

City of Emily

AGENDA

Tuesday, October 10, 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: May 23, 2023 Special Council Meeting
- FINANCIAL REPORT: September Checking Beginning Balance \$1,050,943.61, Ending Balance \$956,517.90
- RECEIPTS: General \$104,694.11, Sewer \$1,296.52, Total \$105,990.63
- CLAIMS FOR APPROVAL: \$158,934.43 for Pine River State Bank Checks #60804 to #60869 and automatic withdrawals #330737 to #330743
- INVESTMENTS (Market Value): \$385,746.59
- TOTAL CHECKING/INVESTMENTS: \$1,342,264.49

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

SPEAKERS: 6:10 p.m. Jan Mosman re: summary of Emily Waters aquatic invasive species treatment progress to date.
6:15 p.m. Robert Eddy re: comprehensive report on lake association/district activities.

FIRE DEPARTMENT

- Trunk or Treat Event on Tuesday, October 31 from 5 to 7 p.m. *(Information)*

FIRST RESPONSE UNIT

- Nicholas Davis request to do observation calls before completing EMT certification, pending medical director and EMSRB approval. *(Council action – motion)*

POLICE DEPARTMENT

- Emily Police Department options, including possible northern outpost for Sheriff Department with necessary cleaning and furniture. *(Information/Council action – motion)*
 - Request quotes for City Hall/Police Department access/security system upgrade. *(Council action – motion)*
 - Request quotes for Police Department IT network upgrade. *(Council action – motion)*
- **Bureau of Criminal Apprehension invoice for annual CJDN Access Fee of \$600.** *(Council action – motion)*

WASTEWATER**PLANNING & ZONING**

- 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)*

- Planning Commission recommendation for the 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. *(Council action – motion)*

**ATTORNEY
ROADS**

- MnDOT 2023/2024 Snow Control Agreement for State Highway 6 within Emily. *(Council action – motion)*
- Update regarding MnDOT speed zone study of State Highway 6. *(Information)*

MAINTENANCE

- Update on Emily Dam leak repair. *(Information)*

CITY HALL

CEMETERY

PARKS

LIBRARY

PERSONNEL

- LMC Fall Forums virtual learning opportunities for all City officials/staff for \$30 per registrant. The fee includes access to all five trainings. *(Council action – motion)*

EMILY WATERS

ECONOMIC DEV. (EDA)

CODIFICATION

- Crow Wing County Ordinance Regulating the Use of Cannabis and Cannabis Derived Products in Public Places. *(Information)*

UNFINISHED BUSINESS:

- North Star Manganese update. *(Information)*

NEW BUSINESS:

- Liquor license renewals pending receipt of all information, completed background check, and any amount due to the City paid in full: *(Council action – motion)*
 - 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
- Proposed Web Page Policy. *(Council action – motion)*
- Development of City slogan/tagline, including options such as a contest. *(Council action – motion)*
- Renewal of LMCIT Property/Casualty Insurance options. *(Council action – motion)*

CORRESPONDENCE:

- ✓ Jessie F. Hallett Memorial Library re: request for donation. *(Council action – motion)*
- ✓ Crow Wing County re: CWC ALERT Emergency Program.
- ✓ Crow Wing County re: request for MnDOT to conduct engineering and traffic investigations, including County Road 1 from west County line to State Highway 6.

Scheduled Upcoming Meetings:

- Crosby-Ironton School District 182 Special Election on Tuesday, November 7, 2023 from noon to 8 p.m. at the Emily City Hall gymnasium.
- Truth in Taxation Public Hearing on Tuesday, December 12, 2023 at 6 p.m.

ADJOURN

Request Placement on Agenda
City of Emily
Emily, MN 56447

RECEIVED

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 Robert Eddy

Subject for consideration Lake Association Update

Regular Council Meeting Date 10/10/23

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) _____

Consideration for an increase of the \$15K
per year

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:

[Signature] _____ 10/9/23 _____
Signature Date

Robert Eddy _____ 612-961-8513 _____
Print name Phone (in case of meeting cancellation)

City of Emily Lake Associations Update

October 10, 2023



RLID

Agenda Topics

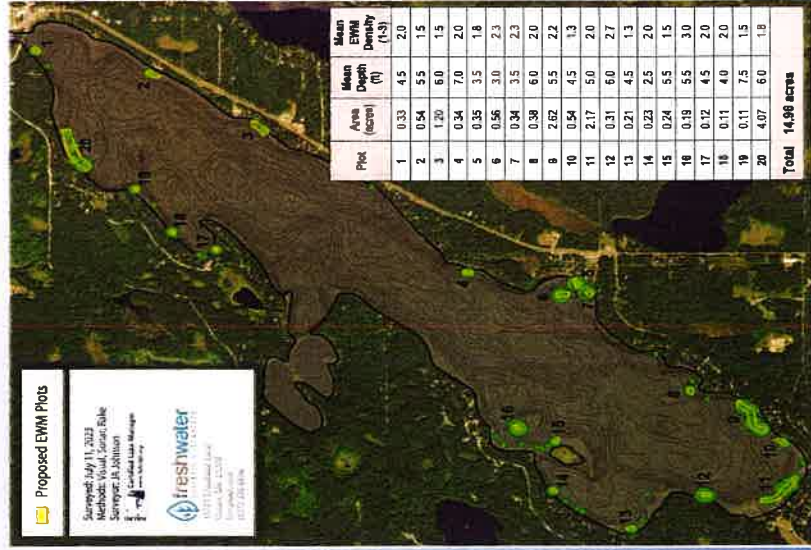
- **Mission Statements**
- **History of Accomplishments**
 - Aquatic Invasive Species
 - Shoreline Restorations
 - Get the Lead Out
 - Loon Liaison
 - Thousands of Volunteer hours
- **Current and Future Risks**
 - AIS
 - Enbridge Pipeline
 - Natural Shoreline Loss
 - Proximity of Manganese Mine
- **Managing the Risks**
 - AIS Launch Site Prevention
 - Enbridge Pipeline – Monthly Water Testing
 - Natural Shoreline Loss – Protect our Lakes and Lake Stewards Program
 - **Costs of Programs**
 - Year by Year Costs
 - **Forecast of Future Costs**
 - City of Emily Contributions
 - Request for Further Support
 - Help is needed

Mission Statement

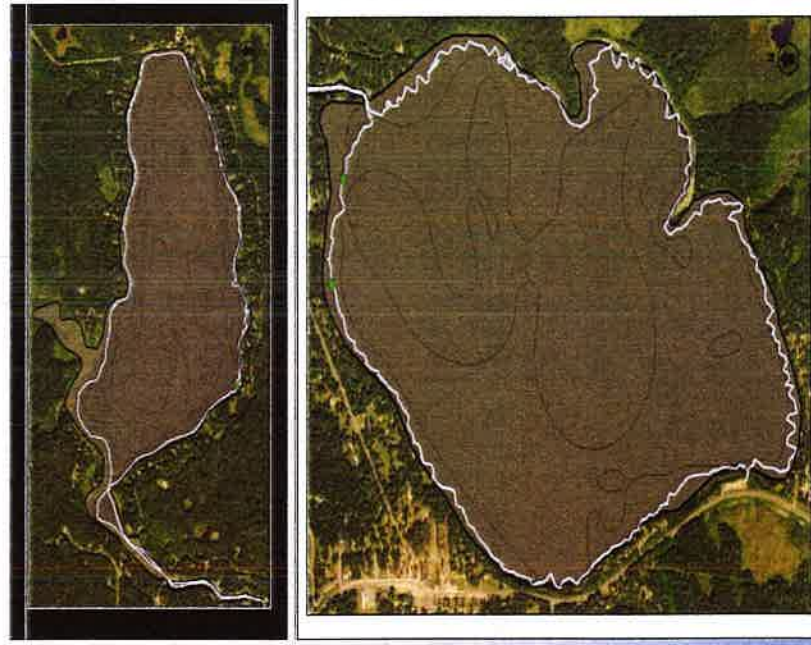
- **Preserve and Protect the Lakes and the Watershed**
 - We are all in this together
 - Water is fundamental to all forms of life
 - Maintain or Improve Water Quality
- AIS Management
 - **Address Invasive Species**
- Design, Organize, and fund **educational programs** designed to promote a healthy balance between recreational use of lakes and protection of the lakes as a natural resource
- **Aid, advise, and assist** municipal, county, and state policymakers in making decisions and taking actions that impact the lakes and the watersheds
- Consistent with Lake Associations Mission Statements

Accomplishments – AIS Management

Roosevelt Lake



Lake Mary, Emily and Little Pine River



Ruth Lake



Accomplishments

- Shoreline Restorations at Roosevelt Lake



Accomplishments

- Shoreline Restorations at Ruth Lake



Accomplishments

- Lake Stewart Program Implemented – 43 Lake Stewards – Created by MLR

CONGRATULATIONS LAKE STEWARDS!

Bonnie McGowan



Jim and Deb Nicholson



Chris and Mike Sandusky



Accomplishments

- Get the Lead Out – 109 pounds collected over 3 years – State Record



Accomplishments

- Loon Liaison Program



Accomplishments

- Support for Aquatic Management Area



- Buoy Management



Accomplishments

- Continue to Improve Launch Site Management



Accomplishments

Water Quality Testing – Partnership with WAPOA



Tests of Area Lake Water -- 2022 Report

Average Plant Biomass TSI Values 2019-2021*

- LAST 3-YEAR TSI VALUES**
- 3-4: Emily, Arrowhead, Mary
 - 4-5: Kego, Mitchell, Little Pine
 - 4-5: Upper Hay, Daggett, Lawrence
 - 4-5: N. Roosevelt

- 4-5: Velva, B. Roosevelt, Wood
- 4-5: Goodrich, Kimble, E. Fox
- 4-5: Big Pine, Upper Whitefish

- 3-38: Cross, Bar, W. Fox, Oak
- 3-38: L. Whitefish, Channahill, Linn
- 3-38: Lower Hay, Ivy, Butterfield
- 3-38: Bertha, Clear, Big Trout, Oz
- 3-38: O'Brien, Island, Pig, Rush

- 48: Upper Hay

HOW CAN I HELP THE LAKE?
 Divert lawn and driveway run water from the lake.
 Water runoff carries gas, oil, antifreeze, organic matter, pesticides, herbicides, and sediments carrying phosphorus.
 Buffer strips of vegetation slow water runoff and act as a filter for harmful substances.

Hint: The black larger TSI numbers on the lakes show 3-year average algae concentrations in lake water. Lower is better. Algae amounts are not constant. The small red numbers show the single highest of the 3 algae measurements made in 2021. Higher numbers = poorer water quality



5 REASONS TO WORK FOR A LOWER TSI

- 1. Lower water clarity
- 2. Higher water turbidity
- 3. More oxygen in water
- 4. Less algae in water
- 5. Higher lake temperature

WAPOA tests water on over 48 lakes
 The result is a TSI number.
 For every 1 point increase in TSI, there is a 10% increase in algae in the water.
 Rain water running from lawns to lake carries phosphorus bound to sediment. Phosphorus is needed to produce algae.
 Your lawn's 1 pound of phosphorus, added to the lake, can result in the production of 500 pounds of algae in your lake.

A lower TSI number is better with less algae and clearer water

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Accomplishments

- Repairing the Dam



Accomplishments

- Strong relationships developed with AIS Lake Technician
- Newsletters from the Lake Associations focusing on Programs, Education and Best Practices.
- Lake Level Gauge Readers – Report to DNR Weekly
- Adopt a Highway Program
- Tens of Thousands of Volunteer Hours

Current and Future Risks

- Additional AIS
 - Lake Roosevelt, Ruth, Mary and Emily have been infected with Eurasian Watermilfoil
 - Thunder Lake has Zebra Mussels and Starry Stonewort. Close proximity equates to higher risk of infection. Dr Phelps (U of M) predicts Roosevelt has a 39% chance of getting Zebra Mussels and/or Starry Stonewort in the near future.
 - Launch Site Prevention and Education is the only real defense
- Enbridge Pipeline
 - 600 feet from the north end of Lake Roosevelt.
 - Barr Engineering firm (Enbridge Consultant) rates Lake Roosevelt as a High Risk for contamination.
- Natural Shoreline (Is a buffer to protect the lakes from contamination)
 - 40 – 50% of our natural shoreline has been eliminated.
 - This creates more Algae; lowers water quality; negatively impacts the fish populations and lowers property values
- Proximity of Proposed Manganese Mine

Managing the Risks

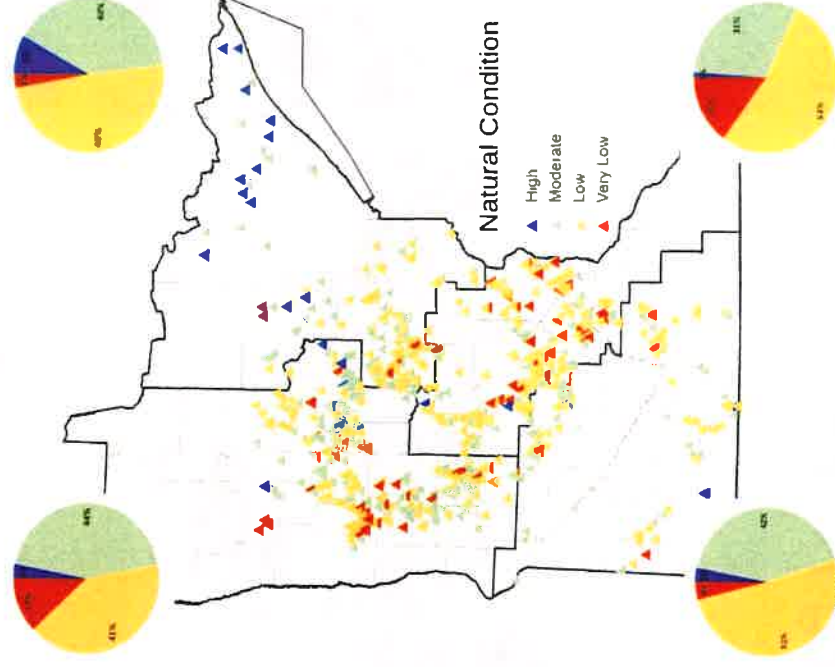
- AIS – Launch Site Prevention
 - Additional Inspector Hours
 - ILIDS – Automated Audio and Video of off hour boat launches
 - Decontamination Unit located at Ruth Lake Launch Site
 - Decontamination Location Assessment for other lake Launch Sites
 - More oversight needed
- Enbridge Pipeline
 - Water Quality Testing on a Monthly Basis
 - Conducted by Objective 3rd Party – Certified Laboratory
- Natural Shoreline
 - Protect our Lakeshore (POL) Program implemented in 2019
 - Partnered with County Soil and Water and Prairie Restorations Inc
 - Lakeshore Stewards Program implemented in 2021
 - 43 Lake Stewards
- Education Programs and Newsletters
 - New Lakeshore Owner Orientation Package & Meeting

Why do we Focus on Natural Shoreline?

Lakeshore Buffers –

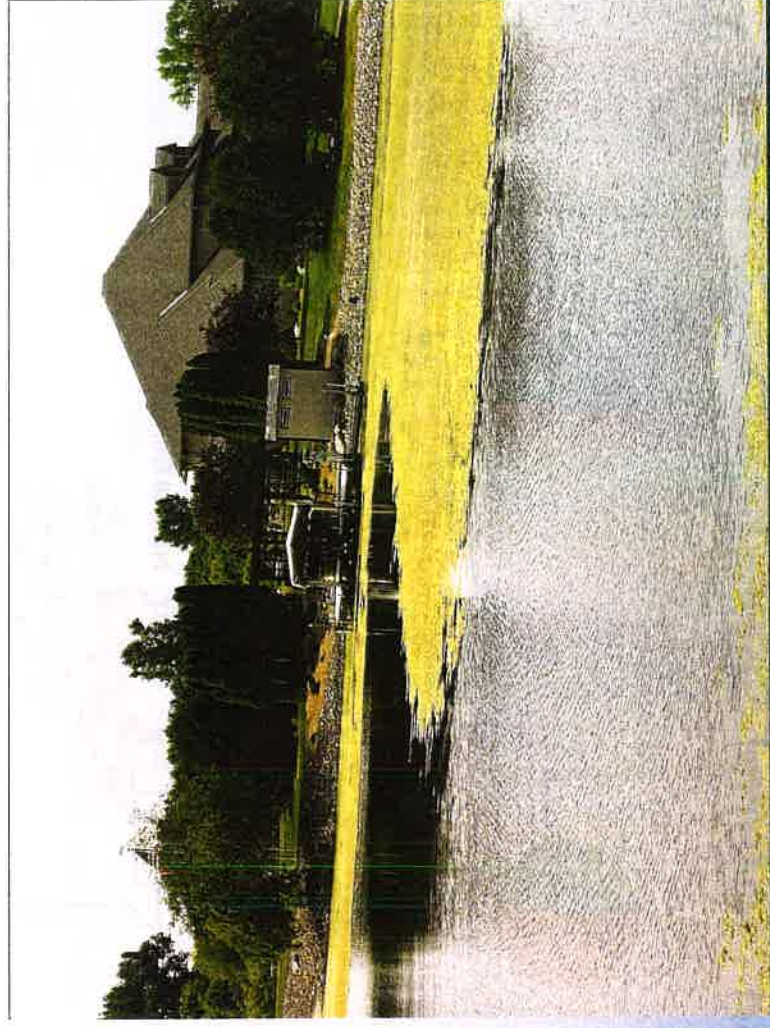
We've lost 40-50% of
our natural lakeshores

If we fail to protect these
natural shorelands, we will
lose lake water quality, and
maybe even the ability to
swim and recreate in our
lakes



Score-the-Shore survey results by DNR administrative region rescored using developed sites for each lake

Impacts of Disappearing Natural Shorelines



Managing the Threats

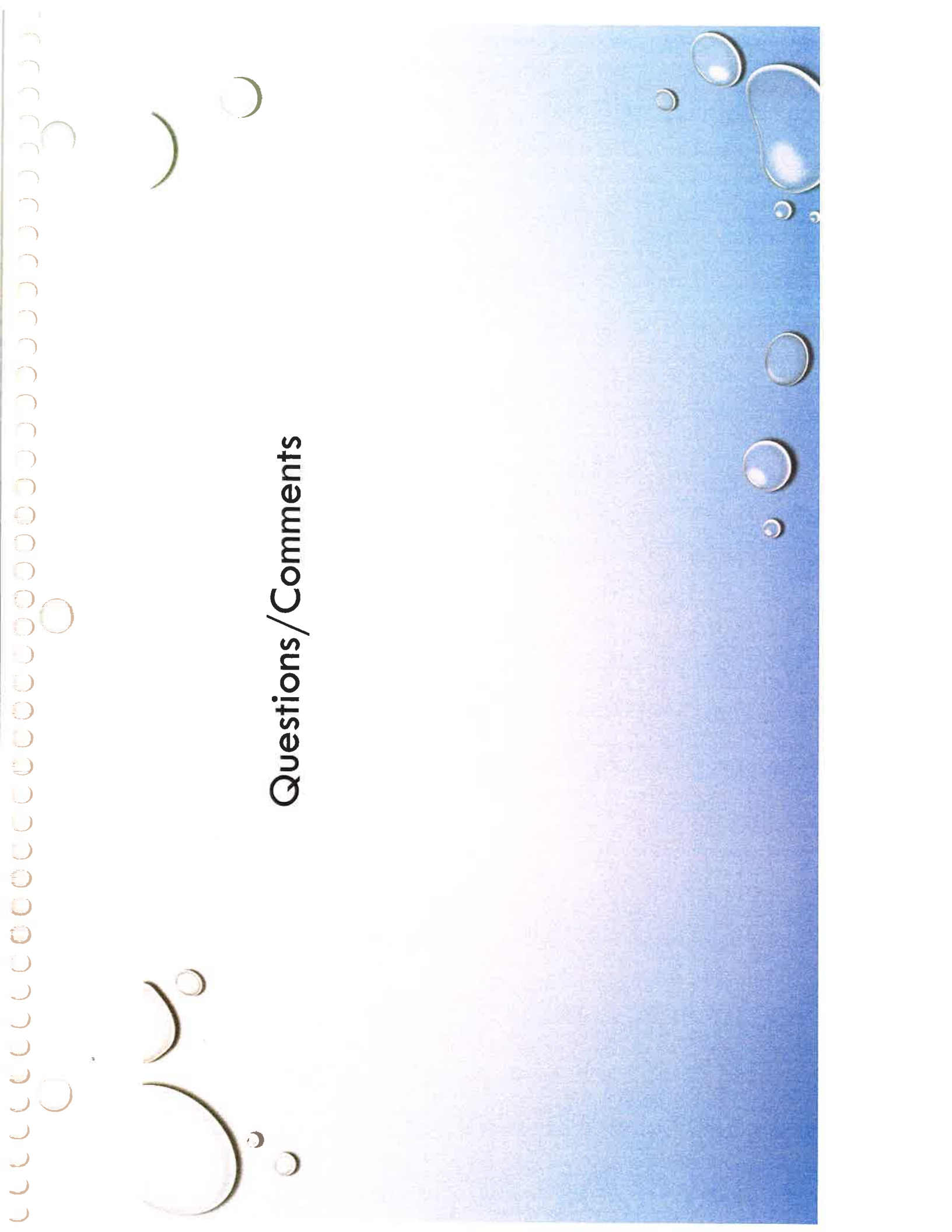
- Natural Shoreline Impact – Roosevelt Lake



Request for Further Support

- Funding Request for AIS and Launch Site Support – We are requesting an increase of 49% based on cost changes since 2016.
- Provide Support for Enbridge Water Testing – 50% of Yearly Costs – New Request \$3,500
- Need to better understand the best process for oversight and management of natural lakeshore changes.
- Future Discussion Point
 - Determine if there is value in formalizing the City of Emily Waters group to advocate for and help manage funds associated with the Lakes and Watershed.

Questions/Comments



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

May 23, 2023
Special Meeting

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

The Emily City Council met for a Special Meeting on Tuesday, May 23, 2023 in the Council Chambers and was called to order by Mayor Tracy Jones at 4:05 p.m. Councilmembers Bryce Butcher, Gerhart Hanson, Andrew Hemphill, and Gregory Koch were present. Tom Pearson, City Attorney, attended remotely and Cari Johnson, City Clerk/Treasurer, was present.

The Pledge of Allegiance was recited.

The Council continued the Emily Police Department discussion from the May 9, 2023 regular Council Meeting. The Crow Wing County Sheriff's Office and Cuyuna Police Department submitted preliminary soft quotes for 60 hours of police service coverage per week for one year in the City. The preliminary soft quote from the Sheriff's Office was for a total of \$263,130 and from Cuyuna Police Department was \$181,704.12. The City budgeted \$179,000 for the Emily Police Department (PD) in 2023, including one full-time police chief and one part-time officer. The advantage of eliminating the Emily PD would be cost. Advantages for keeping the Emily PD included having a local officer that knows the City and response time and the disadvantage would be the City's two squad cars are older vehicles. The disadvantage of contracting out for police service would be cost and loss of a local officer that is familiar with the City and the public. If the City hires a new police chief, the background check process would be thorough, extensive, and include the Sheriff's Department. The City would need to set a priority on hiring someone with police chief experience. **MAYOR JONES MADE THE MOTION TO PLAN TO REINSTATE THE EMILY POLICE DEPARTMENT AND TO START THE HIRING PROCESS FOR AN EMILY POLICE CHIEF. COUNCILMEMBER KOCH SECONDED THE MOTION.** Discussion included the Sheriff's Department is obligated to cover calls or emergency response to the City per Minnesota Statute while the City searches for a police chief. **ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.** The City currently has one part-time officer on administrative leave until a Police Chief is hired. Unless the City contracts with the Sheriff's Department, the Sheriff's Department will only be able to provide minimal coverage to the City for the remainder of the year because they are currently understaffed in their patrol division. The City has a Law Enforcement Services Agreement to provide police coverage to Little Pine Township. The City has been unable to invoice Little Pine Township in 2023. Little Pine Township will be notified the City is searching for a new police chief.

COUNCILMEMBER KOCH MADE THE MOTION TO CLOSE THE SPECIAL MEETING BECAUSE THE SUBJECT MATTER CONTAINS ACTIVE INVESTIGATIVE DATA AND DATA PERTINENT TO ALLEGATIONS AGAINST LAW ENFORCEMENT PERSONNEL PER MINNESOTA STATUTE 13D.05, SUBDIVISION 2. MAYOR JONES SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED. Time was 4:27 p.m.

The Special Meeting reopened at 4:30 p.m.

Because Damien Stalker effectuated notice to terminate immediately under paragraph #20 of his Police Chief Employment Agreement with the City, Stalker is effectively terminating the agreement for cause which allows the termination to be effective immediately. **COUNCILMEMBER BUTCHER MADE THE MOTION TO ACCEPT CHIEF DAMIEN STALKER'S TERMINATION OF THE POLICE CHIEF EMPLOYMENT AGREEMENT FOR CAUSE IMMEDIATELY. COUNCILMEMBER HANSON SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.** City staff and the City Attorney will prepare a confirmation of the City Council's acceptance of Damien Stalker's termination.

The Council continued the First Responder Personnel Matter discussion from the May 9, 2023 regular Council Meeting. **COUNCILMEMBER KOCH MADE THE MOTION TO CLOSE THE SPECIAL MEETING PER MINNESOTA STATUTE 13D.05, SUBDIVISIONS 1(D) AND 2(B), FOR PRELIMINARY CONSIDERATION OF ALLEGATIONS OF MISCONDUCT AGAINST AN INDIVIDUAL SUBJECT TO THE AUTHORITY OF THE CITY COUNCIL. COUNCILMEMBER HEMPHILL SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.** Time was 4:34 p.m.

The Special Meeting reopened at 4:54 p.m.

COUNCILMEMBER KOCH MADE THE MOTION TO HIRE JACK HENDERSON AS A TEMPORARY PART-TIME SUMMER MARKETING/GRAPHIC DESIGN AND COMMUNICATIONS INTERN FOR UP TO 30 HOURS PER WEEK PER RECOMMENDATION OF THE PERSONNEL COMMITTEE WITH A WAGE OF \$17.00 PER HOUR WITH A START DATE OF JUNE 5, 2023, PENDING PREEMPLOYMENT SCREENINGS AND BACKGROUND CHECK, AS PER DRAFTED JOB OFFER LETTER. COUNCILMEMBER HEMPHILL SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.

The Council discussed the proposed Criminal History Background Checks Policy for Employment and License Applicants. Crow Wing County needs to complete background checks for the City while the Emily PD is deactivated, but needs parameters. Crow Wing County would provide a pass/fail determination for the background checks and then inform City staff where to find public information if necessary. The Personnel Committee could review any public information with the applicant and make a determination of whether or not to hire. **MAYOR JONES MADE THE MOTION TO APPROVE THE CRIMINAL HISTORY BACKGROUND CHECKS POLICY FOR EMPLOYMENT AND LICENSE APPLICANTS AS PRESENTED. COUNCILMEMBER KOCH SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.**

Purchase of a graphic design program for the intern position was tabled for more information.

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 5:11 p.m.

