

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

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September 24, 2025  
Special Meeting

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

The Emily City Council met for a Special Meeting on Wednesday, September 24, 2025 in the Council Chambers and was called to order by Mayor Tracy Jones at 1:00 p.m. Councilmembers Daniel Brennan, Gerhart Hanson, Andrew Hemphill, and Gregory Koch were present. Cari Johnson, City Clerk/Treasurer, was also present.

The Pledge of Allegiance was recited.

**COUNCILMEMBER KOCH MADE THE MOTION TO ADOPT RESOLUTION 25-40 FOR SUBMISSION OF VOLUNTEER FIRE ASSISTANCE GRANT APPLICATION FROM THE MINNESOTA DEPARTMENT OF NATURAL RESOURCES FOR MATCHING FUNDS OF \$4,921.66 TO PURCHASE PORTABLE RADIOS FOR THE EMILY FIRE AND RESCUE DEPARTMENT. COUNCILMEMBER HEMPHILL SECONDED THE MOTION. ROLL CALL VOTE – JONES, BRENNAN, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.**

**COUNCILMEMBER BRENNAN MADE THE MOTION TO WAIVE THE CITY HALL RENTAL DEPOSIT FOR THE CROSBY-IRONTON SCHOOL DISTRICT SPECIAL ELECTION ON TUESDAY, NOVEMBER 4, 2025 IN THE GYMNASIUM. COUNCILMEMBER KOCH SECONDED THE MOTION. ROLL CALL VOTE – JONES, BRENNAN, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.**

**COUNCILMEMBER HEMPHILL MADE THE MOTION TO APPROVE USE OF THE HAY WAGON BY THE CITY OF FIFTY LAKES FOR AN EVENT. COUNCILMEMBER BRENNAN SECONDED THE MOTION. ROLL CALL VOTE – JONES, BRENNAN, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.**

The Council discussed the proposed 2026 Property Tax Values provided by Crow Wing County. The target used for the proposed tax levy was a 5% increase. Per the proposed property tax values, property taxes would decrease for a tax levy increase of up to 9%.

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 2013 Refunding of Sewer Revenue. Projected debt service/enterprise fund balances at year end 2026 result in the following recommended levy additions for bonds:

|          |                                                                                                                                                                                                                                     |
|----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Fund 303 | Recommended levy addition of \$56,800 (Ehlers recommended \$49,848.75)                                                                                                                                                              |
| Fund 304 | Recommended levy addition of \$41,650 (Ehlers recommended \$19,179.61)                                                                                                                                                              |
| Fund 602 | Recommended levy addition of \$114,449.25 with additional \$45,000 for sewer maintenance for liftstation pump, E1 grinder pump, and \$30,000 towards replacement of the influent control structure (Ehlers recommended \$61,452.38) |

The Council discussed the proposed Capital Improvement Plan (CIP) Projects by Funding Source 2026-2030 spreadsheet. Meetings were held with department heads to review the proposed Preliminary Budget and proposed CIP. The City plans to apply for a FEMA Hazard Mitigation Grant Program Section 404 grant for a generator for the City Hall emergency shelter after Crow Wing County finalizes their Hazard Mitigation Plan in 2026 and to possibly work with Sourcewell for reimbursement of the grant writing. If the submitted Sourcewell Community Impact Funds grant is not approved in 2025, the Council plans to resubmit an application in 2026 for two zero-turn gas lawnmowers, a security camera for the Gymnasium, a plasma cutter, a pressure washer including installation for the Shop, panic buttons for City Hall, exhaust fan replacement for City Hall, repair of outdoor lights at City Hall, and purchase of office chairs. The Sewer Fund additions include \$10,000 for replacement of a liftstation pump as part of a 6 year replacement plan, \$5,000 for replacement of an E1 Grinder pump as part of a 3 year replacement plan, and saving \$30,000 to replace the influent control structure in 5 years. Revisions to the proposed CIP included:

- Reduction of Fire and Rescue Department dress uniforms in 2026 to \$3,500.
- Reduction of Fire and Rescue Department pagers in 2026 to \$550.
- Reduction of Fire and Rescue Hall renovation to \$12,500 in 2026 and 2027.
- Reduction of medical services AEDs to \$0.
- Reduction of Phase 3 park improvements (including City dock) to \$15,000 in 2026 and 2027.
- Reduction of gymnasium subfloor asbestos testing to \$1,000 in 2025.
- Reduction of gymnasium floor replacement (including asbestos abatement) to \$32,500 in 2026 and 2027.

- Moving benches for Cemetery memorial circle from Cemetery savings for \$4,000 from 2026 to 2027.
- Moving visible block markers for the Cemetery from Cemetery savings for \$2,000 from 2026 to 2028.
- Increase of budgeted street improvements to \$127,540.79. The planned total of \$207,540.79 for a 2026 street improvement project with Crow Wing County includes \$80,000 from savings.
- Reduction of Bobcat to \$40,000 in 2026 and 2027.
- Reduction of spray injection patcher to \$10,000 in 2026, 2027, and 2028.

