

City of Emily

AGENDA

Tuesday, August 8, 2023

6:00 p.m. CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

PLEASE TURN OFF ALL CELLPHONES FOR THE DURATION OF THE MEETING.

PUBLIC HEARING – Proposed 2023-02 Fee Schedule Ordinance

APPROVE AGENDA *(Council action – motion)*

CONSENT AGENDA: One motion to approve:

- MINUTES: July 11, 2023 Council Meeting Minutes
- FINANCIAL REPORT: June Checking Beginning Balance \$1,142,686.34, Ending Balance \$1,214,860.72
- RECEIPTS: General \$228,267.04, Sewer \$56,762.53, Total \$285,029.57
- CLAIMS FOR APPROVAL: \$221,140.65 for Pine River State Bank Checks #60643 to #60674 and automatic withdrawals #330714 to #330718
- INVESTMENTS (Market Value): \$377,705.88
- TOTAL CHECKING/INVESTMENTS: \$1,592,566.60

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

SPEAKERS: 6:10 p.m. Crow Wing County Commissioners Paul Koering, Jon Lubke, Steve Barrows, Rosemary Franzen, Doug Houge, County Administrator Tim Houle, Land Services Director Gary Griffin, and Environmental Services Specialist Tom Strack presentation of concept plan for Little Emily Lake County Park

6:20 p.m. Jack Henderson, City Summer Marketing Intern, presentation of proposed new City website

FIRE DEPARTMENT

- Resolution 23-32 Accepting Donation to the City of \$2,000 from the Emily Firemen’s Relief Association to the Firemen’s Equipment Fund. *(Council action – motion)*
- Payment to Custom Fire for Engine #2 of \$25,000 planned down payment and \$75,541.20 for the change order for a total of \$100,541.20 from donated Firemen’s Equipment Funds. *(Council action – motion)*

FIRST RESPONSE UNIT

- Resolution 23-30 Accepting Donation of \$1,127.17 to the City from the Emily Volunteer Fire Department for the First Response Unit equipment fund. *(Council action – motion)*
- Hands Only CPR and AED Training on Thursday, August 17, 2023 at 7 p.m. in the Emily City Hall Gymnasium for the public for no cost. *(Information)*

POLICE DEPARTMENT

WASTEWATER

- Ritter and Ritter reported cancellation of Agreement for Maintenance Services for the City of Emily in 2022. Quotes for cleaning and televising half of the City’s sewer mains and liftstations: *(Council action – motion)*

- Ritter and Ritter - mobilization of \$3,500 and cleaning and televising 6,000' of sewer main at \$2.60 per linear foot for \$15,600 for a total of \$19,100.
- Nelson Sanitation and Rental - two year proposal with annual costs of mobilization of \$300 and cleaning and televising 7,500' of sewer main at \$1.37 per linear foot for \$10,275 for an annual total of \$10,575 plus additional liftstation cleaning of \$290 per hour.

PLANNING & ZONING

- Resolution 23-33 Adopting Findings of Fact and Conditions of Approval for Conditional Use Permit Application of Emily Ace Storage LLC to operate a commercial mini storage business within the Commercial Transition/Light Industrial zoning district on the property located at 40109 Sawmill Rd, PIN 21270736. *(Council action – motion)*
- Resolution 23-34 Adopting Findings of Fact and Conditions of Approval for Modification to Previously Approved Conditional Use Permit Application of Redd's Storage LLC to operate a commercial mini storage business within the Highway Mixed Use zoning district on the property located at 43823 State Highway 6, PIN 21090613. *(Council action – motion)*

ATTORNEY

ROADS

- Resolution 23-35 Revising the 2023 Adopted Budget for funding for the Emily Dam Repair Project as follows: *(Council action – motion)*
 - Police Patrol: squad car (\$16,000)
 - Road and Bridge Equipment: maintenance truck (\$4,000)
 - Bridges, Viaducts and Grade Separations: Emily Dam repair \$20,000
- Time and materials estimate from JF Brennan for the 2023 Emily Dam Repair Project for an estimated \$15,000 to \$20,000 with options of injecting chemical grout or pouring a concrete box in the corner of the weir, pending DNR permit if needed. *(Council action – motion)*
- MnDOT progress on resolution of 2019 State Highway 6 road construction project issues. *(Information)*

MAINTENANCE

CITY HALL

- Replacement of current Catalis website with proposed new Wix website (\$432 annually) developed by Summer Marketing Intern, including transfer of domain name, or Catalis website renewal for \$1,995 annually. *(Council action – motion)*

CEMETERY

- Clerk and Deputy Clerk attendance at Minnesota Association of Cemeteries Cemetery Management Course on Wednesday, September 20, 2023 in Prior Lake for \$125 per person plus reimbursement of hotel, mileage, and meals. *(Council action – motion)*

PARKS

- Crow Wing County concept plan for Little Emily Lake County Park. *(Council action – motion)*
- Resolution 23-27 Accepting Donation to the City of a memorial park bench by the family and friends of Joshua Thesing to be installed at the Downtown City Park to City specifications and in the same style as the existing benches. *(Council action – motion)*
- Resignation of Matthew Horwath from the Park Commission effective July 19, 2023. *(Council action – motion)*
- Resignation of Kale Jones from the Park Commission effective July 20, 2023. *(Council action – motion)*

LIBRARY

- Resolution 23-31 Accepting Donation to the City of \$409 from multiple anonymous donors at the July 14 Book Sale to Fund 211 Library for use by the City of Emily Public Library. *(Council action – motion)*
- Resignation of Edie Brekken from the Library Board effective July 15, 2023. *(Council action – motion)*

PERSONNEL

- Appointment of Kenny Roden to the Emergency Management Director position effective August 9, 2023. *(Council action – motion)*

EMILY WATERS

ECONOMIC DEV. (EDA)

CODIFICATION

- Proposed 2023-02 Fee Schedule Ordinance revision. *(Council action – motion)*
- Summary of 2023-02 Fee Schedule Ordinance for publication. *(Council action – motion)*

- Possible public comment period for Crow Wing County Cannabis Public Use Ordinance. *(Information)*

UNFINISHED BUSINESS:

- North Star Manganese update. *(Information)*
- Emily Manganese Deposit Exploration Meeting on Tuesday, August 15, including open house from 2 to 6 p.m. and panel discussion from 6:30 to 9 p.m. with light refreshments provided by City. *(Council action – motion)*
- 2023 Clean Up Day preparation. *(Council action – motion)*

NEW BUSINESS:

- Council attendance of Sourcewell Open Meeting Law and Data Practices training for free on Thursday, September 7, 2023 from 9 a.m. to noon in Staples plus reimbursement of mileage and meals. *(Council action – motion)*
- **2024 Preliminary City Tax Levy due October 2, 2023.** *(Information)*

CORRESPONDENCE:

Scheduled Upcoming Meetings:

- Emily Manganese Deposit Exploration Meeting on Tuesday, August 15, from 2 to 9 p.m.
- Schedule Truth in Taxation Public Hearing for Tuesday, December 12, 2023 at 6 p.m. *(Council action – motion)*

ADJOURN



39811 State Highway 6
PO Box 68
Emily, MN 56447
218-763-2480
clerk@emily.net

**PUBLIC HEARING
ON ADOPTING AMENDED
FEE SCHEDULE ORDINANCE**

NOTICE IS HEREBY GIVEN that the Council of the City of Emily, Minnesota, will meet at 6 p.m. on Tuesday, August 8, 2023 in the Emily City Hall located at 39811 State Highway 6, Emily to consider, and possibly adopt, an amended Fee Schedule Ordinance. The amended Fee Schedule Ordinance will also adopt by reference all relevant statutes and administrative rules of the State of Minnesota.

The proposed Ordinance 2023-02 Fee Schedule Ordinance contains amendments to the following sections:
Section 152 Land Use and Subdivisions Update to E911 Address Assignment and Signs fee
Addition of Permit Extension Request fee

The prior 2023-01 Fee Schedule Ordinance shall be deemed repealed from and after the effective date of the ordinance adopting 2023-02 Fee Schedule Ordinance.

The public is invited to attend the August 8, 2023 Public Hearing for an opportunity to comment on the proposed amended Fee Schedule Ordinance. Emailed or written comments may also be submitted to clerk@emily.net or City of Emily, PO Box 68, Emily, MN 56447.

A copy of the proposed amended Fee Schedule Ordinance is available in the City Clerk's Office and may be reviewed during normal office hours or by following the link to the Emily Code of Ordinances on the City website at www.cityofemily.com under the Government tab, Emily City Code subsection.

The amended Fee Schedule Ordinance shall take effect upon publication of the ordinance in the City's official newspaper.

Dated this 20th day of July, 2023.

Cari Johnson, MCMC
City Clerk/Treasurer

ORDINANCE NO. 2023-02
CITY OF EMILY
COUNTY OF CROW WING
STATE OF MINNESOTA

FEE SCHEDULE ORDINANCE

Whereas, the City Council is in need of amending the schedule of fees and charges for various services, licenses and permits.

Now therefore, the City Council of the City of Emily, Minnesota, ordains:

Section 1. All fees and charges in effect as of the date of the adoption of the city code for the city shall remain in effect unless otherwise modified by the provisions of this ordinance. All citations below are to various sections of the city code unless otherwise indicated.

Section 2. Repeal. Fee Schedule Ordinance 2023-01 adopted on February 14, 2023 is hereby repealed.

Section 3. Effective Date. This ordinance becomes effective from and after its passage and publication.

Section 4. The following are the fees and charges for the permits, licenses and services:

TABLE OF CONTENTS		
Description	Ordinance	Page(s)
Rules of Construction; General Penalty	10	2
Sewer	50	3, 4
Cemetery	90.01	4
Road Vacation	90.33	5
Animals	92	5
Right-of-Way Management	94	5, 6
Pawnbroker	110	6
Liquor Licenses	111	6, 7
Gambling	131	7
Rental Properties	150	7
Land Use and Subdivisions	152	8, 9, 10, 11
Miscellaneous	90.03	11, 12, 13

Ordinal	Description	Fee	per unit	Reference
152 LAND USE AND SUBDIVISIONS				
<u>Residential</u>				
	<i>Principal Dwelling</i>			
	Up to 1,000 sq. ft.	\$250		152.018
	1,001 to 2,000 sq. ft.	\$450		152.018
	over 2,001 sq. ft.	\$550		152.018
	Sewage Treatment System	\$250	Additional to Construction	152.018
	Alternative/Experimental Waste Disposal System	\$300		152.018
	Extra Site Visit/Inspection	\$100		152.018
	<i>Accessory Structures</i>		Includes sheds, pole barns, decks, garages, porches, etc.	152.018
	0 to 200 sq. ft.	\$75		152.018
	201 to 600 sq. ft.	\$150		152.018
	601 to 1,200 sq. ft.	\$250		152.018
	over 1,201 sq. ft.	\$400		152.018
	Solar Panels	\$75		152.018
	<u>Commercial</u>			
	Up to 1,000 sq. ft.	\$400	All construction based on actual square footage of structure footprint.	152.018
	over 1,001 sq. ft.	\$600		152.018
	Sewage Treatment System	\$250	Additional to Construction	152.018
	Alternative/Experimental Waste Disposal System	\$500		152.018
	Extra Site Visit/Inspection	\$100		152.018
	Temporary Commercial Structure	\$60		152.018
	<u>Other</u>			
	Grade and Fill	\$100	Wetlands issued only after SWCD and/or COE approval.	152.018
	Annual Ice Ridge Grading	\$60		152.018
	Signs (On/Off Site)	\$60		152.018
	E911 Address Assignment and Signs	75 \$100	Payable to CWC Treasurer. Property owner needs to send the fee to CWC.	152.018
	Fences	\$60		152.018

Ordinance and Description	Fee	per ___ unit	Reference
152 LAND USE AND SUBDIVISIONS (Continued)			
Final Plat Approval	\$300 plus \$25 per lot		152.018, 152.159
PZ/BOA Special Meeting	\$500		152.018
Property Assessment Search	\$25		152.018
Home Occupation Permit (One Time)	\$25	CUP also needed for Type III and IV	152.018
RV/Camper Permit	\$25	Annual Fee	152.018
RV/Camper Permit	\$200	Long term fee	152.018
Outdoor Market Permit	\$75	Annual Fee	152.115
Demolition Permit	\$50	for demolition of any structure containing plumbing facilities provided the structure is not being replaced.	
Recording Fee	\$46	Payable to Crow Wing County Recorder	152.018
Late Permit Application	\$50	Resolved within 15 days of notice.	152.018
After the Fact Fees for Permitted Construction/Work		10 times base fee (permit included)	152.018, 152.160
Permit Extension Request	\$50	for second request for a land use permit extension to go before the Planning Commission. Nonrefundable.	152.018
Penalty When Violation Must be Corrected by Removal or Restoration		50% of penalty fee - Work or construction NOT allowed by the Land Use Ordinance.	152.018
<u>Copies</u>			
Zoning Ordinance	\$20	Bound books	152.018
Subdivision Ordinance	\$0.25	per page	152.018
Comprehensive Plan	\$5	Text only	152.018
Comprehensive Plan	\$25	Graphic version	152.018
All other ordinances	\$0.25	per page	152.018
Land Use Map	\$5	Small	152.018
Land Use Map	\$15	Poster size	152.018
Miscellaneous	\$0.25	per page	152.018
Over 100 copies	\$0.25	per page - Includes time and materials	152.018
<u>Appeals</u>			
To Board of Adjustment	\$0	from action of Zoning Administrator	152.018
To Council	\$200	from action of Planning Commission or Board of Adjustment.	152.018

Ordinal and Description	Fee	per unit	Reference
MISCELLANEOUS (Continued)			
Copies			
Letter size (8.5X11)	\$0.25	Per side, over 100 - cost and labor first 4 free	
Legal (8.5X14)	\$0.25	first 4 free	
Ledger (11X17)	\$0.30	first 3 free	
Color	\$0.05	Additional	
Fax	\$1.00	5 pages or less free	
Audio copy of meeting	\$10	Due upon request	
Video copy of meeting	\$10	Due upon request	

Section 5. Penalty. Any person violating any provision of this ordinance or any other City ordinance shall, upon conviction, be punished by a fine not exceeding \$1,000 or by imprisonment for a period not exceeding 90 days, or both, plus, in either case, the costs of prosecution.

Passed by the City Council of the City of Emily, Minnesota this 8th day of August, 2023.

Attest:

Mayor Tracy Jones

Cari Johnson, MCMC
City Clerk/Treasurer

Date of Publication: _____



July 19, 2023

Dear Crow Wing County Property Owners and City Council Members,

On behalf of Crow Wing County, we would like to invite you to the Emily City Council meeting on August 8th at 6:00 PM at Emily City Hall. The County Board will be meeting with the Council to present a concept plan for Little Emily Lake County Park that was developed based on the feedback we previously received.

The potential for this park is to provide the opportunity for public swimming, playground equipment, fishing pier, picnic shelter, bathroom facilities, and walking trails.

We hope to see you there!

Sincerely,

Doug Houge
District 5 Commissioner
Board of Commissioners
Crow Wing County

County Commissioners
Paul Koering – District 1
Jon Lubke – District 2
Steve Barrows – District 3
Rosemary Franzen – District 4
Doug Houge – District 5

Historic Courthouse
326 Laurel Street, Suite 13
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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.

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

July 11, 2023

The Emily City Council met for a regular meeting on Tuesday, July 11, 2023 in the Council Chambers and was called to order by Mayor Tracy Jones at 6:00 p.m. Councilmembers Bryce Butcher, Gerhart Hanson, Andrew Hemphill, and Gregory Koch were present. Tom Pearson, City Attorney, and Cari Johnson, City Clerk/Treasurer, were present.

The Pledge of Allegiance was recited.

COUNCILMEMBER BUTCHER MADE THE MOTION TO APPROVE THE AGENDA AS PRESENTED. COUNCILMEMBER KOCH SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.

Mayor Jones requested a motion of approval of the Consent Agenda including the Treasurer's Report from June 2023: Checking Beginning Balance \$674,171.73 and Ending Balance \$1,142,686.34; Receipts to General fund \$591,202.47, Sewer fund \$184.35, Total \$591,386.82; and Claims for Approval: \$110,968.50 including Pine River State Bank checks #60565 to #60642 and automatic withdrawals #330705 to #330713; Investments \$376,787.06; Total Checking/Investments \$1,519,473.40. **COUNCILMEMBER KOCH MADE THE MOTION TO APPROVE THE CONSENT AGENDA. COUNCILMEMBER HANSON SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.**

PUBLIC FORUM: None.

SPEAKERS: Dean Kapler, President, Bruce Miller, Vice President, and Ryan Huettl, Trail Coordinator, Emily/Outing Snowbirds, attended the meeting with a request to utilize a 100' wide platted Emily Meadows public lot for snowmobile trail access to County Road 1. Kapler reported Emily is the hub of the snowmobile trail system and the west snowmobile trail from Emily to the City of Fifty Lakes is the busiest portion. Kapler reported due to land ownership changes over the last three years, the club will have had to move the trail three times. Kapler reported the Emily/Outing Snowbirds have discussed the change with Emily's Planning and Zoning Department, Minnesota Department of Natural Resources, and Tom Strack, Crow Wing County Environmental Services, and did not receive negative feedback. Kapler reported the proposed trail would cross the public lot, cross County Road 1 by Buchite Road, and then proceed west. **MAYOR JONES MADE THE MOTION TO AUTHORIZE THE EMILY/OUTING SNOWBIRDS TO UTILIZE THE PLATTED EMILY MEADOWS OUTLOT A PUBLIC CORRIDOR FOR SNOWMOBILE TRAIL ACCESS TO COUNTY ROAD 1. COUNCILMEMBER BUTCHER SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.**

Mike Helberg attended the meeting to request a shed to remain in the current location on his property on South Bay Drive. Helberg had requested the Planning Commission approve the shed to remain in the current location, but was not approved. Helberg reported the shed is about 15' into the public road right-of-way. Helberg reported the shed was constructed in 2021 with a Class 5 floor. Helberg reported not understanding the location of the road right-of-way and no City inspection of the site. Helberg reported having his property surveyed last summer. Helberg had been granted a 6 month extension of Helberg's permit completion deadline to September 9, 2023. Helberg's proposal included options for the shed to remain in the current location with an agreement to move in the future if needed, to speak to the Council to request the shed remain in the current location if the first option is not approved, or to move the shed to a location on the property off the right-of-way if the first two options were not approved. Helberg recently received a letter from the City Attorney with a deadline for removing the shed from the road right-of-way by July 29, 2023. Helberg requested an extension of time to the first deadline of September 9, 2023 if he is required to move the shed.

Jack Henderson, City Summer Marketing Intern, thanked the Council for the internship opportunity and reported his primary project has been to redesign the City's website. Henderson compared and contrasted the current website with the proposed new website. Henderson reported the current website costs over \$600 annually and the proposed new website would cost less than \$400 annually. Henderson's goals for the new website include better design, better organization, and being more user friendly. Henderson included pictures of the City that were provided by Sourcewell in the past, condensed and streamlined the website's pages, and made the website pages easy to maintain. Henderson reported he will instruct office staff on how to maintain the website. The Council stated the new website looks great and Henderson is doing a good job.

FIRE DEPARTMENT: Chief Chad Genz reported the June Fire Department meeting was held with 16 members present and reported 3 fire calls. Equipment and SCBAs were checked. A drill was held on radios. Genz reported the requested change order to the fire truck includes a cascade refill system to refill SCBA bottles on scene. Additional change order upgrades include full response cab enclosure, pass through to chassis cab, EMS cabinet with command desk, foam discharges, gauge panel, and containment center. **COUNCILMEMBER HANSON MADE THE MOTION TO APPROVE CUSTOM FIRE APPARATUS CHANGE ORDER #1 TO MOTOR VEHICLE PURCHASE CONTRACT FOR TOP MOUNT PUMPER FIRE TRUCK, SOURCEWELL MODEL MPCU, WITH LISTED UPGRADES FOR A TOTAL ADDITIONAL COST OF \$75,541.20 TO BE PAID WITH DONATED FIREMEN'S EQUIPMENT FUNDS. COUNCILMEMBER HEMPHILL SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.**

COUNCILMEMBER BUTCHER MADE THE MOTION TO APPROVE THE SCBAS ANNUAL LEASE PAYMENT OF \$15,944.03 TO TAX-EXEMPT LEASING CORP. FROM THE GENERAL FUND AS BUDGETED. COUNCILMEMBER HEMPHILL SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.

COUNCILMEMBER KOCH MADE THE MOTION TO ADOPT RESOLUTION 23-25 ACCEPTING DONATION TO THE CITY OF \$2,000 FROM THE EMILY FIREMEN'S RELIEF ASSOCIATION FOR THE FIREMEN'S EQUIPMENT FUND FOR FIRE HALL RENOVATIONS. COUNCILMEMBER HANSON SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.

COUNCILMEMBER HEMPHILL MADE THE MOTION TO ADOPT RESOLUTION 23-26 ACCEPTING DONATION TO THE CITY OF \$5,000 FROM THE EMILY FIREMEN'S RELIEF ASSOCIATION FOR THE FIREMEN'S EQUIPMENT FUND. COUNCILMEMBER KOCH SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.

ATTORNEY: City Attorney Pearson reported there has been an ongoing issue with the placement of Mike Helberg's shed within City road right-of-way. Helberg was granted a permit extension with required conditions to be received by June 9, 2023. Helberg's submitted proposal gave three options. The proposal was determined to not satisfy all the required conditions so Pearson was directed to send a letter to Helberg demanding the shed be removed from road right-of-way and provided a deadline of July 29, 2023. Pearson stated the shed cannot remain in the road right-of-way and recommended the Council not allow Helberg's proposed option of the shed remaining in the current location with an agreement to move the shed in the future. Pearson stated there are liability issues with the shed remaining within the road right-of-way and recommended upholding the requirement for the shed to be removed from road right-of-way. **MAYOR JONES MADE THE MOTION FOR MIKE HELBERG TO MOVE THE SHED LOCATED WITHIN THE ROAD RIGHT-OF-WAY TO AN ALTERNATE LOCATION MEETING ALL PROPERTY SETBACK REQUIREMENTS IN COMPLIANCE WITH THE LAND USE AND SUBDIVISION ORDINANCE BY THE DEADLINE OF SEPTEMBER 9, 2023. COUNCILMEMBER KOCH SECONDED THE MOTION.** Discussion included property surveys are needed to definitively determine property lines, property lines shown on Crow Wing County's GIS website are representations and not factual lines, and it is Helberg's responsibility to measure the property and ensure the property setbacks are met per property survey pins. **ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.**

FIRST RESPONSE UNIT: Chief Cary LeBlanc reported the First Response Unit July meeting was held with 8 members present and reported 5 medical calls and 2 trainings, including medical and trauma scenarios. The unit thanked Emily Meats for donating all the meat and buns for the fundraiser held at the softball tournament event by the Emily Firemen's Relief Association with the assistance of the First Responders. The unit will hold another free Hands Only CPR and AED training on August 17 at 7 p.m. at the Emily City Hall Gymnasium for the public.

POLICE: MAYOR JONES MADE THE MOTION TO HIRE A LOCKSMITH TO REPLACE/REKEY THE "TAKE IT TO THE BOX" LOCKS AND ALL EMILY POLICE DEPARTMENT DOOR LOCKS. COUNCILMEMBER HEMPHILL SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.

MAYOR JONES MADE THE MOTION TO ADOPT RESOLUTION 23-28 APPROVING STATE OF MINNESOTA JOINT POWERS AGREEMENT WITH THE CITY OF EMILY ON BEHALF OF ITS PROSECUTING ATTORNEY AND POLICE DEPARTMENT FOR RENEWAL OF AGREEMENT BETWEEN DEPARTMENT OF PUBLIC SAFETY ON BEHALF OF THE BUREAU OF CRIMINAL APPREHENSION AND THE CITY OF EMILY. COUNCILMEMBER KOCH SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.

MAYOR JONES MADE THE MOTION TO APPROVE THE COURT DATA SERVICES SUBSCRIBER AMENDMENT TO CJDN SUBSCRIBER AGREEMENT. COUNCILMEMBER BUTCHER SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.

WASTEWATER: The property owner of 21216 County Road 1 applied for a residential building sewer permit, paid the \$50 sewer permit fee, and completed the televised inspection of the sewer service lateral line per Council conditions. Wastewater Operator Lee Bundy inspected the recording and made the determination that the sewer connection was made to the City sewer main correctly. The connection was made in September 2019. The property owner did not apply for a residential building sewer permit at that time. The Fee Schedule Ordinance does not include after-the-fact fees for sewer permits. **MAYOR JONES MADE THE MOTION FOR THE PROPERTY OWNER OF 21216 COUNTY ROAD 1 TO PAY THE \$2,000 RESIDENTIAL SEWER SERVICE CONNECTION FEE DUE IMMEDIATELY, PAY ALL QUARTERLY SEWER CHARGES RETROACTIVE TO SEPTEMBER 1, 2019 OF \$2,480.68, AND PROPERTY OWNER MAY WORK WITH THE CLERK'S OFFICE ON A PAYMENT PLAN FOR THE RETROACTIVE CHARGES IF NEEDED. COUNCILMEMBER BUTCHER SECONDED THE MOTION.** Discussion included property owner may choose Option 1 to pay the connection fee and retroactive quarterly sewer charges of \$4,480.68 in full or Option 2 to pay the connection fee in full and make monthly payments towards the retroactive quarterly sewer charge balance of \$2,480.68 over a 2 year term. **ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.**

The City has a contract with Ritter & Ritter Sewer Service for cleaning and jetting the sewer main which automatically renews annually and the cancellation period for the year has passed. Ritter & Ritter Sewer Service's prices have increased so Ritter & Ritter Sewer Service provided a quote at higher prices. The contract is still in effect.

PLANNING & ZONING: MAYOR JONES MADE THE MOTION TO ADOPT RESOLUTION 23-29 ADOPTING FINDINGS OF FACT AND CONDITIONS OF APPROVAL FOR CONDITIONAL USE PERMIT APPLICATION OF NICHOLAS USHERWOOD TO OPERATE A LIGHT MANUFACTURING BUSINESS THAT INCLUDES MACHINING OF AUTO AND SPORT EQUIPMENT ACCESSORIES AT 42524 STATE HIGHWAY 6, PIN 21090613, AS REVISED. COUNCILMEMBER BUTCHER SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.

ROADS: The City Engineer did not receive any quotes for the 2023 Emily Dam Repair Project. The City Engineer is in discussions with a contractor to request an estimate for the repair within the next couple of weeks.

Council Liaison Hanson reported the City Engineer reviewed the condition of the City's roads for development of the Feasibility Study for the planned 2024 road improvement project.

The Maintenance Department requested to move forward in the leasing process with a Minnesota Department of Transportation (MnDOT) snowplow truck lease program to lease to purchase a new prebuilt tandem axle snowplow truck from Boyer Trucks for \$379,600 with annual payments of a total of \$85,591.92 for 5 years, payment of around \$130,000 at the end of the lease term, and a current interest rate of 6.7%. Maintenance Department personnel reported the City needs to purchase a snowplow truck or they will need to plow with the road grader and there is no backup for the current snowplow truck or the road grader. Funds to purchase a used snowplow truck are included in the 2023 Budget. Maintenance personnel have been unable to find a good used snowplow truck. The funds budgeted for 2023 could be used for a down payment on a new snowplow truck. **MAYOR JONES MADE THE MOTION TO APPROVE MAINTENANCE PERSONNEL TO EXPLORE OPTIONS FOR PURCHASING A NEW SNOWPLOW TRUCK. COUNCILMEMBER BUTCHER SECONDED THE MOTION.** Discussion included finance

options should be explored and the search for a used snowplow truck will continue. **ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.**

MnDOT approved a right-of-way permit for Emily Meats to construct a flower box with green space at the intersection of State Highway 6/County Road 1.

MAINTENANCE: Maintenance Supervisor Brian Foster reported cleaning up storm damage from last winter, completing dust control, the new Brush Dump procedure is working well, completing general maintenance, and preparing for Emily Day.

The City's Brush Dump is open every other Saturday from 10 a.m. to 2 p.m. with no appointment required or an appointment may be requested during the week. Proof of residence or property ownership is required to use the Brush Dump.

CITY HALL: A new City website is being developed by the Summer Marketing Intern to replace the current website and a subscription to Wix is needed to proceed further. The current City website costs \$630 annually, but the cost may increase significantly this year. **COUNCILMEMBER HEMPHILL MADE THE MOTION TO APPROVE SUBSCRIBING WITH WIX FOR A NEW CITY WEBSITE FOR AN ANNUAL FEE OF \$384. COUNCILMEMBER KOCH SECONDED THE MOTION.** Discussion included all Clerk's Office personnel need to be trained to be able to update the new website before the Summer Marketing Intern's position ends. **ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.**

CEMETERY: Council Liaison Butcher reported 11 lots sold and 6 burials.

PARKS: **MAYOR JONES MADE THE MOTION TO APPROVE CROSBY-IRONTON COMMUNITY EDUCATION'S REQUEST TO HOLD FAMILY FUN NIGHTS ON JULY 27 AND AUGUST 24 AT THE CITY BASEBALL FIELD PARK FOR THE COMMUNITY. COUNCILMEMBER HEMPHILL SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.**

LIBRARY: No report.

PERSONNEL: **MAYOR JONES MADE THE MOTION TO ACCEPT THE RESIGNATION OF KENNETH FRANK FROM THE EMERGENCY MANAGEMENT DIRECTOR POSITION EFFECTIVE JUNE 30, 2023. COUNCILMEMBER BUTCHER SECONDED THE MOTION.** Discussion included the Council thanked Ken Frank for his years of service. **ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.**

EMILY WATERS: No report.

ECONOMIC DEVELOPMENT: No report.

CODIFICATION: No report.

UNFINISHED BUSINESS: Rick Sandri, North Star Manganese (NSM), provided a report. Sandri reported NSM continued exploration drilling on leased lands with the intent to expand knowledge of the Emily Manganese Deposit generated from prior exploration programs. Sandri reported as of the end of June twenty-five diamond drill holes had been drilled and completed to date. Electric Metals has announced its first results from the 2023 drill program. NSM's environmental consultants continue to visit the site weekly to ensure all activities meet the State's environmental requirements and that the operations are in compliance. The DNR and Minnesota Department of Health have also visited the site and will be doing so periodically during the drilling program. Sandri reported the current drilling program will be concluded at the end of July, but additional activities, including drilling reclamation, will be done over the next few months. NSM continued its discussions with the DNR on its mineral lease applications on State mineral lands in the Emily area. The activity will be ongoing through 2023. Additional information on the Emily project is reported periodically by NSM's parent company, Electric Metals.

NSM proposed a future information meeting/forum to discuss the project and receive input from local citizens, including the DNR and other State agencies. The DNR suggested a broader meeting/forum. The DNR has

requested to take the lead with the City of Emily for scheduling the meeting. NSM reported being available to participate in the meeting/forum the City of Emily and DNR arrange.

There was a discussion that it may be more beneficial to have all entities involved in the potential manganese mine represented at a public informational meeting in the Emily City Hall gymnasium with a formatted question and answer session. Entities involved include North Star Manganese, Minnesota Department of Natural Resources, Minnesota Department of Health, Crow Wing Power, Cooperative Mineral Resources, Electric Metals (USA) Limited, and Hunt Technologies. **MAYOR JONES MADE THE MOTION TO SCHEDULE A PUBLIC INFORMATIONAL MEETING AT THE EMILY CITY HALL WITH ALL ENTITIES INVOLVED WITH THE POTENTIAL MANGANESE MINE REPRESENTED. COUNCILMEMBER BUTCHER SECONDED THE MOTION.** Discussion included an August 2023 date is preferred. **ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.**

COUNCILMEMBER KOCH MADE THE MOTION TO APPROVE PURCHASE FROM TREMOLO OF ONE MICROPHONE FOR THE COUNCIL CHAMBERS FOR \$535 AND DUAL COMPUTER MONITORS WITH STAND AND INSTALLATION FOR THE CLERK'S OFFICE COMPUTER USED BY THE INTERN FOR \$427 FOR A TOTAL OF \$962. COUNCILMEMBER HEMPHILL SECONDED THE MOTION. Discussion included the City received a Community Boost Funds Grant from Sourcewell for the purchases. **ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.**

NEW BUSINESS: COUNCILMEMBER HEMPHILL MADE THE MOTION TO APPROVE BOND TRUST SERVICES INTEREST PAYMENTS FOR A TOTAL OF \$19,825.00 AS FOLLOWS:

- **303 DEBT SERVICE FUND – 2012 CITY HALL IMPROVEMENT - \$2,787.50**
- **304 DEBT SERVICE FUND – 2014 ROAD IMPROVEMENT - \$3,946.25**
- **602 DEBT SERVICE FUND – 2013 SEWER - \$13,091.25**

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

CORRESPONDENCE: Discussion included County Attorney fees for misdemeanor prosecution in 2024 will remain the same and IRRRB provided information on grant opportunities.

SCHEDULED UPCOMING MEETINGS: None.

COUNCILMEMBER BUTCHER MADE THE MOTION TO ADJOURN THE MEETING AT 7:39 P.M. COUNCILMEMBER KOCH SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.