Respectfully submitted,

Attest:

Cari Johnson, MCMC
City Clerk/Treasurer

Tracy Jones
Mayor

As on 9/30/2023

Fund	Beginning Balance	Receipts	Sale of Investments	Transfers In	Disbursements	Purchase of Investments	Transfers Out	Ending Balance	Investment Balance	Total Balance
General Fund	591,174.01	896,826.34	16,569.18	0.00	882,094.21	21,035.83	15,142.08	586,297.41	116,739.10	703,036.51
Road and Bridge	51,342.08	41.47	0.00	0.00	6,000.00	0.00	0.00	45,383.55	0.00	45,383.55
Small Cities Revolving Loan Fund	7,687.12	5,753.19	0.00	0.00	0.00	0.00	0.00	13,440.31	0.00	13,440.31
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	38.24	0.00	0.00	0.00	0.00	0.00	45,946.25	0.00	45,946.25
Library	1,154.84	425.75	0.00	0.00	0.00	0.00	0.00	1,580.59	0.00	1,580.59
Firemens equip fund 225	105,662.55	18,051.94	15,356.15	15,142.08	125,462.46	15,844.57	0.00	12,905.69	0.00	12,905.69
1st Resp. equip fund 226	33,667.26	9,818.29	570.84	0.00	858.93	2,099.31	0.00	41,098.15	40,604.89	81,703.04
Emily Area Recycling 227	(0.12)	109.80	0.00	0.00	652.80	0.00	0.00	(543.12)	0.00	(543.12)
Police Fund 228	2,123.37	1.77	0.00	0.00	0.00	0.00	0.00	2,125.14	0.00	2,125.14
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	38,911.98	0.00	0.00	46,600.00	0.00	0.00	20,798.58	0.00	20,798.58
Debt Service PRI 2014 304	33,200.99	29,301.38	0.00	0.00	43,752.50	0.00	0.00	18,749.87	0.00	18,749.87
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	0.00	577.78	0.00	0.00	0.00	0.00	0.00	577.78	0.00	577.78
Park Acquisition and Development (Optional)	48,335.33	3,702.45	998.97	0.00	987.32	3,673.80	0.00	48,375.63	71,058.59	119,434.22
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	1,832.15	499.47	0.00	493.64	1,836.89	0.00	1,326.07	35,529.29	36,855.36
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	1,310.58	356.76	0.00	352.60	1,312.05	0.00	3,311.89	25,378.06	28,689.95
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	8.56	0.00	0.00	0.00	0.00	0.00	10,072.45	0.00	10,072.45
CAP. PROJ. FIRE CD 414	5,009.20	4.39	0.00	0.00	0.00	0.00	0.00	5,013.59	0.00	5,013.59
CAP PROJ. RD CD 415	18,578.55	2,631.43	713.56	0.00	705.24	2,624.15	0.00	18,594.15	50,756.14	69,350.29
FUT. CITY DEV. CD 416	(2,204.61)	1,831.07	499.49	0.00	493.66	1,836.90	0.00	(2,204.61)	35,529.29	33,324.68

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 SEWER 617	97,682.76	99,257.88	142.72	0.00	119,113.63	524.84	0.00	77,444.89	10,151.23	87,596.12
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	1,124,443.14	35,707.14	15,142.08	1,241,566.99	50,788.34	15,142.08	950,305.37	385,746.59	1,336,051.96

For the Period: 9/1/2023 To 9/30/2023

<u>Name of Fund</u>	<u>Beginning Balance</u>	<u>Total Receipts</u>	<u>Total Disbursed</u>	<u>Ending Balance</u>	<u>Less Deposits In Transit</u>	<u>Plus Outstanding Checks</u>	<u>Total Per Bank Statement</u>
General Fund	\$692,738.04	\$57,834.18	\$164,274.81	\$586,297.41	\$0.00	\$5,001.73	\$591,299.14
Road and Bridge	\$46,577.52	\$6.03	\$1,200.00	\$45,383.55	\$0.00	\$1,200.00	\$46,583.55
Small Cities Revolving Loan Fund	\$12,909.05	\$531.26	\$0.00	\$13,440.31	\$0.00	\$0.00	\$13,440.31
Small Cities Housing Rehabilitation Fund	\$4.41	\$0.00	\$0.00	\$4.41	\$0.00	\$0.00	\$4.41
American Rescue Plan Fund	\$45,940.34	\$5.91	\$0.00	\$45,946.25	\$0.00	\$0.00	\$45,946.25
Library	\$1,580.35	\$0.24	\$0.00	\$1,580.59	\$0.00	\$0.00	\$1,580.59
Firemens equip fund 225	(\$8,237.99)	\$36,285.76	\$15,142.08	\$12,905.69	\$0.00	\$0.00	\$12,905.69
1st Resp. equip fund 226	\$36,585.60	\$4,799.33	\$286.78	\$41,098.15	\$0.00	\$0.00	\$41,098.15
Emily Area Recycling 227	(\$259.98)	\$0.00	\$283.14	(\$543.12)	\$0.00	\$0.00	(\$543.12)
Police Fund 228	\$2,124.90	\$0.24	\$0.00	\$2,125.14	\$0.00	\$0.00	\$2,125.14
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	\$20,795.87	\$2.71	\$0.00	\$20,798.58	\$0.00	\$0.00	\$20,798.58
Debt Service PRI 2014 304	\$18,747.41	\$2.46	\$0.00	\$18,749.87	\$0.00	\$0.00	\$18,749.87
Debt Service PRI 2004 305	\$6.70	\$0.00	\$0.00	\$6.70	\$0.00	\$0.00	\$6.70
Debt Service PRI 2005 306	\$577.66	\$0.12	\$0.00	\$577.78	\$0.00	\$0.00	\$577.78
Park Acquisition and Development (Optional)	\$48,369.47	\$401.71	\$395.55	\$48,375.63	\$0.00	\$0.00	\$48,375.63
CITY HALL CD 406	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
CEMETERY CD 407	\$1,325.95	\$197.89	\$197.77	\$1,326.07	\$0.00	\$0.00	\$1,326.07
SMALL CITIES CD 408	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
POLICE DEPART. 409	\$3,311.52	\$141.64	\$141.27	\$3,311.89	\$0.00	\$0.00	\$3,311.89
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	\$10,071.09	\$1.36	\$0.00	\$10,072.45	\$0.00	\$0.00	\$10,072.45
CAP. PROJ. FIRE CD 414	\$5,012.97	\$0.62	\$0.00	\$5,013.59	\$0.00	\$0.00	\$5,013.59
CAP PROJ. RD CD 415	\$18,591.81	\$284.88	\$282.54	\$18,594.15	\$0.00	\$0.00	\$18,594.15
FUT. CITY DEV. CD 416	(\$2,204.61)	\$197.77	\$197.77	(\$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	\$78,758.95	\$1,296.52	\$2,610.58	\$77,444.89	\$0.00	\$10.80	\$77,455.69
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

Total
 Per Bank
 Statement
 \$0.00
\$956,517.90
Balance
10-3-23
dy

Plus
 Outstanding
 Checks
 \$0.00
 \$6,212.53

Less
 Deposits
 In Transit
 \$0.00
 \$0.00

Ending
 Balance
 \$0.00
 \$950,305.37

Total
 Disbursed
 \$4,000.00
 \$189,012.29

Total
 Receipts
 \$4,000.00
 \$105,990.63

Beginning
 Balance
 \$0.00
 \$1,033,327.03

Name of Fund
 Donor pass thru 851
Total

Andrew D Hemphill	City Council/Town Board	Date
Bryce I 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 10/3/2023

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	\$591,174.01	\$913,395.52	\$918,272.12	\$586,297.41
Road and Bridge	\$51,342.08	\$41.47	\$6,000.00	\$45,383.55
Small Cities Revolving Loan Fund	\$7,687.12	\$5,753.19	\$0.00	\$13,440.31
Small Cities Housing Rehabilitation Fund	\$4.41	\$0.00	\$0.00	\$4.41
American Rescue Plan Fund	\$45,908.01	\$38.24	\$0.00	\$45,946.25
Library	\$1,154.84	\$425.75	\$0.00	\$1,580.59
Firemens equip fund 225	\$105,662.55	\$48,550.17	\$141,307.03	\$12,905.69
1st Resp. equip fund 226	\$33,667.26	\$10,389.13	\$2,958.24	\$41,098.15
Emily Area Recycling 227	(\$0.12)	\$109.80	\$652.80	(\$543.12)
Police Fund 228	\$2,123.37	\$1.77	\$0.00	\$2,125.14
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	\$38,911.98	\$46,600.00	\$20,798.58
Debt Service PRI 2014 304	\$33,200.99	\$29,301.38	\$43,752.50	\$18,749.87
Debt Service PRI 2004 305	\$0.00	\$6.70	\$0.00	\$6.70
Debt Service PRI 2005 306	\$0.00	\$577.78	\$0.00	\$577.78
Park Acquisition and Development (Optional)	\$48,335.33	\$4,701.42	\$4,661.12	\$48,375.63
CITY HALL CD 406	\$0.00	\$0.00	\$0.00	\$0.00
CEMETERY CD 407	\$1,324.98	\$2,331.62	\$2,330.53	\$1,326.07
SMALL CITIES CD 408	\$0.00	\$0.00	\$0.00	\$0.00
POLICE DEPART. 409	\$3,309.20	\$1,667.34	\$1,664.65	\$3,311.89
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	\$8.56	\$0.00	\$10,072.45
CAP. PROJ. FIRE CD 414	\$5,009.20	\$4.39	\$0.00	\$5,013.59
CAP PROJ. RD CD 415	\$18,578.55	\$3,344.99	\$3,329.39	\$18,594.15
FUT. CITY DEV. CD 416	(\$2,204.61)	\$2,330.56	\$2,330.56	(\$2,204.61)
SHOP BLDG CD 417	\$0.00	\$0.00	\$0.00	\$0.00
Sewage Collection and Disposal	\$97,682.76	\$99,400.60	\$119,638.47	\$77,444.89
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	\$1,175,292.36	\$1,307,497.41	\$950,305.37

Date of Report : 10/3/2023

Outstanding Checks

<u>Date of Check</u>	<u>Check Number</u>	<u>To Whom Paid</u>	<u>Check Amount</u>
09/20/2023	60816	AFLAC	\$31.68
09/20/2023	60818	GOPHER STATE ONE-CALL	\$10.80
09/20/2023	60819	Sourcewell	\$1,856.25
09/27/2023	60830	Tri-County Septic Inspection	\$100.00
09/27/2023	60831	NORTHLAND PRESS	\$95.00
09/27/2023	60832	Econo Signs, LLC.	\$47.00
09/27/2023	60835	Verizon	\$103.92
09/27/2023	60836	Tremolo Communications	\$360.00
09/27/2023	60837	Colonial Life	\$76.72
09/27/2023	60838	Aramark	\$193.08
09/27/2023	60839	Short Elliott Hendrickson, Inc.	\$2,766.00
09/27/2023	60828	Payroll Period Ending 09/27/2023	\$572.08
		Total	\$6,212.53

For the period: 9/1/2023 To 9/30/2023

Investment Type	Description	Beginning Balance	Date	Deposits	Withdrawals	Ending Balance
Money Market/Bonds	MMMF/Municipal Bonds:Varying Maturities,	383,599.32	09/01/2023			
			09/12/2023	15,142.08		398,741.40
			09/12/2023		15,142.08	383,599.32
			09/30/2023	570.37		384,169.69
			09/30/2023	198.39		384,368.08
			09/30/2023	347.18		384,715.26
			09/30/2023	173.59		384,888.85
			09/30/2023	124.00		385,012.85
			09/30/2023	247.99		385,260.84
			09/30/2023	173.59		385,434.43
			09/30/2023	49.60		385,484.03
			09/30/2023	79.46		385,563.49
			09/30/2023	27.64		385,591.13
			09/30/2023	48.37		385,639.50
			09/30/2023	24.18		385,663.68
			09/30/2023	17.27		385,680.95
			09/30/2023	34.55		385,715.50
			09/30/2023	24.18		385,739.68
			09/30/2023	6.91		385,746.59
Total		17,289.35		15,142.08		385,746.59

385,746.59
balanab
 10-3-23
aj

Total All Investments

17,289.35

15,142.08

385,746.59

Fund Name: All Funds
 Date Range: 09/01/2023 To 09/30/2023

<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>
09/05/2023	Dan Johnson/Heather Mitylmg	13042	Small Cities Revolving Loan Fund Small Business Loan Sept 23	(09/06/2023) -	N State MIF Business Loans COVID-19	204-36203-15	\$ 362.03
09/05/2023	Anonymous	13043	Copies X 2	(09/06/2023) -	N Copies/Faxes	100-34112-	\$ 0.50
09/06/2023	Verizon Wireless	13044	Monthly Lease Payment	(09/07/2023) -	N Verizon Rental	100-34951-	\$ 1,100.00
09/06/2023	UTILITY BILLING	13045	Sewer Charges	(09/07/2023) -	N Rate Class I	602-37210-	\$ 342.20
09/08/2023	Dan Brennan	13046	Rental of 4 tables and 16 chairs	(09/13/2023) -	N Penalties and Forfeited Discounts	602-37260-	\$ 34.22
09/08/2023	Leta Hartman	13047	4 Cemetery Lots	(09/13/2023) -	N City/Town Hall Rent	100-34101-	\$ 36.00
09/08/2023	Tammie Kavaloski	13048	Cremation Burial: Timothy Peterson, Blk 22 Lot 5 S 1/4 of S 1/2	(09/13/2023) -	N Cemetery -Sale of lots	100-34942-	\$ 3,000.00
09/11/2023	Jon Friesner	13049	Special Planning Commission Meeting Fee	(09/13/2023) -	N Cemetery -Grave openings	100-34941-	\$ 300.00
09/12/2023	Lakes Area Title	13050	Inv. 2023-44 Assessment Search	(09/13/2023) -	N Zoning and Subdivision Fees	100-34103-	\$ 300.00
					N Assessment Searches	100-34107-	\$ 25.00
							\$ 25.00

Fund Name: All Funds

Date Range: 09/01/2023 To 09/30/2023

<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>
09/12/2023	Lawyers Title Services LLC	13051	Inv. 2023-43 Assessment Search	(09/13/2023) -	N	Assessment Searches	100-34107-	\$ 25.00
09/12/2023	Crow Wing County	13052	Court Fees	(09/12/2023) -	N	Court Fines	100-35101-	\$ 25.00
09/12/2023	Joe St. Martin	13053	Land Use and SSTS Permits	(09/14/2023) -	N	Building Permits (Excludes surcharge)	100-32210-	\$ 800.00
09/12/2023	Natasha McMahon	13054	Land Use and SSTS Permits	(09/14/2023) -	N	Building Permits (Excludes surcharge)	100-32210-	\$ 810.00
09/12/2023	Patrick Scherf	13055	Land Use Permit	(09/14/2023) -	N	Building Permits (Excludes surcharge)	100-32210-	\$ 150.00
09/12/2023	Money Market/Bonds	IAW10831	Deposit from Money Market/Bonds	(09/12/2023)-	N	Sale of Investment	225-39990-	\$ 15,142.08
09/12/2023	225 Firemen's Equipment Fund	TRF912202	Transfer of investment from 225 Firemen's Equipment Fund to 100 General Fund	(09/12/2023) -	N	Sale of Investment	100-39990-	\$ 15,142.08
09/12/2023	100 General Fund	TRF912202	Transfer to Firemen's Equipment Fund from 100 General Fund - Payback for investment trnsfr	(09/12/2023) -	N	Transfer From General Fund	225-39201-	\$ 15,142.08
09/13/2023	Greg Koch	13056	Rental of Chairs X20	(09/18/2023) -	N	City/Town Hall Rent	100-34101-	\$ 20.00
								\$ 20.00

Fund Name: All Funds

Date Range: 01/2023 To 09/30/2023

Date	Remitter	Receipt #	Description	Deposit ID	Void	Account Name	F-A-P	Total
09/14/2023	Roosevelt and Lawrence Area Lakes A	13057	Res 23-38 Donation to 1st Response Unit Equipment Fund	(09/18/2023) -	N	Contributions and Donations from Private Sources	226-36230-	\$ 1,568.00
09/14/2023	Outing Chamber of Commerce	13058	Res 23-36 Donation for 1st Response Unit Equipment Fund	(09/18/2023) -	N	Contributions and Donations from Private Sources	226-36230-	\$ 3,000.00
09/14/2023	Emily Firemen's Relief Association	13059	Res 23-39 Donation for Fire Equip Fund and Emily Day Fireworks	(09/18/2023) -	N	Contributions and Donations from Private Sources	225-36230-	\$ 6,000.00
09/18/2023	Dan and Fran Barrett	13060*	Small Cities Revolving Loan Fund	(09/18/2023) -	N	State MIF Business Loans COVID-19	204-36203-15	\$ 167.51
09/18/2023	Berkley Risk Admin/LMCIT	13061*	Work Comp Claim #494773 Check for 8-7-23 thru 8-20-23	(09/18/2023) -	N	Refunds	100-36240-	\$ 1,504.40
09/18/2023	Berkley Risk Admin/LMCIT	13062*	Work Comp Claim #494773 Check for 8-21-23 thru 8-27-23	(09/18/2023) -	N	Refunds	100-36240-	\$ 752.20
09/18/2023	Lakes Area Title	13063	Inv 23-45 Assessment Search	(09/21/2023) -	N	Assessment Searches	100-34107-	\$ 25.00
09/19/2023	Marilyn French	13064	Land Use Permit 23-78	(09/21/2023) -	N	Building Permits (Excludes surcharge)	100-32210-	\$ 150.00
09/19/2023	Jon Friesner	13065	Land Use and Septic Permit Fees	(09/21/2023) -	N	Building Permits (Excludes surcharge)	100-32210-	\$ 950.00
								\$ 1,568.00
								\$ 3,000.00
								\$ 6,000.00
								\$ 10,000.00
								\$ 167.51
								\$ 1,504.40
								\$ 752.20
								\$ 25.00
								\$ 150.00
								\$ 950.00
								\$ 950.00

Fund Name: All Funds

Date Range: 09/01/2023 To 09/30/2023

<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>
09/20/2023	Reginald and Karen Smith	13066	Land Use Permits	(09/21/2023) -	N Building Permits (Excludes surcharge)	100-32210-	\$ 250.00
							<u>\$ 250.00</u>
09/20/2023	Janet and Jeff Capra	13067	SSTS Permit 23-81	(09/21/2023) -	N Building Permits (Excludes surcharge)	100-32210-	\$ 260.00
							<u>\$ 260.00</u>
09/20/2023	Kevin Eklund	13068	30 feet of 12" Culvert	(09/21/2023) -	N Sale of Culverts	100-34303-	\$ 390.00
							<u>\$ 390.00</u>
09/20/2023	Anonymous	13069	Fax X1	(09/21/2023) -	N Copies/Faxes	100-34112-	\$ 0.75
							<u>\$ 0.75</u>
09/21/2023	The Title Team	13070	Inv 23-46 Assessment Search	(09/26/2023) -	N Assessment Searches	100-34107-	\$ 25.00
							<u>\$ 25.00</u>
09/22/2023	Emily Ace Storage	13071	Commercial Land Use Permit 23-80	(09/26/2023) -	N Building Permits (Excludes surcharge)	100-32210-	\$ 600.00
							<u>\$ 600.00</u>
09/25/2023	Clean Up Day	13072	Change for Clean Up Day	(09/26/2023) -	N Refuse Collection Charges	100-34403-006	\$ 250.00
							<u>\$ 250.00</u>
09/25/2023	Clean Up Day	13073	Clean Up Day - Residents - Cash	(09/26/2023) -	N Refuse Collection Charges	100-34403-006	\$ 864.00
							<u>\$ 864.00</u>
09/25/2023	Bruce Latterell	13074	Clean Up Day	(09/26/2023) -	N Refuse Collection Charges	100-34403-006	\$ 25.00
							<u>\$ 25.00</u>
09/25/2023	Ruth Faanes	13075	Clean Up Day	(09/26/2023) -	N Refuse Collection Charges	100-34403-006	\$ 69.00
							<u>\$ 69.00</u>
09/26/2023	James Manders	13076	SSTS Permit 23-85	(09/28/2023) -	N Building Permits (Excludes surcharge)	100-32210-	\$ 260.00
							<u>\$ 260.00</u>

Fund Name: All Funds

Date Range: 01/2023 To 09/30/2023

Date	Remitter	Receipt #	Description	Deposit ID	Void Account Name	F-A-P	Total
09/26/2023	Linda and Donald Sagerer	13077	Land Use and SSTS Permits	(09/28/2023) -	N Building Permits (Excludes surcharge)	100-32210-	\$ 710.00
09/27/2023	Anonymous	13078	Copies X2	(09/28/2023) -	N Copies/Faxes	100-34112-	\$ 710.00
09/27/2023	State of Minnesota	13080	Emergency Management State Reimbursement from 6/20/2022 Storm	(09/28/2023) -	N State Emergency Management Aid	100-33423-	\$ 13,384.99
09/27/2023	UTILITY BILLING	13081	Sewer Charges	(09/28/2023) -	N Rate Class I	602-37210-	\$ 730.30
					N Penalties and Forfeited Discounts	602-37260-	\$ 123.32
							\$ 853.62
09/28/2023	Minnesota Revenue	13082	Police State Aid	(09/29/2023) -	N State Police Aid	100-33480-	\$ 14,714.07
09/28/2023	Clyde Cress	13084	Stumps for Brush Dump X2	(09/29/2023) -	N Refuse Collection Charges	100-34403-22	\$ 10.00
09/29/2023	Patricia Petersen	13085	Cremation Burial - Cecil W. Banister	(09/29/2023) -	N Cemetery -Grave openings	100-34941-	\$ 150.00
09/30/2023	PINE RIVER STATE BANK	13089	Int CR Checking	(09/30/2023) -	N Interest Earning	100-36210-	\$ 75.87
					N Interest Earning	201-36210-	\$ 6.03
					N Interest Earning	204-36210-	\$ 1.72
					N Interest Earning	206-36210-	\$ 5.91
					N Interest Earning	211-36210-	\$ 0.24
					N Interest Earning	225-36210-	\$ 1.60
					N Interest Earning	226-36210-	\$ 5.30
					N Interest Earning	228-36210-	\$ 0.24
					N Interest Earning	303-36210-	\$ 2.71
					N Interest Earning	304-36210-	\$ 2.46
					N Interest Earning	306-36210-	\$ 0.12
					N Interest Earning	404-36210-	\$ 6.16
					N Interest Earning	407-36210-	\$ 0.12
					N Interest Earning	409-36210-	\$ 0.37

Fund Name: All Funds

Date Range: 09/01/2023 To 09/30/2023

<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>
09/30/2023	Pershing	13090	Int CR Investments - MIMMF and Muni Bonds	(09/30/2023) -	N	Interest Earning	100-36210-	\$ 570.37
						Interest Earning	226-36210-	\$ 198.39
						Interest Earning	404-36210-	\$ 347.18
						Interest Earning	407-36210-	\$ 173.59
						Interest Earning	409-36210-	\$ 124.00
						Interest Earning	415-36210-	\$ 247.99
						Interest Earning	416-36210-	\$ 173.59
						Interest Earning	602-36210-	\$ 49.60
								\$ 1,884.71
09/30/2023	Pershing	13091	Muni Bonds Unrealized Investment Gains	(09/30/2023) -	N	Unrealized Investment Gain	100-39103-	\$ 79.46
						Unrealized Investment Gain	226-39103-	\$ 27.64
						Unrealized Investment Gain	404-39103-	\$ 48.37
						Unrealized Investment Gain	407-39103-	\$ 24.18
						Unrealized Investment Gain	409-39103-	\$ 17.27
						Unrealized Investment Gain	415-39103-	\$ 34.55
						Unrealized Investment Gain	416-39103-	\$ 24.18
						Unrealized Investment Gain	602-39103-	\$ 6.91
								\$ 262.56
								\$ 105,990.63

Total for Selected Receipts

Date Range : 10/5/2023 To 10/10/2023

<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>
10/10/2023	PLM Lake and Land Management Corp.	Inv. B16013 - Roosevelt Lake Eurasian Water Milfoil Treatment	70945	\$4,833.00	100-46103-491-	Emily Waters	\$4,833.00
10/10/2023	Elan Financial Services	Sep23:PZPost,LibrarySup p,CemLathe,RdEquipSmT ls, HallClean,ReprMaint,Sho pTrain	70946*	\$887.01	100-41910-322- 100-49010-221- 100-43126-240- 100-43110-215- 100-41941-221- 100-41941-211- 100-43110-308- 100-41425-331- 100-43240-322- 100-45187-201-	Planning and Zoning Cemetery Road and Bridge Equipment Maintenance-Shop City Hall City Hall Maintenance-Shop Clerk Waste (Refuse) Disposal Library	\$1.35 \$63.78 \$314.77 \$24.85 \$13.41 \$176.37 \$60.00 \$186.53 \$10.75 \$35.20
10/10/2023	Wex Bank	Inv. 91729335 - Fuel - Road Equip, Fire	70947	\$786.24	100-43126-212- 100-42220-212-	Road and Bridge Equipment Fire Fighting	\$644.72 \$141.52
10/10/2023	QUILL	Inv. 34720272 - Clerk and Planning and Zoning Office Supplies	70948	\$93.98	100-41425-201- 100-41910-201-	Clerk Planning and Zoning	\$46.99 \$46.99
10/10/2023	CULLIGAN	Inv.150X01503309,150X 01493808 - Hall Softener Equip Rental/Shop Water Rental	70949	\$104.31	100-41941-416- 100-43110-416-	City Hall Maintenance-Shop	\$41.70 \$62.61
10/10/2023	Minnesota Pump Works	INV022341 - Main Liftstation Pump #2 Repair	70950	\$728.56			

Date Range : 10/5/2023 To 10/10/2023

<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>
10/10/2023	TowMaster Truck Equipment	Inv. 463387: Joystick for 2018 Plow Truck International	70951	\$475.58	602-49450-221-602-49450-404-	Sewer Utilities - Sanitary Sewer Maintenance Sewer Utilities - Sanitary Sewer Maintenance	\$368.56 \$360.00
10/10/2023	Team Laboratory Chemical, LLC	Inv0038101: Road Patch and Weed Killer	70952	\$839.50	100-43126-221-100-43121-224-602-49450-225-100-49010-225-100-45202-225-	Road and Bridge Equipment Paved Streets Sewer Utilities - Sanitary Sewer Maintenance Cemetery Park Areas	\$475.58 \$382.25 \$152.42 \$152.42 \$152.41
Total For Selected Claims				\$8,748.18			\$8,748.18

For the payroll period ending: 10/10/2023

<u>Account #</u>	<u>Employee #</u>	<u>Employee Name</u>	<u>Amount</u>
11110-103	323	Butcher, Bryce L	300.14
	428	HANSON, JR, GERHART L.	388.59
	922	Hemphill, Andrew D	392.49
	724	Koch, Gregory A	392.49
		Account Total	1,473.71
100-41310-103	643	JONES, TRACY ALLEN	554.10
		Account Total	554.10
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	\$2,275.62

