



CITY OF GEM LAKE
 Heritage Hall
 4200 Otter Lake Road | Gem Lake, MN 55110
 651-747-2790/92 | 651-747-2795 (fax)
 E-mail city@gemlakemn.org



City Council Meeting – September 17, 2024

Call to Order of City Council Meeting

By Mayor Artig-Swomley at 7:_____ p.m.

Call of Roll

Artig-Swomley _____ Cacioppo _____ Hynes-Amlee _____ Johnson _____ Lindner _____

Approve Agenda and Minutes

- Accept the Agenda for the September 17, 2024, City Council Meeting
- Approve the Minutes from August 20, 2024, City Council Meeting
- Accept the Minutes from the September 10, 2024, Planning Commission Meeting

Special Presentations/Public Hearings

- Minnesota Legislative Session Update – Minnesota Senator Heather Gustafson, District 36, DFL
- 2025 Preliminary Budget Presentation / Public Hearing – White Bear Township Finance Officer, Tom Kelly

Consent Agenda

- Resolution #2024-017 Gem Lake 2025 Preliminary Budget
- Resolution #2024-018 September 2024 Donation to White Bear Lake Area Food Shelf
- Monthly Financial Report(s)
- Claims

Committee Reports

- Planning Commission

Old Business

- Newsletter Updates / Topics / Suggestions
- City Council Pay Discussion

New Business

- Zoning Requests – Barnett Kia (Zoning Compliance Request, Lot Line Adjustment Request, Zoning Amendment Request)
 - Resolution #2024-0019 Approving a Minor Subdivision for 3610 Highway 61 and 3700 Highway 61
 - Resolution #2024-0020 Approving a Zoning Compliance Permit for 3610 Highway 61 and 3700 Highway 61
 - Ordinance No. 131 Amendments
- Variance Request - 1201 County Road E East - White Bear Montessori School (Shed Setback from Side Yard)
 - Resolution #2024-0021 Approving a Variance for 1201 County Road E East
- Ordinance No. 124B Hunting and Discharge of Weapons Proposed Modifications
- Ordinance No. 48 Alarm Systems Proposed Modifications
 - Fee Schedule Updates per Ordinance Suggested Changes



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- Scheduling of Date and Time of Truth in Taxation Hearing
- Utility Rate Discussion
- White Bear Montessori School Open House
- Archery Deer Hunting Applications
 - 5 Daniels Farm Road
- Code Enforcement Issues Discussion
- Heritage Hall Room Rental Coverage
 - Tuesday, October 22, 2024 - WB Preserve Condo Association - **No AV Equipment needed** - 6 p.m. – 9 p.m.
 - Wednesday, October 30, 2024 - Otter Lake Technology - **AV Equipment needed** - 6 p.m. – 8 p.m.
- White Bear Lake Police and Fire Contract Discussion
- Future Charitable Gambling Donations
 - White Bear Lake Emergency Food Shelf

Community Outreach to Other Cities and Government Bodies

Presentations from the Public, 2 minutes maximum

Open Items for Council Members to Bring Up

Future Council Meetings

- Next City Council Meeting, Tuesday, October 15, 2024
 - Attendance Inquiry
- Next City Council Workshop, Monday, October 14, 2024 - CANCELED

Adjournment – The meeting adjourned at _____

**City of Gem Lake
City Council Meeting – August 20, 2024
Meeting Minutes**

Mayor Gretchen Artig-Swomley called the meeting to order at 7:00 p.m. Councilmembers Len Cacioppo and Jim Lindner were present. Councilmembers Ben Johnson and Laurel Amlee were not present. Also present: City Attorney Kevin Beck, City Treasurer Tom Kelly, Planning Commission Chair Joshua Patrick, and Commission Member Don Cummings, Acting City Clerk Melissa Lawrence and residents Jim Wilson and Nick Cress.

August 20, 2024, Agenda

A motion was introduced by Councilmember Linder to accept the agenda, seconded by Councilmember Cacioppo. Motion carried 3-0.

Minutes

A motion was introduced by Councilmember Lindner, seconded by Councilmember Cacioppo to approve the July 16, 2024, City Council Meeting Minutes. Motion carried 3-0.

A motion was introduced by Councilmember Lindner, seconded by Councilmember Cacioppo to accept the August 14, 2024, Planning Commission Meeting Minutes. Motion carried 3-0.

Special Presentations/Public Hearings

None

Consent Agenda

Resolution #2024-015 August 2024 Donation to White Bear Lake Area Food Shelf

Resolution #2024-016 August 2024 Donation to Willow Lane Elementary

Monthly Financial Report(s)

Quarterly Financial Report(s)

Claims

All items on the consent agenda were reviewed by the Council. Councilmember Lindner introduced a motion to approve all the items listed on the consent agenda as is, seconded by Councilmember Cacioppo. Motion carried 3-0.

Committee Reports

Commission Chair Joshua Patrick shared with the Council that the Public Hearing for Barnett Kia was being tabled to wait for more feedback from outside agencies and will be picked up again at the September Planning Commission meeting. Commission Chair Patrick also shared with the Council that he let the Planning Commission know that he has thrown his hat in the ring for a spot on the City Council beginning 2025.

Old Business

Newsletter

Mayor Artig-Swomley shared that she would like to get a newsletter ready to be sent out after the September meeting for October. Mayor Artig-Swomley presented ideas for the next edition of the City Newsletter to include pieces on the school supply donation, preliminary budget public hearing, election info, option for online payment option, the approved deer hunts and dead trees being removed.

Funding Update on Municipal Water System

Mayor Artig-Swomley shared that on July 1, 2024, she had received a letter from Congresswoman Betty McCollum that the funding for this project has been included to advance to the next step in the process. Inclusion of the City's request in the House bill is not a guarantee of funding. Mayor Artig-Swomley shared that by August 13, 2024, she had received two emails from Senator Amy Klobuchar's team and Senator Tina Smith's team that the City's funding requested was not selected to move forward by the committee.

City Council Pay Discussion

Mayor Artig-Swomley suggested that the Council table the discussion on Council pay until all City Council members are in attendance. Councilmember Lindner introduced a motion to table to discussion on Council pay until the September meeting, seconded by Councilmember Cacioppo. Motion carried 3-0.

New Business

Ordinance No. 91 Administration Discussion

Mayor Artig-Swomley shared that Acting City Clerk Melissa Lawrence has submitted a draft version of the ordinance for review by the Council. The ordinance has not been updated since 2008. Language was added regarding Planning Commission meetings and attendance and suggested removal of Section 5 regarding Parks and Recreation Committee because the city does not have that type of committee. Mayor Artig-Swomley asked City Attorney Kevin Beck if Section 5 needed to be in the ordinance or if it would be ok to remove it. Mr. Beck stated that it is not mandated to be in the ordinance and can be removed if the city does not have such a committee.

The Council was satisfied with the suggested changes. Councilmember Lindner introduced a motion to approve the suggested changes to Ordinance No. 91 as presented, seconded by Councilmember Cacioppo. Motion carried 3-0.

BS&A Accounts Receivable Quote

Mayor Artig-Swomley shared with the Council that City Treasurer Tom Kelly is recommending approval of the full version of the accounting module as the Township is finding it difficult to complete accounts receivable and payable tasks using the current LITE version. The upgrade will give the Township the ability to balance accounts and have access to reports that are currently unavailable because of the LITE version currently being used. The quote is in the total of \$3,590.00 with an annual fee of \$2,340.00. Councilmember Lindner introduced a motion to approve the quote for the upgraded module, seconded by Councilmember Cacioppo. Motion carried 3-0.

Electronic Payment Processing Service Quotes

Acting City Clerk Melissa Lawrence obtained quotes from two (2) companies that would give the city the ability to collect payments online for permits and utility bills. Quote were received from Invoice Cloud and BS&A Integrated Payments. Both companies offer similar services. Invoice Cloud is the more expensive of the two (2), but it used more commonly in neighboring cities and towns. White Bear Township utilizes Invoice Cloud for their online payment portal and to keep systems consistent the Mayor suggested that the city approve the quote from Invoice Cloud. After review of the services and some discussion on what the city would like to cover versus put on the applicant to be responsible for in terms of fees, Councilmember Cacioppo introduced a motion to accept the quote from Invoice Cloud, seconded by Councilmember Lindner. Motion carried 3-0.

Villas Entrance Tree Removal Quotes

There are several dead trees located at the entrance of the Villas development. Several trees have fallen during past storms that have taken place. The quote received from Precision Landscape & Tree is for the removal off eleven (11) dead trees that include 10 pine and 1 spruce. The quote includes the cost of labor & dumping fees in the amount of \$2,950.00. Councilmember Lindner introduced a motion to approve the tree removal quote, seconded by Councilmember Cacioppo. Motion carried 3-0.

Archery Deer Hunting Applications

7 & 11 Daniels Farm Road

A permit request for a hunt on private property located at 7 & 11 Daniels Farm Road was received. The requested dates of the hunt will be September 14-16, November 1-3, and November 15-17. The hunting party consists of 13 hunters, all of which have obtained their Bow Hunters Certification and a MN DNR Hunting License. Deer stand locations were given and consent of neighbors has been received.

Councilmember Lindner introduced a motion to approve the Archery Deer Hunting application at 7 & 11 Daniels Farm Road, seconded by Councilmember Cacioppo. Motion carried 3-0.

Future Charitable Gambling Donations

White Bear Lake Emergency Food Shelf

Mayor Artig-Swomley suggested that the Council donate in September in the amount of \$1,500.00 to the White Bear Lake Emergency Food Shelf. Councilmember Lindner introduced a motion to request a donation in the amount of \$1,500.00 for the White Bear Lake Emergency Food Shelf, seconded by Councilmember Cacioppo. Motion carried 3-0.

Community Outreach to Other Cities and Government Bodies

Mayor Artig-Swomley asked City Attorney Kevin Beck if he has any update on the request with Vadnais Heights. Mr. Beck responded that there is no update. Mayor Artig-Swomley asked if Mr. Beck could reach out to Vadnais Heights and see if they would be willing to act on the request without continuing to wait for the case with the DNR to come to a resolution.

Mayor Artig-Swomley shared with the Council that herself and City Attorney Kevin Beck met with The City of White Bear Lake and their attorney to discuss the additional principal and interest Gem Lake is being charged to make up for the fact that White Bear Lake went over budget on their construction budget for the new police and fire bay. City Attorney Kevin Beck shared that in the fire contract it does have language regarding charges for principal, but it does not say anything about interest. In his professional opinion, Gem Lake has no contractual obligation to pay the interest on the White Bear Lake bonds. While in this meeting a decision was made that Gem Lake would pay the principal amount that is past due but will hold off on paying the interest. The amounts being requested from White Bear Lake for payment are being set aside by City Treasurer Tom Kelly in the case that the city does end up being required to pay.

Presentation from the Public, 2 Minutes Maximum

Commission Member Don Cummings wanted to share that he thought the meeting with Barnett went very well. He shared some of his thoughts on the process that the Commission is making with the request.

Open Items for Council Members to Bring Up

Mayor Artig-Swomley wanted to get the opinion of those on the council regarding the selection of holiday lighting for Heritage Hall. All those on the council agreed that red and green together should be avoided. Mayor Artig-Swomley assigned Acting City Clerk Melissa Lawrence to make the final decision for the holiday lights colors.

Future Council Meetings

City Council, Tuesday, September 17, 2024. City Council Workshop, Monday, September 9, 2024, is CANCELED.

Attendance Inquiry

At this time all in attendance will be at the September meeting.

Adjournment

Being there no further business, following a motion from Councilmember Lindner, seconded by Councilmember Cacioppo, the meeting adjourned at 7:57 p.m.

Respectfully submitted, Melissa Lawrence

**City of Gem Lake
Planning Commission Meeting – September 10, 2024
Meeting Minutes**

Planning Commission Chair Joshua Patrick called the meeting to order at 7:00 p.m. Commission Members Art Pratt and Don Cummings were present. Not present was Commission Member Derek Wippich and Stephanie Farrell. Also present: City Planner Evan Monson, Graduate Community Planner CJ Sycks, City Attorney Kevin Beck, Acting City Clerk Melissa Lawrence, Phillips Architects & Contractors President David Phillips, Barnett Companies General Manager Jack Mayeron, Barnett Kia General Manager Michael Barnett, White Bear Montessori Head of School Marnie McPherson, Civil Site Group Civil Engineer Robbie Latta, Project Manager CoBeck Construction Cletis Levisay

September 10, 2024

A motion was introduced by Commissioner Pratt to accept the agenda, seconded by Commissioner Cummings. Motion carried 3-0.

Minutes

A motion was introduced by Commissioner Pratt, seconded by Commissioner Cummings to approve the July 9, 2024, Planning Commission Meeting minutes. Motion carried 3-0.

Public Hearings

1201 County Road E East – White Bear Montessori School Variance Request for Shed Setback from Side Yard

City Planner Evan Monson summarized the request. The White Bear Montessori School (WBMS) operates at 1201 County Road E East, at the southwest corner of the city. The school is in the midst of an expansion project that started earlier this year. Building permits for the project were issued by the City in April of 2024. The project includes an addition onto the existing school and exterior improvements to the site. As part of the project, a 14-foot by 16-foot storage shed was constructed on the south side of the property. The shed was placed at a setback of 33.2 feet from the south lot line, which is within the required side yard setback of 50 feet. Prior to the new construction on the property, a storage shed of similar size was located on the property, just east of the parking lot, at a setback of 62 feet from the south lot line.

The Building Department inspected the site and noted that the shed was within the setback from the side lot line. Building Department staff notified the applicant’s contractor and noted that the two options were to move the shed to a compliant setback or request a variance from the city to keep the shed in the existing location.

The project plans were forwarded to staff and other agencies for comments prior to the Planning Commission meeting.

- Ramsey County
 - County staff is currently reviewing the plans and had not submitted comments at the time of drafting this report.
- Vadnais Heights Watershed Management Organization (VLAWMO)
 - The watershed staff had no comments on this request.
- Building Inspector
 - The Building Inspector confirmed that the site of the proposed shed was included in their plans that were approved for building permits in April of 2024. The as-built shed does not meet setback requirements, but it was noted that other requirements are met.
- Engineering
 - Engineering staff are currently reviewing the submitted plans and had not submitted comments at the time of drafting this report.

Commissioner Pratt introduced a motion to open the public hearing on the matter at 7:06 p.m., seconded by Commissioner Cummings. Motion carried 3-0.

The applicants shared their rationale for the request and identified 'impact criteria' in consideration of their variance request.

1. Adjacent uses – Within Gem Lake city boundaries to the east along County Rd E East and to the north along Labore Rd, the property borders two single family home properties. Both properties are screened from the school property by dense brush and tree foliage. In addition, both adjacent properties (along with other nearby properties along the roadways) also maintain accessory structures along their right-of-way frontages at approximately 30-foot setbacks.
2. Air and water quality – The project team does not consider the shed to have impacts on air and water quality. Locating the shed outside of the setback would require additional pavement and would harm water quality.
3. Traffic generation – The shed at its as-built location allows space for 2 additional parking stalls [compared to a setback-compliant location]. These two stalls decrease the number of visitors needing to park at the office center across Labore Rd from the school property.
4. Public safety and health – The garbage dumpsters and property maintenance equipment were previously housed in a dilapidated shed just to the north and east of the as-built shed. The previously existing building was in danger of collapse. The new building provides a much safer enclosure than previously provided.
5. Area aesthetics – The as-built shed is clad in materials similar in aesthetics to the school building and new addition. Existing, mature pine trees provide partial screening of the shed from the roadway.
6. Economic impact on the entire area – The project team does not consider there to be an economic impact on the area.
7. Consistency with the comprehensive plan – The project team considers the as-built shed in consistency with the surrounding neighborhood and other accessory structure setbacks at adjacent properties.

Commissioner Pratt introduced a motion to close the public hearing on the matter at 7:20 p.m., seconded by Commissioner Cummings, Motion carried 3-0.

The Commission discussed the information and understood that it was an oversight on the City's part by approving the designs. Commission Chair Patrick asked City Attorney Kevin Beck's advice on the situation and if the City has any obligation to grant this variance due to the already approved plans. Mr. Beck shared that the city does not have an obligation, and it is to be denied or granted based on if the City sees that they have endured undue hardship. Members of the Commission all saw no problems with the current location the shed was built. No changes are being suggested to an ordinance, and these situations will be taken case by case and will work to prevent this from happening in the future.

City Planner Evan Monson shared that the Commission has options for next steps. If the commissioners find the request does not meet the criteria for a variance, the commission can direct staff to prepare a resolution of denial for the City Council to consider. If the commissioners recommend approval of the request, the commission can direct staff to prepare a resolution of approval to include conditions recommended by staff.

Commissioner Pratt introduced a motion to recommend approval to the City Council based on the conditions by staff, seconded by Commissioner Cummings. Motion carried 3-0.

Old Business

Zoning Requests – Barnett Kia (Zoning Compliance Request, Lot Line Adjustment Request, Zoning Amendment Request)

City Planner Evan Monson summarized the requests. At the August 14, 2024, Planning Commission meeting, commissioners moved to table this request for additional review by the City Engineer, Building Inspector, and other contacted agencies. The city also exercised a 60-day review period extension for the request, as permitted by Minnesota Statute 15.99.

At 3610 Highway 61, Barnett Companies is looking to remove their existing building (31,865 SF) and build a new one (34,060 SF) on the north side of their property. The building would be an upgraded version of their existing one, including spaces for a carwash, service garage, sales floor, vehicle delivery, and administration. The existing building is proposed to remain until the new building is constructed, and then would be removed. Phasing and sequencing plans would be put in place to remain operational during construction.

The property to the north, 3700, is also owned by Barnett Properties. Both properties are within the City's Gateway District and are within the Neighborhood Center Sub-Zone. The applicant's proposed building type would not be consistent with the building types currently in the Gateway District, while the proposed use is currently listed as a nonconforming use in the zone.

This request requires three separate applications for review and approval:

1. **A lot line adjustment application.** Barnett Properties owns both subject properties and is requesting a lot line adjustment to the north, to align with the parking lot entrances. The city has reviewed lot line adjustments through the 'Minor Subdivision' process.
2. **A zoning ordinance amendment application.** The Gateway District does not currently permit Automotive Dealerships, the applicant is requesting to allow Automotive Dealerships as a permitted use. The applicant is also proposing a new building type.
3. **A zoning compliance permit application.** This permit is required for redevelopment projects within the Gateway District.

Lot Line Adjustment

The applicant is requesting to adjust the lot line to accommodate the entrance from Highway 61. The subject lot (south/on the right) is currently 5.16 acres, and the abutting lot (north/on the left) is 4.17 acres. The proposed lot line would result in the subject lot being 5.56 acres and the abutting lot being 3.96 acres. The requested lot line adjustment is consistent with the requirements listed in Ord. No. 131.

Zoning Ordinance Amendment

The applicant is proposing a new building type template as "Figure 15a Automotive Dealership" within Section 9.6 of Ord. No. 131. Proposed language was submitted for the new building type template to determine if the proposed language is appropriate.

The proposed building type template can be used for new or redevelopment of other sites in the Gateway District, such as the Ford dealership across Highway 61 or the 3700 Highway 61 property also owned by the applicant. The proposed designs from the applicant show a decrease in impervious surface coverage, an increase in landscaping, new lighting, and a modern building compared to the current site; the proposed building template would require other automotive dealerships to adhere to the same standards.

Zoning Compliance Request

Contingent on the approval of the lot line adjustment and ordinance amendment, the applicant is requesting a Zoning Compliance Permit to allow for construction of a new automotive dealership building. This request for a Zoning Compliance Permit is consistent with the requirements in Ord. No. 131. The applicant must submit a complete development plan prior to the receipt of any building permits.

Staff Comments

The project plans were forwarded to staff and other agencies for comments prior to the August Planning Commission meeting.

- Ramsey County
 - Applicant shall keep the intersection signal timing and ingress onto Scheuneman Road in mind as it relates to construction activities.
- Department of Transportation (MnDOT)
 - MnDOT staff have not submitted comments at the time of drafting this report.
- Vadnais Heights Watershed Management Organization (VLAWMO)

- The watershed will need to review any stormwater management plans for the development.
- There are no wetlands are shown on site, therefore no wetland conservation act (WCA) permit needed.
- Fire Department (City of White Bear Lake)
 - Applicant shall update apparatus accessibility information.
 - Request to move Fire Department Connection to the West facing side, ideally the SW corner.
 - This positions it near a fire hydrant and initial access point for Fire Apparatus.
 - A Fire Department Knox Box required. Location to be determined on-site.
 - Gate access. Fire Department Access to gate on East side of lot is required, powered “KNOX” opener.
 - Address numbers posted on West side of building. (Address side).
 - Fire Sprinkler and Alarms to be submitted by others.
 - Applicant shall verify parking lot weight capacity @ NE area with equipment underneath.
 - For reference: WBL Ladder trucks: GVWR 56,300lbs. GAWR Rear: 33,500lbs.
- Building Inspector
 - The Building Inspector did not have any comments regarding the request.
- Engineering
 - Engineering staff reviewed the submittal and provided their comments. See attached memo from SEH dated 8/23/24 for complete list of comments.
 - The project must obtain coverage under the MPCA’s CSW Permit.
 - Review and revise submittal as needed to comply with City Ordinance No. 131, Section 22.1. Erosion, Sediment, and Waste Controls.
 - Review and revise submittal as needed to comply with City Ordinance No. 131, Section 22.1. Stormwater Management.