Respectfully submitted,

Attest:

Cari Johnson, MCMC, City Clerk/Treasurer

Tracy Jones, Mayor

As on 7/31/2023

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	848,368.90	59,369.38	0.00	670,261.72	61,509.39	0.00	767,141.18	99,396.28	866,537.46
Road and Bridge	51,342.08	28.83	0.00	0.00	2,160.00	0.00	0.00	49,210.91	0.00	49,210.91
Small Cities Revolving Loan Fund	7,687.12	4,691.07	0.00	0.00	0.00	0.00	0.00	12,378.19	0.00	12,378.19
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	26.15	0.00	0.00	0.00	0.00	0.00	45,934.16	0.00	45,934.16
Library	1,154.84	16.37	0.00	0.00	0.00	0.00	0.00	1,171.21	0.00	1,171.21
Firemens equip fund 225	105,662.55	9,817.70	8,905.39	0.00	24,921.26	9,161.17	0.00	90,303.21	14,909.44	105,212.65
1st Resp. equip fund 226	33,667.26	3,266.54	23,747.74	0.00	798.18	24,429.82	0.00	35,453.54	39,758.51	75,212.05
Emily Area Recycling 227	(0.12)	109.80	0.00	0.00	254.53	0.00	0.00	(144.85)	0.00	(144.85)
Police Fund 228	2,123.37	1.24	0.00	0.00	0.00	0.00	0.00	2,124.61	0.00	2,124.61
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	38,906.39	0.00	0.00	46,600.00	0.00	0.00	20,792.99	0.00	20,792.99
Debt Service PRI 2014 304	33,200.99	29,296.33	0.00	0.00	43,752.50	0.00	0.00	18,744.82	0.00	18,744.82
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	577.52	0.00	0.00	0.00	0.00	0.00	577.52	0.00	577.52
Park Acquisition and Development (Optional) CITY HALL CD 406	48,335.33	2,208.50	41,558.55	0.00	987.32	42,752.20	0.00	48,362.86	69,577.41	117,940.27
CEMETERY CD 407	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
SMALL CITIES CD 408	1,324.98	1,091.31	20,779.27	0.00	493.64	21,376.11	0.00	1,325.81	34,788.71	36,114.52
POLICE DEPART. 409	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
SEWER EQUIP. 410	3,309.20	780.79	14,842.34	0.00	352.60	15,268.64	0.00	3,311.09	24,849.07	28,160.16
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	5.91	0.00	0.00	0.00	0.00	0.00	10,069.80	0.00	10,069.80
CAP. PROJ. FIRE CD 414	5,009.20	3.05	0.00	0.00	0.00	0.00	0.00	5,012.25	0.00	5,012.25
CAP PROJ. RD CD 415	18,578.55	1,568.51	29,684.68	0.00	705.24	30,537.28	0.00	18,589.22	49,698.14	68,287.36
FUT. CITY DEV. CD 416	(2,204.61)	1,090.48	20,779.29	0.00	493.66	21,376.11	0.00	(2,204.61)	34,788.70	32,584.09

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	96,279.23	5,936.94	0.00	111,088.54	6,107.45	0.00	82,702.94	9,939.62	92,642.56
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	10,000.00	0.00	0.00	10,000.00	0.00	0.00	0.00	0.00	0.00
Total :	1,082,510.42	1,048,141.32	225,603.58	0.00	912,869.19	232,518.17	0.00	1,210,867.96	377,705.88	1,588,573.84

For the Period: 7/1/2023 To 7/31/2023

<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	\$797,470.83	\$155,186.77	\$185,516.42	\$767,141.18	\$0.00	\$3,760.76	\$770,901.94
Road and Bridge	\$49,204.03	\$6.88	\$0.00	\$49,210.91	\$0.00	\$0.00	\$49,210.91
Small Cities Revolving Loan Fund	\$10,982.25	\$1,395.94	\$0.00	\$12,378.19	\$0.00	\$0.00	\$12,378.19
Small Cities Housing Rehabilitation Fund	\$4.41	\$0.00	\$0.00	\$4.41	\$0.00	\$0.00	\$4.41
American Rescue Plan Fund	\$45,927.78	\$6.38	\$0.00	\$45,934.16	\$0.00	\$0.00	\$45,934.16
Library	\$1,171.05	\$0.16	\$0.00	\$1,171.21	\$0.00	\$0.00	\$1,171.21
Firemens equip fund 225	\$83,290.62	\$7,048.86	\$36.27	\$90,303.21	\$0.00	\$0.00	\$90,303.21
1st Resp. equip fund 226	\$35,448.51	\$101.75	\$96.72	\$35,453.54	\$0.00	\$0.00	\$35,453.54
Emily Area Recycling 227	(\$78.76)	\$88.30	\$154.39	(\$144.85)	\$0.00	\$0.00	(\$144.85)
Police Fund 228	\$2,124.28	\$0.33	\$0.00	\$2,124.61	\$0.00	\$0.00	\$2,124.61
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	(\$13,116.71)	\$36,697.20	\$2,787.50	\$20,792.99	\$0.00	\$0.00	\$20,792.99
Debt Service PRI 2014 304	(\$4,035.95)	\$27,202.02	\$4,421.25	\$18,744.82	\$0.00	\$0.00	\$18,744.82
Debt Service PRI 2004 305	\$6.70	\$0.00	\$0.00	\$6.70	\$0.00	\$0.00	\$6.70
Debt Service PRI 2005 306	\$577.33	\$0.19	\$0.00	\$577.52	\$0.00	\$0.00	\$577.52
Park Acquisition and Development (Optional)	\$48,356.15	\$175.97	\$169.26	\$48,362.86	\$0.00	\$0.00	\$48,362.86
CITY HALL CD 406	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
CEMETERY CD 407	\$1,325.65	\$84.78	\$84.62	\$1,325.81	\$0.00	\$0.00	\$1,325.81
SMALL CITIES CD 408	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
POLICE DEPART. 409	\$3,310.59	\$60.95	\$60.45	\$3,311.09	\$0.00	\$0.00	\$3,311.09
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	\$10,068.29	\$1.51	\$0.00	\$10,069.80	\$0.00	\$0.00	\$10,069.80
CAP. PROJ. FIRE CD 414	\$5,011.41	\$0.84	\$0.00	\$5,012.25	\$0.00	\$0.00	\$5,012.25
CAP PROJ. RD CD 415	\$18,586.54	\$123.58	\$120.90	\$18,589.22	\$0.00	\$0.00	\$18,589.22
FUT. CITY DEV. CD 416	(\$2,204.61)	\$84.63	\$84.63	(\$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	\$43,046.12	\$56,762.53	\$17,105.71	\$82,702.94	\$0.00	\$232.00	\$82,934.94
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
 50.00
 \$1,214,860.72
Balance
8-8-23
oj

Plus
Outstanding
Checks
 50.00
 \$3,992.76

Less
Deposits
In Transit
 50.00
 \$0.00

Ending
Balance
 50.00
 \$1,210,867.96

Total
Disbursed
 50.00
 \$210,638.12

Total
Receipts
 50.00
 \$285,029.57

Beginning
Balance
 50.00
 \$1,136,476.51

Name of Fund
 Donor pass thru 851
Total

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

As of 8/8/2023

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	\$907,738.28	\$740,016.10	\$758,896.19
Road and Bridge	\$51,342.08	\$28.83	\$2,160.00	\$49,210.91
Small Cities Revolving Loan Fund	\$7,687.12	\$4,691.07	\$0.00	\$12,378.19
Small Cities Housing Rehabilitation Fund	\$4.41	\$0.00	\$0.00	\$4.41
American Rescue Plan Fund	\$45,908.01	\$26.15	\$0.00	\$45,934.16
Library	\$1,154.84	\$16.37	\$0.00	\$1,171.21
Firemens equip fund 225	\$105,662.55	\$18,723.09	\$34,082.43	\$90,303.21
1st Resp. equip fund 226	\$33,667.26	\$27,014.28	\$25,228.00	\$35,453.54
Emily Area Recycling 227	(\$0.12)	\$109.80	\$254.53	(\$144.85)
Police Fund 228	\$2,123.37	\$1.24	\$0.00	\$2,124.61
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	\$38,906.39	\$46,600.00	\$20,792.99
Debt Service PRI 2014 304	\$33,200.99	\$29,296.33	\$43,752.50	\$18,744.82
Debt Service PRI 2004 305	\$0.00	\$6.70	\$0.00	\$6.70
Debt Service PRI 2005 306	\$0.00	\$577.52	\$0.00	\$577.52
Park Acquisition and Development (Optional)	\$48,335.33	\$43,767.05	\$43,739.52	\$48,362.86
CITY HALL CD 406	\$0.00	\$0.00	\$0.00	\$0.00
CEMETERY CD 407	\$1,324.98	\$21,870.58	\$21,869.75	\$1,325.81
SMALL CITIES CD 408	\$0.00	\$0.00	\$0.00	\$0.00
POLICE DEPART. 409	\$3,309.20	\$15,623.13	\$15,621.24	\$3,311.09
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	\$5.91	\$0.00	\$10,069.80
CAP. PROJ. FIRE CD 414	\$5,009.20	\$3.05	\$0.00	\$5,012.25
CAP PROJ. RD CD 415	\$18,578.55	\$31,253.19	\$31,242.52	\$18,589.22
FUT. CITY DEV. CD 416	(\$2,204.61)	\$21,869.77	\$21,869.77	(\$2,204.61)
SHOP BLDG CD 417	\$0.00	\$0.00	\$0.00	\$0.00
Sewage Collection and Disposal	\$97,682.76	\$102,216.17	\$117,981.71	\$81,917.22
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	\$10,000.00	\$10,000.00	\$0.00
Total :	\$1,082,510.42	\$1,273,744.90	\$1,154,418.07	\$1,201,837.25

Date of Report : 8/8/2023

Outstanding Checks

<u>Date of Check</u>	<u>Check Number</u>	<u>To Whom Paid</u>	<u>Check Amount</u>
07/11/2023	60636	Payroll Period Ending 07/10/2023	\$300.14
07/19/2023	60661	Sourcewell	\$1,856.25
07/26/2023	60665	Wex Bank	\$856.50
07/26/2023	60666	Northern Pines Mental Health	\$300.00
07/26/2023	60667	Tri-County Septic Inspection	\$25.00
07/26/2023	60668	Verizon	\$103.76
07/26/2023	60669	Colonial Life	\$76.72
07/26/2023	60670	A W Research Laboratories	\$232.00
07/31/2023	60674	United States Treasury	\$242.39
08/02/2023	60675	Payroll Period Ending 08/02/2023	\$607.89
08/02/2023	60676	Payroll Period Ending 08/02/2023	\$950.46
08/02/2023	60677	Payroll Period Ending 08/02/2023	\$1,610.15
08/02/2023	60678	Payroll Period Ending 08/02/2023	\$854.92
08/02/2023	60679	Payroll Period Ending 08/02/2023	\$1,624.36
08/02/2023	60680	Payroll Period Ending 08/02/2023	\$1,029.27
08/02/2023	60681	Payroll Period Ending 08/02/2023	\$607.89
08/02/2023	60682	Payroll Period Ending 08/02/2023	\$1,561.07
08/02/2023	60683	Payroll Period Ending 08/02/2023	\$36.94
08/02/2023	60684	Payroll Period Ending 08/02/2023	\$36.94
08/02/2023	60685	Payroll Period Ending 08/02/2023	\$36.94
08/02/2023	60686	Payroll Period Ending 08/02/2023	\$36.94
08/02/2023	60687	Payroll Period Ending 08/02/2023	\$36.94
		Total	\$13,023.47

For the period: 7/1/2023 To 7/31/2023

Investment Type	Description	Beginning Balance	Date	Deposits	Withdrawals	Ending Balance
Money Market/Bonds	MMMF/Municipal Bonds:Varying Maturities,	376,787.06	07/01/2023			
			07/31/2023	150.58		376,937.64
			07/31/2023	22.59		376,960.23
			07/31/2023	60.24		377,020.47
			07/31/2023	105.41		377,125.88
			07/31/2023	52.70		377,178.58
			07/31/2023	37.65		377,216.23
			07/31/2023	75.29		377,291.52
			07/31/2023	52.70		377,344.22
			07/31/2023	15.06		377,359.28
			07/31/2023	91.21		377,450.49
			07/31/2023	13.68		377,464.17
			07/31/2023	36.48		377,500.65
			07/31/2023	63.85		377,564.50
			07/31/2023	31.92		377,596.42
			07/31/2023	22.80		377,619.22
			07/31/2023	45.61		377,664.83
			07/31/2023	31.93		377,696.76
			07/31/2023	9.12		377,705.88
Total				918.82	0.00	377,705.88
Total All Investments				918.82	0.00	377,705.88

	Bbalance	Re- Investments	Interest	Gain/Loss	Ebalance	Bond Earned Interest Deposited in MMDA12
MMMF Investments						
Cash/Dreyfus Money Market Deposit Account	\$ 1,280.89	\$ 572.22	\$ 572.22	\$ 1,853.11	\$ 565.25	
Money Market Total	\$ 1,280.89	\$ 572.22	\$ 572.22	\$ 1,853.11		
Muni Bond/US Treasury Investments						
132033GS4 Cambria County PA	\$ 14,654.25			\$ 32.10	\$ 14,686.35	
842471BY9 Southern CA Pub Pwr Auth	\$ 4,991.35			\$ 1.05	\$ 4,992.40	\$ 140.25
952347WQ1 West Contra Costa CA	\$ 155,299.15			\$ 23.25	\$ 155,322.40	
509262FD8 Lake City ILL Cmnty Unit Sch Bds	\$ 19,579.80			\$ 25.20	\$ 19,605.00	\$ 425.00
3130ATZ42 Federal Home Ln Bks Cons	\$ 49,831.00			\$ 49.00	\$ 49,880.00	
3130AU6T6 Federal Home Ln Bks Cons	\$ 19,933.00			\$ 6.00	\$ 19,939.00	
3130AV3M2 Federal Home Ln Bks Cons	\$ 59,575.80			\$ (11.40)	\$ 59,564.40	
91282CCC3 U.S. Treasury Securities	\$ 51,641.82			\$ 221.40	\$ 51,863.22	
Municipal Bonds Total	\$ 375,506.17			\$ 346.60	\$ 375,852.77	
TOTAL INVESTMENTS	\$ 376,787.06	\$ 572.22	\$ 572.22	\$ 346.60	\$ 377,705.88	

Balance of 8-8-23 is

	Original Investment	Beginning Balance	MMMF Reinvest	MMMF Interest	MMMF Gain/Loss	Muni Bonds Reinvest	Muni Bonds Interest	Muni Bonds Gain/Loss	Ending Balance	Market Value Totals
100 General Fund	\$ 100,000.00	\$ 99,154.49	\$ -	\$ 150.58	\$ -	\$ -	\$ -	\$ 91.21	\$ 99,396.28	\$ 99,396.28
225 Firemens Equipment Fund	\$ 15,000.00	\$ 14,873.17	\$ -	\$ 22.59	\$ -	\$ -	\$ -	\$ 13.68	\$ 14,909.44	\$ 14,909.44
226 1st Resp Equipment Fund	\$ 40,000.00	\$ 39,661.79	\$ -	\$ 60.24	\$ -	\$ -	\$ -	\$ 36.48	\$ 39,758.51	\$ 39,758.51
404 Park Acquisition and Dev't	\$ 70,000.00	\$ 69,408.15	\$ -	\$ 105.41	\$ -	\$ -	\$ -	\$ 63.85	\$ 69,577.41	\$ 69,577.41
407 Cemetery	\$ 35,000.00	\$ 34,704.09	\$ -	\$ 52.70	\$ -	\$ -	\$ -	\$ 31.92	\$ 34,788.71	\$ 34,788.71
409 Police Department	\$ 25,000.00	\$ 24,788.62	\$ -	\$ 37.65	\$ -	\$ -	\$ -	\$ 22.80	\$ 24,849.07	\$ 24,849.07
415 Capital Project Roads	\$ 50,000.00	\$ 49,577.24	\$ -	\$ 75.29	\$ -	\$ -	\$ -	\$ 45.61	\$ 49,698.14	\$ 49,698.14
416 Future City Development	\$ 35,000.00	\$ 34,704.07	\$ -	\$ 52.70	\$ -	\$ -	\$ -	\$ 31.93	\$ 34,788.70	\$ 34,788.70
602 Sewage Collection and Disp	\$ 10,000.00	\$ 9,915.44	\$ -	\$ 15.06	\$ -	\$ -	\$ -	\$ 9.12	\$ 9,939.62	\$ 9,939.62
Total	\$ 380,000.00	\$ 376,787.06	\$ -	\$ 572.22	\$ -	\$ -	\$ -	\$ 346.60	\$ 377,705.88	\$ 377,705.88

Fund Name: All Funds

Date Range: 07/01/2023 To 07/31/2023

<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>
07/05/2023	Anonymous	12928	Copy	(07/07/2023) -	N	Copies/Faxes	100-34112-	\$ 0.25
								\$ 0.25
07/05/2023	Verizon Wireless	12929	Monthly Lease Payment	(07/07/2023) -	N	Verizon Rental	100-34951-	\$ 1,100.00
								\$ 1,100.00
07/05/2023	Lakes Area Title	12930	Assessment Search Inv 23-24	(07/07/2023) -	N	Assessment Searches	100-34107-	\$ 25.00
								\$ 25.00
07/05/2023	Crow Wing County	12931*	GenlDelPropTaxes,FiscDisp,Sev eredMineral P&I,SpecAsst,AdminCit	(07/05/2023) -	N	Current Ad Valorem Taxes	100-31010-	\$ 139,168.26
			Delinquent Ad Valorem Taxes				100-31020-	\$ 6,050.81
			Fiscal Disparities				100-31040-	\$ 3,066.50
			Severed Mineral Tax				100-31850-	\$ 227.89
			Penalties and Interest on Ad valorem Taxes				100-31910-	\$ 0.42
			Administrative Fines (Penalties)				100-35104-	\$ 375.00
			Refunds				100-36240-	\$ 1,226.22
			Current Ad Valorem Taxes				303-31010-	\$ 36,199.62
			Delinquent Ad Valorem Taxes				303-31020-	\$ 310.56
			Fiscal Disparities				303-31040-	\$ 171.42
			Severed Mineral Tax				303-31850-	\$ 12.75
			Current Ad Valorem Taxes				304-31010-	\$ 18,509.56
			Delinquent Ad Valorem Taxes				304-31020-	\$ 227.28
			Fiscal Disparities				304-31040-	\$ 87.87
			Severed Mineral Tax				304-31850-	\$ 6.51
			Penalties and Interest on Ad valorem Taxes				304-31910-	\$ 6.22
			Penalties and Interest on Ad valorem Taxes				304-31910-	\$ 0.54
			Forfeited Tax Sale Apportionments				304-31920-	\$ 1,023.52
			Principal on Special Assessments				304-31951-	\$ 7,337.84
			Delinquent Ad Valorem Taxes				306-31020-	\$ 0.03
			Current Ad Valorem Taxes				602-31010-	\$ 33,954.20
			Delinquent Ad Valorem Taxes				602-31020-	\$ 412.25
			Fiscal Disparities				602-31040-	\$ 161.19

Fund Name: All Funds

Date Range: 07/01/2023 To 07/31/2023

Date	Remitter	Receipt #	Description	Deposit ID	Void	Account Name	F-A-P	Total
07/06/2023	Mary Hanson	12933	Land Use Permit #23-49	(07/07/2023) -	N	Building Permits (Excludes surcharge)	100-32210-	\$ 75.00
07/06/2023	Gwen Potter	12934	New Rental Dwelling License Fee	(07/10/2023) -	N	Rental Dwelling License	100-32111-	\$ 125.00
07/07/2023	Cindy Nordvall	12935	Copies X 3	(07/13/2023) -	N	Copies/Faxes	100-34112-	\$ 0.75
07/07/2023	Shaun Kelly	12936	Shed Permit	(07/12/2023) -	N	Building Permits (Excludes surcharge)	100-32210-	\$ 150.00
07/10/2023	The Title Team	12937	Assessment Search Inv. 23-29	(07/13/2023) -	N	Assessment Searches	100-34107-	\$ 25.00
07/10/2023	Lakes Area Title	12938	Assessment Search Inv. 23-21	(07/13/2023) -	N	Assessment Searches	100-34107-	\$ 25.00
07/10/2023	Sourcewell	12939	Community Boost Funds Grant for CC microphone and ClerkOff dual monitors	(07/13/2023) -	N	Grants & Aids from Other LGUs	100-33631-	\$ 962.00
07/10/2023	UTILITY BILLING	12945*	Sewer Charges - ACH	(07/06/2023) -	N	Rate Class I	602-37210-	\$ 188.21
07/10/2023	UTILITY BILLING	12946*	Sewer Charges - ACH	(07/07/2023) -	N	Rate Class I	602-37210-	\$ 171.10
07/10/2023	UTILITY BILLING	12947*	Sewer Charges - ACH	(07/10/2023) -	N	Rate Class I	602-37210-	\$ 171.10
								\$ 249,657.67

Fund Name: All Funds

Date Range: J1/2023 To 07/31/2023

Date	Remitter	Receipt #	Description	Deposit ID	Void Account Name	F-A-P	Total
07/10/2023	UTILITY BILLING	12948*	Sewer Charges - ACH	(07/10/2023) -	N Rate Class I	602-37210-	\$ 171.10
07/10/2023	UTILITY BILLING	12949*	Sewer Charges - ACH	(07/12/2023) -	N Rate Class I	602-37210-	\$ 171.10
07/10/2023	UTILITY BILLING	12950*	Sewer Charges - ACH	(07/12/2023) -	N Rate Class I	602-37210-	\$ 171.10
07/10/2023	UTILITY BILLING	12951*	Sewer Charges - ACH	(07/12/2023) -	N Rate Class I	602-37210-	\$ 171.10
07/10/2023	Oil Recycling	12959	Oil Recycling Collection - Cash	(07/17/2023) -	N Oil Recycling	227-37311-	\$ 88.30
07/11/2023	Anonymous	12940	Copies X 9	(07/13/2023) -	N Copies/Faxes	100-34112-	\$ 2.25
07/11/2023	Dan Johnson & Heather Mityng	12941	Small Cities Revolving Loan Fund Small Business Loan June & July 23	(07/13/2023) -	N State MIF Business Loans COVID-19	204-36203-15	\$ 724.06
07/12/2023	Kay Partello	12942	Land Use and SSTS Permits	(07/13/2023) -	N Building Permits (Excludes surcharge)	100-32210-	\$ 1,200.00
07/12/2023	Anonymous	12943	Copies X 19	(07/13/2023) -	N Copies/Faxes	100-34112-	\$ 4.75
07/12/2023	Cuyuna Range Monument	12944	Genz Staking Fee - Blk 17 Lot 4 N 1/4 of S 1/2	(07/13/2023) -	N Cemetery -Grave openings	100-34941-	\$ 50.00
07/12/2023	Emily Firemens Relief Association	12952	Res. 23-25 Fire Equipment Fund Donation - Fire Hall Reno	(07/17/2023) -	N Contributions and Donations from Private Sources	225-36230-	\$ 2,000.00

Fund Name: All Funds

Date Range: 07/01/2023 To 07/31/2023

Date	Remitter	Receipt #	Description	Deposit ID	Void Account Name	F-A-P	Total
07/12/2023	Emily Firemens Relief Association	12953	Res 23-26 - Firemens Equipment Fund Donation	(07/17/2023) -	N Contributions and Donations from Private Sources	225-36230-	\$ 5,000.00
							\$ 5,000.00
07/13/2023	UTILITY BILLING	12954	Sewer Charges	(07/17/2023) -	N Rate Class I	602-37210-	\$ 2,661.90
							\$ 2,661.90
07/13/2023	UTILITY BILLING	12955	Sewer Charges	(07/17/2023) -	N Rate Class I	602-37210-	\$ 3,149.94
							\$ 3,149.94
07/13/2023	UTILITY BILLING	12956	Sewer Charges	(07/17/2023) -	N Rate Class I	602-37210-	\$ 2,670.57
							\$ 2,670.57
07/17/2023	Brian Ronayne	12957	Annual Camper Permit	(07/17/2023) -	N Building Permits (Excludes surcharge)	100-32210-	\$ 25.00
							\$ 25.00
07/17/2023	Amy Prokott	12958	Rental of 5 Tables and 40 Chairs	(07/19/2023) -	N City/Town Hall Rent	100-34101-	\$ 65.00
							\$ 65.00
07/17/2023	Cuyuna Range Monument	12960	Staking Fee - Mary & Larry Rono - Blk 28 Lot 19 N 1/4 of S 1/2	(07/19/2023) -	N Cemetery -Grave openings	100-34941-	\$ 50.00
							\$ 50.00
07/17/2023	Emily Forest Products	12961	Fence Permit #23-52	(07/19/2023) -	N Building Permits (Excludes surcharge)	100-32210-	\$ 60.00
							\$ 60.00
07/18/2023	Michael Wille	12962*	Invs. 23-35 and 23-34 Sewer Connection Fee and Quarterly Charges from 9-1-19 to Present	(07/19/2023) -	N Rate Class I	602-37210-	\$ 2,480.68
							\$ 2,480.68
07/20/2023	Susan Ball	12963	Inv. 23-31 Assessment Search	(07/21/2023) -	N Assessment Searches	100-34107-	\$ 25.00
							\$ 25.00
							\$ 4,480.68

Fund Name: All Funds

Date Range: /01/2023 To 07/31/2023

Date	Remitter	Receipt #	Description	Deposit ID	Void	Account Name	F-A-P	Total
07/21/2023	UTILITY BILLING	12964	Sewer Charges	(07/21/2023) -	N	Rate Class I	602-37210-	\$ 2,223.07
								<u>\$ 2,223.07</u>
07/21/2023	UTILITY BILLING	12965*	Sewer Charges - ACH	(07/14/2023) -	N	Rate Class I	602-37210-	\$ 171.10
								<u>\$ 171.10</u>
07/21/2023	UTILITY BILLING	12966*	Sewer Charges - ACH	(07/17/2023) -	N	Rate Class I	602-37210-	\$ 171.00
								<u>\$ 171.00</u>
07/21/2023	UTILITY BILLING	12967*	Sewer Charges - ACH	(07/20/2023) -	N	Rate Class I	602-37210-	\$ 171.10
								<u>\$ 171.10</u>
07/21/2023	Cuyuna Range Monument	12968	Staking Fee - Glenn & Patricia Mechelke - Blk 24 Lot 19 S 1/4 of N 1/2	(07/25/2023) -	N	Cemetery -Grave openings	100-34941-	\$ 50.00
07/21/2023	Lakes Area Title	12969	Inv. 23-28 Assessment Search	(07/25/2023) -	N	Assessment Searches	100-34107-	\$ 25.00
								<u>\$ 25.00</u>
07/21/2023	Lakes Area Title	12970	***VOID\$25.00***Invoice	(07/25/2023) -	Y	Assessment Searches	100-34107-	\$ -
								<u>\$ -</u>
07/21/2023	Crow Wing County	12971	2022 Federal PILT and 2023 Federal PILT	(07/20/2023) -	N	Federal Payments in Lieu of Taxes	100-33160-	\$ 4.84
								<u>\$ 4.84</u>
07/24/2023	Lakes Area Title	12972	Invs. 23-30 and 23-32 Assessment Searches	(07/25/2023) -	N	Assessment Searches	100-34107-	\$ 50.00
								<u>\$ 50.00</u>
07/24/2023	Breen & Person LTD	12973	Inv. 23-26 Assessment Search	(07/25/2023) -	N	Assessment Searches	100-34107-	\$ 25.00
								<u>\$ 25.00</u>
07/24/2023	Dan and Fran Barrett	12974*	Small Cities Revolving Loan Fund	(07/25/2023) -	N	State MIF Business Loans COVID-19	204-36203-15	\$ 502.53
								<u>\$ 502.53</u>

Fund Name: All Funds

Date Range: 07/01/2023 To 07/31/2023

Date	Remitter	Receipt #	Description	Deposit ID	Void Account Name	F-A-P	Total
07/25/2023	UTILITY BILLING	12975	Sewer Charges	(07/25/2023) -	N Rate Class I	602-37210-	\$ 1,477.19
							\$ 1,477.19
07/25/2023	UTILITY BILLING	12976*	Sewer Charges - ACH	(07/26/2023) -	N Rate Class I	602-37210-	\$ 171.10
							\$ 171.10
07/25/2023	Duane Lindstrom	12977	Land Use Permit #23-55	(07/27/2023) -	N Building Permits (Excludes surcharge)	100-32210-	\$ 150.00
							\$ 150.00
07/25/2023	Gary Gilmore	12978	Land Use Permit #23-54	(07/27/2023) -	N Building Permits (Excludes surcharge)	100-32210-	\$ 400.00
							\$ 400.00
07/26/2023	UTILITY BILLING	12979	Sewer Charges	(07/27/2023) -	N Rate Class I	602-37210-	\$ 1,145.00
					Penalties and Forfeited Discounts	602-37260-	\$ 1.56
							\$ 1,146.56
07/28/2023	Lakes Area Title	12980	Inv. 23-26 Assessment Search	(07/31/2023) -	N Assessment Searches	100-34107-	\$ 25.00
							\$ 25.00
07/31/2023	UTILITY BILLING	12981	Sewer Charges	(07/31/2023) -	N Rate Class I	602-37210-	\$ 855.60
							\$ 855.60
07/31/2023	Gary and Susan Johnson	12982	Camper Permit #23-57	(07/31/2023) -	N Building Permits (Excludes surcharge)	100-32210-	\$ 25.00
							\$ 25.00
07/31/2023	UTILITY BILLING	12983	Sewer Charges	(07/31/2023) -	N Rate Class I	602-37210-	\$ 513.30
							\$ 513.30
07/31/2023	Dan and Heather Mitlyng	12984*	Small Cities Revolving Loan Fund	(07/31/2023) -	N State MIF Business Loans COVID-19	204-36203-15	\$ 167.51
							\$ 167.51
07/31/2023	PINE RIVER STATE BANK	12998	Int CR Checking	(07/31/2023) -	N Interest Earning	100-36210-	\$ 105.04
					Interest Earning	201-36210-	\$ 6.88
					Interest Earning	204-36210-	\$ 1.84
					Interest Earning	206-36210-	\$ 6.38

Fund Name: All Funds

Date Range: 01/2023 To 07/31/2023

Date	Remitter	Receipt #	Description	Deposit ID	Void Account Name	F-A-P	Total
					Interest Earning	211-36210-	0.16
					Interest Earning	225-36210-	12.59
					Interest Earning	226-36210-	5.03
					Interest Earning	228-36210-	0.33
					Interest Earning	303-36210-	2.85
					Interest Earning	304-36210-	2.68
					Interest Earning	306-36210-	0.16
					Interest Earning	404-36210-	6.71
					Interest Earning	407-36210-	0.16
					Interest Earning	409-36210-	0.50
					Interest Earning	413-36210-	1.51
					Interest Earning	414-36210-	0.84
					Interest Earning	415-36210-	2.68
					Interest Earning	602-36210-	11.58
							167.92

07/31/2023	Pershing	12999	Int CR Investments - MIMIF and Muni Bonds	(07/31/2023) -	N Interest Earning	100-36210-	150.58
					Interest Earning	225-36210-	22.59
					Interest Earning	226-36210-	60.24
					Interest Earning	404-36210-	105.41
					Interest Earning	407-36210-	52.70
					Interest Earning	409-36210-	37.65
					Interest Earning	415-36210-	75.29
					Interest Earning	416-36210-	52.70
					Interest Earning	602-36210-	15.06
							572.22

07/31/2023	Pershing	13000	Unrealized Investment Gains	(07/31/2023) -	N Unrealized Investment Gain	100-39103-	91.21
					Unrealized Investment Gain	225-39103-	13.68
					Unrealized Investment Gain	226-39103-	36.48
					Unrealized Investment Gain	404-39103-	63.85
					Unrealized Investment Gain	407-39103-	31.92
					Unrealized Investment Gain	409-39103-	22.80
					Unrealized Investment Gain	415-39103-	45.61
					Unrealized Investment Gain	416-39103-	31.93
					Unrealized Investment Gain	602-39103-	9.12
							346.60
							285,029.57

Total for Selected Receipts

Date Range : 8/3/2023 To 8/8/2023

<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>
08/08/2023	The Office Shop, Inc.	8/1/23 Statement for Inv. 1130328-0 - Clerk and PZ Office Supplies	70845	\$227.67	100-41425-201- 100-41910-201-	Clerk Planning and Zoning	\$128.16 \$99.51
08/08/2023	CROSBY-IRONTON COURIER	7/31: Classified Ad X 2 - FT Police Chief	70846	\$93.00	100-42110-352-	Police Administration	\$93.00
08/08/2023	INTERNATIONAL UNION OF	Union dues - 8-2-23 Invoice	70847	\$140.00	100-41425-101- 100-43110-101-	Clerk Maintenance-Shop	\$70.00 \$70.00
08/08/2023	WM Corporate Services, Inc.	garbage - inv. 6794794-1767-8	70848	\$357.16	100-43240-384-	Waste (Refuse) Disposal	\$357.16
08/08/2023	NAPA of Crosslake	Inv. 163846 - Tool Cat/Dump Trailer Repair/Maint Supp	70849	\$149.18	100-45202-221- 602-49450-221-	Park Areas Sewer Utilities - Sanitary Sewer Maintenance Cemetery	\$2.26 \$2.26
					100-49010-221- 100-43126-221- 100-45202-240- 100-43126-240- 100-43240-240-	Road and Bridge Equipment Park Areas Road and Bridge Equipment Waste (Refuse) Disposal	\$2.26 \$2.25 \$46.72 \$46.72 \$46.71
08/08/2023	Farm-Rite Equipment Inc.	Inv. P74251,P74257,P74406: Toolcat Repair/Maint Supp	70850	\$1,334.32	100-45202-221- 602-49450-221-	Park Areas Sewer Utilities - Sanitary Sewer Maintenance Cemetery Road and Bridge Equipment	\$333.58 \$333.58 \$333.58 \$333.58