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 : 9/28/2023 To 10/4/2023

<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>
10/04/2023	Tri-County Septic Inspection	9/27,10/2,10-3:SeptInsp n-43251Minnielk,18550 WoodLk,18526WoodLk;SeptDesRev-Marshview	70936	\$550.00	100-41910-310-	Planning and Zoning	\$550.00
10/04/2023	Ehlers Investment Partners, LLC	August 2023 Investment Account Management Fee	70937	\$64.91			
10/04/2023	EMILY ACE HARDWARE	Inv.9-30:CemeteryMaint, Landscp,1stRespSupp,Shop Cleaning,SmTls,ShopMaterials	70938	\$474.41	100-49350-307-	Purchase of Investments	\$64.91
					100-49010-221-	Cemetery	\$48.00
					100-49010-225-	Cemetery	\$267.50
					100-42860-218-	Other Protection-1st Response	\$13.01
					100-43110-211-	Maintenance-Shop	\$7.99
					100-43110-240-	Maintenance-Shop	\$51.14
					100-43110-215-	Maintenance-Shop	\$86.77
10/04/2023	I.U.O.E. LOCAL 49 FRINGE BENEFIT FU	Health Insurance November 2023	70939	\$5,680.00			
					100-41425-101-	Clerk	\$590.00
					100-41425-131-	Clerk	\$2,250.00
					100-43110-101-	Maintenance-Shop	\$590.00
					100-43110-131-	Maintenance-Shop	\$2,250.00
10/04/2023	Canon Financial Services, Inc.	COPIER LEASE- 9/20/23 Inv. #31269801	70940	\$148.93	100-41425-413-	Clerk	\$148.93
10/04/2023	NORTHLAND PRESS	Invs. 2023-785: Fee Schedule Ordinance Revision	70941	\$123.50			
					100-41130-351-	Ordinances and Proceedings	\$123.50
10/04/2023	Tremolo Communications	City phone service - 10/1/2023 invoices	70942	\$808.46			
					100-41941-321-	City Hall	\$38.89
					100-41910-321-	Planning and Zoning	\$49.77

Date Range : 9/28/2023 To 10/4/2023

<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>
10/04/2023	Clasen & Schiessel CPAs Ltd	2022 Audit Services, inc. Investments - Inv. 28502	70943	\$16,850.00	100-41425-321- 100-41425-321- 100-42210-321- 100-43110-321-	Clerk Clerk Fire Administration Maintenance-Shop	\$39.90 \$429.13 \$144.66 \$106.11
10/04/2023	Verizon	Shop - Inv. #9945178798	70944	\$29.24	100-41540-301- 100-43110-321-	Internal Auditing Maintenance-Shop	\$16,850.00 \$29.24
Total For Selected Claims				\$24,729.45			\$24,729.45

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

For the payroll period ending: 10/04/2023

<u>Account #</u>	<u>Employee #</u>	<u>Employee Name</u>	<u>A</u>	<u>nt</u>
100-41910-114	916	Bartel, Lynda C		+1
	926	Hughes, Faye A	36.94	
	722	JOHNSON, DAVID P	55.41	
	924	Rheaume, Patrick T	55.41	
	718	SPIESS, WILLIAM F	55.41	
	87	Vukelich, Denise L	55.41	
		Account Total	313.99	
100-43110-101				
		Unallocated (Due to rounding)		\$0.00
		Total For Period	\$313.99	

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: 09/13/2023 To 09/30/2023

Date	Vendor	Check #	Description	Void	Account Name	F-A-O-P	Total
09/13/2023	FEDERAL WITHHOLDING/ON LINE	330737	Federal Withholding - 9/13/23 Payroll	N	Council/Town Board	100-41110-103-	99.44
		330737				100-41110-122-	80.60
		330737			Mayor	100-41110-135-	18.84
		330737				100-41310-103-	38.25
		330737				100-41310-122-	31.00
		330737			Clerk	100-41310-135-	7.25
		330737				100-41425-101-	283.27
		330737				100-41425-103-	3.13
		330737				100-41425-122-	2.54
		330737				100-41425-122-	229.58
		330737				100-41425-135-	53.69
		330737				100-41425-135-	0.59
		330737				100-41425-171-	196.92
		330737			Planning and Zoning	100-41425-171-	0.20
		330737				100-41910-103-	88.87
		330737				100-41910-114-	18.36
		330737				100-41910-122-	14.88
		330737				100-41910-122-	72.02
		330737				100-41910-135-	16.85
		330737				100-41910-135-	3.48
		330737				100-41910-171-	5.70
		330737			City Hall	100-41910-171-	34.70
		330737				100-41941-101-	28.12
		330737				100-41941-122-	6.58
		330737				100-41941-135-	24.16
		330737				100-41941-171-	3.06
		330737			Civil Defense Expenditures	100-42501-103-	2.48
		330737				100-42501-122-	0.58
		330737				100-42501-135-	99.15
		330737			Maintenance-Shop	100-43110-101-	4.74
		330737				100-43110-103-	3.84
		330737				100-43110-122-	80.36
		330737				100-43110-122-	18.79
		330737				100-43110-135-	0.90
		330737				100-43110-135-	0.88
		330737				100-43110-171-	71.17
		330737			Paved Streets	100-43110-171-	143.85
		330737				100-43121-101-	73.52
		330737				100-43121-103-	

Fund Name: All Funds

Date Range: 09/13/2023 To 09/30/2023

<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>
			330737			100-43121-122-	\$ 59.58
			330737			100-43121-122-	\$ 116.59
			330737			100-43121-135-	\$ 27.26
			330737			100-43121-135-	\$ 13.94
			330737			100-43121-171-	\$ 13.54
			330737			100-43121-171-	\$ 94.22
			330737		Waste (Refuse) Disposal	100-43240-101-	\$ 30.85
			330737			100-43240-103-	\$ 19.13
			330737			100-43240-122-	\$ 15.50
			330737			100-43240-122-	\$ 25.00
			330737			100-43240-135-	\$ 5.85
			330737			100-43240-135-	\$ 3.63
			330737			100-43240-171-	\$ 20.00
			330737			100-43240-171-	\$ 17.88
			330737		Park Areas	100-45202-103-	\$ 14.24
			330737			100-45202-122-	\$ 11.54
			330737			100-45202-135-	\$ 2.70
			330737			100-45202-171-	\$ 2.62
			330737		Cemetery	100-49010-101-	\$ 12.50
			330737			100-49010-103-	\$ 2.36
			330737			100-49010-122-	\$ 1.92
			330737			100-49010-122-	\$ 10.13
			330737			100-49010-135-	\$ 2.37
			330737			100-49010-135-	\$ 0.44
			330737			100-49010-171-	\$ 0.44
			330737			100-49010-171-	\$ 10.06
			330737		Sewer Utilities - Sanitary Sewer Maintenance	602-49450-101-	\$ 8.06
			330737			602-49450-122-	\$ 6.53
			330737			602-49450-135-	\$ 1.53
			330737			602-49450-171-	\$ 5.39
			330737		Sewer Utilities - Administration and General	602-49490-101-	\$ 0.73
			330737			602-49490-122-	\$ 0.59
			330737			602-49490-135-	\$ 0.14
			330737			602-49490-171-	\$ 0.14
			330737				\$ 2,419.74
09/13/2023	MINNESOTA REVENUE	State Withholding - 9/13/23 Payroll	330738	N	Clerk	100-41425-172-	\$ 130.35
			330738		Planning and Zoning	100-41910-172-	\$ 14.67
			330738		City Hall	100-41941-172-	\$ 19.36
			330738		Maintenance-Shop	100-43110-172-	\$ 57.22

Fund Name: Funds
 Date Range: 13/2023 To 09/30/2023

<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>
		330738			Paved Streets	100-43121-172-	\$ 103.67
		330738			Waste (Refuse) Disposal	100-43240-172-	\$ 16.71
		330738			Park Areas	100-45202-172-	\$ 4.68
		330738			Cemetery	100-49010-172-	\$ 7.94
		330738			Sewer Utilities - Sanitary Sewer Maintenance	602-49450-172-	\$ 4.46
		330738			Sewer Utilities - Administration and General	602-49490-172-	\$ 0.28
		330738					\$ 359.34
09/13/2023	Payroll Period Ending 09/13/2023	60804	Regular Payroll - 8-30 to 9-12	N	Maintenance-Shop	100-43110-103-	\$ 27.41
		60804			Paved Streets	100-43121-103-	\$ 424.86
		60804			Park Areas	100-45202-103-	\$ 82.23
		60804			Cemetery	100-49010-103-	\$ 13.71
		60804					\$ 548.21
09/13/2023	Payroll Period Ending 09/13/2023	60805	Regular Payroll - 8-30 to 9-12	N	Clerk	100-41425-103-	\$ 34.38
		60805			Planning and Zoning	100-41910-103-	\$ 976.87
		60805					\$ 1,011.25
09/13/2023	Payroll Period Ending 09/13/2023	60806	Regular Payroll - 8-30 to 9-12	N	City Hall	100-41941-101-	\$ 183.87
		60806			Maintenance-Shop	100-43110-101-	\$ 549.93
		60806			Paved Streets	100-43121-101-	\$ 693.68
		60806			Waste (Refuse) Disposal	100-43240-101-	\$ 122.02
		60806			Cemetery	100-49010-101-	\$ 81.90
		60806			Sewer Utilities - Sanitary Sewer Maintenance	602-49450-101-	\$ 40.12
		60806					\$ 1,671.52
09/13/2023	Payroll Period Ending 09/13/2023	60807	Regular Payroll - 8-30 to 9-12	N	Clerk	100-41425-101-	\$ 1,693.30
		60807					\$ 1,693.30
09/13/2023	Payroll Period Ending 09/13/2023	60808	Regular Payroll - 8-30 to 9-12	N	Clerk	100-41425-101-	\$ 1,063.79
		60808			Sewer Utilities - Administration and General	602-49490-101-	\$ 7.50
		60808					\$ 1,071.29
09/13/2023	Payroll Period Ending 09/13/2023	60809	Regular Payroll - 8-30 to 9-12	N	Maintenance-Shop	100-43110-103-	\$ 27.41
		60809			Paved Streets	100-43121-103-	\$ 424.86
		60809			Park Areas	100-45202-103-	\$ 82.23
		60809			Cemetery	100-49010-103-	\$ 13.71
		60809					\$ 548.21

Fund Name: All Funds

Date Range: 09/13/2023 To 09/30/2023

<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>
09/13/2023	Payroll Period Ending 09/13/2023	60810	Regular Payroll - 8-30 to 9-12	N	City Hall	100-41941-101-	\$ 156.11
		60810			Maintenance-Shop	100-43110-101-	\$ 419.93
		60810				100-43110-101-	\$ (0.02)
		60810			Paved Streets	100-43121-101-	\$ 722.78
		60810			Waste (Refuse) Disposal	100-43240-101-	\$ 184.21
		60810			Cemetery	100-49010-101-	\$ 39.03
		60810			Sewer Utilities - Sanitary Sewer Maintenance	602-49450-101-	\$ 39.03
		60810					\$ 1,561.07
09/13/2023	Santander Leasing, LLC	60811	Fire truck lease payment, Inv. #6954980	N	Fire Fighting	100-42220-602-	\$ 31,456.90
		60811				100-42220-612-	\$ 3,208.06
		60811					\$ 34,664.96
09/13/2023	Community First National Bank	60812	Lease #83437 Engine #2 Annual Lease Payment	N	Fire Fighting	100-42220-602-	\$ 21,108.41
		60812				100-42220-612-	\$ 23,791.59
		60812					\$ 44,900.00
09/13/2023	LEAGUE OF MINNESOTA CITIES	60813	Inv. 388715 Annual Membership Dues	N	Clerk	100-41425-433-	\$ 1,200.00
		60813					\$ 1,200.00
09/14/2023	Clean Up Day	330744	Change for Clean Up Day 2023	N	Waste (Refuse) Disposal	100-43240-433-006	\$ 250.00
		330744					\$ 250.00
09/15/2023	PERA	330740	Retirement contributions - 9/13/23 Payroll	N	Clerk	100-41425-101-	\$ 260.43
		330740				100-41425-103-	\$ 2.66
		330740				100-41425-121-	\$ 3.07
		330740				100-41425-121-	\$ 300.49
		330740			Planning and Zoning	100-41910-103-	\$ 75.50
		330740			City Hall	100-41910-121-	\$ 87.12
		330740				100-41941-101-	\$ 31.60
		330740			Maintenance-Shop	100-41941-121-	\$ 36.47
		330740				100-43110-101-	\$ 90.34
		330740				100-43110-121-	\$ 104.23
		330740			Paved Streets	100-43121-101-	\$ 131.08
		330740				100-43121-121-	\$ 151.24
		330740			Waste (Refuse) Disposal	100-43240-101-	\$ 28.11
		330740				100-43240-121-	\$ 32.44

Fund Name: All Funds

Date Range: 09/13/2023 To 09/30/2023

<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>
		330740			Cemetery	100-49010-101-	\$ 11.38
		330740				100-49010-121-	\$ 13.13
		330740			Sewer Utilities - Sanitary Sewer Maintenance	602-49450-101-	\$ 7.34
		330740				602-49450-121-	\$ 8.47
		330740			Sewer Utilities - Administration and General	602-49490-101-	\$ 0.69
		330740				602-49490-121-	\$ 0.80
		330740					\$ 1,376.59
09/20/2023	Minnesota Life Insurance Company	60814	October 2023 Life Ins - Billing Date 9-18-23 - Policy #0023198	N	Clerk	100-41425-101-	\$ 24.00
		60814				100-41425-133-	\$ 11.90
		60814			Maintenance-Shop	100-43110-133-	\$ 11.90
		60814					\$ 47.80
09/20/2023	Ehlers Investment Partners, LLC	60815	July 2023 Investment Account Management Fee	N	Purchase of Investments	100-49350-307-	\$ 63.96
		60815					\$ 63.96
09/20/2023	AFLAC	60816	Monthly employee ins coverage Inv. #243130	N	Maintenance-Shop	100-43110-101-	\$ 31.68
		60816					\$ 31.68
09/20/2023	PEOPLESERVICE, INC.	60817	Inv. 0043853 - October 2023 Wastewater Operating Services	N	Sewer Utilities - Sanitary Sewer Maintenance	602-49450-407-	\$ 2,090.00
		60817					\$ 2,090.00
09/20/2023	GOPHER STATE ONE-CALL	60818	Inv. 3080381 - Locates	N	Sewer Utilities - Administration and General	602-49490-385-	\$ 10.80
		60818					\$ 10.80
09/20/2023	Sourcwell	60819	Planning and Zoning Services for August - Inv. 00002346	N	Planning and Zoning	100-41910-311-	\$ 1,856.25
		60819					\$ 1,856.25
09/20/2023	CROW WING POWER	60820	Monthly - 9-7-23 Invoices	N	City Hall	100-41941-381-	\$ 37.03
		60820				100-41941-381-	\$ 478.25
		60820			Fire Stations and Buildings	100-42280-381-	\$ 144.62
		60820			Maintenance-Shop	100-43110-381-	\$ 53.29
		60820				100-43110-381-	\$ 26.71
		60820				100-43110-381-	\$ 117.91

Fund Name: All Funds

Date Range: 09/13/2023 To 09/30/2023

Date	Vendor	Check #	Description	Void	Account Name	F-A-O-P	Total
09/20/2023	CELEBRATE EMILY DAY COMMITTEE	60821	Res. 23-39: Emily Firemen's Relief Association Donation for Emily Day Fireworks	N	Emily Day (pass through)	851-49050-490-	\$ 4,000.00
		Total For Check					\$ 4,000.00
09/20/2023	GAMMELLO - PEARSON, PLLC	60822	95036,95037,95038,95041:Retailer,Planning/Zoning,SewContract,Police	N	Clerk	100-41425-304-	\$ 195.00
		Total For Check					\$ 195.00
09/27/2023	Payroll Period Ending 09/27/2023	60823	Regular Payroll - 9-13 to 9-26	N	City Hall	100-41941-103-	\$ 13.73
		60823			Paved Streets	100-43121-103-	\$ 313.50
		60823			Waste (Refuse) Disposal	100-43240-103-	\$ 13.16
		60823			Park Areas	100-45202-103-	\$ 231.69
		Total For Check					\$ 572.08
09/27/2023	Payroll Period Ending 09/27/2023	60824	Regular Payroll - 9-13 to 9-26	N	Clerk	100-41425-103-	\$ 56.89
		60824			Planning and Zoning	100-41910-103-	\$ 923.98
		Total For Check					\$ 980.87
09/27/2023	Payroll Period Ending 09/27/2023	60825	Regular Payroll - 9-13 to 9-26	N	City Hall	100-41941-101-	\$ 266.53
		60825			Maintenance-Shop	100-43110-101-	\$ 398.10
		60825				100-43110-101-	\$ (0.01)
		60825			Paved Streets	100-43121-101-	\$ 511.12
		60825			Waste (Refuse) Disposal	100-43240-101-	\$ 102.90
		60825			Park Areas	100-45202-101-	\$ 163.63
		60825			Cemetery	100-49010-101-	\$ 102.90
		60825			Waste (Refuse) Collection	227-43230-101-	\$ 123.14

Fund Name: All Funds

Date Range: 13/2023 To 09/30/2023

<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>
		60825			Sewer Utilities - Sanitary Sewer Maintenance	602-49450-101-	\$ 18.56
Total For Check		60825					\$ 1,686.87
09/27/2023	Payroll Period Ending 09/27/2023	60826	Regular Payroll - 9-13 to 9-26	N	Clerk	100-41425-101-	\$ 2,247.60
Total For Check		60826					\$ 2,247.60
09/27/2023	Payroll Period Ending 09/27/2023	60827	Regular Payroll - 9-13 to 9-26	N	Clerk	100-41425-101-	\$ 1,258.55
		60827			Sewer Utilities - Administration and General	602-49490-101-	\$ 8.87
Total For Check		60827					\$ 1,267.42
09/27/2023	Payroll Period Ending 09/27/2023	60828	Regular Payroll - 9-13 to 9-26	N	City Hall	100-41941-103-	\$ 13.16
		60828			Paved Streets	100-43121-103-	\$ 313.50
		60828			Waste (Refuse) Disposal	100-43240-103-	\$ 13.73
		60828			Park Areas	100-45202-103-	\$ 231.69
Total For Check		60828					\$ 572.08
09/27/2023	Payroll Period Ending 09/27/2023	60829	Regular Payroll - 9-13 to 9-26	N	City Hall	100-41941-101-	\$ 195.13
		60829			Maintenance-Shop	100-43110-101-	\$ 351.24
		60829			Paved Streets	100-43121-101-	\$ 585.40
		60829			Waste (Refuse) Disposal	100-43240-101-	\$ 156.11
		60829			Park Areas	100-45202-101-	\$ 156.11
		60829			Cemetery	100-49010-101-	\$ 39.03
		60829			Waste (Refuse) Collection	227-43230-101-	\$ 59.32
		60829			Sewer Utilities - Sanitary Sewer Maintenance	602-49450-101-	\$ 18.73
Total For Check		60829					\$ 1,561.07
09/27/2023	Tri-County Septic Inspection	60830	9-21/9-25:SepticDesRev-23092S Shore,40519SH6, 42694BluelLaneW,42806BluelLaneW	N	Planning and Zoning	100-41910-310-	\$ 100.00
Total For Check		60830					\$ 100.00
09/27/2023	NORTHLAND PRESS	60831	Inv. 2023-783: PZ Final Plat Public Hearing Legal	N	Planning and Zoning	100-41910-351-	\$ 95.00
Total For Check		60831					\$ 95.00
09/27/2023	Econo Signs, LLC.	60832	Inv. 10-984021:Park Arrow Signs	N	Traffic Engineering Expenditures	100-42601-226-	\$ 47.00
		60832					\$ 47.00
Total For Check		60832					\$ 47.00

Fund Name: All Funds

Date Range: 09/13/2023 To 09/30/2023

Date Vendor
09/27/2023 Amy Prokott

Check #
60833

Description
Mileage:
Training, PO, kiosk, bank, postings

F-A-O-P
100-41425-331-

Total
47.89

Total For Check 60833

\$ 47.89

09/27/2023 CARI JOHNSON

60834

Mileage: Cemetery Training
Mileage

N Clerk

100-41425-331-

\$ 189.95

Total For Check 60834

\$ 189.95

09/27/2023 Verizon

60835

Shop - Inv. #9944367748

N Maintenance-Shop

100-43110-321-

\$ 103.92

Total For Check 60835

\$ 103.92

09/27/2023 Tremolo Communications

60836

Inv. 20230908.2: Replacement
of cameras at Maint. Shop

N Maintenance-Shop

100-43110-240-

\$ 300.00

Total For Check 60836

\$ 60.00

Total For Check 60836

\$ 360.00

09/27/2023 Colonial Life

60837

Employee paid insurance - Inv #
47086730905290

N Clerk

100-41425-101-

\$ 76.72

Total For Check 60837

\$ 76.72

09/27/2023 Aramark

60838

Rugs and Towels -
Invs.2530180526,2530180525-
CityHall/FireHall

N City Hall

100-41941-418-

\$ 146.25

Total For Check 60838

\$ 46.83

Total For Check 60838

\$ 193.08

09/27/2023 Short Elliott Hendrickson, Inc.

60839

Invs.
452593/452603-2024RdImprove
mentsFeasibility
Study/2023DamRpr Progress
Payments

N Bridges, Viaducts and Grade
Separations

100-43130-303-

\$ 1,566.00

Total For Check 60839

\$ 1,200.00

Total For Check 60839

\$ 2,766.00

09/28/2023 FEDERAL WITHHOLDING/ON LINE

330741

Federal Withholding - 9/27/23
Payroll

N Clerk

100-41425-101-

\$ 366.18

330741

\$ 5.15

330741

\$ 4.17

330741

\$ 296.78

330741

\$ 69.40

330741

\$ 0.98

330741

\$ 0.11

<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>
			330741			100-41425-171-	\$ 313.46
			330741		Planning and Zoning	100-41910-103-	\$ 83.59
			330741			100-41910-122-	\$ 67.75
			330741			100-41910-135-	\$ 15.84
			330741		City Hall	100-41910-171-	\$ 1.81
			330741			100-41941-101-	\$ 47.28
			330741			100-41941-103-	\$ 2.35
			330741			100-41941-122-	\$ 1.90
			330741			100-41941-122-	\$ 38.32
			330741			100-41941-135-	\$ 8.96
			330741			100-41941-135-	\$ 0.45
			330741			100-41941-171-	\$ 0.55
			330741		Maintenance-Shop	100-41941-171-	\$ 34.44
			330741			100-43110-101-	\$ 76.41
			330741			100-43110-122-	\$ 61.92
			330741			100-43110-135-	\$ 14.50
			330741			100-43110-171-	\$ 52.80
			330741		Paved Streets	100-43121-101-	\$ 111.15
			330741			100-43121-103-	\$ 54.58
			330741			100-43121-122-	\$ 44.24
			330741			100-43121-122-	\$ 90.08
			330741			100-43121-135-	\$ 21.07
			330741			100-43121-135-	\$ 10.34
			330741			100-43121-171-	\$ 12.96
			330741			100-43121-171-	\$ 70.89
			330741		Waste (Refuse) Disposal	100-43240-101-	\$ 26.08
			330741			100-43240-103-	\$ 2.35
			330741			100-43240-122-	\$ 1.90
			330741			100-43240-122-	\$ 21.14
			330741			100-43240-135-	\$ 4.94
			330741			100-43240-135-	\$ 0.45
			330741			100-43240-171-	\$ 0.55
			330741			100-43240-171-	\$ 15.15
			330741		Park Areas	100-45202-101-	\$ 32.55
			330741			100-45202-103-	\$ 40.34
			330741			100-45202-122-	\$ 32.70
			330741			100-45202-122-	\$ 26.38
			330741			100-45202-135-	\$ 6.17
			330741			100-45202-135-	\$ 7.64
			330741			100-45202-171-	\$ 9.58
			330741			100-45202-171-	\$ 21.98
			330741		Cemetery	100-49010-101-	\$ 14.73
			330741			100-49010-122-	\$ 11.94

Fund Name: All Funds

Date Range: 09/13/2023 To 09/30/2023

Date	Vendor	Check #	Description	Void	Account Name	F-A-O-P	Total
		330741				100-49010-135-	\$ 2.79
		330741				100-49010-171-	\$ 12.46
		330741			Waste (Refuse) Collection	227-43230-101-	\$ 18.85
		330741				227-43230-122-	\$ 15.28
		330741				227-43230-135-	\$ 3.57
		330741				227-43230-171-	\$ 15.20
		330741			Sewer Utilities - Sanitary Sewer Maintenance	602-49450-101-	\$ 3.78
		330741				602-49450-122-	\$ 3.07
		330741				602-49450-135-	\$ 0.71
		330741				602-49450-171-	\$ 2.51
		330741			Sewer Utilities - Administration and General	602-49490-101-	\$ 0.88
		330741				602-49490-122-	\$ 0.71
		330741				602-49490-135-	\$ 0.17
		330741				602-49490-171-	\$ 0.32
		330741					\$ 2,337.28
09/28/2023	MINNESOTA REVENUE	330743	State Withholding - 9/27/23 Payroll	N	Clerk	100-41425-172-	\$ 195.61
		330743			Planning and Zoning	100-41910-172-	\$ 12.31
		330743			City Hall	100-41941-172-	\$ 27.46
		330743			Maintenance-Shop	100-43110-172-	\$ 42.64
		330743			Paved Streets	100-43121-172-	\$ 80.15
		330743			Waste (Refuse) Disposal	100-43240-172-	\$ 14.98
		330743			Park Areas	100-45202-172-	\$ 32.10
		330743			Cemetery	100-49010-172-	\$ 8.54
		330743			Waste (Refuse) Collection	227-43230-172-	\$ 10.82
		330743			Sewer Utilities - Sanitary Sewer Maintenance	602-49450-172-	\$ 2.10
		330743			Sewer Utilities - Administration and General	602-49490-172-	\$ 0.38
		330743					\$ 427.09
09/29/2023	PERA	330742	Retirement contributions - 9/27/23 Payroll	N	Clerk	100-41425-101-	\$ 330.90
		330742				100-41425-103-	\$ 4.37
		330742				100-41425-121-	\$ 5.04
		330742				100-41425-121-	\$ 381.81
		330742			Planning and Zoning	100-41910-103-	\$ 71.03
		330742				100-41910-121-	\$ 81.96
		330742			City Hall	100-41941-101-	\$ 43.05

Fund Name: All Funds

Date Range: 09/30/2023 To 09/30/2023

Date Vendor

Check #	Description	Void	Account Name	F-A-O-P	Total
330742				100-41941-121-	\$ 49.67
330742			Maintenance-Shop	100-43110-101-	\$ 69.58
330742			Paved Streets	100-43110-121-	\$ 80.28
330742			Waste (Refuse) Disposal	100-43121-101-	\$ 101.25
330742			Park Areas	100-43121-121-	\$ 116.82
330742			Cemetery	100-43240-101-	\$ 23.77
330742			Waste (Refuse) Collection	100-43240-121-	\$ 27.43
330742			Sewer Utilities - Sanitary Sewer Maintenance	100-45202-101-	\$ 29.64
330742			Sewer Utilities - Administration and General	100-45202-121-	\$ 34.20
330742			Purchase of Investments	100-49010-101-	\$ 13.41
330742			Purchase of Investments	100-49010-121-	\$ 15.47
330742			Purchase of Investments	227-43230-101-	\$ 17.16
330742			Purchase of Investments	227-43230-121-	\$ 19.80
330742			Purchase of Investments	602-49450-101-	\$ 3.45
330742					\$ 3.99
330742					\$ 0.81
330742					\$ 0.94
330742					\$ 1,525.83
09/30/2023	Money Market/Bonds	N	Purchase of Investments	100-49350-800-	\$ 570.37
Total For Check					\$ 570.37
09/30/2023	Money Market/Bonds	N	Purchase of Investments	226-49350-800-	\$ 198.39
Total For Check					\$ 198.39
09/30/2023	Money Market/Bonds	N	Purchase of Investments	404-49350-800-	\$ 347.18
Total For Check					\$ 347.18
09/30/2023	Money Market/Bonds	N	Purchase of Investments	407-49350-800-	\$ 173.59
Total For Check					\$ 173.59
09/30/2023	Money Market/Bonds	N	Purchase of Investments	409-49350-800-	\$ 124.00
Total For Check					\$ 124.00