While there is no public hearing on the requests this month, Commission Chair Joshua Patrick asked the applicants if they had anything they would like to say regarding the requests. Phillips Architects & Contractors President David Phillips wanted to inform the commission that he heard their concerns regarding lighting and suggested that based on the recommendation’s city staff suggested that Mr. Phillips would suggest that the parking lot lighting would dim to 15% illuminance between the hours of 10 p.m. and 6 a.m. The Commission was very happy with that suggestion.

City Planner Evan Monson recommend the Planning Commission approve all three (3) requests with following conditions:

1. Lot Line Adjustment.

- a. The proposed lot line adjustment between 3610 Highway 61 (Parcel ID 273022430031) & 3700 Highway 61 (Parcel ID 273022430019) shall adhere to the dimensions as proposed in the plans submitted to the City on 7/23/24 and reviewed with this request.
- b. The proposed lot line adjustment shall include legal descriptions for each parcel.
- c. The applicant shall dedicate a drainage and utility easement along the proposed realigned lot line, and around the storm sewer line. Said easement shall be at minimum 10 feet in width.
- d. The applicant shall dedicate an access easement to allow the north parcel (3700 Highway 61) to have continued access to Highway 61.
- e. The applicant shall record the lot line adjustment with Ramsey County within one year of the date when the request was approved by City Council. The applicant shall submit a revised survey to the City for review showing that conditions a, b, c, & d are met prior to recording.
- f. The applicant shall adhere to all applicable local, State, or Federal regulations.
- g. The applicant shall acquire any other applicable local, State, or Federal permits for this request.

2. **Zoning Ordinance Amendment.** Staff recommend the Planning Commission recommend approval of the Zoning Ordinance Amendment Request to create the proposed Building Type Template 15a, with the edits as proposed by staff.
3. **Zoning Compliance Permit.**
 - a. The applicant shall construct the proposed building and sales lot as per the plans submitted to the City on 07/23/2024 and reviewed with this application.
 - i. The applicant shall revise their plans to address comments from the City Engineer dated 8/23/24, and comments from the watershed district.
 - ii. The applicant shall revise their plans to meet the requirements and conditions of the Lot Line Adjustment between 3610 Highway 61 (Parcel ID 273022430031) & 3700 Highway 61 (Parcel ID 273022430019).
 - b. The applicant may construct the proposed fencing shown on the site plan, with said fencing meeting the requirements of Section 16.13. and Building Type Template 15a.
 - c. The applicant must dim sales lot and parking lot lighting to % illuminance between the hours of 10pm and 6am.
 - d. The applicant shall adhere to all applicable local, State, or Federal regulations.
 - e. The applicant shall acquire any other applicable local, State, or Federal permits for this request.

Commissioner Cummings introduced a motion to recommend approval of the lot line request to the City Council based on the recommended conditions by staff, seconded by Commissioner Pratt. Motion carried 3-0

Commissioner Cummings introduced a motion to recommend approval of the zoning amendment request to the City Council based on the recommended conditions by staff, seconded by Commissioner Pratt. Motion carried 3-0

Commissioner Cummings introduced a motion to recommend approval of the zoning compliance request to the City Council based on the recommended conditions by staff and recommendation of Mr. Phillips, seconded by Commissioner Pratt. Motion carried 3-0

New Business

Ordinance No. 124B Hunting and Discharge of Weapons

Graduate Community Planner CJ Sycks summarized the proposed changes to Ordinance No. 124B. The Commission requested archery turkey hunting be incorporated into the Hunting and Weapons Discharge Ordinance, No. 124B. Proposed changes were suggested for Section 4 of the ordinance to include language regarding turkey hunting and creating an item for archery deer hunting and archery turkey hunting within that section. The fee to be charged to archery turkey hunting was also discussed. Commission Chair Patrick felt that a \$100.00 fee was too much for only being allowed to take one (1) turkey per MN hunting regulations. A \$5.00 per hunter suggestion was made. The archery turkey hunting would follow the same city requirements as archery deer. Commission Chair Patrick also wanted to tighten up the language regarding the distance of the maximum shot to be taken. The current language is a little unclear and Commission Chair Patrick suggested language that would help make it clearer.

Commissioner Cummings introduced a motion to recommend approval of the draft ordinance with the additional suggested changes to the City Council, seconded by Commissioner Pratt. Motion carried 3-0.

Ordinance No. 48 Alarm Systems

Graduate Community Planner CJ Sycks summarized the proposed changes to Ordinance No. 48. The City Council has tasked the Planning Commission with reviewing Ordinance No. 48 regarding Alarm Systems. Ord. No. 48 was adopted in August of 1987, and has not been amended since. The ordinance regulates the use of alarm systems, establishes user fees, and provides penalties for false alarms. The city of Gem Lake works with the city of White Bear Lake's (WBL) Fire Department to respond to triggered fire alarms and the Ramsey County Sheriff's Department to respond to burglary/robbery alarms. Proposed updates include changes to definitions, user fees, alarm report and enforcement and penalties. Ms. Sycks shared what some

of the surrounding cities have in their ordinances. Acting City Clerk Melissa Lawrence had one suggestion based on the proposed changes. Mrs. Lawrence suggested that the user fee still be based on a calendar year and not a 12-month period. Reports received by the City from White Bear Lake are based on the calendar year and would make it easier to track the false alarms. The Commission wants to keep things simple and agreed with the Acting City Clerks suggestion.

Commissioner Pratt introduced a motion to recommend approval of the draft ordinance with the additional suggested changes to the City Council, seconded by Commissioner Cummings. Motion carried 3-0.

Fee Schedule Updates per Ordinance Suggested Changes

Graduate Community Planner CJ Sycks summarized the proposed changes to the fee schedule. The City’s fee schedule currently includes False Alarm User fees within Section 12, Miscellaneous. 3-14 false alarms are \$50.00/occurrence within a calendar year and \$150.00 for 15+ false alarms/occurrence within a calendar year. Rather than raising fees like other communities, it is recommended by City Staff, that the “15+ False Alarms” be reduced to “7+ False Alarms” and false alarms are tracked by 12-month periods rather than calendar years. Again, Mrs. Lawrence suggested changing it to a calendar year instead of a 12-month period.

Commissioner Pratt introduced a motion to recommend approval of the suggested fee schedule changes with the additional suggested change to the City Council, seconded by Commissioner Cummings. Motion carried 3-0.

Open Items for Commission Members to Bring Up

None

Future Meetings

City Council Meeting, Tuesday, September 17, 2024, at Heritage Hall, and Planning Commission Meeting, Tuesday, October 8, 2024, at Heritage Hall.

Attendance Inquiry

Commission Chair Patrick surveyed the Commission to see if any of the members would have any issues attending the October 8, 2024, meeting. At that time all those in attendance had no conflict.

Adjournment

There being no further business, following a motion from Commissioner Pratt, seconded by Commission Cummings, the meeting adjourned at 8:10 p.m.

Respectfully submitted, Melissa Lawrence

2025 PRELIMINARY BUDGET



2025 PRELIMINARY BUDGET

- 2025 BUDGET HIGHLIGHTS/CHANGES
- COMMENTS/QUESTIONS
- APPROVAL OF RESOLUTION

Governmental Funds Expenditures per Capita
With State-Wide Averages by Population Class

| Year | State-Wide | City of Gem Lake | | |
|--|------------------------|------------------------|------------------------|------------------------|
| | 2021 | 2021 | 2022 | 2023 |
| Population | 2,000–2,500 | 534 | 530 | 530 |
| Current | | | | |
| General government | \$ 234 | \$ 348 | \$ 441 | \$ 375 |
| Public safety | 355 | 209 | 228 | 276 |
| Streets and highways | 161 | 127 | 67 | 89 |
| Culture and recreation | 122 | — | — | — |
| All other | 82 | 266 | 139 | 146 |
| Total current | <u>954</u> | <u>950</u> | <u>875</u> | <u>886</u> |
| Capital outlay and construction | 634 | 423 | 13 | 402 |
| Debt service | | | | |
| Principal | 243 | 178 | 198 | 198 |
| Interest and fiscal charges | 65 | 67 | 63 | 64 |
| Total debt service | <u>308</u> | <u>245</u> | <u>261</u> | <u>262</u> |
| Total expenditures | <u><u>\$ 1,896</u></u> | <u><u>\$ 1,618</u></u> | <u><u>\$ 1,149</u></u> | <u><u>\$ 1,550</u></u> |

BUDGET HIGHLIGHTS/CHANGES

- DEBT LEVY BASED ON BOND SCHEDULE PROPOSED AT \$83,736
- CITY COUNCIL BUDGET INCLUDES A 3% WAGE INCREASE
- BUDGET FOR CONTINGENCY PROPOSED AT \$15,000
- CLERK/GENERAL GOVERNMENT INCLUDED \$84,895 FOR WAGES AND BENEFITS
- POLICE AND FIRE BUDGET INCREASED 13.85% AND 8.54% RESPECTFULLY
- INCLUDES \$23,653 FOR DEBT PAYMENTS ON NEW PUBLIC SAFETY FACILITY

BUDGET HIGHLIGHTS/CHANGES

- ROAD MAINTENANCE BUDGET INCLUDES \$20,000 SWEEPING & MAINTENANCE
- \$8,000 FOR TREE TRIMMING
- \$8,000 FOR SALT/SAND & \$14,500 FOR PLOWING BOTH DECREASES BASED ON PAST EXPENDITURES
- \$7,000 FOR PARK MAINTENANCE
- TRANSFER OF \$20,000 FOR FUTURE IMPROVEMENTS

BUDGET HIGHLIGHTS/CHANGES

- HERITAGE HALL BUDGET INCLUDES \$10,000 FOR BUILDING IMPROVEMENTS AND \$10,000 FOR OTHER IMPROVEMENTS
- OTHER LINE ITEMS ADJUSTED BASED ON CURRENT AND PAST ACTUAL NUMBERS

BUDGET HIGHLIGHTS/CHANGES

| PROPERTY TAX CHANGES | 2022 Preliminary Levy | 2022 Final Levy | 2023 Preliminary Levy | 2023 Final Levy | 2024 Preliminary Levy | 2024 Proposed Levy | 2025 Preliminary Levy | Preliminary To Preliminary | Final To Final |
|----------------------------|-----------------------------|-----------------------|-----------------------------|-----------------------|-----------------------------|--------------------------|-----------------------------|-------------------------------|-------------------|
| GENERAL LEVY | 520,778 | 470,928 | 584,697 | 568,897 | 636,188 | 615,527 | 650,021 | 2.174% | 5.604% |
| DEBT LEVY: | | | | | | | | | |
| GENERAL DEBT LEVY | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | |
| CAPITAL IMPROV. PLAN BONDS | 79,477 | 79,477 | 77,873 | 75,940 | 76,269 | 76,269 | 79,711 | | |
| 2015 IMPROVEMENT BONDS | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | |
| 2018 IMPROVEMENT BONDS | 7,805 | 7,805 | 6,545 | 6,384 | 5,285 | 5,285 | 4,025 | | |
| TOTAL DEBT LEVY | 87,282 | 87,282 | 84,418 | 82,324 | 81,554 | 81,554 | 83,736 | | |
| TOTAL PROPERTY TAX LEVY | 608,060 | 558,210 | 669,115 | 651,221 | 717,742 | 697,081 | 733,757 | 2.231% | 5.261% |
| LESS: FISCAL DISPARITIES | 13,231 | 13,231 | 17,894 | 17,894 | 19,581 | 19,581 | 23,290 | 18.942% | 18.942% |
| NET PROPERTY TAXES | 594,829 | 544,979 | 651,221 | 633,327 | 698,161 | 677,500 | 710,467 | 1.763% | 4.866% |

BUDGET HIGHLIGHTS/CHANGES

| | | | | | | | | | |
|---------------------------|------------|------------|------------|------------|------------|------------|------------|---------|---------|
| TAX CAPACITY | 1,426,695 | 1,426,695 | 1,601,998 | 1,601,998 | 1,601,998 | 1,761,615 | 1,799,843 | 12.350% | 2.170% |
| TAX RATE | 41.693% | 38.199% | 40.651% | 39.534% | 43.581% | 38.459% | 39.474% | | |
| | | | | | | | | | |
| MEDIAN VALUE HOME | 352,000 | 352,000 | 395,800 | 395,800 | 429,600 | 429,600 | 443,750 | 3.294% | 3.294% |
| TAXABLE MEDIAN VALUE HOME | 346,440 | 346,440 | 394,182 | 394,182 | 429,600 | 429,600 | 437,138 | 1.755% | -4.012% |
| TAXABLE TAX CAPACITY | 3,464 | 3,464 | 3,942 | 3,942 | 4,296 | 4,296 | 4,371 | | |
| CITY TAXES | \$1,444.41 | \$1,323.36 | \$1,602.37 | \$1,558.34 | \$1,872.22 | \$1,652.20 | \$1,725.55 | -7.834% | -1.480% |

BUDGET COMMENTS/QUESTIONS

APPROVE RESOLUTION 2024-017



CITY OF GEM LAKE
Heritage Hall
4200 Otter Lake Road | Gem Lake, MN 55110
651-747-2790/92 | 651-747-2795 (fax)
E-mail city@gemlakemn.org



September 12, 2024

RE: 2025 Preliminary Property Tax Levy.

State Statutes require Cities to certify their preliminary property tax levies by September 30th this year. Once the preliminary property tax levy is approved and certified to the County Auditor, the City can lower the levy during the remaining budget process but cannot exceed the certified preliminary levy. For this reason, most Cities certify a preliminary levy using worst-case budget scenarios, which is the case with the City's 2025 preliminary property levy and budget.

The 2025 preliminary property tax levy is proposed at \$733,757, which is a 2.231% increase from the 2024 certified preliminary property tax levy. The 2025 preliminary property tax levy consists of a debt levy of \$83,736.00 (an increase from 2024 preliminary debt levy of \$2,182.00) and the general operating levy of \$650,021.00 (an increase of 2.174% from the 2024 preliminary tax levy).

The following changes were made from the 2024 adopted budget as a basis for the 2025 proposed preliminary property tax levy:

1. Based on the 2015 Refunding Bond schedule the debt levy for 2025 is set for \$79,711.00. In addition, in 2018, the City issued bonds for the improvements on Scheuneman Road and the 2025 debt levy for this issue is \$4,025.00. The two of these debt levies makes up the City's 2025 debt levy of \$83,736.
2. Increased City Council wages 3%.
3. City Council contingency was increased to \$15,000 (was \$9,000).
4. Clerk/General Government budget includes \$63,000.00 for wages and \$11,550 for health insurance coverage.
5. Planning & Zoning budget increased \$8,950.00 based on past expenditures.
6. Police budget was increased 13.85% to \$147,396 based on the City of White Bear Lake budget provided us and includes \$133,089 for police services and \$14,307 for debt payments on the new public facilities building.
7. The cost of fire services increase 8.54% to \$52,827.00. It includes \$35,300 for fire services, \$8,181 for fire marshal services, and \$9,346 for depreciation on the new public facilities building.
 - a. Overall, the City of White Bear Lake would like you to pay \$23,653 for the next 20 years for their new facility.
8. Road Maintenance budget includes \$20,000 for road maintenance/repair and \$8,000 for trimming boulevard trees.
9. Salt/sand reduced \$4,000 to \$8,000 and snow plowing contract increased from \$14,500 to \$15,000, both based on past expenditures.
10. Heritage Hall budget includes \$10,000 for building improvements and \$10,000 for other equipment/improvements.
11. Included a park maintenance budget of \$7,000 for maintaining park area of the Villas of Gem Lake.
12. The 2025 budget includes \$20,000.00 for future improvements.



CITY OF GEM LAKE

Heritage Hall

4200 Otter Lake Road | Gem Lake, MN 55110

651-747-2790/92 | 651-747-2795 (fax)

E-mail city@gemlakemn.org



13. Other revenue and other expenditure line items adjusted based on past history.

These changes result in the City proposed preliminary tax levy of \$733,757.00 for 2025. This compares to 2024 preliminary levy of \$717,742.00 and 2024 final levy of \$697,081.00. Using a 2025 property tax levy of \$733,757.00 and the City's 2025 estimated tax capacity (\$1,799,843.00) and median valued home (\$443,750.00) for Gem lake, that median valued home, would pay City property taxes of \$1,725.55 in 2025 compared to 2024 preliminary levy of \$1,872.22 (a decrease of \$146.67) and the 2024 final levy amount of \$1,652.20 (an increase of \$73.35).

One final change for the 2025 budget was a legislative change, which increased the market value exclusion from 40% of the first \$76,000 to the first \$95,000 minus 9% of the value between \$95,000 to \$517,200 (was \$76,000 to \$413,800). Homes valued at or above \$517,200 do not receive an exclusion compared to \$413,800 previously. This change saves the median value home \$26.10 in City taxes in 2025.

Again, as the City prepares its final 2025 budget the property tax levy can be lowered from the preliminary levy but not increased above the preliminary levy.

The action requested tonight is for the City Council to adopt the resolution adopting the 2025 preliminary property tax levy of \$733,757.00.

GENERAL FUND BUDGET SUMMARY BY ACTIVITY

| REVENUES BY CLASSIFICATION | 2020 | 2021 | 2022 | 2023 | 12/19/2023 | 9/10/2024 | 9/11/2024 | % CHANGE |
|-----------------------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|----------------|
| | ACTUAL | ACTUAL | ACTUAL | ACTUAL | 2024 ADOPTED | 2024 ACTUAL | 2025 ADOPTED | |
| PROPERTY TAXES | \$472,092 | \$445,250 | \$461,648 | \$581,280 | \$615,527 | \$308,899 | \$650,021 | 5.60% |
| LICENSES & PERMITS | 29,849 | 26,554 | 33,936 | 24,061 | 30,600 | 38,928 | 29,200 | -4.58% |
| INTERGOVERNMENTAL REVENUES | 1,107 | 42,447 | 20,943 | 61,293 | 8,012 | 10,719 | 8,012 | 0.00% |
| CHARGES FOR SERVICES | 3,252 | 2,512 | 4,716 | 5,233 | 3,025 | 12,572 | 3,225 | 6.61% |
| FINES & FORFEITS | 620 | 267 | 970 | 902 | 800 | 538 | 850 | 6.25% |
| MISCELLANEOUS | 18,332 | (1,809) | 10,421 | 22,067 | 9,361 | 35,982 | 14,600 | 55.97% |
| TOTAL REVENUES | \$525,252 | \$515,221 | \$532,634 | \$694,836 | \$667,325 | \$407,618 | \$705,908 | 5.78% |
| EXPENDITURES BY DEPARTMENT | | | | | | | | |
| <u>GENERAL GOVERNMENT</u> | | | | | | | | |
| 41100 CITY COUNCIL | \$8,630 | \$9,699 | \$9,746 | \$7,819 | \$17,325 | \$3,875 | \$23,965 | 38.33% |
| 41900 GENERAL GOVERNMENT | 49,674 | 77,431 | 106,557 | 139,885 | 127,590 | 122,698 | 139,570 | 9.39% |
| 41600 LEGAL SERVICES | 25,002 | 39,522 | 56,885 | 10,573 | 57,500 | 5,446 | 57,000 | -0.87% |
| 41410 ELECTIONS | 4,506 | 5,531 | 6,064 | 5,544 | 10,325 | 4,642 | 10,000 | -3.15% |
| 41500 FINANCIAL ADMINISTRATION | 44,583 | 44,587 | 44,449 | 49,623 | 50,800 | 27,362 | 53,100 | 4.53% |
| 41910 PLANNING & ZONING | 36,961 | 68,518 | 43,161 | 49,026 | 48,050 | 30,195 | 57,000 | 18.63% |
| 41940 HERITAGE HALL | 20,225 | 79,157 | 27,543 | 23,135 | 66,650 | 23,522 | 57,850 | -13.20% |
| TOTAL GENERAL GOVERNMENT | \$189,581 | \$324,445 | \$294,405 | \$285,605 | \$378,240 | \$217,740 | \$398,485 | 5.35% |
| <u>PUBLIC SAFETY</u> | | | | | | | | |
| 42100 POLICE | 81,078 | 85,777 | 91,186 | 113,184 | 129,466 | 105,246 | 147,396 | 13.85% |
| 42200 FIRE PROTECTION | 25,241 | 25,508 | 29,340 | 33,218 | 48,669 | 30,360 | 52,827 | 8.54% |
| 42300 ANIMAL CONTROL | 0 | 180 | 81 | 116 | 500 | 129 | 500 | 0.00% |
| 42401 BUILDING INSPECTIONS | 7,759 | 13,272 | 10,060 | 11,687 | 13,550 | 3,040 | 13,500 | -0.37% |
| TOTAL PUBLIC SAFETY | \$114,078 | \$124,737 | \$130,667 | \$158,205 | \$192,185 | \$138,775 | \$214,223 | 11.47% |
| <u>PUBLIC WORKS</u> | | | | | | | | |
| 43122 ROAD MAINTENANCE | 32,825 | 43,291 | 9,522 | 27,948 | 42,400 | 7,581 | 42,200 | -0.47% |
| 43125 ICE & SNOW REMOVAL | 8,055 | 11,311 | 12,629 | 7,492 | 27,500 | 3,778 | 24,000 | -12.73% |
| 44100 PARK MAINTENANCE | 81 | 68 | 3,430 | 0 | 7,000 | 145 | 7,000 | 0.00% |
| TOTAL PUBLIC WORKS | \$40,961 | \$54,670 | \$25,581 | \$35,440 | \$76,900 | \$11,504 | \$73,200 | -4.81% |
| <u>OPERATING TRANSFERS</u> | | | | | | | | |
| 4900 OPERATING TRANSFERS | 410,000 | 25,000 | 20,000 | 20,000 | 20,000 | 0 | 20,000 | 0.00% |
| TOTAL OPERATING TRANSFERS | \$410,000 | \$25,000 | \$20,000 | \$20,000 | \$20,000 | \$0 | \$20,000 | 0.00% |
| TOTAL EXPENDITURES | \$754,620 | \$528,852 | \$470,653 | \$499,250 | \$667,325 | \$368,019 | \$705,908 | 5.78% |
| FUND BALANCE - JANUARY 1 | \$496,843 | \$267,475 | \$253,844 | \$315,825 | \$511,411 | \$253,844 | \$293,443 | |
| EXCESS REVENUE OVER EXPENDITURES | (\$229,368) | (\$13,631) | \$61,981 | \$195,586 | \$0 | \$39,599 | \$0 | |
| FUND BALANCE - DECEMBER 31 | \$267,475 | \$253,844 | \$315,825 | \$511,411 | \$511,411 | \$293,443 | \$293,443 | -42.62% |