Date Range : 8/3/2023 To 8/8/2023

<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>
08/08/2023	Elan Financial Services	July23:PZ Postage,ShopSmTls,Plow TruckDownPayt, 1stResprRprSupps	70851	\$1,425.73	100-41425-322- 602-49490-322-	Clerk Sewer Utilities - Administration and General	\$190.26 \$39.27
08/08/2023	Jack Henderson	Mileage Reimbursement - Pickup of some Audit materials and Posting of Mangnese Dep Mtng	70852	\$35.76	100-43110-240- 100-43126-550- 100-42860-201-	Maintenance-Shop Road and Bridge Equipment Other Protection-1st Response	\$619.99 \$500.00 \$76.21
08/08/2023	Sadusky Renovations, Inc.	Inv. 14 - Complaint and Rental Inspections	70853	\$1,750.00	100-41425-331-	Clerk	\$35.76
08/08/2023	Richard Reichenbach	7-31&8-2Invoices:Police Department Locks Rekeyed, Take it to the Box Rekeyed, Mileage,Supp	70854	\$233.25	100-42401-310- 100-42411-310-	Building Inspections Administration Rental Inspections	\$575.00 \$1,175.00
08/08/2023	CROW WING COUNTY HIGHWAY DEPARTMENT	Inv. 6287 - Street Signs and Replacement Supplies/ Contractual Repair	70855	\$750.16	100-42170-404- 100-42170-221-	Police Stations and Buildings Police Stations and Buildings	\$155.00 \$78.25
08/08/2023	Tremolo Communications	City Phone Service - 8/1/2023 Invoices	70856	\$808.99	100-42601-226- 100-42601-404-	Traffic Engineering Expenditures Traffic Engineering Expenditures	\$624.88 \$125.28
08/08/2023					100-42210-321-	Fire Administration	\$144.31

Date Range : 8/3/2023 To 8/8/2023

<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>
08/08/2023	Short Elliott Hendrickson, Inc.	Invs. 448898/448899-2024Rdl improvements Feasibility Study/2023DamRpr Progress Payments	70857	\$2,576.00	100-41425-321- 100-41941-321- 100-41910-321- 100-43110-321- 100-41425-321-	Clerk City Hall Planning and Zoning Maintenance-Shop Clerk	\$39.79 \$38.22 \$49.10 \$106.11 \$431.46
08/08/2023	CULLIGAN	Inv:150X01470301 Hall Softener equip rental	70858	\$41.70	201-43121-303- 100-43130-303-	Paved Streets Bridges, Viaducts and Grade Separations	\$720.00 \$1,856.00
08/08/2023	Verizon	Police - Inv. #9940379130	70859	\$29.16	100-41941-416-	City Hall	\$41.70
08/08/2023	Tri-County Septic Inspection	8-3-Septicinsp - 40190 Marshview Dr	70860	\$175.00	100-42110-321- 100-41910-310-	Police Administration Planning and Zoning	\$29.16 \$175.00
08/08/2023	I.U.O.E. LOCAL 49 FRINGE BENEFIT FU	Health Insurance September 2023	70861	\$5,680.00	100-41425-101- 100-41425-131- 100-43110-101- 100-43110-131-	Clerk Clerk Maintenance-Shop Maintenance-Shop	\$590.00 \$2,250.00 \$590.00 \$2,250.00
08/08/2023	LAKE COUNTRY FOODS	Statement dated 8-1-23 account #2480	70862	\$265.14	100-43126-212- 100-45202-212- 602-49450-212- 100-43126-212- 100-43240-212- 100-49010-212-	Road and Bridge Equipment Park Areas Sewer Utilities - Sanitary Sewer Maintenance Road and Bridge Equipment Waste (Refuse) Disposal Cemetery	\$65.01 \$40.03 \$40.03 \$40.03 \$40.02 \$40.02

Date Range : 8/3/2023 To 8/8/2023

<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>
08/08/2023	Crow Wing County	Return of Tax Forf Improvement Payoff to Ruth Lake Improvt Dist Paid to Emily in Error	70863*	\$1,226.22	100-41941-810-	City Hall	\$1,226.22
08/08/2023	EMILY ACE HARDWARE	Inv.7-31:ParkSupp/SmTIs ,ShopMat/RprSupp,HallR pr Supp,LibraryOffSup,RdsR prSupp,CemRprSupp	70864	\$663.39	100-41941-221- 100-45187-201- 100-43121-221- 100-49010-221- 100-43110-221- 100-43110-215- 100-45202-221- 100-45202-240-	City Hall Library Paved Streets Cemetery Maintenance-Shop Maintenance-Shop Park Areas Park Areas	\$217.50 \$15.79 \$72.94 \$27.37 \$18.81 \$141.92 \$113.30 \$55.76

Total For Selected Claims

\$17,961.83

\$17,961.83

For the payroll period ending: 08/08/2023

<u>Account #</u>	<u>Employee #</u>	<u>Employee Name</u>	<u>Amount</u>
100-41110-103	323	Butcher, Bryce L	345.08
	428	HANSON, JR, GERHART L.	346.31
	922	Hemphill, Andrew D	346.31
	724	Koch, Gregory A	346.31
		Account Total	1,384.01
100-41310-103	643	JONES, TRACY ALLEN	507.92
		Account Total	507.92
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	\$2,139.74

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 : 7/27/2023 To 8/2/2023

<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>
08/02/2023	Jack Henderson	Mileage Reimbursement - Taking photos for Website Development	70835	\$27.51	100-41425-331-	Clerk	\$27.51
08/02/2023	Crow Wing Door Co., LLC	6/7/23 Invoice: Repair to Broadway Shop garage doors	70836	\$374.00	100-43110-404- 100-43110-221-	Maintenance-Shop Maintenance-Shop	\$310.00 \$64.00
08/02/2023	NORTHLAND PRESS	Inv. 2023-671,-664,-642:Fees chedOrdPubHear, LibraryBkSale,ZoningPub HearCUP	70837	\$267.25	100-41130-351- 100-45187-352- 100-41910-351-	Ordinances and Proceedings Library Planning and Zoning	\$123.50 \$44.00 \$99.75
08/02/2023	GOPHER STATE ONE-CALL	Inv. 3070380 - Locates	70838	\$5.40	602-49490-385-	Sewer Utilities - Administration and General	\$5.40
08/02/2023	Canon Financial Services, Inc.	COPIER LEASE- 7/21/23 Inv. #30997836	70839	\$148.93	100-41425-413-	Clerk	\$148.93
08/02/2023	AFLAC	Monthly employee ins coverage Inv. #584458	70840	\$31.68	100-43110-101-	Maintenance-Shop	\$31.68
08/02/2023	Tri-County Septic Inspection	8-1:SepticDesRev:40206 Marshview,SepticInsp:21 321 Mill,23145NShore,39440 WTrout,42865MinnieL	70841	\$725.00	100-41910-310-	Planning and Zoning	\$725.00
08/02/2023	Ehlers Investment Partners, LLC	June 2023 Investment Account Management Fee	70842	\$61.94			

Date Range : 7/27/2023 To 8/2/2023

<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>
08/02/2023	AUTO VALUE	7/25/23 Statement:Shop Materials	70843	\$93.98	100-49350-307-	Purchase of Investments	\$61.94
08/02/2023	NAK Machining & Repair	Inv. 1056: Fire Department Side X Side small tools and install labor	70844	\$944.97	100-43110-215-	Maintenance-Shop	\$93.98
Total For Selected Claims				\$2,680.66			

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: 08/02/2023

<u>Account #</u>	<u>Employee #</u>	<u>Employee Name</u>	<u>Amount</u>
100-45202-115	928	Jones, Kale A	32.32
Account Total			32.32
100-43110-101			
	Unallocated (Due to rounding)		\$0.00
Total For Period			\$32.32

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: 08/02/2023

<u>Account #</u>	<u>Employee #</u>	<u>Employee Name</u>	<u>A</u>	<u>t</u>
100-41910-114	916	Bartel, Lynda C		36.94
	926	Hughes, Faye A		36.94
	722	JOHNSON, DAVID P		36.94
	718	SPIESS, WILLIAM F		36.94
	87	Vukelich, Denise L		36.94
			Account Total	184.70
100-43110-101	Unallocated (Due to rounding)			\$0.00
			Total For Period	\$184.70

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: 08/02/2023

<u>Account #</u>	<u>Employee #</u>	<u>Employee Name</u>	<u>Amount</u>
100-41425-101	85	Johnson, Cari E.	1,624.36
	914	Prokott, Amy J	790.48
Account Total			2,414.84
100-41425-103	909	Fahrendorff, Susan E	34.22
Account Total			34.22
100-41425-104	927	Henderson, Jack H	854.92
Account Total			854.92
100-41910-103	909	Fahrendorff, Susan E	916.24
Account Total			916.24
100-41941-101	451	Foster, Brian D	231.86
	502	Spindler, Calen Chris	204.50
Account Total			436.36
100-43110-101	451	Foster, Brian D	473.38
	502	Spindler, Calen Chris	477.69
Account Total			951.07
100-43121-101	451	Foster, Brian D	584.48
	502	Spindler, Calen Chris	605.70
Account Total			1,190.18
100-43121-103	915	Beattie, Richard F	418.84
	925	Soukup, Richard C	405.46
Account Total			824.30
100-3240-101	451	Foster, Brian D	80.51
	502	Spindler, Calen Chris	78.05
Account Total			158.56
100-45202-103	915	Beattie, Richard F	121.58
	925	Soukup, Richard C	121.58
Account Total			243.16
100-49010-101	451	Foster, Brian D	17.71
	502	Spindler, Calen Chris	18.73
Account Total			36.44
602-49450-101	451	Foster, Brian D	222.20
	502	Spindler, Calen Chris	176.40
Account Total			398.60
602-49450-103	915	Beattie, Richard F	67.48
	925	Soukup, Richard C	80.85
Account Total			148.33
602-49490-101	914	Prokott, Amy J	238.79
Account Total			238.79
100-43110-101			
Unallocated (Due to rounding)			\$0.00
Total For Period			\$8,846.01

Fund Name: All Funds

Date Range: 07/12/2023 To 07/31/2023

Date	Vendor	Check #	Description	Void	Account Name	F-A-O-P	Total
07/12/2023	EMILY ACE HARDWARE	60619	Inv.6-30:Dump,ShopRprSupp,S mTIs,MatIs,Park	N	Maintenance-Shop	100-43110-215-	\$ 110.84
		60619	MatIs,Rpr,SmlTIs,Rd/BrdgSmTIs, Rpr,SewMatIs			100-43110-221-	\$ 5.00
		60619			Road and Bridge Equipment	100-43110-240-	\$ 31.36
		60619				100-43126-221-	\$ 51.84
		60619				100-43126-240-	\$ 199.99
		60619			Waste (Refuse) Disposal	100-43240-221-	\$ 5.00
		60619			Park Areas	100-45202-215-	\$ 8.92
		60619				100-45202-221-	\$ 22.30
		60619				100-45202-240-	\$ 18.58
		60619			Sewer Utilities - Sanitary Sewer Maintenance	602-49450-215-	\$ 112.36
		60619					\$ 566.19
07/12/2023	GAMMELLO - PEARSON, PLLC	60620	93700,93701,93703:Retainer,Pl anning/Zoning	N	Clerk	100-41425-304-	\$ 143.00
		60620			Planning and Zoning	100-41910-304-	\$ 455.00
		60620					\$ 598.00
07/12/2023	I.U.O.E. LOCAL 49 FRINGE BENEFIT FU	60621	Health Insurance August 2023	N	Clerk	100-41425-101-	\$ 590.00
		60621				100-41425-131-	\$ 2,250.00
		60621			Maintenance-Shop	100-43110-101-	\$ 590.00
		60621				100-43110-131-	\$ 2,250.00
		60621					\$ 5,680.00
07/12/2023	LAKE COUNTRY FOODS	60622	Statement dated 7-5-23 account #2480	N	Road and Bridge Equipment	100-43126-212-	\$ 28.92
		60622			Waste (Refuse) Disposal	100-43240-212-	\$ 28.92
		60622			Park Areas	100-45202-212-	\$ 28.92
		60622			Cemetery	100-49010-212-	\$ 28.93
		60622			Sewer Utilities - Sanitary Sewer Maintenance	602-49450-212-	\$ 28.92
		60622					\$ 144.61
07/12/2023	WM Corporate Services, Inc.	60623	garbage - inv. 6791517-1767-6	N	Waste (Refuse) Disposal	100-43240-384-	\$ 357.16
		60623					\$ 357.16

Fund Name: All Funds

Date Range: 12/2023 To 07/31/2023

Date	Vendor	Check #	Description	Void	Account Name	F-A-O-P	Total
07/12/2023	Birchdale Fire and Security	60624	Inv. 144647 - Hall Monitoring Services	N	City Hall	100-41941-404-	\$ 54.00
	Total For Check	60624					\$ 54.00
07/12/2023	Tri-County Septic Inspection	60625	7-6:Septicinspns:44714Twilight,20137Roosevelt Ridge	N	Planning and Zoning	100-41910-310-	\$ 350.00
	Total For Check	60625					\$ 350.00
07/12/2023	Landsburg Landscape Nursery	60626*	25% Down Payment for City Park Tree Planting after 6-20-22 Storm Damage Ins. Claim Receivd	N	Park Areas	100-45202-404-	\$ 749.50
	Total For Check	60626					\$ 749.50
07/12/2023	Midwest Machinery Co.	60627	Inv.9648685,9653278,9658547: Repair Parts for Mowers and Gator	N	City Hall	100-41941-221-	\$ 170.14
		60627			Road and Bridge Equipment	100-43126-221-	\$ 33.69
		60627			Park Areas	100-45202-221-	\$ 170.15
		60627			Cemetery	100-49010-221-	\$ 170.15
		60627			Sewer Utilities - Sanitary Sewer Maintenance	602-49450-221-	\$ 125.81
	Total For Check	60627					\$ 669.94
07/12/2023	Total Compliance Solutions, Inc.	60628	Inv.72964: Beattie and Soukup PreempDrugTests	N	Maintenance-Shop	100-43110-306-	\$ 78.00
	Total For Check	60628					\$ 78.00
07/12/2023	GOPHER STATE ONE-CALL	60629	Inv. 3060380 - Locates	N	Sewer Utilities - Administration and General	602-49490-385-	\$ 12.15
	Total For Check	60629					\$ 12.15
07/12/2023	Corbin Excavating, Inc.	60630	Inv. D23068: Dust Control - 8,805 gallons magnesium chloride applied	N	Unpaved Streets	100-43122-224-	\$ 10,566.00
	Total For Check	60630					\$ 10,566.00
07/12/2023	Tremolo Communications	60631*	City Phone Service - 7/1/2023 Invoices	N	Clerk	100-41425-321-	\$ 38.95
		60631*				100-41425-321-	\$ 431.46
		60631*			Planning and Zoning	100-41910-321-	\$ 49.10
		60631*			City Hall	100-41941-321-	\$ 38.22

Fund Name: All Funds

Date Range: 07/12/2023 To 07/31/2023

<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>
		60631*			Fire Administration	100-42210-321-	\$ 144.31
		60631*			Maintenance-Shop	100-43110-321-	\$ 106.11
		60631	Total For Check				\$ 808.15
07/12/2023	Elan Financial Services	60632	June23:PZ Postage	N	Clerk	100-41425-331-	\$ (7.00)
		60632			Planning and Zoning	100-41910-322-	\$ 9.35
		60632	Total For Check				\$ 2.35
07/12/2023	Thomson Reuters - West	60633*	Investigative Suite Subscription - Inv. 848595233	N	Police Administration	100-42110-309-	\$ 113.52
		60633	Total For Check				\$ 113.52
07/12/2023	CULLIGAN	60634	Inv:150X01458306 Hall Softener equip rental and Shop water	N	City Hall	100-41941-416-	\$ 41.70
		60634	Total For Check				\$ 41.70
07/12/2023	BOUND TREE MEDICAL LLC	60635	Invs.84995081 - 1st Resp Supplies	N	Other Protection-1st Response	100-42860-218-	\$ 383.80
		60635	Total For Check				\$ 383.80
07/12/2023	Tax-Exempt Leasing Corp.	60643	Inv. 6136852 - Annual Lease Payment - SCBAs and equipment	N	Fire Fighting	100-42220-602-	\$ 14,177.07
		60643				100-42220-612-	\$ 1,766.96
		60643	Total For Check				\$ 15,944.03
07/12/2023	Bond Trust Services Corporation	60644	Statements 79459, 79461,79460 - City Hall, 2014 Rd Proj, Sewer Rev Bonds Prin and Int	N	Interest - Bonds	303-47210-611-	\$ 2,787.50
		60644				304-47210-611-	\$ 3,946.25
		60644				602-47210-611-	\$ 13,091.25
		60644	Total For Check				\$ 19,825.00
07/12/2023	Amy Prokott	60645	Mileage: PO,kiosk,bank,postings,oil recycling	N	Clerk	100-41425-331-	\$ 10.42
		60645	Total For Check				\$ 10.42
07/12/2023	Bond Trust Services Corporation	60646	Invs. 81420,81421 - Agent Fees for 2014 Rd Proj and Sewer Revenue Bonds	N	Fiscal Agent's Fees	304-47501-620-	\$ 475.00
		60646				602-47501-620-	\$ 475.00
		60646	Total For Check				\$ 950.00

Fund Name: All Funds
 Date Range: 12/2023 To 07/31/2023

Date	Vendor	Check #	Description	Void	Account Name	F-A-O-P	Total
07/17/2023	MINNESOTA REVENUE	330718	State Withholding - 7/5/23 Payroll	N	Clerk	100-41425-172-	\$ 137.31
		330718			Planning and Zoning	100-41910-172-	\$ 10.46
		330718			City Hall	100-41941-172-	\$ 29.21
		330718			Police Administration	100-42110-172-	\$ 41.18
		330718			Patrol	100-42123-172-	\$ 370.59
		330718			Other Protection-1st Response	100-42860-172-	\$ 86.16
		330718			Maintenance-Shop	100-43110-172-	\$ 64.08
		330718			Paved Streets	100-43121-172-	\$ 79.62
		330718			Waste (Refuse) Disposal	100-43240-172-	\$ 8.60
		330718			Park Areas	100-45202-172-	\$ 11.19
		330718			Cemetery	100-49010-172-	\$ 8.63
		330718			Sewer Utilities - Sanitary Sewer Maintenance	602-49450-172-	\$ 2.02
		330718			Sewer Utilities - Administration and General	602-49490-172-	\$ 7.63
							\$ 856.68
07/18/2023	PERA	330717	Retirement contributions - 7/5/23 Payroll	N	Clerk	100-41425-101-	\$ 222.34
		330717			Planning and Zoning	100-41425-103-	\$ 3.93
		330717			City Hall	100-41425-121-	\$ 4.53
		330717			Maintenance-Shop	100-41425-121-	\$ 256.55
		330717			Paved Streets	100-41910-103-	\$ 68.87
		330717			Waste (Refuse) Disposal	100-41910-121-	\$ 79.47
		330717			Park Areas	100-41941-101-	\$ 46.12
		330717			Cemetery	100-41941-121-	\$ 53.22
		330717			Sewer Utilities - Sanitary Sewer Maintenance	100-43110-101-	\$ 101.47
		330717			Sewer Utilities - Administration and General	100-43110-121-	\$ 117.08
		330717				100-43121-101-	\$ 116.73
		330717				100-43121-121-	\$ 134.69
		330717				100-43240-101-	\$ 14.63
		330717				100-43240-121-	\$ 16.88
		330717				100-45202-101-	\$ 3.89
		330717				100-45202-121-	\$ 4.49
		330717				100-49010-101-	\$ 7.79
		330717				100-49010-121-	\$ 8.99
		330717				602-49450-101-	\$ 3.37
		330717				602-49450-121-	\$ 3.89
		330717				602-49490-101-	\$ 18.61

Fund Name: All Funds

Date Range: 07/12/2023 To 07/31/2023

Date	Vendor	Check #	Description	Void	Account Name	F-A-O-P	Total
		330717				602-49490-121-	21.46
		330717					1,309.00
07/19/2023	Payroll Period Ending 07/19/2023	60647	Regular Payroll - 7-5 to 7-18	N	Paved Streets	100-43121-103-	224.70
		60647			Park Areas	100-45202-103-	389.54
		60647			Cemetery	100-49010-103-	124.92
		60647					739.16
07/19/2023	Payroll Period Ending 07/19/2023	60648	Regular Payroll - 7-5 to 7-18	N	Clerk	100-41425-103-	15.21
		60648			Planning and Zoning	100-41910-103-	935.25
		60648					950.46
07/19/2023	Payroll Period Ending 07/19/2023	60649	Regular Payroll - 7-5 to 7-18	N	City Hall	100-41941-101-	268.60
		60649			Maintenance-Shop	100-43110-101-	577.05
		60649			Paved Streets	100-43121-101-	310.19
		60649			Waste (Refuse) Disposal	100-43240-101-	41.59
		60649			Park Areas	100-45202-101-	412.43
		60649			Cemetery	100-49010-101-	62.38
		60649			Waste (Refuse) Collection	227-43230-101-	41.59
		60649			Sewer Utilities - Sanitary Sewer Maintenance	602-49450-101-	19.06
		60649					1,732.89
07/19/2023	Payroll Period Ending 07/19/2023	60650	Regular Payroll - 7-5 to 7-18	N	Clerk	100-41425-103-	692.58
		60650					692.58
07/19/2023	Payroll Period Ending 07/19/2023	60651	Regular Payroll - 7-5 to 7-18	N	Clerk	100-41425-101-	1,779.99
		60651					1,779.99
07/19/2023	Payroll Period Ending 07/19/2023	60652	Regular Payroll - 7-5 to 7-18	N	Clerk	100-41425-101-	975.15
		60652			Sewer Utilities - Administration and General	602-49490-101-	230.23
		60652					1,205.38
07/19/2023	Payroll Period Ending 07/19/2023	60653	Regular Payroll - 7-5 to 7-18	N	Paved Streets	100-43121-103-	172.86
		60653			Park Areas	100-45202-103-	392.04
		60653			Cemetery	100-49010-103-	126.53
		60653					691.43
07/19/2023	Payroll Period Ending 07/19/2023	60655	Regular Payroll - 7-5 to 7-18	N	City Hall	100-41941-101-	278.88
		60655			Maintenance-Shop	100-43110-101-	238.80
		60655			Paved Streets	100-43121-101-	497.64

Fund Name: A11 Funds
 Date Range: 12/2023 To 07/31/2023

<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>
		60655			Waste (Refuse) Disposal	100-43240-101-	\$ 100.20
		60655			Park Areas	100-45202-101-	\$ 457.56
		60655			Cemetery	100-49010-101-	\$ 40.08
		60655			Waste (Refuse) Collection	227-43230-101-	\$ 40.08
		60655			Sewer Utilities - Sanitary Sewer Maintenance	602-49450-101-	\$ 16.70
		60655					\$ 1,669.94
07/19/2023	Tri-County Septic Inspection	60656	7-17:SepticInspn:40321 Pinewood	N	Planning and Zoning	100-41910-310-	\$ 175.00
		60656					\$ 175.00
07/19/2023	EAST SIDE OIL COMPANIES, INC.	60657	Filters - Inv. R105989	N	Waste (Refuse) Collection	227-43230-384-	\$ 50.00
		60657					\$ 50.00
07/19/2023	PEOPLESERVICE, INC.	60658	Inv. 0043407 - August 2023 Wastewater Operating Services	N	Sewer Utilities - Sanitary Sewer Maintenance	602-49450-407-	\$ 2,090.00
		60658					\$ 2,090.00
07/19/2023	Minnesota Life Insurance Company	60659	August 2023 Life Ins - Billing Date 7-17-23 - Policy #0023198	N	Clerk	100-41425-101-	\$ 24.00
		60659			Maintenance-Shop	100-41425-133-	\$ 11.90
		60659			Maintenance-Shop	100-43110-133-	\$ 11.90
		60659					\$ 47.80
07/19/2023	INTERNATIONAL UNION OF	60660	Union dues - 7-10-23 Invoice	N	Clerk	100-41425-101-	\$ 70.00
		60660			Maintenance-Shop	100-43110-101-	\$ 70.00
		60660					\$ 140.00
07/19/2023	Sourcewell	60661	Planning and Zoning Services for June - Inv. 00001963	N	Planning and Zoning	100-41910-311-	\$ 1,856.25
		60661					\$ 1,856.25
07/19/2023	Active911, Inc.	60662	Renewal for 21 Firefighters - Inv. 501931	N	Fire Fighting	100-42220-324-	\$ 315.00
		60662					\$ 315.00
07/19/2023	CROW WING POWER	60663	Monthly - 7-7-23 Invoices	N	City Hall	100-41941-381-	\$ 474.94
		60663			Fire Stations and Buildings	100-41941-381-	\$ 35.74
		60663			Maintenance-Shop	100-42280-381-	\$ 156.87
		60663			Maintenance-Shop	100-43110-381-	\$ 119.98
		60663			Maintenance-Shop	100-43110-381-	\$ 52.38

Fund Name: All Funds

Date Range: 07/12/2023 To 07/31/2023

Date	Vendor	Check #	Description	Void	Account Name	F-A-O-P	Total
		60663				100-43110-381-	25.81
		60663			Street Lighting	100-43160-381-	291.00
		60663			Park Areas	100-45202-381-	25.29
		60663				100-45202-381-	24.00
		60663			Cemetery	100-49010-381-	37.67
		60663			Sewer Utilities - Sewer Lift Stations	602-49470-381-	33.28
		60663				602-49470-381-	33.03
		60663				602-49470-381-	49.80
		60663					\$ 1,359.79
07/19/2023	Econo Signs, LLC.	60664	Inv. 10-982614:StreetSigns,PedCross ingw/Base,Posts	N	Traffic Engineering Expenditures	100-42601-226-	\$ 2,052.99
		60664					
		60664					\$ 2,052.99
07/21/2023	FEDERAL WITHHOLDING/ON LINE	330715	Federal Withholding - 7/19/23 Payroll	N	Council/Town Board	100-41110-103-	\$ 99.44
		330715				100-41110-122-	\$ 80.60
		330715				100-41110-135-	\$ 18.84
		330715			Mayor	100-41310-103-	\$ 38.25
		330715				100-41310-122-	\$ 31.00
		330715				100-41310-135-	\$ 7.25
		330715			Clerk	100-41425-101-	\$ 285.35
		330715				100-41425-103-	\$ 1.37
		330715				100-41425-104-	\$ 61.78
		330715				100-41425-122-	\$ 50.07
		330715				100-41425-122-	\$ 1.11
		330715				100-41425-122-	\$ 231.27
		330715				100-41425-135-	\$ 54.08
		330715				100-41425-135-	\$ 0.26
		330715				100-41425-135-	\$ 11.71
		330715				100-41425-171-	\$ 27.48
		330715				100-41425-171-	\$ 221.64
		330715			Planning and Zoning	100-41910-103-	\$ 84.31
		330715				100-41910-122-	\$ 68.33
		330715				100-41910-135-	\$ 15.98
		330715			City Hall	100-41941-101-	\$ 55.93
		330715				100-41941-122-	\$ 45.33
		330715				100-41941-135-	\$ 10.60
		330715				100-41941-171-	\$ 39.53
		330715			Civil Defense Expenditures	100-42501-103-	\$ 3.06
		330715				100-42501-122-	\$ 2.48

<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>
		330715				100-42501-135-	\$ 0.58
		330715			Maintenance-Shop	100-43110-101-	\$ 84.89
		330715				100-43110-122-	\$ 68.79
		330715				100-43110-135-	\$ 16.10
		330715			Paved Streets	100-43110-171-	\$ 73.31
		330715				100-43121-101-	\$ 81.79
		330715				100-43121-103-	\$ 35.60
		330715				100-43121-122-	\$ 28.85
		330715				100-43121-122-	\$ 66.29
		330715				100-43121-135-	\$ 15.50
		330715				100-43121-135-	\$ 6.75
		330715				100-43121-171-	\$ 17.02
		330715				100-43121-171-	\$ 51.31
		330715			Waste (Refuse) Disposal	100-43240-101-	\$ 14.24
		330715				100-43240-122-	\$ 11.54
		330715				100-43240-135-	\$ 2.70
		330715				100-43240-171-	\$ 7.96
		330715			Library	100-45187-103-	\$ 19.13
		330715				100-45187-122-	\$ 15.50
		330715				100-45187-135-	\$ 3.63
		330715				100-45187-171-	\$ 20.00
		330715			Park Areas	100-45202-101-	\$ 88.77
		330715				100-45202-103-	\$ 69.95
		330715				100-45202-122-	\$ 56.69
		330715				100-45202-122-	\$ 71.94
		330715				100-45202-135-	\$ 16.83
		330715				100-45202-135-	\$ 13.26
		330715				100-45202-171-	\$ 33.17
		330715				100-45202-171-	\$ 61.65
		330715			Cemetery	100-49010-101-	\$ 10.57
		330715				100-49010-103-	\$ 22.51
		330715				100-49010-122-	\$ 18.24
		330715				100-49010-122-	\$ 8.57
		330715				100-49010-135-	\$ 2.00
		330715				100-49010-135-	\$ 4.27
		330715				100-49010-171-	\$ 8.39
		330715				100-49010-171-	\$ 10.67
		330715			Waste (Refuse) Collection	227-43230-101-	\$ 8.35
		330715				227-43230-122-	\$ 6.77
		330715				227-43230-135-	\$ 1.58
		330715				227-43230-171-	\$ 6.02
		330715			Sewer Utilities - Sanitary Sewer Maintenance	602-49450-101-	\$ 3.67

Fund Name: All Funds

Date Range: 07/12/2023 To 07/31/2023

<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>
		330715				602-49450-122-	\$ 2.98
		330715				602-49450-135-	\$ 0.69
		330715				602-49450-171-	\$ 2.71
		330715			Sewer Utilities - Administration and General	602-49490-101-	\$ 22.67
		330715	Total For Check				\$ 2,771.29
07/26/2023	Wex Bank	60665	Inv. 90464963 - Fuel - Road Equip, Fire	N	Fire Fighting	100-42220-212-	\$ 94.21
		60665			Road and Bridge Equipment	100-43126-212-	\$ 762.29
		60665	Total For Check				\$ 856.50
07/26/2023	Northern Pines Mental Health	60666	Huesmann Preemployment Psych Eval. - Police Officer position	N	Police Administration	100-42110-306-	\$ 300.00
		60666	Total For Check				\$ 300.00
07/26/2023	Tri-County Septic Inspection	60667	7-25:SepticDesRev:20052 Blue Lake Rd	N	Planning and Zoning	100-41910-310-	\$ 25.00
		60667	Total For Check				\$ 25.00
07/26/2023	Verizon	60668	Maintenance - Inv. #9939577254	N	Maintenance-Shop	100-43110-321-	\$ 103.76
		60668	Total For Check				\$ 103.76
07/26/2023	Colonial Life	60669	Employee paid insurance - Inv # 47086730705326	N	Clerk	100-41425-101-	\$ 76.72
		60669	Total For Check				\$ 76.72
07/26/2023	A W Research Laboratories	60670	Sewer Sample Testing - Inv. #56441	N	Sewer Utilities - Sanitary Sewer Maintenance	602-49450-315-	\$ 232.00
		60670	Total For Check				\$ 232.00
07/26/2023	Aramark	60671	Rugs and Towels - Invs.2530160688,2530160687-CityHall/FireHall	N	City Hall	100-41941-418-	\$ 146.25
		60671			Fire Stations and Buildings	100-42280-418-	\$ 46.83
		60671	Total For Check				\$ 193.08

Fund Name: All Funds
 Date Range: -2/2023 To 07/31/2023

Date	Vendor	Check #	Description	Void	Account Name	F-A-O-P	Total
07/26/2023	Highway 18 Collision Center, Inc.	60672*	RO # 28068: 2018 Int Dump Truck Repair	N	Road and Bridge Equipment	100-43126-221-	\$ 1,026.84
	Total For Check	60672				100-43126-404-	\$ 5,400.00
							\$ 6,426.84
07/26/2023	Northstar Truck Sales	60673*	Inv. 4436 - Purchase of 2011 Freightliner M-2 Plow Truck w/belly, wing, and sander	N	Road and Bridge Equipment	100-43126-550-	\$ 99,530.13
	Total For Check	60673					\$ 99,530.13
07/31/2023	United States Treasury	60674*	41-6008803 Form 941 2nd Quarter 2023	N	Other Protection-1st Response	100-42860-112-	\$ 103.65
		60674*				100-42860-122-	\$ 84.00
		60674*				100-42860-135-	\$ 19.65
		60674*				100-42860-171-	\$ 35.09
	Total For Check	60674					\$ 242.39
07/31/2023	Money Market/Bonds	IAD2793	Deposit Into Money Market/Bonds	N	Purchase of Investments	100-49350-800-	\$ 150.58
	Total For Check	IAD2793					\$ 150.58
07/31/2023	Money Market/Bonds	IAD2794	Deposit Into Money Market/Bonds	N	Purchase of Investments	225-49350-800-	\$ 22.59
	Total For Check	IAD2794					\$ 22.59
07/31/2023	Money Market/Bonds	IAD2795	Deposit Into Money Market/Bonds	N	Purchase of Investments	226-49350-800-	\$ 60.24
	Total For Check	IAD2795					\$ 60.24
07/31/2023	Money Market/Bonds	IAD2796	Deposit Into Money Market/Bonds	N	Purchase of Investments	404-49350-800-	\$ 105.41
	Total For Check	IAD2796					\$ 105.41
07/31/2023	Money Market/Bonds	IAD2797	Deposit Into Money Market/Bonds	N	Purchase of Investments	407-49350-800-	\$ 52.70
	Total For Check	IAD2797					\$ 52.70
07/31/2023	Money Market/Bonds	IAD2798	Deposit Into Money Market/Bonds	N	Purchase of Investments	409-49350-800-	\$ 37.65
	Total For Check	IAD2798					\$ 37.65

