

City of Emily

AGENDA

Tuesday, April 9, 2024

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: March 20, 2024 Special Meeting
- FINANCIAL REPORT: March 2024 Checking Beginning Balance \$1,058,666.24, Ending Balance \$1,042,285.17
- RECEIPTS: General \$46,173.39, Sewer \$876.56, Total \$47,049.95
- CLAIMS FOR APPROVAL: \$37,777.41 for Pine River State Bank Checks #61279 to #61296 and automatic withdrawals #330779 to #330789
- INVESTMENTS (Market Value): \$396,691.65
- TOTAL CHECKING/INVESTMENTS: \$1,438,976.42

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

- Public Safety Contract between the City and Township of Little Pine with fire protection contract rate of 2.874% and first response coverage contract rate of .51838%. *(Council action – motion)*
- Public Safety Contract between the City and Fairfield Township with fire protection contract rate of 2.874% and first response coverage contract rate of .51838%. *(Council action – motion)*
- Public Safety Contract between the City and Ross Lake Township with fire protection contract rate of 2.874%. *(Council action – motion)*

FIRST RESPONSE UNIT

- Payment plan of \$50 per month or conciliation court claim for unpaid invoice for First Responder training reimbursement of \$600. *(Council action – motion)*
- Resolution 24-14 Accepting Donation to the City of \$1,350 from Roosevelt and Lawrence Area Lakes Association to the First Response Unit Equipment Fund. *(Council action – motion)*

LAW ENFORCEMENT

- Quotes for development of northern outpost for Sheriff Department: *(Council action – motion)*
 - Furniture:
 - Connect Interiors for furniture, including one desk, two tables, nine office chairs, credenza, lounge, and ottoman, with design and project management services of \$150, using Omnia and Sourcewell contracts for a total of \$12,057.96 with 50% down payment with order. Installation is not included.
 - Amazon furniture, including one desk, two tables, nine office chairs, credenza, couch with ottoman, and coffee table for \$3,733.62 with delivery.
 - TV:
 - Amazon 50" smart TV and wall mount for \$277.99 with shipping
 - Walmart 50" smart TV and wall mount for \$247.98 with shipping

- Carpet:
 - Connect Interiors for carpet tiles, vinyl wall base, shipping, and installation labor for main office area for \$3,170.
 - Connect Interiors for replacement carpet tiles vinyl wall base, shipping, and installation labor for the conference room for \$965.
- Paint:
 - Nex-Gen Painting Inc. for painting the walls for \$2,200, stain blocking primer to stained ceiling tiles, and painting window paneling for \$360 for a total of \$2,560.
- Access/Security System:
 - Midwest Security and Fire to remove existing security/card access system and install a new control panel, card access modules, and multi-class readers for total of \$6,367.75.
 - Additional costs:
 - Monitoring-virtual keypad access/security monitoring at \$39.99 per month including card programming and remote door control via smartphone or web browser. Advanced door reporting per door for \$4 per month. Total of \$51.99 per month for monitoring with three access doors.
 - 40% payment due on acceptance.
 - Install fire alarm network/cellular communication to existing control panel for \$685 with commercial monitoring service of \$45.99 per month.
 - Services Agreement with Security & Fire Partners, Inc. for annual testing of fire alarm, etc. for \$312 per annual inspection.
 - Access credentials – 50 pack proximity cards for \$305 and 50 pack proximity fobs for \$690
 - Optional costs:
 - Kitchen door card access for \$915
 - Gym exterior door card access for \$2,150
 - Interior hallway double doors card access for \$915
 - Clerk's Office door card access for \$2,120
 - Note: Each additional door added is an additional \$4 per month for advanced door reporting
 - Guardian Fleet Services check for \$10,000 for police vehicles deposited in 228 Police Fund.

(Information)

WASTEWATER

PLANNING & ZONING

- Hire Brian Dobie, Structural Engineer, to inspect the wall between the Planning and Zoning Office and Clerk's Office for a door opening with charge not to exceed \$450 and submit a report with findings and required remedies for \$150 per hour. (One quote received, but additional contractors will not submit a quote to construct a doorway and install a door due to concern regarding structural integrity of brick wall.) *(Council action – motion)*

ATTORNEY

ROADS

- S.E.H. Feasibility Report developed for 2024 Road Improvement Project. Resolution 24-18 Accepting Feasibility Report, without calling a public hearing at this time for consideration of an alternative scaled back project. *(Council action – motion)*
 - 2024 street improvements budgeted for \$65,689.88. *(Information)*
- S.E.H. Scope of Services for Preliminary Engineering for Roosevelt Drive over Crooked Creek Bridge Replacement to develop preliminary plans for an amount not to exceed \$49,994. *(Council action – motion)*
 - Possible Sourcewell Consultant Services Reimbursement for up to \$10,000. *(Information)*
- Update on McCoy Construction & Forestry Equipment Rental Agreement regarding trade-in of 1987 backhoe tractor for \$7,000 and total backhoe tractor cost of \$132,200. *(Information)*
- Pavestripe LLC quote for curb painting on State Highway 6 for \$1,100. (Not budgeted) *(Council action – motion)*

