

## City of Emily

**AGENDA**

Tuesday, December 12, 2023

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

- FINANCIAL REPORT: November Checking Beginning Balance \$914,051.34, Ending Balance \$894,045.39
- RECEIPTS: General \$48,424.35, Sewer \$7,121.93, Total \$55,546.28
- CLAIMS FOR APPROVAL: \$141,464.30 for Pine River State Bank Checks #60968 to #61070 and automatic withdrawals #330750 to #330758
- INVESTMENTS (Market Value): \$389,005.85
- TOTAL CHECKING/INVESTMENTS: \$1,283,051.24

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

**SPEAKERS:** 6:15 p.m. Sheriff Eric Klang, or representative, regarding possible northern Crow Wing County Sheriff outpost

6:20 p.m. Robert Eddy regarding proposal to form Emily Waters and Lake Association Study Group

6:25 p.m. Dave Bohmert re: carry in access on Dahler Lake

**FIRE DEPARTMENT**

- 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. Currently \$16,896.)
  - 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.)*
- Resolution 23-47 Accepting Donation to the City of \$3,000 from the Emily Firemen's Relief Association for the Firemen's Equipment Fund. *(Council action – motion)*
- Fire Department recommendation to hire Kaiser Jarvis as a firefighter pending preemployment screenings and background check. *(Council approval – motion)*

**FIRST RESPONSE UNIT**

- Krista Kommer and Cindy Thompson attendance of the Arrowhead EMS Conference for two days each, January 18-20, with conference registration fee of up to \$130 each and Self Defense for EMS personnel class registration of \$70 each for combined total of \$400, \$200 estimated for hotel, and reimbursement of mileage and food. *(Council approval – motion)*

## **POLICE DEPARTMENT**

- Update regarding possible Emily Police Department options, including possible northern outpost for Sheriff Department: *(Information/Council action – motion)*
  - Resolution 23-50 Declaring Permanent Deactivation of City Police Department
  - Close Police Chief position opening
  - Notification of current part-time Police Officers
  - Request quotes for City Hall security/access updates
  - Request quotes for painting/carpeting Police Department office
  - Purchase of new Police Department desks
  - Maintenance of Police Department vehicles
- No renewal of Law Enforcement Services Agreement for Little Pine Police protection for 4 hours per month at \$50/hour for 2024. *(Council action – motion)*

## **WASTEWATER**

- Resolution 23-44, Amended, Regarding Unpaid Sewer Charges to assess a total of \$5,237.27 in unpaid sewer charges to property taxes as identified including 12% interest. *(Council action – motion)*

## **PLANNING & ZONING**

### **ATTORNEY**

### **ROADS**

### **MAINTENANCE**

### **CITY HALL**

### **CEMETERY**

### **PARKS**

### **LIBRARY**

### **PERSONNEL**

- Personnel matter. (Meeting is anticipated to be closed.) *(Council action – motion)*
- Revised Personnel Policy, including State Earned Sick and Safe Time requirements, pending City Attorney review and effective January 1, 2024. *(Council action – motion)*
- Planning Commission Member applications to fill vacant position with term of December 13, 2023 through December 31, 2025 (one opening): *(Council action – motion)*
  - Kale Jones
  - Faye Hughes (current Planning Commission alternate)
  - Mark Mosman
- Library Board Member application from Lori Bussler – 3 year term – January 2024 through December 2026. *(Council action – motion)*
- 2024 Elected Leaders Institute Foundational Program with a combination of online, on demand courses and a 2 day in person program in Plymouth for \$350 per person, up to 2 nights in hotel not to exceed \$500 and reimbursement of mileage and meals. *(Council action – motion)*
- 2024 Elected Leaders Institute: Advanced Program for in person training in Plymouth or Alexandria for \$350 per person, up to 2 nights in hotel not to exceed \$500 and reimbursement of mileage and meals. *(Council action – motion)*
- IIMC Annual Conference fee reimbursement for Cari Johnson of \$445, conference fee total of \$485 minus \$40 cancellation fee. *(Council action – motion)*

## **EMILY WATERS**

## **ECONOMIC DEV. (EDA)**

## **CODIFICATION**

## **UNFINISHED BUSINESS:**

- North Star Manganese update. *(Information)*

## **NEW BUSINESS:**

- Resolution 23-48 Establishing Polling Place in Emily, including alternate polling location, for 2024. *(Council action – motion)*
- Increase from six to eight Cuyuna Range Regional Safety Group training sessions per year. *(Council action – motion)*
- Wage Schedule Policy revision. *(Council action – motion)*
- City slogan contest open through 2023. *(Information)*

**CORRESPONDENCE:**

- ✓ State of Minnesota re: Pay Equity Report due January 31, 2024.
- ✓ Clasen & Schiessl re: audit responsibility, planned scope, timing, significant risks, and other.
- ✓ International Union of Operating Engineers re: Notice of Changes to the Public Employment Labor Relations Act.
- ✓ Minnesota Department of Public Safety re: administration reimbursement of \$1,174.83 closing out May 30, 2022 storm.
- ✓ League of MN Cities Insurance Trust re: 2023-24 coverages, rates, and dividend amount.
- ✓ Ehlers re: potential refunding of existing bonds.

**Scheduled Upcoming Meetings:**

- Special Council Meeting on Wednesday, December 13, 2023 at 12 p.m. to receive Feasibility Study and call a hearing on improvement for 2024 Road Improvement Project, proposed Special Assessment and Trunk Area Policies and Procedures for Public Improvements and Maintenance Costs, and bond/payment scenarios for 2024 Road Improvement Project.
- Schedule Special Council Meeting for Proposed 2024 Final Budget and 2024 Final City Tax Levy.

**ADJOURN**