GENERAL FUND REVENUE BUDGET

| ACCT. # | ACCOUNT DESCRIPTION | 2020 ACTUAL | 2021 ACTUAL | 2022 ACTUAL | 2023 ACTUAL | 12/19/2023 2024 ADOPTED | 9/10/2024 2024 ACTUAL | 9/11/2024 2025 ADOPTED | % CHANGE |
|-----------------------------------|-------------------------------------|------------------|------------------|------------------|------------------|-------------------------------|-----------------------------|------------------------------|---------------|
| <u>PROPERTY TAXES</u> | | | | | | | | | |
| 31001 | CURRENT TAXES | \$437,190 | \$432,992 | \$450,239 | \$562,876 | \$595,946 | \$296,674 | \$626,731 | 5.17% |
| 31002 | DELINQUENT TAXES | 25,239 | 11 | 247 | 3,794 | 0 | 3,040 | 0 | 0.00% |
| 31003 | FISCAL DISPARITIES | 9,864 | 12,247 | 11,162 | 14,610 | 19,581 | 9,185 | 23,290 | 18.94% |
| 31004 | PENALTIES & INTEREST | (201) | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| | TOTAL PROPERTY TAXES | \$472,092 | \$445,250 | \$461,648 | \$581,280 | \$615,527 | \$308,899 | \$650,021 | 5.60% |
| <u>LICENSES & PERMITS</u> | | | | | | | | | |
| 32100 | GENERAL BUSINESS LICENSES | 2,600 | 1,575 | 2,550 | 2,505 | 2,200 | 2,600 | 2,500 | 13.64% |
| 32101 | ON-SALE LIQUOR LICENSES | 5,800 | 4,050 | 4,050 | 4,050 | 4,000 | 4,050 | 4,000 | 0.00% |
| 32102 | OFF SALE LIQUOR LICENSE | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 32103 | NON-INTOXICATING LIQUOR LICENSES | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 32104 | OTHER PERMITS | 1,665 | 1,960 | 2,355 | 2,700 | 1,700 | 1,810 | 1,800 | 5.88% |
| 32106 | TOBACCO LICENSE | 200 | 200 | 200 | 400 | 200 | 1,025 | 200 | 0.00% |
| 32107 | CHARITABLE GAMBLING LICENSE | 500 | 500 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 32201 | CONTRACTOR LICENSE | 1,801 | 1,700 | 1,800 | 1,755 | 1,500 | 1,903 | 1,700 | 13.33% |
| 32210 | BUILDING PERMITS | 10,103 | 7,760 | 13,403 | 9,345 | 11,000 | 17,129 | 11,000 | 0.00% |
| 32211 | PLUMBING PERMITS | 1,845 | 300 | 915 | 800 | 750 | 595 | 800 | 6.67% |
| 32212 | GAS/HEATING PERMITS | 2,990 | 2,427 | 2,295 | 1,150 | 2,000 | 1,102 | 2,000 | 0.00% |
| 32213 | ELECTRICAL PERMITS | 365 | 566 | 388 | 358 | 300 | 460 | 300 | 0.00% |
| 32215 | NPDES PERMIT | 300 | 0 | 0 | 100 | 0 | 0 | 0 | 0.00% |
| 32218 | FIRE MARSHALL INSPECTION FEE | 0 | 107 | 35 | 132 | 2,500 | 0 | 0 | -100.00% |
| 32219 | SEPTIC INSPECTION FEE | 360 | 4,809 | 4,890 | 716 | 3,750 | 6,664 | 4,000 | 6.67% |
| 32235 | SEWER CONTRACTOR LICENSE | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 32239 | RENTAL LICENSING | 1,000 | 100 | 600 | 0 | 400 | 1,000 | 500 | 25.00% |
| 32240 | ANIMAL CONTROL LICENSE | 320 | 470 | 455 | 50 | 300 | 590 | 400 | 33.33% |
| | TOTAL LICENSES & PERMITS | \$29,849 | \$26,554 | \$33,936 | \$24,061 | \$30,600 | \$38,928 | \$29,200 | -4.58% |
| <u>INTERGOVERNMENTAL REVENUES</u> | | | | | | | | | |
| 33401 | LGA | 0 | 14,631 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 33430 | COUNTY GRANTS & AIDS | 12 | 12 | 27 | 13 | 12 | 0 | 12 | 0.00% |
| 33601 | SCORE GRANT | 1,095 | 0 | 1,548 | 1,292 | 1,000 | 0 | 1,000 | 0.00% |
| 33603 | POLICE STATE AID | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 33602 | CABLE TV FRANCHISE FEES | 0 | 8,436 | 19,368 | 9,299 | 7,000 | 0 | 7,000 | 0.00% |
| 33604 | OTHER GOVERNMENT AIDS AND GRANTS | 0 | 19,368 | 0 | 50,689 | 0 | 10,719 | 0 | 0.00% |
| | TOTAL INTERGOV. REVENUES | \$1,107 | \$42,447 | \$20,943 | \$61,293 | \$8,012 | \$10,719 | \$8,012 | 0.00% |
| <u>CHARGES FOR SERVICES</u> | | | | | | | | | |
| 32220 | SURCHARGE/SAC RETAINAGE | 67 | 97 | 113 | 89 | 75 | 0 | 75 | 0.00% |
| 32230 | ADMINISTRATIVE CHARGES | 0 | 0 | 0 | 60 | 0 | 0 | 0 | 0.00% |
| 34105 | PLANNING CHARGES | 0 | 0 | 1,275 | 850 | 500 | 1,950 | 700 | 40.00% |
| 34110 | PLAN CHECK FEES | 3,348 | 1,609 | 1,023 | 2,768 | 1,000 | 9,697 | 1,000 | 0.00% |
| | FALSE ALARMS | 0 | 150 | 150 | 400 | 150 | 300 | 350 | 133.33% |
| 34121 | SPECIAL ASSESSMENT SEARCHES | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 34122 | ENGINEERING CHARGES | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 34123 | ZONING CHARGES | 75 | 275 | 100 | 0 | 0 | 327 | 0 | 0.00% |
| 34126 | CHARGES FOR LEGAL FEES | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 34132 | INVESTMENT ADMINISTRATIVE CHARGE | (238) | 381 | 2,055 | 1,066 | 1,000 | 259 | 1,000 | 0.00% |
| 34133 | CREDIT CARD FEES | 0 | 0 | 0 | 0 | 0 | 39 | 100 | 0.00% |
| 34135 | CONTRACTUAL SERVICES | 0 | 0 | 0 | 0 | 300 | 0 | 0 | -100.00% |
| | TOTAL CHARGES FOR SERVICES | \$3,252 | \$2,512 | \$4,716 | \$5,233 | \$3,025 | \$12,672 | \$3,225 | 6.61% |
| <u>FINES & FORFEITS</u> | | | | | | | | | |
| 35100 | TRAFFIC & OTHER FINES | 620 | 267 | 970 | 902 | 800 | 538 | 850 | 6.25% |
| | TOTAL FINES & FORFEITS | \$620 | \$267 | \$970 | \$902 | \$800 | \$538 | \$850 | 6.25% |
| <u>MISCELLANEOUS REVENUES</u> | | | | | | | | | |
| 36210 | INTEREST EARNINGS | 8,476 | (11,758) | (8,246) | 11,146 | 4,261 | 2,552 | 8,000 | 87.75% |
| 36231 | CHARITABLE GAMBLING CONTRIBUTIONS | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 36241 | INSURANCE POLICY DIVIDENDS | 2,798 | 809 | 490 | 148 | 300 | 0 | 100 | -66.67% |
| 36200 | MISCELLANEOUS | 3,494 | 328 | 12,993 | 6,109 | 300 | 33,095 | 2,000 | 566.67% |
| 36400 | FACILITY RENTAL | 3,564 | 8,812 | 5,184 | 4,664 | 4,500 | 315 | 4,500 | 0.00% |
| 39200 | TRANSFERS IN | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| | TOTAL MISCELLANEOUS | \$18,332 | (\$1,809) | \$10,421 | \$22,067 | \$9,361 | \$35,962 | \$14,600 | 55.97% |
| | TOTAL GENERAL FUND REVENUES | \$525,252 | \$515,221 | \$532,634 | \$694,836 | \$667,325 | \$407,618 | \$705,908 | 5.78% |

CITY COUNCIL
DEPARTMENT 41100

| ACCT. # | ACCOUNT DESCRIPTION | 2020 ACTUAL | 2021 ACTUAL | 2022 ACTUAL | 2023 ACTUAL | 12/19/2023 2024 ADOPTED | 9/10/2024 2024 ACTUAL | 9/11/2024 2025 ADOPTED | % CHANGE |
|-------------------------------------|---|----------------|----------------|----------------|----------------|-------------------------------|-----------------------------|------------------------------|---------------|
| <u>PERSONNEL SERVICES</u> | | | | | | | | | |
| 100 | WAGES & SALARIES | \$6,600 | \$7,340 | \$7,338 | \$7,248 | \$7,725 | \$3,600 | \$7,957 | 3.00% |
| 130 | FICA CONTRIBUTIONS | 880 | 551 | 551 | 551 | 0 | 275 | 609 | 0.00% |
| 135 | WORKERS COMPENSATION | 0 | 0 | 84 | 0 | 100 | 0 | 100 | 0.00% |
| | TOTAL PERSONNEL SERVICES | \$7,480 | \$7,891 | \$7,973 | \$7,799 | \$7,825 | \$3,875 | \$8,665 | 10.74% |
| <u>OTHER SERVICES & CHARGES</u> | | | | | | | | | |
| 300 | PROFESSIONAL SERVICES | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 308 | ADMINISTRATION | 0 | 0 | 0 | 0 | 200 | 0 | 0 | -100.00% |
| 310 | CONFERENCE REGISTRATION FEES | 0 | 308 | 265 | 20 | 300 | 0 | 300 | 0.00% |
| 333 | MEETING EXPENSES | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 364 | OTHER INSURANCE | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 449 | COUNCIL CONTINGENCY | 1,150 | 1,500 | 1,508 | 0 | 9,000 | 0 | 15,000 | 66.67% |
| | TOTAL OTHER SERVICES & CHARGES | \$1,150 | \$1,808 | \$1,773 | \$20 | \$9,500 | \$0 | \$15,300 | 61.05% |
| | TOTAL CITY COUNCIL | \$8,630 | \$9,699 | \$9,746 | \$7,819 | \$17,325 | \$3,875 | \$23,965 | 38.33% |

CLERK/GENERAL GOVERNMENT
DEPARTMENT 41900

| ACCT. # | ACCOUNT DESCRIPTION | 2020 ACTUAL | 2021 ACTUAL | 2022 ACTUAL | 2023 ACTUAL | 12/19/2023 2024 ADOPTED | 9/10/2024 2024 ACTUAL | 9/11/2024 2025 ADOPTED | % CHANGE |
|-------------------------------------|---|-----------------|-----------------|------------------|------------------|-------------------------------|-----------------------------|------------------------------|---------------|
| <u>PERSONNEL SERVICES</u> | | | | | | | | | |
| 100 | WAGES & SALARIES | \$24,421 | \$37,335 | \$52,831 | \$52,989 | \$60,000 | \$37,864 | \$63,000 | 5.00% |
| | TEMPORARY EMPLOYEES | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 130 | FICA CONTRIBUTIONS | 4,075 | 2,867 | 3,184 | 3,685 | 4,590 | 3,362 | 4,820 | 5.00% |
| 131 | PERA CONTRIBUTIONS | 0 | 2,123 | 3,989 | 4,651 | 4,500 | 3,281 | 4,725 | 5.00% |
| 135 | HEALTH INSURANCE | 0 | 0 | 3,462 | 9,000 | 11,000 | 5,884 | \$11,550 | 5.00% |
| 150 | WORKER'S COMPENSATION | 293 | 322 | 326 | 502 | 700 | 703 | 800 | 14.29% |
| | TOTAL PERSONNEL SERVICES | \$28,789 | \$42,647 | \$63,792 | \$70,807 | \$80,790 | \$51,094 | \$84,895 | 5.08% |
| <u>SUPPLIES</u> | | | | | | | | | |
| 200 | OFFICE SUPPLIES | 499 | 3,455 | 6,553 | 4,580 | 5,000 | 2,731 | 5,000 | 0.00% |
| 212 | POSTAGE | 717 | 1,168 | 0 | 0 | 1,500 | 687 | 1,000 | -33.33% |
| 250 | SALES TAX | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| | TOTAL SUPPLIES | \$1,216 | \$4,623 | \$6,553 | \$4,580 | \$6,500 | \$3,418 | \$6,000 | -7.69% |
| <u>OTHER SERVICES & CHARGES</u> | | | | | | | | | |
| 300 | PROFESSIONAL SERVICES | 0 | 2,782 | 2,990 | 80 | 3,500 | 3,124 | 3,500 | 0.00% |
| 305 | ADMINISTRATION | 90 | 363 | 0 | 0 | 300 | 307 | 350 | 16.67% |
| 308 | PROFESSIONAL SERVICES | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 309 | MISCELLANEOUS | 510 | 2,858 | 6,263 | 1,468 | 3,500 | 0 | 3,500 | 0.00% |
| 310 | CONFERENCE REGISTRATION FEES | 0 | 693 | 235 | 185 | 1,500 | 1,441 | 1,500 | 0.00% |
| 320 | INTERNET CONNECTION | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 322 | WEB SITE | 1,163 | 2,076 | 1,875 | 1,967 | 2,000 | 1,550 | 12,000 | 500.00% |
| 331 | MILEAGE | 0 | 127 | 264 | 305 | 400 | 1,323 | 400 | 0.00% |
| 332 | RECORDING SECRETARY | 1,612 | 5,970 | 6,057 | 190 | 6,000 | 0 | 1,000 | -83.33% |
| 334 | COMPUTER SERVICES | 4,359 | 190 | 512 | 8,897 | 5,000 | 7,920 | 6,000 | 20.00% |
| 350 | PRINTING - OTHER | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 351 | LEGAL NOTICES | 520 | 1,231 | 654 | 380 | 700 | (156) | 700 | 0.00% |
| 352 | NEWSLETTER/PUBLIC RELATIONS | 1,106 | 1,571 | 1,848 | 1,783 | 2,800 | 1,592 | 3,000 | 7.14% |
| 361 | GENERAL LIABILITY INSURANCE | 1,280 | 1,407 | 1,384 | 1,370 | 2,500 | 1,655 | 2,500 | 0.00% |
| 363 | VEHICLE INSURANCE | 75 | 78 | 79 | 79 | 175 | 20 | 150 | -14.29% |
| 365 | PUBLIC OFFICIALS LIABILITY INSURANCE | 0 | 0 | 93 | 124 | 175 | 155 | 175 | 0.00% |
| 384 | RECYCLING COLLECTION | 8,104 | 8,104 | 8,903 | 13,319 | 10,000 | 7,236 | 12,000 | 20.00% |
| 434 | VLAWMO | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 435 | LMC | 666 | 704 | 1,046 | 778 | 1,200 | 630 | 1,200 | 0.00% |
| 436 | RCLLG | 184 | 200 | 0 | 0 | 350 | 0 | 350 | 0.00% |
| 440 | DUES & SUBSCRIPTIONS | 0 | 161 | 300 | 300 | 200 | 0 | 350 | 75.00% |
| 450 | CHARITABLE GAMBLING DISTRIBUTIONS | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| | TOTAL OTHER SERVICES & CHARGES | \$19,669 | \$28,515 | \$32,503 | \$31,225 | \$40,300 | \$26,797 | \$48,675 | 20.78% |
| <u>CAPITAL OUTLAY</u> | | | | | | | | | |
| 570 | FURNITURE & OFFICE EQUIPMENT | 0 | 1,646 | 3,709 | 5,952 | 0 | 0 | 0 | 0.00% |
| 580 | OTHER EQUIPMENT/IMPROVEMENTS | 0 | 0 | 0 | 27,321 | 0 | 41,389 | 0 | 0.00% |
| | TOTAL CAPITAL OUTLAY | \$0 | \$1,646 | \$3,709 | \$33,273 | \$0 | \$41,389 | \$0 | 0.00% |
| | TOTAL CLERK/GENERAL GOVERNMENT | \$49,674 | \$77,431 | \$106,557 | \$139,885 | \$127,590 | \$122,698 | \$139,570 | 9.39% |

FINANCIAL ADMINISTRATION
DEPARTMENT 41500

| ACCT. # | ACCOUNT DESCRIPTION | 2020 ACTUAL | 2021 ACTUAL | 2022 ACTUAL | 2023 ACTUAL | 12/19/2023 2024 ADOPTED | 9/10/2024 2024 ACTUAL | 9/11/2024 2025 ADOPTED | % CHANGE |
|-------------------------------------|-----------------------|----------------|----------------|----------------|----------------|-------------------------------|-----------------------------|------------------------------|-------------|
| <u>PERSONNEL SERVICES</u> | | | | | | | | | |
| <u>SUPPLIES</u> | | | | | | | | | |
| 200 | OFFICE SUPPLIES | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | 0.00% |
| 250 | SALES TAX | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| TOTAL SUPPLIES | | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | 0.00% |
| <u>OTHER SERVICES & CHARGES</u> | | | | | | | | | |
| 308 | ADMINISTRATION | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 301 | AUDITING SERVICES | 12,865 | 12,867 | 8,000 | 13,500 | 12,000 | 15,250 | 13,000 | 8.33% |
| 329 | FINANCIAL SERVICES | 30,008 | 29,884 | 33,408 | 33,327 | 35,000 | 9,513 | 36,000 | 2.86% |
| 330 | CREDIT CARD FEES | 0 | 0 | 1,184 | 847 | 1,300 | 384 | 1,100 | -15.38% |
| 334 | COMPUTER SERVICES | 1,710 | 1,799 | 1,857 | 1,949 | 2,500 | 2,215 | 3,000 | 20.00% |
| 309 | MISCELLANEOUS EXPENSE | 0 | 37 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| TOTAL OTHER SERVICES & CHARGES | | \$44,583 | \$44,587 | \$44,449 | \$49,623 | \$50,800 | \$27,362 | \$53,100 | 4.53% |
| TOTAL FINANCIAL ADMINISTRATION | | \$44,583 | \$44,587 | \$44,449 | \$49,623 | \$50,800 | \$27,362 | \$53,100 | 4.53% |