Fund Name: All Funds

Date Range: 09/13/2023 To 09/30/2023

Date	Vendor	Check #	Description	Void	Account Name	F-A-O-P	Total
09/30/2023	Money Market/Bonds	IAD2866	Deposit into Money Market/Bonds	N	Purchase of Investments	415-49350-800-	\$ 247.99
	Total For Check	IAD2866					\$ 247.99
09/30/2023	Money Market/Bonds	IAD2867	Deposit into Money Market/Bonds	N	Purchase of Investments	416-49350-800-	\$ 173.59
	Total For Check	IAD2867					\$ 173.59
09/30/2023	Money Market/Bonds	IAD2868	Deposit into Money Market/Bonds	N	Purchase of Investments	602-49350-800-	\$ 49.60
	Total For Check	IAD2868					\$ 49.60
09/30/2023	Money Market/Bonds	IAD2869	Deposit into Money Market/Bonds	N	Purchase of Investments	100-49350-800-	\$ 79.46
	Total For Check	IAD2869					\$ 79.46
09/30/2023	Money Market/Bonds	IAD2870	Deposit into Money Market/Bonds	N	Purchase of Investments	226-49350-800-	\$ 27.64
	Total For Check	IAD2870					\$ 27.64
09/30/2023	Money Market/Bonds	IAD2871	Deposit into Money Market/Bonds	N	Purchase of Investments	404-49350-800-	\$ 48.37
	Total For Check	IAD2871					\$ 48.37
09/30/2023	Money Market/Bonds	IAD2872	Deposit into Money Market/Bonds	N	Purchase of Investments	407-49350-800-	\$ 24.18
	Total For Check	IAD2872					\$ 24.18
09/30/2023	Money Market/Bonds	IAD2873	Deposit into Money Market/Bonds	N	Purchase of Investments	409-49350-800-	\$ 17.27
	Total For Check	IAD2873					\$ 17.27
09/30/2023	Money Market/Bonds	IAD2874	Deposit into Money Market/Bonds	N	Purchase of Investments	415-49350-800-	\$ 34.55
	Total For Check	IAD2874					\$ 34.55
09/30/2023	Money Market/Bonds	IAD2875	Deposit into Money Market/Bonds	N	Purchase of Investments	416-49350-800-	\$ 24.18
	Total For Check	IAD2875					\$ 24.18
09/30/2023	Money Market/Bonds	IAD2876	Deposit into Money Market/Bonds	N	Purchase of Investments	602-49350-800-	\$ 6.91

Fund Name: All Funds

Date Range: 13/2023 To 09/30/2023

Date Vendor

Check #

Total For Check

IAD2876

Description

Void Account Name

F-A-O-P

Total

Total For Selected Checks

\$ 6.91

\$ 122,867.19

9/30/2023

General Fund

	<u>Budget</u>	<u>Actual</u>	<u>Var</u>
Receipts:			
Current Ad Valorem Taxes	983,435.88	666,647.74	(316,788.14)
Delinquent Ad Valorem Taxes	11,925.00	7,547.67	(4,377.33)
Mobile Home Tax	7.50	19.68	12.18
Fiscal Disparities	1,500.00	3,146.61	1,646.61
Total Acct 310	996,868.38	677,361.70	(319,506.68)
Franchise Taxes	2,812.50	0.00	(2,812.50)
Severed Mineral Tax	161.25	227.89	66.64
Total Acct 318	2,973.75	227.89	(2,745.86)
Penalties and Interest on Ad valorem Taxes	1,923.75	481.44	(1,442.31)
Forfeited Tax Sale Apportionments	4,050.00	4,763.55	713.55
Principal on Special Assessments	0.00	0.00	0.00
Penalties and Interest on Special Assessments	26.25	0.00	(26.25)
Total Acct 319	6,000.00	5,244.99	(755.01)
Licenses & Permits	75.00	0.00	(75.00)
Alcoholic Beverages	5,441.25	50.00	(5,391.25)
Rental Dwelling License	2,625.00	1,350.00	(1,275.00)
Right-of-Way Management	0.00	0.00	0.00
Total Acct 321	8,141.25	1,400.00	(6,741.25)
Building Permits (Excludes surcharge)	17,062.50	25,815.00	8,752.50
Animal Licenses	30.00	15.00	(15.00)
Total Acct 322	17,092.50	25,830.00	8,737.50
Federal Grants - Emergency Preparedness/Emergency Management Aid	0.00	23,496.63	23,496.63
Federal Payments in Lieu of Taxes	1.50	4.84	3.34
Total Acct 331	1.50	23,501.47	23,499.97
Homestead and Agricultural Credit Aid (HACA)	31,687.50	23,203.64	(8,483.86)
Police Training Reimbursement	375.00	0.00	(375.00)
State Emergency Management Aid	0.00	13,384.99	13,384.99
Agricultural Market Value Credit	397.50	0.00	(397.50)
Fire Training Reimbursement	3,000.00	1,300.00	(1,700.00)
State Fire Aid	9,191.25	0.00	(9,191.25)
Supp. Fire State Aid	1,875.00	0.00	(1,875.00)
State Police Aid	10,125.00	14,714.07	4,589.07
Total Acct 334	56,651.25	52,602.70	(4,048.55)
Grants & Aids from Other LGUs	3,240.00	962.00	(2,278.00)
Total Acct 336	3,240.00	962.00	(2,278.00)
City/Town Hall Rent	375.00	726.00	351.00
Zoning and Subdivision Fees	2,775.00	1,950.00	(825.00)
Assessment Searches	750.00	911.00	161.00
Candidate Filing Fee	0.00	0.00	0.00
Copies/Faxes	52.50	52.15	(0.35)
Total Acct 341	3,952.50	3,639.15	(313.35)
Special Police Services	1,800.00	600.00	(1,200.00)
Special Fire Protection Services	19,350.00	46,342.65	26,992.65
First Responder Charges	5,745.00	5,850.03	105.03
Total Acct 342	26,895.00	52,792.68	25,897.68
Sale of Culverts	840.00	390.00	(450.00)
Contractor Water Use	0.00	0.00	0.00
Total Acct 343	840.00	390.00	(450.00)
Refuse Collection Charges	2,250.00	1,218.00	(1,032.00)
Total Acct 344	2,250.00	1,218.00	(1,032.00)
Cemetery Revenues	375.00	500.00	125.00

9/30/2023

General Fund

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Receipts:			
Cemetery -Grave openings	4,143.75	2,950.00	(1,193.75)
Cemetery -Sale of lots	9,750.00	6,015.00	(3,735.00)
Misc. Rents	15.00	1.00	(14.00)
Verizon Rental	9,900.00	9,900.00	0.00
Total Acct 349	24,183.75	19,366.00	(4,817.75)
Court Fines	615.00	518.11	(96.89)
Administrative Fines (Penalties)	375.00	3,392.50	3,017.50
Total Acct 351	990.00	3,910.61	2,920.61
Interest Earning	3,000.00	5,121.27	2,121.27
Contributions and Donations from Private Sources	0.00	0.00	0.00
Refunds	4,500.00	22,576.58	18,076.58
Total Acct 362	7,500.00	27,697.85	20,197.85
Total Revenues	1,157,579.88	896,145.04	(261,434.84)
Other Financing Sources:			
Unrealized Investment Gain	187.50	681.30	493.80
Total Acct 391	187.50	681.30	493.80
Capital Contributions	75.00	0.00	(75.00)
Total Acct 397	75.00	0.00	(75.00)
Sale of Investment	187,500.00	16,569.18	(170,930.82)
Total Acct 399	187,500.00	16,569.18	(170,930.82)
Total Other Financing Sources	187,762.50	17,250.48	(170,512.02)

9/30/2023

General Fund

	<u>Budget</u>	<u>Actual</u>	<u>Vari</u>
Disbursements:			
Council/Town Board	17,126.25	14,550.91	2,575.34
Ordinances and Proceedings	4,012.50	1,271.25	2,741.25
Total Acct 411	21,138.75	15,822.16	5,316.59
Mayor	5,951.25	5,252.41	698.84
Total Acct 413	5,951.25	5,252.41	698.84
Elections	75.00	0.52	74.48
Clerk	151,548.75	141,142.02	10,406.73
Total Acct 414	151,623.75	141,142.54	10,481.21
Internal Auditing	9,127.50	700.00	8,427.50
Total Acct 415	9,127.50	700.00	8,427.50
Planning and Zoning	46,736.25	42,728.63	4,007.62
General Government Buildings and Plant	2,565.00	2,416.00	149.00
City Hall	44,366.25	41,275.50	3,090.75
Total Acct 419	93,667.50	86,420.13	7,247.37
Police Administration	28,662.75	25,759.53	2,903.22
Patrol	103,806.00	52,198.56	51,607.44
Police Training	1,754.25	20.86	1,733.39
Police Stations and Buildings	0.00	233.25	(233.25)
Total Acct 421	134,223.00	78,212.20	56,010.80
Fire Administration	39,090.75	31,915.70	7,175.05
Fire Fighting	111,888.75	105,329.90	6,558.85
Fire Training	8,325.00	1,950.15	6,374.85
Fire Stations and Buildings	10,680.00	9,767.11	912.89
Total Acct 422	169,984.50	148,962.86	21,021.64
Building Inspections Administration	2,625.00	1,087.50	1,537.50
Rental Inspections	1,650.00	1,712.50	(62.50)
Total Acct 424	4,275.00	2,800.00	1,475.00
Civil Defense Expenditures	858.00	387.56	470.44
Total Acct 425	858.00	387.56	470.44
Traffic Engineering Expenditures	3,412.50	5,907.27	(2,494.77)
Total Acct 426	3,412.50	5,907.27	(2,494.77)
Other Protection-1st Response	32,096.25	5,566.31	26,529.94
Total Acct 428	32,096.25	5,566.31	26,529.94
Maintenance-Shop	104,070.00	106,275.01	(2,205.01)
Paved Streets	59,606.25	52,630.35	6,975.90
Unpaved Streets	37,837.50	44,316.00	(6,478.50)
Ice and Snow Removal	3,375.00	0.00	3,375.00
Road and Bridge Equipment	121,552.66	130,169.39	(8,616.73)
Bridges, Viaducts and Grade Separations	15,225.00	5,916.00	9,309.00
Street Lighting	2,625.00	2,676.50	(51.50)
Total Acct 431	344,291.41	341,983.25	2,308.16
Waste (Refuse) Disposal	12,588.75	10,201.60	2,387.15
Total Acct 432	12,588.75	10,201.60	2,387.15
Historical Society	75.00	100.00	(25.00)
Total Acct 450	75.00	100.00	(25.00)
Library	4,256.25	2,451.78	1,804.47
Total Acct 451	4,256.25	2,451.78	1,804.47
Park Areas	18,277.50	18,403.68	(126.18)
Total Acct 452	18,277.50	18,403.68	(126.18)
Water Resources	750.00	1,000.00	(250.00)

9/30/2023

General Fund

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Disbursements:			
Emily Waters	11,062.50	6,423.00	4,639.50
Total Acct 461	11,812.50	7,423.00	4,389.50
Economic Development and Assistance	959.25	0.00	959.25
Total Acct 465	959.25	0.00	959.25
Food Shelf	187.50	250.00	(62.50)
Cemetery	14,467.50	8,697.01	5,770.49
Total Acct 490	14,655.00	8,947.01	5,707.99
Total Disbursements	1,033,273.66	880,683.76	152,589.90
Other Financing Uses:			
Unrealized Investment Loss	4,875.00	1,410.45	3,464.55
Purchase of Investments	188,700.00	21,035.83	167,664.17
Transfer To Governmental Fund	0.00	15,142.08	(15,142.08)
Total Acct 493	193,575.00	37,588.36	155,986.64
Total Other Financing Uses	193,575.00	37,588.36	155,986.64
Beginning Cash Balance		591,174.01	
Total Receipts and Other Financing Sources		913,395.52	
Total Disbursements and Other Financing Uses		918,272.12	
Cash Balance as of 09/30/2023		586,297.41	

Fund Name: 602 - Sewage Collection and Disposal

Date Range: 09/01/2023 To 09/30/2023

<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>
09/06/2023	UTILITY BILLING	13045	Sewer Charges	(09/07/2023) -	N Rate Class I Penalties and Forfeited Discounts	602-37210- 602-37260-	\$ 342.20 \$ 34.22 \$ 376.42
09/27/2023	UTILITY BILLING	13081	Sewer Charges	(09/28/2023) -	N Rate Class I Penalties and Forfeited Discounts	602-37210- 602-37260-	\$ 730.30 \$ 123.32 \$ 853.62
09/30/2023	PINE RIVER STATE BANK	13089	Int CR Checking	(09/30/2023) -	N Interest Earning	602-36210-	\$ 9.97 \$ 9.97
09/30/2023	Pershing	13090	Int CR Investments - MMMF and Muni Bonds	(09/30/2023) -	N Interest Earning	602-36210-	\$ 49.60 \$ 49.60
09/30/2023	Pershing	13091	Muni Bonds Unrealized Investment Gains	(09/30/2023) -	N Unrealized Investment Gain	602-39103-	\$ 6.91 \$ 6.91
Total for Selected Receipts							\$ 1,296.52

Fund Name: 602 - Sewage Collection and Disposal

Date Range: 09/13/2023 To 09/30/2023

<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>
09/13/2023	FEDERAL WITHHOLDING/ON LINE	330737	Federal Withholding - 9/13/23 Payroll	N	Sewer Utilities - Sanitary Sewer Maintenance	602-49450-101-	\$ 8.06
		330737				602-49450-122-	\$ 6.53
		330737				602-49450-135-	\$ 1.53
		330737				602-49450-171-	\$ 5.39
		330737			Sewer Utilities - Administration and General	602-49490-101-	\$ 0.73
		330737				602-49490-122-	\$ 0.59
		330737				602-49490-135-	\$ 0.14
		330737				602-49490-171-	\$ 0.14
		330737					\$ 23.11
09/13/2023	MINNESOTA REVENUE	330738	State Withholding - 9/13/23 Payroll	N	Sewer Utilities - Sanitary Sewer Maintenance	602-49450-172-	\$ 4.46
		330738			Sewer Utilities - Administration and General	602-49490-172-	\$ 0.28
		330738					\$ 4.74
09/13/2023	Payroll Period Ending 09/13/2023	60806	Regular Payroll - 8-30 to 9-12	N	Sewer Utilities - Sanitary Sewer Maintenance	602-49450-101-	\$ 40.12
		60806					\$ 40.12
09/13/2023	Payroll Period Ending 09/13/2023	60808	Regular Payroll - 8-30 to 9-12	N	Sewer Utilities - Administration and General	602-49490-101-	\$ 7.50
		60808					\$ 7.50
09/13/2023	Payroll Period Ending 09/13/2023	60810	Regular Payroll - 8-30 to 9-12	N	Sewer Utilities - Sanitary Sewer Maintenance	602-49450-101-	\$ 39.03
		60810					\$ 39.03
09/15/2023	PERA	330740	Retirement contributions - 9/13/23 Payroll	N	Sewer Utilities - Sanitary Sewer Maintenance	602-49450-101-	\$ 7.34
		330740				602-49450-121-	\$ 8.47
		330740			Sewer Utilities - Administration and General	602-49490-101-	\$ 0.69
		330740				602-49490-121-	\$ 0.80
		330740					\$ 17.30

Fund Name: 602 - Sewage Collection and Disposal

Date Range: 09/13/2023 To 09/30/2023

Date	Vendor	Check #	Description	Void	Account Name	F-A-O-P	Total
09/20/2023	PEOPLESERVICE, INC.	60817	Inv. 0043853 - October 2023 Wastewater Operating Services	N	Sewer Utilities - Sanitary Sewer Maintenance	602-49450-407-	\$ 2,090.00
Total For Check 60817							\$ 2,090.00
09/20/2023	GOPHER STATE ONE-CALL	60818	Inv. 3080381 - Locates	N	Sewer Utilities - Administration and General	602-49490-385-	\$ 10.80
Total For Check 60818							\$ 10.80
09/20/2023	CROW WING POWER	60820	Monthly - 9-7-23 Invoices	N	Sewer Utilities - Sewer Lift Stations	602-49470-381-	\$ 33.41
		60820				602-49470-381-	\$ 33.28
		60820				602-49470-381-	\$ 51.61
Total For Check 60820							\$ 118.30
09/20/2023	GAMMELLO - PEARSON, PLLC	60822	95036,95037,95038,95041:Retail ner,Planning/Zoning, SewContract,Police	N	Sewer Utilities - Administration and General	602-49490-304-	\$ 78.00
Total For Check 60822							\$ 78.00
09/27/2023	Payroll Period Ending 09/27/2023	60825	Regular Payroll - 9-13 to 9-26	N	Sewer Utilities - Sanitary Sewer Maintenance	602-49450-101-	\$ 18.56
Total For Check 60825							\$ 18.56
09/27/2023	Payroll Period Ending 09/27/2023	60827	Regular Payroll - 9-13 to 9-26	N	Sewer Utilities - Administration and General	602-49490-101-	\$ 8.87
Total For Check 60827							\$ 8.87
09/27/2023	Payroll Period Ending 09/27/2023	60829	Regular Payroll - 9-13 to 9-26	N	Sewer Utilities - Sanitary Sewer Maintenance	602-49450-101-	\$ 18.73
Total For Check 60829							\$ 18.73
09/28/2023	FEDERAL WITHHOLDING/ON LINE	330741	Federal Withholding - 9/27/23 Payroll	N	Sewer Utilities - Sanitary Sewer Maintenance	602-49450-101-	\$ 3.78
		330741				602-49450-122-	\$ 3.07
		330741				602-49450-135-	\$ 0.71
		330741				602-49450-171-	\$ 2.51
		330741				602-49490-101-	\$ 0.88
Total For Check 330741							\$ 12.15

Fund Name: 602 - Sewage Collection and Disposal

Date Range: 09/13/2023 To 09/30/2023

<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>
09/28/2023	MINNESOTA REVENUE	330743	State Withholding - 9/27/23 Payroll	N	Sewer Utilities - Sanitary Sewer Maintenance	602-49450-172-	\$ 2.10
		330743			Sewer Utilities - Administration and General	602-49490-172-	\$ 0.38
		Total For Check 330743					\$ 2.48
09/29/2023	PERA	330742	Retirement contributions - 9/27/23 Payroll	N	Sewer Utilities - Sanitary Sewer Maintenance	602-49450-101-	\$ 3.45
		330742			Sewer Utilities - Administration and General	602-49450-121-	\$ 3.99
		330742				602-49490-101-	\$ 0.81
		330742				602-49490-121-	\$ 0.94
		Total For Check 330742					\$ 9.19
09/30/2023	Money Market/Bonds	IAD2868	Deposit Into Money Market/Bonds	N	Purchase of Investments	602-49350-800-	\$ 49.60
		Total For Check IAD2868					\$ 49.60
09/30/2023	Money Market/Bonds	IAD2876	Deposit Into Money Market/Bonds	N	Purchase of Investments	602-49350-800-	\$ 6.91
		Total For Check IAD2876					\$ 6.91
		Total For Selected Checks					\$ 2,555.39

9/30/2023

Sewage Collection and Disposal

	<u>Budget</u>	<u>Actual</u>	<u>Var</u>
Receipts:			
Current Ad Valorem Taxes	45,368.72	35,280.89	(10,087.83)
Delinquent Ad Valorem Taxes	1,125.00	459.37	(665.63)
Mobile Home Tax	0.38	1.36	0.98
Fiscal Disparities	150.00	166.65	16.65
Total Acct 310	46,644.10	35,908.27	(10,735.83)
Severed Mineral Tax	11.25	11.95	0.70
Total Acct 318	11.25	11.95	0.70
Penalties and Interest on Ad valorem Taxes	0.00	0.00	0.00
Principal on Special Assessments	2,145.00	2,039.66	(105.34)
Penalties and interest on Special Assessments	262.50	60.48	(202.02)
Total Acct 319	2,407.50	2,100.14	(307.36)
Public Utilities	93.75	0.00	(93.75)
Total Acct 321	93.75	0.00	(93.75)
Homestead and Agricultural Credit Aid (HACA)	1,162.50	1,582.22	419.72
Total Acct 334	1,162.50	1,582.22	419.72
Interest Earning	337.50	507.04	169.54
Refunds	0.00	4.00	4.00
Total Acct 362	337.50	511.04	173.54
Rate Class I	59,250.00	56,411.02	(2,838.98)
Connection/Reconnection Fees	0.00	2,000.00	2,000.00
Penalties and Forfeited Discounts	675.00	666.15	(8.85)
Hauled Wastewater Fees	337.50	0.00	(337.50)
Total Acct 372	60,262.50	59,077.17	(1,185.33)
Total Revenues	110,919.10	99,190.79	(11,728.31)
Other Financing Sources:			
Unrealized Investment Gain	150.00	67.09	(82.91)
Total Acct 391	150.00	67.09	(82.91)
Sale of Investment	18,750.00	142.72	(18,607.28)
Total Acct 399	18,750.00	142.72	(18,607.28)
Total Other Financing Sources	18,900.00	209.81	(18,690.19)
Disbursements:			
Bond Principal	45,000.00	60,000.00	(15,000.00)
Total Acct 471	45,000.00	60,000.00	(15,000.00)
Interest - Bonds	20,086.88	26,782.50	(6,695.62)
Total Acct 472	20,086.88	26,782.50	(6,695.62)
Fiscal Agent's Fees	356.25	475.00	(118.75)
Total Acct 475	356.25	475.00	(118.75)
Sewer Utilities - Sanitary Sewer Maintenance	28,856.25	23,255.12	5,601.13
Sewer Utilities - Sanitary Sewer Cleaning	4,500.00	0.00	4,500.00
Sewer Utilities - Sewer Lift Stations	6,382.50	1,872.21	4,510.29
Sewer Utilities - Administration and General	5,133.75	6,587.74	(1,453.99)
Total Acct 494	44,872.50	31,715.07	13,157.43
Total Disbursements	110,315.63	118,972.57	(8,656.94)

9/30/2023

Sewage Collection and Disposal

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Other Financing Uses:			
Unrealized Investment Loss	468.75	141.06	327.69
Purchase of Investments	19,034.72	524.84	18,509.88
Total Acct 493	<u>19,503.47</u>	<u>665.90</u>	<u>18,837.57</u>
Total Other Financing Uses	<u>19,503.47</u>	<u>665.90</u>	<u>18,837.57</u>
Beginning Cash Balance		97,682.76	
Total Receipts and Other Financing Sources		99,400.60	
Total Disbursements and Other Financing Uses		<u>119,638.47</u>	
Cash Balance as of 09/30/2023		<u>77,444.89</u>	

REPORT FOR EMILY CITY COUNCIL MEETING
OCTOBER 10TH 2023

EMILY VOLUNTEER FIRE DEPARTMENT

- We had 15 members at our meeting
- 2 Calls since the last meeting
- Checked equipment / SCBA'S

Respectfully submitted,



Chad Genz
Chief - Emily Fire Dept.



Trunk or Treat

Hosted by the Emily Volunteer Fire Department
Along with Emily First Response Unit, Crooked Lake Volunteer Fire
Department, and Fifty Lakes Fire & Rescue Department

Tuesday, October 31, 5 - 7 pm

Hayrides
provided by
Redding's!

Hotdogs
donated by
Emily Meats!

This is a **FREE** community event!

20837 West County Road 1 behind Emily Fire Hall

Treat bags provided by the Outing Area Chamber of Commerce.

Lakers Lions serving hotdogs.



Prizes for best decorated trunks!



Monthly Report

	September	Cary	Mary	Mark	LeAnn	Krista	Connie	Terri	Fawn	Cindy	Kaitlin
Calls	15	8	n/a	9	8	6	7	5	11	10	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	91	60	22	47	46	36	45	25 -6 loa	57	58	12 -26 loa

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

Date 10/05/2023

We had our monthly meeting on October 3rd. In our meeting we had 8 in attendance. We did training "Stop the Bleed" and skills on stopping bleeding. In our meeting we talked about joining with the fire department and the chief will keep everyone informed of the progress. Our new responder requested to do observation calls before he gets his EMT certification. This was talked about, and the legalities are being checked on through the EMSRB, our medical director, and CRMC Education team. If it is ok that he can legally do this everyone was fine with this. Everyone got familiar with the storage room and rig, as we cleaned and reorganized both. The chief brought up possibly redoing one of the old squad cars for a different rig if decided the city would not need them both. We all thought it would be a good idea, if one is going to be available. Everyone will be getting together and doing treat bags for the Trunk and Treat on 10/26/2023. Most of us will be available to be at the Trunk and Treat. We reviewed the calls and talked about radio etiquette. The meeting was adjourned at 20:40.

Amy Prokott, Deputy Clerk, City of Emily

From: Josh Gibbons <Josh@birchdale.com>
Sent: Thursday, September 12, 2019 11:36 AM
To: deputyclerk@emily.net
Subject: FW: Quote
Attachments: City of Emily Quote.PDF

Hello,

Here is that quote for updating the access control system/burg system. With this updated system we can get you remote access with a smart phone or through a web browser. There is an additional monthly monitoring cost but that would make your system more interactive overall and gives you this option going forward. Chris mentioned there is an additional maintenance building that you might be interested in adding but it is not included on this quote. I added the office door as an optional item with a total to add that as well. If you have any questions, please let me know!



Josh Gibbons
Operations Manager
Birchdale Fire & Security, LLP
Office: 888-543-4173
Birchdale.com










PROPOSAL

PROPOSAL No. 1000037
 Proposal Date 9/11/19
 SalesPerson
 Site Contact
 Telephone 218-763-2480
 Fax Number

Prepared For
 City Of Emily - Burg Panel
 39811 State Hwy 6
 Emily, MN 56447

Job Site
 City Of Emily - Burg Panel
 39811 State Hwy 6
 Emily, MN 56447

Proposed Items

Qty	Description	Part Number	Location	Category
1.00	Dialer Network Large Gray 	DMP-XR550		Security
1.00	Oracle 12V 7Ah Battery 	BATT-FS1270		Batteries
3.00	Touchscreen Keypad-W 	DMP-7872		Fire
8.00	Wiegand Interface Mod 	DMP-734		Fire
1.00	Power Controller 8 Outputs 	ALT-AL400ULAC1		Access Control
1.00	HID Mini Proximity Reader 	HID-5365		Access Control
140.00	24-4P UNS SOL CMP C5E Blue 24 AWG 4 Pair Bare Copper, Non-Shielded Plenum Rated Category 5e 350 mhz White-Green/Green, White-Brown/Brown 	WCW-555619		Wire

Birchdale Fire & Security, LLP

PO Box 927
Crosslake, MN 56442
218-692-4173 Fax 866-376-4681
License# TS000795

PROPOSAL

PROPOSAL No. 1000037
Proposal Date 9/11/19
SalesPerson
Site Contact
Telephone 218-763-2480
Fax Number

Prepared For

City Of Emily - Burg Panel
39811 State Hwy 6
Emily, MN 56447







Job Site

City Of Emily - Burg Panel
39811 State Hwy 6
Emily, MN 56447

16.00 Hourly Labor Charges

Wire

Optional Items

Qty	Description	Part Number	Location	Category
Additional cost to add Office Door @ \$1630.				
1.00	HID Mini Proximity Reader 	HID-5365		Access Control
1.00	Electric Strike Door 	HES-1006CLB		Access Control
1.00	Wiegand Interface Mod 	DMP-734		Fire
100.00	18-02 UNS STR CMP White 	WCW-002360		Wire
100.00	22-06 OAS STR CMP White 	WCW-004351		Wire
100.00	22-04 UNS SOL CM Gry Jkt 	WCW-ND42531-E		



PROPOSAL

PROPOSAL No. 1000037
Proposal Date 9/11/19
SalesPerson
Site Contact
Telephone 218-763-2480
Fax Number

Prepared For
City Of Emily - Burg Panel
39811 State Hwy 6
Emily, MN 56447

Job Site
City Of Emily - Burg Panel
39811 State Hwy 6
Emily, MN 56447

Pricing

Price Of Proposed Job

Total Parts And Labor	4,386.69
Total Job Price	4,386.69

Terms And Conditions

Upon acceptance of this proposal, the purchaser agrees to the terms and conditions of the signed proposal.

