

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

December 21, 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, December 21, 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. Cari Johnson, City Clerk/Treasurer, was also present.

The Pledge of Allegiance was recited.

**COUNCILMEMBER HEMPHILL MADE THE MOTION TO ADOPT RESOLUTION 23-51 TO MAKE YEAR END TRANSFERS AS FOLLOWS:**

- \$590.82 FROM 100 GENERAL FUND TO 227 EMILY AREA RECYCLING FUND
- \$6.70 FROM 305 DEBT SERVICE FUND FOR THE 2004 ROAD IMPROVEMENTS BOND TO THE 304 DEBT SERVICE FUND FOR THE 2014 ROAD IMPROVEMENTS BOND
- \$746.57 FROM 306 DEBT SERVICE FUND FOR THE 2005 ROAD IMPROVEMENTS BOND TO THE 304 DEBT SERVICE FUND FOR THE 2014 ROAD IMPROVEMENTS BOND

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

The proposed 2024 Police Budget was developed with input from the Sheriff's Office and Crow Wing County Attorney. The Crow Wing County Attorney contract fee of \$2,500 is required, the BCA Criminal Justice Data Network access fee is not required, one telephone is required, the League of Minnesota Cities Insurance Trust will not rebate what the City has paid for police liability insurance until the City contracts with Crow Wing County Sheriff's Office so \$5,000 is planned for 2024, property insurance of \$550 remains, the Sheriff's Office is not interested in utilizing the Police squads and provided a contact to possibly sell the squads, the company provided quotes for the squads but the possible proceeds were not added to the budget, and Crow Wing County phone factor for the City's annual share of LETG base and mobile fees remains at \$2,000 for a total proposed Police Budget of \$12,150. The 2023 Police Department Budget was \$178,964.

The City will be receiving approximately \$37,000 in Public Safety Aid at the end of December 2023. The Council discussed using Public Safety Aid funds to purchase electronic speed signs, turnout gear for the Fire Department, and to possibly set up a Police squad as a First Responder vehicle.

**COUNCILMEMBER KOCH MADE THE MOTION TO ADOPT RESOLUTION 23-52 2023 BUDGETED YEAR END TRANSFERS TO MAKE BUDGETED YEAR END TRANSFERS FROM THE 100 GENERAL FUND AS FOLLOWS:**

- \$17,320.21 TO FUND 201 - MAINTENANCE – ¼ TO 1 TON PICKUP TRUCK
- \$18,750 TO FUND 225 – FIRE – TURNOUT GEAR, RADIOS, PAGERS
- \$12,600 TO FUND 226 – 1<sup>ST</sup> RESPONDER – RADIOS, PAGERS, AEDS
- 2023 POLICE DEPARTMENT BUDGET:
  - \$30,000 TO FUND 406 – CITY HALL ACCESS/SECURITY SYSTEM UPGRADE
  - \$10,000 TO FUND 228 – EMILY SHERIFF'S OFFICE – PAINT/CARPET/FURNITURE
  - \$22,679.79 TO FUND 201 – MAINTENANCE – ¼ TO 1 TON PICKUP TRUCK
  - \$35,320.21 TO FUND 201 – ROOSEVELT DRIVE BRIDGE
- \$146,670.21 TOTAL 2023 BUDGETED YEAR END TRANSFERS AS REVISED

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

Resolution 23-53 Revising the 2023 Adopted Budget was not presented or approved.

The Council discussed the proposed 2024 Property Tax Values provided by Crow Wing County. The target used for the proposed 2024 Final City Tax Levy was a 12% increase. The impacts to property taxes from varying tax levy increases were reviewed.

The proposed 2023-2027 Capital Improvement Plan (CIP) Projects by Funding Source spreadsheet was reviewed. The CIP for 2024 included possible Sourcewell Community Impact Fund grant funds for a generator for City Hall, three electronic speed signs, and microphone replacement for the Hall Council Chambers. The grant utilizes a lottery system for approval. The plan is to include the electronic speed signs in the grant application, and if the grant is not approved to purchase the signs using Public Safety Aid funds. Planned purchases from savings included Baseball Field dugout roof repairs and scoreboard and Cemetery benches,

flagpoles, and visible block markers. Planned purchases from Fund 602 Sewer include \$20,000 for one liftstation pump replacement and \$15,000 to repair the rapid infiltration basin pipes and pond riprap to wastewater treatment system plan specifications.

The Council reviewed bonds and other long term debt. The City's bonds include the following: Fund 303 CIP City Hall, Fund 304 2014 Road Improvement Project, and Fund 602 Sewer Revenue. Projected debt service fund balances at year end 2024 result in the following recommended levy additions for bonds:

- Fund 303 Recommended Ehlers levy addition of \$46,908.75
- Fund 304 Recommended levy addition of \$30,000 (Ehlers recommended \$15,977.11)
- Fund 602 Recommended levy addition of \$86,412.50 with additional \$22,025.37 for sewer maintenance for new liftstation pump, repair to the rapid infiltration basin pipes, and repair to the pond riprap (Ehlers recommended \$64,387.13)

The 2024 Preliminary City Tax Levy of \$1,468,597.58 included a 12% increase from 2023. With the 12% tax levy increase and the CIP projects as presented, \$143,477.23 could be added back to the 2024 Budget. With a 5% tax levy increase \$53,689.52 could be added back to the 2024 Budget. The CIP projects spreadsheet was revised to add \$65,689.88 under street improvements.

The proposed 2024 Final Budget for the 100 General Fund included an additional \$44,000 municipal contribution to the Fire Relief to reduce the deficit in their pension fund. Paved Streets included \$10,000 for additional engineering work on the Feasibility Study. Emily Waters included an increase from \$14,500 to \$17,215. Revisions included the following:

- Police – Strip squad car for use by First Response Reduced to \$0 – Use Public Safety Aid funds for repurposing
- Paved Streets – Cap. Outlay – Street Improvements Added for \$65,689.88
- Fire – Genesis Push/Pull Ram Reduced to \$0 – Use Public Safety Aid funds for purchase

**COUNCILMEMBER KOCH MADE THE MOTION TO ADOPT THE 2024 FINAL BUDGET FOR THE 100 GENERAL FUND AT \$1,688,948.23. COUNCILMEMBER BUTCHER SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.**


**COUNCILMEMBER BUTCHER MADE THE MOTION TO ADOPT THE 2024 FINAL BUDGET FOR THE 602 SEWER FUND AT \$179,076.50. MAYOR JONES SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.**

**COUNCILMEMBER KOCH MADE THE MOTION TO ADOPT RESOLUTION 23-54 ADOPTING FINAL CITY TAX LEVY AT \$1,376,810.23, WHICH CONSTITUTES A 5% INCREASE FROM LAST YEAR, AS REVISED. COUNCILMEMBER BUTCHER SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.**

**COUNCILMEMBER BUTCHER MADE THE MOTION TO ADJOURN THE MEETING. COUNCILMEMBER KOCH SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.** The meeting ended at 4:01 p.m.

Respectfully submitted,

Attest:

  
Cari Johnson, MCMC  
City Clerk/Treasurer

  
Tracy Jones  
Mayor