware of all the dangers associated with my participation in sporting and exercise activities and with such knowledge assume any and all such risks while participating in these activities.
2. I acknowledge that City staff will not be present outside normal business hours when I use the ~~Gym Community Center~~ for Open Gym. I expressly assume all risk of injury while using the ~~Gym Community Center~~ when staff are not present. I acknowledge that surveillance cameras may be used during this time, and I consent to being monitored by such cameras.
3. To the best of my knowledge I have no physical or medical conditions that would prevent me from participating in sporting and exercise activities. I acknowledge that the City recommends that prior to participating in sporting and exercise activities, I should first consult with my physician and abide by any limitations set by my physician.
4. I understand and agree that neither the City nor any person acting on behalf of the City, may be held liable in any way for any event which occurs in connection with my use of the ~~Gym Community Center~~ which may result in harm, death, injury or other damage to me. This waiver of liability does not waive liability for any injuries that I obtain as the result of willful, wanton or intentional misconduct by the City or any person acting on behalf of the City.
5. I hereby agree to reimburse the City for damages to property or equipment that are the result of my conduct.
6. I agree to defend, indemnify and hold harmless the City for any expense or liability the City may incur as a result of my conduct, actions or omissions while using the ~~Gym Community Center~~.

7. I acknowledge that I have read the Open Gym Policy and I agree to abide by the policy guidelines in their entirety. I agree that a violation of any part of the policy guidelines could result, in the sole discretion of the City, in the revocation of my privilege to use the ~~Gym Community Center~~. I also acknowledge that the policy may be modified by the City from time to time, and that I agree to abide by said modifications as a condition of continued use of the ~~Gym Community Center~~.
8. I agree that I am responsible for any guests I bring to the ~~Gym Community Center~~. Prior to using the ~~Gym Community Center~~, any guest(s) of mine must complete an Annual Waiver and Release of Liability. I agree to defend and indemnify the City for any damage to the ~~Gym Community Center~~ caused by my guest and to defend and indemnify the City for any claims against the City arising from my guest's actions.
9. It is my express intent that this Annual Waiver and Release of Liability shall bind the members of my family, if I am alive, and my heirs, assigns and personal representatives if I am deceased.
10. If I have minor children using the ~~Gym Community Center~~, I certify that I am the parent, legal guardian, or group leader of said children and hereby consent to their use of the ~~Gym Community Center~~ on the same terms set forth in this Annual Waiver and Release of Liability. I also agree that said children will follow any rules applicable to minors using the ~~Gym Community Center~~.
11. If a court finds any portion of this Annual Waiver and Release of Liability to be contrary to law, invalid, or unenforceable, the remainder of the Annual Waiver and Release of Liability will remain in full force and effect.
12. I have read the above and understand the legal significance of signing this document.

Name (Please Print)

Street Address

Signature

City, State, Zip

Phone Number

Date

Earned sick and safe time as of Jan. 1, 2024

WHAT IS SICK AND SAFE TIME?

Sick and safe time is paid leave employers must provide to employees in Minnesota that can be used for certain reasons, including when an employee is sick, to care for a sick family member or to seek assistance if an employee or their family member has experienced domestic abuse.

WHO IS ELIGIBLE?

An employee is eligible for sick and safe time if they:

- work at least 80 hours in a year for an employer in Minnesota; and
- are not an independent contractor.

Temporary and part-time employees are eligible for sick and safe time. Sick and safe time requirements will not apply to building and construction industry employees who are represented by a building and construction trades labor organization if a valid waiver of these requirements is provided in a collective bargaining agreement.

HOW MUCH LEAVE CAN EMPLOYEES EARN?

An employee earns one hour of sick and safe time for every 30 hours worked and can earn a maximum of 48 hours each year unless the employer agrees to a higher amount.

AT WHAT RATE MUST THE LEAVE BE PAID?

Sick and safe time must be paid at the same hourly rate an employee earns when they are working.

WHAT CAN THE LEAVE BE USED FOR?

Employees can use their earned sick and safe time for reasons such as:

- the employee's mental or physical illness, treatment or preventive care;
- a family member's mental or physical illness, treatment or preventive care;
- absence due to domestic abuse, sexual assault or stalking of the employee or a family member;
- closure of the employee's workplace due to weather or public emergency or closure of a family member's school or care facility due to weather or public emergency; and
- when determined by a health authority or health care professional that the employee or family member is at risk of infecting others with a communicable disease.



WHICH FAMILY MEMBERS ARE INCLUDED?

Employees may use earned sick and safe time for their following family members:

1. their child, including foster child, adult child, legal ward, child for whom the employee is legal guardian or child to whom the employee stands or stood in loco parentis (in place of a parent);
2. their spouse or registered domestic partner;
3. their sibling, stepsibling or foster sibling;
4. their biological, adoptive or foster parent, stepparent or a person who stood in loco parentis (in place of a parent) when the employee was a minor child;
5. their grandchild, foster grandchild or step-grandchild;
6. their grandparent or step-grandparent;
7. a child of a sibling of the employee;
8. a sibling of the parents of the employee;
9. a child-in-law or sibling-in-law;
10. any of the family members listed in 1 through 9 above of an employee's spouse or registered domestic partner;
11. any other individual related by blood or whose close association with the employee is the equivalent of a family relationship; and
12. up to one individual annually designated by the employee.

Earned sick and safe time as of Jan. 1, 2024

WHAT ADDITIONAL SICK AND SAFE TIME RESPONSIBILITIES DO EMPLOYERS HAVE?

In addition to providing their employees with one hour of paid leave for every 30 hours worked, up to at least 48 hours each year, employers are required to:

- include the total number of earned sick and safe time hours accrued and available for use, as well as the total number of earned sick and safe time hours used, on earnings statements provided to employees at the end of each pay period;
- provide employees with a notice by Jan. 1, 2024 — or at the start of employment, whichever is later — in English and in an employee's primary language if that is not English, informing them about earned sick and safe time; and
- include a sick and safe time notice in the employee handbook, if the employer has an employee handbook.

The Minnesota Department of Labor and Industry will prepare a uniform employee notice that employers can use and will make it available in the five most common languages spoken in Minnesota.

CURRENT SICK AND SAFE TIME LOCAL ORDINANCES

Earned sick and safe time local ordinances already exist in the cities of Bloomington, Duluth, Minneapolis and St. Paul, Minnesota. When Minnesota's statewide earned sick and safe time law goes into effect Jan. 1, 2024, employers must follow the most protective law that applies to their employees.



Sick time

For physical or mental health conditions, illness or injury



Safe time

To address domestic abuse, sexual assault or stalking



Labor Standards • 443 Lafayette Road N. • St. Paul, MN 55155
651-284-5075 • 800-342-5354 • dli.mn.gov • dli.laborstandards@state.mn.us

Notice: This is a brief summary of Minnesota law. It is intended as a guide and is not to be considered a substitute for Minnesota Statutes regarding earned sick and safe leave.

EARNED SICK AND SAFE TIME



Effective Jan. 1, 2024, Minnesota's earned sick and safe time law requires employers to provide paid leave to employees who work in the state. [Minnesota's current sick and safe leave law](#) remains in effect until Dec. 31, 2023 and will be replaced by the new earned sick and safe time law on Jan. 1, 2024.

Webinars: [Earned sick and safe time webinars](#) Oct. 30 and Nov. 1.

[CALL US ▶](#)

[EMAIL US ▶](#)

What is sick and safe time?

Sick and safe time is paid leave employers must provide to employees in Minnesota that can be used for certain reasons, including when an employee is sick, to care for a sick family member or to seek assistance if an employee or their family member has experienced domestic abuse.