Payment Schedule

Job Completion	4,386.69
30 Days Past	4,452.49
60 Days Past	4,518.29

This proposal may be withdrawn by us if not accepted within 30 Days

Please sign below to indicate your acceptance of this proposal.

Signature

(Title)

Date Signed

P0703 001
BUREAU OF CRIM. APPREHENSION
MNJIS SECTION-ATTN: KIM LACEK
1430 MARYLAND AVE E
ST PAUL MN 55106

RECEIVED

BT:.....

INVOICE

Customer No: 0000020519
Payment Terms: Due in 30
Due Date: October 30, 2023
Invoice: 00000761354
Invoice Date: September 30, 2023
From Date: July 1, 2023 To Date: June 30, 2024
Purchase Order:
Page: 1 of 1

Bill To:
Emily Police Department
39811 State Highway 6
PO Box 68
Emily MN 56447

AMOUNT DUE: 600.00

For billing questions, please call 651-793-2632

Original

Line	Identifier	Description	Qty	UOM	Unit Amt	Net Amount
1		CJDN Access Fee (BCA)	1.00	EA	600.00	600.00
Subtotal:						<u>600.00</u>
Amount Due:						<u>600.00</u>

ORI MN0180700

Bill To:
Emily Police Department
39811 State Highway 6
PO Box 68
Emily MN 56447

Customer No: 0000020519
Payment Terms: Due in 30
Due Date: October 30, 2023

Address Change? If yes, Check box.
Write correct address on back. →

Please Remit To:
BUREAU OF CRIM. APPREHENSION
BUSINESS SHARED SERVICES
1430 MARYLAND AVE E
ST. PAUL MN 55106

Amount Due: 600.00

Amount Remitted



Date: September 22, 2023

To: City of Emily

From: Leland Bundy, Operator

O & M Report: August 2023

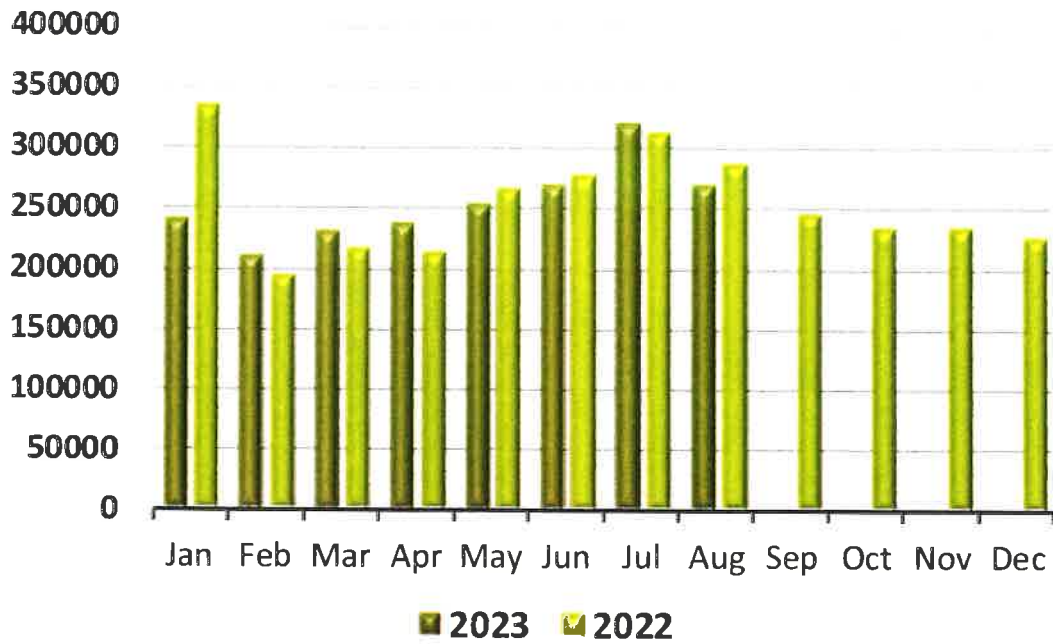
Wastewater Operation & Maintenance

- Lift Stations maintenance checks were performed weekly on-site, and daily via internet. Daily flow numbers are recorded and used for MPCA monthly operation reports.
- Lift Station RTM timers are recorded on-site to verify pump efficiency.
- Pond discharges completed on June 4th. We made the last transfer to the secondary pond. Pond height has been very stable this summer as the lack of rain has been very easy on the ponds with evaporation rates matching flow rates.
- The contract has been sent to Nelson Sanitation for this fall's cleaning schedule; should be the last week of September - the first week of October.
- Met with City staff weekly to pass information on operation, we discussed with staff the options for the Bungalow Property, reuse the existing sewer or requiring a new line to be installed.
- All monthly reports submitted to MPCA on time. Facility is operating as designed or better.

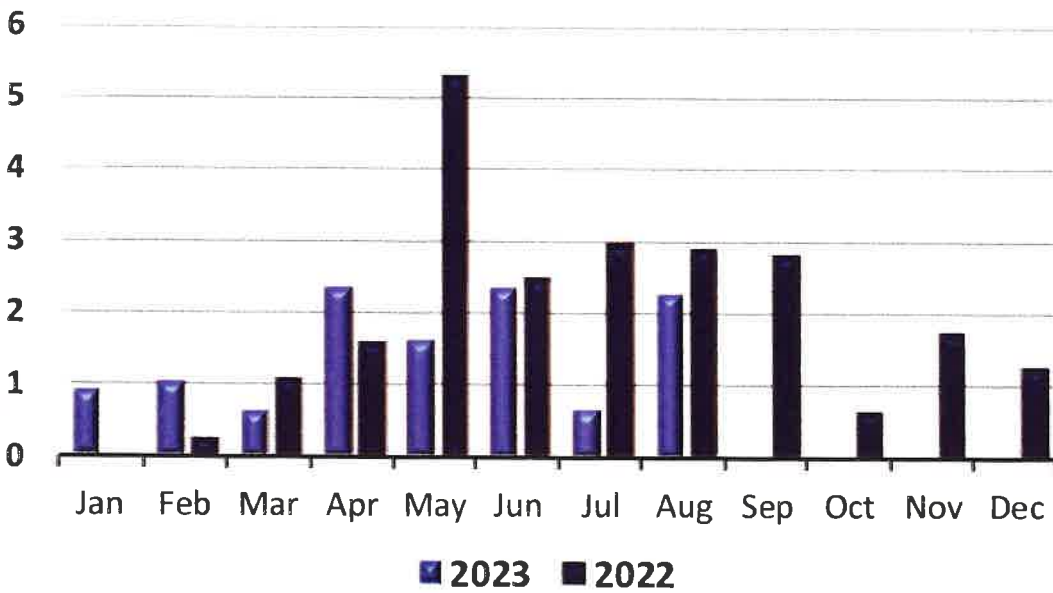
		August-23	July-23	August-22
Wastewater				
CBOD				
CBOD Influent	mg/L	0	0	0
CBOD Effluent	mg/L	0	0	0
TSS				
TSS Influent	mg/L	0	0	0
TSS Effluent	mg/L	0	0	0
pH				
pH Influent Maximum	SU	0	0	0
pH Effluent Maximum	SU	0	0	0
pH Effluent Minimum	SU	0	0	0
Nitrogen Ammonia				
Nitrite Plus Nitrate, Total Effluent	mg/L	0.00	0.00	0.00
Nitrogen, Ammonia, Total Effluent	mg/L	0	0	0
Nitrogen, Kjeldahl, Total Effluent	mg/L	0.00	0.00	0.00
Chloride				
Chloride, Total Effluent	mg/L	0	0	0
Influent Flow				
Influent Flow Monthly Average	gallons	8,732	10,383	9,300
Influent Flow Monthly Maximum	gallons	10,777	13,071	11,200
Influent Flow Monthly Total	gallons	270,700	321,900	288,100
Precipitation Monthly Total	invches	2	1	3
Effluent Flow				
Effluent Flow Average Total	gallons	0	10,383	0
Effluent Flow Monthly Total	gallons	0	0	0
Effluent Flow Year to Date Total	gallons	0	0	3,634,900



Total Influent Flow to Pond - In Gallons



Total Monthly Precipitation - In Inches





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

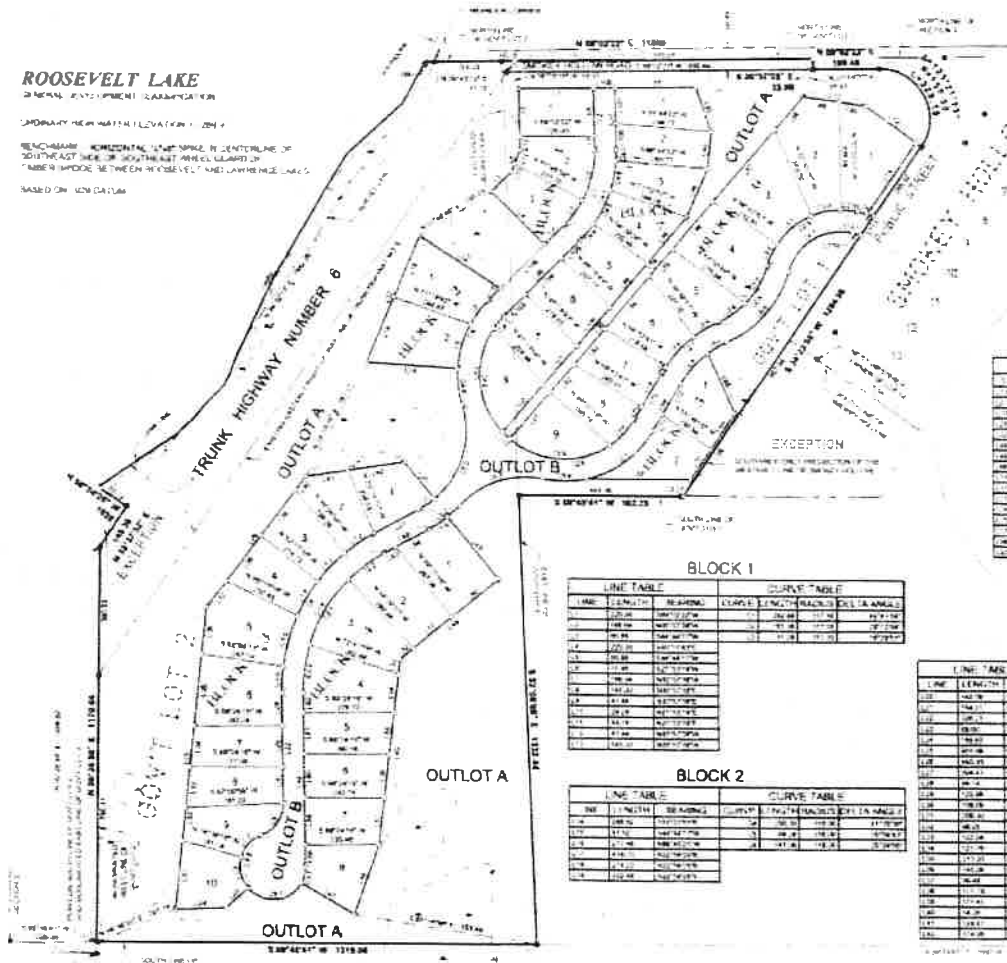
STAFF REPORT

Application: Modification to the conditions of a Final Plat initially approved in 2009

Applicant: Northern Lights Over Roosevelt Lake Homeowner's Association

Background Information: The applicant is requesting to modify the conditions of an existing final plat approved in 2009 (application 09-3327). The request is to change the conditions to allow for parking within the "drop off" area. Based on the existing conditions that "drop off" area was not allowed to exist by condition number 21A of the letter dated 9/21/09 in your packet. They are also requesting to allow their docking to be stored on the shoreline which is not allowed by condition number 16.

The subject property is a 42 unit common interest community approved in 2009 under permit application number 09-3327.



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 Rheavme

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.



ANDERSON, JOHN J & LINDA M
789 COUNTY ROAD 325
KUSHKONONG MN 55692

ERICKSON, JOHN A & KATHLEEN
27151 RICHVIEW CT
BONITA SPRINGS, FL 34135

HEIKAMP WILLIAM H & CAROLYN L
21275 EVENING STAR LANE
OUTING, MN 55662

BIXBY-PANKRATZ, SHANNON M &
PANKRATZ, JOSEPH
16318 BERENS CT NW
PRIOR LAKE MN 55379

FELLOWS, THOMAS A & LINDA S
8002 GREENBRIAR LN
WOODBURY, MN 55125

JOHNSON, CURTIS D & JUDITH M
1545 DEER TRAIL LN NE
OWATONNA, MN 55060

BLACKWELL, TIMOTHY
1409 CIRCLE LN
DELANO MN 55328

FOLKENS, BRIAN & FOLKENS, SUSAN
5645 QUILLEY 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 & JAN 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 55119

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 & LYNDA E
1065 THOMAS AVE S
MINNEAPOLIS, MN 55405

MARTY JACOB &
17710 EMERALD DR
FIFTY LAKES MN 56448

PIRAM, LUKE M & ALISSA
2207 WILDFLOWER CT
BUFFALO MN 55313

SUEL, KATIE A & PETER F
821 WATSON AVE
SAINT PAUL MN 55102

MCCUSKEY, JOSHUA & JESSIE
3628 104TH AVE N
BROOKLYN PARK MN 55443

PROCTOR, ALEX H & AARON F
583966 WEST MARIGOLD LANE
ESKO MN 55733

FAX FORFEITED
CROW WING COLN FY LAND SERVICES
322 LAUREL ST STE 15
BRainerd, MN 56401-3590

MEEHAN, DARRELL D &
505 14TH ST N
BENSON MN 56215

PROCTOR, TODD & LINDA
5839 W MARIGOLD LN
ESKO MN 55733

TOCZEK, ANDREW R & HEIDI L
13551 SKYLINE CIR
SHAKOPEE MN 55379

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

RJM PROPERTIES LLC
6274 GINGER DR
EDEN PRAIRIE MN 55346

WEISS, BRIAN
21341 PINWOOD LN
EMILY MN 56447

NAGORSKI, MICHAEL M & DARCI L
21623 203RD ST NW
BIG LAKE MN 55309

ROLLO, MICHAEL J
2421 RIVER BEND TRL
MAYER MN 55360

WEISS, BRIAN W
21341 PINWOOD LN
EMILY MN 56447

OEHRLEIN, JOANNE J
313 WAITE AVE S
SAINT CLOUD MN 56301

RYDER LOON PROPERTIES LLC
16318 BERENS CT NW
PRIOR LAKE MN 55379

WESSMAN, KEVIN & JULIE
6279 SMOKEY HOLLOW RD NE
OUTING, MN 56662

OLSON, PETER K & WANG, GEORGIA
5640 CHOWEN AVE S
EDINA MN 55410

SCHMIDT, WARREN & JULIE A
13775 44TH LANE NE
ST MICHAEL MN 55377

ONOFRIO, MICHAEL & WANDA
1711 TRAVIS COURT
ALLEN, TX 75002

SECRETARY OF HUD
DEPT OF HOUSING & URBAN DEVELOPMENT
451 7TH ST SW
WASHINGTON DC 20410

PANNHOFF, RYAN & MICHELLE ZANK
4116 WILLOW RD N
BROOKLYN PARK MN 55443

STARK FAMILY 2020 REVOCABLE TRUST
9878 MACELA DR
ELK GROVE CA 95757

PESTELLO, WILLIAM
3089S RANCHETTE DR
PEQUOT LAKES MN 56472

STARK, PHILLIP & ERLANA
9878 MACELA DR
ELK GROVE CA 95757

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 or 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.

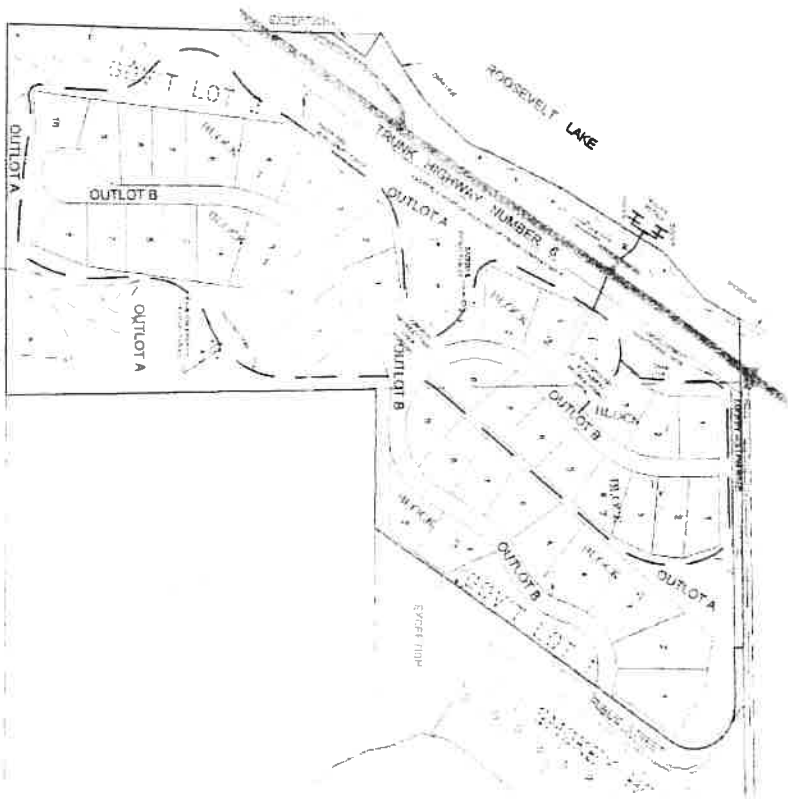
Sincerely,

CITY OF EMILY

Charles Marohn
City Planner

Cc: Pat Kestner, City Clerk
Barb Hubbard, Zoning Clerk
Planning Commission
Lonny Thomas
Pat Trottier

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.

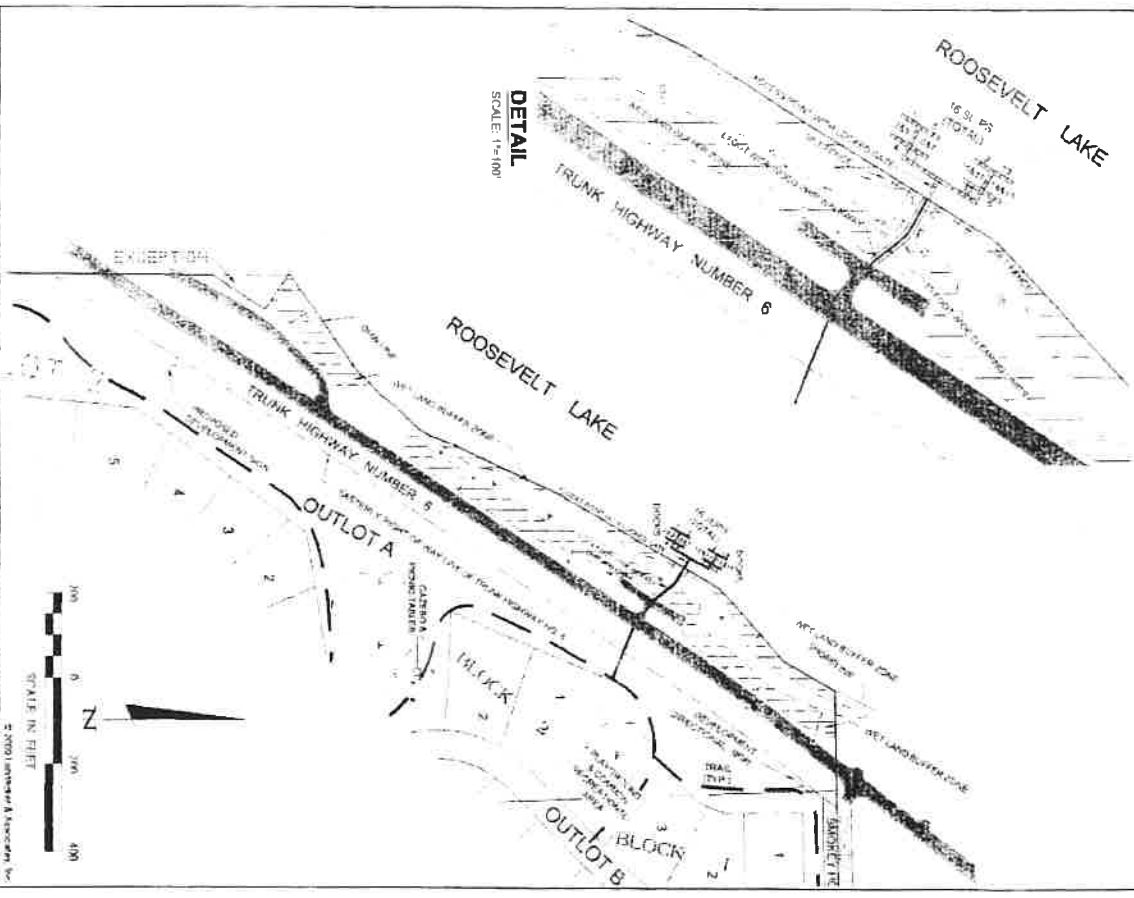


NO.	DESCRIPTION	DATE	BY	CHECKED	DATE	BY
1	PRELIMINARY PLAN	10/1/03	K. J. ...	J. ...	10/1/03	J. ...
2	FINAL PLAN	10/1/03	K. J. ...	J. ...	10/1/03	J. ...

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 Landscape Architecture, Inc.
 1000 ...
 ...

EXHIBIT

LAKESHORE
NORTHERN LIGHTS OVER ROOSEVELT LAKE



DETAIL
SCALE 1"=100'

1	DATE	1/15/54
2	PROJECT	ROOSEVELT LAKE LAKESHORE DEVELOPMENT
3	OWNER	ROOSEVELT LAKE LAKESHORE DEVELOPMENT
4	DESIGNER	W. S. GARDNER & ASSOCIATES, INC.
5	SCALE	1"=100'
6	DATE	1/15/54
7	PROJECT	ROOSEVELT LAKE LAKESHORE DEVELOPMENT
8	OWNER	ROOSEVELT LAKE LAKESHORE DEVELOPMENT
9	DESIGNER	W. S. GARDNER & ASSOCIATES, INC.
10	SCALE	1"=100'
11	DATE	1/15/54
12	PROJECT	ROOSEVELT LAKE LAKESHORE DEVELOPMENT
13	OWNER	ROOSEVELT LAKE LAKESHORE DEVELOPMENT
14	DESIGNER	W. S. GARDNER & ASSOCIATES, INC.
15	SCALE	1"=100'

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 Trottier, 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.
 - 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.

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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.

209 Passed unanimously.

210
211 Staff is directed to not forward final plat recommendation to the City Council if the updated
212 development plan and the updated development agreement are not provided by the end of the
213 business day Thursday, November 5, 2009.

214
215 Marohn reviews the Park Dedication fee and the numbers included in the Staff Report.

216
217 Chair Fairchild asks for Planning Commission input.

218
219 Commissioner Spiess states that we have been fairly consistent and have developed a good approach
220 here.

221
222 Brzezinski states that this is lake property and, as such, will not put added strain on the City's park
223 system. Additionally, the developer has included trails within the development, which will also reduce
224 the strain on the City's park system.

225
226 Trottier states that the other developments where this approach was applied did not include trails or
227 other recreational facilities. As comparables, there should be some consideration to this when
228 discussing the park fees.

229
230 Commissioner Mosman states that this is a large project and, while this seems like a large amount, there
231 will be added use to park facilities from this plat.

232
233 Chair Fairchild states that at first people will use the lake, but over time they will discover the other
234 amenities in the community and use those too.

235
236 Mayor Pepek states that as the City grows there is a need to increase park space. As the City gets bigger,
237 we try to make improvements to add recreational opportunities for people. This more than fair to stay
238 pretty even with all of the developments. As we did this analysis, we actually dropped the amount. As
239 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 Spiess 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 PR 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 BARRETT MADE THE MOTION TO ADJOURN AND COUNCILMEMBER SWANSON SECONDED. MOTION CARRIED.

Meeting adjourned at 8:30 P.M.

Respectfully submitted,


Patricia Kestner, MC/MC
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.
43
44
45
46
47

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

99 **Finding of Facts:**

- 100 1) *The subject property is located at 40109 Sawmill Rd (PIN 21270736).*
- 101 2) *The conditional use permit request is to construct and operate a mini storage*
- 102 *unit facility.*
- 103 3) *The proposed use, with conditions, conforms to the comprehensive plan. The*
- 104 *intended use of the property is for commercial purposes within the*
- 105 *Commercial Transition/Light Industrial zoning district.*
- 106 4) *The proposed use, with conditions, is compatible with the existing*
- 107 *neighborhood of commercial growth.*
- 108 5) *The subject property is located off of Sawmill Rd where commercial growth*
- 109 *has existed and is expected to continue.*
- 110 6) *The proposed use will not be injurious to the public health, safety, welfare,*
- 111 *decency, order, comfort convenience, appearance, or prosperity of the city.*
- 112 7) *The proposed use will not impede the orderly development and improvement*
- 113 *of surrounding property for uses predominant in the area (commercial).*

114

115 **MOTION MADE BY COMMISSIONER SPIESS TO SEND CONDITIONAL USE**
116 **PERMIT APPLICATION 23-40 WITH RECOMMENDATIONS FOR APPROVAL**
117 **BACK TO CITY COUNCIL. SECONDED BY COMISSIONER RHEAUME. ALL**
118 **VOTED IN FAVOR 5-0. MOTION CARRIED.**

119

120 **5. APPROVAL OF MINUTES**

121

- a. August 1, 2023, regular meeting.

123

124 Commissioner Rheume stated he abstained from voting on the July meeting
125 minutes approval because he was absent from the July meeting. Minutes have
126 been updated to reflect the correction.

127

128 **MOTION BY COMMISSIONER RHEAUME TO APPROVE AUGUST 1, 2023**
129 **MINUTES AS AMENDED TO STATE COMMISSIONER RHEAUME ABSTAINED**
130 **FROM VOTING ON THE JULY MEETING MINUTES. SECONDED BY**
131 **COMMISSIONER SPIESS. ALL VOTED IN FAVOR 5-0. MOTION CARRIED.**

132

133

134 **6. NEW BUSINESS**

135

- a. Upcoming Term Expirations Discussion

137

138 Discussion is a reminder that Commissioner Johnson and Commissioner
139 Vukelich terms are ending December 31, 2023. If they would like to continue to serve
140 on the Planning Commission, they will need to submit the application to the City
141 Clerk.