LEGAL SERVICES
DEPARTMENT 41600

| ACCT. # | ACCOUNT DESCRIPTION | 2020 ACTUAL | 2021 ACTUAL | 2022 ACTUAL | 2023 ACTUAL | 12/19/2023 2024 ADOPTED | 9/10/2024 2024 ACTUAL | 9/11/2024 2025 ADOPTED | % CHANGE |
|-------------------------------------|------------------------------|----------------|----------------|----------------|----------------|-------------------------------|-----------------------------|------------------------------|-------------|
| <u>OTHER SERVICES & CHARGES</u> | | | | | | | | | |
| 300 | PROFESSIONAL SERVICES | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | 0.00% |
| 303 | PROSECUTION | 135 | 270 | 1,161 | 1,035 | 2,000 | 632 | 1,500 | -25.00% |
| 304 | LEGAL SERVICES | 24,769 | 39,252 | 55,724 | 9,538 | 52,000 | 4,814 | 52,000 | 0.00% |
| 305 | LEGAL SERVICES - LAND ISSUES | 98 | 0 | 0 | 0 | 3,500 | 0 | 3,500 | 0.00% |
| 309 | MISCELLANEOUS | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 317 | LEGAL - ANNEXATION | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| TOTAL OTHER SERVICES & CHARGES | | \$25,002 | \$39,522 | \$56,885 | \$10,573 | \$57,500 | \$5,446 | \$57,000 | -0.87% |
| TOTAL LEGAL SERVICES | | \$25,002 | \$39,522 | \$56,885 | \$10,573 | \$57,500 | \$5,446 | \$57,000 | -0.87% |

ELECTIONS
DEPARTMENT 41410

| ACCT. # | ACCOUNT DESCRIPTION | 2020 ACTUAL | 2021 ACTUAL | 2022 ACTUAL | 2023 ACTUAL | 12/19/2023 2024 ADOPTED | 9/10/2024 2024 ACTUAL | 9/11/2024 2025 ADOPTED | % CHANGE |
|-------------------------------------|------------------------------|----------------|----------------|----------------|----------------|-------------------------------|-----------------------------|------------------------------|-------------|
| <u>PERSONNEL SERVICES</u> | | | | | | | | | |
| 100 | WAGES & SALARIES | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | 0.00% |
| 105 | TEMPORARY EMPLOYEES | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 130 | FICA CONTRIBUTIONS | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 160 | WORKER'S COMP. | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| TOTAL PERSONNEL SERVICES | | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | 0.00% |
| <u>SUPPLIES</u> | | | | | | | | | |
| 210 | OPERATING SUPPLIES - OTHER | 0 | 0 | 0 | 0 | 150 | 0 | 0 | -100.00% |
| 212 | POSTAGE | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 250 | SALES TAX | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| TOTAL SUPPLIES | | \$0 | \$0 | \$0 | \$0 | \$150 | \$0 | \$0 | -100.00% |
| <u>OTHER SERVICES & CHARGES</u> | | | | | | | | | |
| 308 | ADMINISTRATION | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 307 | PROFESSIONAL SERVICES | 1,971 | 4,664 | 4,664 | 4,664 | 8,000 | 3,498 | 8,000 | 0.00% |
| 309 | MISCELLANEOUS | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 331 | MILEAGE | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 350 | OTHER PRINTING | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 351 | LEGAL NOTICES | 118 | (59) | 0 | 0 | 175 | 0 | 0 | -100.00% |
| | Ballot Machine | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 400 | REPAIR/MAINTENANCE EQUIPMENT | 2,417 | 926 | 1,400 | 880 | 2,000 | 1,144 | 2,000 | 0.00% |
| TOTAL OTHER SERVICES & CHARGES | | \$4,506 | \$5,531 | \$6,064 | \$5,544 | \$10,175 | \$4,642 | \$10,000 | -1.72% |
| TOTAL ELECTIONS | | \$4,506 | \$5,531 | \$6,064 | \$5,544 | \$10,325 | \$4,642 | \$10,000 | -3.15% |

**PLANNING & ZONING
DEPARTMENT 41910**

| ACCT. # | ACCOUNT DESCRIPTION | 2020 ACTUAL | 2021 ACTUAL | 2022 ACTUAL | 2023 ACTUAL | 12/19/2023 2024 ADOPTED | 9/10/2024 2024 ACTUAL | 9/11/2024 2025 ADOPTED | % CHANGE |
|---|------------------------------|-----------------|-----------------|-----------------|-----------------|-------------------------------|-----------------------------|------------------------------|---------------|
| OTHER SERVICES & CHARGES | | | | | | | | | |
| 300 | PROFESSIONAL SERVICES | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | 0.00% |
| 308 | ADMINISTRATION | 0 | 0 | 0 | 571 | 2,000 | 8,175 | 2,000 | 0.00% |
| 302 | ENGINEERING SERVICES | 30,986 | 29,706 | 29,382 | 33,561 | 31,000 | 10,129 | 35,000 | 12.90% |
| 309 | MISCELLANEOUS | 669 | 0 | 0 | 0 | 50 | 0 | 0 | -100.00% |
| 315 | ZONING ADMINISTRATION | 995 | 5,198 | 8,779 | 14,371 | 10,000 | 10,440 | 15,000 | 50.00% |
| 325 | NPDES TRAINING | 0 | 0 | 0 | 0 | 0 | 53 | 0 | 0.00% |
| 326 | NPDES EDUCATION | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 327 | MS4 REPORTING | 2,355 | 33,614 | 5,000 | 523 | 5,000 | 1,398 | 5,000 | 0.00% |
| 332 | RECORDING SECRETARY | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 348 | COMP. PLAN UPDATE | 1,956 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 433 | DUES & SUBSCRIPTIONS | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| TOTAL OTHER SERVICES & CHARGES | | \$36,961 | \$68,518 | \$43,161 | \$49,026 | \$48,050 | \$30,195 | \$57,000 | 18.63% |
| CAPITAL OUTLAY | | | | | | | | | |
| 570 | FURNITURE & OFFICE EQUIPMENT | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| TOTAL CAPITAL OUTLAY | | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | 0.00% |
| TOTAL PLANNING & ZONING | | \$36,961 | \$68,518 | \$43,161 | \$49,026 | \$48,050 | \$30,195 | \$57,000 | 18.63% |

**POLICE
DEPARTMENT 42100**

| ACCT. # | ACCOUNT DESCRIPTION | 2020 ACTUAL | 2021 ACTUAL | 2022 ACTUAL | 2023 ACTUAL | 12/19/2023 2024 ADOPTED | 9/10/2024 2024 ACTUAL | 9/11/2024 2025 ADOPTED | % CHANGE |
|---|------------------------------|-----------------|-----------------|-----------------|------------------|-------------------------------|-----------------------------|------------------------------|---------------|
| OTHER SERVICES & CHARGES | | | | | | | | | |
| 305 | REGULAR LAW ENFORCEMENT | \$80,531 | \$85,777 | \$91,186 | \$113,184 | \$115,877 | \$104,080 | \$133,089 | 14.85% |
| 306 | SPECIAL LAW ENFORCEMENT | 0 | 0 | 0 | 0 | 0 | 1,166 | 0 | 0.00% |
| 307 | DISPATCH COSTS | 547 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 308 | PUBLIC SAFETY FACILITY COSTS | 0 | 0 | 0 | 0 | 13,589 | 0 | 14,307 | 5.28% |
| 309 | MISCELLANEOUS | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| TOTAL OTHER SERVICES & CHARGES | | \$81,078 | \$85,777 | \$91,186 | \$113,184 | \$129,466 | \$105,246 | \$147,396 | 13.85% |
| TOTAL POLICE | | \$81,078 | \$85,777 | \$91,186 | \$113,184 | \$129,466 | \$105,246 | \$147,396 | 13.85% |

**FIRE
DEPARTMENT 42200**

| ACCT. # | ACCOUNT DESCRIPTION | 2020 ACTUAL | 2021 ACTUAL | 2022 ACTUAL | 2023 ACTUAL | 12/19/2023 2024 ADOPTED | 9/10/2024 2024 ACTUAL | 9/11/2024 2025 ADOPTED | % CHANGE |
|---|------------------------------|-----------------|-----------------|-----------------|-----------------|-------------------------------|-----------------------------|------------------------------|--------------|
| OTHER SERVICES & CHARGES | | | | | | | | | |
| 308 | PUBLIC SAFETY FACILITY COSTS | \$0 | \$0 | \$0 | \$0 | \$8,941 | \$0 | \$9,346 | 4.53% |
| 309 | MISCELLANEOUS | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 311 | FIRE SERVICE | 18,935 | 19,060 | 22,593 | 26,912 | \$31,982 | 25,196 | \$35,300 | 10.37% |
| 312 | FIRE MARSHALL SERVICES | 6,306 | 6,448 | 6,747 | 6,306 | \$7,746 | 5,164 | \$8,181 | 5.62% |
| TOTAL OTHER SERVICES & CHARGES | | \$25,241 | \$25,508 | \$29,340 | \$33,218 | \$48,669 | \$30,360 | \$52,827 | 8.54% |
| TOTAL FIRE | | \$25,241 | \$25,508 | \$29,340 | \$33,218 | \$48,669 | \$30,360 | \$52,827 | 8.54% |

**ANIMAL CONTROL
DEPARTMENT 42300**

| ACCT. # | ACCOUNT DESCRIPTION | 2020 ACTUAL | 2021 ACTUAL | 2022 ACTUAL | 2023 ACTUAL | 12/19/2023 2024 ADOPTED | 9/10/2024 2024 ACTUAL | 9/11/2024 2025 ADOPTED | % CHANGE |
|---|-----------------------|----------------|----------------|----------------|----------------|-------------------------------|-----------------------------|------------------------------|--------------|
| <u>OTHER SERVICES & CHARGES</u> | | | | | | | | | |
| 300 | PROFESSIONAL SERVICES | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | 0.00% |
| 309 | MISCELLANEOUS | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 323 | ANIMAL REMOVAL | 0 | 0 | 0 | 0 | 300 | 129 | 300 | 0.00% |
| 324 | ANIMAL ENFORCEMENT | 0 | 180 | 81 | 116 | 200 | 0 | 200 | 0.00% |
| TOTAL OTHER SERVICES & CHARGES | | \$0 | \$180 | \$81 | \$116 | \$500 | \$129 | \$500 | 0.00% |
| TOTAL ANIMAL CONTROL | | \$0 | \$180 | \$81 | \$116 | \$500 | \$129 | \$500 | 0.00% |

**BUILDING INSPECTIONS
DEPARTMENT 42401**

| ACCT. # | ACCOUNT DESCRIPTION | 2020 ACTUAL | 2021 ACTUAL | 2022 ACTUAL | 2023 ACTUAL | 12/19/2023 2024 ADOPTED | 9/10/2024 2024 ACTUAL | 9/11/2024 2025 ADOPTED | % CHANGE |
|---|-----------------------------|----------------|-----------------|-----------------|-----------------|-------------------------------|-----------------------------|------------------------------|---------------|
| <u>PERSONNEL SERVICES</u> | | | | | | | | | |
| 100 | WAGES & SALARIES | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | 0.00% |
| | TEMPORARY EMPLOYEES | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 130 | FICA CONTRIBUTIONS | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 131 | PERA CONTRIBUTIONS | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 135 | HEALTH INSURANCE | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 150 | WORKER'S COMPENSATION | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| TOTAL PERSONNEL SERVICES | | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | 0.00% |
| <u>OTHER SERVICES & CHARGES</u> | | | | | | | | | |
| 313 | BUILDING INSPECTIONS | 7,245 | 9,164 | 4,275 | 7,220 | 8,500 | 3,040 | 8,500 | 0.00% |
| 309 | MISCELLANEOUS | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 316 | BUILDING SECRETARY SERVICES | 444 | 1,588 | 3,265 | 1,947 | 2,500 | 0 | 2,000 | -20.00% |
| 334 | COMPUTER SERVICES | 70 | 2,520 | 2,520 | 2,520 | 2,550 | 0 | 3,000 | 17.65% |
| 328 | CODE ENFORCEMENT | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| TOTAL OTHER SERVICES & CHARGES | | \$7,759 | \$13,272 | \$10,060 | \$11,687 | \$13,550 | \$3,040 | \$13,500 | -0.37% |
| <u>CAPITAL OUTLAY</u> | | | | | | | | | |
| 570 | FURNITURE & EQUIPMENT | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| TOTAL CAPITAL OUTLAY | | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | 0.00% |
| TOTAL BUILDING INSPECTIONS | | \$7,759 | \$13,272 | \$10,060 | \$11,687 | \$13,550 | \$3,040 | \$13,500 | -0.37% |

ROAD MAINTENANCE
DEPARTMENT 43122

| ACCT. # | ACCOUNT DESCRIPTION | 2020 ACTUAL | 2021 ACTUAL | 2022 ACTUAL | 2023 ACTUAL | 12/19/2023 2024 ADOPTED | 9/10/2024 2024 ACTUAL | 9/11/2024 2025 ADOPTED | % CHANGE |
|-------------------------------------|--------------------------------|----------------|----------------|----------------|----------------|-------------------------------|-----------------------------|------------------------------|-------------|
| <u>SUPPLIES</u> | | | | | | | | | |
| 211 | CHEMICALS | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | 0.00% |
| 210 | OPERATING SUPPLIES - OTHER | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 224 | GRAVEL/STREET MATERIAL | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 225 | SALT/SAND | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 226 | SIGNS, SIGN REPAIR MATERIALS | 0 | 62 | 0 | 224 | 500 | 6,849 | 500 | 0.00% |
| 250 | SALES TAX | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| | TOTAL SUPPLIES | \$0 | \$62 | \$0 | \$224 | \$500 | \$6,849 | \$500 | 0.00% |
| <u>OTHER SERVICES & CHARGES</u> | | | | | | | | | |
| 300 | PROFESSIONAL SERVICES | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 302 | ENGINEERING FEES | 13,877 | 12,514 | 5,423 | 9,148 | 10,000 | 0 | 12,000 | 20.00% |
| 308 | ADMINISTRATION | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 309 | MISCELLANEOUS | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 327 | NPDES - STORMWATER | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 351 | LEGAL NOTICES | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 382 | ELECTRICITY - STREET LIGHTS | 749 | 707 | 934 | 973 | 1,300 | 732 | 1,200 | -7.69% |
| 385 | ROW MAINTENANCE | 0 | 0 | 0 | 0 | 500 | 0 | 500 | 0.00% |
| 405 | ROAD MAINTENANCE/REPAIR | 3,919 | 28,007 | 3,165 | 11,806 | 20,000 | 0 | 20,000 | 0.00% |
| 406 | BLVD, TREE TRIMMING | 14,280 | 2,001 | 0 | 5,797 | 10,000 | 0 | 8,000 | -20.00% |
| 433 | DUES AND SUBSCRIPTIONS | 0 | 0 | 0 | 0 | 100 | 0 | 0 | -100.00% |
| | TOTAL OTHER SERVICES & CHARGES | \$32,825 | \$43,229 | \$9,522 | \$27,724 | \$41,900 | \$732 | \$41,700 | -0.48% |
| <u>CAPITAL OUTLAY</u> | | | | | | | | | |
| 540 | HEAVY MACHINERY/EQUIPMENT | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| | TOTAL CAPITAL OUTLAY | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | 0.00% |
| | TOTAL ROAD MAINTENANCE | \$32,825 | \$43,291 | \$9,522 | \$27,948 | \$42,400 | \$7,581 | \$42,200 | -0.47% |

**ICE & SNOW REMOVAL
DEPARTMENT 43125**

| ACCT. # | ACCOUNT DESCRIPTION | 2020 ACTUAL | 2021 ACTUAL | 2022 ACTUAL | 2023 ACTUAL | 12/19/2023 2024 ADOPTED | 9/10/2024 2024 ACTUAL | 9/11/2024 2025 ADOPTED | % CHANGE |
|-------------------------------------|---|----------------|-----------------|-----------------|----------------|-------------------------------|-----------------------------|------------------------------|----------------|
| <u>SUPPLIES</u> | | | | | | | | | |
| 225 | SALT SAND | \$1,994 | \$4,925 | \$5,598 | \$27 | \$12,000 | \$0 | \$8,000 | -33.33% |
| 210 | OPERATING SUPPLIES - OTHER | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 250 | SALES TAX | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| | TOTAL SUPPLIES | \$1,994 | \$4,925 | \$5,598 | \$27 | \$12,000 | \$0 | \$8,000 | -33.33% |
| <u>OTHER SERVICES & CHARGES</u> | | | | | | | | | |
| 309 | MISCELLANEOUS | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 400 | REPAIR/MAINTENANCE - OTHER | 0 | 0 | 0 | 0 | 1,000 | 640 | 1,000 | 0.00% |
| 404 | REPAIR/MAINTENANCE - CONTRACTUAL | 6,061 | 6,386 | 7,031 | 7,465 | 14,500 | 3,138 | 15,000 | 3.45% |
| | TOTAL OTHER SERVICES & CHARGES | \$6,061 | \$6,386 | \$7,031 | \$7,465 | \$15,500 | \$3,778 | \$16,000 | 3.23% |
| <u>CAPITAL OUTLAY</u> | | | | | | | | | |
| 540 | HEAVY MACHINERY/EQUIPMENT | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| | TOTAL CAPITAL OUTLAY | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | 0.00% |
| | TOTAL ICE & SNOW REMOVAL | \$8,055 | \$11,311 | \$12,629 | \$7,492 | \$27,500 | \$3,778 | \$24,000 | -12.73% |

**HERITAGE HALL
DEPARTMENT 41940**

| ACCT. # | ACCOUNT DESCRIPTION | 2020 ACTUAL | 2021 ACTUAL | 2022 ACTUAL | 2023 ACTUAL | 12/19/2023 2024 ADOPTED | 9/10/2024 2024 ACTUAL | 9/11/2024 2025 ADOPTED | % CHANGE |
|-------------------------------------|---|-----------------|-----------------|-----------------|-----------------|-------------------------------|-----------------------------|------------------------------|----------------|
| <u>SUPPLIES</u> | | | | | | | | | |
| 205 | CLEANING SUPPLIES | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | 0.00% |
| 210 | OPERATING SUPPLIES - OTHER | 138 | 50 | 69 | 0 | 200 | 0 | 150 | -25.00% |
| 230 | BUILDING MATERIALS | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 250 | SALES TAX | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| | TOTAL SUPPLIES | \$138 | \$50 | \$69 | \$0 | \$200 | \$0 | \$150 | -25.00% |
| <u>OTHER SERVICES & CHARGES</u> | | | | | | | | | |
| 300 | PROFESSIONAL SERVICES | 273 | 1,006 | 0 | 0 | 1,000 | 6,141 | 1,000 | 0.00% |
| 309 | CONTRACT SERVICES | 5,455 | 18,241 | 15,540 | 12,560 | 15,500 | 7,105 | 17,000 | 9.68% |
| 321 | TELEPHONE | 0 | 0 | 0 | 0 | 1,000 | 0 | 0 | -100.00% |
| 362 | PROPERTY INSURANCE | 844 | 876 | 1,371 | 1,708 | 2,000 | 3,485 | 3,500 | 75.00% |
| 381 | ELECTRICITY | 4,308 | 4,545 | 5,266 | 5,817 | 5,750 | 3,584 | 6,000 | 4.35% |
| 383 | GAS | 1,092 | 1,097 | 1,853 | 1,593 | 2,000 | 722 | 2,000 | 0.00% |
| 385 | WATER/SEWER UTILITIES | 926 | 1,154 | 890 | 908 | 1,200 | 455 | 1,200 | 0.00% |
| 400 | REPAIR/MAINTENANCE - OTHER | 345 | 355 | 370 | 470 | 2,000 | 410 | 1,000 | -50.00% |
| 401 | REPAIR/MAINTENANCE - BUILDINGS | 6,844 | 46,353 | 2,184 | 79 | 8,000 | 580 | 6,000 | -25.00% |
| | TOTAL OTHER SERVICES & CHARGES | \$20,087 | \$73,627 | \$27,474 | \$23,135 | \$38,450 | \$22,482 | \$37,700 | -1.95% |
| <u>CAPITAL OUTLAY</u> | | | | | | | | | |
| 520 | BUILDING IMPROVEMENTS | 0 | 5,480 | 0 | 0 | 14,000 | 1,040 | 10,000 | -28.57% |
| 580 | OTHER EQUIPMENT/IMPROVEMENTS | 0 | 0 | 0 | 0 | 14,000 | 0 | 10,000 | -28.57% |
| | TOTAL CAPITAL OUTLAY | \$0 | \$5,480 | \$0 | \$0 | \$28,000 | \$1,040 | \$20,000 | -28.57% |
| | TOTAL HERITAGE HALL | \$20,225 | \$79,157 | \$27,543 | \$23,135 | \$66,650 | \$23,522 | \$57,850 | -13.20% |