Fund Name: All Funds

Date Range: 07/12/2023 To 07/31/2023

Date	Vendor	Check #	Description	Void	Account Name	F-A-O-P	Total
07/31/2023	Money Market/Bonds	IAD2799	Deposit into Money Market/Bonds	N	Purchase of Investments	415-49350-800-	\$ 75.29
	Total For Check	IAD2799					\$ 75.29
07/31/2023	Money Market/Bonds	IAD2800	Deposit into Money Market/Bonds	N	Purchase of Investments	416-49350-800-	\$ 52.70
	Total For Check	IAD2800					\$ 52.70
07/31/2023	Money Market/Bonds	IAD2801	Deposit into Money Market/Bonds	N	Purchase of Investments	602-49350-800-	\$ 15.06
	Total For Check	IAD2801					\$ 15.06
07/31/2023	Money Market/Bonds	IAD2802	Deposit into Money Market/Bonds	N	Purchase of Investments	100-49350-800-	\$ 91.21
	Total For Check	IAD2802					\$ 91.21
07/31/2023	Money Market/Bonds	IAD2803	Deposit into Money Market/Bonds	N	Purchase of Investments	225-49350-800-	\$ 13.68
	Total For Check	IAD2803					\$ 13.68
07/31/2023	Money Market/Bonds	IAD2804	Deposit into Money Market/Bonds	N	Purchase of Investments	226-49350-800-	\$ 36.48
	Total For Check	IAD2804					\$ 36.48
07/31/2023	Money Market/Bonds	IAD2805	Deposit into Money Market/Bonds	N	Purchase of Investments	404-49350-800-	\$ 63.85
	Total For Check	IAD2805					\$ 63.85
07/31/2023	Money Market/Bonds	IAD2806	Deposit into Money Market/Bonds	N	Purchase of Investments	407-49350-800-	\$ 31.92
	Total For Check	IAD2806					\$ 31.92
07/31/2023	Money Market/Bonds	IAD2807	Deposit into Money Market/Bonds	N	Purchase of Investments	409-49350-800-	\$ 22.80
	Total For Check	IAD2807					\$ 22.80
07/31/2023	Money Market/Bonds	IAD2808	Deposit into Money Market/Bonds	N	Purchase of Investments	415-49350-800-	\$ 45.61
	Total For Check	IAD2808					\$ 45.61
07/31/2023	Money Market/Bonds	IAD2809	Deposit into Money Market/Bonds	N	Purchase of Investments	416-49350-800-	\$ 31.93

Fund Name: A11 Funds

Date Range: 07/01/2023 To 07/31/2023

<u>Date</u>	<u>Vendor</u>	<u>Total For Check</u>	<u>Check #</u>	<u>Description</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-O-P</u>	<u>Total</u>
07/31/2023	Money Market/Bonds		IAD2810	Deposit Into Money Market/Bonds	N	Purchase of Investments	602-49350-800-	\$ 9.12
Total For Selected Checks								\$ 31.93
Total For Check								\$ 9.12
Total For Selected Checks								\$ 189,295.39

7/31/2023

General Fund

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Disbursements:			
Council/Town Board	13,320.41	11,536.71	1,783.70
Ordinances and Proceedings	3,120.83	900.75	2,220.08
Total Acct 411	16,441.24	12,437.46	4,003.78
Mayor	4,628.74	4,090.94	537.80
Total Acct 413	4,628.74	4,090.94	537.80
Elections	58.33	0.52	57.81
Clerk	117,871.20	103,842.33	14,028.87
Total Acct 414	117,929.53	103,842.85	14,086.68
Internal Auditing	7,099.16	700.00	6,399.16
Total Acct 415	7,099.16	700.00	6,399.16
Planning and Zoning	36,350.40	29,206.11	7,144.29
General Government Buildings and Plant	1,995.00	2,416.00	(421.00)
City Hall	34,507.04	34,307.64	199.40
Total Acct 419	72,852.44	65,929.75	6,922.69
Police Administration	22,293.23	25,088.21	(2,794.98)
Patrol	90,071.28	52,198.56	37,872.72
Police Training	1,364.41	20.86	1,343.55
Total Acct 421	113,728.92	77,307.63	36,421.29
Fire Administration	30,403.92	31,627.08	(1,223.16)
Fire Fighting	87,024.53	19,996.51	67,028.02
Fire Training	6,474.99	1,300.15	5,174.84
Fire Stations and Buildings	8,306.66	8,940.76	(634.10)
Total Acct 422	132,210.10	61,864.50	70,345.60
Building Inspections Administration	2,041.67	512.50	1,529.17
Rental Inspections	1,283.33	537.50	745.83
Total Acct 424	3,325.00	1,050.00	2,275.00
Civil Defense Expenditures	667.34	301.44	365.90
Total Acct 425	667.34	301.44	365.90
Traffic Engineering Expenditures	2,654.17	5,039.99	(2,385.82)
Total Acct 426	2,654.17	5,039.99	(2,385.82)
Other Protection-1st Response	24,963.75	4,142.22	20,821.53
Total Acct 428	24,963.75	4,142.22	20,821.53
Maintenance-Shop	80,943.32	86,216.21	(5,272.89)
Paved Streets	46,360.42	40,043.08	6,317.34
Unpaved Streets	29,429.15	44,316.00	(14,886.85)
Ice and Snow Removal	2,625.00	0.00	2,625.00
Road and Bridge Equipment	96,874.24	128,053.08	(31,178.84)
Bridges, Viaducts and Grade Separations	175.00	0.00	175.00
Street Lighting	2,041.67	2,094.50	(52.83)
Total Acct 431	258,448.80	300,722.87	(42,274.07)
Waste (Refuse) Disposal	9,791.25	7,361.54	2,429.71
Total Acct 432	9,791.25	7,361.54	2,429.71
Historical Society	58.33	100.00	(41.67)
Total Acct 450	58.33	100.00	(41.67)
Library	3,310.41	1,828.32	1,482.09
Total Acct 451	3,310.41	1,828.32	1,482.09
Park Areas	14,215.84	14,393.43	(177.59)
Total Acct 452	14,215.84	14,393.43	(177.59)
Water Resources	583.33	1,000.00	(416.67)
Emily Waters	8,604.16	0.00	8,604.16

7/31/2023

General Fund

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Disbursements:			
Total Acct 461	9,187.49	1,000.00	8,187.49
Economic Development and Assistance	746.10	0.00	746.10
Total Acct 465	746.10	0.00	746.10
Food Shelf	145.83	250.00	(104.17)
Cemetery	11,252.49	6,488.33	4,764.16
Total Acct 490	11,398.32	6,738.33	4,659.99
Total Disbursements	803,656.93	668,851.27	134,805.66
Other Financing Uses:			
Unrealized Investment Loss	3,791.66	1,410.45	2,381.21
Purchase of Investments	146,766.58	61,509.39	85,257.19
Total Acct 493	150,558.24	62,919.84	87,638.40
Total Other Financing Uses	150,558.24	62,919.84	87,638.40
Beginning Cash Balance		591,174.01	
Total Receipts and Other Financing Sources		907,738.28	
Total Disbursements and Other Financing Uses		731,771.11	
Cash Balance as of 07/31/2023		767,141.18	

7/31/2023

Sewage Collection and Disposal

	<u>Budget</u>	<u>Actual</u>	<u>Vari.</u>
Receipts:			
Current Ad Valorem Taxes	35,286.76	35,280.89	(5.87)
Delinquent Ad Valorem Taxes	875.00	459.37	(415.63)
Mobile Home Tax	0.29	1.36	1.07
Fiscal Disparities	116.67	166.65	49.98
Total Acct 310	36,278.72	35,908.27	(370.45)
Severed Mineral Tax	8.75	11.95	3.20
Total Acct 318	8.75	11.95	3.20
Penalties and Interest on Ad valorem Taxes	0.00	0.00	0.00
Principal on Special Assessments	1,668.33	2,039.66	371.33
Penalties and Interest on Special Assessments	204.17	60.48	(143.69)
Total Acct 319	1,872.50	2,100.14	227.64
Public Utilities	72.92	0.00	(72.92)
Total Acct 321	72.92	0.00	(72.92)
Homestead and Agricultural Credit Aid (HACA)	904.17	1,582.22	678.05
Total Acct 334	904.17	1,582.22	678.05
Interest Earning	262.50	287.08	24.58
Refunds	0.00	4.00	4.00
Total Acct 362	262.50	291.08	28.58
Rate Class I	46,083.31	53,917.84	7,834.53
Connection/Reconnection Fees	0.00	2,000.00	2,000.00
Penalties and Forfeited Discounts	525.00	413.04	(111.96)
Hauled Wastewater Fees	262.50	0.00	(262.50)
Total Acct 372	46,870.81	56,330.88	9,460.07
Total Revenues	86,270.37	96,224.54	9,954.17
Other Financing Sources:			
Unrealized Investment Gain	116.67	54.69	(61.98)
Total Acct 391	116.67	54.69	(61.98)
Sale of Investment	14,583.33	5,936.94	(8,646.39)
Total Acct 399	14,583.33	5,936.94	(8,646.39)
Total Other Financing Sources	14,700.00	5,991.63	(8,708.37)
Disbursements:			
Bond Principal	34,999.98	60,000.00	(25,000.02)
Total Acct 471	34,999.98	60,000.00	(25,000.02)
Interest - Bonds	15,623.12	26,782.50	(11,159.38)
Total Acct 472	15,623.12	26,782.50	(11,159.38)
Fiscal Agent's Fees	277.08	475.00	(197.92)
Total Acct 475	277.08	475.00	(197.92)
Sewer Utilities - Sanitary Sewer Maintenance	22,443.74	17,169.30	5,274.44
Sewer Utilities - Sanitary Sewer Cleaning	3,500.00	0.00	3,500.00
Sewer Utilities - Sewer Lift Stations	4,964.16	1,633.40	3,330.76
Sewer Utilities - Administration and General	3,992.93	4,887.28	(894.35)
Total Acct 494	34,900.83	23,689.98	11,210.85
Total Disbursements	85,801.01	110,947.48	(25,146.47)

7/31/2023

Waste Collection and Disposal

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Other Financing Uses:			
Unrealized Investment Loss	364.58	141.06	223.52
Purchase of Investments	14,804.78	6,107.45	8,697.33
Total Acct 493	<u>15,169.36</u>	<u>6,248.51</u>	<u>8,920.85</u>
Total Other Financing Uses	<u>15,169.36</u>	<u>6,248.51</u>	<u>8,920.85</u>
Beginning Cash Balance		97,682.76	
Total Receipts and Other Financing Sources		102,216.17	
Total Disbursements and Other Financing Uses		<u>117,195.99</u>	
Cash Balance as of 07/31/2023		82,702.94	

Fund Name: 602 - Sewage Collection and Disposal

Date Range: 07/01/2023 To 07/31/2023

<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>
07/05/2023	Crow Wing County	12931*	GenlDelPropTaxes,FiscDisp,Sev eredMineral P&I,SpecAsst,AdminCit	(07/05/2023) -	N Current Ad Valorem Taxes	602-31010-	\$ 33,954.20
					Delinquent Ad Valorem Taxes	602-31020-	\$ 412.25
					Fiscal Disparities	602-31040-	\$ 161.19
					Severed Mineral Tax	602-31850-	\$ 11.95
					Principal on Special Assessments	602-31951-	\$ 1,109.26
							\$ 35,648.85
07/10/2023	UTILITY BILLING	12945*	Sewer Charges - ACH	(07/06/2023) -	N Rate Class I	602-37210-	\$ 188.21
							\$ 188.21
07/10/2023	UTILITY BILLING	12946*	Sewer Charges - ACH	(07/07/2023) -	N Rate Class I	602-37210-	\$ 171.10
							\$ 171.10
07/10/2023	UTILITY BILLING	12947*	Sewer Charges - ACH	(07/10/2023) -	N Rate Class I	602-37210-	\$ 171.10
							\$ 171.10
07/10/2023	UTILITY BILLING	12948*	Sewer Charges - ACH	(07/10/2023) -	N Rate Class I	602-37210-	\$ 171.10
							\$ 171.10
07/10/2023	UTILITY BILLING	12949*	Sewer Charges - ACH	(07/12/2023) -	N Rate Class I	602-37210-	\$ 171.10
							\$ 171.10
07/10/2023	UTILITY BILLING	12950*	Sewer Charges - ACH	(07/12/2023) -	N Rate Class I	602-37210-	\$ 171.10
							\$ 171.10
07/10/2023	UTILITY BILLING	12951*	Sewer Charges - ACH	(07/12/2023) -	N Rate Class I	602-37210-	\$ 171.10
							\$ 171.10
07/13/2023	UTILITY BILLING	12954	Sewer Charges	(07/17/2023) -	N Rate Class I	602-37210-	\$ 2,661.90
							\$ 2,661.90
07/13/2023	UTILITY BILLING	12955	Sewer Charges	(07/17/2023) -	N Rate Class I	602-37210-	\$ 3,149.94
							\$ 3,149.94

Fund Name: 602 - Sewage Collection and Disposal

Date Range: 07/01/2023 To 07/31/2023

Date	Remitter	Receipt #	Description	Deposit ID	Void Account Name	F-A-P	Total
07/13/2023	UTILITY BILLING	12956	Sewer Charges	(07/17/2023) -	N Rate Class I	602-37210-	\$ 2,670.57 \$ 2,670.57
07/18/2023	Michael Wille	12962*	Invs. 23-35 and 23-34 Sewer Connection Fee and Quarterly Charges from 9-1-19 to Present	(07/19/2023) -	N Rate Class I	602-37210-	\$ 2,480.68
07/21/2023	UTILITY BILLING	12964	Sewer Charges	(07/21/2023) -	N Rate Class I	602-37210-	\$ 2,223.07 \$ 2,223.07
07/21/2023	UTILITY BILLING	12965*	Sewer Charges - ACH	(07/14/2023) -	N Rate Class I	602-37210-	\$ 171.10 \$ 171.10
07/21/2023	UTILITY BILLING	12966*	Sewer Charges - ACH	(07/17/2023) -	N Rate Class I	602-37210-	\$ 171.00 \$ 171.00
07/21/2023	UTILITY BILLING	12967*	Sewer Charges - ACH	(07/20/2023) -	N Rate Class I	602-37210-	\$ 171.10 \$ 171.10
07/25/2023	UTILITY BILLING	12975	Sewer Charges	(07/25/2023) -	N Rate Class I	602-37210-	\$ 1,477.19 \$ 1,477.19
07/25/2023	UTILITY BILLING	12976*	Sewer Charges - ACH	(07/26/2023) -	N Rate Class I	602-37210-	\$ 171.10 \$ 171.10
07/26/2023	UTILITY BILLING	12979	Sewer Charges	(07/27/2023) -	N Rate Class I	602-37210-	\$ 1,145.00
			Penalties and Forfeited Discounts	602-37260-			\$ 1.56 \$ 1,146.56
07/31/2023	UTILITY BILLING	12981	Sewer Charges	(07/31/2023) -	N Rate Class I	602-37210-	\$ 855.60 \$ 855.60
07/31/2023	UTILITY BILLING	12983	Sewer Charges	(07/31/2023) -	N Rate Class I	602-37210-	\$ 513.30 \$ 513.30

Fund Name: 602 - Sewage Collection and Disposal

Date Range: 07/01/2023 To 07/31/2023

<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>
07/31/2023	PINE RIVER STATE BANK	12998	Int CR Checking	(07/31/2023) -	N	Interest Earning	602-36210-	\$ 11.58
07/31/2023	Pershing	12999	Int CR Investments - MIMMF and Muni Bonds	(07/31/2023) -	N	Interest Earning	602-36210-	\$ 15.06
07/31/2023	Pershing	13000	Unrealized Investment Gains	(07/31/2023) -	N	Unrealized Investment Gain	602-39103-	\$ 9.12
Total for Selected Receipts								\$ 56,762.53

Fund Name: 602 - Sewage Collection and Disposal

Date Range: 07/12/2023 To 07/31/2023

Date	Vendor	Check #	Description	Void	Account Name	F-A-O-P	Total
07/12/2023	EMILY ACE HARDWARE	60619	Inv. 6-30:Dump,ShopRprSupp,S mTIs,Matls,Park Matls,Rpr,SmTIs,Rd/BrdgSmTIs, Rpr,SewMatls	N	Sewer Utilities - Sanitary Sewer Maintenance	602-49450-215-	\$ 112.36
Total For Check 60619							\$ 112.36
07/12/2023	LAKE COUNTRY FOODS	60622	Statement dated 7-5-23 account #2480	N	Sewer Utilities - Sanitary Sewer Maintenance	602-49450-212-	\$ 28.92
Total For Check 60622							\$ 28.92
07/12/2023	Midwest Machinery Co.	60627	Inv.9648685,9653278,9658547: Repair Parts for Mowers and Gator	N	Sewer Utilities - Sanitary Sewer Maintenance	602-49450-221-	\$ 125.81
Total For Check 60627							\$ 125.81
07/12/2023	GOPHER STATE ONE-CALL	60629	Inv. 3060380 - Locates	N	Sewer Utilities - Administration and General	602-49490-385-	\$ 12.15
Total For Check 60629							\$ 12.15
07/12/2023	Bond Trust Services Corporation	60644	Statements 79459, 79461,79460 - City Hall, 2014 Rd Proj, Sewer Rev Bonds Prin and Int	N	Interest - Bonds	602-47210-611-	\$ 13,091.25
Total For Check 60644							\$ 13,091.25
07/12/2023	Bond Trust Services Corporation	60646	Inv. 81420,81421 - Agent Fees for 2014 Rd Proj and Sewer Revenue Bonds	N	Fiscal Agent's Fees	602-47501-620-	\$ 475.00
Total For Check 60646							\$ 475.00
07/17/2023	MINNESOTA REVENUE	330718	State Withholding - 7/5/23 Payroll	N	Sewer Utilities - Sanitary Sewer Maintenance	602-49450-172-	\$ 2.02
07/17/2023		330718		N	Sewer Utilities - Administration and General	602-49490-172-	\$ 7.63
Total For Check 330718							\$ 9.65
07/18/2023	PERA	330717	Retirement contributions - 7/5/23 Payroll	N	Sewer Utilities - Sanitary Sewer Maintenance	602-49450-101-	\$ 3.37
07/18/2023		330717		N	Sewer Utilities - Sanitary Sewer Maintenance	602-49450-121-	\$ 3.89

Fund Name: 602 - Sewage Collection and Disposal

Date Range: 07/12/2023 To 07/31/2023

<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>
		330717			Sewer Utilities - Administration and General	602-49490-101-	\$ 18.61
		330717				602-49490-121-	\$ 21.46
		330717					\$ 47.33
07/19/2023	Payroll Period Ending 07/19/2023	60649	Regular Payroll - 7-5 to 7-18	N	Sewer Utilities - Sanitary Sewer Maintenance	602-49450-101-	\$ 19.06
		60649					\$ 19.06
07/19/2023	Payroll Period Ending 07/19/2023	60652	Regular Payroll - 7-5 to 7-18	N	Sewer Utilities - Administration and General	602-49490-101-	\$ 230.23
		60652					\$ 230.23
07/19/2023	Payroll Period Ending 07/19/2023	60655	Regular Payroll - 7-5 to 7-18	N	Sewer Utilities - Sanitary Sewer Maintenance	602-49450-101-	\$ 16.70
		60655					\$ 16.70
07/19/2023	PEOPLESERVICE, INC.	60658	Inv. 0043407 - August 2023 Wastewater Operating Services	N	Sewer Utilities - Sanitary Sewer Maintenance	602-49450-407-	\$ 2,090.00
		60658					\$ 2,090.00
07/19/2023	CROW WING POWER	60663	Monthly - 7-7-23 Invoices	N	Sewer Utilities - Sewer Lift Stations	602-49470-381-	\$ 33.28
		60663				602-49470-381-	\$ 33.03
		60663				602-49470-381-	\$ 49.80
		60663					\$ 116.11
07/21/2023	FEDERAL WITHHOLDING/ON LINE	330715	Federal Withholding - 7/19/23 Payroll	N	Sewer Utilities - Sanitary Sewer Maintenance	602-49450-101-	\$ 3.67
		330715				602-49450-122-	\$ 2.98
		330715				602-49450-135-	\$ 0.69
		330715				602-49450-171-	\$ 2.71
		330715				602-49490-101-	\$ 22.67
		330715					\$ 18.37
		330715				602-49490-135-	\$ 4.30
		330715				602-49490-171-	\$ 7.17
		330715					\$ 62.56
07/26/2023	A W Research Laboratories	60670	Sewer Sample Testing - Inv. #56441	N	Sewer Utilities - Sanitary Sewer Maintenance	602-49450-315-	\$ 232.00
		60670					\$ 232.00

Fund Name: 607 - Sewage Collection and Disposal

Date Range: 02/2023 To 07/31/2023

Date	Vendor	Check #	Description	Void	Account Name	F-A-O-P	Total
07/31/2023	Money Market/Bonds	IAD2801	Deposit Into Money Market/Bonds	N	Purchase of Investments	602-49350-800-	\$ 15.06
Total For Check IAD2801							\$ 15.06
07/31/2023	Money Market/Bonds	IAD2810	Deposit Into Money Market/Bonds	N	Purchase of Investments	602-49350-800-	\$ 9.12
Total For Check IAD2810							\$ 9.12
Total For Selected Checks							\$ 16,693.31

7/31/2023

General Fund

	<u>Budget</u>	<u>Actual</u>	<u>Vari</u>
Receipts:			
Current Ad Valorem Taxes	764,894.14	666,647.74	(98,246.40)
Delinquent Ad Valorem Taxes	9,274.99	7,547.67	(1,727.32)
Mobile Home Tax	5.83	19.68	13.85
Fiscal Disparities	1,166.67	3,146.61	1,979.94
Total Acct 310	775,341.63	677,361.70	(97,979.93)
Franchise Taxes	2,187.50	0.00	(2,187.50)
Severed Mineral Tax	125.42	227.89	102.47
Total Acct 318	2,312.92	227.89	(2,085.03)
Penalties and Interest on Ad valorem Taxes	1,496.25	481.44	(1,014.81)
Forfeited Tax Sale Apportionments	3,150.00	4,763.55	1,613.55
Principal on Special Assessments	0.00	0.00	0.00
Penalties and Interest on Special Assessments	20.42	0.00	(20.42)
Total Acct 319	4,666.67	5,244.99	578.32
Licenses & Permits	58.33	0.00	(58.33)
Alcoholic Beverages	4,232.08	50.00	(4,182.08)
Rental Dwelling License	2,041.67	1,225.00	(816.67)
Right-of-Way Management	0.00	0.00	0.00
Total Acct 321	6,332.08	1,275.00	(5,057.08)
Building Permits (Excludes surcharge)	13,270.83	18,580.00	5,309.17
Animal Licenses	23.33	15.00	(8.33)
Total Acct 322	13,294.16	18,595.00	5,300.84
Federal Grants - Emergency Preparedness/Emergency Management Aid	0.00	23,496.63	23,496.63
Federal Payments in Lieu of Taxes	1.17	4.84	3.67
Total Acct 331	1.17	23,501.47	23,500.30
Homestead and Agricultural Credit Aid (HACA)	24,645.82	23,203.64	(1,442.18)
Police Training Reimbursement	291.67	0.00	(291.67)
Agricultural Market Value Credit	309.17	0.00	(309.17)
Fire Training Reimbursement	2,333.33	1,300.00	(1,033.33)
State Fire Aid	7,148.75	0.00	(7,148.75)
Supp. Fire State Aid	1,458.33	0.00	(1,458.33)
State Police Aid	7,875.00	0.00	(7,875.00)
Total Acct 334	44,062.07	24,503.64	(19,558.43)
Grants & Aids from Other LGUs	2,520.00	962.00	(1,558.00)
Total Acct 336	2,520.00	962.00	(1,558.00)
City/Town Hall Rent	291.67	510.00	218.33
Zoning and Subdivision Fees	2,158.33	1,650.00	(508.33)
Assessment Searches	583.33	611.00	27.67
Candidate Filing Fee	0.00	0.00	0.00
Copies/Faxes	40.83	48.40	7.57
Total Acct 341	3,074.16	2,819.40	(254.76)
Special Police Services	1,400.00	600.00	(800.00)
Special Fire Protection Services	15,049.99	46,342.65	31,292.66
First Responder Charges	4,468.33	5,850.03	1,381.70
Total Acct 342	20,918.32	52,792.68	31,874.36
Sale of Culverts	653.33	0.00	(653.33)
Contractor Water Use	0.00	0.00	0.00
Total Acct 343	653.33	0.00	(653.33)
Refuse Collection Charges	1,750.00	0.00	(1,750.00)
Total Acct 344	1,750.00	0.00	(1,750.00)
Cemetery Revenues	291.67	500.00	208.33
Cemetery -Grave openings	3,222.91	2,400.00	(822.91)

7/31/2023

General Fund

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Receipts:			
Cemetery -Sale of lots	7,583.33	3,015.00	(4,568.33)
Misc. Rents	11.67	1.00	(10.67)
Verizon Rental	7,700.00	7,700.00	0.00
Total Acct 349	18,809.58	13,616.00	(5,193.58)
Court Fines	478.33	426.46	(51.87)
Administrative Fines (Penalties)	291.67	3,292.50	3,000.83
Total Acct 351	770.00	3,718.96	2,948.96
Interest Earning	2,333.33	2,883.20	549.87
Contributions and Donations from Private Sources	0.00	0.00	0.00
Refunds	3,500.00	20,319.98	16,819.98
Total Acct 362	5,833.33	23,203.18	17,369.85
Total Revenues	900,339.42	847,821.91	(52,517.51)
Other Financing Sources:			
Unrealized Investment Gain	0.00	546.99	546.99
Total Acct 391	0.00	546.99	546.99
Capital Contributions	58.33	0.00	(58.33)
Total Acct 397	58.33	0.00	(58.33)
Sale of Investment	145,833.25	59,369.38	(86,463.87)
Total Acct 399	145,833.25	59,369.38	(86,463.87)
Total Other Financing Sources	145,891.58	59,916.37	(85,975.21)

REPORT FOR EMILY CITY COUNCIL MEETING
AUGUST 8 TH 2023

EMILY VOLUNTEER FIRE DEPARTMENT

- We had 17 members at our meeting
- 2 Calls since the last meeting
- Checked equipment / SCBA'S
- Cleaned up after Emily Day

Respectfully submitted,

A handwritten signature in black ink that reads "Chad Genz". The signature is written in a cursive style with a large initial "C" and a long, sweeping underline.

Chad Genz
Chief - Emily Fire Dept.

**CITY OF EMILY
RESOLUTION NO. 23-32**

RESOLUTION ACCEPTING DONATION TO THE CITY

WHEREAS, the City of Emily is generally authorized to accept donations of real and personal property pursuant to Minnesota Statutes Section 465.03 for the benefit of its citizens, and is specifically authorized to accept gifts.

WHEREAS, the following persons and entities have offered to contribute the cash amounts set forth below to the City:

<u>Name of Donor</u>	<u>Amount</u>
Emily Firemen's Relief Association	\$ 2,000.00

WHEREAS, the terms or conditions of the donations, if any, are as follows:

<u>Donation Number</u>	<u>Terms or Conditions</u>
23-32	Firemen's Equipment Fund

WHEREAS, all such donations have been contributed to the City for the benefit of its citizens, as allowed by law; and

WHEREAS, the City Council finds that it is appropriate to accept the donations offered.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EMILY, MINNESOTA AS FOLLOWS:

1. The following donations are accepted and shall be used as follows: \$2,000.00 to the firemen's equipment fund.
2. The city clerk is hereby directed to issue receipts to each donor acknowledging the City's receipt of the donor's donation.

Adopted by the City Council of Emily, Minnesota this 8th day of August 2023.

Tracy Jones, Mayor

ATTEST:

Cari Johnson, City Clerk/Treasurer

MINNESOTA LAWFUL GAMBLING

LG555 Government Approval or Acknowledgment for Use of Gambling Funds

Keep this completed form attached to the LG100C in your organization's records. You do not need to submit this form to the Gambling Control Board or the Department of Revenue.

ORGANIZATION AND EXPENDITURE INFORMATION (attach additional sheets if necessary)

Organization Name: Emily Firemens Relief Association	License Number: 02215
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Address: PO Box 163	City/State/Zip: Emily, MN 56447
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1. Amount of proposed lawful purpose expenditure: \$2,000.00
2. Check one expenditure category:
 - A. **Contribution to a unit of government**—United States, state of Minnesota, or any of its subdivisions, agencies, or instrumentalities.
 - B. **Wildlife management project or activity** that benefits the public at large, with approval by the Minnesota Department of Natural Resources (DNR).
 - C. **Grooming and maintaining snowmobile or all-terrain vehicle trails** established under Minnesota Statutes, Sections 84.83 and 84.927, including purchase or lease of equipment, with approval by the DNR. All trails must be open to public use.
 - D. **Supplies and materials for safety training and educational programs** coordinated by the DNR, including the Enforcement Division.
 - E. **Citizen monitoring of surface water quality testing** for public waters by individuals or nongovernmental organizations, with Minnesota Pollution Control Agency (MPCA) guidance on monitoring procedures, quality assurance protocols, and data management, providing that data is submitted to the MPCA.

3. Describe the proposed expenditure, including vendors:

City Fire Equipment Fund.

- **NO FINANCIAL OR OTHER BENEFIT:** I affirm that the contribution or expenditure does not result in any monetary, economic, financial, or material benefit to our organization, in compliance with Minn. Rule 7861.0320, subp. 17, para. C.
- **FOR DNR-RELATED PROJECTS:** I affirm that when lawful gambling funds are used for grooming and maintaining snowmobile or all-terrain vehicle trails or for any wildlife management project for which reimbursement is received from a unit of government, the reimbursement funds must be deposited in our lawful gambling account and recorded on form LG100C.
- **FOR SURFACE WATER QUALITY TESTING:** I affirm that the MPCA has been consulted in developing the monitoring plan and that the data collected will be submitted to the MPCA. Send form for signature to: Manager, Water Monitoring Section, Minnesota Pollution Control Agency, 520 Lafayette Road North, St. Paul, MN 55155. Website: www.pca.state.mn.us

_____ Chief Executive Officer's Signature Jon Chmielecki Print Name	_____ Date 7/28/2023 _____ Daytime Phone 218 851-7408
--	--

GOVERNMENT APPROVAL/ACKNOWLEDGMENT

- Contribution amount: \$2,000.00. Government use of contribution (check one):
- Wildlife**—DNR approves the wildlife management project or activity.
 - Trails**—DNR approves the grooming/maintaining of snowmobile and/or all-terrain vehicle trails.
 - Safety training**—DNR approves the supplies/materials for DNR safety training and educational programs.
 - Water quality testing**—MPCA approves the surface water quality testing project.
 - Donation to other unit of government** (city, county, state, federal, or any of their subdivisions) provided the funds will not be used for a pension or retirement fund.

Unit of Government: City of Emily	Phone: 218 763-2480
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Address: PO Box 68	City/State/Zip: Emily, MN 56447
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By signature below, the representative of the unit of government acknowledges and approves the contribution amount for the use as listed above.

_____ Signature Tracy Jones Print Name	_____ Date Mayor Title
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Questions? Contact the Minnesota Gambling Control Board at 651-539-1900. This form will be made available in alternative format (i.e. large print, braille) upon request. The information requested on this form will become public information, when requested by the Board, and will be used to determine your compliance with Minnesota statutes and rules governing lawful gambling activities.



Phone: 888.777.7850
Fax: 888.777.7875
Cell: 785.313.3154
215 S. Seth Child Road
Manhattan, KS 66502
www.clpusa.net

October 20, 2022

Customer Name: Emily, MN

Equipment: New Custom Fire Pumper
Sales Representative: Wayde Kirvida @ Customer Fire
Delivery: Estimated 14-15 months

Community Leasing Partners, a Division of *Community First National Bank*, is pleased to present the following financing options for your review and consideration.

Option 1

Total Cost:	\$ 550,000.00	Payment Frequency:	Annual
Down Payment:	\$ 25,000.00	First Payment:	October 1, 2023
Trade In:	\$ -		
Amount Financed:	\$ 525,000.00		
Term in Years:	10	<u>Existing Lease Payment</u>	
Payments (1-3):	\$44,900.00	\$34,664.96	= \$79,564.96
Balance of Payments (4-10):	\$79,564.96		
Interest Rate:	4.88%		

- **THERE ARE NO DOCUMENTATION OR CLOSING FEES ASSOCIATED WITH THIS PROPOSAL.**
- Fixed interest rate for the terms provided unless otherwise stated.
- The quoted interest rate is valid for 14-days from the date of the proposal. To lock in the interest rate, a credit submission would be required, and a credit approval attained within the same 14-day period. This financing is to be executed and funded within 30 days of the date of the proposal, or Lessor reserves the right to adjust the interest rate. The proposal is subject to credit review and approval of mutually acceptable documentation.
- This proposal has been prepared assuming the lessee is bank qualified and that the proposed lease qualifies for Federal Income Tax Exempt Status for the Lessor under Section 103 of the IRS Code.