[MINNESOTA PAID FAMILY AND MEDICAL LEAVE ▶](#)

Who is eligible for sick and safe time?

An employee is eligible for sick and safe time if they:

- work at least 80 hours in a year for an employer in Minnesota; and

- are not an independent contractor.

Temporary and part-time employees are eligible for sick and safe time. Sick and safe time requirements will not apply to building and construction industry employees who are represented by a building and construction trades labor organization if a valid waiver of these requirements is provided in a collective bargaining agreement.

How much sick and safe time can employees earn?

An employee earns one hour of sick and safe time for every 30 hours worked and can earn a maximum of 48 hours each year unless the employer agrees to a higher amount.

At what rate must sick and safe time be paid?

Sick and safe time must be paid at the same hourly rate an employee earns when they are working.

What can sick and safe time be used for?

Employees can use their earned sick and safe time for reasons such as:

- the employee's mental or physical illness, treatment or preventive care;
- a family member's mental or physical illness, treatment or preventive care;
- absence due to domestic abuse, sexual assault or stalking of the employee or a family member;
- closure of the employee's workplace due to weather or public emergency or closure of a family member's school or care facility due to weather or public emergency; and

- when determined by a health authority or health care professional that the employee or a family member is at risk of infecting others with a communicable disease.

Which family members are included?

Employees may use earned sick and safe time for the following family members:

1. their child, including foster child, adult child, legal ward, child for whom the employee is legal guardian or child to whom the employee stands or stood in loco parentis (in place of a parent);
2. their spouse or registered domestic partner;
3. their sibling, stepsibling or foster sibling;
4. their biological, adoptive or foster parent, stepparent or a person who stood in loco parentis (in place of a parent) when the employee was a minor child;
5. their grandchild, foster grandchild or step-grandchild;
6. their grandparent or step-grandparent;
7. a child of a sibling of the employee;
8. a sibling of the parents of the employee;
9. a child-in-law or sibling-in-law;
10. any of the family members listed in 1 through 9 above of an employee's spouse or registered domestic partner;
11. any other individual related by blood or whose close association with the employee is the equivalent of a family relationship; and
12. up to one individual annually designated by the employee.

What additional sick and safe time responsibilities do employers have?

In addition to providing their employees with one hour of paid leave for every 30 hours worked, up to at least 48 hours each year, employers are required to:

- include the total number of earned sick and safe time hours accrued and available for use, as well as the total number of earned sick and safe time hours used, on earnings statements provided to employees at the end of each pay period;
- provide employees with a notice by Jan. 1, 2024 — or at the start of employment, whichever is later — in English and in an employee's primary language if that is not English, informing them about earned sick and safe time; and
- include a sick and safe time notice in the employee handbook, if the employer has an employee handbook.

The Minnesota Department of Labor and Industry will prepare a uniform employee notice that employers can use and will make it available in the five most common languages spoken in Minnesota.

Current sick and safe time local ordinances

Earned sick and safe time local ordinances already exist in the cities of Bloomington, Duluth, Minneapolis and St. Paul, Minnesota. When Minnesota's statewide earned sick and safe time law goes into effect Jan. 1, 2024, employers must follow the most protective law that applies to their employees.

Sick and safe time resources

Additional resources will be added as they become available.

- Employee notice (coming soon)

From: CTAS <CTAS@osa.state.mn.us>
Sent: Wednesday, October 11, 2023 4:05 PM
To: Kathy Docter
Subject: CTAS and Earned Sick and Safe Time (ESST)

Flag Status: Flagged

Dear CTAS User,

Effective January 1, 2024, Minnesota has a new law requiring employers to provide paid Earned Sick and Safe Time (ESST) to employees. Considering the new law, the Office of the State Auditor (OSA) will be updating CTAS to track the time earned and used and to provide that information on the pay stub. The OSA is planning on releasing an update to CTAS that will have the required changes at the beginning of 2024. The CTAS update will only have the record-keeping requirements. For more specifics on the law and how to administer it, please go to the Department of Labor and Industry's website: <https://www.dli.mn.gov/sick-leave>.

Thank you.

Kathy Docter, CPA, CFE
Director, Government Information Division
Office of the State Auditor

clerk@emily.net

From: Joyce Hottinger via LMC - MemberLink <Mail@ConnectedCommunity.org>
Sent: Monday, November 6, 2023 9:13 AM
To: clerk@emily.net
Subject: City Finance Officers-Treasurers : ESST and elected officials



City Finance Officers-Treasurers

[Post New Message](#)

ESST and elected officials

[Reply to Group](#)

[Reply to Sender](#)

[Reply to Sender via Email](#)



Nov 6, 2023 9:13 AM
[Joyce Hottinger](#)

Happy Monday Everyone,

Great news! We received from clarification from David Skovholt with Minnesota Department of Labor and Industry this morning that the state does not consider elected officials as employees under the ESST law. In the [State's ESST FAQs](#) this is also referenced with, "Only 'employees' as defined in the ESST law must be provided ESST; elected officials are not considered employees under the ESST law." We will be updating our ESST FAQs on the League website today, but we wanted to get this information to you right away this morning.

Have a wonderful day!

Joyce Hottinger
Assistant HR Director
League of Minnesota Cities
Saint Paul MN
(651) 281-1216

[Reply to Group Online](#) [Reply to Sender via Email](#) [View Thread](#) [Recommend](#) [Forward](#)

From: Joyce Hottinger via LMC - MemberLink <Mail@ConnectedCommunity.org>
Sent: Wednesday, November 8, 2023 11:46 AM
To: clerk@emily.net
Subject: RE: City HR/Personnel Professionals : ESST and Firefighters



City HR-Personnel Professionals

[Post New Message](#)

Re: ESST and Firefighters

[Reply to Group](#)

[Reply to Sender](#)

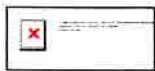
[Reply to Sender via Email](#)



Nov 8, 2023 11:46 AM
[Joyce Hottinger](#)

Hello Everyone,

Perhaps this Memberlink post from Halloween will help clarify that Firefighters are indeed generally covered under ESST.



Oct 31, 2023 6:59 PM
[Joyce Hottinger](#)

Happy Halloween everyone,

No tricks for you, just some reference information regarding Earned Sick and Safe Time (ESST).

I wanted to share I spoke with David Skovholt at the Minnesota Department of Labor and Industry late today. David has been a key presenter on ESST within DOLI.

David stated that [Minn. Stat. §177.23](#) referenced in an earlier MemberLink post is aligned with the Minnesota FLSA chapter of law and not ESST. **Thus, firefighters and police officers are indeed generally covered under ESST.**

Now for the treat...MN DOLI is currently exploring an option that would generally exclude elected officials from the ESST. The Department is researching the basis that generally, elected officials are

not employees and thus would not be eligible under ESST. This is currently under consideration and David will let us know when they have made their decision. Stay tuned as we will be sure to post any updates to our FAQs regarding this important information as soon as information is available.

Wishing you a night of fun and no frights!

Joyce Hottinger
Assistant HR Director
League of Minnesota Cities
Saint Paul MN
(651) 281-1216

Great news! Since that post we have been advised by the state that elected officials are not subject to ESST.

www.dli.mn.gov/business/employment-practices/...



Thanks and have a wonderful day.

Joyce Hottinger (she/her/hers) | Assistant HR Director

Phone: (651) 281-1216 | Mobile: (651) 470-0217 |

jhottinger@lmc.org |

League of Minnesota Cities | 145 University Ave. West | St. Paul, MN 55103

www.lmc.org | [Facebook](#) | [Twitter](#) | [Podcast](#)

MEMORANDUM OF UNDERSTANDING

WHEREAS, the City of Emily (Employer) and International Union of Operating Engineers Local No. 49 (Union) are signatory to a collective bargaining agreement (CBA), from January 1, 2022 - December 31, 2024; and

WHEREAS, the Employer and Union agree that sick leave shall comply with, or exceed, the Minnesota Earned Safe and Sick Time Law, Minnesota Statute 181.9445-181.9448, effective January 1, 2024.