**PARK MAINTENANCE
DEPARTMENT 4410**

| ACCT. # | ACCOUNT DESCRIPTION | 2020 ACTUAL | 2021 ACTUAL | 2022 ACTUAL | 2023 ACTUAL | 12/19/2023 2024 ADOPTED | 9/10/2024 2024 ACTUAL | 9/11/2024 2025 ADOPTED | % CHANGE |
|-------------------------------------|---|----------------|----------------|----------------|----------------|-------------------------------|-----------------------------|------------------------------|--------------|
| <u>SUPPLIES</u> | | | | | | | | | |
| 211 | CHEMICALS | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | 0.00% |
| 210 | OPERATING SUPPLIES - OTHER | 0 | 68 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| | LANDSCAPING MATERIALS | 0 | 0 | 0 | 0 | 1,000 | 0 | 1,000 | 0.00% |
| 226 | SIGNS, SIGN REPAIR MATERIALS | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 250 | SALES TAX | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| | TOTAL SUPPLIES | \$0 | \$68 | \$0 | \$0 | \$1,000 | \$0 | \$1,000 | 0.00% |
| <u>OTHER SERVICES & CHARGES</u> | | | | | | | | | |
| 300 | PROFESSIONAL SERVICES | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 404 | PARK MAINTENANCE - CONTRACTUAL | 81 | 0 | 3,430 | 0 | 5,000 | 145 | 5,000 | 0.00% |
| 400 | REPAIR/MAINTENANCE - OTHER | 0 | 0 | 0 | 0 | 1,000 | 0 | 1,000 | 0.00% |
| 309 | MISCELLANEOUS | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| | TOTAL OTHER SERVICES & CHARGES | \$81 | \$0 | \$3,430 | \$0 | \$6,000 | \$145 | \$6,000 | 0.00% |
| <u>CAPITAL OUTLAY</u> | | | | | | | | | |
| 540 | HEAVY MACHINERY/EQUIPMENT | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 580 | OTHER EQUIPMENT/IMPROVEMENTS | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| | TOTAL CAPITAL OUTLAY | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | 0.00% |
| | TOTAL PARK MAINTENANCE | \$81 | \$68 | \$3,430 | \$0 | \$7,000 | \$145 | \$7,000 | 0.00% |

**OPERATING TRANSFERS
DEPARTMENT 4900**

| ACCT. # | ACCOUNT DESCRIPTION | 2020 ACTUAL | 2021 ACTUAL | 2022 ACTUAL | 2023 ACTUAL | 12/19/2023 2024 ADOPTED | 9/10/2024 2024 ACTUAL | 9/11/2024 2025 ADOPTED | % CHANGE |
|------------|-----------------------------------|----------------|----------------|----------------|----------------|-------------------------------|-----------------------------|------------------------------|--------------|
| 720 | TRANSFERS OUT | | | | | | | | |
| | 2007 Capital Improvement Bonds | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | 0.00% |
| | Improvement Fund - 401 | | | | | | | | |
| | Road Improvements | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| | EAB Treatment/Prevention | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| | Building Improvements/Replacement | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| | Future Improvements | 410,000 | 25,000 | 20,000 | 20,000 | 20,000 | 0 | 20,000 | 0.00% |
| | Sidewalk/Path along County Road E | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| | Annexation Reserve Account | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| | City Hall Construction Fund - 402 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| | Sewer Fund - 601 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| | TOTAL OPERATING TRANSFERS | 410,000 | 25,000 | 20,000 | 20,000 | 20,000 | 0 | 20,000 | 0.00% |



**City of Gem Lake
County of Ramsey
State of Minnesota**



Resolution No. 2024-0017

A RESOLUTION ADOPTING THE PRELIMINARY AMOUNT TO BE RAISED BY PROPERTY TAXATION FOR THE YEAR 2025

WHEREAS, the City Treasurer has presented a (Proposed) General Fund Budget of \$705,908.00 which includes a (Proposed) General Tax Levy of \$650,021.00 and a Debt Tax Levy of \$83,736.00 for fiscal and calendar year 2025 based upon best estimates of costs for running the City of Gem Lake in 2025; and

NOW, THEREFORE BE IT RESOLVED, that the City Council of the City of Gem Lake does formally adopt the 2025 Preliminary Tax Levy as follows

| | |
|---------------------------|--------------------|
| General Property Tax Levy | \$650,021.00 |
| Debt Levy | 83,736.00 |
| Total Levy | \$733,757.00 ; and |

BE IT FURTHER RESOLVED that the City Clerk is charged with Certifying said Tax and Debt Levy to Ramsey County Property Taxation and other government bodies for whom this information is required.

The foregoing Resolution was offered by Councilmember Lindner and was supported by Councilmember Cacioppo and was declared *adopted/not adopted* based upon the following vote:

| NAME | ARTIG-SWOMLEY | CACIOPPO | LINDNER | JOHNSON | HYNES-AMLEE |
|------|---------------|----------|---------|---------|-------------|
| Vote | | | | | |

Attest

I, Melissa Lawrence, the duly qualified City Clerk for the City of Gem Lake, County of Ramsey, State of Minnesota, do hereby certify that the foregoing Resolution is a true and accurate representation of action taken by the City Council of the City of Gem Lake on the date first written.

| | |
|-------------------------------------|----------------------------------|
| MELISSA LAWRENCE, Acting City Clerk | <i>17 September 2024</i> Date |
|-------------------------------------|----------------------------------|



City of Gem Lake
County of Ramsey
State of Minnesota



Resolution No. 2024-0018

A RESOLUTION AUTHORIZING THE CITY TREASURER TO DISTRIBUTE A PORTION OF THE CHARITABLE GAMBLING FUNDS TO THE WHITE BEAR LAKE AREA FOOD SHELF.

WHEREAS, the City of Gem Lake participates in the distribution of charitable gambling funds received from the Country Lounge

WHEREAS, the City of Gem Lake distributes these funds to local 501(c)(3) tax-exempt organizations

WHEREAS, the City of Gem Lake City Council suggested a donation at their August 20, 2024 meeting in support of the White Bear Lake Area Food Shelf.

NOW, THEREFORE BE IT RESOLVED, by the City of Gem Lake, Minnesota, the City Treasurer is authorized to send \$1,500.00 to support the White Bear Lake Area Food Shelf for the month of September 2024.

The motion for adoption of the foregoing Resolution was duly introduced by Councilmember _____ and supported by Councilmember _____, and upon vote being taken thereon, the resolution passed with a vote of _____ in favor and _____ against.

ATTEST

I, Melissa Lawrence, the duly qualified Acting City Clerk of the City of Gem Lake, County of Ramsey, State of Minnesota, do hereby certify that the foregoing Resolution is a true and accurate representation of action taken by the City Council of the City of Gem Lake on the date first written.

Melissa Lawrence, Acting City Clerk

September 17, 2024
Date

**CITY OF GEM LAKE
CASH AND INVESTMENT BALANCE STATEMENT**

As of 08/31/2024
Fiscal Year: 2024

| Name of Fund | Cash and Investments | | | Balance 8/31/2024 |
|--------------------------------|-----------------------|--------------------|---------------------|-----------------------|
| | Balance 8/1/2024 | Receipts | Disbursements | |
| General Fund | \$666,304.40 | \$9,496.99 | \$113,632.49 | \$562,168.90 |
| Parks and Playgrounds | \$53,423.43 | \$0.00 | \$0.00 | \$53,423.43 |
| 2004 Debt Service Fund | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| 2006 Debt Service Fund | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| 2007 Capital Improvement Bonds | \$107,706.35 | \$366.13 | \$425.00 | \$107,647.48 |
| 2018 Improvement Bonds | \$84,292.19 | \$302.92 | \$425.00 | \$84,170.11 |
| Improvement Fund | \$286,175.46 | \$1,354.06 | \$0.00 | \$287,529.52 |
| City Hall Construction | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Scheuneman Road Improvemets | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Hoffinan Road Improvements | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Sewer Enterprise Fund | \$554,008.22 | \$22,938.37 | \$884.75 | \$576,061.84 |
| Water Enterprise Fund | (\$83,984.85) | \$6,182.09 | \$10,046.77 | (\$87,849.53) |
| Investment Trust Fund | \$863.17 | \$9,655.79 | \$7,059.71 | \$3,459.25 |
| | <u>\$1,668,788.37</u> | <u>\$50,296.35</u> | <u>\$132,473.72</u> | <u>\$1,586,611.00</u> |
| Premier Checking | | | | \$381,273.61 |
| Premier CD's | | | | \$0.00 |
| UBS Investments | | | | \$1,195,000.00 |
| UBS Money Market | | | | \$10,337.39 |
| | | | | <u>\$1,586,611.00</u> |

BALANCE STATEMENT OF GAMBLING FUNDS

| Gambling Fund Balance | Balance 8/1/2024 | Receipts | Disbursements | Balance 8/31/2024 |
|-----------------------|---------------------|------------|---------------|----------------------|
| | | \$9,303.31 | \$0.00 | \$1,500.00 |

AUGUST CASH & INVESTMENTS

| MATURE DATE | PURCH DATE | BANK/BROKER | TYPE | NAME | Cusip # | YIELD | INT. RATE | # DAYS | AS OF 8/31/2023 | ACCRUED INTEREST | INTEREST DATE |
|-------------|------------|--------------|--------|-------------------------------|-----------|-------|-----------|--------|-----------------|------------------|---------------|
| | | PREMIER BANK | CHK | GENERAL FUND | 8005590 | 0.05% | 0.05% | 30 | \$381,273.61 | \$15.89 | Monthly |
| | | UBS | MMKT | UBS BANK USA DEP | 12669EN93 | 0.05% | 0.05% | 30 | \$4,782.51 | \$0.20 | Monthly |
| | | UBS | MMKT | UBS SELECT PRIME FUND | | 4.71% | 4.71% | 30 | \$5,554.88 | \$21.80 | Monthly |
| 2/12/25 | 2/12/21 | UBS | CD | TEXAS EXCHANGE BANK | 88241TKD1 | 0.50% | 0.50% | 1461 | \$245,000.00 | \$1,225.00 | Monthly |
| 4/14/25 | 4/13/22 | UBS | CD | GOLDMAN SACHS | 38149M4U4 | 2.65% | 2.65% | 1097 | \$85,000.00 | \$2,252.50 | Monthly |
| 3/15/26 | 12/29/22 | UBS | BOND | NY STATE DORM AUTH | 64990FY32 | 2.92% | 2.74% | 1172 | \$145,000.00 | \$3,970.10 | 3/15 & 9/15 |
| 4/1/26 | 12/29/22 | UBS | BOND | HARTFORD CNY CLEAN WTR REV | 416498CZ4 | 4.73% | 1.15% | 1189 | \$155,000.00 | \$1,782.50 | 4/1 & 10/1 |
| 12/15/26 | 12/29/22 | UBS | BOND | MADISON BORO SCH BOND | 556649KQ3 | 4.69% | 0.98% | 1447 | \$230,000.00 | \$2,254.00 | 6/15 & 12/15 |
| 12/1/28 | 5/6/24 | UBS | AGENCY | FHLMC | 3132XGZX7 | 4.83% | 4.65% | 1670 | \$190,000.00 | \$8,835.00 | 6/1 & 12/1 |
| 8/1/29 | 11/5/20 | UBS | BOND | NY CITY TRANSITIONAL AUTH REV | 64971XEN4 | 2.02% | 3.73% | 2822 | \$145,000.00 | \$5,408.50 | 2/1 & 8/1 |
| | | | | | | 2.69% | 2.12% | 1,095 | \$1,586,611.00 | \$25,765.49 | |

REVENUE AND EXPENDITURE REPORT FOR CITY OF GEM LAKE
Balance As of 08/31/2024

| GL Number | Description | 2024 Amended Budget | | YTD Balance 08/31/2024 | | Activity For 08/31/2024 | | Available Balance 08/31/2024 | | % Bgdt Used |
|---------------------------------------|--------------------------------|---------------------|------------|------------------------|------------|-------------------------|-------------|------------------------------|----------|-------------|
| | | Normal | (Abnormal) | Normal | (Abnormal) | Increase (Decrease) | Normal | (Abnormal) | | |
| Fund: 100 GENERAL | | | | | | | | | | |
| Account Category: Revenues | | | | | | | | | | |
| Department: 00000 | | | | | | | | | | |
| 100-00000-31010 | Current Property Taxes | 595,946.00 | 0.00 | 265,981.63 | 0.00 | (304,466.82) | 329,964.37 | 0.00 | 44.63 | |
| 100-00000-31020 | Delinq Property Taxes | 0.00 | 0.00 | 3,040.26 | 0.00 | 0.00 | (3,040.26) | 0.00 | 100.00 | |
| 100-00000-31040 | Fiscal Disparity Taxes | 19,581.00 | 0.00 | 9,184.99 | 0.00 | 0.00 | 10,396.01 | 0.00 | 46.91 | |
| 100-00000-32100 | General Business Licenses | 2,200.00 | 0.00 | 300.00 | 0.00 | 0.00 | 1,900.00 | 0.00 | 13.64 | |
| 100-00000-32101 | On-Sale Liquor License | 4,000.00 | 0.00 | 0.00 | 0.00 | 0.00 | 4,000.00 | 0.00 | 0.00 | |
| 100-00000-32104 | Other Permits | 1,700.00 | 0.00 | 1,810.46 | 0.00 | 16.18 | (110.46) | 200.00 | 106.50 | |
| 100-00000-32106 | Tobacco License | 200.00 | 0.00 | 0.00 | 0.00 | 0.00 | 200.00 | 0.00 | 0.00 | |
| 100-00000-32201 | Contractor License | 1,500.00 | 0.00 | 1,503.00 | 0.00 | 100.00 | (3.00) | 0.00 | 100.20 | |
| 100-00000-32210 | Building Permits | 11,000.00 | 0.00 | 17,129.10 | 0.00 | 672.65 | (6,129.10) | 0.00 | 155.72 | |
| 100-00000-32211 | Plumbing Permits | 750.00 | 0.00 | 594.70 | 0.00 | 0.00 | 153.30 | 0.00 | 79.29 | |
| 100-00000-32212 | Mechanical Permits | 2,000.00 | 0.00 | 1,101.95 | 0.00 | 150.00 | 898.05 | 0.00 | 55.10 | |
| 100-00000-32213 | Electrical Permits | 300.00 | 0.00 | 459.80 | 0.00 | (59.20) | (159.80) | 0.00 | 153.27 | |
| 100-00000-32218 | Fire Marshall Inspection | 2,500.00 | 0.00 | 0.00 | 0.00 | 0.00 | 2,500.00 | 0.00 | 0.00 | |
| 100-00000-32219 | Septic Inspection Fee | 3,750.00 | 0.00 | 6,663.75 | 0.00 | 0.00 | (2,913.75) | 0.00 | 177.70 | |
| 100-00000-32220 | State Permit Charge | 75.00 | 0.00 | 1,235.95 | 0.00 | 18.25 | (1,160.95) | 0.00 | 1,647.93 | |
| 100-00000-32231 | Administration Fee | 0.00 | 0.00 | 88.53 | 0.00 | 0.00 | (88.53) | 0.00 | 100.00 | |
| 100-00000-32239 | Rental Licensing | 400.00 | 0.00 | 500.00 | 0.00 | 0.00 | (100.00) | 0.00 | 125.00 | |
| 100-00000-32240 | Dog Licenses | 300.00 | 0.00 | 330.00 | 0.00 | 0.00 | (30.00) | 0.00 | 110.00 | |
| 100-00000-33601 | SCORE Recycling Grant | 1,000.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1,000.00 | 0.00 | 0.00 | |
| 100-00000-33602 | Cable TV Franchise Fees | 7,000.00 | 0.00 | 0.00 | 0.00 | 0.00 | 7,000.00 | 0.00 | 0.00 | |
| 100-00000-33610 | SMALL CITIES AID | 0.00 | 0.00 | 10,719.00 | 0.00 | 0.00 | (10,719.00) | 0.00 | 100.00 | |
| 100-00000-33620 | County Grants & Aids | 12.00 | 0.00 | 0.00 | 0.00 | 0.00 | 12.00 | 0.00 | 0.00 | |
| 100-00000-34105 | Planning Fees | 500.00 | 0.00 | 1,950.00 | 0.00 | 775.00 | (1,450.00) | 0.00 | 390.00 | |
| 100-00000-34110 | Plan Review | 1,000.00 | 0.00 | 9,697.32 | 0.00 | 361.34 | (8,697.32) | 0.00 | 969.73 | |
| 100-00000-34115 | False Alarms | 150.00 | 0.00 | 300.00 | 0.00 | 200.00 | (150.00) | 0.00 | 200.00 | |
| 100-00000-34123 | Zoning Charges | 0.00 | 0.00 | 326.84 | 0.00 | 0.00 | (326.84) | 0.00 | 100.00 | |
| 100-00000-34132 | Investment Admin Charge | 1,000.00 | 0.00 | 505.68 | 0.00 | 247.09 | 494.32 | 0.00 | 50.57 | |
| 100-00000-34133 | CREDIT CARD FEES | 0.00 | 0.00 | 38.89 | 0.00 | 10.53 | (38.89) | 0.00 | 100.00 | |
| 100-00000-35100 | Fines | 800.00 | 0.00 | 571.65 | 0.00 | 33.33 | 228.35 | 0.00 | 71.46 | |
| 100-00000-36101 | Special Assessments - Current | 0.00 | 0.00 | 225.00 | 0.00 | 0.00 | (225.00) | 0.00 | 100.00 | |
| 100-00000-36102 | Special Assessments - Delinque | 0.00 | 0.00 | 90.00 | 0.00 | 0.00 | (90.00) | 0.00 | 100.00 | |
| 100-00000-36103 | Penalties & Interest | 0.00 | 0.00 | 8.30 | 0.00 | 0.00 | (8.30) | 0.00 | 100.00 | |
| 100-00000-36210 | Interest Earnings | 4,261.00 | 0.00 | 9,364.68 | 0.00 | 6,812.62 | (5,103.68) | 0.00 | 219.78 | |
| 100-00000-36240 | Miscellaneous Revenue | 600.00 | 0.00 | 32,772.36 | 0.00 | 0.00 | (32,172.36) | 0.00 | 5,462.06 | |
| 100-00000-36241 | Insurance Policy Dividends | 300.00 | 0.00 | 0.00 | 0.00 | 0.00 | 300.00 | 0.00 | 0.00 | |
| 100-00000-36400 | Facility Rental | 4,500.00 | 0.00 | 315.00 | 0.00 | 0.00 | 4,185.00 | 0.00 | 7.00 | |
| Total Dept 00000 | | 667,325.00 | 0.00 | 376,808.84 | 0.00 | (295,129.03) | 290,516.16 | 0.00 | 56.47 | |
| Revenues | | 667,325.00 | 0.00 | 376,808.84 | 0.00 | (295,129.03) | 290,516.16 | 0.00 | 56.47 | |
| Account Category: Expenditures | | | | | | | | | | |
| Department: 41100 CITY COUNCIL | | | | | | | | | | |
| 100-41100-40101 | wages and salaries | 7,725.00 | 0.00 | 3,600.00 | 0.00 | 0.00 | 4,125.00 | 0.00 | 46.60 | |
| 100-41100-40130 | Employer paid Payroll Taxes | 0.00 | 0.00 | 275.40 | 0.00 | 0.00 | (275.40) | 0.00 | 100.00 | |
| 100-41100-40151 | Workers Compensation | 100.00 | 0.00 | 0.00 | 0.00 | 0.00 | 100.00 | 0.00 | 0.00 | |
| 100-41100-40307 | Adminstration | 200.00 | 0.00 | 0.00 | 0.00 | 0.00 | 200.00 | 0.00 | 0.00 | |
| 100-41100-40310 | Conference Registrations | 300.00 | 0.00 | 0.00 | 0.00 | 0.00 | 300.00 | 0.00 | 0.00 | |
| 100-41100-40449 | Council Contingency | 9,000.00 | 0.00 | 0.00 | 0.00 | 0.00 | 9,000.00 | 0.00 | 0.00 | |
| Total Dept 41100 - CITY COUNCIL | | 17,325.00 | 0.00 | 3,875.40 | 0.00 | 0.00 | 13,449.60 | 0.00 | 22.37 | |