142

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

170

171

172

173 Sue Fahrendorff,

174 Zoning Clerk

1 **MINUTES**2 **EMILY PLANNING COMMISSION/BOARD OF ADJUSTMENT**
3 **SPECIAL MEETING**4
5 **September 15, 2023**
67 **1. CALL TO ORDER**8 The meeting was called to order by Commissioner Johnson at 9:00 am.
9 Pledge of allegiance was recited.
1011 **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 Clerk17 Public: Jon Friesner
1819 **2. ADDITIONS OR DELETIONS TO AGENDA**
2021 None
2223 **3. OPEN FORUM**
2425 None
2627 **4. PUBLIC HEARINGS**
2829 None
3031 **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 **Staff Recommendation:** There doesn't appear to be any issues with the split. The
45 proposed subdivision meets the minimum requirements of the Ordinance. Both of the
46 proposed parcels will be served access by Blue Lane W. Per City of Emily Ordinance,
47 subdivision over ten acres must have Planning Commission approval

MINUTES

Emily Planning Commission-Special Meeting
September 15, 2023

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
62 None

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 Administrator/Engineer,

It's that time of year again and winter will be upon us before we know it. The Minnesota Department of Transportation (MnDOT) would like to request your participation with snow removal for the upcoming 2023/2024 winter season.

The following are guidelines when the City participates with MnDOT in snow removal adjacent to commercial businesses:

- MnDOT assumes responsibility for the center 24' of roadway.
- Remainder of the roadway is the responsibility of the municipality.
- MnDOT will reimburse the entire curb to curb loading costs with the following conditions:
 - Municipality provides the hauling and disposal.
 - Municipality must obtain prior authorization before loading costs are incurred for each snow removal instance.
 - Failure to obtain prior authorization for approval of snow removal for each snow removal instance could result in non-payment.
- Below are the MnDOT contacts for prior authorization and/or questions:

Aitkin Area
Cities: Aitkin, Remer, Emily, Jenkins, Pine River
Contact: Gregg Settergren, Sub-Area Supervisor, (218) 232-6800

Brainerd/Baxter Area
Cities: Wadena, Ironton, Crosby, Deerwood, Motley, Menahga (Hwy. 87 & 71 Jct. only)
Contact: Jon Slipy, Sub-Area Supervisor, (218) 232-6703

Little Falls Area
Cities: Browerville, Little Falls, Onamia, Pierz
Contact: Jake Klosowski, Sub-Area Supervisor, (320) 492-0158

- In the event of extreme snowfall or high loading costs:
 - MnDOT's monetary participation may be eliminated.
 - MnDOT will remove the snow from the center 24' when time permits or arrangements may be made with the Sub-Area Supervisor to utilize state and municipal equipment in a cooperative effort.

If you are interested in entering into this agreement with MnDOT for the upcoming winter season, print out and sign this agreement on the line indicated at the bottom and return the signed agreement to Lori Carry at the e-mail address below along with a completed Informal Bid for Services and Rentals form (attached) for each piece

of equipment that will be used. Do not submit bids for trucks as the municipality is responsible for hauling and disposal. Insurance forms are not required.

Invoice Information: **Submit within two weeks after each snow event; please be timely throughout the season.**

Final invoices must be submitted to MnDOT by May 3, 2024.

- Invoices must contain the following:
 - Date(s) of snow removal.
 - Itemized list of pre-approved equipment used with hours and unit costs.
 - Total amount of all items invoiced.

NOTE: Any missing information will require a new invoice to be submitted by the City, which could delay payment.

- Invoices must come from the City, not the contractor.
- Send all invoices to the following address:

Minnesota Department of Transportation
Attn: Maintenance Superintendent
7694 Industrial Park Road
Baxter, MN 56425

This agreement and the Informal Bid for Services and Rentals form must be completed along with the required signatures and on file in our office before any costs may be incurred. **Please send completed information to Lori Carry via email to lori.carry@state.mn.us by **November 1, 2023.****

If your City elects to not participate in the agreement, kindly respond to this email informing us that you will not be participating.

By signing this agreement, you agree to all the above.

Date	Municipality	Signature (Authorized Representative)
------	--------------	---------------------------------------

If you have any questions regarding this information, please feel free to email me or call me at 218-232-6705.

Sincerely,
Todd Sangren
Maintenance Superintendent
Todd.sangren@state.mn.us
Equal Opportunity Employer

REQUEST FOR BID (THIS IS NOT A PURCHASE ORDER)	STATE OF MINNESOTA AGENCY NAME: _____ BUYER NAME: _____ PHONE #: _____
VENDOR NAME AND ADDRESS: <u>City of Emily</u> <u>PO Box 68</u> <u>Emily, MN 56447</u> PHONE # <u>218-763-2480</u>	DIRECT ALL INQUIRIES AND RETURN BID TO: _____ _____ _____ FAX #: _____

BID MUST BE RECEIVED NO LATER THAN:	Dates shall be listed in the sequence of month/date/year
DATE: _____ TIME: _____	Times shown are based on the Central Time Zone, USA

REQUISITION TITLE: bobcat with snowblower/sweeper & Operator for STH Snow Removal

SOLICITATION RESPONSE INSTRUCTIONS:

1. **Read the entire solicitation including all terms, conditions, and specifications. All attached terms, conditions, and specifications apply to any subsequent award. Complete all applicable areas.**
2. **Solicitation responses (bids) must contain the signature of an authorized agent empowered to bind the Vendor in a contract.**
3. **Bids must be submitted on this form unless otherwise stated in the solicitation.**
4. **For a "no response", return only this page signed and marked "no response." Failure to respond may result in being removed from the Vendors list.**
5. **All shipments shall be FOB Destination. Freight charges must be prepaid and allowed (with freight included in the price), to the ordering agency's receiving dock or warehouse unless otherwise stated in the solicitation.**
6. **Bids will be considered to be in strict compliance with the specifications and the Vendor will be held responsible unless the Vendor clearly indicates in the bid any deviation from the specifications.**
7. **The State of Minnesota reserves the right to reject any or all bids or portions thereof; to waive any irregularities or informalities in bids received; and to cancel the solicitation if it is considered to be in the State's best interest.**
8. **Bids submitted are irrevocable offers for 60 days following submission deadline date unless otherwise stated in the solicitation terms. Bids may be modified or withdrawn prior to the time and date set forth above. After the time set forth above, no bids may be withdrawn or modified.**
9. **Prices must be submitted in United States currency.**
10. **Do not include sales tax in your pricing unless otherwise specified in the solicitation. The State of Minnesota holds Direct Pay Permit 1114.**
11. **ADDENDA TO SOLICITATION.** Changes to the solicitation will be made by written addendum. Any addendum issued will become part of the solicitation. Each responder must follow the directions on the addendum. All requests for clarification must be directed to the contact person. Only changes made via addendum will be valid. (This paragraph supersedes paragraph 4 in Appendix E, Terms & Conditions.)
12. **INFORMAL BID.** The words "Signature (in ink)" when used in this solicitation includes signature stamps, photocopies of signatures, and facsimile signatures. Responders may be required to provide original signatures when requested.
13. **AWARD--ITEM, GROUP, TOTAL.** The award will be made to the lowest responsible vendor meeting the specifications and all terms and conditions. The state reserves the right to award items separately, by grouping items, or by total, whichever is deemed most advantageous to the state.

REQUEST FOR BID

STATE OF MINNESOTA

(THIS IS NOT A PURCHASE ORDER)

AGENCY NAME _____

BUYER NAME _____

PHONE # _____

VENDOR NAME AND ADDRESS

DIRECT ALL INQUIRIES AND RETURN BID TO

City of Emily
PO box 68
Emily, MN 56447
PHONE # 218-763-2480

FAX # _____

BID MUST BE RECEIVED NO LATER THAN

Dates shall be listed in the sequence of month/date/year

DATE _____

TIME _____

Times shown are based on the Central Time Zone, USA

REQUISITION TITLE: Tractor Loader + Operator for SHT6 Snow Removal

SOLICITATION RESPONSE INSTRUCTIONS:

1. Read the entire solicitation including all terms, conditions, and specifications. All attached terms, conditions, and specifications apply to any subsequent award. Complete all applicable areas.
2. Solicitation responses (bids) must contain the signature of an authorized agent empowered to bind the Vendor in a contract.
3. Bids must be submitted on this form unless otherwise stated in the solicitation.
4. For a "no response", return only this page signed and marked "no response." Failure to respond may result in being removed from the Vendors list.
5. All shipments shall be FOB Destination. Freight charges must be prepaid and allowed (with freight included in the price), to the ordering agency's receiving dock or warehouse unless otherwise stated in solicitation.
6. Bids will be considered to be in strict compliance with the specifications and the Vendor will be held responsible unless the Vendor clearly indicates in the bid any deviation from the specifications.
7. The State of Minnesota reserves the right to reject any or all bids or portions thereof; to waive any irregularities or informalities in bids received; and to cancel the solicitation if it is considered to be in the State's best interest.
8. Bids submitted are irrevocable offers for 60 days following submission deadline date unless otherwise stated in the solicitation terms. Bids may be modified or withdrawn prior to the time and date set forth above. After the time set forth above, no bids may be withdrawn or modified.
9. Prices must be submitted in United States currency.
10. Do not include sales tax in your pricing unless otherwise specified in the solicitation. The State of Minnesota holds Direct Pay Permit 1114.
11. ADDENDA TO SOLICITATION: Changes to the solicitation will be made by written addendum. Any addendum issued will become part of the solicitation. Each responder must follow the directions on the addendum. All requests for clarification must be directed to the contact person. Only changes made via addendum will be valid (This paragraph supersedes paragraph 4 in Appendix E, Terms & Conditions)
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13. AWARD--ITEM, GROUP, TOTAL: The award will be made to the lowest responsible vendor meeting the specifications and all terms and conditions. The state reserves the right to award items separately, by grouping items, or by total, whichever is deemed most advantageous to the state.

Quantity	Unit Of Measure	Description	Unit Cost	Total Cost
1	per hr.	Bobcat with snowblower/ Sweeper and Operator	110.00	
Total Cost Of All Line Items				

Delivery Required By Date: _____

Veteran-Owned Preference Form

Eligible veteran-owned small businesses must be CVE Verified (in accordance with Public Law 109-461 and Code of Federal Regulations, Title 38 Part 74) at the solicitation opening date and time to receive the preference. See General Terms and Conditions, Item 12. Information regarding CVE Verification may be found at <http://www.vetbiz.gov>. Only eligible, CVE Verified, veteran-owned small businesses that provide this completed and signed form will be given the preference.

Is this company applying for a Veteran-Owned Preference? Yes No
If yes, then the following must be certified and signed by the vendor.

I hereby certify that the company listed below:

1. Is an Eligible Veterans-Owned Small Business, as defined in Minnesota Statute § 16C.16, Subd. 6A, and
2. Has its principal place of business in the State of Minnesota; and
3. Is CVE verified by the United States Department of Veterans Affairs' Center for Veterans Enterprise

Company Name (type or print) Authorized Signature Date

MUST BE COMPLETED BY VENDOR

Delivery Offered: ___ days After Receipt of Order if different than called for in the solicitation.

Prompt Payment Terms (if available) ___% 30; ___% 15/Net 30; ___% 10/Net 30; Other (specify): _____

Vendor's Quotation Reference Number, if any: _____ SWIFT Vendor Number: 0000201498

Vendor Contact Person: Carl Johnson Phone 218-763-2480 Fax: 218-763-2481

City of Emily
Company Name (type or print) Authorized Signature Date

Mailing Address (if different than above) Tracy Jones, Mayor
Name and Title (type or print)

Quantity	Unit of Measure	Description	Unit Cost	Total Cost
1		per hr. Tractor Loader and Operator	82.50	
			<u>Total Cost Of All Line Items</u>	

Delivery Required By Date _____

Veteran-Owned Preference Form

Eligible veteran-owned small businesses must be CVE Verified (in accordance with Public Law 109-461 and Code of Federal Regulations Title 38 Part 74) at the solicitation opening date and time to receive the preference. See General Terms and Conditions Item 12. Information regarding CVE Verification may be found at <http://www.vetbiz.gov>. Only eligible, CVE Verified, veteran-owned small businesses that provide this completed and signed form will be given the preference.

Is this company applying for a Veteran-Owned Preference? Yes No
 If yes, then the following must be certified and signed by the vendor

I hereby certify that the company listed below:

1. Is an Eligible Veterans-Owned Small Business as defined in Minnesota Statute § 16C 16 Subd. 6A, and
2. Has its principal place of business in the State of Minnesota, and
3. Is CVE verified by the United States Department of Veterans Affairs' Center for Veterans Enterprise

Company Name (type or print): _____

Authorized Signature _____

Date _____

MUST BE COMPLETED BY VENDOR

Delivery Offered ___ days After Receipt of Order if different than called for in the solicitation

Prompt Payment Terms (if available): ___% 30, ___% 15/Net 30, ___% 10/Net 30, Other (specify) _____

Vendor's Quotation Reference Number (if any) _____ SWIFT Vendor Number 0000201498

Vendor Contact Person Cari Johnson Phone 218-763-2480 Fax 218-763-2481

City of Emily
 Company Name (type or print): _____

Authorized Signature _____

Date _____

Tracy Jones, Mayor
 Name and Title (type or print)

Mailing Address (if different than above): _____

REQUEST FOR BID	STATE OF MINNESOTA
(THIS IS NOT A PURCHASE ORDER)	AGENCY NAME _____
	BUYER NAME _____
	PHONE # _____
VENDOR NAME AND ADDRESS	DIRECT ALL INQUIRIES AND RETURN BID TO
City of Emily	_____
PO Box 68	_____
Emily, MN 56447	_____
PHONE # 218-763-2480	FAX # _____

BID MUST BE RECEIVED NO LATER THAN	Dates shall be listed in the sequence of month/date/year
DATE _____ TIME _____	Times shown are based on the Central Time Zone, USA

REQUISITION TITLE: Toolcat with snowblower/sweeper and Operator for Stlo Snow Removal

SOLICITATION RESPONSE INSTRUCTIONS:

1. Read the entire solicitation including all terms, conditions, and specifications. All attached terms, conditions, and specifications apply to any subsequent award. Complete all applicable areas.
2. Solicitation responses (bids) must contain the signature of an authorized agent empowered to bind the Vendor in a contract.
3. Bids must be submitted on this form unless otherwise stated in the solicitation.
4. For a "no response", return only this page signed and marked "no response." Failure to respond may result in being removed from the Vendors list.
5. All shipments shall be FOB Destination. Freight charges must be prepaid and allowed (with freight included in the price), to the ordering agency's receiving dock or warehouse unless otherwise stated in the solicitation.
6. Bids will be considered to be in strict compliance with the specifications and the Vendor will be held responsible unless the Vendor clearly indicates in the bid any deviation from the specifications.
7. The State of Minnesota reserves the right to reject any or all bids or portions thereof; to waive any irregularities or informalities in bids received; and to cancel the solicitation if it is considered to be in the State's best interest.
8. Bids submitted are irrevocable offers for 60 days following submission deadline date unless otherwise stated in the solicitation terms. Bids may be modified or withdrawn prior to the time and date set forth above. After the time set forth above, no bids may be withdrawn or modified.
9. Prices must be submitted in United States currency.
10. Do not include sales tax in your pricing unless otherwise specified in the solicitation. The State of Minnesota holds Direct Pay Permit 1114.
11. ADDENDA TO SOLICITATION. Changes to the solicitation will be made by written addendum. Any addendum issued will become part of the solicitation. Each responder must follow the directions on the addendum. All requests for clarification must be directed to the contact person. Only changes made via addendum will be valid. (This paragraph supersedes paragraph 4 in Appendix E, Terms & Conditions.)
12. INFORMAL BID. The words "Signature (in ink)" when used in this solicitation includes signature stamps, photocopies of signatures, and facsimile signatures. Responders may be required to provide original signatures when requested.
13. AWARD--ITEM, GROUP, TOTAL. The award will be made to the lowest responsible vendor meeting the specifications and all terms and conditions. The state reserves the right to award items separately, by grouping items, or by total, whichever is deemed most advantageous to the state.

Quantity	Unit Of Measure	Description	Unit Cost	Total Cost
1	per hr.	Toolcat with snowblower/ sweeper and Operator	72.50	
			<u>Total Cost Of All Line Items</u>	

Delivery Required By Date _____

Veteran-Owned Preference Form

Eligible veteran-owned small businesses must be CVE Verified (in accordance with Public Law 109-461 and Code of Federal Regulations Title 38, Part 74) at the solicitation opening date and time to receive the preference. See General Terms and Conditions, Item 12. Information regarding CVE Verification may be found at <http://www.vetbiz.gov>. Only eligible, CVE Verified, veteran-owned small businesses that provide this completed and signed form will be given the preference.

Is this company applying for a Veteran-Owned Preference? Yes No
 If yes, then the following must be certified and signed by the vendor.

I hereby certify that the company listed below:

1. Is an Eligible Veterans-Owned Small Business, as defined in Minnesota Statute § 16C.16, Subd. 3A, and
2. Has its principal place of business in the State of Minnesota, and
3. Is CVE verified by the United States Department of Veterans Affairs Center for Veterans Enterprise.

 Company Name (type or print) Authorized Signature Date

MUST BE COMPLETED BY VENDOR

Delivery Offered: _____ days After Receipt of Order if different than called for in the solicitation

Prompt Payment Terms (if available): % 30 % 15/Net 30 % 10/Net 30 Other (specify) _____

Vendor's Quotation Reference Number, if any: _____ SWIFT Vendor Number: 0000201498

Vendor Contact Person: Cari Johnson Phone: 218-763-2480 Fax: 218-763-2481

City of Emily
 Company Name (type or print) Authorized Signature Date

 Mailing Address (if different than above) Name and Title (type or print)

Tracy Jones, Mayor

REQUEST FOR BID	STATE OF MINNESOTA
(THIS IS NOT A PURCHASE ORDER)	AGENCY NAME _____
	BUYER NAME _____
	PHONE # _____
VENDOR NAME AND ADDRESS	DIRECT ALL INQUIRIES AND RETURN BID TO
City of Emily	_____
PO Box 68	_____
Emily, MN 56447	_____
PHONE # 218-763-2480	FAX # _____

BID MUST BE RECEIVED NO LATER THAN	Dates shall be listed in the sequence of month/date/year
DATE _____ TIME _____	Times shown are based on the Central Time Zone, USA

REQUISITION TITLE: Motor Graders and Operator for S.H.10 Snow Removal

SOLICITATION RESPONSE INSTRUCTIONS:

1. Read the entire solicitation including all terms, conditions, and specifications. All attached terms, conditions, and specifications apply to any subsequent award. Complete all applicable areas.
2. Solicitation responses (bids) must contain the signature of an authorized agent empowered to bind the Vendor in a contract.
3. Bids must be submitted on this form unless otherwise stated in the solicitation.
4. For a "no response", return only this page signed and marked "no response." Failure to respond may result in being removed from the Vendors list.
5. All shipments shall be FOB Destination. Freight charges must be prepaid and allowed (with freight included in the price), to the ordering agency's receiving dock or warehouse unless otherwise stated in the solicitation.
6. Bids will be considered to be in strict compliance with the specifications and the Vendor will be held responsible unless the Vendor clearly indicates in the bid any deviation from the specifications.
7. The State of Minnesota reserves the right to reject any or all bids or portions thereof; to waive any irregularities or informalities in bids received; and to cancel the solicitation if it is considered to be in the State's best interest.
8. Bids submitted are irrevocable offers for 60 days following submission deadline date unless otherwise stated in the solicitation terms. Bids may be modified or withdrawn prior to the time and date set forth above. After the time set forth above, no bids may be withdrawn or modified.
9. Prices must be submitted in United States currency.
10. Do not include sales tax in your pricing unless otherwise specified in the solicitation. The State of Minnesota holds Direct Pay Permit 1114.
11. ADDENDA TO SOLICITATION. Changes to the solicitation will be made by written addendum. Any addendum issued will become part of the solicitation. Each responder must follow the directions on the addendum. All requests for clarification must be directed to the contact person. Only changes made via addendum will be valid. (This paragraph supersedes paragraph 4 in Appendix E, Terms & Conditions.)
12. INFORMAL BID. The words "Signature (in ink)" when used in this solicitation includes signature stamps, photocopies of signatures, and facsimile signatures. Responders may be required to provide original signatures when requested.
13. AWARD--ITEM, GROUP, TOTAL. The award will be made to the lowest responsible vendor meeting the specifications and all terms and conditions. The state reserves the right to award items separately, by grouping items, or by total, whichever is deemed most advantageous to the state.

Quantity	Unit Of Measure	Description	Unit Cost	Total Cost
1	per hr.	Motor Grader and Operator	190.00	
			<u>Total Cost Of All Line Items</u>	

Delivery Required By Date _____

Veteran-Owned Preference Form

Eligible veteran-owned small businesses must be CVE Verified (in accordance with Public Law 109-461 and Code of Federal Regulations Title 38 Part 74) at the solicitation opening date and time to receive the preference. See General Terms and Conditions Item 12. Information regarding CVE Verification may be found at <http://www.vetbiz.gov>. Only eligible, CVE Verified, veteran-owned small businesses that provide this completed and signed form will be given the preference.

Is this company applying for a Veteran-Owned Preference? Yes No
If yes, then the following must be certified and signed by the vendor:

I hereby certify that the company listed below:

1. Is an Eligible Veterans-Owned Small Business, as defined in Minnesota Statute § 16C.16, Subd. 6A, and
2. Has its principal place of business in the State of Minnesota, and
3. Is CVE verified by the United States Department of Veterans Affairs' Center for Veterans Enterprise

Company Name (type or print): _____ Authorized Signature _____ Date _____

MUST BE COMPLETED BY VENDOR

Delivery Offered: _____ days After Receipt of Order if different than called for in the solicitation.

Prompt Payment Terms (if available): % 30, % 15/Net 30, % 10/Net 30, Other (specify) _____

Vendor's Quotation Reference Number, if any: _____ SWIFT Vendor Number: 0000201498

Vendor Contact Person: Cari Johnson Phone: 218-763-2480 Fax: 218-763-2481

City of Emily
Company Name (type or print): _____ Authorized Signature _____ Date _____

Mailing Address (if different than above): _____
Name and Title (type or print): Tracy Jones, Mayor

September 22, 2023

Tracy Jones
Mayor
City of Emily
39811 State Highway 6
Emily, MN 56447

Dear Tracy,

Thank you and the City Council for reviewing the results of our speed study on State Highway 6 through Emily. The speed study was conducted by investigating current operating speeds, crash history, road geometrics, and land use immediately adjacent to the roadway. Please note that driver behavior is dictated significantly by roadway geometrics and land use context and that speed signing does not change this behavior especially if there is little enforcement.

The rural segments on either side of the City of Emily are rural land use context mixed with natural. The shoulders of the roadway are wide with good set back from the tree line. Speed checks, both north and south of Emily show drivers are already going 60mph today in the posted 55mph zone and crash history shows both segments operating well (below the statewide average crash rates for similar roadways).

The transition speed zone limits often correspond to a change in land use context, which is true of the north side of Emily as the 45mph begins as drivers start seeing the commercial buildings on the east side of the roadway. Poplar Dr, Evergreen Dr, and S Bay (north jct) are all in the rural high speed context area where without significant enforcement efforts, driver behavior will not change. The south side of the City is different as there isn't a visible change in context from the rural area which is why we have a short transition area. A speed check approximately 1500ft south of Dahler Ave shows this rural context is what drivers are driving too with our 85th percentile speeds of 57mph and 60mph. Neither transition zone can extend to the limits desired by the City without significant changes to the roadway and land use (creating a suburban segment and reducing roadway widths).

The 30mph zone begins and ends with the urban context of Emily. The building spacing and proximity to the roadway becomes much less and conflict points for drivers increase. This starts to occur just south of Lake St to S Bay/Bloomquist Dr. Beyond these points, the roadway transitions back to rural where we are unable to extend the 30mph zone as requested.

Your letter mentioned the Council's concern for ATV crossing on the north side of the City near Lake Country Foods. This area would be in the new 45mph zone where we would expect to see drivers slowing down as they enter the City. We are working on installing a warning sign for southbound drivers due to the trail outside of the speed study process.

Again, thank you for your and the Council's recommendations letter. I did take another look at the speed zone beginning and ending points and discussed the study with State Patrol for their input here and on the entire corridor from Crosby to Remer. I believe the zones set forth in the study are correct and have submitted the new speed authorization form to be signed by our Central Office prior to posting the signs.



District 3
7694 Industrial Park
Baxter, MN 56425

Please let me know if you have any questions.

Sincerely,

Kenneth Hansen

Digitally signed by Kenneth
Hansen
Date: 2023.09.22 14:33:30 -05'00'

Kenneth Hansen, PE
District Traffic Engineer

MAINTENANCE REPORT

10/10/2023

- Hauling class five
- Grading roads
- Patching potholes
- Clean up cemetery
- Finish up small projects
- Finish up Crooked Creek Road job
- Wash front & back of City Hall & Fire Hall
- Start putting things away for winter

Brian Foster
Maintenance Supervisor

clerk@emily.net

From: Alex Voit <avoit@sehinc.com>
Sent: Friday, September 22, 2023 8:01 PM
To: clerk@emily.net
Cc: Scott Hedlund; Jeff Ledin
Subject: Emily Dam Repair

Cari,

Repairs to the Emily Dam were completed Thursday evening. Everything went well and they were able to complete the work in one day so I suspect we will come in under budget. The crew was able to access the crack from both sides, allowing them to seal the crack through the entire width of the weir. We also inspected the entire width of the dam and found no other leaks. JF Brennan will be providing as built records of the repair for the City's records.

Thanks,

Alex Voit, PE (MN)
Project Engineer
Short Elliott Hendrickson Inc.
218.821.0085 mobile | 218.855.1704 direct

Building a Better World for All of Us®
100% Employee Owned

2023 Fall Forums

A chance to hear from industry experts!

Join the League of Minnesota Cities and state agency and industry leaders as we tackle important topics impacting cities and local governments across Minnesota Oct. 23-27!

This series of five webinars will shed light on pressing issues facing Minnesota cities. All city officials are encouraged to attend and invite others to learn more about these timely topics.



By the end of this program, you will:

- Learn how to apply tips for handling political partisanship.
- Understand how to use tax increment financing (TIF) as an economic development tool.
- Gain insight into the cannabis industry.
- Consider how artificial intelligence (AI) can be applied within cities.
- Hear trends and predictions on Minnesota's labor market.

Participants' registration grants them an all-access pass to all five webinars. Attend all five webinars or pick and choose as you go!

[Register for Fall Forums](#)

Fall Forums Lineup

All sessions will be held virtually and run from 9-10 a.m.