Thank you for allowing Community Leasing Partners the opportunity to provide this proposal. If you have any questions regarding the options presented, need additional options, or would like to proceed with a financing, please contact me at 1-888-777-7850.

Respectively,

Blake J. Kaus
Vice President & Director of Leasing
blakekaus@clpusa.net



Custom Fire Additions, Inc. • 977 50th Ave., Oshkosh, WI 54903-4744 • 715.294.2593 Fax: 715.294.1148
www.customfire.com

JOB CHANGE ORDER

CUSTOMER Emily
DATE PROPOSED 5/11/2023
TYPE OF CHANGE Per Pre Build

REVISION: 1

PART NUMBER	DESCRIPTION	CHANGE COST	INITIAL TO SELECT
ADDITIONS			
	Upgrade to the Full response cab enclosure with Heat AC circulation fans, pass thru to chassis cab, EMS cabinet with command desk, windows and floors, Upper rear of cab cross lays with two (2) poly hose cartridges	\$ 56,432.00	YES NO
	GPS unit mounted to the chassis cab dash	\$ 360.00	YES NO
	Add three Storz brackets	\$ 420.00	YES NO
	Front bumper hose well to be full width of bumper	\$ -	YES NO
	Wheel trim lug and hub covers	\$ 358.30	YES NO
	Customer would like to pump and roll	\$ -	YES NO
	Retain red rubber booster hose	\$ -	YES NO
	Foam discharges: Front bumper, both cross lays, rear 2.5"	\$ -	YES NO
	Add A wheel PS tank level light to the rear of body	\$ 326.40	YES NO
	Add the 2.5' 30deg elbow to the rear tank fill	\$ 150.00	YES NO
	The compartments are to match the drawing option selected	\$ -	YES NO
	EFD in Tailboard	\$ -	YES NO
	Add One (1) hose bed divider Total of Two (2)	\$ 358.00	YES NO
	Flag holders 2	\$ 180.00	YES NO
	Add One (1) shelf to D-1	\$ 441.60	YES NO
	change suction hose to Long handle	\$ -	YES NO
	Add a second rear camera monitor to the enclosed top mount pump operator station	\$ 883.20	YES NO
	Floor mounted switch Passenger side for air horns	\$ 150.00	YES NO
	Air horns mounted to sides of hood	\$ -	YES NO
	OPTIONAL Cascade refill system includes Four (4) DOT bottles One (1) gauge panel One (1) fill containment center. Bottles mounted overhead of body in forward hose bed Gauge and containment location TBD	\$ 31,080.00	YES NO
		\$ -	YES NO
		\$ -	YES NO
		\$ -	YES NO
		\$ -	YES NO
	Total Additions	\$ 91,590.00	
SUBTRACTIONS			
	Remove helmet holders 2 Each	\$ (196.00)	YES NO
	Remove pump cooler to ground	\$ (207.20)	YES NO
	Remove deluge discharge, Deluge monitor, and all associated	\$ (6,785.60)	YES NO
	Remove the access panel in the rear of body for fuel tank access	\$ (512.00)	YES NO
	Remove 5 folding steps	\$ (1,052.80)	YES NO
	Remove the license plate bracket	\$ (95.20)	YES NO
	Remove Two (2) pedestal base swivel lights located in the mid section of the open top mount pump panel	\$ (1,300.00)	YES NO
	Difference in chassis allotment VS Kenworth chassis invoice	\$ (6,000.00)	YES NO
		\$ -	YES NO
		\$ -	YES NO
		\$ -	YES NO
		\$ -	YES NO
		\$ -	YES NO
	Total Subtractions	\$ (15,148.30)	
TOTAL CHANGE		\$ 75,541.20	

CHANGE ORDER ACCEPTANCE MUST BE RECEIVED AT FACTORY BY 10 days from receipt FAILURE TO RETURN ACCEPTANCE BY ABOVE DATE WILL BE CONSTRUCTIVE ACCEPTANCE AND WORK WILL BE COMPLETED AT THE COST SHOWN ABOVE.

***** CONDITIONS OF CUSTOMER ACCEPTANCE *****

THIS CHANGE ORDER BECOMES PART OF AND IN CONFORMANCE WITH THE EXISTING CONTRACT. THE ABOVE PRICES AND SPECIFICATIONS OF THIS CHANGE ORDER ARE SATISFACTORY AND ARE HEREBY ACCEPTED. ALL WORK TO BE PERFORMED UNDER SAME TERMS AND CONDITIONS AS SPECIFIED IN ORIGINAL CONTRACT UNLESS OTHERWISE STIPULATED.

CUSTOMER APPROVAL AND ACCEPTANCE
Name: Jay Jouts
Title: Mgr
Signature: [Signature]
Date: 5/11/23



Monthly Report

July		Cary	Mary	Mark	LeAnn	Krista	Connie	Terri	Fawn	Cindy	Kaitlin
Calls	8	7	n/a	4	6	6	4	5	5	6	2
Meeting	1	1	n/a	1	1	1	1	1	1	1	0
Trainings	0		n/a								
Quarterly											
Year call	63	46	22	28	29	21	29	14	35	39	9
Total								-1 loa			

Terri LOA from 06/18 to 06/27 and 08/09/ to 08/24

Date 08/02/2023

We had our monthly meeting on August 1st, and all but 1 was in attendance. We had 8 medical calls. In our meeting we talked about how Emily day went and got ideas for next year. We discussed hands only CPR and who will be there to help. I talked with CRMC Education and can use their CPR manikins for this. We will also have our LUCUS there to demonstrate. We ordered some container drawers and are going to start working on our storage room. We are going to paint and reorganize. Calls were reviewed and we talked about on-scene etiquette.

**CITY OF EMILY
RESOLUTION NO. 23-30**

RESOLUTION ACCEPTING DONATION TO THE CITY

WHEREAS, the City of Emily is generally authorized to accept donations of real and personal property pursuant to Minnesota Statutes Section 465.03 for the benefit of its citizens, and is specifically authorized to accept gifts.

WHEREAS, the following persons and entities have offered to contribute the cash amounts set forth below to the City:

<u>Name of Donor</u>	<u>Amount</u>
Emily Volunteer Fire Department	\$1,127.17

WHEREAS, the terms or conditions of the donations, if any, are as follows:

<u>Donation Number</u>	<u>Terms or Conditions</u>
23-30	First Response Unit Equipment Fund

WHEREAS, all such donations have been contributed to the City for the benefit of its citizens, as allowed by law; and

WHEREAS, the City Council finds that it is appropriate to accept the donations offered.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EMILY, MINNESOTA AS FOLLOWS:

1. The following donations are accepted and shall be used as follows: \$1,127.17 to the First Response Unit equipment fund.
2. The city clerk is hereby directed to issue receipts to each donor acknowledging the City's receipt of the donor's donation.

Adopted by the City Council of Emily, Minnesota this 8th day of August 2023.

Tracy Jones, Mayor

ATTEST: _____
Cari Johnson, City Clerk/Treasurer

First Responders
Tournament (2023)

Revenue:

Sales (Cash)	1,415
Tips	353
Total Revenue	<u>1,768</u>

EVFD Expenses:

C&L Distributing (Check #3496)	640.83
Total Expense	<u>640.83</u>
Net Income to First Responders	<u><u>1,127.17</u></u>

Hands-Only CPR & AED Training

Sponsored and taught by
Emily First Response Unit



Thursday, August 17th at 7:00 PM
Emily City Hall Gymnasium

39811 MN-6, Emily, MN 56477
(218) 763-2480

This is a **free class** and is open to the public.
People of all ages are welcome!



**NOTE: training is not for a certification*

April 14th, 2022

<Contract City>
<address>
<city>, MN <zip>

City Council,

Effective immediately we will no longer be offering cleaning and televising contracts. As of April 1st, 2022, our employees voted to join the Labor Union. This will cause a significant price increase immediately. We will quote work on a yearly basis if you are still in need of cleaning, televising or grouting services. We will also not be providing lift station cleaning services any longer unless you are in the Met Council service area as we can take your debris to the Met Council for disposal.

Thank you,
Management
Ritter & Ritter Sewer Service, Inc

Ritter & Ritter

4 TERM

4.1 The initial term of this Agreement shall be for Five (5) years commencing on June 1, 2008. Thereafter, this Agreement shall be automatically renewed for successive terms of One (1) year each unless cancelled by either party not less than 120 days prior to expiration.

4.2 Either party may terminate this Agreement for a material breach of this Agreement by the other party after giving written notice of the breach and allowing the other party a reasonable time to correct the breach. Neither party shall terminate this Agreement without giving the other party thirty (30) days' written notice of intent to terminate for failure of the other party to correct the breach within a reasonable time.

5 INDEMNITY AND LIABILITY

5.1 RRI agrees to indemnify, defend (with counsel reasonably acceptable to Owner) and hold harmless Owner and its officers, officials, employees and agents from and against all liability, loss, damage, expense, costs, including attorney fees, arising out of or associated with RRI's work or duties as described herein, caused in whole or in part by any willful misconduct, negligent act or omission of RRI, its agents, any of its subcontractors, and anyone directly or indirectly employed by RRI, its agents or its subcontractors, and anyone for whose acts any of them may be liable, except where caused solely by the Owner's willful misconduct, negligent act or omission.

5.2 It is understood and agreed that, in seeking the services of RRI under this Agreement, Owner is requesting RRI to undertake inherently unsafe obligations for Owner's benefit involving the presence or potential presence of hazardous substances. Therefore, Owner agrees to hold harmless, indemnify, and defend RRI from and against any and all claims, losses, damages, liability, and costs including, but not limited to, costs of defense arising out of or in any way connected with the presence, discharge, release, or escape of contaminants of any kind, excepting only such liability as may arise out of the negligence or willful misconduct of RRI, its employees or its subcontractors in the performance of services under this Agreement.

6 FINES AND CIVIL PENALTIES

6.1 RRI shall not be liable for fines or civil penalties that result from violations (i) that occurred prior to the Commencement Date of this Agreement (unless covered by the existing agreement between the parties); (ii) for the effects of prior violations that have contributed to the assessment of any fine or civil penalty caused by RRI's negligent operations; or (iii) are otherwise directly related to the ownership of the Project.

7 INSURANCE

7.1 RRI shall provide the following insurances throughout the term of the Agreement, and shall provide to Owner Certificates of Insurance demonstrating compliance with this provision:

7.1.1 Statutory Worker's Compensation and Employers Liability Insurance as required by the State in which the Project is located.

7.1.2 Comprehensive Automobile and Vehicle Liability Insurance with one Million Dollars (\$1,000,000) combined single limits covering claims for injuries to members of the public and/or damages to property of others arising from the use of RRI owned or leased motor vehicles, including onsite and offsite operations.

clerk@emily.net

From: Joy Larsen <joy.larsen@ritterinc.net>
Sent: Thursday, August 3, 2023 12:51 PM
To: Amy Prokott, Deputy Clerk, City of Emily
Cc: clerk@emily.net
Subject: Re: Emily / Garrison

That contract is null & void it was cancelled by us last year. Our employees are all now Union so we no longer can complete work in those price ranges.

Joy

Get [Outlook for iOS](#)

From: Amy Prokott, Deputy Clerk, City of Emily <deputyclerk@emily.net>
Sent: Thursday, August 3, 2023 12:26:05 PM
To: Joy Larsen <joy.larsen@ritterinc.net>
Cc: clerk@emily.net <clerk@emily.net>
Subject: FW: Emily / Garrison

Hi Joy –

We have received your quote for cleaning and televising the sanitary sewer for the City of Emily. Cari has tried to contact you because we still have a signed contract for cleaning. We would like to get on the schedule for cleaning 33% of the system at our contracted rate of \$0.75 per foot. I have attached the signed contract. Thank you for your cooperation.

Respectfully,

Amy Prokott | Deputy Clerk | City of Emily
Effecting Positive Change

deputyclerk@emily.net
39811 State Highway 6, PO Box 68
Emily, MN 56447

P: 218-763-2480 | F: 218-763-2481 | www.cityofemily.com

Email correspondence to and from the City of Emily may be public data subject to the Minnesota Data Practices Act and/or may be disclosed to third parties. This email message, including any attachments, is for the sole use of the intended recipient(s) and may contain confidential and privileged information. Any unauthorized review, use, disclosure or distribution is prohibited. If you are not the intended recipient, please contact the sender by email and delete all copies of the original message.

From: Leland Bundy <lbundy@peopleservice.com>
Sent: Thursday, July 13, 2023 10:06 AM
To: clerk@emily.net
Cc: Amy Prokott, Deputy Clerk, City of Emily <deputyclerk@emily.net>
Subject: FW: Emily / Garrison

**Ritter & Ritter
 Incorporated
 Sewer Service**

8990 Springbrook Drive, Suite 110
Coon Rapids, MN 55433

Phone 218-838-9700
E-mail joy.larsen@ritterinc.net

Quote: Clean & Televising Quote
Emily, MN

RECEIVED
JUL 15 2023

BY:

ITEM	UNIT	EST QTY	UNIT PRICE	AMOUNT
Mobilization	LS	1	\$ 3,500.00	\$ 3,500.00
Clean, Televising & Measure Sewer	LF	6,000	\$ 2.60	\$ 15,600.00
Total Quote			\$	\$ 19,100.00

Joy Larsen-Ritter
CEO
7/13/2023



RECEIVED
JUL 25 2023

BY: _____

Project: Sanitary Sewer Jetting & Televising 2024-2026

Emily, MN

Mobilization Fee

\$600.00 (\$300 1st year & \$300 2 years later.)

Work

Jet and televise approx. 13,000 LF of PVC sanitary sewer total. Half (approx.. 7,500 LF the 1st year, and remaining footage 2 years later).

13,000 LF x \$1.37/LF = \$17,810.00

Total: \$18,410.00

Lift station cleaning if requested = \$290/hr additional

Contractor or City Responsibilities: Provide exposed & accessible manholes. Provide access to water/fire hydrant at job site & local location to dump debris if needed. Dump site if needed must be within a couple minutes of site. Provide a legible plan/map showing direction of flow and manhole numbers. Control flow or remove water if needed. Traffic control if needed.

Jetting includes up to 3 passes. If additional passes are needed it will be an additional \$0.80/FT and include up to 3 additional passes. Does not include root cutting.

Nelson Sanitation & Rental, Inc. will provide flash drives that include televising video & report, along with a printed report.

Project Accepted By:

Signature: _____

Print: _____

Title: _____

Date: _____

Prepared by:

Chad Houg

Director of Sales & Marketing

Chad@NelsonSanitation.com

Office 320-393-2787

Cell 320-309-6335



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

August 1, 2023

Mayor and City Council
City of Emily

Re: August Council Report
City of Emily

Mayor and City Council:

The Emily Planning Commission held its regularly scheduled meeting on August 1, 2023, at which there were 2 scheduled public hearing. They are forwarding you 4 recommendations this month.

Emily Ace Storage requested a Conditional Use Permit to allow for the construction and operation of a mini storage unit facility. The subject property is located at 40109 Sawmill Rd (PID 21270736). The Planning Commission is forwarding you a recommendation of approval with 4 conditions and 7 findings of facts.

Redd's Storage LLC requested a modification to their previously approved Conditional Use Permit from 2021 to allow for the construction and operation of a mini storage unit facility. The subject property is located at 43823 State Highway 6 (PID 21090613). The Planning Commission is forwarding you a recommendation of approval with 4 conditions and 7 findings of facts. The modification was regarding the previously approved landscaping plan and conditions to that effect.

The Planning Commission made a recommendation to the City Council to add a fee of \$150 to the fee schedule for "Boundary Line Adjustments". Currently this item is not outlined clearly on the fee schedule. That fee was chosen due to a quick sampling of the area showing that fee to be within average for the area. It is also our current cost on a lot split.

The Planning Commission also made a recommendation to the City Council to increase cost of septic permits from \$250 to \$260. This recommendation comes to cover our costs from the increase in cost from our septic inspector.

Chuck Winkler's permit has not been completed. Since the Planning Commission issued a short extension 2 months ago, they did issue an extension to October 15, 2023. The Land Use Subcommittee will be looking at this section of the code to clarify the process after the extension options have been exhausted.

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

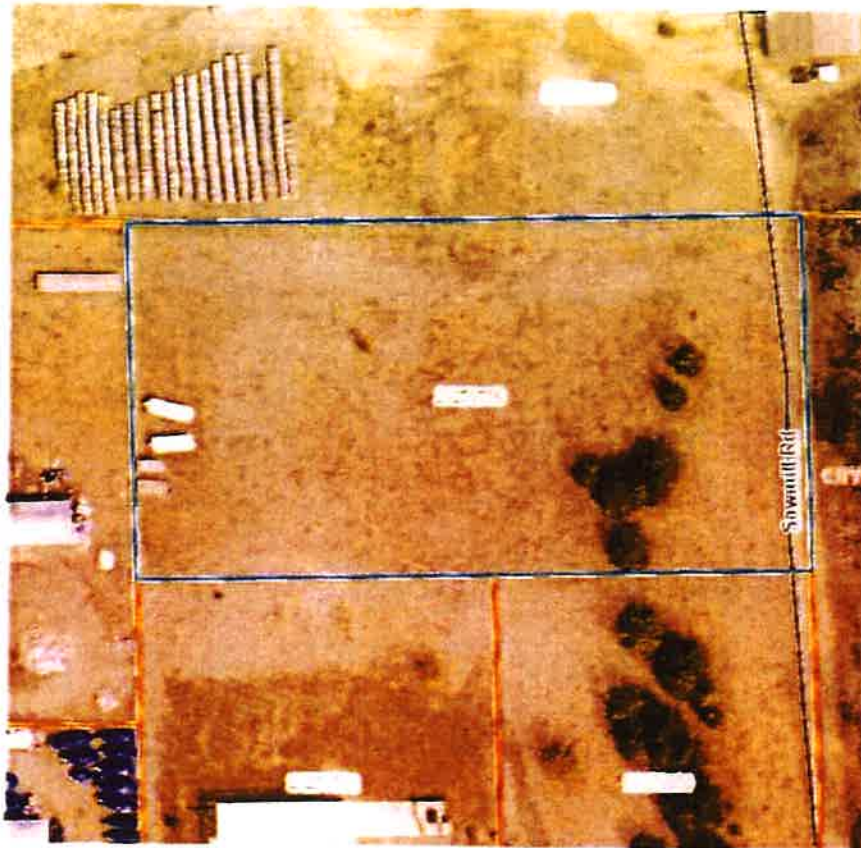
Brittney Cotner
Planning & Zoning Administrator

STAFF REPORT

Application: Conditional Use Permit Application 23-40

Property Owner/Applicant: Emily Ace Storage LLC

Background Information: The applicant is proposing to construct and operate 4 commercial storage unit buildings on the property located at 40109 Sawmill Rd (PID 21270736). The subject property is 1.67-acres and is located in the "Commercial Transition/ Light Industrial" zoning district. The subject property does not have any existing structures. The 4 storage unit structures are all that is being proposed. No driving surface will be placed due to maximum impervious coverage levels being met by the structures.



Applicable Ordinances:

§ 152.039 COMMERCIAL TRANSITION/LIGHT INDUSTRIAL (CT).

(B) *Lot and use requirements (CT).*

Buildable lot area	20,000
Building height - feet, maximum	25
Impervious surface - percent, maximum	25%
Lot width- feet, minimum	100
Setback, between buildings - feet, minimum	10
Setback, parking from lot line - feet, minimum	10
Setback, right-of-way, city road- feet, minimum	30
Setback, right-of-way, county or state road, feet, minimum	30
Setback, side next to residential district - feet, minimum	30
Setback, side yard - feet, minimum	30
Setback, rear - feet, minimum	30
Setback, sign - feet, minimum	1
Setback, wetland - feet, minimum	75

§ 152.155 CONDITIONAL USE PERMITS.

(E) The Planning and Zoning Commission shall decide the issue with consideration to the following:

(1) The following must be met:

(a) The use or development is an appropriate conditional use in the land use zone;

(b) The use or development, with conditions, conforms to the comprehensive land use plan;

- (c) The use with condition is compatible with the existing neighborhood;
- (d) The use with conditions would not be injurious to the public health, safety, welfare, decency, order, comfort, convenience, appearance or prosperity of the city; and
- (e) For conventional subdivisions, the property contains physical constraints which make it unable to be developed by the conservation subdivision method.

(2) The following must be considered.

(a) The conditional use should not be injurious to the use and enjoyment of other property in the immediate vicinity for the purpose permitted on that property, nor substantially diminish or impair values in the immediate vicinity.

(b) The conditional use will not impede the normal and orderly development and improvement of surrounding vacant property for uses predominant in the area.

(c) The conditional requirements at public cost for public facilities and services and will not be detrimental to the economic welfare of the community.

(d) The conditional use will have vehicular approaches to the property which are so designed as not to create traffic congestion or an indifference with traffic on surrounding public thoroughfares.

(e) Adequate measures have been taken to provide sufficient off-street parking and loading space to serve the proposed use.

(f) Adequate measures have been taken or will be taken to prevent or control offensive odor, fumes, dust, noise and vibration, so none of these will constitute a nuisance and to control lights and signs in such a manner, that no disturbance to neighboring properties will result.

(g) The conditional use will not result in the destruction, loss or damage of a natural, scenic or historical feature of major significance.

(h) The conditional use will promote the prevention and control of pollution of the ground and surface waters including sedimentation and control of nutrients.

APPENDIX A: TABLE OF USES

TABLE OF USES	
Use	Commercial Transition/Light Industrial
Mini Storage Facility, Self Serve	C

Findings of Fact. Staff provides the following findings of fact for consideration:

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

Planning Commission Direction: The Planning Commission can approve or deny the conditional use permit request or table the request if additional information is needed. If the motion is for approval or denial, findings of fact shall be cited.

Staff recommendation: Staff recommends the application be approved with the following conditions:

1. Any addition to impervious coverage must remain under the allowed amount for the zoning district.
2. The lighting for the business and signage must be downcast.
3. No habitable structures are part of this request and approval. A SSTS and Well may be installed but not used for a dwelling unit on the property.
4. A 10' X 10' by 3' deep holding pond is to be installed for proposed swales to flow into.

NO water
NO Septic
NO Electric

Address
has been
applied for

CHK# 4085

CITY OF EMILY
CONDITIONAL USE PERMIT APPLICATION

APP #	2340
Date	6/12/2023
Fee	500 T
46.70 CWC	

Name of Applicant Emily Ice Storage LLC Phone 612-282-0812

Property Address (E911#) XXXX SAWMILL RD Local Phone 763-284-1391

Mailing Address 707 5th St South E-mail DAN@ERIKSONASPH.COM

City, State, Zip Princeton MN 55371

Applicant is:

Legal Owner Title Holder of Property *(if other than applicant)*

Contract Buyer (Name)

Option Holder (Address)

Agent (City, State, Zip)

Other

Signature of Owner, authorizing application (required): Dan
 (By signing the owner is certifying that they have read and understood the instructions accompanying this application.)

Signature of Applicant (if different than owner): Dan
 (By signing the applicant is certifying that they have read and understood the instructions accompanying this application.)

Property ID # (8 digit # on Tax Statement) ~~21227330012009~~ 21270736

Zoning District CT Lake Name (if applicable) N/A.

Commercial Transition / Light Industrial

What are you proposing for the property? State nature of request in detail:
STORAGE UNITS

What changes (if any) are you proposing to make to this site?

Building: 4-135'x40' STORAGE BLDGS concrete Slab on GRADE

Landscaping: 50% SCREEN to the Road + Neighboring property @ Trees

Parking/Signs: _____

Impervious Surface Calculation for Your Lot

Name: Emily Ace Storage

Address: 1707 5th St SW, Princeton MN 55371

Structure or Impervious Surface	Dimensions	Total sq. ft.
1 Existing or Proposed Dwelling	4-135x40	17920 sq ft
2 Proposed Dwelling Addition		
3 Existing Accessory Structure		
4 Existing Accessory Structure		
5 Proposed Accessory Structure		
6 Sidewalks		
7 Deck with Impervious Below		
8 Deck with Impervious Below		
9 Patio(s)		
10 Driveways and Parking Areas		
11		
12		
13		

Total Impervious Surface (A)

17920

Existing Lot Dimensions:

375 x 195 = 73124 sq. ft. (B)

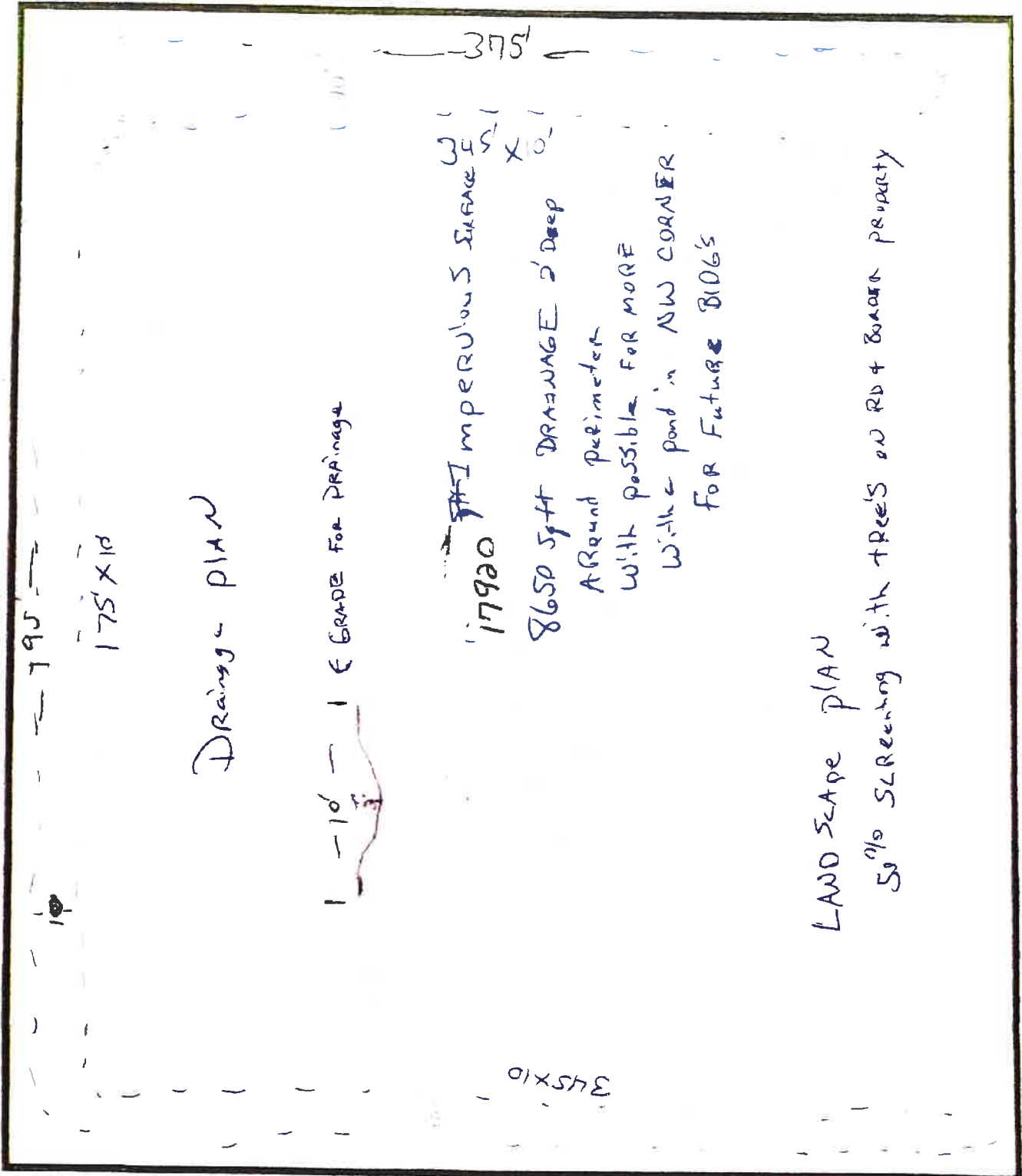
Impervious coverage (A divided by B times 100)

(A) 17920 ÷ (B) 73124 x 100 = 24.5 percent

Site Plan



Include: Property lines, water features, existing and proposed structures, septic systems, wells and roads.



Road

CONDITIONAL USE PERMIT APPLICATION CHECKLIST

- Completed application, including signature of property owner
- Fee (\$500 application fee payable to the City of Emily+ \$46.00 recording fee payable to Crow Wing County)
- NA Sewer Compliance Inspection Report (if SSTS)
- All current City charges paid
- No outstanding violations
- Site Plan -- (on 8-1/2 x 11 paper preferred) as close to scale as possible, with the following information, as a minimum (unless waived by the P&Z Administrator)*:
- Legal Description of Site (can be located on most property tax statements)
- Size of parcel and dimensions
- All existing structures, their square footage, height, distance from all property lines and setbacks (including road, bluff and lake OHW level) and each other
- All proposed structures, their square footage, height, distance from all property lines and setbacks (including road, bluff and lake OHW level) and each other
- NA Location on the parcel of existing and proposed sewage treatment systems (SSTS) and wells and their distance from property lines, structures and each other
- Existing and/or proposed square footage of the driveway (gravel and/or paved), access roads, parking, sidewalks
- Proposed landscaping and screening plans (required)
- Proposed Drainage Plan (required)
- Location of the subject property (a copy of the tax map can be used)
- Name of record owner/title holder of property
- Approximate location of existing and proposed water courses, wooded areas, and other significant physical features
- NA Approximate location of any proposed signs

** Under certain circumstances, the Planning Commission may require a professionally prepared property survey, stormwater management plan, and/or landscaping plan.*

CITY OF EMILY PLANNING AND ZONING OFFICE CONTACT INFORMATION

Planning and Zoning Administrator: Brittney Cotner
P. O. Box 68
Emily, MN 56447

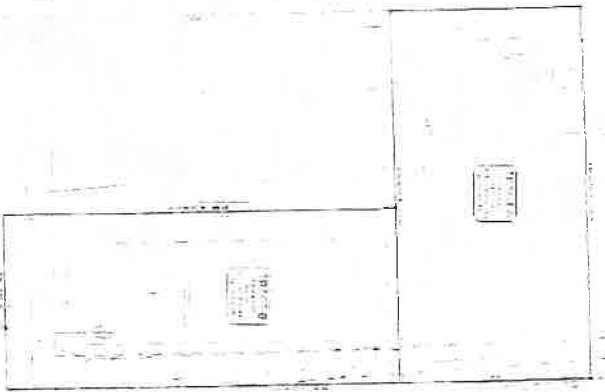
Phone: (218) 763-2480 (Emily Office)
(218) 541-5294 (cell)

Fax: (218) 763-2481

Email: brittney.cotner@emilymn.gov
planning@emilymn.gov

CERTIFICATE OF SURVEY

PART OF THE SOUTHWEST QUARTER OF THE SOUTHWEST QUARTER,
SECTION 17, TOWNSHIP 10 NORTH, RANGE 24 WEST,
COUNTY OF ... STATE OF ...
TOTAL AREA - 161.93 ACRES



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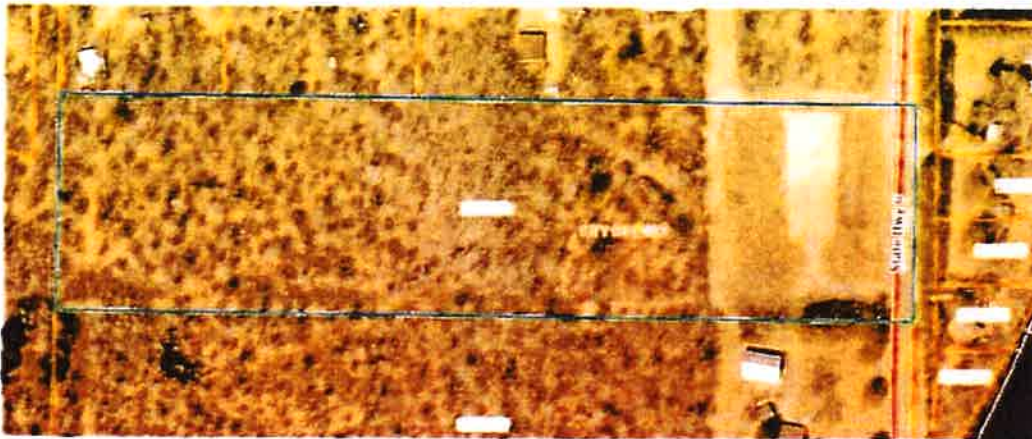
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STAFF REPORT

Application: Modification to Previously approved Conditional Use Permit Application 02-21

Property Owner/Applicant: Red's Storage LLC

Background Information: The applicant is proposing to modify their previously approved Conditional Use Permit from 2021 construct and operate commercial storage unit building on the property located at 43823 State Highway 6 (PID 21090613). The subject property is just over 10-acres and is located in the "Highway Mixed Use" zoning district. The subject property does not have any existing structures; however, the building pad has been poured.



Applicable Ordinances:

§ 152.042 HIGHWAY MIXED-USE (HMU).