REVENUE AND EXPENDITURE REPORT FOR CITY OF GEM LAKE

Balance As of 08/31/2024

| GL Number | Description | 2024 Amended Budget | YTD Balance 08/31/2024 | | Activity For 08/31/2024 Increase (Decrease) | Balance 08/31/2024 Normal (Abnormal) | Available 08/31/2024 Normal (Abnormal) | % Bgdt Used |
|---|-------------------------------|---------------------|------------------------|------------|---|--------------------------------------|--|-------------|
| | | | Normal | (Abnormal) | | | | |
| Fund: 100 GENERAL | | | | | | | | |
| Account Category: Expenditures | | | | | | | | |
| Department: 41400 CLERK/GENERAL GOVERNMENT | | | | | | | | |
| 100-41400-40200 | Office Supplies | 0.00 | 42.85 | | 42.85 | (42.85) | | 100.00 |
| Total Dept 41400 - CLERK/GENERAL GOVERNMENT | | 0.00 | 42.85 | | 42.85 | (42.85) | | 100.00 |
| Department: 41410 ELECTIONS | | | | | | | | |
| 100-41410-40210 | Operating Supplies | 150.00 | 0.00 | | 0.00 | 150.00 | | 0.00 |
| 100-41410-40300 | Contracted Services | 8,000.00 | 3,498.00 | | 0.00 | 4,502.00 | | 43.73 |
| 100-41410-40351 | Legal Notices | 175.00 | 0.00 | | 0.00 | 175.00 | | 0.00 |
| 100-41410-40400 | Repairs & Maint - Contractual | 2,000.00 | 1,144.00 | | 0.00 | 856.00 | | 57.20 |
| Total Dept 41410 - ELECTIONS | | 10,325.00 | 4,642.00 | | 0.00 | 5,683.00 | | 44.96 |
| Department: 41500 FINANCIAL ADMINISTRATION | | | | | | | | |
| 100-41500-40301 | Auditing Services | 12,000.00 | 14,000.00 | | 8,500.00 | (2,000.00) | | 116.67 |
| 100-41500-40307 | Administration | 0.00 | 1,250.00 | | 0.00 | (1,250.00) | | 100.00 |
| 100-41500-40309 | Computer Services | 2,500.00 | 2,214.75 | | 0.00 | 285.25 | | 88.59 |
| 100-41500-40329 | Financial Services | 35,000.00 | 9,513.00 | | 0.00 | 25,487.00 | | 27.18 |
| 100-41500-40329 | Credit Card Fees | 1,300.00 | 436.81 | | 53.18 | 863.19 | | 33.60 |
| Total Dept 41500 - FINANCIAL ADMINISTRATION | | 50,800.00 | 27,414.56 | | 8,553.18 | 23,385.44 | | 53.97 |
| Department: 41600 LEGAL SERVICES | | | | | | | | |
| 100-41600-40304 | Legal | 52,000.00 | 4,814.30 | | 1,038.98 | 47,185.70 | | 9.26 |
| 100-41600-40314 | Legal - Land Issues | 3,500.00 | 0.00 | | 0.00 | 3,500.00 | | 0.00 |
| 100-41600-41304 | Prosecution | 2,000.00 | 632.00 | | 85.00 | 1,368.00 | | 31.60 |
| Total Dept 41600 - LEGAL SERVICES | | 57,500.00 | 5,446.30 | | 1,123.98 | 52,053.70 | | 9.47 |
| Department: 41900 OTHER GENERAL GOVERNMENT | | | | | | | | |
| 100-41900-40101 | Wages and Salaries | 60,000.00 | 37,863.85 | | 6,762.60 | 22,136.15 | | 63.11 |
| 100-41900-40121 | PERA Contributions | 4,500.00 | 3,281.18 | | 585.09 | 1,218.82 | | 72.92 |
| 100-41900-40130 | Employer Paid Payroll Taxes | 4,590.00 | 3,361.77 | | 596.77 | 1,228.23 | | 73.24 |
| 100-41900-40131 | Health Insurance | 11,000.00 | 5,884.55 | | 1,038.45 | 5,115.45 | | 53.50 |
| 100-41900-40151 | Workers Compensation | 0.00 | 702.92 | | 114.00 | (702.92) | | 100.00 |
| 100-41900-40200 | Office Supplies | 5,000.00 | 2,688.06 | | 0.00 | 2,311.94 | | 53.76 |
| 100-41900-40300 | Professional Services | 3,500.00 | 3,123.75 | | 0.00 | 376.25 | | 89.25 |
| 100-41900-40307 | Administration | 300.00 | 307.50 | | 0.00 | (7.50) | | 102.50 |
| 100-41900-40309 | Computer Services | 5,000.00 | 7,920.26 | | 981.00 | (2,920.26) | | 158.41 |
| 100-41900-40310 | Conference Registrations | 1,500.00 | 1,441.08 | | 185.00 | 58.92 | | 96.07 |
| 100-41900-40319 | Miscellaneous | 3,500.00 | 0.00 | | 0.00 | 3,500.00 | | 0.00 |
| 100-41900-40322 | Postage | 1,500.00 | 687.22 | | 0.00 | 812.78 | | 45.81 |
| 100-41900-40331 | Mileage | 400.00 | 1,323.22 | | 10.05 | (923.22) | | 330.81 |
| 100-41900-40351 | Legal Notice Publication | 700.00 | (156.37) | | 73.57 | 856.37 | | (22.34) |
| 100-41900-40352 | Newsletter/Public Relations | 2,800.00 | 1,592.00 | | 398.00 | 1,208.00 | | 56.86 |
| 100-41900-40361 | General Liability Insurance | 2,500.00 | 1,654.75 | | 0.00 | 845.25 | | 66.19 |
| 100-41900-40362 | Property Insurance | 0.00 | 3,092.50 | | 0.00 | (3,092.50) | | 100.00 |
| 100-41900-40363 | Vehicle Insurance | 175.00 | 19.75 | | 0.00 | 155.25 | | 11.29 |
| 100-41900-40365 | Public Officials Liability | 175.00 | 155.00 | | 0.00 | 20.00 | | 88.57 |
| 100-41900-40384 | Recycling Collection | 10,000.00 | 7,236.32 | | 1,033.76 | 2,763.68 | | 72.36 |
| 100-41900-40438 | Recording Secretary | 6,000.00 | 0.00 | | 0.00 | 6,000.00 | | 0.00 |
| 100-41900-40440 | Subscriptions | 200.00 | 0.00 | | 0.00 | 200.00 | | 0.00 |
| 100-41900-40450 | Gambling Distributions | 0.00 | 1,703.51 | | 0.00 | (1,703.51) | | 100.00 |
| 100-41900-40570 | Office Equip & Furnishings | 0.00 | 41,389.44 | | 40,395.00 | (41,389.44) | | 100.00 |
| 100-41900-41151 | Workers Compensation | 700.00 | 0.00 | | 0.00 | 700.00 | | 0.00 |

REVENUE AND EXPENDITURE REPORT FOR CITY OF GEM LAKE
Balance As of 08/31/2024

| GL Number | Description | 2024 Amended Budget | YTD Balance 08/31/2024 Normal (Abnormal) | Activity For 08/31/2024 Increase (Decrease) | Balance 08/31/2024 Normal (Abnormal) | Available 08/31/2024 (Abnormal) | % Bdg't Used |
|---|--|---------------------|--|---|--------------------------------------|---------------------------------|--------------|
| Fund: 100 GENERAL | | | | | | | |
| Account Category: Expenditures | | | | | | | |
| Department: 41900 OTHER GENERAL GOVERNMENT | | | | | | | |
| 100-41900-41321 | Web Site | 2,000.00 | 1,550.00 | 0.00 | 450.00 | 77.50 | |
| 100-41900-41437 | League of MN Cities | 1,200.00 | 629.66 | 0.00 | 570.34 | 52.47 | |
| 100-41900-42437 | RCLLG | 350.00 | 0.00 | 0.00 | 350.00 | 0.00 | |
| | Total Dept 41900 - OTHER GENERAL GOVERNMENT | 127,590.00 | 127,451.92 | 52,173.29 | 138.08 | 99.89 | |
| Department: 41910 PLANNING & ZONING | | | | | | | |
| 100-41910-40303 | Engineering | 31,000.00 | 10,129.31 | 2,617.02 | 20,870.69 | 32.68 | |
| 100-41910-40307 | Administration | 2,000.00 | 8,175.24 | 0.00 | (6,175.24) | 408.76 | |
| 100-41910-40308 | ZONING ADMINISTRATION | 0.00 | 10,439.62 | 10,439.62 | (10,439.62) | 100.00 | |
| 100-41910-40313 | Building Inspections | 50.00 | 0.00 | 0.00 | 50.00 | 0.00 | |
| 100-41910-40315 | Special Law Enforcement | 10,000.00 | 20,940.22 | 0.00 | (10,940.22) | 209.40 | |
| 100-41910-40325 | NPDES Training | 0.00 | 52.62 | 0.00 | (52.62) | 100.00 | |
| 100-41910-42325 | NPDES Administration | 5,000.00 | 1,398.07 | 0.00 | 3,601.93 | 27.96 | |
| | Total Dept 41910 - PLANNING & ZONING | 48,050.00 | 51,135.08 | 13,056.64 | (3,085.08) | 106.42 | |
| Department: 41940 HERITAGE HALL | | | | | | | |
| 100-41940-40210 | Operating Supplies | 200.00 | 0.00 | 0.00 | 200.00 | 0.00 | |
| 100-41940-40300 | Professional Services | 1,000.00 | 6,141.19 | 1,631.44 | (5,141.19) | 614.12 | |
| 100-41940-40319 | Contract Services | 15,500.00 | 7,104.61 | 1,957.00 | 8,395.39 | 45.84 | |
| 100-41940-40321 | Telephone | 1,000.00 | 0.00 | 0.00 | 1,000.00 | 0.00 | |
| 100-41940-40362 | Property Insurance | 2,000.00 | 393.00 | 0.00 | 1,607.00 | 19.65 | |
| 100-41940-40381 | Electric Service | 5,750.00 | 3,584.11 | 1,290.60 | 2,165.89 | 62.33 | |
| 100-41940-40383 | Gas Service | 2,000.00 | 722.59 | 17.10 | 1,277.41 | 36.13 | |
| 100-41940-40385 | water/sewer utilities | 1,200.00 | 454.59 | 0.00 | 745.41 | 37.88 | |
| 100-41940-40400 | Repairs & Maint - Contractual | 2,000.00 | 410.00 | 0.00 | 1,590.00 | 20.50 | |
| 100-41940-40401 | Repairs & Maint - Building | 8,000.00 | 580.00 | 0.00 | 7,420.00 | 7.25 | |
| 100-41940-40520 | Buildings & Structures | 14,000.00 | 1,040.00 | 0.00 | 12,960.00 | 7.43 | |
| 100-41940-40580 | Other Equipment | 14,000.00 | 0.00 | 0.00 | 14,000.00 | 0.00 | |
| | Total Dept 41940 - HERITAGE HALL | 66,650.00 | 20,430.09 | 4,896.14 | 46,219.91 | 30.65 | |
| Department: 42100 POLICE | | | | | | | |
| 100-42100-40300 | Dispatch Costs | 0.00 | 1,166.00 | 0.00 | (1,166.00) | 100.00 | |
| 100-42100-40307 | Administration | 13,589.00 | 0.00 | 0.00 | 13,589.00 | 0.00 | |
| 100-42100-40314 | Regular Law Enforcement | 115,877.00 | 83,140.08 | 15,545.14 | 32,736.92 | 71.75 | |
| | Total Dept 42100 - POLICE | 129,466.00 | 84,306.08 | 15,545.14 | 45,159.92 | 65.12 | |
| Department: 42200 FIRE | | | | | | | |
| 100-42200-40311 | Fire Services | 40,923.00 | 25,195.76 | 6,539.57 | 15,727.24 | 61.57 | |
| 100-42200-40312 | Fire Marshall Service | 7,746.00 | 5,164.00 | 645.50 | 2,582.00 | 66.67 | |
| | Total Dept 42200 - FIRE | 48,669.00 | 30,359.76 | 7,185.07 | 18,309.24 | 62.38 | |
| Department: 42401 BUILDING INSPECTION | | | | | | | |
| 100-42401-40309 | Computer Services | 2,550.00 | 0.00 | 0.00 | 2,550.00 | 0.00 | |
| 100-42401-40313 | Building Inspections | 8,500.00 | 3,040.00 | 0.00 | 5,460.00 | 35.76 | |
| 100-42401-40316 | Building Secretary | 2,500.00 | 0.00 | 0.00 | 2,500.00 | 0.00 | |
| | Total Dept 42401 - BUILDING INSPECTION | 13,550.00 | 3,040.00 | 0.00 | 10,510.00 | 22.44 | |
| Department: 42700 ANIMAL CONTROL | | | | | | | |
| 100-42700-40326 | Animal Removal | 300.00 | 129.00 | 0.00 | 171.00 | 43.00 | |
| 100-42700-41326 | Animal Enforcement | 200.00 | 0.00 | 0.00 | 200.00 | 0.00 | |
| | Total Dept 42700 - ANIMAL CONTROL | 500.00 | 129.00 | 0.00 | 371.00 | 25.80 | |

REVENUE AND EXPENDITURE REPORT FOR CITY OF GEM LAKE
Balance As of 08/31/2024

| GL Number | Description | 2024 | | YTD Balance 08/31/2024 Normal | Activity For 08/31/2024 Increase (Decrease) | Balance 08/31/2024 Normal | Available 08/31/2024 (Abnormal) | % Bdg't Used |
|---|--|-------------------|-------------------|-------------------------------------|---|---------------------------------|---------------------------------------|-----------------|
| | | Amended Budget | (Abnormal) | | | | | |
| Fund: 100 GENERAL | | | | | | | | |
| Account Category: Expenditures | | | | | | | | |
| Department: 43122 ROAD MAINTENANCE | | | | | | | | |
| 100-43122-40226 | Signs, Sign Repair Materials | 500.00 | 6,848.79 | 0.00 | 0.00 | (6,348.79) | 1,369.76 | |
| 100-43122-40303 | Engineering | 10,000.00 | 0.00 | 0.00 | 0.00 | 10,000.00 | 0.00 | |
| 100-43122-40385 | ROW Maintenance | 500.00 | 0.00 | 0.00 | 0.00 | 500.00 | 0.00 | |
| 100-43122-40386 | Street Lights | 1,300.00 | 732.30 | 74.55 | 74.55 | 567.70 | 56.33 | |
| 100-43122-40405 | Street Repairs | 20,000.00 | 0.00 | 0.00 | 0.00 | 20,000.00 | 0.00 | |
| 100-43122-40406 | Blvd Tree Trimming | 10,000.00 | 0.00 | 0.00 | 0.00 | 10,000.00 | 0.00 | |
| 100-43122-40433 | Dues & Subscriptions | 100.00 | 0.00 | 0.00 | 0.00 | 100.00 | 0.00 | |
| | Total Dept 43122 - ROAD MAINTENANCE | 42,400.00 | 7,581.09 | 74.55 | 74.55 | 34,818.91 | 17.88 | |
| Department: 43125 ICE & SNOW REMOVAL | | | | | | | | |
| 100-43125-40224 | Salt and Sand | 12,000.00 | 0.00 | 0.00 | 0.00 | 12,000.00 | 0.00 | |
| 100-43125-40400 | Repairs & Maint - Contractual | 1,000.00 | 640.00 | 0.00 | 0.00 | 360.00 | 64.00 | |
| 100-43125-40404 | Snow Plowing | 14,500.00 | 3,138.00 | 0.00 | 0.00 | 11,362.00 | 21.64 | |
| | Total Dept 43125 - ICE & SNOW REMOVAL | 27,500.00 | 3,778.00 | 0.00 | 0.00 | 23,722.00 | 13.74 | |
| Department: 45000 PARK MAINTENANCE | | | | | | | | |
| 100-45000-40210 | Operating Supplies | 1,000.00 | 0.00 | 0.00 | 0.00 | 1,000.00 | 0.00 | |
| 100-45000-40319 | Contract Services | 0.00 | 65.00 | 0.00 | 0.00 | (65.00) | 100.00 | |
| 100-45000-40404 | PARK MAINTENANCE - CONTRACTUAL | 6,000.00 | 80.00 | 0.00 | 0.00 | 5,920.00 | 1.33 | |
| | Total Dept 45000 - PARK MAINTENANCE | 7,000.00 | 145.00 | 0.00 | 0.00 | 6,855.00 | 2.07 | |
| Department: 48000 OTHER FINANCING USES | | | | | | | | |
| 100-48000-40720 | Operating transfer | 20,000.00 | 0.00 | 0.00 | 0.00 | 20,000.00 | 0.00 | |
| | Total Dept 48000 - OTHER FINANCING USES | 20,000.00 | 0.00 | 0.00 | 0.00 | 20,000.00 | 0.00 | |
| Expenditures | | | 369,777.13 | 102,650.84 | 102,650.84 | 297,547.87 | 55.41 | |
| Fund 100 - GENERAL: | | | | | | | | |
| TOTAL REVENUES | | 667,325.00 | 376,808.84 | (295,129.03) | (295,129.03) | 290,516.16 | | |
| TOTAL EXPENDITURES | | 667,325.00 | 369,777.13 | 102,650.84 | 102,650.84 | 297,547.87 | | |
| NET OF REVENUES & EXPENDITURES: | | 0.00 | 7,031.71 | (397,779.87) | (397,779.87) | (7,031.71) | | |

REVENUE AND EXPENDITURE REPORT FOR CITY OF GEM LAKE
Balance As of 08/31/2024

| GL Number | Description | 2024 Amended Budget | YTD Balance 08/31/2024 | | Activity For 08/31/2024 Increase (Decrease) | Balance Normal 08/31/2024 (Abnormal) | Available 08/31/2024 (Abnormal) | % Bdgt Used |
|---|---|---------------------------|---------------------------|------------|---|---|---------------------------------------|----------------|
| | | | Normal | (Abnormal) | | | | |
| Fund: 225 PARKS AND PLAYGROUND | | | | | | | | |
| Account Category: Revenues | | | | | | | | |
| Department: 00000 | | | | | | | | |
| 225-00000-36210 | Interest Earnings | 925.00 | 273.02 | | 0.00 | 651.98 | 651.98 | 29.52 |
| | Total Dept 00000 | 925.00 | 273.02 | | 0.00 | 651.98 | 651.98 | 29.52 |
| Revenues | | | | | | | | |
| Account Category: Expenditures | | | | | | | | |
| Department: 48000 OTHER FINANCING USES | | | | | | | | |
| 225-48000-40580 | Other Improvements | 5,000.00 | 1,117.50 | | 0.00 | 3,882.50 | 3,882.50 | 22.35 |
| | Total Dept 48000 - OTHER FINANCING USES | 5,000.00 | 1,117.50 | | 0.00 | 3,882.50 | 3,882.50 | 22.35 |
| Expenditures | | | | | | | | |
| Fund 225 - PARKS AND PLAYGROUND: | | | | | | | | |
| TOTAL REVENUES | | | | | | | | |
| | | 925.00 | 273.02 | | 0.00 | 651.98 | 651.98 | |
| TOTAL EXPENDITURES | | | | | | | | |
| | | 5,000.00 | 1,117.50 | | 0.00 | 3,882.50 | 3,882.50 | |
| NET OF REVENUES & EXPENDITURES: | | | | | | | | |
| | | (4,075.00) | (844.48) | | 0.00 | (3,230.52) | (3,230.52) | |

REVENUE AND EXPENDITURE REPORT FOR CITY OF GEM LAKE

Balance As of 08/31/2024

| GL Number | Description | 2024 Amended Budget | YTD Balance 08/31/2024 Normal (Abnormal) | Activity For 08/31/2024 Increase (Decrease) | Balance 08/31/2024 Normal (Abnormal) | Available 08/31/2024 (Abnormal) | % Bdg't Used |
|---|---------------------------------|---------------------|--|---|--------------------------------------|---------------------------------|--------------|
| Fund: 304 2007 DEBT SERVICE FUND | | | | | | | |
| Account Category: Revenues | | | | | | | |
| Department: 00000 | | | | | | | |
| 304-00000-31010 | Current Property Taxes | 76,269.00 | 38,601.14 | 0.00 | 37,667.86 | | 50.61 |
| 304-00000-31020 | Delinquent Property Taxes | 0.00 | 404.71 | 0.00 | (404.71) | | 100.00 |
| 304-00000-31040 | Fiscal Disparities | 0.00 | 1,144.46 | 0.00 | (1,144.46) | | 100.00 |
| 304-00000-36210 | Interest Earnings | 1,285.00 | 729.58 | 366.13 | 555.42 | | 56.78 |
| | Total Dept 00000 | 77,554.00 | 40,879.89 | 366.13 | 36,674.11 | | 52.71 |
| Revenues | | | | | | | |
| | | 77,554.00 | 40,879.89 | 366.13 | 36,674.11 | | 52.71 |
| Account Category: Expenditures | | | | | | | |
| Department: 47000 DEBT SERVICE | | | | | | | |
| 304-47000-40600 | Principal | 65,000.00 | 65,000.00 | 0.00 | 0.00 | | 100.00 |
| 304-47000-40610 | Interest | 8,401.00 | 8,401.25 | 0.00 | (0.25) | | 100.00 |
| 304-47000-40620 | Fiscal Agent Fees | 1,200.00 | 425.00 | 425.00 | 775.00 | | 35.42 |
| | Total Dept 47000 - DEBT SERVICE | 74,601.00 | 73,826.25 | 425.00 | 774.75 | | 98.96 |
| Expenditures | | | | | | | |
| | | 74,601.00 | 73,826.25 | 425.00 | 774.75 | | 98.96 |
| Fund 304 - 2007 DEBT SERVICE FUND: | | | | | | | |
| | TOTAL REVENUES | 77,554.00 | 40,879.89 | 366.13 | 36,674.11 | | |
| | TOTAL EXPENDITURES | 74,601.00 | 73,826.25 | 425.00 | 774.75 | | |
| | NET OF REVENUES & EXPENDITURES: | 2,953.00 | (32,946.36) | (58.87) | 35,899.36 | | |