NOW THEREFORE BE IT RESOLVED THAT, the City of Emily acknowledges that if the current CBA does not cover all the definitions or is restrictive of what the new Minnesota Earned Safe and Sick Time Law covers for employee's, then the Employer will adhere to Minnesota Statute 181.9445-181.9448 effective January 1, 2024.

All terms and conditions of the CBA effective January 1, 2022 - December 31, 2024 not specifically supplemented by this Memorandum of Understanding shall remain in full force and effect.

IN WITNESS whereof the parties hereto have hereunto set their hands and seals, the date and year affixed below.

CITY OF EMILY

IUOE LOCAL NO. 49

By: _____
Mayor

By: _____
Business Representative

By: _____
Council Member

Dated: _____

Dated: _____

RECEIVED
NOV 09 2023

BY:

November 9,2023

To the City of Emily MN

I William Spiess am submitting my resignation from the Emily planning and zoning commission effective November 9,2023.

William Spiess

date

William Spiess

11-9-23



RECEIVED

For Office Use Only
Date Rec'd
By

Application for Appointment Commissions and Committees

BY: _____

Commission or Committee applying for: Permitting & Zoning

Name: David P. Johnson

Street Address: _____

City: Quincy State: MA Zip code: 54662

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? 17 years

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

If yes, please explain Permitting & Zoning

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:
Permitting & Zoning - Wastewater

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

Experience

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

Applicant's Signature: David Johnson

Date: 11-7-2023



RECEIVED

BY:

For Office Use Only
Date Rec'd 11-7-2023
By Sue Fehrendorf

Application for Appointment Commissions and Committees

Commission or Committee applying for: Planning & Zoning Commission
Name: Denise Vukelich

Street Address: _____

City: Emily State: MN Zip code: 56447

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? 64 yrs

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

If yes, please explain P&Z

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

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

P&Z Park Committee

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

I have knowledge in construction as well as
life long resident, Homeowner & Business owner

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

Applicant's Signature: Denise Vukelich Date: 10-31-23

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

Planning Commission Roster

NAME

TERM

Johnson, Dave **January 1, 2024-December 31, 2027**

Vukelich, Denise **January 1, 2024-December 31-2027**

~~**Spiess, Bill** **January 1, 2022-December 31, 2025**~~

Rheaume, Patrick **January 11, 2023-December 31, 2025**

Bartel, Lynn **January 11, 2023-December 31, 2026**

Hughes, Faye **April 12, 2023-December 31, 2026** **Alternate**



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

November 13, 2023

RE: Emily Manganese Project Update – October 2023

In October, North Star completed the final shipments of core samples to the assay laboratory for analysis. Most of the work in the next few months will be undertaken at metallurgical facilities for testing and analyzing selected samples.

North Star's environmental consultants will continue to visit the site until the ground is frozen / winter snow, to ensure all operations comply with the State's environmental requirements. Additional activities that will take place over the next few months, include continued site reclamation, reseeding drill pads and temporary trails, and contouring areas from rain runoff.

In October, North Star continued its discussions with the Minnesota Department of Natural Resources on its mineral lease applications on State mineral lands in the Emily area. This activity will be on-going through 2023 and into 2024.

Information on the Emily Project is reported periodically by North Star's parent, Electric Metals (USA) Limited, and can be found on the internet at: www.electricmetals.com.

North Star is committed to work with the City of Emily and the Emily City Council on the Emily Manganese Project and North Star will keep the Emily City Council apprised of developments of the Project.

If you have any questions, please do not hesitate to contact me.

Sincerely,

Rick Sandri

Henry (Rick) Sandri, Ph.D.
North Star Manganese Inc

2345 Rice Street, Suite 230
Roseville MN 55113 USA
+1 651 788 3775
hs@nsmanganese.com
www.nsmanganese.com

From: Char Kinzer CWP Public Relations <kinzer@CWpower.com>
Sent: Thursday, October 19, 2023 12:49 PM
To: clerk@emily.net
Subject: CMR well sampling
Attachments: Table1_AnalyticalResults_ResidentialDrinkingWater_10122023.xlsx;
Residential_Well_Sampling_all_Memo.pdf; Emily_well_summary_Sept_12_2023
_city_council.docx

Dear Mayor and Council members of the City of Emily,

I am emailing to share with you the completed review of the 2010/2011 well tests result summary as provided by Barr Engineering, the engineering firm that was hired on this project as a follow up from the August 15 open house and panel discussion. Attached you'll find a copy of the memo that was provided to the City Council on September 12, 2023 by Cooperative Mineral Resources and the summary and analytical results of the wells that were tested within one mile of our borehole demonstration project. We do not provide personal information like addresses or property owners for privacy reasons. Individuals were sent the results at the time of the analysis. We are providing this information to the City as a baseline for reference.

I felt that an interesting piece of data that stood out was an Emily resident who requested that their well was tested before and after their filtration system. I highlight this because we understand many residents do have a filtration system. The results were dramatic. See below:

Iron ug/l	Manganese ug/l
27	<10
4600	560

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



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

September 12, 2023

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

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

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

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

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

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

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

In a recent summary statement Barr said:

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

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

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

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

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

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

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

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

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

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



Technical Memorandum

To: Char Kinzer, Crow Wing Power
From: Barr Engineering Co.
Subject: Summary of the 2010-2011 Demonstration Project Residential Water Quality Data
Date: October 16, 2023
Project: 23181031.00

This memo summarizes the 2010-2011 Demonstration Project residential well sampling data compiled by Crow Wing Power and Barr Engineering Co (Barr). Well sample analyses included iron and manganese tests. Barr reviewed the residential well water quality dataset and found:

- 79 residential wells within a one-mile radius of the project site were sampled twice: once before, and once after the Demonstration project was completed.
 - Seven wells within one mile of the site were sampled only one time, typically having to do with residents' availability or access at the time of sampling. Four wells were sampled before (but not after) the Demonstration Project and three wells were sampled after (but not before) the Demonstration Project.
 - The average concentrations of iron and manganese for the one-mile group are shown in Table 1, below.

Table 1 One-Mile Group Residential Well Sampling Data Summary

Sampling Year	Number of Sample Results	Average Manganese (ug/l)	Average Iron (ug/l)
2010	83	260.4	944.3
2011	82	235.1	769.0

- Another 483 residential wells within the broader City of Emily region outside of the one-mile radius were sampled once before the Demonstration project.
 - The average concentrations of iron and manganese for the broader City of Emily group are 1,746 ug/L and 175 ug/L, respectively.

Attached for reference is the full dataset of one-mile group wells, with identifying information removed for the purposes of confidentiality.