(B) *Lot and use requirements (HMU).*

Buildable lot area	1 acre
Building height - feet, maximum	25
Impervious surface - percent, maximum	25%
Lot width- feet, minimum	100
Setback, between buildings - feet, minimum	10
Setback, parking from lot line - feet, minimum	10
Setback, right-of-way, city road- feet, minimum	30
Setback, right-of-way, county or state road, feet, minimum	30
Setback, side next to residential district - feet, minimum	30
Setback, side yard - feet, minimum	30
Setback, rear - feet, minimum	30
Setback, sign - feet, minimum	1
Setback, wetland - feet, minimum	75

§ 152.155 CONDITIONAL USE PERMITS.

(E) The Planning and Zoning Commission shall decide the issue with consideration to the following:

- (1) The following must be met:
 - (a) The use or development is an appropriate conditional use in the land use zone;
 - (b) The use or development, with conditions, conforms to the comprehensive land use plan;

- (c) The use with condition is compatible with the existing neighborhood;
- (d) The use with conditions would not be injurious to the public health, safety, welfare, decency, order, comfort, convenience, appearance or prosperity of the city; and
- (e) For conventional subdivisions, the property contains physical constraints which make it unable to be developed by the conservation subdivision method.

(2) The following must be considered.

(a) The conditional use should not be injurious to the use and enjoyment of other property in the immediate vicinity for the purpose permitted on that property, nor substantially diminish or impair values in the immediate vicinity.

(b) The conditional use will not impede the normal and orderly development and improvement of surrounding vacant property for uses predominant in the area.

(c) The conditional requirements at public cost for public facilities and services and will not be detrimental to the economic welfare of the community.

(d) The conditional use will have vehicular approaches to the property which are so designed as not to create traffic congestion or an indifference with traffic on surrounding public thoroughfares.

(e) Adequate measures have been taken to provide sufficient off-street parking and loading space to serve the proposed use.

(f) Adequate measures have been taken or will be taken to prevent or control offensive odor, fumes, dust, noise and vibration, so none of these will constitute a nuisance and to control lights and signs in such a manner, that no disturbance to neighboring properties will result.

(g) The conditional use will not result in the destruction, loss or damage of a natural, scenic or historical feature of major significance.

(h) The conditional use will promote the prevention and control of pollution of the ground and surface waters including sedimentation and control of nutrients.

APPENDIX A: TABLE OF USES

TABLE OF USES	
<i>Use</i>	<i>Highway Mixed Use</i>
Mini Storage Facility, Self Serve	C

EXISTING FOF AND CONDITIONS

Findings of Fact. Staff provides the following findings of fact for consideration:

- 1) The subject property is located at 43823 State Highway 6. PIN 21090613.
- 2) The conditional use permit request is to construct and operate a 32 unit commercial storage facility which is an allowed use (Mini Storage Facility, Self-Serve) with a conditional use permit in the Highway Mixed Use Zone. The proposed commercial storage building is 40' x 150' (6,000 sf).
- 3) The proposed use, with conditions, conforms to the comprehensive plan. The intended use of the property is for commercial purposes.
- 4) The proposed use, with conditions, is compatible with the existing neighborhood. The subject property is located adjacent to State Highway 6 and is in the vicinity of other commercial businesses.
- 5) The proposed use with not be injurious to the public health, safety, welfare, decency, order, comfort, convenience, appearance or prosperity of the city.
- 6) The proposed use will not impede the orderly development and improvement of surrounding vacant property for uses predominant in the area (residential and commercial).
- 7) The conditional use, with conditions, will prevent pollution of ground and surface waters including sedimentation and control of nutrients.

Planning Commission Direction: The Planning Commission can approve or deny the conditional use permit request or table the request if additional information is needed. If the motion is for approval or denial, findings of fact shall be cited.

Staff recommendation: Staff recommends the application be approved with the following conditions:

- 1) The storage facility shall be burnished slate gray and rustic red in color (as proposed by the applicant) or other color combination approved by the planning commission.
- 2) All onsite lighting shall be directed downward and shielded so the light source is not visible from adjacent properties.
- 3) Two rows of evergreen trees shall be planted along the north, south, and east property lines per plans submitted. There shall be no less and 114 (6'-8' planted height) trees planted. The trees shall be planted within two months after the concrete slab is poured for the proposed building. Once (if) a tree has determined to have died by the zoning administrator, it shall be replaced within

- one month.
- 4) There shall be no exterior storage of materials, equipment, boats, trailers, vehicles or other items on the subject property.
 - 5) The Conditional Use Permit shall automatically void if all required trees are not planted within two months after the concrete slab is poured for the proposed building.

PROPOSED FOF AND CONDITIONS

Findings of Fact. Staff provides the following findings of fact for consideration:

- 1) The subject property is located at 43823 State Highway 6. PIN 21090613.
- 2) The conditional use permit request is to construct and operate a 32 unit commercial storage facility which is an allowed use (Mini Storage Facility, Self-Serve) with a conditional use permit in the Highway Mixed Use Zone. The proposed commercial storage building is 40' x 150' (6,000 sf).
- 3) The proposed use, with conditions, conforms to the comprehensive plan. The intended use of the property is for commercial purposes.
- 4) The proposed use, with conditions, is compatible with the existing neighborhood. The subject property is located adjacent to State Highway 6 and is in the vicinity of other commercial businesses.
- 5) The proposed use will not be injurious to the public health, safety, welfare, decency, order, comfort, convenience, appearance or prosperity of the city.
- 6) The proposed use will not impede the orderly development and improvement of surrounding vacant property for uses predominant in the area (residential and commercial).
- 7) The conditional use, with conditions, will prevent pollution of ground and surface waters including sedimentation and control of nutrients.

Planning Commission Direction: The Planning Commission can approve or deny the conditional use permit request or table the request if additional information is needed. If the motion is for approval or denial, findings of fact shall be cited.

Staff recommendation: Staff recommends the following conditions if the Planning Commission wishes to approve the request. The changes from the existing conditions are highlighted:

- 1) The storage facility shall be burnished slate gray and rustic red in color (as proposed by the applicant) or other color combination approved by the planning commission.
- 2) All onsite lighting shall be directed downward and shielded so the light source is not visible from adjacent properties.
- 3) Two rows of evergreen trees shall be planted along the north, south, and east property lines per plans submitted. There shall be no less than 86 (4'-5' planted height) trees planted. **The East side is to have a 2 foot gullied berm built up to facilitate screening.** Once (if) a tree has determined to have died by the zoning administrator, it shall be replaced **in the Fall of that calendar year.**

- 4) There shall be no exterior storage of materials, equipment, boats, trailers, vehicles or other items on the subject property.

From: Denise Gorsuch <denise.gorsuch@aman.com>
Sent: Tuesday, June 27, 2023 12:04 PM
To: Brittney Cotner <Brittney.Cotner@sourcewellinc.gov>
Subject: Landscape plan revision request

EXTERNAL

Good Morning!

Here is a brief explanation of what has happened since we found out the concrete was going to be poured in June. We learned that the landscaper we had help us with the initial drawing for the landscape plan is no longer in business and shared a lot of false information about evergreen trees and how they can be planted. He had made it sound like we could plant any size at any time of the year and everything would work out just fine. We have now learned that is not the case.

We got in touch with Chanda Gebhardt who has been in the business for many years and between her knowledge and the knowledge of the tree farmers and vendor contacts she has, we are asking for a bit of a change in plans.

We are asking that instead of the 114 evergreens, that amount be lowered to 86. The recommended spacing to plant in the original plan will not allow the trees the room to grow that they need and will just kill each other off. That is not the long term goal that anyone is wanting. With reducing the amount to 86 trees, it gives us the recommended spacing to plant, which is 18' on center. We are also asking that instead of 6'-8' height, they be 4'-5' in one row and 3'-4' in the other. Trees of 6'-8' will stall out from growing the first two years after being planted, where the recommended size thrive immediately. Availability is extremely limited on trees of that size and we wouldn't be able to get any until next season. The trees we are requesting to use are available now and can start being planted right away. We only have a small window to get these trees ordered before they're gone.

Please see the attached letter of recommendation from Chanda at Fairview Gardens, along with the fact sheet for the Black Hills Spruce that there is current availability for as well as the revised site plan.

If we're not able to get on July's agenda, pushing it to the August 1st agenda, we would need more time to plant as the original plan would only give us until August 21st.

In summary, we are asking for the following:

- The number of trees be reduced to 86 to allow for proper tree spacing
- The size of trees to be reduced to 4'-5' in one row and 3'-4' in the other
- More time to plant if we cannot make it on July's agenda

We are sticking to the plan as best we can, we just need a couple of adjustments to insure we have long term success with these trees. We want them to look their best for years to come and if we overplant, it's going to look terrible 1,2 or 5 years down the road.

Thank you for your time and consideration

Denise Gorsuch, REALTOR®

RE/MAX Results

612-269-3490

Hey!

Just letting you know that the availability of trees is changing everyday! Numbers are dwindling very quickly! So we should make a plan on securing this big quantity. I have 3 suppliers and they are all saying the same thing. I know they will hold them for us for 30 days but will need payment to hold them. Please keep me posted. I would hate to have you miss out on the containerized trees.

If for some reason we can't secure them soon, we may have to pre order for spring of 2024. We have such a short season and growers are opportunistic when it's selling time. Meaning they will off load them as quickly as they can!

Hope to hear from you soon!

Granda Gebhardt

Here is the email regarding tree availability.

Denise Gorsuch, REALTOR®

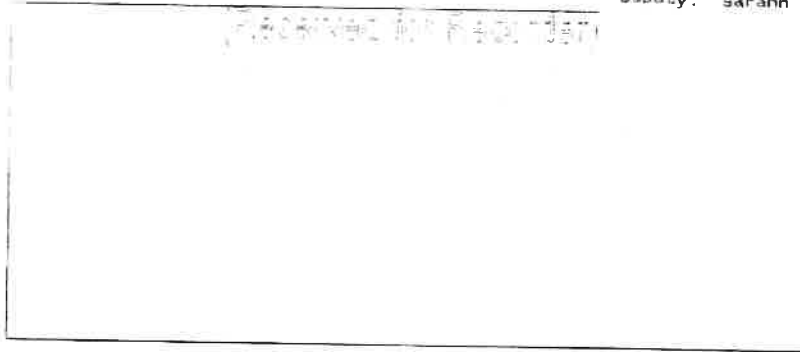
RE/MAX Results

612-269-3490

<https://redsrealty.com/>

Document No.: 958402 ABSTRACT
09/13/2021 09:52 AM Total Pages: 3
Fees/Taxes In the Amount of: \$46.00

GARY GRIFFIN
CROW WING, MINNESOTA
County Recorder
Deputy: sarahh



**CITY OF EMILY
CITY COUNCIL
CONDITIONAL USE PERMIT**

On this 13th day of July 2021, following a public hearing conducted by the Emily Planning Commission on July 6, 2021, the City of Emily hereby approved a conditional use permit on behalf of: **Red's Storage LLC**

In accordance with the provisions of the City of Emily Land Use Ordinance and pursuant to the requirements of Chapter 462 of the Minnesota Statutes the approved conditional use permit authorizes the above named to: construct and operate a 40' x 150' commercial storage facility on the following property located in the City of Emily, Crow Wing County:

Legal Description: THAT PART OF GOVERNMENT LOT 1, SECTION 9, TOWNSHIP 138, RANGE 26, DESCRIBED AS FOLLOWS TO-WIT: BEGINNING AT THE NORTHEAST CORNER OF SAID GOVERNMENT LOT 1; THENCE SOUTHERLY ALONG THE EASTERLY BOUNDARY LINE OF SAID GOVERNMENT LOT 1 A DISTANCE OF 991.05 FEET TO THE POINT OF COMMENCEMENT OF THE TRACT TO BE DESCRIBED HEREIN; THENCE WESTERLY ON A STRAIGHT LINE A DISTANCE OF 1320 FEET, MORE OR LESS, TO THE SOUTHEAST CORNER OF LOT 19, CLEARWATER BEACH; THENCE NORTHERLY ALONG THE EAST LINE OF LOT 19, CLEARWATER BEACH, TO THE INTERSECTION OF A LINE THAT BEARS S 90 DEGREES 00 MINUTES 00 SECONDS WEST WHICH LIES 660.7 FEET SOUTH OF THE NORTH LINE OF GOVERNMENT LOT 1; THENCE EASTERLY ALONG A LINE THAT BEARS S 90 DEGREES 00 MINUTES 00 SECONDS WEST AND RUNS PARALLEL WITH THE NORTH LINE OF GOVERNMENT LOT 1, 1257.89 FEET, MORE OR LESS, TO THE EAST LINE OF GOVERNMENT LOT 1; THENCE SOUTH ALONG THE EAST LINE OF GOVERNMENT LOT 1 TO THE POINT OF COMMENCEMENT OF THE TRACT.

Section 9- Twsp 138 -Rng 26.

Parcel Identification Number: 21090613 or 210091101F00009

Address: 43823 State Hwy 6, Emily, MN

The approval was made based on the following findings of fact and with the following conditions of approval:

FINDINGS OF FACT:

- 1) The subject property is located at 43823 State Highway 6. PIN 21090613.
- 2) The conditional use permit request is to construct and operate a 32 unit commercial storage facility which is an allowed use (Mini Storage Facility, Self-Serve) with a conditional use permit in the Highway Mixed Use Zone. The proposed commercial storage building is 40' x 150' (6,000 sf).
- 3) The proposed use, with conditions, conforms to the comprehensive plan. The intended use of the property is for commercial purposes.
- 4) The proposed use, with conditions, is compatible with the existing neighborhood. The subject property is located adjacent to State Highway 6 and is in the vicinity of other commercial businesses.
- 5) The proposed use with not be injurious to the public health, safety, welfare, decency, order, comfort, convenience, appearance or prosperity of the city.
- 6) The proposed use will not impede the orderly development and improvement of surrounding vacant property for uses predominant in the area (residential and commercial).
- 7) The conditional use, with conditions, will prevent pollution of ground and surface waters including sedimentation and control of nutrients.


CONDITIONS OF APPROVAL:

- 1) The storage facility shall be burnished slate gray and rustic red in color (as proposed by the applicant) or other color combination approved by the planning commission.
- 2) All onsite lighting shall be directed downward and shielded so the light source is not visible from adjacent properties.
- 3) Two rows of evergreen trees shall be planted along the north, south, and east property lines per plans submitted. There shall be no less and 114 (6'-8' planted height) trees planted. The trees shall be planted within two months after the concrete slab is poured for the proposed building. Once (if) a tree has determined to have died by the zoning administrator, it shall be replaced within one month.
- 4) There shall be no exterior storage of materials, equipment, boats, trailers, vehicles or other items on the subject property.
- 5) The Conditional Use Permit shall automatically void if all required trees are not planted within two months after the concrete slab is poured for the proposed building.

The City of Emily Zoning Administrator is herewith directed to issue the appropriate permits pursuant to this Variance.

The applicant shall act on the approved use within 12 months, or the permit becomes void.

I certify that the above is a true and correct statement based on the approved minutes of the Emily City Council meeting held on July 13, 2021, and on record at Emily City Hall, 39811 State Highway 6, Emily, MN 56447.


Cari Johnson
City Clerk

8-18-2021
Date

Stamp

Drafted By:

Justin Burslie, Planning & Zoning Specialist
Sourcewell
P.O. Box 219
Staples, MN 56479

**CITY OF EMILY
COUNTY OF CROW WING
STATE OF MINNESOTA**

RESOLUTION NO. 23-33

**A RESOLUTION ADOPTING FINDINGS OF FACT AND
CONDITIONS OF APPROVAL FOR CONDITIONAL USE PERMIT APPLICATION OF EMILY ACE
STORAGE LLC AT 40109 SAWMILL RD, PIN 21270736**

WHEREAS, at the Emily City Council Meeting on the 8th day of August 2023 the Emily City Council reviewed a Conditional Use Permit application on behalf of: Emily Ace Storage LLC; and,

WHEREAS, in accordance with the provisions of the City of Emily Zoning Ordinance and pursuant to the requirements of Chapter 462 of Minnesota Statutes the Conditional Use Permit would authorize the above named to: operate commercial mini storage business within the Commercial Transition/Light Industrial zoning district on the following property located in the City of Emily, Crow Wing County:

Parcel Number: 21270736

Legal Description: PT OF SW 1/4 OF SW 1/4 DESC AS FOL: COMM AT SW COR OF SD SEC; THEN N 88D 40' 59" E, ASSM BEAR, ALG THE S LINE OF SD SW 1/4 525 FT; THEN N 01D 39' 35" W PARA/W THE W LINE OF SD SW 1/4 400 FT TO POB OF THE TRACT TO BE DESC; THEN N 88D 40' 59" E PARA/W SD S LINE 375 FT; THEN N 01D 39' 35" W PARA/W SD W LINE 195 FT; THEN S 88D 40' 59" W PARA/W SD S LINE 375 FT; THEN S 01D 39' 35" E PARA/W SD W LINE 195 FT, MOL TO POB. SUBJ TO ESMTS, RESERV & RESTR OF REC.

Address: 40109 Sawmill Rd, Emily, MN

And,

WHEREAS, the Planning Commission has considered the applicant's request at a duly noticed Public Hearing which took place on August 1, 2023, and has recommended approval to the City Council; and

FINDINGS OF FACT:

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

CONDITIONS OF APPROVAL:

- 1) Any addition to impervious coverage must remain under the allowed amount for the zoning district.
- 2) The lighting for the business and signage must be downcast.
- 3) No habitable structures are part of this request and approval. A SSTS and Well may be installed but not used for a dwelling unit on the property.
- 4) A 10' X 10' by 3' deep holding pond is to be installed for proposed swales to flow into.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EMILY, MINNESOTA AS FOLLOWS:

The application to issue a Conditional Use Permit to allow Emily Ace Storage LLC to operate commercial mini storage business within the Commercial Transition/Light Industrial zoning district on the property described as 40109 Sawmill Rd PIN 21270736, as allowed per Land Use Ordinance 152.042 and 152.155, is hereby approved, subject to the above listed conditions.

The City of Emily Zoning Administrator is herewith directed to issue the appropriate permits pursuant to this Conditional Use Permit.

Passed by the City Council of Emily, Minnesota this 8th day of August 2023.

Tracy Jones
Mayor

Attested:

Cari Johnson, MCMC
City Clerk/Treasurer

CITY OF EMILY
COUNTY OF CROW WING
STATE OF MINNESOTA

RESOLUTION NO. 23-34

**A RESOLUTION ADOPTING FINDINGS OF FACT AND
CONDITIONS OF APPROVAL FOR MODIFICATION TO PREVIOUSLY APPROVED CONDITIONAL
USE PERMIT APPLICATION OF RED'S STORAGE LLC AT 43823 STATE HIGHWAY 6 PIN 21090613**

WHEREAS, at the Emily City Council Meeting on the 8th day of August 2023 the Emily City Council reviewed a Conditional Use Permit application on behalf of: Red's Storage LLC; and,

WHEREAS, in accordance with the provisions of the City of Emily Zoning Ordinance and pursuant to the requirements of Chapter 462 of Minnesota Statutes the Conditional Use Permit would authorize the above named to: operate commercial mini storage business within the Highway Mixed Use zoning district on the following property located in the City of Emily, Crow Wing County:

Parcel Number: 21090613

Legal Description: THAT PART OF GOVERNMENT LOT 1, SECTION 9, TOWNSHIP 138, RANGE 26, DESCRIBED AS FOLLOWS TO-WIT: BEGINNING AT THE NORTHEAST CORNER OF SAID GOVERNMENT LOT 1; THENCE SOUTHERLY ALONG THE EASTERLY BOUNDARY LINE OF SAID GOVERNMENT LOT 1 A DISTANCE OF 991.05 FEET TO THE POINT OF COMMENCEMENT OF THE TRACT TO BE DESCRIBED HEREIN; THENCE WESTERLY ON A STRAIGHT LINE A DISTANCE OF 1320 FEET, MORE OR LESS, TO THE SOUTHEAST CORNER OF LOT 19, CLEARWATER BEACH; THENCE NORTHERLY ALONG THE EAST LINE OF LOT 19, CLEARWATER BEACH, TO THE INTERSECTION OF A LINE THAT BEARS S 90 DEGREES 00 MINUTES 00 SECONDS WEST WHICH LIES 660.7 FEET SOUTH OF THE NORTH LINE OF GOVERNMENT LOT 1; THENCE EASTERLY ALONG A LINE THAT BEARS S 90 DEGREES 00 MINUTES 00 SECONDS WEST AND RUNS PARALLEL WITH THE NORTH LINE OF GOVERNMENT LOT 1, 1257.89 FEET, MORE OR LESS, TO THE EAST LINE OF GOVERNMENT LOT 1; THENCE SOUTH ALONG THE EAST LINE OF GOVERNMENT LOT 1 TO THE POINT OF COMMENCEMENT OF THE TRACT.

Address: 43823 State highway 6, Emily, MN

And,

WHEREAS, the Planning Commission has considered the applicant's request at a duly noticed Public Hearing which took place on August 1, 2023, and has recommended approval to the City Council; and

FINDINGS OF FACT:

- 1) The subject property is located at 43823 State Highway 6. PIN 21090613.
- 2) The conditional use permit request is to construct and operate a 32-unit commercial storage facility which is an allowed use (Mini Storage Facility, Self-Serve) with a conditional use permit in the Highway Mixed Use Zone. The proposed commercial storage building is 40' x 150' (6,000 sf).
- 3) The proposed use, with conditions, conforms to the comprehensive plan. The intended use of the property is for commercial purposes.

- 4) The proposed use, with conditions, is compatible with the existing neighborhood. The subject property is located adjacent to State Highway 6 and is in the vicinity of other commercial businesses.
- 5) The proposed use with not be injurious to the public health, safety, welfare, decency, order, comfort, convenience, appearance, or prosperity of the city.
- 6) The proposed use will not impede the orderly development and improvement of surrounding vacant property for uses predominant in the area (residential and commercial).
- 7) The conditional use, with conditions, will prevent pollution of ground and surface waters including sedimentation and control of nutrients.

CONDITIONS OF APPROVAL:

- 1) The storage facility shall be burnished slate gray and rustic red in color (as proposed by the applicant) or other color combination approved by the planning commission.
- 2) All onsite lighting shall be directed downward and shielded so the light source is not visible from adjacent properties.
- 3) Two rows of evergreen trees shall be planted along the north, south, and east property lines per plans submitted. There shall be no less than 86 (4'-5' planted height) trees planted. The East side is to have a 2 foot gullied berm built up to facilitate screening. Once (if) a tree has determined to have died by the zoning administrator, it shall be replaced in the Fall of that calendar year
- 4) There shall be no exterior storage of materials, equipment, boats, trailers, vehicles, or other items on the subject property.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EMILY, MINNESOTA AS FOLLOWS:

The application to issue a modification to a Conditional Use Permit to allow operation of a commercial mini storage business within the Highway Mixed Use zoning district on the property described as 43823 State Highway 6 PIN 21090613, as allowed per Land Use Ordinance 152.042 and 152.155, is hereby approved, subject to the above listed conditions.

The City of Emily Zoning Administrator is herewith directed to issue the appropriate permits pursuant to this Conditional Use Permit.

Passed by the City Council of Emily, Minnesota this 8th day of August, 2023.

Tracy Jones
Mayor

Attested:

Cari Johnson, MCMC
City Clerk/Treasurer

**CITY OF EMILY
COUNTY OF CROW WING
STATE OF MINNESOTA**

RESOLUTION NO. 23-35

RESOLUTION REVISING THE 2023 ADOPTED BUDGET

WHEREAS, the City Council of the City of Emily did formally adopt a 2023 Budget on December 20, 2022 in accordance with State Statute 412.711; and

WHEREAS, the annual 2023 Budget may be amended by the City Council due to omissions, corrections, or unanticipated expenditures or revenues; and

WHEREAS, the 2023 Budget has been reviewed by staff and certain accounts require amendments; and

WHEREAS, the Emily City Council desires to revise the adopted 2023 Budget to more accurately depict expected expenditures for the current year.

NOW, THEREFORE BE IT RESOLVED, that the Emily City Council authorizes the City Clerk/Treasurer to amend the amounts in designated accounts in the 2023 Budget as identified in the list below:

<u>Account</u>	<u>Account Description</u>	<u>Purpose</u>	<u>Amount</u>
100-42123-550	Cap. Out: Motor Vehicles	Squad Car	(\$16,000.00)
100-43126-550	Cap. Out: Motor Vehicles	Maint. Truck	(\$4,000.00)
100-43130-404	Repair & Maint. Con: Equip.	Emily Dam repair	\$20,000.00

All other aspects of the previously approved 2023 Budget shall remain in full force and effect.

Passed by the City Council of Emily, Minnesota this 8th day of August, 2023.

Attested:

Tracy Jones
Mayor

Cari Johnson, MCMC
City Clerk/Treasurer

Disbursements

	2022 Actual	2022 Actual Budget	2023 as of 8/3/2023	2023 Actual Budget	2024 Proposed Budget	Percent Change
100: General Fund						
Public Safety						
Police						
Patrol						
Wages and Salaries: Full-time Employees-Regular	\$57,722.55	\$64,046.00	\$21,308.24	\$55,000.00	\$0.00	-100.00
Wages and Salaries: Part-time Employees	\$0.00	\$0.00	\$404.18	\$21,500.00	\$0.00	-100.00
Employer Contributions for Retirement: PERA Contributions	\$10,355.60	\$14,000.00	\$4,540.27	\$15,300.00	\$0.00	-100.00
Employer Paid Insurance: Medicare	\$932.87	\$1,250.00	\$435.92	\$1,225.00	\$0.00	-100.00
Unemployment Compensation: Benefit Payments	\$2,867.74	\$0.00	\$3,080.12	\$3,383.00	\$0.00	-100.00
Worker's Compensation: Insurance Premiums	\$4,012.16	\$3,600.00	\$2.14	\$4,200.00	\$0.00	-100.00
Employee Paid: Federal Income Tax	\$4,639.13	\$5,200.00	\$2,833.92	\$6,500.00	\$0.00	-100.00
Employee Paid: State Income Tax	\$2,046.46	\$2,500.00	\$1,209.42	\$2,830.00	\$0.00	-100.00
Operating Supplies: Cleaning Supplies	\$0.00	\$300.00	\$64.42	\$100.00	\$0.00	-100.00
Operating Supplies: Motor Fuels	\$10,612.85	\$9,200.00	\$3,264.00	\$13,500.00	\$0.00	-100.00
Operating Supplies: Uniforms	\$783.61	\$600.00	\$661.00	\$800.00	\$0.00	-100.00
Repair and Maintenance Supplies: Equipment Parts	\$156.31	\$1,000.00	\$5,235.11	\$1,000.00	\$0.00	-100.00
Repair and Maintenance Supplies: Tires	\$500.00	\$0.00	\$0.00	\$1,000.00	\$0.00	-100.00
Small Tools and Minor Equipment	\$5,447.71	\$5,200.00	\$86.17	\$1,000.00	\$0.00	-100.00
Professional Services: Personnel Testing and Recruitment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	N/A
Professional Services: EDP, Software and Design	\$1,965.00	\$1,965.00	\$1,965.00	\$2,000.00	\$0.00	-100.00
Professional Services: Inspections	\$35.00	\$70.00	\$0.00	\$70.00	\$0.00	-100.00
Repairs and Maintenance - Contractual: Machinery and Equipment	\$8,925.77	\$8,000.00	\$2,088.60	\$9,000.00	\$0.00	-100.00
Miscellaneous (431 through 499)	\$0.00	\$0.00	\$28.95	\$0.00	\$0.00	N/A
Miscellaneous: Dues and Subscriptions	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	N/A
Miscellaneous: Towing Charges	\$0.00	\$0.00	\$130.20	\$0.00	\$0.00	N/A
Capital Outlay: Motor Vehicles	\$0.00	\$12,000.00	\$0.00	\$16,000.00	\$0.00	-100.00
Police Training						
Wages and Salaries: Full-time Employees-Regular	\$94.89	\$9,965.00	\$14.87	\$1,000.00	\$0.00	-100.00
Employer Contributions for Retirement: PERA Contributions	\$22.47	\$1,600.00	\$3.48	\$175.00	\$0.00	-100.00
Employer Paid Insurance: Medicare	\$1.84	\$150.00	\$0.29	\$14.00	\$0.00	-100.00
Worker's Compensation: Insurance Premiums	\$6.28	\$500.00	\$0.00	\$50.00	\$0.00	-100.00
Employee Paid: Federal Income Tax	\$10.39	\$0.00	\$1.54	\$85.00	\$0.00	-100.00
Employee Paid: State Income Tax	\$4.45	\$0.00	\$0.68	\$40.00	\$0.00	-100.00
Small Tools and Minor Equipment	\$62.69	\$0.00	\$0.00	\$75.00	\$0.00	-100.00
Professional Services: Instructors' Fees	\$200.00	\$0.00	\$0.00	\$400.00	\$0.00	-100.00
Transportation: Travel Expense	\$0.00	\$1,500.00	\$0.00	\$500.00	\$0.00	-100.00
Police Stations and Buildings						
Rentals: Towels/Rugs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	N/A
Total Police	\$169,580.98	\$209,768.00	\$71,306.02	\$194,964.00	\$0.00	-100.00

Disbursements

	2022 Actual	2022 Actual Budget	2023 as of 8/3/2023	2023 Actual Budget	2024 Proposed Budget	Percent Change
100: General Fund						
Public Works						
Highways, Streets And Roadways						
Road and Bridge Equipment						
Operating Supplies: Cleaning Supplies	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	N/A
Operating Supplies: Motor Fuels	\$14,974.98	\$9,000.00	\$8,937.43	\$16,000.00	\$0.00	-100.00
Operating Supplies: Lubricants and Additives	\$1,041.33	\$0.00	\$0.00	\$1,200.00	\$0.00	-100.00
Operating Supplies: Shop Materials	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	N/A
Repair and Maintenance Supplies: Equipment Parts	\$7,455.87	\$11,500.00	\$3,369.74	\$11,500.00	\$0.00	-100.00
Repair and Maintenance Supplies: Tires	\$2,162.63	\$2,000.00	\$0.00	\$3,000.00	\$0.00	-100.00
Small Tools and Minor Equipment	\$2,451.51	\$100.00	\$3,325.91	\$1,000.00	\$0.00	-100.00
Professional Services: Inspections	\$225.00	\$300.00	\$0.00	\$300.00	\$0.00	-100.00
Insurance: Property	\$0.00	\$0.00	\$651.00	\$0.00	\$0.00	N/A
Insurance: Automotive	\$1,464.00	\$1,475.00	\$2,083.00	\$1,550.00	\$0.00	-100.00
Repairs and Maintenance - Contractual: Machinery and Equipment	\$4,950.13	\$6,000.00	\$2,580.80	\$10,000.00	\$0.00	-100.00
Miscellaneous: Dues and Subscriptions	\$71.50	\$400.00	\$71.50	\$200.00	\$0.00	-100.00
Capital Outlay: Motor Vehicles	\$34,591.60	\$35,000.00	\$99,530.13	\$121,320.21	\$0.00	-100.00
Capital Outlay: Other Equipment	\$9,684.00	\$9,700.00	\$0.00	\$0.00	\$0.00	N/A
Refunds and Reimbursements	\$87.71	\$0.00	\$0.00	\$0.00	\$0.00	N/A
Bridges, Viaducts and Grade Separations						
Repair and Maintenance Supplies: Equipment Parts	\$0.00	\$50.00	\$0.00	\$50.00	\$0.00	-100.00
Repair and Maintenance Supplies: Sign Repair Materials	\$0.00	\$250.00	\$0.00	\$250.00	\$0.00	-100.00
Professional Services: Legal Fees	\$1,841.00	\$500.00	\$0.00	\$0.00	\$0.00	N/A
Repairs and Maintenance - Contractual: Machinery and Equipment	\$0.00	\$5,000.00	\$0.00	\$0.00	\$0.00	N/A
Cap. Out: Investment	\$0.00	\$29,000.00	\$0.00	\$0.00	\$0.00	N/A
Street Lighting						
Utility Services: Electric Utilities	\$3,640.60	\$3,730.00	\$1,803.50	\$3,500.00	\$0.00	-100.00
Total Highways, Streets And Roadways	\$270,570.34	\$346,573.00	\$174,371.62	\$443,055.21	\$0.00	-100.00
Sanitation						

clerk@emily.net

From: Alex Voit <avoit@sehinc.com>
Sent: Friday, July 14, 2023 2:31 PM
To: clerk@emily.net
Cc: Scott Hedlund; Jeff Ledin
Subject: FW: JF Brennan - Emily Weir T&M Daily Rate Proposal - 20230714

Flag Status: Flagged

Cari,

Below is an estimate from JF Brennan to do the dam repair work on a time and materials basis. The cost is likely \$15,000 - \$20,000. They have proposed the following two options:

1: Repair per our initial proposal, inject with a chemical grout to seal the crack/hole.

2: Pour a concrete box in the corner of the weir where the leak is located. The concrete would be tied with rebar to the structure.

In both cases they would start by mounting a board along the top of the dam to temporarily divert flow away from the work area so they can inspect the hole and the rest of the dam and determine which method they believe would be more appropriate. The estimator I spoke with believed the concrete method would have the greater chance for success but that the superintendent on site could have different thoughts once he can see it in person. One downside with the method of pouring a concrete box is that while it wouldn't interrupt flow it would be a permanent change to the dam's structure. The estimator thought both methods would end up being similar in cost.