The Council discussed proposed revisions to the Wage Schedule Policy for 2026, a Park intern in 2026, GoNorthMn's request for economic development funds, Minnesota Paid Leave contributions, Crow Wing County's proposed Mitigation Action Chart including an emergency generator for the City Hall Emergency Shelter, DNR Cooperative Fire Protection Agreement and payment protocol, Food Shelf request for building maintenance funds, and Initiative Foundation donation request. The Park Commission researched installing a City dock at the end of the stormsewer drain on Emily Lake. MnDOT reported the right-of-way easement for the stormsewer drain reverted to the City after the drain was completed. The DNR reported a permit would be needed for a marina (7 or more watercraft) and the dock could not be installed over property lines. The Fire Administration budget includes the required contribution of \$24,990 to the Fire Relief pension and an additional contribution of \$26,215, which is the current amount of the Fire Relief pension deficit. The Council also discussed a possible future COLA increase to the annual fire pension to \$2,225 and hiring a structural engineer to inspect one wall in the Food Shelf building.

The Council discussed the proposed 2026 Preliminary Budget for the 100 General Fund. Revisions to the Budget for receipts included:

- Reduction to Special Fire Protection Services to \$55,000 and First Responder Charges to \$6,500 due to reductions in the Fire and Rescue Department disbursements.

Revisions to the Budget for disbursements included:

- City Hall - Reduction to capital outlay: improvements other than buildings to \$32,500 to split the Gymnasium subfloor replacement and possible asbestos abatement between 2026 and 2027.
- Fire Fighting - Reduction to firemen's pay to \$12,500 to remove the proposed additional fee per hour per fire call over 1 hour, addition with increase to \$25 per meeting, and reduction of corresponding payroll deductions.
- Fire Fighting - Reduction to operating supplies: uniforms to a total of \$11,950 for reduction of dress uniforms to \$3,500.
- Medical Services – EMS – Reduction to 1<sup>st</sup> responder pay to \$21,125 to remove the proposed additional fee per hour per EMS call over 1 hour, increase to \$25 per meeting, and reduction of corresponding payroll deductions.
- Medical Services – EMS – Reduction to small tools and minor equipment to a total of \$1,800 for removal of AED for \$2,500.
- Fire Stations and Buildings – Reduction of capital outlay: improvements other than buildings to a total of \$12,500 to split \$25,000 renovation costs between 2026 and 2027.
- Paved Streets – Increase to capital outlay – CIP street improvements to \$127,540.79 for a 2026 road improvement project.
- Road and Bridge Equipment – Reductions to capital outlay: motor vehicles to a total of \$125,000, including reductions to \$40,000 for a Bobcat to split \$80,000 cost between 2026 and 2027 and \$10,000 for a spray injection patcher to split \$30,000 cost between 2026, 2027, and 2028.
- Recreation – Library – Reduction to wages and salaries: part-time employees to \$3,000 to not approve a raise and reduction of corresponding payroll deductions.
- Park Areas – Reduction to capital outlay: buildings and structures to a total of \$20,000 for a reduction to Phase 3 park improvements to \$15,000 to split \$30,000 between 2026 and 2027.
- Economic Development and Assistance – Reduction to proposed economic development services to \$5,000.
- Food Shelf – Reduction of proposed community food shelf grant to \$0.

**COUNCILMEMBER KOCH MADE THE MOTION TO ADOPT THE 2026 PRELIMINARY BUDGET FOR THE 100 GENERAL FUND AT \$1,944,554.28 AS REVISED AND FOR THE 602 SEWER FUND AT \$211,389.25. COUNCILMEMBER HANSON SECONDED THE MOTION. ROLL CALL VOTE – JONES, BRENNAN, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.**

**MAYOR JONES MADE THE MOTION TO ADOPT THE 2026 PRELIMINARY CITY TAX LEVY AT 1,517,933.28. COUNCILMEMBER BRENNAN SECONDED THE MOTION.** Discussion included the Preliminary City Tax Levy is a 5% increase from last year and includes the following additions for bonds: \$56,800 for the Fund 303 CIP City Hall, \$41,650 for the Fund 304 2014 Road Improvements, and \$114,449.25 for the Fund 602 2013 Refunding of Sewer Revenue. **ROLL CALL VOTE – JONES, BRENNAN, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.**

**MAYOR JONES MADE THE MOTION TO ADJOURN THE MEETING. COUNCILMEMBER BRENNAN SECONDED THE MOTION. ROLL CALL VOTE – JONES, BRENNAN, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.** The meeting ended at 3:06 p.m.

Respectfully submitted,

Attest:



Cari Johnson, MCMC  
City Clerk/Treasurer

  
Tracy Jones  
Mayor