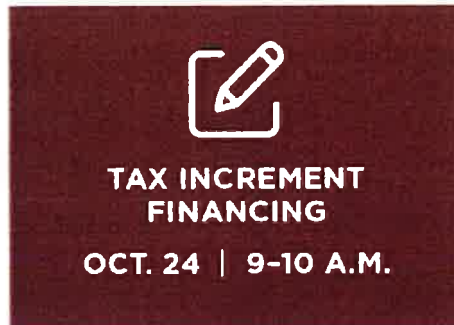
Monday, Oct. 23

[How Braver Angels Is Working to Bring Americans Together](#)



Tuesday, Oct. 24

Everything You Never Knew You Needed to Know about Tax Increment Financing



Wednesday, Oct. 25

Through the Smoke: A Look Inside the Cannabis Industry



Thursday, Oct. 26

Artificial Intelligence and Cities – What You Need to Know



Friday, Oct. 27

Statewide Employment and Recruitment Forecast



**STATEWIDE EMPLOYMENT
AND RECRUITMENT
FORECAST**

OCT. 27 | 9-10 A.M.

Fall Forums – Webinar Descriptions

Day 1: Monday, Oct. 23

How Braver Angels Is Working to Bring Americans Together

Presenters: Bill Doherty, co-founder, Braver Angels; Luke Fischer, executive director, League of Minnesota Cities (moderator)

Braver Angels is a national organization working to bring Americans together to bridge the partisan divide and strengthen our democratic republic. Join co-founder and creator of Braver Angels workshops, Bill Doherty, to hear a national and statewide assessment of how Americans are striving to work together. You'll gain insight into how cities can play a role in bringing people together, hear tips for how to handle contentious topics, and walk away with optimism for the future.

Day 2: Tuesday, Oct. 24

Everything You Never Knew You Wanted to Know About Tax Increment Financing

Presenters: Jason Nord, assistant state auditor/TIF division director, Office of the State Auditor; Stacie Kvilvang, senior municipal advisor, Ehlers; Nathan Jesson, intergovernmental relations representative, League of Minnesota Cities (moderator)

Tax increment financing (TIF) is a complicated but integral tool for cities as they strategize ways to accomplish economic development goals. In this session hear from Jason Nord, the Office of the State Auditor's TIF division director, who will break down the TIF process and important legal considerations. Then, hear examples of how cities can effectively use this tool.

Day 3: Wednesday, Oct. 25

Through the Smoke: A Look Inside the Cannabis Industry

Presenters: Anne Marie Zsamba, counsel, RISE; Alex Hassel, intergovernmental relations representative, League of Minnesota Cities (moderator)

As the State of Minnesota continues to provide guidance and develop regulations around full legalization of cannabis, cities should continue to prepare for the impact of this new industry.

In addition to thinking about how to license, regulate, and provide public safety, city leaders should also learn more about the cannabis industry to better understand what retail in your community could look like.

In this session, you will hear from a Minnesota company that has been in the medical marijuana space and is preparing to transition to full retail. They will provide you with a full-picture assessment of this up-and-coming, regulated industry, including showing a virtual tour of a cannabis dispensary. Join us to discuss the potential changes for your community and these dispensaries' influence on economic development.

Day 4: Thursday, Oct. 26

Artificial Intelligence and Cities — What You Need to Know

Presenters: Heather Benoit, executive vice president and strategic foresight, SGR; Mel Reeder, chief information officer, League of Minnesota Cities (moderator)

What exactly is AI? And how are you and your city already using it? This session will help shed light on artificial intelligence and its uses, benefits, risks, and limitations. Importantly, it will share how cities can apply AI now and prepare for what is coming in the next five years as technology continues to evolve.

Day 5: Friday, Oct. 27

Statewide Employment and Recruitment Forecast

Presenters: Matt Varilek, commissioner, Minnesota Department of Employment and Economic Development (DEED); Daniel Lightfoot, intergovernmental relations representative, League of Minnesota Cities (moderator)

Meet DEED's new commissioner! Commissioner Varilek will share statewide trends in employment and impacts on the labor force as well as how DEED is partnering with cities to ensure strong local economies. Learn about new resources and initiatives that cities can access through DEED.

Who Should Attend

City administrators/managers, clerks, council members, mayors, HR personnel, finance officers, economic development and planning personnel, technology staff

Fee

\$30 all-access pass

How to Participate

Upon registering for the program, you will receive one unique link to join all the sessions.

Missed a session? Those registered for Fall Forums will have access to recordings of each webinar in [MemberLearn](#) by the end of each day.

Your LMC Resource

Event Registration

(651) 281-1200

registration@lmc.org

Cancellation Policy

If you cannot attend, please email registration@lmc.org no later than 9 a.m. on Friday, October 20 to receive a full refund. No cancellations will be accepted after this date and time.

BOARD OF COUNTY COMMISSIONERS
Crow Wing County, Minnesota

DATE: September 12, 2023

Resolution 2023-56

OFFERED BY COMMISSIONERS: Koering and Houge

AYES: Koering, Lubke, Barrows, Franzen, Houge

**RESOLUTION ADOPTING ORDINANCE REGULATING USE OF CANNABIS AND CANNABIS
DERIVED PRODUCTS IN PUBLIC PLACES**


WHEREAS, in accordance with Minnesota Statute 375.51, a Public Hearing was held on September 12, 2023, to consider adopting an Ordinance Regulating Use of Cannabis and Cannabis Derived Products in Public Places.

NOW, THEREFORE, BE IT RESOLVED the Board of Commissioners of Crow Wing County, Minnesota, adopts the attached Ordinance Regulating Use of Cannabis and Cannabis Derived Products in Public Places (Ordinance No. 2302), effective upon publication.

STATE OF MINNESOTA)
COUNTY OF CROW WING) ss

I, Timothy J. Houle, County Administrator, Crow Wing County, Minnesota, hereby certify that I have compared the foregoing copy of the resolution of the county board of said county with the original record thereof on file in the Administration Office, Crow Wing County, Minnesota, as stated in the minutes of the proceedings of said board at a meeting duly held on September 12, 2023, and that the same is a true and correct copy of said original record and of the whole thereof, and that said resolution was duly passed by said board at said meeting.

Witness my hand and seal this 12th day of September 2023.


TIMOTHY J. HOULE
COUNTY ADMINISTRATOR

**COUNTY OF CROW WING
STATE OF MINNESOTA**

ORDINANCE No.: 2302

**ORDINANCE REGULATING THE USE OF CANNABIS AND
CANNABIS DERIVED PRODUCTS
IN PUBLIC PLACES**

THE CROW WING COUNTY COMMISSIONERS HEREBY ORDAIN AS FOLLOWS:

SECTION 1. PURPOSE, INTENT AND STATUTORY AUTHORITY

1.1 Statement of Purpose and Intent.

This Ordinance is adopted by the Crow Wing County Commissioners for the purpose of protecting public health and safety by regulating the use of Cannabis and cannabis derived products in public places and places of public accommodation within Crow Wing County.

By enacting 2023 Session Law, Chapter 63, H. F. No. 100 [hereinafter referred to “State Legislation”], the Minnesota Legislature passed the adult-use cannabis bill. Under that bill, the adult use, possession and personal growing of cannabis became legal August 1, 2023.

State legislation authorizes adoption of a local ordinance establishing a petty misdemeanor offense for public use of cannabis. See State Legislation Article 4, Sec. 19, Minn. Stat. 152.0263, Subd. 5, or successor statute.

The County wishes to be proactive in protecting public health and safety by enacting regulations that will mitigate threats presented to the public by the public use of cannabis.

Crow Wing County (hereinafter “the County”) recognizes the risks that unintended access and use of cannabis products present to the health, welfare, and safety of youth in Crow Wing County.

1.2 Statutory Authority.

This Ordinance is enacted pursuant to 2023 Session Law, Chapter 63, H. F. No. 100 [hereinafter referred to “State Legislation”]; State Legislation Article 1, Sec. 1 Minn. Stat. 342.01; State Legislation Article 1, Sec. 9 Minn. Stat. 342.09 Subd. 1(b) or successor statute; State Legislation Sec. 9 Minn. Stat. 342.09, Subd. 1 (b)(9) or successor statute; State Legislation Minn. Stat. 342.09 Subd.1(a)(7) or successor statute; and State Legislation Article 4, Sec. 19 Minn. Stat. 152.0263, Subd. 5, or successor statute.

SECTION 2. DEFINITIONS

Except as may otherwise be provided or clearly implied by context, all terms shall be given their commonly accepted definitions. The following words, terms, and phrases, when used in this ordinance, shall have the meanings ascribed to them except where the context clearly indicates a different meaning.

(a) Adult-use cannabis flower. "Adult-use cannabis flower" means cannabis flower that is approved for sale by the State of Minnesota or is substantially similar to a product approved by the State of Minnesota. Adult-use cannabis flower does not include medical cannabis flower, hemp plant parts, or hemp-derived consumer products.

(b) Adult-use cannabis products. "Adult-use cannabis products" means a cannabis product that is approved for sale by the State of Minnesota or is substantially similar to a product approved by the State of Minnesota. Adult-use cannabis product includes edible cannabis products but does not include medical cannabinoid products or lower-potency hemp edibles.

(c) Cannabis flower. "Cannabis flower" means the harvested flower, bud, leaves, and stems of a cannabis plant. Cannabis flower includes adult-use cannabis flower and medical cannabis flower. Cannabis flower does not include cannabis seed, hemp plant parts, or hemp-derived consumer products.

(d) Cannabis product. "Cannabis product" means any of the following:

(1) cannabis concentrate;

(2) a product infused with cannabinoids, including but not limited to tetrahydrocannabinol, extracted or derived from cannabis plants or cannabis flower; or

(3) any other product that contains cannabis concentrate.

(e) Hemp derived consumer products.

(1) "Hemp derived consumer products" means a product intended for human or animal consumption, does not contain cannabis flower or cannabis concentrate, and:

(i) contains or consists of hemp plant parts; or

(ii) contains hemp concentrate or artificially derived cannabinoids in combination with other ingredients.

(2) Hemp-derived consumer products does not include artificially derived cannabinoids, lower-potency hemp edibles, hemp-derived topical products, hemp fiber products, or hemp grain.

(f) Lower-potency hemp edible. A "lower-potency hemp edible" means any product that:

(1) is intended to be eaten or consumed as a beverage by humans;

(2) contains hemp concentrate or an artificially derived cannabinoid; in combination with food ingredients;

(3) is not a drug;

(4) consists of servings that contain no more than five milligrams of delta-9 tetrahydrocannabinol, 25 milligrams of cannabidiol, 25 milligrams of cannabigerol, or any combination of those cannabinoids that does not exceed the identified amounts;

(5) does not contain more than a combined total of 0.5 milligrams of all other cannabinoids per serving;

(6) does not contain an artificially derived cannabinoid other than delta-9 tetrahydrocannabinol;

(7) does not contain a cannabinoid derived from cannabis plants or cannabis flower; and

(8) is a type of product approved for sale by the State of Minnesota or is substantially similar to a product approved by the State of Minnesota, including but not limited to products that resemble nonalcoholic beverages, candy, and baked goods.

(g) Public place. A “public place”, means a public park or trail, public street or sidewalk, any enclosed, indoor area used by the general public, including, but not limited to, theaters, restaurants, bars, food establishments, places licensed to sell intoxicating liquor, wine, or malt beverages, retail businesses, gyms, common areas in buildings, public shopping areas, auditoriums, arenas, or other places of public accommodation.

(h) Place of public accommodation. “Place of public accommodation” means a business, refreshment, entertainment, recreation, or transportation facility of any kind, whose goods, services, facilities, privileges, advantages, or accommodations are extended, offered, sold, or otherwise made available to the public.”

(i) Exceptions to public place or place of public accommodation. “A public place” or “a place of public accommodation” does not include the following:

1. a private residence, including the individual’s curtilage or yard.
2. a private property, not generally accessible by the public, unless the individual is explicitly prohibited from consuming cannabis flower, cannabis products, lower-potency hemp edibles, or hemp-derived consumer products on the property by the owner of the property; or
3. on the premises of an establishment or event licensed to permit on-site consumption.

(j) Smoking. “Smoking” means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, pipe, or any other lighted or heated product containing cannabis flower, cannabis products, artificially derived cannabinoids, or hemp-derived consumer products. Smoking includes carrying or using an activated electronic delivery device for human consumption through inhalation of aerosol or vapor from the product.

SECTION 3. JURISDICTION

This Ordinance shall be applicable within the legal boundaries of Crow Wing County with the exception of cities of the first class and those cities or townships that have adopted their own ordinance establishing standards for public use of cannabis.

SECTION 4. PROHIBITED ACTS

Subd. 1. 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. See State Legislation Article 4, Sec. 19, Minn. Stat. 152.0263, Subd. 5. or successor statute.

Subd. 2. 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. See State Legislation Article 1, Sec. 9 Minn. Stat. 342.09, Subd. 1(b)(9) or successor statute.

SECTION 5. PENALTY

Subd. 1. Criminal Penalty. A violation of this ordinance shall be a petty misdemeanor having a fine payable up to \$300. Nothing in this ordinance prohibits the County from seeking prosecution for an alleged violation.

SECTION 6. SEVERABILITY

If any section or provision of this ordinance is held invalid, such invalidity will not affect other sections or provisions that can be given force and effect without the invalidated section or provision.

SECTION 6. EFFECTIVE DATE

This ordinance shall be in full force and effect from and after its passage and publications as required by law.

ADOPTED by the Crow Wing County Board of Commissioners this 12th day of September, 2023.



Rosemary Franzen, Crow Wing County Board Chair

Attest: 

Timothy Houle, Crow Wing County Administrator



Emily City Council
ATTN: Mayor Jones
PO Box 68
Emily, MN 56447

October 10, 2023

RE: Emily Manganese Project Update – September 2023

In September, North Star completed its Phase I exploration drilling program, the drilling equipment departed the site, and the final shipments of core samples were sent to the assay laboratory for analysis. Limited additional activities will take place over the next few months, including continued site reclamation.

North Star's environmental consultants will continue to visit the site to ensure all activities meet the State's environmental requirements and that the operations and activities are in compliance.

In September, 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.

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

724 Bielenberg Drive, #18,
Woodbury, MN 55125 USA
+1 651 788 3775
hs@nsmanganese.com
www.nsmanganese.com

Minnesota Department of Public Safety
 Alcohol & Gambling Enforcement Division
 445 Minnesota Street, 1600
 St Paul , Minnesota 55101
 651-201-7507

RENEWAL OF LIQUOR , WINE, CLUB OR 3.2% LICENSES

No license will be approve or released until the \$20 Retailer ID Card fee is received by Alcohol and Gambling Enforcement

Licensee: Please verify your license information contained below. Make corrections if necessary and sign. City Clerk/County Auditor should submit this signed renewal with completed license and licensee liquor liability for the new license period. City Clerk/County Auditor are also required by M.S. 340A.404 S.3 to report any license cancellation.

License Code: CMBS License Period Ending: 12/31/2023 Iden: 11139
 Issuing Authority: Emily
 Licensee Name: Barrett's Log Cabin Inc.
 Trade Name: Log Cabin
 Address: PO Box 26/40012 State Hwy 6
 Emily, MN 56447
 Business Phone: 218-763-2591
 License Fees: Off Sale: \$200.00 On Sale: \$1,200.00 Sunday: \$200.00

By signing this renewal application, applicant certifies that there has been no change in ownership on the above named licensee. For changes in ownership, the licensee named above, or for new licensees, full applications should be used. See back of this application for further information needed to complete this renewal.

Applicant's signature on this renewal confirms the following: Failure to report any of the following may result in civil penalties.

1. Licensee confirms it has no interest whatsoever, directly or indirectly in any other liquor establishments in Minnesota. If so, give details on back of this application.
2. Licensee confirms that it has never had a liquor license rejected by any city/township/county in the state of Minnesota. If ever rejected, please give details on the back of this renewal, then sign below.
3. Licensee confirms that for the past five years it has not had a liquor license revoked for any liquor law violation (state or local). If a revocation has occurred, please give details on the back of this renewal, then sign below.
4. Licensee confirms that during the past five years it or its employees have not been cited for any civil or criminal liquor law violations. If violations have occurred, please give details on back of this renewal, then sign below.
5. Licensee confirms that during the past license year, a summons has not been issued under the Liquor Liability Law (Dram Shop) MS 340A.802. If yes, attach a copy of the summons, then sign below.
6. Licensee confirms that Workers Compensation insurance will be kept in effect during the license period. Licensee has attached a liquor liability insurance certificate that corresponds with the license period in city/county where license is issued.

Licensee has attached a liquor liability insurance certificate that corresponds with the license period in city/county where license is issued. \$100,000 in cash or securities or \$310,000 surety bond may be submitted in lieu of liquor liability.(3.2 liquor licenses are exempt if sales are less than \$25,000 at on sale, or \$50,000 at off sale).

Licensee Signature _____ DOB _____ SSN _____ Date _____
 (Signature certifies all above information to be correct and license has been approved by city/county.)

City Clerk/Auditor Signature _____ Date _____
 (Signature certifies that renewal of a liquor, wine or club license has been approved by the city/county as stated above.)

County Attorney Signature _____ Date _____
 County Board issued licenses only(Signature certifies licensee is eligible for license).

Police/Sheriff Signature _____ Date _____
 Signature certifies licensee or associates have been checked for any state/local liquor law violations (criminal/civil) during the past five years. Report violations on back, then sign here.

Indicate below changes of corporate officers, partners, home addresses or telephone numbers:

Indicate below any direct or indirect interest in other liquor establishments:

Report below details of liquor law violations (civil or criminal) that have occurred within the last five years. (Dates, offenses fines or other penalties, including alcohol penalties):

Report below details involving any license rejections or revocations:

City/County Comments:



Minnesota Department of Public Safety
 Alcohol & Gambling Enforcement Division
 445 Minnesota Street, 1600
 St Paul, Minnesota 55101
 651-201-7507

RENEWAL OF LIQUOR, WINE, CLUB OR 3.2% LICENSES

No license will be approve or released until the \$20 Retailer ID Card fee is received by Alcohol and Gambling Enforcement

Licensee: Please verify your license information contained below. Make corrections if necessary and sign. City Clerk/County Auditor should submit this signed renewal with completed license and licensee liquor liability for the new license period. City Clerk/County Auditor are also required by M.S. 340A.404 S.3 to report any license cancellation.

License Code: MWNONSB License Period Ending: 12/31/2023 Iden: 63187
 Issuing Authority: Emily
 Licensee Name: Diners Chicken Shack Inc.
 Trade Name:
 Address: 40124 State Hwy 6/PO Box 35
 Emily, MN 56447
 Business Phone: 2187633555
 License Fees: Off Sale: \$0.00 On Sale: \$600.00 Sunday: ~~\$50.00~~ 200.00

By signing this renewal application, applicant certifies that there has been no change in ownership on the above named licensee. For changes in ownership, the licensee named above, or for new licensees, full applications should be used. See back of this application for further information needed to complete this renewal.

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2. Licensee confirms that it has never had a liquor license rejected by any city/township/county in the state of Minnesota. If ever rejected, please give details on the back of this renewal, then sign below.
3. Licensee confirms that for the past five years it has not had a liquor license revoked for any liquor law violation (state or local). If a revocation has occurred, please give details on the back of this renewal, then sign below.
4. Licensee confirms that during the past five years it or its employees have not been cited for any civil or criminal liquor law violations. If violations have occurred, please give details on back of this renewal, then sign below.
5. Licensee confirms that during the past license year, a summons has not been issued under the Liquor Liability Law (Dram Shop) MS 340A.802. If yes, attach a copy of the summons, then sign below.
6. Licensee confirms that Workers Compensation insurance will be kept in effect during the license period. Licensee has attached a liquor liability insurance certificate that corresponds with the license period in city/county where license is issued.

Licensee has attached a liquor liability insurance certificate that corresponds with the license period in city/county where license is issued. \$100,000 in cash or securities or \$310,000 surety bond may be submitted in lieu of liquor liability.(3.2 liquor licenses are exempt if sales are less than \$25,000 at on sale, or \$50,000 at off sale).

 Licensee Signature DOB SSN Date
 (Signature certifies all above information to be correct and license has been approved by city/county.)

 City Clerk/Auditor Signature Date
 (Signature certifies that renewal of a liquor, wine or club license has been approved by the city/county as stated above.)

 County Attorney Signature Date
 County Board issued licenses only(Signature certifies licensee is eligible for license).

 Police/Sheriff Signature Date
 Signature certifies licensee or associates have been checked for any state/local liquor law violations (criminal/civil) during the past five years. Report violations on back, then sign here.

Indicate below changes of corporate officers, partners, home addresses or telephone numbers:

Indicate below any direct or indirect interest in other liquor establishments:

Report below details of liquor law violations (civil or criminal) that have occurred within the last five years. (Dates, offenses fines or other penalties, including alcohol penalties):

Report below details involving any license rejections or revocations:

City/County Comments:



**Minnesota Department of Public Safety
Alcohol & Gambling Enforcement Division
445 Minnesota Street, 1600
St Paul , Minnesota 55101
651-201-7507**

RENEWAL OF LIQUOR , WINE, CLUB OR 3.2% LICENSES

No license will be approve or released until the \$20 Retailer ID Card fee is received by Alcohol and Gambling Enforcement

Licensee: Please verify your license information contained below. Make corrections if necessary and sign. City Clerk/County Auditor should submit this signed renewal with completed license and licensee liquor liability for the new license period. City Clerk/County Auditor are also required by M.S. 340A.404 S.3 to report any license cancellation.

License Code:	3 2ONSS	License Period Ending:	12/31/2023	Iden:	63188	
Issuing Authority:	Emily					
Licensee Name:	Diners Chicken Shack Inc.					
Trade Name:						
Address:	40124 State Hwy 6/PO Box 35 Emily, MN 56447					
Business Phone:	2187633555					
License Fees:	Off Sale:	\$0.00	On Sale:	\$75.00	Sunday:	\$0.00

By signing this renewal application, applicant certifies that there has been no change in ownership on the above named licensee. For changes in ownership, the licensee named above, or for new licensees, full applications should be used. See back of this application for further information needed to complete this renewal.

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- Licensee confirms that during the past five years it or its employees have not been cited for any civil or criminal liquor law violations. If violations have occurred, please give details on back of this renewal, then sign below.
- Licensee confirms that during the past license year, a summons has not been issued under the Liquor Liability Law (Dram Shop) MS 340A.802. If yes, attach a copy of the summons, then sign below.
- Licensee confirms that Workers Compensation insurance will be kept in effect during the license period. Licensee has attached a liquor liability insurance certificate that corresponds with the license period in city/county where license is issued.

Licensee has attached a liquor liability insurance certificate that corresponds with the license period in city/county where license is issued. \$100,000 in cash or securities or \$310,000 surety bond may be submitted in lieu of liquor liability.(3.2 liquor licenses are exempt if sales are less than \$25,000 at on sale, or \$50,000 at off sale).

Licensee Signature	DOB	SSN	Date
(Signature certifies all above information to be correct and license has been approved by city/county.)			

City Clerk/Auditor Signature	Date
(Signature certifies that renewal of a liquor, wine or club license has been approved by the city/county as stated above.)	

County Attorney Signature	Date
County Board issued licenses only(Signature certifies licensee is eligible for license).	

Police/Sheriff Signature	Date
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Minnesota Department of Public Safety
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 445 Minnesota Street, 1600
 St Paul, Minnesota 55101
 651-201-7507

RENEWAL OF LIQUOR , WINE, CLUB OR 3.2% LICENSES

No license will be approved or released until the \$20 Retailer ID Card fee is received by Alcohol and Gambling Enforcement

Licensee: Please verify your license information contained below. Make corrections if necessary and sign. City Clerk/County Auditor should submit this signed renewal with completed license and licensee liquor liability for the new license period. City Clerk/County Auditor are also required by M.S. 340A.404 S.3 to report any license cancellation.

License Code:	OFSL	License Period Ending:	12/31/2023	Iden:	72040
Issuing Authority:	Emily				
Licensee Name:	ELCF Inc.				
Trade Name:	Lake Country Foods				
Address:	40327 Hwy 61 N Emily, MN 56447				
Business Phone:	218-763-7700				
License Fees:	Off Sale: \$200.00	On Sale: \$0.00	Sunday: \$0.00		

By signing this renewal application, applicant certifies that there has been no change in ownership on the above named licensee. For changes in ownership, the licensee named above, or for new licensees, full applications should be used. See back of this application for further information needed to complete this renewal.

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<u>Licensee Signature</u>	<u>DOB</u>	<u>SSN</u>	<u>Date</u>
<small>(Signature certifies all above information to be correct and license has been approved by city/county.)</small>			

<u>City Clerk/Auditor Signature</u>	<u>Date</u>
<small>(Signature certifies that renewal of a liquor, wine or club license has been approved by the city/county as stated above.)</small>	

<u>County Attorney Signature</u>	<u>Date</u>
<small>County Board issued licenses only(Signature certifies licensee is eligible for license).</small>	

<u>Police/Sheriff Signature</u>	<u>Date</u>
<small>Signature certifies licensee or associates have been checked for any state/local liquor law violations (criminal/civil) during the past five years. Report violations on back, then sign here.</small>	

Indicate below changes of corporate officers, partners, home addresses or telephone numbers:

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City/County Comments:

Minnesota Department of Public Safety
 Alcohol & Gambling Enforcement Division
 445 Minnesota Street, 1600
 St Paul , Minnesota 55101
 651-201-7507

RENEWAL OF LIQUOR , WINE, CLUB OR 3.2% LICENSES

No license will be approve or released until the \$20 Retailer ID Card fee is received by Alcohol and Gambling Enforcement

Licensee: Please verify your license information contained below. Make corrections if necessary and sign. City Clerk/County Auditor should submit this signed renewal with completed license and licensee liquor liability for the new license period. City Clerk/County Auditor are also required by M.S. 340A.404 S.3 to report any license cancellation.

License Code:	ONSS	License Period Ending:	12/31/2023	Iden:	76039
Issuing Authority:	Emily				
Licensee Name:	Red Pine Ventures Inc.				
Trade Name:	Red Pine Cookhouse				
Address:	39910 State Hwy 6 Emily, MN 56447				
Business Phone:	612-384-0193				
License Fees:	Off Sale:	\$0.00	On Sale:	\$1,200.00	Sunday: \$200.00

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(Signature certifies all above information to be correct and license has been approved by city/county.)			

City Clerk/Auditor Signature	Date
(Signature certifies that renewal of a liquor, wine or club license has been approved by the city/county as stated above.)	

County Attorney Signature	Date
County Board issued licenses only(Signature certifies licensee is eligible for license).	

Police/Sheriff Signature	Date
Signature certifies licensee or associates have been checked for any state/local liquor law violations (criminal/civil) during the past five years. Report violations on back, then sign here.	

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City/County Comments:



**Minnesota Department of Public Safety
Alcohol & Gambling Enforcement Division
445 Minnesota Street, 1600
St Paul, Minnesota 55101
651-201-7507**

RENEWAL OF LIQUOR, WINE, CLUB OR 3.2% LICENSES

No license will be approve or released until the \$20 Retailer ID Card fee is received by Alcohol and Gambling Enforcement

Licensee: Please verify your license information contained below. Make corrections if necessary and sign. City Clerk/County Auditor should submit this signed renewal with completed license and licensee liquor liability for the new license period. City Clerk/County Auditor are also required by M.S. 340A.404 S.3 to report any license cancellation.