The cost below does not include any required permitting. That is something we will need to figure out now that we know their planned methods / impact.

As far a timing he did not seem too concerned with having a crew available once the work is authorized although fall rains might increase the flow over the dam. A special council meeting might speed up the process but probably isn't necessary in order to get it done this year.

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

From: Zach Lucas <zlucas@jfbrennan.com>
Sent: Friday, July 14, 2023 1:33 PM
To: Alex Voit <avoit@sehinc.com>
Cc: Nick Patterson <npatterson@jfbrennan.com>
Subject: JF Brennan - Emily Weir T&M Daily Rate Proposal - 20230714

Good Afternoon Alex,

Please see the daily rate below for the Emily Weir Repair.

Would only expect this repair to take 2-3 days.

Description	Daily Rate
Total Estimated Labor Cost by Work Activity	\$ 4,929.00
Total Estimated Equipment Costs by Work Activity	\$ 762.90
Total Estimated Direct Material Costs by Work Activity	\$ -
Total Estimated Service Costs by Work Activity	\$ -
Total Estimated Subcontract Costs by Work Activity	\$ -
Total Estimated Rental Equipment Costs by Work Activity	\$ -
Total Estimated Cost by Work Activity	\$ 5,691.90

Note that the price above is just the expected daily equipment and labor rate, and that we assume to also budget approximately \$1,500 in materials (Concrete, Lumber, Reinforcement, Hardware, Chemical Grout, etc.).

The assumed scope of work will be to install a barrier and inspect the weir wall for any leaks under the access bridge. Once all leaks have been identified, we will implement the best means to stop the leakage. Currently anticipating to install a concrete mass overlay in the leak locations.

Other assumptions include the following:

- This work is to be completed at a Time and Material Daily Rate. All billable materials invoices will be supplied with billing.
- No Permits Required
- No material testing required/included.
- 3-Man Composite Crew (Carpenters, Laborers, and Operators)
- Assumes that a concrete installation no larger than 2'x2'x4' is needed to be installed to seal the leak.
- Estimate is valid for 30-Days.

We are currently excluding permits since we do not know which agency would require any for this work. We are willing to reach out to the local DNR office to see if they have any input or requirements.

Please let us know if you have any questions or concerns.

Zach Lucas

clerk@emily.net

From: Boyle, Jason (DNR) <jason.boyle@state.mn.us>
Sent: Monday, July 17, 2023 12:48 PM
To: Rob Hall; clerk@emily.net
Cc: Wayne Dosh; Frie, Jacob (DNR)
Subject: RE: Emily Dam Leak Repair

Flag Status: Flagged

Thanks for forwarding this on, Rob. The proposed work will likely require a DNR permit, either for Work in Public Waters or for Dam Safety. Plan sheets would help us make the determination. We will also need to review any previously issued DNR permits. Please feel free to reach out to Jacob or myself as you proceed with the design.

Thanks,
Jason

Jason Boyle

State Dam Safety Engineer | Ecological and Water Resources Division

Minnesota Department of Natural Resources

500 Lafayette Road

Saint Paul, MN 55155-4025

Phone: 651-259-5715

Cell: 651-249-5117

Email: jason.boyle@state.mn.us

mndnr.gov

 **DEPARTMENT OF
NATURAL RESOURCES**



From: Rob Hall <Rob.Hall@crowwing.us>

Sent: Monday, July 17, 2023 7:39 AM

To: clerk@emily.net

Cc: Wayne Dosh <Wayne.Dosh@crowwing.us>; Boyle, Jason (DNR) <jason.boyle@state.mn.us>; Frie, Jacob (DNR) <Jacob.Frie@state.mn.us>

Subject: FW: Emily Dam Leak Repair

This message may be from an external email source.

Do not select links or open attachments unless verified. Report all suspicious emails to Minnesota IT Services Security Operations Center.

Hello Cari. I am copying your below email to two DNR staff (Jason Boyle and Jacob Frie) who may have some involvement in your project, or can let you know if they don't need to be involved. It may be helpful if the City Engine has any type of plan sheets they could look at also.

Jake and Jason, this is for the dam at the outlet of Emily Lake near the border of S35, T138, R26 and S2, T137, R26, and shown below. It is in need of some repairs to mitigate minor leakage. Please let Cari know what steps the City would need to follow. Thank you.



Robert Hall, PE
Assistant County Engineer

Office: 218-324-1113
Mobile: 218-324-1113
www.crowwing.us

We value your opinion! Please let us know how we are doing by taking our [Customer Service Survey](#).

Crow Wing County Highway Department
18589 CR 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.

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From: clerk@emily.net <clerk@emily.net>
Sent: Friday, July 14, 2023 4:49 PM
To: Wayne Dosh <Wayne.Dosh@crowwing.us>
Cc: 'Tracy Jones' <mayor.tracyjones@cityofemily.com>
Subject: Emily Dam Leak Repair

Wayne,

The City's engineers have found a possible contractor to work on repairing the Emily Dam. The contractor has provided an estimate for Council review. The scope of work is described as:

- 1: Inject with a chemical grout to seal the crack/hole, OR
- 2: Pour a concrete box in the corner of the weir where the leak is located. The concrete would be tied with rebar to the structure.

In both cases they would start by mounting a board along the top of the dam to temporarily divert flow away from the work area so they can inspect the hole and the rest of the dam and determine which method they believe would be more appropriate. The estimator I spoke with believed the concrete method would have the greater chance for success but that the superintendent on site could have different thoughts once he can see it in person. One downside with the method of pouring a concrete box is that while it wouldn't interrupt flow it would be a permanent change to the dam's structure.

Do you know if either of those options requires a permit? First they would be temporarily installing a board to divert the flow. Then they may need to make a permanent change to the dam's structure. If the City is required to apply for a permit, do you know who I should contact for information?

Thank you for your assistance and have a great weekend!

Cari Johnson, MCMC
City Clerk/Treasurer
City of Emily
PO Box 68
Emily, MN 56447
E clerk@emily.net
P 218.763.2480
F 218.763.2481
W www.cityofemily.com
Pop. 862

Effecting Positive Change

From: Alex Voit <avoit@sehinc.com>
Sent: Tuesday, August 8, 2023 2:36 PM
To: clerk@emily.net
Cc: Jeff Ledin
Subject: RE: Emily Dam Leak Repair

Cari,

This is good news. Looks like we should be able to get JF Brennan in there without having to worry about being slowed down by permitting / review periods. I spoke with Zach Lucas from JF Brennan and he thinks he could have crews available in the coming weeks to tackle the Dam Repair. He said that, if awarded, at the latest he would plan to have it done before the end of September. Can you send me a link to attend the council meeting virtually?

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

From: Boyle, Jason (DNR) <jason.boyle@state.mn.us>
Sent: Tuesday, August 8, 2023 1:30 PM
To: Alex Voit <avoit@sehinc.com>
Cc: clerk@emily.net; Jeff Ledin <jledin@sehinc.com>; Frie, Jacob (DNR) <Jacob.Frie@state.mn.us>
Subject: RE: Emily Dam Leak Repair

Alex,

The proposed work does not appear to trigger a permit from the DNR. This is a subjective determination of whether or not the proposed work is maintenance or repair. Therefore, please inform us of the selected mechanism for stopping the leak as soon as it is determined and submit photos of the work in the dry.

Our current understanding is that there are 2 options, up to contractor to choose once they divert flow, so they won't know which option until last minute. Screw board to half of weir to divert flow to other bay. Inspect leak in the dry. Determine method. Built a small box around the leak, maybe 2' by 1' and let it fill with water to equalize pressure. Top of box would be well below the top of the weir.

- Option 1 – inject chemical grout
- Option 2 – fill the 2' x 1' box with concrete

If the work goes beyond this understanding, it could require an after the fact permit, which is 2x the normal application fee. If you choose to apply for a permit now, we can assist with that process.

Thanks,
Jason

clerk@emily.net

From: Alex Voit <avoit@sehinc.com>
Sent: Monday, July 24, 2023 4:59 PM
To: jason.boyle@state.mn.us
Cc: clerk@emily.net; Jeff Ledin; rob.hall@crowwing.us
Subject: RE: Emily Dam Leak Repair
Attachments: EMILY 173776 Quote Documents.pdf

Jason,

Attached is a copy of the proposal we sent out for the Emily dam repair. None of the contractors responded initially but I was able to meet JF Brennan on site to discuss the two options Cari described below. We are hoping to move forward with one of the two options this summer / fall. My understanding of their work plan is that it would require nothing more than hand tools and workers in waders to complete. The diversion required would be to set a board into half the top of the dam diverting the flow to the other half during inspection / repair. Let me know when you are available and we can discuss in more detail if needed.

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

From: Boyle, Jason (DNR) <jason.boyle@state.mn.us>
Sent: Monday, July 17, 2023 12:48 PM
To: Rob Hall <Rob.Hall@crowwing.us>; clerk@emily.net
Cc: Wayne Dosh <Wayne.Dosh@crowwing.us>; Frie, Jacob (DNR) <Jacob.Frie@state.mn.us>
Subject: RE: Emily Dam Leak Repair

Thanks for forwarding this on, Rob. The proposed work will likely require a DNR permit, either for Work in Public Waters or for Dam Safety. Plan sheets would help us make the determination. We will also need to review any previously issued DNR permits. Please feel free to reach out to Jacob or myself as you proceed with the design.

Thanks,
Jason

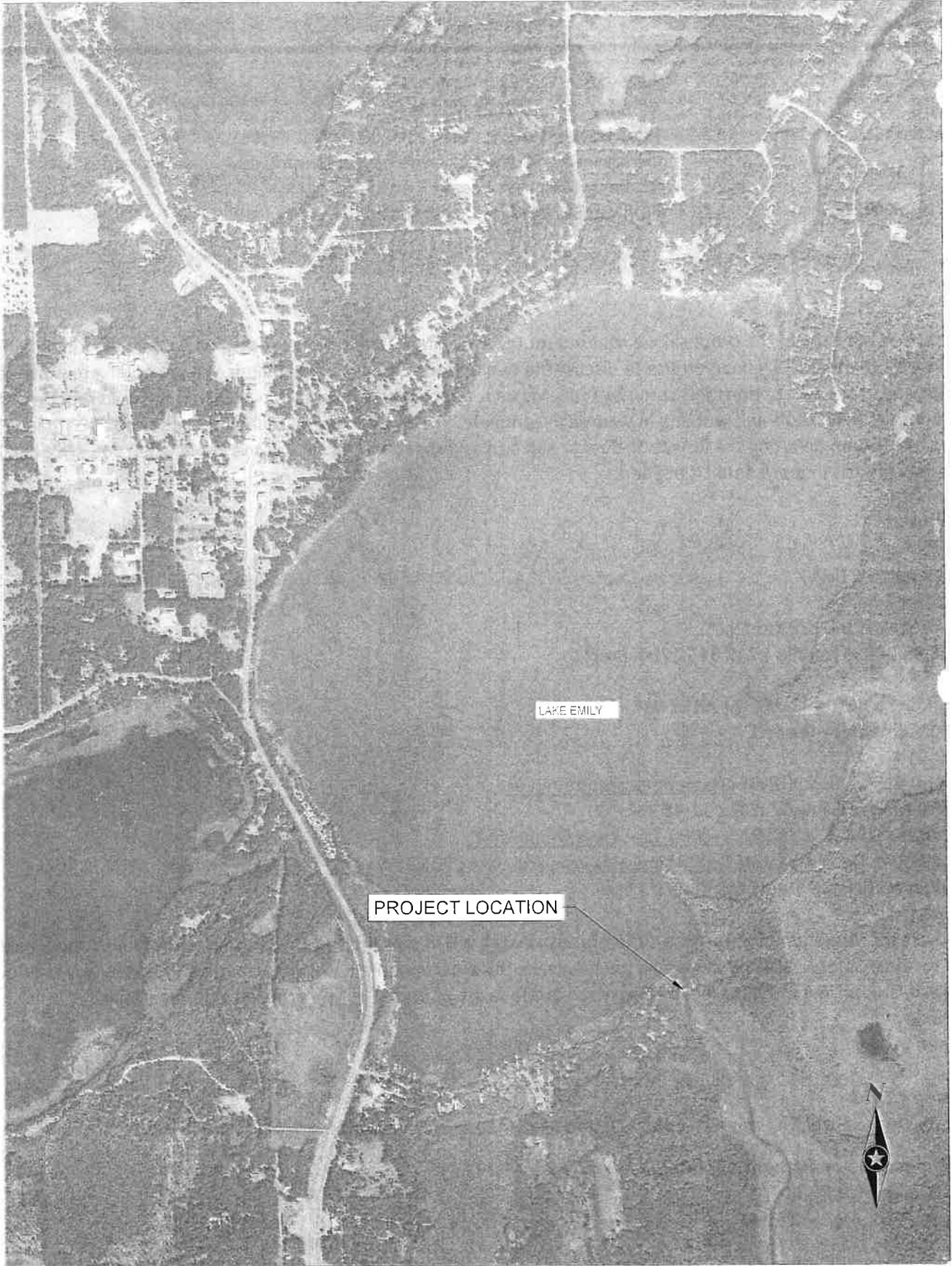
Jason Boyle
State Dam Safety Engineer | Ecological and Water Resources Division

Minnesota Department of Natural Resources

500 Lafayette Road
Saint Paul, MN 55155-4025
Phone: 651-259-5715

Cell: 651-249-5117
Email: jason.boyle@state.mn.us
mndnr.gov

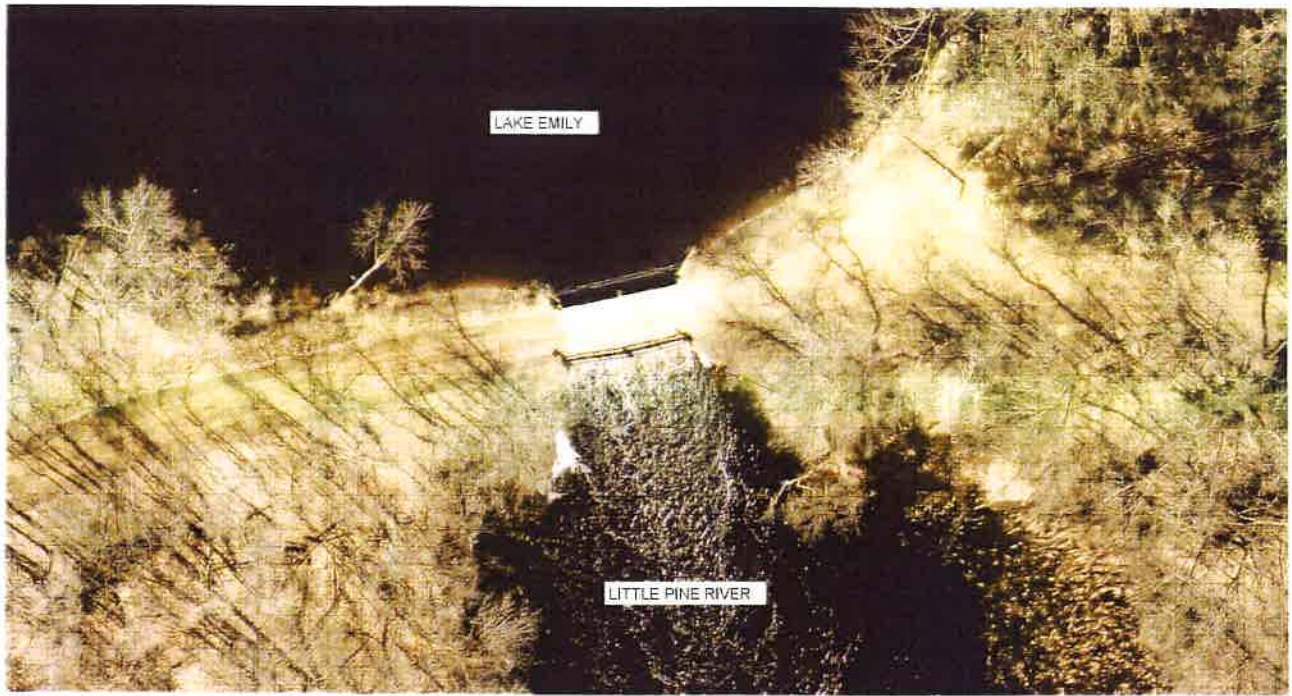
Save: 01/30/2013 12:52 PM Local Plot: 01/30/2023 12:52 PM X:\SERIES\EMILY\17377015-final\design1-drawings\10-Civil\add\dwg\exhibitPlan Sheets.dwg



PROJECT NO.
EMILY 173776
DATE:
06/30/2023

PROJECT LOCATION MAP
CITY OF EMILY, MINNESOTA

EXHIBIT 1



CONSTRUCTION NOTES:

1. THE 2020 EDITION OF THE MINNESOTA DEPARTMENT OF TRANSPORTATION "STANDARD SPECIFICATIONS FOR CONSTRUCTION AND THE "SUPPLEMENTAL SPECIFICATIONS" DATED SEPTEMBER 2022 SHALL GOVERN.
2. THE OBJECTIVE OF THIS WORK IS TO PREVENT WATER LEAKING FROM THE RESERVOIR AND CAUSING FURTHER EROSION AND DAMAGE TO THE STRUCTURE.
3. CONTRACTOR SHALL MAINTAIN EXISTING FLOW LEVELS IN THE LITTLE PINE RIVER THROUGHOUT THE WORK.
4. CONTRACTOR SHALL ACQUIRE ALL NECESSARY PERMITTING BASED ON THE METHODS CHOSEN FOR THE WORK.
5. THE ATTACHED INSPECTION REPORT AND PHOTOS IDENTIFY A LEAK ON THE JOINT BETWEEN THE WESTERN ABUTMENT AND DAM WEIR, THE CONTRACTOR SHALL INSPECT ALL WEIR JOINTS FOR ADDITIONAL LEAKS.
6. CONTRACTOR SHALL REPAIR IDENTIFIED LEAK(S) IN THE DAM WEIR WITH A MARINE GRADE PRODUCT CAPABLE OF FULLY AND PERMANENTLY SEALING THE LEAK.
7. THE MATERIAL USED SHALL BE NON SHRINKING.
8. THE REPAIR SHALL FULLY PENETRATE THE LEAK, SEALING IT THROUGH OUT THE JOINT.
9. THE CONTRACTOR SHALL PROVIDE MANUFACTURER DATA CERTIFYING THAT THE PRODUCT IS INTENDED FOR THIS USE AND SHALL INSTALL THE PRODUCT PER THE MANUFACTURER'S INSTRUCTIONS.
10. THE CONTRACTOR SHALL UTILIZE THEIR EXPERIENCE IN SIMILAR SITUATIONS AND APPLY PRODUCT WHICH THEY ARE THOROUGHLY FAMILIAR WITH AND PROVIDE THREE EXAMPLES OF ITS SUCCESSFUL USE.
11. CONTRACTOR SHALL RESTORE THE SURROUNDING SITE TO ORIGINAL CONDITIONS AFTER COMPLETION OF THE WORK. ANY AND ALL DAMAGE TO TURF, ROADWAY OR THE BRIDGE AND DAM STRUCTURE SHALL BE REPAIRED.
12. CONTRACTOR SHALL PROVIDE A WARRANTY BOND FOR THE WORK FOR ONE YEAR. AFTER ONE YEAR AND BEFORE THE BOND IS RELEASED THE CONTRACTOR SHALL DEMONSTRATE ON SITE TO THE ENGINEER THAT THE REPAIRS ARE STILL FUNCTIONING AS INTENDED.

Save: 6/30/2023 12:52 PM X:\AEE\EMILY173776\5-final-dgn\51-drawings\10-Civil\cad\dwg\erhnh\Plan_Sheets.dwg



PROJECT NO.
EMILY 173776

DATE:
06/30/2023

PROJECT NARRATIVE
CITY OF EMILY, MINNESOTA

EXHIBIT 2

SECTION 01 11 00

SUMMARY OF WORK

PART 1 GENERAL

1.01 SUMMARY

- A. Section Includes:
 - 1. Work Included in Contract Documents
 - 2. Contract Information
 - 3. Work Under Other Contracts
 - 4. Contractor Use of Premises
 - 5. Occupancy Requirements
 - 6. Products Ordered in Advance
 - 7. Work Restrictions

1.02 WORK INCLUDED IN CONTRACT DOCUMENTS

- A. Description of the Project:
 - 1. Repairing a hole in the dam on Dam Road on the south side of Lake Emily. The repair is assumed to be non – structural.

1.03 CONTRACT INFORMATION

- A. Type of Contract: Owner will award a Single Prime Contract.
- B. Scope of Contract:
 - 1. This Contractor is solely responsible for the Work.
 - 2. The Contract will include:
 - a. Contract Forms:
 - 1) Agreement
 - 2) Certificates
 - b. Plan Sheets and Exhibits
 - c. Specifications:
 - 1) Division 1 - General Requirements
 - 2) Applicable Technical Sections
 - d. Addenda
 - e. Contract Modifications

1.04 WORK UNDER OTHER CONTRACTS

- A. Other Work at Site:
 - 1. Owner reserves the right to let other separate contracts for Work of the Project, or to pursue other Work at the Site with its own personnel.
 - 2. Cooperate fully with separate contractors so work on those contracts may be carried out smoothly, without interfering with or delaying work under this Contract.
 - 3. Coordinate the Work of this Contract with work performed under separate contracts.
- B. Work Not Included:
 - 1. Work not included is either marked "NIC," or "by others," on Drawings or is noted in each section of Specifications.
 - 2. Provide all labor and materials required unless so specifically noted or marked.
 - 3. Install Work indicated to be furnished by others or Owner unless specifically stipulated to be furnished and installed by others or Owner.

1.05 CONTRACTOR USE OF PREMISES

- A. Confine operations at Site to areas permitted under contract or as directed by Engineer.
- B. Conform to site rules and regulations affecting Work while engaged in Project construction.
- C. Existing Structures:
 - 1. Keep existing driveways, playgrounds, or playing fields, and adjacent streets clear and available to public in accordance with Owner's or local authority's requirements.
 - 2. Repair damages caused to existing public and private property and structures due to operations of Contractor to the satisfaction of, and at no additional cost to Owner.
 - 3. Take complete field measurements affecting all existing construction, wiring, piping, and equipment in this Contract, and assume responsibility for proper fit between Work and existing structures and other equipment.
- D. Construction personnel may park only in areas designated by the Owner.
- E. Damaged Property:
 - 1. Patch and/or clean existing improvements and restore damage of property on, or adjacent to Site occasioned by this Work, including, but not limited to, lawns, walks, curbs, pavements, roadways, structures, and utilities which are cut or damaged by operations and are not designated for removal, relocation, or replacement in the course of construction.
 - 2. Public Property or Utilities: Comply with laws, ordinances, rules, regulations, standards, orders of utility owner or any public authority having jurisdiction.
 - 3. Provide written acceptance of restoration work by authority or Owner.
- F. Product Requirements:
 - 1. Confine stockpiling of materials or equipment and location of storage sheds and offices to areas indicated.
 - 2. If additional storage is necessary and is not allowed by Owner, obtain and pay for such storage offsite.

1.06 OCCUPANCY REQUIREMENTS

- A. General Requirements:
 - 1. Cooperate with Owner to minimize conflict and to facilitate Owner's operations.
 - 2. Schedule the Work to accommodate this requirement.
 - 3. Coordinate activities which could cause interruption to Owner's activities.
 - 4. Provide not less than 72 hours notice to Owner of activities that will affect Owner's operations.

1.07 PRODUCTS ORDERED IN ADVANCE

- A. Storage:
 - 1. Products will be allowed to be stored at the Site prior to commencement of construction activities.
 - 2. Contractor shall store such items as directed by Owner.

1.08 WORK RESTRICTIONS

- A. On-Site Work Hours:
 - 1. Normal business working hours of 7:00 a.m. to 7:00 p.m. Monday through Friday.
 - 2. No work permitted on weekends or holidays without prior approval.
- B. Existing Utility Interruption:
 - 1. Do not interrupt utilities serving facilities occupied by Owner or others without written permission by Engineer.
 - 2. Notify Engineer not less than 2 days in advance of proposed utility interruptions.

PART 2 PRODUCTS

Not Used

PART 3 EXECUTION

Not Used

END OF SECTION

SECTION 01 57 19

AIR, LAND, AND WATER POLLUTION

PART 1 GENERAL

1.01 SUMMARY

- A. Provide control of pollution from construction sites and related activities.
- B. Basis of Payment:
 - 1. No direct payment will be made. All activities required by or relating to this section will be considered incidental.
 - 2. No additional compensation or time extension will be granted due to actions brought against the Contractor for failure to comply with pollution control requirements.

1.02 QUALITY ASSURANCE

- A. Regulatory Requirements:
 - 1. Conduct all operations to prevent, control and abate the pollution of air, land and water in accordance with the rules, regulations and standards adopted and established by the following agencies:
 - a. Minnesota Department of Natural Resources
 - b. Minnesota Pollution Control Agency
 - c. Minnesota Department of Transportation
 - d. U.S. Army Corps of Engineers

PART 2 PRODUCTS

Not Used

PART 3 EXECUTION

3.01 PROTECTION OF WATERS

- A. Schedule and conduct all operations to minimize soil erosion and prevent siltation and the resultant turbidity of public waters.
- B. Prevent pollution of flowing or impounded waters from particulate or liquid matter that may be harmful to fish and wildlife or detrimental to public use.
- C. Remove sediment from aggregate wash operations by filtration or settlement prior to discharge into public waters.
- D. Do not discharge wash water or waste from concrete mixing operations into streams or public waters.

3.02 SPECIAL REQUIREMENTS

- A. Minimize crossing of streams and rivers with hauling equipment.
- B. Provide temporary bridging where stream crossings are necessary.
- C. Remove temporary bridging as soon as crossings are no longer necessary.

END OF SECTION

SECTION 01 77 00

CLOSEOUT PROCEDURES

PART 1 GENERAL

1.01 SUMMARY

- A. Administrative and procedural requirements for contract closeout, including:
 - 1. Submittals.
 - 2. Inspection procedures.
 - 3. Warranties.
 - 4. Record document submittals.
 - 5. Final cleaning.
 - 6. Pest control.
- B. Related Sections:
 - 1. Specific requirements for individual units of work are included in appropriate technical sections

1.02 SUBSTANTIAL COMPLETION

- A. Complete the following before requesting Engineer's inspection for certification of Substantial Completion for each phase of work. List items that are incomplete in request.
 - 1. Prepare a list of items to be completed and corrected (punch list), the value of items on the list, and reasons why the Work is not complete.
 - 2. Obtain, submit releases enabling Owner unrestricted use of the Work and access to services and utilities.
 - 3. Bonding and insurance:
 - a. Consent of Surety to Reduction In or Partial Release of Retainage
 - b. Advise Owner of pending insurance change-over-requirements
- B. Inspection Procedures:
 - 1. When prerequisites are complete, submit request in writing to Engineer stating that all requirements are satisfied, and requesting inspection.
 - 2. Upon receipt of Contractor's request for inspection, Engineer will either proceed with inspection or advise Contractor of unfilled prerequisites.
 - 3. Following initial inspection, Engineer will either prepare Certificate of Substantial Completion, or advise Contractor of work which must be performed before certificate will be issued. Engineer will repeat inspection when requested and when assured that work has been substantially completed.
 - 4. Results of completed inspection will form the basis of requirements for Final Acceptance.

1.03 FINAL ACCEPTANCE

- A. Before requesting final inspection for determining date of Final Completion, complete the following:
 - 1. Submittals:
 - a. Lien Waivers (from all subcontractors and suppliers).
 - b. Certificate of Substantial Completion
 - c. Consent of Surety (if Performance Bond provided).
 - d. Assurance that unsettled claims will be settled.
 - e. Proof that fees and similar obligations have been paid.
 - f. Evidence of final, continuing insurance coverage complying with insurance requirements.
 - g. Form IC-134, Affidavit for Obtaining Final Settlement of Contract with State of Minnesota and any of its Political or Governmental Subdivisions.
 - h. Notarized certification of compliance with wage rate requirements.
 - i. Certified copy of E/A's final punch list of itemized work to be completed or corrected, stating that each item has been completed or otherwise resolved for acceptance and has been endorsed and dated by Engineer.

2. Warranties: Submit specific warranties, workmanship/maintenance bonds, maintenance agreements, final certifications, similar documents on, but not limited to, the following items:
 - a. Warranty bond covering the cost of repair work for a time period of one year after completion.
 3. Miscellaneous Record Submittals:
 - a. Refer to other sections of specifications for requirements of miscellaneous record keeping and submittals in connection with actual performance of work.
 - b. Complete miscellaneous records, place in good order, properly identified and bound or filed, ready for continued use and reference.
- B. Record Drawings: Submit to Engineer a set of record prints marked to show "as-built" conditions for work of contract.
- C. Adjusting:
 1. Repair and restore marred exposed finishes.
 2. Touch up of painting of marred surfaces.
 3. Complete final cleaning requirements.
- D. Final Payment Request:
 1. Include certificates of insurance for products and completed operations where required.
 2. Updated final statement, accounting for final additional changes to Contract Sum.
 3. Final liquidated damages settlement statement, acceptable to Owner.
- E. Re-inspection Procedure:
 1. Engineer will re-inspect work upon receipt of notice that work, including punch list items resulting from earlier inspections, has been completed, except for items whose completion has been delayed because of circumstances that are acceptable to Engineer.
 2. Engineer will either prepare a certificate of final acceptance, or will advise Contractor of work that is incomplete or of obligations that have not been fulfilled but are required for final acceptance.
 3. If necessary, re-inspection procedure will be repeated.

PART 2 PRODUCTS

Not Used

PART 3 EXECUTION

3.01 FINAL CLEANING

- A. Site shall be left clear of debris and litter.

END OF SECTION

Dam Name:	Lake Emily	Dam NID:	MN00052
Date Inspected:	10/27/2022	Inspectors:	Dana Dostert & Rachel Lindgren
Owner:	City of Emily	County:	Crow Wing
Overall Condition:	Fair	Dam Hazard Rating:	Low

If feature deficiency is not a concern check the "None" box. E.g. minor amount of rust.

Feature	Action Required			Comments
	Repair	Monitor	None	
1. Principal spillway				
a. Description				
b. Cracks, spalls, rust, other deterioration		x		August 2021 leak was found between concrete weir and abutment. Because of high flows in 2022 could not see leak. Leak could be filled during low flow events. Some concrete deterioration of weir.
c. Joint separation		x		
d. Differential settlement			x	
e. Obstruction, debris			x	
f. Leaks	x			
2. Emergency spillway				
a. Inadequate vegetation			x	
b. Erosion, rills, gullies			x	
c. Obstructions			x	
3. Embankment				
a. Settlement or cracking			x	
b. Erosion			x	
c. Seepage			x	
d. Animal burrows			x	
e. Inadequate vegetation			x	
f. Trees, brush, etc.			x	
4. Reservoir				
a. Embankment shoreline			x	
b. Debris			x	
5. Outlet Works				
a. Drains			x	
b. Riprap			x	
c. Plunge Pool			x	

Notes: Concrete deterioration of weir. Could not see leak that was photographed in 2021 due to higher flows in 2022.



Photo of leaking between concrete weir and concrete abutment during drought of 2021.



Overview of Upstream side of dam. Small amount of concrete degradation around pier and abutments.



Gage and concrete degradation.



Concrete weir, showing erosion.



Looking upstream at dam, higher flows than last year could not see leak.

April 10, 2023

Gerhart Hanson – Emily City Council
42586 State Highway 6
Emily, MN 56447

Re: Parking and Entrance Concerns along Highway 6 in Emily

Dear Councilman Hanson:

MnDOT District 3 staff met with Mayor Tracy Jones, Kale Jones, Alex Voit and yourself on Wednesday April 5th, 2023 to discuss parking and entrance concerns along Highway 6 in Emily.

Kale Jones provided a brief presentation to request a change to the the parking restrictions in the SW quadrant of the intersection of Highway 6 and County State Aid Highway (CSAH) 1. Currently yellow curb delineates the parking restrictions from the intersection of CSAH 1 south to the egress of the municipal parking lot. Mr. Kale Jones requested the parking restriction be lifted to allow two additional on-street parking stalls closest to the egress of the municipal parking lot. MnDOT does not support the change request due to the intersection currently operating safely with the current parking restrictions, the two proposed parking stalls would infringe on the site lines from eastbound CSAH 1 looking to the south along highway 6 thereby potentially degrading the safe operation of the intersection, and two stalls would provide minimal benefit given the abundance of adjacent parking at the municipal parking lot, Emily Meats, and on-street parking elsewhere in town.

The second request presented by Mr. Kale Jones was to reconfigure the pedestrian ramps at the intersection and widen the existing entrance to Emily Meats parking lot. This would allow the property owner to reconfigure his parking lot and allow for better circulation. Although we like some aspects of the concept we cannot allow a change in the previously acquired access control along the frontage to the Emily Meats property. MnDOT previously acquired access control that identified a 30 foot opening where the current entrance is located. Any widening closer to the intersection will degrade the safe operation of the intersection. MnDOT would recommend the property owner continue to develop parking concepts that would utilize the existing entrance width and location. MnDOT is willing to work with the property owner and city to replace the existing ballards with something more aesthetically pleasing that serves the same purpose of preventing vehicles from driving over the curb and pedestrian ramps. Maybe a planter or some landscaping behind the sidewalk would delineate vehicular circulation and provide better aesthetics to Emily Meats.