REVENUE AND EXPENDITURE REPORT FOR CITY OF GEM LAKE

Balance As of 08/31/2024

| GL Number | Description | 2024 Amended Budget | | YTD Balance 08/31/2024 | | Activity For 08/31/2024 | | Balance 08/31/2024 | | % Bdgt Used |
|---|--|---------------------|--------------------|------------------------|-----------------|-------------------------|--------------|--------------------|------------|-------------|
| | | Normal | (Abnormal) | Normal | (Abnormal) | Increase | (Decrease) | Normal | (Abnormal) | |
| Fund: 305 2018 DEBT SERVICE FUND | | | | | | | | | | |
| Account Category: Revenues | | | | | | | | | | |
| Department: 00000 | | | | | | | | | | |
| 305-00000-31010 | Current Property Taxes | 5,285.00 | 2,710.43 | 0.00 | 0.00 | 2,574.57 | 51.29 | | | |
| 305-00000-31020 | Delinquent Property Taxes | 0.00 | 34.24 | 0.00 | 0.00 | (34.24) | 100.00 | | | |
| 305-00000-31040 | Fiscal Disparities | 0.00 | 81.25 | 0.00 | 0.00 | (81.25) | 100.00 | | | |
| 305-00000-36101 | Current Special Assessments | 55,000.00 | 28,474.67 | 0.00 | 0.00 | 26,525.33 | 51.77 | | | |
| 305-00000-36210 | Interest Earnings | 945.00 | 612.02 | 302.92 | 302.92 | 332.98 | 64.76 | | | |
| | Total Dept 00000 | 61,230.00 | 31,912.61 | 302.92 | 302.92 | 29,317.39 | 52.12 | | | |
| | Revenues | 61,230.00 | 31,912.61 | 302.92 | 302.92 | 29,317.39 | 52.12 | | | |
| Account Category: Expenditures | | | | | | | | | | |
| Department: 47000 DEBT SERVICE | | | | | | | | | | |
| 305-47000-40600 | Principal | 40,000.00 | 40,000.00 | 0.00 | 0.00 | 0.00 | 100.00 | | | |
| 305-47000-40610 | Bond Interest | 17,900.00 | 17,900.00 | 0.00 | 0.00 | 0.00 | 100.00 | | | |
| 305-47000-40620 | Fiscal Agent Fees | 1,200.00 | 425.00 | 425.00 | 425.00 | 775.00 | 35.42 | | | |
| | Total Dept 47000 - DEBT SERVICE | 59,100.00 | 58,325.00 | 425.00 | 425.00 | 775.00 | 98.69 | | | |
| | Expenditures | 59,100.00 | 58,325.00 | 425.00 | 425.00 | 775.00 | 98.69 | | | |
| Fund 305 - 2018 DEBT SERVICE FUND: | | | | | | | | | | |
| | TOTAL REVENUES | 61,230.00 | 31,912.61 | 302.92 | 302.92 | 29,317.39 | | | | |
| | TOTAL EXPENDITURES | 59,100.00 | 58,325.00 | 425.00 | 425.00 | 775.00 | | | | |
| | NET OF REVENUES & EXPENDITURES: | 2,130.00 | (26,412.39) | (122.08) | (122.08) | 28,542.39 | | | | |

REVENUE AND EXPENDITURE REPORT FOR CITY OF GEM LAKE

Balance As of 08/31/2024

| GL Number | Description | 2024 | YTD Balance | | Activity For | | Balance | | % Bdg't Used |
|---|---|----------------|-------------------|-----------------------|--------------------------------|-------------------|-----------------------|--|--------------|
| | | Amended Budget | 08/31/2024 Normal | 08/31/2024 (Abnormal) | 08/31/2024 Increase (Decrease) | 08/31/2024 Normal | 08/31/2024 (Abnormal) | | |
| Fund: 401 IMPROVEMENT FUND | | | | | | | | | |
| Account Category: Revenues | | | | | | | | | |
| Department: 00000 | | | | | | | | | |
| 401-00000-36101 | Current Special Assessments | 28,000.00 | 19,676.19 | 0.00 | 0.00 | 8,323.81 | 70.27 | | |
| 401-00000-36102 | Delinq Special Assessments | 0.00 | 3,500.04 | 0.00 | 0.00 | (3,500.04) | 100.00 | | |
| 401-00000-36210 | Interest Earnings | 5,900.00 | 2,683.71 | 1,354.06 | 0.00 | 3,216.29 | 45.49 | | |
| 401-00000-39200 | Transfer In | 20,000.00 | 0.00 | 0.00 | 0.00 | 20,000.00 | 0.00 | | |
| | Total Dept 00000 | 53,900.00 | 25,859.94 | 1,354.06 | 0.00 | 28,040.06 | 47.98 | | |
| | Revenues | 53,900.00 | 25,859.94 | 1,354.06 | 0.00 | 28,040.06 | 47.98 | | |
| Account Category: Expenditures | | | | | | | | | |
| Department: 48000 OTHER FINANCING USES | | | | | | | | | |
| 401-48000-40303 | Engineering | 10,000.00 | 0.00 | 0.00 | 0.00 | 10,000.00 | 0.00 | | |
| 401-48000-40531 | Construction | 120,000.00 | 0.00 | 0.00 | 0.00 | 120,000.00 | 0.00 | | |
| | Total Dept 48000 - OTHER FINANCING USES | 130,000.00 | 0.00 | 0.00 | 0.00 | 130,000.00 | 0.00 | | |
| | Expenditures | 130,000.00 | 0.00 | 0.00 | 0.00 | 130,000.00 | 0.00 | | |
| Fund 401 - IMPROVEMENT FUND: | | | | | | | | | |
| | TOTAL REVENUES | 53,900.00 | 25,859.94 | 1,354.06 | 0.00 | 28,040.06 | | | |
| | TOTAL EXPENDITURES | 130,000.00 | 0.00 | 0.00 | 0.00 | 130,000.00 | | | |
| | NET OF REVENUES & EXPENDITURES: | (76,100.00) | 25,859.94 | 1,354.06 | 0.00 | (101,959.94) | | | |

REVENUE AND EXPENDITURE REPORT FOR CITY OF GEM LAKE

Balance As of 08/31/2024

| GL Number | Description | 2024 Amended Budget | YTD Balance 08/31/2024 | | Activity For 08/31/2024 Increase (Decrease) | Balance Normal | Available 08/31/2024 (Abnormal) | % Bdg't Used |
|---------------------------------------|--|---------------------------|---------------------------|------------|---|--------------------|---------------------------------------|-----------------|
| | | | Normal | (Abnormal) | | | | |
| Fund: 601 WATER UTILITY FUND | | | | | | | | |
| Account Category: Revenues | | | | | | | | |
| Department: 00000 | | | | | | | | |
| 601-00000-36200 | Contribution Revenue | 20,000.00 | 0.00 | | 0.00 | 20,000.00 | | 0.00 |
| 601-00000-36210 | Interest Earnings | (1,380.00) | (738.49) | | (423.04) | (641.51) | | 53.51 |
| 601-00000-37100 | Residential Water Revenues | 20,000.00 | 9,028.53 | | 0.00 | 10,971.47 | | 45.14 |
| 601-00000-37105 | Commercial Water Revenues | 5,000.00 | 192.75 | | 0.00 | 4,807.25 | | 3.86 |
| 601-00000-37160 | Water Late Charges | 0.00 | 34.25 | | 34.25 | (34.25) | | 100.00 |
| | Total Dept 00000 | 43,620.00 | 8,517.04 | | (388.79) | 35,102.96 | | 19.53 |
| Revenues | | | | | | | | |
| | | 43,620.00 | 8,517.04 | | (388.79) | 35,102.96 | | 19.53 |
| Account Category: Expenditures | | | | | | | | |
| Department: 43200 SEWER/WATER | | | | | | | | |
| 601-43200-40301 | Auditing Services | 3,000.00 | 0.00 | | 0.00 | 3,000.00 | | 0.00 |
| 601-43200-40303 | Engineering | 10,000.00 | 0.00 | | 0.00 | 10,000.00 | | 0.00 |
| 601-43200-40385 | Water/Sewer Utilities | 22,000.00 | 10,262.57 | | 4,585.16 | 11,737.43 | | 46.65 |
| 601-43200-40400 | Repairs & Maint | 13,500.00 | 190.00 | | 0.00 | 13,310.00 | | 1.41 |
| 601-43200-40420 | Depreciation | 15,000.00 | 0.00 | | 0.00 | 15,000.00 | | 0.00 |
| | Total Dept 43200 - SEWER/WATER | 63,500.00 | 10,452.57 | | 4,585.16 | 53,047.43 | | 16.46 |
| Expenditures | | | | | | | | |
| | | 63,500.00 | 10,452.57 | | 4,585.16 | 53,047.43 | | 16.46 |
| Fund 601 - WATER UTILITY FUND: | | | | | | | | |
| | TOTAL REVENUES | 43,620.00 | 8,517.04 | | (388.79) | 35,102.96 | | |
| | TOTAL EXPENDITURES | 63,500.00 | 10,452.57 | | 4,585.16 | 53,047.43 | | |
| | NET OF REVENUES & EXPENDITURES: | (19,880.00) | (1,935.53) | | (4,973.95) | (17,944.47) | | |

REVENUE AND EXPENDITURE REPORT FOR CITY OF GEM LAKE
Balance As of 08/31/2024

| GL Number | Description | 2024 Amended Budget | | YTD Balance 08/31/2024 | | Activity For 08/31/2024 | | Balance 08/31/2024 | | % Bdg't Used |
|--|---------------------------------------|---------------------|--------|------------------------|------------|-------------------------|------------|--------------------|------------|--------------|
| | | Budget | Normal | Normal | (Abnormal) | Increase | (Decrease) | Normal | (Abnormal) | |
| Fund: 602 SEWER UTILITY FUND | | | | | | | | | | |
| Account Category: Revenues | | | | | | | | | | |
| Department: 00000 | | | | | | | | | | |
| 602-00000-34410 | Local SAC | 1,000.00 | | 0.00 | | 0.00 | | 1,000.00 | | 0.00 |
| 602-00000-34420 | Metro SAC | 0.00 | | 12,425.00 | | 0.00 | | (12,425.00) | | 100.00 |
| 602-00000-36210 | Interest Earnings | 7,925.00 | | 5,450.31 | | 2,827.09 | | 2,474.69 | | 68.77 |
| 602-00000-37200 | Residential Sewer Revenues | 24,500.00 | | 13,051.06 | | 0.00 | | 11,448.94 | | 53.27 |
| 602-00000-37205 | Commercial Sewer Revenues | 31,500.00 | | 16,599.19 | | 0.00 | | 14,900.81 | | 52.70 |
| 602-00000-37260 | Sewer Late Charges | 1,500.00 | | 106.47 | | 106.47 | | 1,393.53 | | 7.10 |
| | Total Dept 00000 | 66,425.00 | | 47,632.03 | | 2,933.56 | | 18,792.97 | | 71.71 |
| Revenues | | | | | | | | | | |
| | | 66,425.00 | | 47,632.03 | | 2,933.56 | | 18,792.97 | | 71.71 |
| Account Category: Expenditures | | | | | | | | | | |
| Department: 43200 SEWER/WATER | | | | | | | | | | |
| 602-43200-40200 | Office Supplies | 200.00 | | 0.00 | | 0.00 | | 200.00 | | 0.00 |
| 602-43200-40301 | Auditing Services | 3,000.00 | | 0.00 | | 0.00 | | 3,000.00 | | 0.00 |
| 602-43200-40303 | Engineering | 5,000.00 | | 0.00 | | 0.00 | | 5,000.00 | | 0.00 |
| 602-43200-40309 | Computer Services | 750.00 | | 197.00 | | 0.00 | | 553.00 | | 26.27 |
| 602-43200-40318 | MCES Charges | 60,470.00 | | 25,192.85 | | 0.00 | | 35,277.15 | | 41.66 |
| 602-43200-40319 | Locates | 250.00 | | 118.85 | | 4.05 | | 131.15 | | 47.54 |
| 602-43200-40322 | Postage | 250.00 | | 0.00 | | 0.00 | | 250.00 | | 0.00 |
| 602-43200-40329 | Financial Services | 1,000.00 | | 0.00 | | 0.00 | | 1,000.00 | | 0.00 |
| 602-43200-40385 | Water/Sewer Utilities | 5,000.00 | | 2,234.27 | | 880.70 | | 2,765.73 | | 44.69 |
| 602-43200-40400 | Repairs & Maint - Contractual | 5,000.00 | | 0.00 | | 0.00 | | 5,000.00 | | 0.00 |
| 602-43200-40420 | Depreciation | 16,200.00 | | 0.00 | | 0.00 | | 16,200.00 | | 0.00 |
| 602-43200-40460 | Sewer Inspections | 25,000.00 | | 0.00 | | 0.00 | | 25,000.00 | | 0.00 |
| 602-43200-40461 | Sewer Televiser/Flushing | 20,000.00 | | 0.00 | | 0.00 | | 20,000.00 | | 0.00 |
| | Total Dept 43200 - SEWER/WATER | 142,120.00 | | 27,742.97 | | 884.75 | | 114,377.03 | | 19.52 |
| Expenditures | | | | | | | | | | |
| | | 142,120.00 | | 27,742.97 | | 884.75 | | 114,377.03 | | 19.52 |
| Fund 602 - SEWER UTILITY FUND: | | | | | | | | | | |
| TOTAL REVENUES | | 66,425.00 | | 47,632.03 | | 2,933.56 | | 18,792.97 | | |
| TOTAL EXPENDITURES | | 142,120.00 | | 27,742.97 | | 884.75 | | 114,377.03 | | |
| NET OF REVENUES & EXPENDITURES: | | (75,695.00) | | 19,889.06 | | 2,048.81 | | (95,584.06) | | |

REVENUE AND EXPENDITURE REPORT FOR CITY OF GEM LAKE
Balance As of 08/31/2024

| GL Number | Description | 2024 Amended Budget | | YTD Balance 08/31/2024 | | Activity For 08/31/2024 | | Balance 08/31/2024 | | % Bdgt Used |
|--|-------------------|---------------------|------------|------------------------|------------|-------------------------|------------|--------------------|------------|-------------|
| | | Normal | (Abnormal) | Normal | (Abnormal) | Increase | (Decrease) | Normal | (Abnormal) | |
| Fund: 801 INVESTMENT TRUST FUND | | | | | | | | | | |
| Account Category: Revenues | | | | | | | | | | |
| Department: 00000 | | | | | | | | | | |
| 801-00000-36210 | Interest Earnings | 0.00 | 2,007.13 | 2,007.13 | (2,093.86) | (2,093.86) | (2,007.13) | | | 100.00 |
| Total Dept 00000 | | 0.00 | 2,007.13 | 2,007.13 | (2,093.86) | (2,093.86) | (2,007.13) | | | 100.00 |
| Revenues | | | | | | | | | | |
| Fund 801 - INVESTMENT TRUST FUND: | | | | | | | | | | |
| TOTAL REVENUES | | | | | | | | | | |
| TOTAL EXPENDITURES | | | | | | | | | | |
| NET OF REVENUES & EXPENDITURES: | | | | | | | | | | |
| Report Totals: | | | | | | | | | | |
| TOTAL REVENUES - ALL FUNDS | | | | | | | | | | |
| TOTAL EXPENDITURES - ALL FUNDS | | | | | | | | | | |
| NET OF REVENUES & EXPENDITURES: | | | | | | | | | | |

CITY OF GEM LAKE

Claims For Payment

Period Ending: 9/17/2024

Gretchen Artig-Swomley, Mayor
 Ben Johnson, Council
 Jim Lindner, Council
 Len Cacioppo, Council
 Laurel Amlee, Council
 Tom Kelly, Treasurer

| Signatures Approving Claims | Date of Approval |
|-----------------------------|------------------|
| | |
| | |
| | |
| | |
| | |
| | |

| | | Fund Totals | | \$ Amount |
|--|--|-------------|--|-----------|
|--|--|-------------|--|-----------|

| | |
|------------------------------|------------------|
| General Fund | 29,046.70 |
| Parks & Playgrounds | 0.00 |
| 2004 Debt Service Fund | 0.00 |
| 2006 Debt Service Fund | 0.00 |
| 2015 Debt Service Fund | 0.00 |
| 2018 Debt Service Fund | 0.00 |
| Improvement Fund | 0.00 |
| Scheuneman Road Improvements | 0.00 |
| Hoffman Road Improvements | 0.00 |
| 602-Sewer Fund | 0.00 |
| 601-Water Fund | 5,048.02 |
| Investment Trust Fund | |
| Total All Funds | 34,094.72 |

Claims for Payment Check Numbers 12621 through 12641

CHECK DISBURSEMENT REPORT FOR CITY OF GEM LAKE

CHECK DATE 09/17/2024 - 09/17/2024

| Check Date | Bank Account | Check # | Payee | Description | Account | Dept | Amount | |
|-------------------------------------|--------------|--|------------------------------------|--|---------|-------|-----------|-----------|
| Fund: 100 GENERAL | | | | | | | | |
| 09/17/2024 | GEN | 12621 | BS&A SOFTWARE | IMPLEMENTATION & PROJECT MANAGEMENT | 40570 | 41900 | 250.00 | |
| | | | | IMPLEMENTATION & PROJECT MANAGEMENT | 40570 | 41900 | 1,951.00 | |
| | | Check GEN 12621 Total for Fund 100 GENERAL | | | | | | 2,201.00 |
| 09/17/2024 | GEN | 12622 | CINTAS | RUGS | 40319 | 41940 | 31.95 | |
| 09/17/2024 | GEN | 12623# | City of White Bear Lake | POLICE SERVICES | 40314 | 42100 | 9,656.42 | |
| | | | | FIRE SERVICES | 40311 | 42200 | 2,665.17 | |
| | | | | FIRE INSPECTION SVCS | 40312 | 42200 | 645.50 | |
| | | Check GEN 12623 Total for Fund 100 GENERAL | | | | | | 12,967.09 |
| 09/17/2024 | GEN | 12624 | City of White Bear Lake | PRINCIPLE ON NEW POLICE BLDG | 40314 | 42100 | 736.09 | |
| 09/17/2024 | GEN | 12625 | City of White Bear Lake | PRINCIPAL FOR FIRE BLDG SEPTEMBER 2024 | 40311 | 42200 | 484.30 | |
| 09/17/2024 | GEN | 12626 | Coverall of the Twin Cities | SEPTEMBER 2024 JANITORIAL SVCS | 40319 | 41940 | 320.00 | |
| 09/17/2024 | GEN | 12628 | Innovative Office Solutions, LLC | OFFICE SUPPLIES | 40200 | 41400 | 32.06 | |
| 09/17/2024 | GEN | 12629 | Kelly & Lemmons, PA | AUGUST 2024 GENERAL COUNSEL | 40304 | 41600 | 782.00 | |
| 09/17/2024 | GEN | 12630 | Melissa Lawrence | 8-22-2024 & 8/29/2024 MILEAGE | 40331 | 41900 | 3.35 | |
| | | | | 9/13/2024 MILEAGE | 40331 | 41900 | 1.68 | |
| | | Check GEN 12630 Total for Fund 100 GENERAL | | | | | | 5.03 |
| 09/17/2024 | GEN | 12631 | METRO-INET | SEPTEMBER 2024 IT SERVICES | 40309 | 41900 | 981.00 | |
| 09/17/2024 | GEN | 12633 | Precision Landscape & Tree | EVERGREEN TREE REMOVAL | 40404 | 45000 | 2,950.00 | |
| 09/17/2024 | GEN | 12634# | Premier Banks | CREDIT FOR CANDY | 40200 | 41400 | (27.59) | |
| | | | | CANDY FOR OFFICE | 40200 | 41400 | 78.48 | |
| | | | | SCHOOL SUPPLY DONATION WILLOW ELEMENTARY | 22001 | 00000 | 43.90 | |
| | | | | SCHOOL SUPPLY DONATION WILLOW ELEMENTARY | 22001 | 00000 | 457.30 | |
| | | | | SCHOOL SUPPLY DONATION WILLOW ELEMENTARY | 22001 | 00000 | 192.00 | |
| | | Check GEN 12634 Total for Fund 100 GENERAL | | | | | | 744.09 |
| 09/17/2024 | GEN | 12635 | Press Publications | LEGAL- PH-BUDGET 8/29 | 40351 | 41900 | 63.06 | |
| | | | | LEGAL - PLANNING COMMISSION | 40351 | 41900 | 63.06 | |
| | | Check GEN 12635 Total for Fund 100 GENERAL | | | | | | 126.12 |
| 09/17/2024 | GEN | 12636 | RED LILY | GEMLAKEMN.COM MAINTENANCE 8/29/2024 | 40300 | 41940 | 80.00 | |
| 09/17/2024 | GEN | 12637 | REPUBLIC SERVICES | AUGUST 2024 RECYCLING SVCS | 40384 | 41900 | 1,033.76 | |
| 09/17/2024 | GEN | 12638 | SEH | GEMLK 2023-24 GEN ENG SVCS | 40303 | 41910 | 3,587.72 | |
| 09/17/2024 | GEN | 12639 | TKDA | GEM LAKE 2024 PLANNING | 40308 | 41910 | 4,735.30 | |
| 09/17/2024 | GEN | 12640 | White Bear Lake Emergency Food She | SEPTEMBER 2024 DONATION | 22001 | 00000 | 1,500.00 | |
| 09/17/2024 | GEN | 12641# | Xcel Energy | STREET LIGHTS | 40386 | 43122 | 81.77 | |
| | | | | ELECTRIC SERVICE 8/1/24-9/2/24 | 40381 | 41940 | 691.26 | |
| | | | | GAS SERVICE 8/5/24-9/3/24 | 40383 | 41940 | 24.18 | |
| | | Check GEN 12641 Total for Fund 100 GENERAL | | | | | | 797.21 |
| Total For Fund: 100 | | | | | | | 34,094.72 | |
| Fund: 601 WATER UTILITY FUND | | | | | | | | |
| 09/17/2024 | GEN | 12632 | Metropolitan Council | OCTOBER 2024 WASTEWATER | 11500 | 00000 | 5,038.57 | |