MAINTENANCE

CITY HALL

- Crow Wing County SHIP Partner Agreement for grant for reimbursement of up to \$1,500 for purchase of a hydration station for City Hall with in kind contribution of installation by City and a requirement to publish a midweek motivator article in the Brainerd Dispatch with photos. *(Council action – motion)*
 - Purchase of Elkay bottle filling station, non-filtered, through Amazon for up to \$1,500. *(Council action – motion)*
 - Pike Plumbing and Heating removal of existing water cooler and installation of supplied water cooler for \$1,240. *(Council action – motion)*

CEMETERY

PARKS

- Dugouts repair based on visual inspection using Park Funds, including repair by Maintenance personnel or specifications for request of quotes. *(Council action – motion)*
- Update on request for quotes to construct new pickleball courts. *(Council action – motion)*
- Portable toilet rental quote from AI's Sewer Service for three units for the City Park, City Hall, and Ballfield Park for \$130 each per month with extra charge for cleaning if the units are vandalized. *(Council action – motion)*

LIBRARY

PERSONNEL

- Park Commission recommendation to appoint Gregory Koch to the Park Commission for a 3 year term of April 10, 2024 to December 31, 2026. *(Council action – motion)*
- Hiring of two part-time Seasonal Maintenance Workers for up to 32 hours per week per recommendation of Personnel Committee with wage of \$18 per hour and start date of May 1, 2024 pending preemployment screenings and background check as per drafted Job Offer letters. *(Council action – motion)*

EMILY WATERS

- Emily Waters Committee recommendation regarding Emily Lakes and Rivers Protection Fund Appropriations Applications (budget of \$17,215): *(Council action – motion)*
 - Roosevelt and Lawrence Area Lake Association for ongoing inspection at landings, surveying and treating for invasive plant and animal species on Roosevelt Lake: \$5,600.
 - Ruth Lake Improvement District for Eurasian Watermilfoil remediation on Ruth Lake, including survey and treatment: \$4,833.33.
 - Emily Lakes and River Association for inspection and control of Eurasian Water Milfoil in Emily and Mary Lakes and the Little Pine River between Mary and Emily Lakes: \$4,900.

ECONOMIC DEV. (EDA)

CODIFICATION

UNFINISHED BUSINESS:

- North Star Manganese update. *(Information)*

NEW BUSINESS:

- Crow Wing County request for classification to non-conservation and future sale of landlocked tax forfeited land, Parcel ID 21180513. *(Council approval – motion)*
- Development of Sourcewell grant applications:
 - Community Impact Funding Grant (lottery):
 - Purchase of generator for City Hall for Emergency Shelter:
 - Generator Power Systems for 200 KW diesel Blue Star Power Systems stand by generator, including purchase and installation, including electric boiler, for total of \$129,818.10.
 - Generator Power Systems 48 KW liquid cooled 208 volt generator, including purchase and installation, not including electric boiler, for total of \$58,189.04.
 - Holden Electric Co., Inc. for 40KW diesel generator with 24hr fuel tank, including purchase and installation, 600A ATS switch, provide emergency power to boiler pumps for backup boiler for total of \$74,425.00.
 - Purchase and installation of new microphones for the Council Chambers from Tremolo for \$1,390.

- Match Funding Grant (or Public Safety Aid):
 - Electronic speed signs (not budgeted)
- Purchase and installation of new Clerk's Office computer from Tremolo for \$874.94. *(Council approval – motion)*
- Crow Wing County Historical Society request for a donation. Donation budgeted for \$100. *(Council approval – motion)*
- Resolution 24-19 Approving a Lawful Gambling Permit for the Lakers Lions of Emily, Outing & Fifty Lakes to hold a raffle drawing at The Pickled Loon Saloon of Emily on Saturday, August 17, 2024 with no waiting period. *(Council action – motion)*
- Proclamation 2024-01 Recognizing National Pregnancy and Infant Loss Remembrance Day. *(Council action – motion)*

CORRESPONDENCE:

- ✓ State Auditor re: approval of extension of audit due date to June 14, 2024.
- ✓ Ehlers re: potential refunding of existing bonds.
- ✓ Initiative Foundation re: thank you for past donations.

Scheduled Upcoming Meetings:

- Schedule meeting to review ordinances for revisions, including for employment of the First Responders on the Fire Department.

ADJOURN