Table 1
 Drinking Water Analytical Data
 2010-2011 Residential Sampling

Sample	2010		2011	
	Iron (ug/L)	Manganese (ug/L)	Iron (ug/L)	Manganese (ug/L)
001	ND	310	ND	280
002	26	81	35	78
003	97	280	72	250
004	78	320	47	290
005	1700	240	1400	210
006	2600	320	2200	280
007	93	400	32	410
008	470	280	280	240
009	190	41	ND	42
010	21	350	30	340
011	110	170	66	150
012	2300	280	2000	250
013	11	ND	38	ND
014	47	180	45	170
015	1000	200	1100	210
016	3700	240	4100	250
017	29	55	28	48
018	370	250	440	280
019	260	320	300	300
020	170	260	130	230
021	4000	400	3700	400
022	14	120	32	110
023	100	320	76	320
024	11000	270	--	--
025	38	420	91	400
026	45	ND	ND	480
027	1300	160	1100	130
028	120	65	99	65
029	--	--	3100	53
030	34	550	28	450
031	43	350	58	350
032	49	310	47	290
033	640	440	540	410
034	ND	ND	ND	ND
035	56	ND	29	ND
036	29	ND	41	ND
037	2400	420	3700	360
038	1500	290	1100	260
039	1700	880	2700	930
040	2600	570	3100	680
041	290	330	300	280
042	77	11	56	ND
043	89	380	62	320

Sample	2010		2011	
	Iron (ug/L)	Manganese (ug/L)	Iron (ug/L)	Manganese (ug/L)
044	63	ND	870	78
045	1100	12	830	ND
046	1900	290	1600	270
047	11000	490	9500	440
048	36	77	40	68
049	ND	ND	ND	ND
050	3000	58	2700	53
051	65	300	ND	ND
052	30	110	160	110
053	380	350	460	360
054	170	ND	2600	ND
055	160	230	110	190
056	220	190	210	160
057	51	ND	51	ND
058	1800	620	1800	580
059	32	380	ND	180
060	4100	220	3300	190
061	98	210	--	--
062	140	340	150	290
063	720	120	660	110
064	ND	ND	ND	ND
065	41	320	30	250
066	10	200	ND	170
067	46	ND	54	ND
068	140	220	120	250
069	--	--	28	ND
070	470	320	560	280
071	330	420	320	370
072	2400	1000	1700	840
073	ND	150	ND	170
074	210	420	130	350
075	--	--	640	66
076	110	770	59	660
077	490	21	--	--
078	130	350	92	290
079	190	280	160	240
080	110	380	130	360
081	150	260	110	250
082	560	120	520	120
083	600	300	650	280
084	7500	440	--	--
085	370	560	330	490
086	55	220	81	170

Data Qualifiers/Footnotes

Qualifier	Definition
--	Not analyzed/not available.
ND	Not detected.

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.

EMILY ROLLOFF & RECYCLING

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

Invoice

RECEIVED
OCT 20 2023

Date 10/11/2023
Invoice # 2314
Terms Net 15
Due Date 10/26/2023

BY:

Bill To

City of Emily
PO Box 68

Container Location

Clean up Day 2023

Dump Date 10/11/2023

Item	Description	Qty	Price	Amount
Garbage - 30 ...	Mixed Municipal Solid Waste	2	650.00	1,300.00T
Garbage - 20 ...	Mixed Municiple Solid Waste	2	550.00	1,100.00T
Garbage - 10 ...	Mixed Municipal Solid Waste	1	350.00	350.00T

Subtotal \$2,750.00
Sales Tax (9.75%) \$268.13
Total \$3,018.13
Payments/Credits \$0.00
Balance Due \$3,018.13

Thank you!



RECEIVED
SEP 25 2023

September 25, 2023

BY:

To: City of Emily
Subject: Landfill Reimbursement application

Amy Prokott,

At this time the City of Emily has been approved to be reimbursed for up to \$1,000 in disposal costs at the Crow Wing County Landfill.

When submitting the reimbursement request please include copies of invoices/receipts from Crow Wing County Landfill.

Please feel free to reach out to me with any questions.

Thank you for interest in our program!

Sincerely,

Jessica Shea
Land Services Operations Manager
218-824-1123
jessica.shea@crowwing.gov

WAGE SCHEDULE POLICY

(Includes Employees, Elected Officials, and Appointed Officials Not Covered By Union Contract or Employment Agreement)

Description	Wage/ Salary	per ____ unit	City Ordinance Reference
Mayor	\$500	per month, effective 1/1/2021	30.07
Council Member	\$325	per month, effective 1/1/2021	30.07
Additional Council Meetings - Mayor and Council Member	\$50	per meeting	30.07
Additional Meetings - Mayor (Up to 4 per month)	\$50	per meeting	30.07
<u>Emergency Management</u>			
Emergency Management Director	\$40	per month	33.03
EDA Authority Members (Mayor/Council)	\$25	per meeting	30.07
<u>Citizen Board Members</u>			
Planning & Zoning Commissioners and Alternates	\$40 \$35 \$20	per meeting, effective 1/1/2024 per additional meeting	30.07
Planning & Zoning Commissioners and Alternates	\$10	per site visit	
EDA Commission	\$35	per meeting	30.07
Park Commission	\$35	per meeting, up to 4 meetings per year, additional meetings upon approval by Council	30.07
<u>First Response Unit</u>			
		Increases in effect from 12/1/21	
		call, training, meeting wages apply to all First Response personnel	
	\$25	per call	33.50
	\$10	per meeting	33.50
	\$10	per drill/training	33.50
Chief	\$2,400	annually	33.50
Asst. Chief	\$1,800	annually	33.50
<u>Volunteer Fire Department</u>			
		Increases in effect from 12/1/21	
	\$25	per call	33.28
	\$10	per drill/training	33.28
	\$10	per meeting	33.28
Chief	\$2400 \$3,000	annually, effective 1/1/2024	33.28
Asst. Chief	\$1,800	annually	33.28
Training Officer	300 \$500	annually, effective 1/1/2024	33.28
<u>Police Department</u>			
Assistant Chief	\$23	per hour, in effect from 10/12/2021	
Full-Time and Part-Time Police Officers	\$20.50	per hour, unless under contract	33.65
<u>Seasonal Personnel</u>			
Seasonal Maintenance	15.5 \$17	per hour, for up to six months, effective 1/1/2024	
Intermittent Winter Seasonal Maintenance Worker or Intermittent Winter Seasonal Backup Snowplow Driver	15 \$17	per hour, for up to six months, effective 1/1/2024	
<u>Personnel</u>			
Full-Time Office Assistant	\$20	per hour	
Part-Time Zoning Clerk/Office Assistant	20 \$21	per hour, effective 1/1/2024	
Intermittent Office Assistant	\$12	per hour	
Intern	\$17	per hour with \$14 per hour reimbursement from Sourcewell	
Librarian	\$250	per month, in effect from 1-1-2023	
<u>Election Judges</u>			
Head Election Judge	\$12.50	per hour	
Election Judge	\$12	per hour	

Policy adopted by the City Council of the City of Emily, Minnesota this 14th day of November, 2023.

Tracy Jones, Mayor

Attest:

Cari Johnson, MCMC
City Clerk/Treasurer

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

RESOLUTION NO. 23-41

**RESOLUTION TO SUPPORT THE EFFORTS OF IDEAL TOWNSHIP,
CROW WING COUNTY, MINNESOTA, TO IMPROVE THEIR TRAFER STATION**

WHEREAS, the Transfer Station serves the public without regard to Township residence;

WHEREAS, it is the intent of Ideal Township to continue to serve the broader community;

WHEREAS, the Transfer Station works closely with Crow Wing County in maintaining the Station in its collection and disposal of waste products;

WHEREAS, the Transfer Station does serve our residents.

NOW, THEREFORE, BE IT RESOLVED that the Emily City Council supports the efforts of Ideal Township in improving its Transfer Station in seeking a grant from Sourcewell's Community Impact Fund to improve the efficiency and effectiveness of the Station.

Passed by the City Council of Emily, Minnesota this 14th day of November, 2023.

Tracy Jones, Mayor

Attested:

Cari Johnson, MCMC, City Clerk/Treasurer



Ideal Township Transfer Station Information

The transfer station has been in operation for over 40 years. The Township started the transfer station for residents of the Township to recycle and collect refuse. This service has continued and grown to be available to any resident or visitor in the lakes area.