License Code:	CMBS	License Period Ending:	12/31/2023	Iden:	71711	
Issuing Authority:	Emily					
Licensee Name:	Larson Saloon 2 Inc					
Trade Name:	The Pickled Loon Saloon					
Address:	44025 State Hwy 6 Emily, MN 56447					
Business Phone:	218-763-4402					
License Fees:	Off Sale:	\$200.00	On Sale:	\$1,200.00	Sunday:	\$200.00

By signing this renewal application, applicant certifies that there has been no change in ownership on the above named licensee. For changes in ownership, the licensee named above, or for new licensees, full applications should be used. See back of this application for further information needed to complete this renewal.

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5. Licensee confirms that during the past license year, a summons has not been issued under the Liquor Liability Law (Dram Shop) MS 340A.802. If yes, attach a copy of the summons, then sign below.
6. Licensee confirms that Workers Compensation insurance will be kept in effect during the license period. Licensee has attached a liquor liability insurance certificate that corresponds with the license period in city/county where license is issued.

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Licensee Signature (Signature certifies all above information to be correct and license has been approved by city/county.)	DOB	SSN	Date
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City Clerk/Auditor Signature (Signature certifies that renewal of a liquor, wine or club license has been approved by the city/county as stated above.)	Date
--	------

County Attorney Signature County Board issued licenses only(Signature certifies licensee is eligible for license).	Date
---	------

Police/Sheriff Signature Signature certifies licensee or associates have been checked for any state/local liquor law violations (criminal/civil) during the past five years. Report violations on back, then sign here.	Date
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City/County Comments:



Minnesota Department of Public Safety
 Alcohol & Gambling Enforcement Division
 445 Minnesota Street, 1600
 St Paul, Minnesota 55101
 651-201-7507

RENEWAL OF LIQUOR, WINE, CLUB OR 3.2% LICENSES

No license will be approve or released until the \$20 Retailer ID Card fee is received by Alcohol and Gambling Enforcement

Licensee: Please verify your license information contained below. Make corrections if necessary and sign. City Clerk/County Auditor should submit this signed renewal with completed license and licensee liquor liability for the new license period. City Clerk/County Auditor are also required by M.S. 340A.404 S.3 to report any license cancellation.

License Code: OFSL License Period Ending: 12/31/2023 Iden: 10522
 Issuing Authority: Emily
 Licensee Name: Reddings Sports & Spirits Inc.
 Trade Name: Reddings Sports & Spirits
 Address: 20996 Co Rd 1
 Emily, MN 56447
 Business Phone: 218-763-2191
 License Fees: Off Sale: \$200.00 On Sale: \$0.00 Sunday: \$0.00

By signing this renewal application, applicant certifies that there has been no change in ownership on the above named licensee. For changes in ownership, the licensee named above, or for new licensees, full applications should be used. See back of this application for further information needed to complete this renewal.

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County Attorney Signature _____ Date _____
 County Board issued licenses only(Signature certifies licensee is eligible for license).

Police/Sheriff Signature _____ Date _____
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City/County Comments:



Minnesota Department of Public Safety
 Alcohol & Gambling Enforcement Division
 445 Minnesota Street, 1600
 St Paul, Minnesota 55101
 651-201-7507

RENEWAL OF LIQUOR, WINE, CLUB OR 3.2% LICENSES

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Licensee: Please verify your license information contained below. Make corrections if necessary and sign. City Clerk/County Auditor should submit this signed renewal with **completed license** and licensee liquor liability for the new license period. City Clerk/County Auditor are also required by M.S. 340A.404 S.3 to report any license cancellation.

License Code: 3 2ONSS License Period Ending: 10/31/2023 Iden: 73388

Issuing Authority: Emily

Licensee Name: Ernie Rose Golf III LLC

Trade Name: Emily Greens Golf Course

Address: 39966 Refuge Rd
 Emily, MN 56447

Business Phone: 218-763-2169

License Fees: Off Sale: \$0.00 On Sale: \$44.00 Sunday: \$0.00

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City/County Comments:

City of Emily, Minnesota Web Page Policy

The purpose of the City's website is to facilitate access to public services and information related to the responsibilities and functions of the City. As a service to the residents and community members of the City of Emily, the City has a "Helpful Links" tab on the City's website with a list of relevant links to websites and information. In compliance with Minnesota Statute 10.60 the information includes, but is not necessarily limited to, community services, local chamber of commerce, local school district, county government, state governmental agencies, history, and voter information.

The City does not want to overwhelm visitors to the City website with unnecessary information. Accordingly, and pursuant to Minnesota Statute 10.60, Subdivision 5, the City's policy for listing an organization or other entity on the City of Emily's website includes the following criteria:

The organization or entity shall:

1. Have a physical presence within the City of Emily or the immediate area, and/or
2. Already provide a service to a significant portion of the Emily area, and/or
3. Be a service organization with a significant number of Emily area residents as members, and/or
4. Be a governmental or quasi-governmental entity that serves Emily.

The City reserves the right to make exceptions to the criteria noted above and also reserves the right to remove a listing from the City's website for any or no reason.

10.60 PUBLIC WEBSITES AND PUBLICATIONS.

Subdivision 1. **Definitions.** For purposes of this section:

(1) "political subdivision" means a county, statutory or home rule charter city, town, school district, or other municipal corporation, and the Metropolitan Council and a metropolitan or regional agency;

(2) "publication" means a document printed with public money by an elected or appointed official of a state agency or political subdivision that is intended to be distributed publicly outside of the state agency or political subdivision;

(3) "state agency" means an entity in the executive, judicial, or legislative branch of state government; and

(4) "website" means a site maintained on the World Wide Web that is available for unrestricted public access and that is maintained with public money by an elected or appointed official of a state agency or political subdivision.

Subd. 2. Purpose of website and publications. The purpose of a website and a publication must be to provide information about the duties and jurisdiction of a state agency or political subdivision or to facilitate access to public services and information related to the responsibilities or functions of the state agency or political subdivision.

Subd. 3. Prohibitions. (a) A website or publication must not include pictures or other materials that tend to attribute the website or publication to an individual or group of individuals instead of to a public office, state agency, or political subdivision. A publication must not include the words "with the compliments of" or contain letters of personal greeting that promote an elected or appointed official of a state agency or political subdivision.

(b) A website, other than a website maintained by a public library or the election-related website maintained by the Office of the Secretary of State or the Campaign Finance and Public Disclosure Board, may not contain a link to a weblog or site maintained by a candidate, a political committee, a political party or party unit, a principal campaign committee, or a state committee. Terms used in this paragraph have the meanings given them in chapter 10A, except that "candidate" also includes a candidate for an elected office of a political subdivision.

Subd. 4. Permitted material. (a) Material specified in this subdivision may be included on a website or in a publication, but only if the material complies with subdivision 2. This subdivision is not a comprehensive list of material that may be contained on a website or in a publication, if the material complies with subdivision 2.

(b) A website or publication may include biographical information about an elected or appointed official, a single official photograph of the official, and photographs of the official performing functions related to the office. There is no limitation on photographs, webcasts, archives of webcasts, and audio or video files that facilitate access to information or services or inform the public about the duties and obligations of the office or that are intended to promote trade or tourism. A state website or publication may include photographs or information involving civic or charitable work done by the governor's spouse, provided that these activities relate to the functions of the governor's office.

(c) A website or publication may include press releases, proposals, policy positions, and other information directly related to the legal functions, duties, and jurisdiction of a public official or organization.

(d) The election-related website maintained by the Office of the Secretary of State shall provide links to:

(1) the campaign website of any candidate for legislative, constitutional, judicial, or federal office who requests or whose campaign committee requests such a link and provides in writing a valid URL address to the Office of the Secretary of State; and

(2) the website of any individual or group advocating for or against or providing neutral information with respect to any ballot question, where the individual or group requests such a link and provides in writing a valid website address and valid email address to the Office of the Secretary of State.

These links must be provided on the election-related website maintained by the Office of the Secretary of State from the opening of filing for the office in question until the business day following the day on which the State Canvassing Board has declared the results of the state general election, or November 30 of the year in which the election has taken place, whichever date is earlier. The link must be activated on the election-related website maintained by the Office of the Secretary of State within two business days of receipt of the request from a qualified candidate or committee.

Subd. 5. **Other standards.** This section does not prohibit a state agency or political subdivision from adopting more restrictive standards for the content of a website or publication maintained by the agency or political subdivision.

Subd. 6. **Enforcement.** Violation of this section is not a crime and is not subject to civil penalty.

History: 2005 c 156 art 2 s 6; 2006 c 242 s 9,10

Slogan Ideas for the City of Emily

- The Little Lake Town With a Big Heart
- The Little Lake Town With a Lot of Charm
- The Little Lake Town of the North Star State
- Serenity by the Shoreline
- **The Hidden Gem in the Land of 10,000 Lakes (Jack's personal favorite)**
- The Lake Life Capital
- Small Town Comforts, Lakeside Wonder
- Life Flourishes at the Lakes
- Where the Water is Your Neighbor
- Where the Waters Flow as the Community Grows
- Embrace Life by the Lake
- The Warm Community on the Lake Shore
- Where Community and Waters Live in Harmony
- Rural Serenity and Lakeside Beauty
- Where Country Roads Lead to Lakeside Dreams
- Lakeside Charm, Minnesota Nice
- Community Meets Water at the Center of the Trail
- Lakes, Trails, and Warm Welcomings
- Home to Minnesota's Best Lakes and Off-Road Trails
- Swim in Our Lakes, Ride Through Our Trails, Enjoy Our Community
- Where Adventures Begin and Memories are Made
- The Hidden Gem Where Adventures Begin

Underwriting Liability Survey

Liability Contracts: Additional Insured Endorsements

Liability: Additional Coverage

Description	Response		Comments
Does the city have any of the following boards, commissions, authorities or agencies? Damages from their activities are excluded unless they are named in the Declarations. Does the city want additional coverage?	Indicate if the city has any of the following and if additional coverage is needed		LMCIT Liability Coverage Guide
	Additional Coverage Needed		
Gas Utilities Commission	Yes <input type="radio"/>	No <input checked="" type="radio"/>	
Electric Utilities Commission	Yes <input type="radio"/>	No <input checked="" type="radio"/>	
Steam Utilities Commission	Yes <input type="radio"/>	No <input checked="" type="radio"/>	
Port Authority	Yes <input type="radio"/>	No <input checked="" type="radio"/>	
Housing and Redevelopment Authority	Yes <input type="radio"/>	No <input checked="" type="radio"/>	
Economic Development Authority	Yes <input checked="" type="radio"/>	No <input type="radio"/>	
Area or Municipal Redevelopment Authority	Yes <input type="radio"/>	No <input checked="" type="radio"/>	
Municipal Power Agency	Yes <input type="radio"/>	No <input checked="" type="radio"/>	
Municipal Gas Agency	Yes <input type="radio"/>	No <input checked="" type="radio"/>	

Liability Coverage : Coverage is excluded for these events

Does the city own, operate, or sponsor any of the following special event/risks? LMCIT does not provide coverage. City will need to purchase coverage elsewhere.

[LMCIT Liability Coverage Guide](#)

Description	Response		Comments
Automobile, mobile equipment, snowmobile or motor cycle in any racing, pulling, speeding or demolition contest or stunting event.	Yes <input type="radio"/>	No <input checked="" type="radio"/>	
Amusement devices with a power motor greater than 5 H.P.	Yes <input type="radio"/>	No <input checked="" type="radio"/>	

Liability Coverage : Coverage is excluded on dams. Optional Coverage is available

Description	Response	Comments
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Underwriting Property Survey

Mobile Property

Does the city want blanket mobile property coverage for all items less than \$250,000?

Yes No

Does the city own any drones? If so, please provide details in the comments.

Yes No

Are all city owned drones registered with the state of MN?

Yes No

Property Additional Coverage

Does the city want coverage on the following entities property?
Property/Crime/Petro coverage for these entities is not provided by LMCIT unless the entities listed below are added by endorsement.

Description	Response		Comments
Gas Utilities Commission	Yes	No <input checked="" type="checkbox"/>	
Electric Utilities Commission	Yes	No <input checked="" type="checkbox"/>	
Steam Utilities Commission	Yes	No <input checked="" type="checkbox"/>	
Port Authority	Yes	No <input checked="" type="checkbox"/>	
Housing and Redevelopment Authority	Yes	No <input checked="" type="checkbox"/>	
Economic Development Authority	Yes	No <input checked="" type="checkbox"/>	
Area or Municipal Redevelopment Authority	Yes	No <input checked="" type="checkbox"/>	
Municipal Power Agency	Yes	No <input checked="" type="checkbox"/>	
Municipal Gas Agency	Yes	No <input checked="" type="checkbox"/>	
Hospital board or commission	Yes	No <input checked="" type="checkbox"/>	
Nursing home board or commission	Yes	No <input checked="" type="checkbox"/>	
Airport commission	Yes	No <input checked="" type="checkbox"/>	
Joint powers entity; but a joint planning board created pursuant to an orderly annexation agreement or joint resolution between the city and a township is deemed to be a covered joint powers entity under this agreement	Yes	No <input checked="" type="checkbox"/>	

Property: Flood Coverage

[Property: Flood Coverage](#)

Cyber Security

*PLACEHOLDER FOR SECTION GRID HEADER ROW	Response	Comments
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Municipal First Party Cyber Coverage

The standard limit for first party cyber coverage is \$250,000 annual aggregate, but members can increase this limit to \$500,000 for an additional premium charge. Does the city want to increase the limit?

Yes No

Cyber security survey

Who is the member's primary responsible party for cyber security?

- a. Name
- b. Title
- c. Email

Does the member conduct cybersecurity awareness training for all employees at least annually?

Yes No

Does the member have a computer use policy that outlines use of personal computing devices, data storage locations, and data security access?

Yes No

[Computer and network loss control](#)

Does the member have a physical firewall between the Internet and the city's network?

Yes No

Does the member update anti-virus / malware software monthly?

Yes No

Does the member update Windows software monthly?

Yes No

Does the member follow a monthly backup procedure that includes storing a copy of computer data elsewhere and in various iterations so that it may be used to restore the original after a data loss event?

Yes No

Does the member conduct phishing testing?

Yes No

Is multi-factor authentication required?

Yes No

Auto Schedule For: EMILY, CITY OF

Old #	New #	Year	Make	Model	Body Type	Value	VIN	Phys. Damage	APD+	Opt. Use
1	1	1999	GMC	FIRE TRUCK	HF	\$150,000	4973	Y	N	
2	2	1997	CHEV	1TON PICKUP	MF	\$10,000	5322	Y	N	
3	3	2000	CHEV	PICKUP	LPUBLIC	\$20,008	4749	Y	N	
4	4	2002	FORD TAYLOR	MADE TP II	AMB	\$38,000	2193	Y	N	
5	5	1994	FORD	L8000	SNOW-PLOW	HPUBLIC	\$34,900	0707	N	
6	6	2006	CHEV	K1500	LPARK	\$17,942	1569	Y	N	
7	7	2009	STERLING	FIRE TNKR	HF	\$173,406	3276	Y	N	
8	8	2008	FORD	EXPLORER	PO	\$24,455	3786	Y	N	
9	9	2016	FORD	EXPLORER	PO	\$26,529	4173	Y	Y	
10	10	2009	FELLING	TRAILER	TRLR	\$5,000	4022	Y	N	
11	11	2016	FREIGHTLINE	FIRETRUCK	HF	\$383,500	0460	Y	Y	
12	12	2019	FORCE	DUMP BOX	TRLR	\$8,379	7191	Y	Y	

Engine 2 - Fire Dept.

Brush Rig - Fire Dept.

Seasonal Maint. Pickup

1st Response unit

Work Pickup

Tanker - Fire Dept.

Police

Police

Bobcat Trailer

Engine 1 - Fire Dept.

Dump Trailer

13	2018 INTERNATIONAL PLOW AL	HPUBLIC	\$192,500 7222	Y	Y	
14	2020 TROPH UTILITY TRAILER UTV Trailer - Fire Dept.	TRLR	\$3,768 5HBTU1620L1 031862	Y	Y	FIRE DEPT
NEW	2022 FORD New Maint. Truck	LPUBLIC	\$34,591 1FTRF3BN5N EE92454	Y	Y	SNOW PLOWING, ROAD MAINTENANC E, ETC

Property Schedule For: EMILY, CITY OF

Old #	New #	Address	City	ST	Description	Bldg. Lmt.	Cont. Lmt.	PIO Lmt.	Const.	Spkr.	Fld. Cd.	Opt. Use
1	1	39987 LAKE ST	EMILY	Minn esota	PICNIC SHELTER	\$33,500	\$0	\$0	\$0Frame	N	C	USE FLOOD CODE A
2	2	220751 CO RD 1	Emily	Minn esota	MAINTENANCE BLDG	\$112,800	\$20,000	\$0	\$0Non-Combustible	N	C	
3	3	20751 CO RD 1	Emily	Minn esota	MAINTENANCE BLDG	\$7,500	\$3,000	\$0	\$0Frame	N	C	
4	4	HWY #1 WEST	Emily	Minn esota	PARK	\$0	\$0	\$3,784	Modified Fire Resistive	N	C	
5	5	20837 CO RD 1	Emily	Minn esota	FIRE HALL	\$749,500	\$101,000	\$0	\$0Frame	N	C	
6	6	20837 CO RD 1	Emily	Minn esota	PAVILION	\$62,000	\$0	\$0	\$0Frame	N	C	
7	7	20837 CO RD 1	Emily	Minn esota	DUGOUTS	\$32,300	\$0	\$0	\$0Frame	N	C	
8	8	West Cr #1	Emily	Minn esota	West Park	\$0	\$0	\$16,391	Modified Fire Resistive	N	C	
9	9	20837 CO RD 1	Emily	Minn esota	MAINTENANCE SHOP	\$98,900	\$24,000	\$0	\$0Frame	N	C	
10	10	YOST ROAD	Emily	Minn esota	SEWER POND	\$0	\$0	\$29,686	Modified Fire Resistive	N	C	
11	11	39877 WHITE PINE ST	Emily	Minn esota	LIFT STATION	\$116,700	\$37,300	\$0	\$0Fire Resistive	N	C	
12	12	21318 CO RD 1	Emily	Minn esota	LIFT STATION	\$116,700	\$37,300	\$0	\$0Fire Resistive	N	C	

13	1	.0505 CO RD 1	Emily	Minn LIFT STATION esota.	\$189,000	\$81,000	\$0	Fire Resistive	N	C
14	14	EAST EVERGREEN DRIVE	Emily	Minn CEMETERY esota	\$0	\$0	\$12,001	Modified Fire Resistive	N	C
15	15	WEST EVERGREEN DRIVE	Emily	Minn CEMETERY esota	\$0	\$0	\$12,001	Modified Fire Resistive	N	C
16	16	SEC. 27/34-138-26	Emily	Minn Park esota	\$0	\$0	\$61,290	Modified Fire Resistive	N	C
17	17	39811 STATE HWY 6	Emily	Minn CITY HALL esota	\$2,785,800	\$382,900	\$0	Non- Combusti ble	N	C
18	18	39811 State HWY 6	Emily	Minn GARAGE esota	\$29,600	\$7,000	\$0	Frame	N	C
19	19	20948 COUNTY ROAD 1	Emily	Minn LEASED TO FOOD esota.SHELF	\$245,400	\$0	\$0	Frame	N	C
20	20	39819 BROADWAY	Emily	Minn MAINTENANCE esota.BUILDING	\$759,400	\$42,500	\$0	Frame	N	C
21	21	20751 CO RD 1	EMILY	Minn SALT & SAND esota.STORAGE	\$36,700	\$0	\$0	Frame	N	C

USE
FLOOD
CODE A

RECEIVED
OCT 03 2023

Dear City of Emily,

September 15, 2023

BY:

The Jessie F. Hallett Memorial Library is a jewel in our community—a touchpoint between what brings us together as a literary-appreciative community, and what points us forward in an age where information is more accessible than it has ever been.

Our beloved library has faced significant funding gaps the past six years. In response, we have reduced staff, and lowered expenses, even going so far as to decrease operating hours when needed. Last year, we started an endowment to start building for years to come. The City of Crosby has drastically increased their support, and now contributes \$100,000 a year. Now, we are working to build financial support from the other communities we serve. We are reaching out to request your help as we continue to provide quality library services to our large and ever-expanding population, which encompasses the entirety of the Crosby-Ironton School District – including the City of Emily.

The JFHML has 6,775 active cardholders and welcomes new patrons every month, including residents from your township who can enjoy all the amenities the library offers, including a well-equipped computer lab that is open to the community, free Wi-Fi access, scanning and printing capabilities, test proctoring, a variety of free programming for both children and adults, and a wide selection of books, audio books, newspapers, magazines, DVDs, and eBooks. We have engaging partnerships with our local school district, a children's museum, and historical societies to ensure our relevance and involvement as a multigenerational hub. People come to the JFHML to connect and participate in lifelong learning. And the library is served by an active board of directors devoted to our community and those who work here, vacation here, and make this area their home.

The JFHML Friends Foundation has been an incredible asset to the library since its creation in 2011. They now generously fund the purchase of materials, as well as sponsor programs and activities. However, these funds are not enough; additional funds are necessary for the sustainability and growth of the library.

The Jessie F Hallett Memorial Library staff and board encourage ownership by all the patrons who utilize and enjoy everything the library has to offer. We are reaching out to all governing boards in the area we serve to request an annual monetary contribution to maintain the sustainability and encourage the growth of the library. Please consider becoming a contributing partner with other members in this thriving community to sustain and grow the services that are vital to our quality of life.

Proactively, we ask that you also considering including our request in your yearly budget. We would ask you to consider designating a percentage of your annual budget to this essential part of our community. We are proud to work together with you to make our library services available to your residents.

We look forward to visiting with you in forthcoming months to discuss your support and answer any questions. Thank you for all you do to support our library and our community!

Sincerely,



Abby Smith, Head Librarian and the JFHML Library Board

From: Darcy Dwyer <Darcy.Dwyer@crowwing.us>
Sent: Wednesday, September 6, 2023 2:32 PM
To: Bradley Chapulis; Jennifer Bergman; cityadmin@cityofbreezypointmn.us; Matthew Hill; Char Nelson; Bill Bedard; Lee Russell; clerk@emily.net; Karen Stern; chisholm1269@gmail.com; Kristi Risnes; Amanda Meyer; Krista Okerman; Marlene Yurek; kiki@ci.nisswa.mn.us; Jenny Max; aduus@pequotlakes-mn.gov; Mona Geske; Carol Pundt; Coralea Borden; Duane Ruona; Gretchen Nelson; Carol Pundt Deerwood; Marianne Auge; Megan Lieser; Carol Johnson; Amy Mickelson; Craig Wallace; Gayle Hanson; chefjfo@gmail.com; Loni Burnard; Abra Hawley; Patsy Olson; norene50@outlook.com; Anna Anderson; Alan Cunningham; Deb Borg; Jody Wallin; Sherry Rocholl; Linda Danielson; 'Bonnie Orton'; patvannelli@gmail.com; Cassey Veith; lonip@timothytownship.com; wolfordclerk@castle-web.com
Cc: Commissioners; Tim Houle; Adam Kronstedt; Eric Klang; Scott Heide; Bethany Imgrund; Gina Heyer; Denise Sjodin
Subject: CWC ALERT Emergency Program
Flag Status: Flagged

Greetings Crow Wing County City and Township Leaders,

I am reaching out today to inform and remind you of the Crow Wing County ALERT. The Emergency Alert Program is a wonderful tool for residents and visitors to get emergency and community alerts by county, city and township officials by phone, email, and text. The system enables us to provide the public with critical information quickly in a variety of situations, such as severe weather, road projects, snow plowing, missing persons, evacuations, and other community events and information.

Powered by Everbridge, this system broadcasts messages at exceptionally high speed (thousands of calls per minute), going through your contact paths until it gets feedback that someone has acknowledged receipt of the message. Crow Wing County ALERT relies on individuals to enroll themselves. If they don't enroll, they will not receive the alerts.

Many local officials and law enforcement already utilize the ALERT system. When you sign up you can choose a specific city or township in Crow Wing County to get information relevant to your particular area.

Please share this information with your council, board members and local leaders in your city or township. Please share this your local businesses, schools, healthcare facilities and organizations. Please share this information in communication with your residents. And please encourage conversations about ALERT. This tool is only beneficial if our residents and visitors sign up for it.

The goal is to have the public signed up BEFORE an emergency so they can get accurate up to date information quickly during an emergency. The more we can make the public aware of ALERT, the better informed we will be as a community in an emergency.

[Crow-Wing-County-ALERT](#) [Sign up for CWC ALERT HERE](#)



September 18, 2023

Minnesota Department of Transportation
Attn: Ken Hansen
7694 Industrial Park Rd
Baxter, MN 56425

RE: Traffic Investigations

Dear Mr. Hansen:

In accordance with Minnesota Statutes Chapter 169.14 Subdivision 5, I hereby officially request that the Commissioner of Transportation conduct an engineering and traffic investigation for the purposes of determining and authorizing the erection of signs indicating the reasonable and safe speed limit upon:

- County State Aid Highway 1 from West County Line to TH 6.**
- County State Aid Highway 4 from North JCT Edgewater Circle to CSAH 11.**
- County State Aid Highway 5 (Beaver Dam Rd) from CSAH 20 (Riverside Dr) to CSAH 49 (Wise Rd).**
- County State Aid Highway 8 from South County Line to TH 18.**
- County State Aid Highway 8 (Nokay Lake Rd) from TH 18 to CSAH 12.**
- County State Aid Highway 11 Robin Lane to 0.5 Mile North CSAH 4.**
- County State Aid Highway 15 from TH 371 to CSAH 1.**
- County State Aid Highway 29 from West County Line to TH 371.**
- County State Aid Highway 48 from TH 371 to NW 4th St.**
- County State Aid Highway 49 (Wise Rd) from TH 371 to CSAH 3.**

Please also find an enclosed maps of the proposed study areas.

If you have questions or concerns, please feel free to contact me.

Sincerely,

Tim Bray
County Engineer

Enclosures

Cc: County Commissioners

Cities of		Townships	
Baxter	Fifty Lakes	Bay Lake	Jenkins
Brainerd	Jenkins	Deerwood	Maple Grove
Breezy Point	Manhattan Beach	Gail Lake	Nokay Lake
Deerwood	Nisswa	Garrison	Roosevelt
Emily	Pequot Lakes	Ideal	Timothy

Tim Bray
County Engineer
Highway Department
16589 County Road 142
Brainerd, MN 56401

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.

Office: (218) 824-1110
Fax: (218) 824-1111
www.crowwing.us

From: Cindy Rader <Cindy.Rader@crowwing.us>
Sent: Thursday, October 5, 2023 11:59 AM
To: Bradley Chapulis; Jennifer Bergman; City of Breezy Point; Lee Russell; City of Emily; Karen Stern; Krista Okerman; Marlene Yurek; Jenny Max; Angie Duus; Carol Pundt; Carol Pundt Deerwood; Carol Johnson; Amy Mickelson; Craig Wallace; Jenkins Township; Maple Grove Twp; Alan Cunningham; Breanna Cielinski; lonip@timothytownship.com
Subject: Traffic Investigations Request
Attachments: 2023 Speed Study Request (Map).pdf; 2023 Speed Study (Request Letter).pdf

Please see attached letter and map asking the Minnesota Department of Transportation to study roads listed within your jurisdiction. Questions may be directed to Tim Bray, County Engineer at: tim.bray@crowwing.us or (218) 824-1110.

Thank you,

Cindy Rader

Sr. Administrative Specialist
Crow Wing County Highway Department
16589 County Road 142
Brainerd, MN 56401
(218) 824-1110 - phone



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.