MnDOT District 3 staff appreciates the cooperative nature of our meetings and conversations with representatives of City of Emily and Emily Meats. If there are any questions, please do not hesitate to reach out to myself or Rich Munsch, Permits, richard.munsch@state.mn.us, 218-821-6358.

Sincerely,



James Hallgren
Assistant District Engineer
James.hallgren@state.mn.us
218-828-5797

CC: Mike Ginnaty, District Engineer

MAINTENANCE REPORT

8/8/2023

- Mowing sewer ponds
- Brushing roads
- Mowing ditches
- General maintenance

Brian Foster
Maintenance Supervisor

clerk@emily.net

From: Andrew Lacovara <Andrew.Lacovara@catalisgov.com>
Sent: Thursday, July 20, 2023 11:17 AM
To: clerk@emily.net
Subject: RE: Website Renewal

Emily,

The new price will be \$1,995 annually with the 6 percent increase year over year for 4 years. There is no implementation or start up costs. This is important because most vendors, including GovOffice, usually charges a couple thousand dollars to get you up and running. It comes with a redesign year 1 and year 4, content migration and all the information below.

This is not something that needs to be done in 2023. We understand this is a big change, so we can start this when your renewal is up in Oct 2024.

If this not appealing, please let me know, and we can try to work something out.

Thanks!

Andrew Lacovara | Customer Success Manager

Office: 204-410-6772

Cell: 780-935-4390

Support: 1-855-898-6864

catalisgov.com

CATALIS 

From: clerk@emily.net <clerk@emily.net>
Sent: Thursday, July 20, 2023 10:10 AM
To: Andrew Lacovara <Andrew.Lacovara@catalisgov.com>
Subject: RE: Website Renewal

WARNING: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Andrew,

The City of Emily's population is 862. What would be the cost for website renewal with our population and website services as they are now?

Thank you and have a great day!

Cari Johnson, MCMC

City Clerk/Treasurer

City of Emily

PO Box 68

Emily, MN 56447

E clerk@emily.net

P 218.763.2480

F 218.763.2481

Effecting Positive Change

From: Andrew Lacovara <Andrew.Lacovara@catalisgov.com>

Sent: Thursday, July 20, 2023 10:53 AM

To: clerk@emily.net

Subject: Website Renewal

Cari

My name is Andrew Lacovara and I am your Customer Success Manager. My goal is to make sure you are happy with our services and products. I will be your go-to person for that!

I am also reaching out because of your website renewal. There have been some changes to our Website Management Platform, and we are in the process of moving all our clients over to the new platform. We understand this is a big change, so I can certainly answer any questions and discuss your options. I think it would be best to do a demo. Would you be open to this? If so, I have attached a link to my calendar below, feel free to schedule a time that best works for you....

<https://outlook.office365.com/owa/calendar/MuniSight@governmentbrands.com/bookings/s/ATnm64gUkWYBJHqNPaYtw2>

Here is some information for you to have regarding our new and improved **Website Management Platform**

- **No implementation or start-up fees**
- **4-year agreement** (redesign year 1 and year 4 for no additional cost)
- **6 percent increase year over year**
- **CMS Feature Sheet / Flyer** (attached to email)
- **Demo Website** (not a real city but shows our general layout and feel. The website is completely customizable)..... <https://pro-model.govoffice3.com/>
- **Admin / Back End** – this will stay the same, except for continual improvements, won't have to learn a new software.
- **Real Client Websites**.....
<https://troyme.dev.govoffice.com/> <https://www.canyonlakeca.gov/> <https://townshipofjames.dev.govoffice.com/>
- **Product Roadmap** (improvements and features our team will continue to work on).... <https://muni-catalis-implementations.com/products/index.html>
- **Pricing** – Depends on population and other factors (discuss this during our meeting)
- **Full Line Brochure** – I have attached our Full Line Brochure with all our products. If you ever want to demo any of these solutions, please let me know.

If you have any other questions or concerns in the meantime, please let me know.

Thanks!

Andrew Lacovara | Customer Success Manager
Office: 204-410-6772

Product Summary

Our CMS provides you with the ability to refine all user accounts to restrict access to specific features. For example, you can create an admin user account and provide a specific user with access to edit only specific pages or have access to a specific application. This is a great feature for a larger government that may want to provide departments with access to edit specific sections of a website.

There is no limit to the number of user accounts, and you can enable/disable user accounts at any time. Catalis' CMS is also responsive for any mobile device, and you can edit any pages and use any admin features from a mobile phone, tablet, or computer.

In addition to our standard dashboard and Single-Sign-On (SSO) portal, some key benefits to using Catalis' CMS Package include:

Accessibility

Accessibility Development, SSL Certificates and North American hosting (AWS).

Strong Security

Scan files and behaviour with monitoring and anti-virus software. We have annual penetration tests, and a security committee implementing and updating best practices.

Mobile Responsive Design

This proposal includes a design that will be completely responsive on any mobile device. Your content management system is also responsive and provides you with the ability to edit your website on any mobile device including a smartphone.

Business Directory

Map business locations.

Accordions

The Accordion is a new data type within the CMS. It is like the Quick List data type, but each item is grouped in an expandable/collapsible region.

Air Quality

Display air quality information on your website.

Notices/Announcements/News

The News content type is best for content you want to be scheduled for publication. This content type is also useful for creating a section of announcements that you can easily promote to the homepage using the Promotions feature. The News content type is sorted by publish date.

Document Manager

Centralized file management where videos can be managed.

Boxes (Cards)

Display the content of your items on a page either horizontally or vertically, and as properly fit in any screen size. Click on Add Item to add a new Box.

Calendar

Enter community activities, which can be displayed as a list of events or in a calendar. With the Events content type, you can control when the event should automatically roll off the live site. This helps keep your site free from outdated content.

Page Protector

Create password-protected pages.

Meeting Minutes

Feature your local government's meeting minutes and agendas on your community's website. You simply upload the documents directly to the website and they will be categorized and displayed by date and meeting type.

Opening Slideshows / Opening Photo

Add an opening photo or photos to make a slideshow.

Dashboard

View and share information about traffic and engagement using Google Analytics 4, dedicated sections for meetings, events, form submissions, and open orders.

Image Gallery

Create an online photo album to post several images and control their order and captions. The images appear as thumbnails, and any image can be enlarged simply by clicking on it.

Alert Banner

Manage alert messages that will appear as a banner to alert people to important information. This is a convenient tool to highlight people's attention to important matters such as service outages.

Jobs Postings

Display details regarding job openings. It gives you the option of formatting your text in a standard flow or developing your own format by entering all the relevant information into the "Comments" text box.

Locations (Maps)

List a series of addresses for tourism, park locations, and land available for development. To add a new location, click on Add Item.

Milestones

The Milestone type is another new data type in the CMS. Milestones were inspired by looking into examples of accordions. The imagery is designed to represent a timeline of events.

Weather

Display weather information on your website.

Advanced Admin Access Rights

Create unlimited access accounts for users to log in and update the website. Each user will have their own username and password and the website will track who last made certain edits. Each user will also have permissions set so they can only edit certain pages within the website. Our solution also provides group management.

Person Directory

Display the personnel in your community.

RSS Subscribe

Display local news and news from multiple news sources. You control the feeds and the news automatically appears on your website.

Quick Poll (Polls)

Allow visitors to answer a question on any topic. More than one question can be entered at a time, but each question is treated individually. Add a new Item for each question in the poll.

Promotions

Display the information from one section to another. An example would be taking an events section and placing the information on the home page in the form of a calendar without having to retype any information.

Smart Forms

Create your web forms. Along with the ability to design your forms, you can also edit the confirmation pages and emails for any form submissions. There is no limit to the number of forms you create and manage on your website.

Special Media Icons

Create manageable links to your community's Facebook, Twitter, YouTube Instagram, LinkedIn, or Nextdoor accounts.

Quick List (Lists)

Display information on a page with index links at the top of the page. This is often used when creating a frequently asked questions section, links page, or department forms.

Website Search

Provide visitors the opportunity to locate specific information, including documents, on your site.



Minnesota Association of Cemeteries Cemetery Management Course

September 20, 2023
Mystic Lake Casino Hotel

2400 Mystic Lake Boulevard
Prior Lake, MN 55372
Phone: (800) 262-7799

8:30-9:00 a.m.	CHECK-IN FOR CEMETERY MANAGEMENT COURSE <i>(Isanti 1&2)</i>
9:00-9:15 a.m.	CEMETERY MANAGEMENT COURSE INTRODUCTION
9:15-9:45 a.m.	FIRST CALL THROUGH BURIAL – presented by Amanda Thoreson, General Manager, Roseville, MN
9:45-10:15 a.m.	CEMETERY TECHNOLOGY – presented by Dominic Pierre, Superintendent, Union Cemetery, Maplewood, MN
10:15-10:30 a.m.	BREAK
10:30-11:00 a.m.	CEMETERY PROBLEMS AND SOLUTIONS – Bobby Schoenrock, Oakland Cemetery, St. Paul, MN
11:00-11:30 a.m.	VENDOR ROUND TABLE –
11:30-12:00 p.m.	GENERAL Q and A SESSION
12:00-1:00 p.m.	LUNCH
1:00-2:00 p.m.	CEMETERY LAW FOR BEGINNERS – Michael Sharkey, Elliot Law Offices, P.A.
2:00-2:30 p.m.	CEMETERY FORMS – Chris Makowske, President, Lakewood Cemetery, Minneapolis MN
2:30-2:45 p.m.	BREAK
2:45-3:30 p.m.	TRUST FUNDS/CEMETERY FINANCES – Kelsie Mateski, CFO, Lakewood Cemetery, Minneapolis, MN
3:30-4:00 p.m.	GENERAL Q and A SESSION
3:30-4:00 p.m.	DISMISSAL FROM CEMETERY MANAGEMENT COURSE



MINNESOTA ASSOCIATION OF CEMETERIES

www.mncemeteries.org

100th Annual Conference
September 20th, 21st, and 22nd, 2023

2023 Conference Registration Form

Member Registration Information
*For supplier, do you need a skirted display table? Please circle Yes or No.

1) Name:	Cemetery/Supplier:	
Address:		
City:	State:	Zip:
Phone:	Email:	

Spouse, Guest, or Associate

2) Name:	Email:	Type:
3) Name:	Email:	Type:

****See embedded link in your email for hotel reservation information****

Registration Event	Early Bird (Before Aug 31)	Any Later Date	Total	Attendee (If registering more than 1 person)
MAC Supplier Members (Wed. Through Friday)	\$450.00	\$475.00		
MAC Cemetery Management Course Only (Covers Wed. Cemetery Management Course and Wed. Lunch)	\$125.00	\$150.00		
MAC Conference Only (Covers Wednesday Welcoming Reception, Thursday and Friday Sessions, Cocktail Hour, Banquet and Meals)	\$275.00	\$300.00		
MAC Conference PLUS Cemetery Management Course (Covers MAC Conference Plus Wed. Cemetery Management Course)	\$350.00	\$375.00		
Spouse (Includes Cocktail Hour, Banquet and Meals)	\$240.00	\$265.00		
Banquet Only	\$140.00	\$175.00		
MAC Golf Outing (See Golf Brochure, Golf on Afternoon of Wed. Sept 20 th during Management Course)	\$150.00	\$160.00		

TOTAL ENCLOSED \$ _____

Please Make Check Payable to: Minnesota Association of Cemeteries
Mail To: ATTN: MAC Conference 3600 Hennepin Avenue South, Minneapolis, MN 55408

**CITY OF EMILY
RESOLUTION NO. 23-27**

RESOLUTION ACCEPTING DONATION TO THE CITY

WHEREAS, the City of Emily is generally authorized to accept donations of real and personal property pursuant to Minnesota Statutes Section 465.03 et seq. for the benefit of its citizens and is specifically authorized to accept gifts.

WHEREAS, the following persons and entities have offered to contribute a gift as set forth below to the city:

<u>Name of Donor</u>	<u>Gift</u>
Family and Friends of Joshua Thesing	Memorial Park Bench

WHEREAS, the terms or conditions of the donations, if any, are as follows:

<u>Donation Number</u>	<u>Terms or Conditions</u>
23-27	Family and Friends of Joshua Thesing approved to purchase and install a memorial park bench at the City Park to City specifications and in the same style as the existing City Park benches

WHEREAS, all such donations have been contributed to the city for the benefit of its citizens, as allowed by law; and

WHEREAS, the City Council finds that it is appropriate to accept the donations offered.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EMILY, MINNESOTA AS FOLLOWS:

1. The donations described above are accepted for the benefit of public recreational services, as allowed by law.
2. The city clerk is hereby directed to issue receipts to each donor acknowledging the city's receipt of the donor's donation.

Passed by the City Council of Emily, Minnesota this 8th day of August, 2023.

Tracy Jones, Mayor

Attested:

Cari Johnson, City Clerk/Treasurer

I Matt Harwath, resign from
park commission effective 7/19/23

Thank you for the opportunity to
serve

Matt Harwath

PARKS COMMITTEE

I AM HEREBY RESIGNING FROM
THE PARKS COMMISSION ON 07/20/2023
AT 8:38 AM. 

**CITY OF EMILY
RESOLUTION NO. 23-31**

RESOLUTION ACCEPTING DONATION TO THE CITY

WHEREAS, the City of Emily is generally authorized to accept donations of real and personal property pursuant to Minnesota Statutes Section 465.03 for the benefit of its citizens, and is specifically authorized to accept gifts.

WHEREAS, the following persons and entities have offered to contribute the cash amounts set forth below to the City:

<u>Name of Donor</u>	<u>Amount</u>
Multiple Anonymous Donors at 7/14/2023 Book Sale	\$409.00

WHEREAS, the terms or conditions of the donations, if any, are as follows:

<u>Donation Number</u>	<u>Terms or Conditions</u>
23-31	City of Emily Public Library

WHEREAS, all such donations have been contributed to the City for the benefit of its citizens, as allowed by law; and

WHEREAS, the City Council finds that it is appropriate to accept the donations offered.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EMILY, MINNESOTA AS FOLLOWS:

1. The following donations are accepted and shall be used as follows: \$409.00 to Fund 211 Library for use by the City of Emily Public Library.
2. The city clerk is hereby directed to issue receipts to each donor acknowledging the City's receipt of the donor's donation.

Adopted by the City Council of Emily, Minnesota this 8th day of August, 2023.

Tracy Jones, Mayor

ATTEST: _____
City Clerk/Treasurer Cari Johnson, MCMC

From: Roger Brekken [<mailto:rbrekken@emily.net>]

Sent: Saturday, July 15, 2023 4:34 PM

To: Jane Davis

Subject: Emily Library Board

Jane:

This is to confirm our conversation of last week. Due to family obligations, I need to resign from the Emily Library Board. It has been my pleasure to have worked with you and the board members. The Emily library is proving to be a wonderful asset for the city. Your personal leadership, devotion and efforts on behalf of the library are exceptional and a prime reason for the library being what it is. Thank you for the opportunity to have served along with you.

Sincerely,
Edie Brekken

ORDINANCE NO. 2023-02
CITY OF EMILY
COUNTY OF CROW WING
STATE OF MINNESOTA
FEE SCHEDULE ORDINANCE

Whereas, the City Council is in need of amending the schedule of fees and charges for various services, licenses and permits.

Now therefore, the City Council of the City of Emily, Minnesota, ordains:

Section 1. All fees and charges in effect as of the date of the adoption of the city code for the city shall remain in effect unless otherwise modified by the provisions of this ordinance. All citations below are to various sections of the city code unless otherwise indicated.

Section 2. Repeal. Fee Schedule Ordinance 2023-01 adopted on February 14, 2023 is hereby repealed.

Section 3. Effective Date. This ordinance becomes effective from and after its passage and publication.

Section 4. The following are the fees and charges for the permits, licenses and services:

TABLE OF CONTENTS		
Description	Ordinance	Page(s)
Rules of Construction; General Penalty	10	2
Sewer	50	3, 4
Cemetery	90.01	4
Road Vacation	90.33	5
Animals	92	5
Right-of-Way Management	94	5, 6
Pawnbroker	110	6
Liquor Licenses	111	6, 7
Gambling	131	7
Rental Properties	150	7
Land Use and Subdivisions	152	8, 9, 10, 11
Miscellaneous	90.03	11, 12, 13

Ordinance and Description	Fee	per ___ unit	Reference
152 LAND USE AND SUBDIVISIONS			
<u>Residential</u>			
<i>Principal Dwelling</i>		All construction represents actual footprint of dwelling plus attached garage, deck, porch or other usable area being constructed.	
Up to 1,000 sq. ft.	\$250		152.018
1,001 to 2,000 sq. ft.	\$450		152.018
over 2,001 sq. ft.	\$550		152.018
Sewage Treatment System	\$250	Additional to Construction	152.018
Alternative/Experimental Waste Disposal System	\$300		152.018
Extra Site Visit/Inspection	\$100		152.018
<i>Accessory Structures</i>		Includes sheds, pole barns, decks, garages, porches, etc.	152.018
0 to 200 sq. ft.	\$75		152.018
201 to 600 sq. ft.	\$150		152.018
601 to 1,200 sq. ft.	\$250		152.018
over 1,201 sq. ft.	\$400		152.018
Solar Panels	\$75		152.018
<u>Commercial</u>		All construction based on actual square footage of structure footprint.	
Up to 1,000 sq. ft.	\$400		152.018
over 1,001 sq. ft.	\$600		152.018
Sewage Treatment System	\$250	Additional to Construction	152.018
Alternative/Experimental Waste Disposal System	\$500		152.018
Extra Site Visit/Inspection	\$100		152.018
Temporary Commercial Structure	\$60		152.018
<u>Other</u>			
Grade and Fill	\$100	Wetlands issued only after SWCD and/or COE approval.	152.018
Annual Ice Ridge Grading	\$60		152.018
Signs (On/Off Site)	\$60		152.018
E911 Address Assignment and Signs	75 \$100	Payable to CWC Treasurer. Property owner needs to send the fee to CWC.	152.018
Fences	\$60		152.018

Ordinance and Description	Fee	per unit	Reference
152 LAND USE AND SUBDIVISIONS (Continued)			
Final Plat Approval	\$300 plus \$25 per lot		152.018, 152.159
PZ/BOA Special Meeting	\$500		152.018
Property Assessment Search	\$25		152.018
Home Occupation Permit (One Time)	\$25	CUP also needed for Type III and IV	152.018
RV/Camper Permit	\$25	Annual Fee	152.018
RV/Camper Permit	\$200	Long term fee	152.018
Outdoor Market Permit	\$75	Annual Fee	152.115
Demolition Permit	\$50	for demolition of any structure containing plumbing facilities provided the structure is not being replaced.	
Recording Fee	\$46	Payable to Crow Wing County Recorder	152.018
Late Permit Application	\$50	Resolved within 15 days of notice.	152.018
After the Fact Fees for Permitted Construction/Work		10 times base fee (permit included)	152.018, 152.160
Permit Extension Request	\$50	for second request for a land use permit extension to go before the Planning Commission Non-refundable	152.018
Penalty When Violation Must be Corrected by Removal or Restoration		50% of penalty fee - Work or construction NOT allowed by the Land Use Ordinance.	152.018
Copies			
Zoning Ordinance	\$20	Bound books	152.018
Subdivision Ordinance	\$0.25	per page	152.018
Comprehensive Plan	\$5	Text only	152.018
Comprehensive Plan	\$25	Graphic version	152.018
All other ordinances	\$0.25	per page	152.018
Land Use Map	\$5	Small	152.018
Land Use Map	\$15	Poster size	152.018
Miscellaneous	\$0.25	per page	152.018
Over 100 copies	\$0.25	per page - Includes time and materials	152.018
Appeals			
To Board of Adjustment	\$0	from action of Zoning Administrator	152.018
To Council	\$200	from action of Planning Commission or Board of Adjustment.	152.018

Ordinance and Description	Fee	per ___ unit	Reference
MISCELLANEOUS (Continued)			
Copies			
Letter size (8.5X11)	\$0.25	Per side, over 100 - cost and labor first 4 free	
Legal (8.5X14)	\$0.25	first 4 free	
Ledger (11X17)	\$0.30	first 3 free	
Color	\$0.05	Additional	
Fax	\$1.00	5 pages or less free	
Audio copy of meeting	\$10	Due upon request	
Video copy of meeting	\$10	Due upon request	

Section 5. /Penalty. Any person violating any provision of this ordinance or any other City ordinance shall, upon conviction, be punished by a fine not exceeding \$1,000 or by imprisonment for a period not exceeding 90 days, or both, plus, in either case, the costs of prosecution.

Passed by the City Council of the City of Emily, Minnesota this 8th day of August, 2023.

Attest:

Mayor Tracy Jones

Cari Johnson, MCMC
City Clerk/Treasurer

Date of Publication: _____

**ORDINANCE NO. 2023-02
CITY OF EMILY
COUNTY OF CROW WING
STATE OF MINNESOTA**

AN ORDINANCE TO REVISE THE FEE SCHEDULE ORDINANCE

The following is the official summary of Ordinance No. 2023-02, approved by the City Council of the City of Emily, on the 8th day of August, 2023.

The purpose of this Ordinance is to revise the Fee Schedule Ordinance establishing a schedule of fees and charges for permits, licenses, and services as follows:

- Revisions to Section 152 Land Use and Subdivisions with update to E911 Address Assignment and Signs fee.
- Revisions to Section 152 Land Use and Subdivisions with update to Addition of Permit Extension Request fee.

The City Council determines that publication of the title and a summary of this ordinance will clearly inform the public of the intent and effect of the ordinance and the Council has approved the text of this summary and has directed that the title and a summary be published pursuant to Minnesota Statute § 412.191, Subd. 4.

A printed copy of the Ordinance is available for inspection by any person during regular office hours at the office of the City Clerk, on the City's website at www.cityofemily.com under the Government tab, Emily City Code dropdown menu, or by standard or electronic mail. This amendment goes into effect upon publication.

Passed by the Council this 8th day of August, 2023, by a __/5 vote of the Council.

Tracy Jones
Mayor
City of Emily

Attest:

Cari Johnson, MCMC
City Clerk/Treasurer

From: Tim Houle <Tim.Houle@crowwing.us>
Sent: Monday, August 7, 2023 12:05 PM
To: Richard Spiczka; Matthew Hill; Jenny Max; Bradley Chapulis; Jennifer Bergman; David Chanski; Char Nelson; Mike Lyonais; Bill Bedard; Lee Russell; Cari Johnson; Karen Stern; Amanda Meyer; Krista Okerman; pmcdonald@cityoflakeshore.com; Marlene Yurek; Carol Johnson; Craig Wallace; Loni Burnard; Anna Anderson; Jody Wallin; lonip@timothytownship.com
Subject: Cannabis Ordinance Proposal to Limit Public Consumption
Attachments: Cannabis Public Use Ordinance 08.07.23.pdf

Hi all,

I wanted to give all of you a heads up that we will be introducing an ordinance tomorrow for the County Board's consideration which would ban cannabis consumption in public places. I have attached a draft of what is being proposed. Key things include:

1. No consumption in any public place of place of public accommodation.
2. Would not apply in cities of the first-class, which would mean Brainerd and Baxter for us, as I believe you are already working on something.
3. Would not apply in any city or township that chose to regulate public consumption. That means if you wish to allow it, you can and our ordinance would have no effect.

Tomorrow, if the County Board is so inclined to advance the proposal, we will be asking them to schedule a public hearing to take public comments on the matter. Typically, that will be about a month out. We would very much welcome feedback from any or all of you on the pros and cons from your perspective of our doing this. That, of course, goes for your councils as well so please consider this a genuine effort to engage you and your jurisdiction in this conversation much like we all did together with short-term rentals not that long ago. Of course, any feedback provided is a matter of public record unless you just want to have a conversation with me. Looking forward to a good dialogue.

With respect,

Tim

Dr. Timothy J. Houle, MPA, DPA

County Administrator
326 Laurel Street, Suite 13
Brainerd, MN 56401
phone (218) 824-1067
fax (218) 824-1054

www.crowwing.us



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.

**COUNTY OF CROW WING
STATE OF MINNESOTA**

ORDINANCE No.:

**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 _____ day of _____, 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

August 7, 2023

RE: Emily Manganese Project Update – July 2023

During July, North Star continued exploration drilling on the leased lands. As of the end of July, twenty-nine diamond drill holes had been drilled and the current drill program was completed.

On July 13, 2023, Electric Metals (USA) Limited, the parent company of North Star Manganese, announced its second results from the 2023 drill program. A copy can be found at <https://finance.yahoo.com/news/electric-metals-announces-continuity-manganese-134000950.html>. Additional information on the drilling program will be made available as announcements are released.

North Star's environmental consultants continue to visit the site weekly to ensure all activities meet the State's environmental requirements and that the operations are in compliance. The Minnesota State Department of Natural Resources and Health Department have also visited the site and will continue to do so periodically during the program. With the completion of the current drilling program, limited additional activities will take place over the next few months, including site reclamation.

In July, 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.

The City of Emily and the Minnesota Department of Natural Resources have scheduled an open forum meeting and panel discussion on the Emily Manganese Project, scheduled for Tuesday, August 15, 2023. Electric Metals (and North Star) will be participating in the discussions.



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



Additional 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



Emily Manganese Deposit Exploration Meeting

Tuesday, August 15, 2023

Emily City Hall - 39811 State Highway 6, Emily, MN 56447

The City of Emily is holding a public informational meeting at the Emily City Hall to discuss and address the exploration of Emily's manganese deposits. The meeting will include an open house and a panel discussion.

Schedule:

2:00 pm - 6:00 pm -- Open house in the gymnasium.

6:30 pm - 9:00 pm -- Panel discussion in the gymnasium with Josh Netland as moderator.

Open House Attendees:

- Emily City Council
- Minnesota Department of Natural Resources
- Minnesota Department of Health Well Management
- Electric Metals
 - North Star Manganese
- Crow Wing Power
 - Cooperative Mineral Resources
 - Hunt Technologies
 - People's Security Company
- Emily Mine Information Group
- Carlton Group

Panel Discussion Attendees:

- The attendees listed above have been requested to participate.
- The Minnesota Department of Natural Resources and the Emily City Council will not be participating in the panel discussion.

*While a quorum of the Emily City Council will be present, no city business will be conducted at this meeting.

City of Emily & City of Fifty Lakes



Clean Up Day



- When?** Saturday, September 16th, 2023 from 9 AM - 12 PM
- Where?** Entrance at 20823 County Road 1
(Emily Maintenance Shop)
- Price?** \$5.00 per vehicle load

Use Crow Wing County Solid Waste Coupon - \$10.00 non-refundable

Additional Charges will be added for the following materials:

<p style="text-align: center;"><u>Electronics</u></p> <p>Computers, computer monitors, VCRs, DVD players, stereos, fax machines, copiers, printers</p> <p>TVs 27" or smaller</p> <p>TVs 28" or smaller</p>	<p style="text-align: center;"><u>Tires</u></p> <p>Car Tire (15" without rim) \$3.00 eac.</p> <p>Car Tire (15" with rim) \$5.00 each</p> <p>Truck Tire (16" without rim) \$5.00 each</p> <p>Truck Tire (16" with rim) \$8.00 each</p> <p>Tractor Tire (without rim) \$11.00 each</p>
<p style="text-align: center;"><u>Furniture</u></p> <p>Couches, chairs, tables, and other large furniture items</p> <p>Sofa sleepers</p>	<p style="text-align: center;"><u>Mattresses & Box Springs</u></p> <p>Mattress \$31.00 each</p> <p>Box Spring \$31.00 each</p>
<p style="text-align: center;"><u>Appliances</u></p> <p>Refrigerators, freezers, stoves, microwaves, humidifiers/dehumidifiers, and other appliances</p>	<p style="text-align: center;"><u>Uncovered Loads</u></p> <p>*If loads are sent to the landfill, ALL loads must be covered per State Law 169.81, Subd. 5. A \$5.00 charge will occur directly to the vehicle operator at the landfill.</p> <p>All vehicles will be checked. Loads that are too large will be given a pass to proceed to the landfill after the charges are collected.</p>

***ITEMS NOT ACCEPTED:** paints, oils, chemicals, yard waste, fluorescent light bulbs, heavy duty equipment tires, regular household garbage.

Residential Only - proof of property ownership or residency within city limits of Emily or Fifty Lakes required.

 [< Back to training & events](#)

Open Meeting Law and Data Practices


Open Meeting Law and Data Practices

Sept 7, 12:00 pm - 12:00 pm | Sourcewell

[Register](#)

Gain a solid understanding and learn how to work within the parameters of open meeting law and data practices.

Date: Sept 7, 2023

 **Time:** 9 a.m.-12 p.m.

Location: Sourcewell

Cost: Free


Prerequisites:

None

Learning objectives:

- Understanding of the Open Meeting Law and data laws
- Learn best practices related to behavior and governance
- Practice interactive (facilitated exercises) to uncover the nuances of these laws

Description:

 This is a specialized training on both practical and legal considerations of open meeting law and data practices. Participants will gain an understanding of these very complicated laws, learn how to access appropriate tools, and leave with practical knowledge for working within the laws' parameters.

About the leader:

As a leader, you will be responsible for the day-to-day running of the business. You will be responsible for the financial performance of the business, and for the well-being of your employees. You will also be responsible for the overall strategy of the business, and for ensuring that the business is profitable and sustainable in the long term.

Event Registration

Registration deadline: 2023-09-22

Check-in: 9:30 am

Questions: community@sourcewell.org

[Register](#)

[See event policies](#)



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August 8, 2023

City of Emily
Cari Johnson
PO Box 68
Emily, MN 56447

Cari Johnson,

Please review and complete the following attached forms:

- Preliminary City Taxes Levied
- Bond Levy Certification, if applicable
- Meeting & Contact Information

There is no requirement for a separate Truth in Taxation Public Hearing, however, all taxing districts are required to hold a public meeting at which the budget and levy are discussed and the public is allowed to speak. Your meeting must be held between November 25th and December 28th and must not occur before 6:00 pm. There is no law that requires scheduling to avoid conflicting meeting dates of overlapping taxing authorities. Cities with populations less than 500 are not required to hold a meeting.

The 2023 Legislature made changes to Minnesota Statutes, section 275.065. One of those changes is the added requirement for each taxing jurisdiction to provide a website address to be printed on the proposed taxes notice or notify the county that it does not have one. Please provide your website address on the Meeting & Contact Information form or enter N/A if there isn't one.

Please return the above mentioned documents to our office no later than **October 2, 2023**. Also, please include a copy of your meeting minutes or a resolution that shows your 2024 levy data.

If you have any questions, please feel free to contact me at 218-824-1302 or melonie.flaws@crowwing.us.

Sincerely,

Melonie Flaws

Melonie Flaws
Assessment Specialist

Gary Griffin, Director
Land Services Department
322 Laurel Street, Suite 15
Brainerd, MN 56401
Office: (218) 824-1010
Fax: (218) 824-1126
www.crowwing.us

INSTRUCTIONS - PAYABLE 2024 PRELIMINARY LEVY CERTIFICATION

PRELIMINARY CITY TAXES LEVIED FORM:

- 1) Fill in the date the levy was adopted by the City Council.
- 2) Levies that were certified the prior year are pre-printed on the form and only the dollar amounts for Payable 2024 need to be filled in.
- 3) **To add a net tax capacity levy:** Write the name of the new levy on a blank line under net tax capacity based levies and fill in the dollar amount requested for payable 2024
- 4) **To add a general obligation bond debt levy:** Write the name of the new levy on a blank line under general obligation bonds and fill in the dollar amount requested for payable 2024. (General obligation bonds must be reported separately from net tax capacity levies for state reporting purposes.)
- 5) **To delete a levy:** Write remove on the dollar amount line, or paid on the dollar amount line if the levy is a bond that has been paid off.

Note: The levy numbers are assigned by the county tax system and are for county data entry purposes only.

BOND LEVY CERTIFICATION FORM:

This is a list of all bonds for your city currently registered in the Crow Wing County Bond Registry. Please provide an explanation if you are not levying the 2024 amount required for the bond payment.

MEETING INFORMATION FORM:

Provide the date and time of your Truth in Taxation meeting, the meeting location, contact person, contact address and phone number. This data will be used to mail parcel specific notices to each taxpayer.

(For Cities with less than 500 population, only the contact information is necessary. The meeting date, time and location are not required.)

MEETING & CONTACT INFORMATION

Complete and approve the information that will appear on the Truth in Taxation notices.
The contact name can be a maximum of 20 characters, including the spaces.
The meeting location can be a maximum of 30 characters, including the spaces.

*Note new requirement for website address. Enter N/A if there isn't one.
Per change to statute, this will now show on the proposed taxes notice.

CITY OF: _____

Public Meeting Date: ____/____/____ Time: _____
(Not required for Cities with less than 500 population)

Meeting location: _____
(Not required for Cities with less than 500 population)

Website Address _____

Contact Person: _____

Contact Address: _____

Contact Phone #: _____

Approved by: _____

DISTRICT **EMILY** If you are not levying this amount, please explain:

EMILY

File:	Yr Levied	Yr Collected	Levy Amount
2012:05 GO CAPITAL IMPROVEMENT PLAN & IMPROVEMENT REFUNDING BONDS, SERIES 2012A	2023	2024	\$46,908.75
2012:19 GO SEWER REVENUE REFUNDING BONDS SERIES 2013A	2023	2024	\$64,387.13
2014:04 GO PERM IMP REV FUND BONDS SERIES 2014A	2023	2024	\$15,977.11

Signature:

Date:

Tuesday, July 25, 2023