There is a \$15 annual permit charge to use the facility. The permit allows recycling and paint drop off free and one load of yard waste free a year. The station takes recycling, appliances, construction waste, electronics, furniture, garbage, hazardous waste (to include paint), mattresses, metal, tires, yard waste and brush. Cut trees can be delivered free of charge if dropped off at the station for wood to be split for Big Island firewood. All of this is done in close cooperation with Crow Wing County.

The station has always been staffed by a person and has been open year around. Currently, it is open three days a week from Memorial Day to September 15th and twice a week the other weeks of the year. Given the volume of recycling and waste, it is being staffed by two employees when open. The location, off County Road 16 and the range of services has led the station to, as of 10/10/2023, 1,901 permits sold in 2023 with receipts totaling \$157,622.00. Even with this volume of "business", the Township continues to subsidize the transfer station but is closing in on breaking even.

The intent of this letter is to request a letter or resolution of support for our upcoming request to Sourcewell for funding to build an office space at the station. Currently, the office is in a building that is best described as a storage shed which cannot be effectively heated or cooled for the employees. We would also like to locate the office where it would give better visual control of the property as well as to be located to improve the efficiency of moving traffic through the check point.

We will be requesting a maximum of \$50,000. With that and Township funds we should be in a good position to erect this building. We are not now, nor will we be, requesting funds from you. We will always be open to area residents.

Thank you for receiving this letter. Should you have any questions, do not hesitate to contact me at 307-630-1068, or at raommen@gmail.com

Ron Ommen

Ideal Township Board Supervisor

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

RESOLUTION NO. 23-43

**RESOLUTION REGARDING UNPAID ADMINISTRATIVE CIVIL
PENALTIES**

WHEREAS, Minnesota Statute Chapter 429 provides that the governing body of any municipality may provide for the collection of unpaid special charges as a special assessment against the property by certifying unpaid charges to the County Auditor for collection as other taxes are collected; and

WHEREAS, Emily Code of Ordinances, Chapter 10.99, Section B, Subsections 5(e) and 8 provides that if no payment of administrative civil penalties are made and no correction of the violation is made, the city may assess the administrative civil penalty against the property owner pursuant to Minnesota Statute Chapter 429.

WHEREAS, each and every administrative civil penalty levied by and pursuant to Emily Code of Ordinances is hereby made a lien upon the lot or premises served, and all such charges which are past due and delinquent shall be certified to the County Auditor for assessment; and

WHEREAS, as of October 10, 2023, the following administrative civil penalties were past due and delinquent:

PROPERTY ADDRESS	PID #	AMOUNT
39928 Broadway	21340804	\$ 875.00
41072 Loon Trail	21220523	\$ 250.00
39945 West Trout Avenue	21330617	\$1,375.00
	Total	<u>\$2,500.00</u>

THEREFORE, BE IT RESOLVED that the Emily City Council hereby certifies the delinquent administrative civil penalties as of October 10, 2023, as taxes or assessments on the real estate identified above.

Adopted by the Emily City Council this 14th day of November 2023.

Tracy Jones, Mayor

Cari Johnson, MCMC
City Clerk/Treasurer

City of Emily Slogan Contest!

We need YOUR help creating a short, catchy phrase that will capture the spirit of our community! The last day to submit your slogan idea(s) is December 31, 2023.

Please use the QR code or visit our website at <https://forms.wix.com/f/7120511908330864762> to submit your slogan ideas online, or you may download the City of Emily Slogan Contest Form from the Announcements section on the home page at www.cityofemily.com and mail to City of Emily, PO Box 68, Emily, MN 56447. The form is also available at the City Clerk's Office located at 39811 State Highway 6, Emily.



Community Solutions – Consultant Services Reimbursement for Local Governments

2023-2024

Consultant Services Reimbursements are awarded on a first-come, first-served basis while funds exist. Sourcewell will reimburse 50% of costs incurred up to \$10,000 per fiscal year per entity for hiring a third-party company to support local government operations. **Reimbursable categories include accounting and financial reporting, financial management, economic development, human resources, technology services, law enforcement, and community planning.** Your entity may apply for multiple reimbursements.

Eligibility requirements

- The applicant organization must:
 - Be a Sourcewell participating agency. Register at sourcewell-mn.gov/register.
 - Be a city, county, township, or other government association located in Cass, Crow Wing, Morrison, Todd, or Wadena county.
 - Be willing and able to financially match the reimbursement amount (in-kind support does not constitute a financial match).
- The proposed project must:
 - Relate to programs or services authorized under Sourcewell's enabling statute, Minnesota Statutes § 123A.21, subdivision 7, and serve a public purpose.
 - Not involve:
 - Audit services
 - Sponsorships
 - Legal fees
- A reimbursement request must include:
 - A completed Reimbursement Request Form.
 - An invoice for services provided which must be dated between July 1, 2023 - June 15, 2024.

Reimbursement process

Step 1: Sourcewell staff will review each reimbursement request to ensure the criteria outlined above have been met. Requests that do not meet the criteria will not be eligible for reimbursement funds.

Step 2: Entities that pass the initial review process will be awarded funds on a first-come, first-served basis while funds remain available.

Consultant Services Reimbursement Request Form

2023-2024

Sourcewell covers 50% of costs up to \$10,000 per fiscal year per entity on a first-come, first-served basis while funds exist. A copy of the invoice is required for reimbursement.

Today's date:

Entity requesting reimbursement:

Entity contact person:

Mailing address: Include city, state, and zip code

Consultant company:

Service received (multiple may be checked):

Accounting and Financial Reporting

- Accounts payable and check printing
- Audit preparation
- Chart of accounts creation and review
- Financial reports
- Journal entries
- Payroll
- Reconciliation (cash and credit card)

Financial Management

- Capital Improvement Plans
- Continuing Disclosure
- Debt Structuring
- Feasibility Studies
- Financial Management Plans
- Grant and Loan Application Writing
- Impact Analysis
- Municipal Bond Sales
- Tax Impact Analysis

Economic Development

- Feasibility Studies
- Grant and Loan Application Writing
- Tax Abatement Planning
- Tax Increment Financing Creation and Management

Human Resources

- Classification and compensation study
- Executive search
- Hiring assistance
- Organizational analysis
- Organizational capacity building
- Performance review development
- Scoring and classification of jobs

Community Planning

- ADA planning
- Architectural services
- Comprehensive Plans
- Downtown plans
- Engagement surveys
- Engineering services
- Ordinance codification
- Wastewater compliance

Technology Services

- Cyber Security Audit
- GIS Consulting
- Website development

Law Enforcement

- Investigative support services
- Policy reviews

Invoice total: \$

Reimbursement amount requested: \$

1. Describe how the project primarily benefits your community within Region 5. Projects cannot primarily benefit any individuals, businesses, or nonprofit entities.

2. 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 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 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 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 type="checkbox"/> publication and dissemination of materials | <input 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 service |
| <input type="checkbox"/> teaching and learning services, including services for students with special talents and special needs | |

3. How does the proposed project promote and align with Sourcewell's statutory purpose of providing programs and services as identified in question 2.

On behalf of the entity I'm signing for, I acknowledge that we are not applying for any other Sourcewell funding to cover the remaining consultant services costs.

Member entity signature: _____

Submit completed reimbursement request forms and copies of invoices to community@sourcewell-mn.gov



Invoice

Invoice Number: 455101

Short Elliott Hendrickson, Inc. FEIN: 41-1251208 | 651.490.2000 | 800.325.2055



RECEIVED
OCT 18 2023

BILL TO:

Attn: Accounts Payable
City of Emily
PO Box 68
Emily MN 56447

BY:

Pay This Amount **\$1,249.62**
Due Date 14-NOV-23
Invoice Date 15-OCT-23
Bill Through Date 30-SEP-23
Terms 30 NET
SEH Customer Acct # 1164
Customer Project #
Agreement / PO # 173776

REMIT PAYMENT TO:

Short Elliott Hendrickson, Inc.
PO Box 64780
Saint Paul, MN 55164-0780

Project Manager Scott Hedlund
shedlund@sehinc.com
320.229.4300
Client Service Manager Jeff Ledin
jledin@sehinc.com
218.855.1700
Accounting Representative Karen Thull
kthull@sehinc.com
320.229.4300

Project # 173776 Project Name EMILY 2023 Dam Repair Project Description EMILY 2023 Dam Repair

Notes:

43130-303

Task: 2.0 - Construction Administration

Fee

Description	Amount
(8% of \$5,800.00) less previously billed of \$116.00	\$348.00
	\$348.00
Task: 2.0 Total: \$348.00	

Task: 3.0 - Construction Observation

Direct

Personnel	Hours	Amount
Project Engineer	5.50	\$901.62
	<u>5.50</u>	\$901.62
Task: 3.0 Total: \$901.62		

Invoice total \$1,249.62



Invoice

Invoice Number: **455101**

Short Elliott Hendrickson, Inc. FEIN: 41-1251208 | 651.490.2000 | 800.325.2055

Project Billing Summary

	<u>Current Amount Due</u>	Previously Invoiced	Cumulative
Totals	\$1,249.62	\$5,916.00	\$7,165.62



Invoice

Invoice Number: 455098

Short Elliott Hendrickson, Inc. FEIN: 41-1251208 | 651.490.2000 | 800.325.2055

11/14/23



RECEIVED
OCT 18 2023

BILL TO:

Attn: Accounts Payable
City of Emily
PO Box 68
Emily MN 56447

BY:

Pay This Amount \$1,440.00

Due Date 14-NOV-23

Invoice Date 15-OCT-23

Bill Through Date 30-SEP-23

Terms 30 NET

SEH Customer Acct # 1164

Customer Project #

Agreement / PO # 171857

REMIT PAYMENT TO:

Short Elliott Hendrickson, Inc.
PO Box 64780
Saint Paul, MN 55164-0780

Project Manager

Scott Hedlund
shedlund@sehinc.com
320.229.4300

Client Service Manager

Jeff Ledin
jledin@sehinc.com
218.855.1700

Accounting Representative

Karen Thull
kthull@sehinc.com
320.229.4300

Project #
171857

Project Name
EMILY 2024 Road Improvements

Project Description
EMILY 2024 Road Improvements

Notes:

201-43121-303

Task: 1 - Feasibility

Fee

Description	Amount
(31% of \$24,000.00) less previously billed of \$6,000.00	\$1,440.00
	\$1,440.00

Task: 1 Total: \$1,440.00

Invoice total \$1,440.00

Project Billing Summary

	<u>Current Amount Due</u>	Previously Invoiced	Cumulative
Totals	\$1,440.00	\$6,000.00	\$7,440.00

LIABILITY COVERAGE WAIVER FORM

Members who obtain liability coverage through the League of Minnesota Cities Insurance Trust (LMCIT) must complete and return this form to LMCIT before their effective date of coverage. [Email completed form to your city's underwriter, to pstech@lmc.org](mailto:pstech@lmc.org), or fax to 651.281.1298.

Members who obtain liability coverage from LMCIT must decide whether to waive the statutory tort liability limits to the extent of the coverage purchased. *The decision to waive or not waive the statutory tort limits must be made annually by the member's governing body, in consultation with its attorney if necessary.* The decision has the following effects:

- *If the member does not waive the statutory tort limits*, an individual claimant could recover no more than \$500,000 on any claim to which the statutory tort limits apply. The total all claimants could recover for a single occurrence to which the statutory tort limits apply would be limited to \$1,500,000. These statutory tort limits would apply regardless of whether the member purchases the optional LMCIT excess liability coverage.
- *If the member waives the statutory tort limits and does not purchase excess liability coverage*, a single claimant could recover up to \$2,000,000 for a single occurrence (under the waive option, the tort cap liability limits are only waived to the extent of the member's liability coverage limits, and the LMCIT per occurrence limit is \$2,000,000). The total all claimants could recover for a single occurrence to which the statutory tort limits apply would also be limited to \$2,000,000, regardless of the number of claimants.
- *If the member waives the statutory tort limits and purchases excess liability coverage*, a single claimant could potentially recover an amount up to the limit of the coverage purchased. The total all claimants could recover for a single occurrence to which the statutory tort limits apply would also be limited to the amount of coverage purchased, regardless of the number of claimants.

Claims to which the statutory municipal tort limits do not apply are not affected by this decision.

LMCIT Member Name: City of Emily

Check one:

The member **DOES NOT WAIVE** the monetary limits on municipal tort liability established by [Minn. Stat. § 466.04](#).

The member **WAIVES** the monetary limits on municipal tort liability established by [Minn. Stat. § 466.04](#), to the extent of the limits of the liability coverage obtained from LMCIT.

Date of member's governing body meeting: November 14, 2023

Signature: _____

Position: _____



Clasen & Schiessl CPAs, Ltd.
Consultants & Accountants

PO Box 90, Pequot Lakes, MN 56472

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

Visit us at lakesareacpas.com

November 2, 2023

Ms. Cari Johnson
and Members of the City Council
City of Emily
P.O. Box 68
Emily, MN 56447

Dear Ms. Johnson and Members of the Council:

We would like to take this opportunity to thank you for allowing us to provide your annual City audit and professional services for the past years.

Enclosed please find our standard audit engagement letter that confirms the terms of our agreement to provide future audit services. The services we are to provide and the fees for the services are as follows:

Services

◆ Audit Services

2023
\$ 11,950

Included with Audit Fee

- ◆ 7 Bound Audited Financial Statements and Electronic Copy
- ◆ Minnesota State Auditor's City Financial Reporting Form
- ◆ Submission of State Auditor's Electronic Audit Copy
- ◆ Travel and Other Out-of-Pocket Expenses
- ◆ Limited Interim Consulting and Bookkeeping Assistance

-
-
-
-
-
\$ 11,950

Personnel authorized to discuss this proposal are as follows:

Susan M. Schiessl, CPA

If you are in agreement with the terms of our engagement agreement, please sign and return it to us. If you have any questions, please give us a call.

Very truly yours,

Susan M. Schiessl
Certified Public Accountant

SMS:ms
Enclosure: Engagement Letter



November 2, 2023

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

We are pleased to confirm our understanding of the services we are to provide the City of Emily, Minnesota for the year ended December 31, 2023.

Audit Scope and Objective

We will audit the financial statements of each major fund of the City of Emily, Minnesota (the City), and the disclosures, which collectively comprise the basic financial statements of the City of Emily, Minnesota as of and for the year ended December 31, 2023. We understand that the financial statements will be presented in accordance with the City Audited Financial Statements for Cities Under 2,500 Population Reporting on the Regulatory Basis of Accounting as prescribed by the office of the State Auditor, which is a comprehensive basis of accounting other than accounting principles generally accepted in the United States of America (GAAP).

The following other information accompanying the financial statements will not be subjected to the auditing procedures applied in our audit of the financial statements, and our auditor's report will not provide an opinion or any assurance on that other information.

1. Introductory Section
2. Supplementary Information Section

The objectives of our audit are to obtain reasonable assurance as to whether the financial statements as a whole are free from material misstatement, whether due to fraud or error; issue an auditor's report that includes our opinion about whether your financial statements are fairly presented, in all material respects, in conformity with the regulatory basis of accounting. 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 auditing standards generally accepted in the United States of America (GAAS) will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements.

Auditor's Responsibilities for the Audit of the Financial Statements

We will conduct our audit in accordance with GAAS and will include tests of your accounting records and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts and direct confirmation of receivables and certain assets and liabilities by correspondence with selected individuals, funding sources, customers, creditors, and financial institutions. If your financial institution or creditors use a third-party confirmation service, i.e. confirmation.com, and they charge for the confirmation process, this service fee will be added to your invoice. We will also request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry.

We may, from time to time and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

Audit Procedures—Internal Control

We will obtain an understanding of the government and its environment, including internal control relevant to the audit, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. 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, misrepresentation or the override of internal control. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the City's compliance with the provisions of applicable laws, regulations, contracts, and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

Other Services

We will also prepare the financial statements of the City of Emily in conformity with the regulatory basis of accounting based on information provided by you.

We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined, the state reporting form, trial balance, adjusting journal entries, and maintaining the depreciation schedule. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

You agree to assume all management responsibilities for the financial statement preparation services, the state reporting form, trial balance, adjusting journal entries, maintaining the depreciation schedule and any other nonattest services we provide; oversee the services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

Responsibilities of Management for the Financial Statements

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for designing, implementing, and maintaining internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including monitoring ongoing activities; for the selection and application of accounting principles; and for the preparation and fair presentation of the financial statements in conformity with the regulatory basis of accounting with the oversight of those charged with governance.

Management is responsible for including all informative disclosures that are appropriate for the *Regulatory Basis of Accounting*. Those disclosures will include (1) a description of the Regulatory Basis of Accounting, including a summary of significant accounting policies, and how the Regulatory Basis of Accounting differs from GAAP; (2) informative disclosures similar to those required by GAAP; and (3) additional disclosures beyond those specifically required that may be necessary for the financial statements to achieve fair presentation.

Management is also responsible for making drafts of financial statements, all financial records and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws and regulations.

You are responsible for the preparation of supplementary information in conformity with the regulatory basis of accounting.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

The audit documentation for this engagement is the property of Clasen & Schiessl CPAs, Ltd. and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to the Minnesota Office of the State Auditor or its designee. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Clasen & Schiessl CPAs, Ltd.'s personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the Minnesota Office of the State Auditor or its designee. The State Auditor or its designee may intend or decide to distribute the copies or information contained therein to others, including other governmental agencies.

Susan M Schiessl, CPA is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it. We expect to begin our audit and issue our reports at a time convenient for both parties.

Our fee for these services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, confirmation service provider fees, etc.) except that we agree that our gross fee, including expenses will not exceed \$11,950 for the year ending December 31, 2023. This fee will include seven bound audit reports and one electronic report copy. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees may be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 30 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

Reporting

We will issue a written report upon completion of our audit of the City of Emily's financial statements. Our audit will be addressed to the Mayor and City Council of the City. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reason with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or withdraw from this engagement.

We appreciate the opportunity to be of service to the City of Emily and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign below, take a copy for your files, and return the complete original to us.

Very truly yours,

Clasen + Schiessl CPAs, Ltd.

Clasen & Schiessl CPAs, Ltd.

RESPONSE:

This letter correctly sets forth the understanding of the City of Emily.

Management Signature:

Governance Signature:

Title:

Title:

Date:

Date:

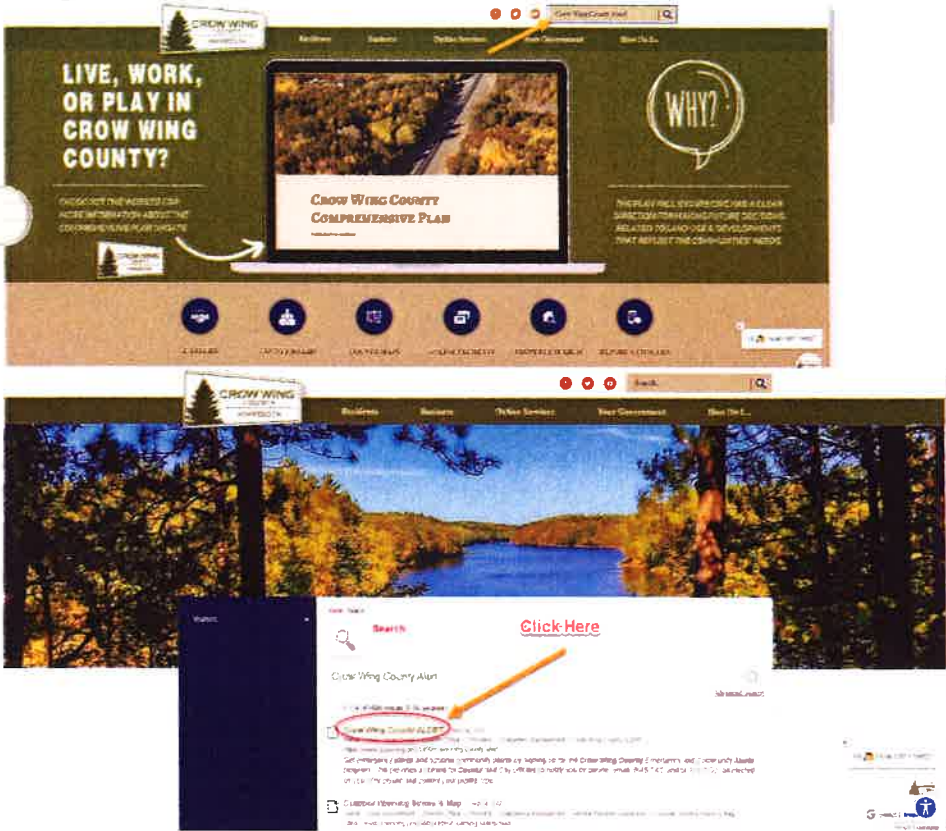


Dear Crow Wing County Property Owners, City Council Members and Interested Members of the Public,

In response to the public's request to be informed about the Little Emily Lake Park Project, Crow Wing County has added this project to the Crow Wing County ALERT system. The ALERT system is free to the public and will give periodic updates on the project for those that wish to sign up. Instructions to sign up for the ALERT system are as follows:

-Sign up for Little Emily Lake Park Project at CrowWing.gov

1. On the CrowWing.gov webpage, search for "Crow Wing County ALERT". And click on the "Crow Wing County ALERT" result.



2. Then, click on "Signing Up" and create an Everbridge Account.
3. Once your account has been created, check the box to receive notifications about park construction updates.
4. You will now receive updates about the Little Emily Lake Park.

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.

Land Services
322 Laurel St
Brainerd, MN 56401

Office: (218) 824-1010
www.crowwing.us

-A QR code is also provided below as to signup for updates. Use your phone camera to hover over the code to find the link, click on the link and then download the Everbridge app on you phone to sign up.

1. A link will be provided to sign up for Crow Wing County Alerts. This link will direct you to the Crow Wing County Alert Page where you can create an account.
2. Once your account has been created, check the box to receive notifications about park construction updates.
4. You will now receive updates about the Little Emily Lake Park.



If you need assistance signing up or have additional questions about the Crow Wing County Alerts system, please contact Crow Wing County Environmental Services Specialist, Tom Strack at 218-824-1138.

Sincerely,

Gary Griffin SAMA
Land Services Director

RECEIVED
OCT 24 2023

BY:

INTERNATIONAL UNION OF OPERATING ENGINEERS

LOCAL NO. 49, 49A, 49B, 49C, 49D, 49E, 49L

MINNESOTA • NORTH DAKOTA • SOUTH DAKOTA

CLAYTON J. JOHNSON, President

RYAN P. DAVIES, Vice President

STEVE R. PIPER, Recording-Corresponding Secretary

MARVIN J. HOSE, Treasurer



JASON A. GEORGE

Business Manager/Financial Secretary

2829 Anthony Lane South, Minneapolis, MN 55418-3285

Phone (612) 788-9441 • Toll Free (866) 788-9441 • Fax (612) 788-1936

HEALTH AND WELFARE

Bargaining Premium and Non-Bargaining Premium Participants

As of **March 1, 2024**, the new rates will be:

Bargaining Premium: \$1,475 (increase of \$55)

Non-Bargaining: \$1,682 (increase of \$80)

From: Nieken, Mary (DOT) <mary.nieken@state.mn.us>
Sent: Tuesday, October 31, 2023 11:22 AM
Subject: MnDOT Fiscal Year 2025/2026/2027/2028 Local Partnership Program Solicitation - Submission Deadline - 01/23/2024
Attachments: Local Partnership Program Solic ltr.docx; Local Partnership Program Scoring Criteria D3.docx; Local Partnership Program Solic ltr.docx

Good morning,

MnDOT District 3 (D3) will be accepting candidate projects for the Fiscal Year (FY - July 1 to June 30) 2025, 2026, 2027, and 2028 Local Partnership Program, due by January 23, 2024. The proposed budget is:

- \$1,000,000 for FY 2025
- \$750,000 for FY 2026
- \$400,000 for FY 2027
- Estimated \$1,400,000 for FY 2028 (final amount TBD)

These funds may be flexible and may be combined or shifted into other fiscal years, as necessary. There is no minimum or maximum award amount. Eligible project costs can include up to eight percent for construction engineering. The application should contain a letter of intent/need for the project, a sketch/layout of the project and an estimate.

Schedule

- Application Deadline – January 23, 2024
- Project selection – March 2024
- ATP approval of selected projects – April 2024
- Kick off meeting for project pre-scoping – Date to be determined.

Please refer to the attached letter for additional details. Also attached for your reference is the scoring criteria used for the Local Partnership Program.

Applications should be submitted to:

Luke L. Wehseler
MnDOT District LPP Project Manager
7694 Industrial Park Road
Baxter, MN 56425
Ph: 218-821-0618
Luke.wehseler@state.mn.us

Should you have any questions, please contact Mr. Wehseler directly.

Thank you.

Mary Nieken | Administrative Assistant
Minnesota Department of Transportation | District 3A
7694 Industrial Park Road | Baxter, MN 56425
Phone: (218) 828-5715 or 1-800-657-3971, Ext. 5715 | Fax: (218) 828-5814

MnDOT - District 3
7694 Industrial Park Road
Baxter, MN 56425

October 31, 2023

To: District 3 Counties and Cities with state highways within their jurisdiction

RE: MnDOT Fiscal year 2028 Local Partnership Program Solicitation

The purpose of the Local Partnership Program (LPP) is to address transportation issues on the trunk highway system that are of concern to Local Units of Government but are typically not large-scale or high enough priority that they are directly selected as projects in the regular MnDOT Transportation Program. Select projects must:

- Provide a clear benefit to the truck highway system as well as to the local community
- Be developed and administered by the local agency
- Have preliminary design, final design, right-of-way and utility relocation costs (as appropriate) paid for by the local agency
- Be designed to MnDOT Trunk Highway Standards for work on the trunk highway

This program exists to provide funding for projects that deliver benefit to both the local community and the trunk highway system. These funds are intended to pay for a portion of the trunk highway eligible construction costs of the project. The right-of-way, utility relocation, mitigation, preliminary design and final costs are not eligible for funding. This program will pay for the eligible trunk highway costs and up to eight percent of the construction engineering costs (for inspection, contract administration, surveying and materials testing as applicable, based on the trunk highway eligible costs). MnDOT District 3 participation on the project is based on eligibility as determined in MnDOT's Cost Participation Policy, which in turn is based upon Minnesota Statutes.

The Cost Participation Manual can be found here: <https://www.dot.state.mn.us/policy/financial/fm011.html>.

Application and Selection

MnDOT District 3 (D3) will be accepting candidate projects for the Fiscal Year (FY - July 1 to June 30) 2025, 2026, 2027, and 2028 Local Partnership Program, due by January 23, 2024. The proposed budget is:

- \$1,000,000 for FY 2025
- \$750,000 for FY 2026
- \$400,000 for FY 2027
- Estimated \$1,400,000 for FY 2028 (final amount TBD)

These funds may be flexible and may be combined or shifted into other fiscal years as necessary. There is no minimum or maximum award amount. Eligible project costs can include up to eight percent for construction

engineering. The application should contain a letter of intent/need for the project, a sketch/layout of the project and an estimate. Submit application to LPP Project Manager, Luke Wehseler. Email: luke.wehseler@state.mn.us.

Schedule

- Application Deadline – January 23, 2024
- Project selection – March 2024
- ATP approval of selected projects – April 2024
- Kick off meeting for project pre-scoping – Date to be determined

The D3 Selection Committee (composed of District 3 Area Transportation Partnership Development Committee members) will select projects. Scoring is based on the selection criteria attached to this letter.

Please submit all applications to D3 State Aid no later than **Friday, January 23, 2023**. For questions regarding the Local Partnership Program, find more at the website <http://www.dot.state.mn.us/stateaid/lpp.html> or contact me at: 218-821-0618.

I look forward to working with you.

Sincerely,



Luke L. Wehseler
MnDOT District LPP Project Manager
7694 Industrial Park Road
Baxter, MN 56425
Ph: 218-821-0618
Email: luke.wehseler@state.mn.us

Attachment: Scoring Criteria

cc: Mike Ginnaty
Angie Tomovic
Steve Voss
Mao Yang

District 3 Local Partnership Program Scoring Criteria

Dist.	Status	Selection Criteria Identified With Local Partners	Available Points	Basis
		Regional & Community Priorities	30	Emphasis on local contribution and joint partnerships. Emphasis on if it is part of a plan/study that all partners associated with the project benefit from.
		Mobility & Critical Connections	20	Emphasis on cross system continuity, mobility, and access for the many types of transportation system users such as automobiles, trucks, bicycles and pedestrians.
3	Pilotting	Project Readiness	20	Emphasis on if partners/stakeholders are committed, and how prepared are the project sponsors are to deliver the project.
		Safety	20	Emphasis on improving safety and reducing fatalities and serious injuries on the state transportation system.
		System Stewardship & Asset Management	10	Emphasis on maintaining the state's trunk highway infrastructure, aligning with future system condition needs, and managing infrastructure risks on transportation system.
			100	

(320) 632-9255
405 First Street SE
Little Falls, MN 56345



ifound.org

October 26, 2023

Cari Johnson, City Clerk
City of Emily
39811 MN-6
PO Box 68
Emily, MN 56447-0068



BY:

Dear Cari,

We have received the city of Emily's 2023 funding to support the work of the Initiative Foundation in Central Minnesota. Please extend our appreciation to your city council and mayor. **Thank you!**

Together, we work to build strong local economies and vibrant communities. Your investment supports economic development through business financing activities designed to create living-wage jobs, diversify economies and leverage private sector investment. Communities are strengthened through signature leadership training and capacity building programs, grants to local units of government and nonprofit organizations, early childhood initiatives, and scholarships. This year, we will continue to help our communities with needs related to the COVID-19 crisis. This work will provide lasting impact on the health of the region and the future of rural Minnesota.

We realize the past several years have been difficult, and we encourage you to reach out to us if we can be of any additional assistance.

We truly value your partnership and your support.

Sincerely,

A handwritten signature in blue ink that reads 'Carl'.

Carl Newbanks
Director of Development



Powering Possible

Equal opportunity lender, provider and employer.