CHECK DISBURSEMENT REPORT FOR CITY OF GEM LAKE

CHECK DATE 09/17/2024 - 09/17/2024

| Check Date | Bank Account | Check # | Payee | Description | Account | Dept | Amount |
|-------------------------------------|--------------|---------|-----------------------|---------------------|---------|-------|-----------|
| Fund: 601 WATER UTILITY FUND | | | | | | | |
| Total For Fund: 601 | | | | | | | 5,038.57 |
| Fund: 602 SEWER UTILITY FUND | | | | | | | |
| 09/17/2024 | GEN | 12627 | Gopher State One Call | AUGUST 2024 LOCATES | 40319 | 43200 | 9.45 |
| Total For Fund: 602 | | | | | | | 9.45 |
| Report Total: | | | | | | | 39,142.74 |

'#'-INDICATES CHECK DISTRIBUTED TO MORE THAN ONE DEPARTMENT

INVOICE JOURNAL REPORT FOR CITY OF GEM LAKE

| Post Date GL Number | Journal GL Description | Description | DR Amount | CR Amount |
|--|---------------------------|---|---|------------------|
| 09/17/2024 100-41900-40570 100-00000-20200 | AP | BS&A SOFTWARE Office Equip & Furnishings Accounts Payable | IMPLEMENTATION & PROJECT MANAGEMENT 250.00 | 250.00 |
| | | | <u>250.00</u> | <u>250.00</u> |
| 09/17/2024 100-41900-40570 100-00000-20200 | AP | BS&A SOFTWARE Office Equip & Furnishings Accounts Payable | CASH RECEIPTING & A/R CLOUD SAAS 1,951.00 | 1,951.00 |
| | | | <u>1,951.00</u> | <u>1,951.00</u> |
| 09/17/2024 100-41940-40319 100-00000-20200 | AP | CINTAS Contract Services Accounts Payable | RUGS 31.95 | 31.95 |
| | | | <u>31.95</u> | <u>31.95</u> |
| 09/17/2024 100-42100-40314 100-42200-40311 100-42200-40312 100-00000-20200 | AP | City of White Bear Lake Regular Law Enforcement Fire Services Fire Marshall Service Accounts Payable | SEPTEMBER 2024 FIRE/INSPECTION SVCS 9,656.42 2,665.17 645.50 | 12,967.09 |
| | | | <u>12,967.09</u> | <u>12,967.09</u> |
| 09/17/2024 100-42100-40314 100-00000-20200 | AP | City of White Bear Lake Regular Law Enforcement Accounts Payable | POLICE FACILITY PRINCIPAL SEPTEMBER 202 736.09 | 736.09 |
| | | | <u>736.09</u> | <u>736.09</u> |
| 09/17/2024 100-42200-40311 100-00000-20200 | AP | City of White Bear Lake Fire Services Accounts Payable | PRINCIPAL FOR FIRE BLDG SEPTEMBER 2024 484.30 | 484.30 |
| | | | <u>484.30</u> | <u>484.30</u> |
| 09/17/2024 100-41940-40319 100-00000-20200 | AP | Coverall of the Twin Cities Contract Services Accounts Payable | SEPTEMBER 2024 JANITORIAL SVCS 320.00 | 320.00 |
| | | | <u>320.00</u> | <u>320.00</u> |
| 09/17/2024 602-43200-40319 602-00000-20200 | AP | Gopher State One Call Locates Accounts Payable | AUGUST 2024 LOCATES 9.45 | 9.45 |
| | | | <u>9.45</u> | <u>9.45</u> |
| 09/17/2024 100-41400-40200 100-00000-20200 | AP | Innovative Office Solutions, LLC Office Supplies Accounts Payable | OFFICE SUPPLIES 32.06 | 32.06 |
| | | | <u>32.06</u> | <u>32.06</u> |
| 09/17/2024 100-41600-40304 100-00000-20200 | AP | Kelly & Lemmons, PA Legal Accounts Payable | AUGUST 2024 GENERAL COUNSEL 782.00 | 782.00 |
| | | | <u>782.00</u> | <u>782.00</u> |
| 09/17/2024 100-41900-40331 100-00000-20200 | AP | Melissa Lawrence Mileage Accounts Payable | SEPTEMBER 2024 MILEAGE 5.03 | 5.03 |
| | | | <u>5.03</u> | <u>5.03</u> |
| 09/17/2024 100-41900-40309 100-00000-20200 | AP | METRO-INET Computer Services Accounts Payable | SEPTEMBER 2024 IT SERVICES 981.00 | 981.00 |
| | | | <u>981.00</u> | <u>981.00</u> |
| 09/17/2024 601-00000-11500 601-00000-20200 | AP | Metropolitan Council Accounts Receivable Accounts Payable | OCTOBER 2024 WASTEWATER 5,038.57 | 5,038.57 |
| | | | <u>5,038.57</u> | <u>5,038.57</u> |
| 09/17/2024 100-45000-40404 100-00000-20200 | AP | Precision Landscape & Tree PARK MAINTENANCE - CONTRACTUAL Accounts Payable | EVERGREEN TREE REMOVAL 10 MARKED PINE/SP 2,950.00 | 2,950.00 |
| | | | <u>2,950.00</u> | <u>2,950.00</u> |
| 09/17/2024 100-41400-40200 100-00000-22001 100-00000-20200 | AP | Premier Banks Office Supplies Gambling Proceeds Accounts Payable | AUGUST 2024 BANK STATEMENT 50.89 693.20 | 744.09 |
| | | | <u>744.09</u> | <u>744.09</u> |
| 09/17/2024 100-41900-40351 100-00000-20200 | AP | Press Publications Legal Notice Publication Accounts Payable | LEGAL- PH-BUDGET 8/29 63.06 | 63.06 |
| | | | <u>63.06</u> | <u>63.06</u> |

INVOICE JOURNAL REPORT FOR CITY OF GEM LAKE

| Post Date GL Number | Journal GL Description | Description | DR Amount | CR Amount |
|---|---------------------------|--|--|--------------------|
| 09/17/2024 100-41900-40351 100-00000-20200 | AP | Press Publications Legal Notice Publication Accounts Payable | LEGAL - PLANNING COMMISSION 63.06 | 63.06 |
| 09/17/2024 100-41940-40300 100-00000-20200 | AP | RED LILY Professional Services Accounts Payable | GEMPLAKEMN.COM MAINTENANCE 80.00 | 80.00 |
| 09/17/2024 100-41900-40384 100-00000-20200 | AP | REPUBLIC SERVICES Recycling Collection Accounts Payable | AUGUST 2024 RECYCLING SVCS 1,033.76 | 1,033.76 |
| 09/17/2024 100-41910-40303 100-00000-20200 | AP | SEH Engineering Accounts Payable | GEMLK 2023-24 GEN ENG SVCS 3,587.72 | 3,587.72 |
| 09/17/2024 100-41910-40308 100-00000-20200 | AP | TKDA ZONING ADINISTRATION Accounts Payable | GEM LAKE 2024 PLANNING 4,735.30 | 4,735.30 |
| 09/17/2024 100-00000-22001 100-00000-20200 | AP | White Bear Lake Emergency Food She Gambling Proceeds Accounts Payable | SEPTEMBER 2024 DONATION 1,500.00 | 1,500.00 |
| 09/17/2024 100-43122-40386 100-00000-20200 | AP | Xcel Energy Street Lights Accounts Payable | STREET LIGHTS 81.77 | 81.77 |
| 09/17/2024 100-41940-40381 100-41940-40383 100-00000-20200 | AP | Xcel Energy Electric Service Gas Service Accounts Payable | XCEL ENERGY - 8/1/24-9/3/24 691.26 24.18 | 715.44 |
| Report Total: | | | 715.44 | 715.44 |
| TOTALS: | | | | |
| 100-00000-20200 | | Accounts Payable | | 34,094.72 |
| 100-00000-22001 | | Gambling Proceeds | 2,193.20 | |
| 100-41400-40200 | | Office Supplies | 82.95 | |
| 100-41600-40304 | | Legal | 782.00 | |
| 100-41900-40309 | | Computer Services | 981.00 | |
| 100-41900-40331 | | Mileage | 5.03 | |
| 100-41900-40351 | | Legal Notice Publication | 126.12 | |
| 100-41900-40384 | | Recycling Collection | 1,033.76 | |
| 100-41900-40570 | | Office Equip & Furnishings | 2,201.00 | |
| 100-41910-40303 | | Engineering | 3,587.72 | |
| 100-41910-40308 | | ZONING ADINISTRATION | 4,735.30 | |
| 100-41940-40300 | | Professional Services | 80.00 | |
| 100-41940-40319 | | Contract Services | 351.95 | |
| 100-41940-40381 | | Electric Service | 691.26 | |
| 100-41940-40383 | | Gas Service | 24.18 | |
| 100-42100-40314 | | Regular Law Enforcement | 10,392.51 | |
| 100-42200-40311 | | Fire Services | 3,149.47 | |
| 100-42200-40312 | | Fire Marshall Service | 645.50 | |
| 100-43122-40386 | | Street Lights | 81.77 | |
| 100-45000-40404 | | PARK MAINTENANCE - CONTRACTUAL | 2,950.00 | |
| 601-00000-11500 | | Accounts Receivable | 5,038.57 | |
| 601-00000-20200 | | Accounts Payable | | 5,038.57 |
| 602-00000-20200 | | Accounts Payable | | 9.45 |
| 602-43200-40319 | | Locates | 9.45 | |
| GRAND TOTAL: | | | 39,142.74 | 39,142.74 |

CITY OF GEM LAKE, RAMSEY, MINNESOTA

ORDINANCE NO. 70C

AN ORDINANCE AMENDING ORDINANCE NO. 70B, RENAMING SAID ORDINANCE AS ORDINANCE NO. 70C AND PROVIDING FOR COMPENSATION FOR THE MAYOR AND COUNCIL MEMBERS.

The City Council of the City of Gem Lake does hereby ordain:

Section 1.

Section 1.1. Base Compensation. The base compensation of the Mayor and Council Members shall be increased, effective 12:01 am on 01 January 2015, as follows:

| | |
|---------------------|-------------------|
| Mayor | \$ 2,400 per year |
| Each Council Member | \$ 1,200 per year |

Section 2.

Section 2.1. Additional Compensation. Additional compensation of \$20.00 for each meeting (other than a regular meeting of the City Council) which any of the foregoing persons is directed by the City Council to attend.

NOW, THEREFORE, the motion for the adoption of the foregoing Ordinance was made by Councilmember Artig-Swomley and seconded by Councilmember Bosak with 5 votes in favor and 0 votes in opposition.

Dated 10/21/ 2014

William Short, City Clerk

CITY OF GEM LAKE
ORDINANCE NO. 70B LEGEND

The Elected Official Compensation Ordinance of the City of Gem Lake was originally enacted by the City Council as City of Gem Lake Ordinance No. 50 on 01 October 1988. Since that time, the City Council has adopted several changes in keeping with the changing times and needs and wishes of the community. The following table is added to Ordinance No. 70B as an historic reference to those changes. All changes shown have been incorporated into Ordinance No. 70B, the City Elected Official Compensation Ordinance.

| ORDINANCE NO. | TITLE & DESCRIPTION | ENACTED |
|---------------|--|------------|
| # 50 | An Ordinance Providing For Compensation For The Mayor, Council Members, Treasurer And Clerk | 10/17/88 |
| # 62 | An Ordinance Replacing Ordinance No. 50 And Providing For Compensation For The Mayor, Council members, Treasurer And Clerk | 08/17/92 |
| #70 | An Ordinance Repealing Ordinance No. 62 and Providing For Compensation For The Mayor And Council Members. | 01/01/99 |
| #70B | An Ordinance Amending Ordinance No. 70 and Providing For Compensation For The Mayor And Council Members. | 12/19/05 |
| #70C | An Ordinance Amending Ordinance No. 70B and Providing For Compensation For The Mayor And Council Members. | 10/21/2014 |

I'm not sure how the pay for City Council and Mayor were decided, but I was trying to look and see what others are getting paid and I wanted to see what you thought.

Also, if someone doesn't come to a meeting, should they still get paid for that month? Or do we treat it as "earned vacation time"? Might be time to update the current ordinance and have a pay review? It looks like the current ordinance was passed in 2014 for 2015. It's been 9 years since the pay was looked at.

Howard Lake MN – Meets the third Monday of each month (population 1,852)

Mayor - \$5,000.00 per year (\$416.67 a month, \$1,250.00 a quarter)

Council - \$3,750.00 per year (\$312.50 a month, \$937.50 a quarter)

The mayor and four council members make up Howard Lake's elected City Council.

The mayor serves a two-year term; the council members serve four-year staggered terms. Local elections take place in November of even numbered years. The mayor receives a salary of \$5,000 per year; council members are paid \$3,750 per year. Each council member receives \$75.00 for special meetings.

Edina MN – Meets the first and third Tuesday of each month (population 53,037)

Mayor - \$13,500.00 per year (if meeting only once a year - \$6,750.00 a year, \$562.50 a month, \$1,687.50 a quarter)

Council - \$10,740.00 per year (if meeting only once a year - \$5,370.00 a year, \$447.50 a month, \$1,342.50 a quarter)

Sec. 2-20. - Salaries for councilmembers.

(a) *Salaries.* The salaries of the mayor and councilmembers commencing January 1, 2015 shall be as follows:

(1) Mayor: \$13,500.00 annually.

(2) Councilmembers: \$10,740.00 annually.

(b) *Salary review.* On September 1 of even numbered years beginning in 2016, the salaries in subsection (a) of this section must be adjusted with an effective date of the following January 1. The salaries must equal the limit for the prior year, increased by the percentage increase contained in the Compensation Limit for Local Government Employees annually published by the Minnesota Office of Management and Budget, pursuant to Minn. Stats. § 43A.17.

(Code 1992, § 120; Ord. No. 124, 2-7-1974; Ord. No. 124-A1, 12-19-1974; Ord. No. 124-A2, 2-4-1976; Ord. No. 124-A3, 2-10-1977; Ord. No. 124-A4, 2-15-1978; Ord. No. 124-A5, 10-29-1980; Ord. No. 124-A6, 12-28-1988; Ord. No. 2006-7, 10-3-2006; Ord. No. 2012-20, § 1, 12-18-2012)

State Law reference— Compensation limits, Minn. Stats. § 43A.17(9); second class city salaries set by ordinance, Minn. Stats. § 415.11.



Brainerd MN - Meets the first and third Monday of each month (population 14,412)
Mayor - \$7,800.00 per year (if meeting only once a year - \$3,900.00 a year, \$325.00 a month, \$975.00 a quarter)
Council - \$6,600.00 per year (if meeting only once a year - \$3,300.00 a year, \$275.00 a month, \$825.00 a quarter)

200.05 Salaries, Subdivision 1. Council Member. The salary of an Council Member is Five Hundred Fifty and no/100 Dollars (\$550.00) per month effective January 1, 2003.

Subd. 2 Mayor. The salary of the Mayor is Six Hundred Fifty and no/100 Dollars (\$650.00) per month effective January 1, 2003.

St. Cloud MN - Meets two Monday of each month (population 68,910)
Mayor - \$14,000.00 per year (if meeting only once a year - \$7,000.00 a year, \$583.33 a month, \$1,750.00 a quarter)
Council - \$12,500.00 per year (if meeting only once a year - \$6,250.00 a year, \$520.83 a month, \$1,562.50 a quarter)

Section 125 – Compensation of Council Members

Section 125:00. Compensation of Council Members. Pursuant to Minnesota Statutes 415.11, the salary of a Council member of the City of St. Cloud will be as follows:

| | |
|----------------------------------|-------------------|
| Council President | \$14,000 per year |
| All other members of the Council | \$12,500 per year |

Section 125:10. Insurance Benefits. Members of the City Council are not eligible for health insurance benefits. Those Council members that had been receiving the equivalent benefit of a full-time unclassified employee may elect to retain that benefit until the end of their current term of office. All Council members re-elected or taking office after December 31, 2010, will not be eligible for health benefits.

Section 125:20. Periodic Review. A non-biased panel of experts, appointed by the Mayor, shall meet every four years to make recommendations regarding the salary of the Council members beginning in 2016. The City Council shall review and act on the recommendations of this panel during the month of September prior to each mayoral election. Any adjustments to the Council members' salary will be implemented on January 1, following the election.



Memorandum

To: Gem Lake City Council
 Copies To: Dave Phillips, Applicant
Barnett Properties, Owner
 From: CJ Sycks, Planner
Evan Monson, Planner
 Date: September 11, 2024

Project Reference: Barnett Kia – 3610 Hwy 61
 TKDA Project No.: 21076.000
 Client No.: _____

SUBJECT: A (1) Minor Subdivision, (2), Zoning Ordinance Amendment and (3) Zoning Compliance Permit application for Barnett Kia

MEETING DATE: September 17, 2024

LOCATION: 3610 Highway 61 (Parcel ID 273022430031) & 3700 Highway 61 (Parcel ID 273022430019)

APPLICANT: Dave Phillips - Phillips Architects

OWNER: Barnett Properties

ZONING: Gateway (G) – Neighborhood Center (NC)

REVIEW PERIOD: 120-day period ends 11/22/2024

ITEMS REVIEWED: Application and plans received on 07/23/2024

DESCRIPTION OF THE REQUEST

Located at 3610 Highway 61, Barnett Companies is looking to remove their existing building (31,865 SF) and build a new one (34,060 SF) on the north side of their property. The building would be an upgraded version of their existing one, including spaces for a carwash, service garage, sales floor, vehicle delivery, and administration. The existing building is proposed to remain until the new building is constructed, and then would be removed. Phasing and sequencing plans would be put in place to remain operational during construction.

The property to the north, 3700, is also owned by Barnett Properties. Both properties are within the City's Gateway District and are within the Neighborhood Center (NC) Sub-Zone. The applicant's proposed building type would not be consistent with the building types currently in the Gateway District, while the proposed use is currently listed as a nonconforming use in the zone.

This request requires three separate applications for review and approval:

1. **A lot line adjustment application.** Barnett Properties owns both subject properties and is requesting a lot line adjustment to the north, to align with the parking lot entrances. The city reviews lot line adjustments through the 'Minor Subdivision' process.
2. **A zoning ordinance amendment application.** The Gateway District does not currently permit Automotive Dealerships; the applicant is requesting to allow Automotive Dealerships as a permitted use in a new building type template.
3. **A zoning compliance permit application.** This permit is required for any redevelopment projects within the Gateway District.

PROPERTY INFORMATION

Description: The two subject properties are located at the intersection of Highway 61 and County Road E/CSAH 15. Their front lot lines are on Scheuneman Road. 3610 Hwy 61 is currently a Kia Automotive dealership, built in 1968. 3700 Highway 61 is also owned by Barnett Properties; it is currently being used by Newtrax, a transportation service provider. The building on the 3700 property was built in 1972. Both properties are fairly flat, with limited green space or pervious surfaces.

Land Use: Commercial



Figure 1: Aerial of the site, from Ramsey County GIS. 3610 is outlined in red, 3700 is outlined in yellow.

EVALUATION OF REQUESTS

Lot Line Adjustment

Ordinance Requirements

The City's Consolidated Land Use Ordinance (Ord. No. 131) defines a Subdivision as "... the division of an area, parcel, or tract of land into two (2) or more lots or parcels, for the purpose of transfer of ownership or building development that will require the creation of streets and roads, except for those resulting from court orders, or the adjustment of lot lines by the relocation of a common boundary. The term includes re-subdivision and when appropriate to the context, shall relate to the process of sub-dividing or to the land subdivided."

The city has historically reviewed lot line adjustments as 'Minor Subdivisions'. Section 25.6 of Ord. No. 131 covers this process.

The Request

The applicant is requesting to adjust the lot line to accommodate the entrance from Highway 61. The subject lot (south/on the right in Figure 2) is currently 5.16 acres, and the abutting lot (3700 Highway 61, located to the north/on the left in Figure 2) is 4.17 acres. The proposed lot line would result in the subject lot being 5.56 acres and the abutting lot being 3.96 acres.

City Engineering staff have requested new drainage and utility easements be established (minimum 10 feet in width) to align with the storm system and newly adjusted lot line. An access easement for the 3700 property to enter in an out of the existing access drive will also need to be established.

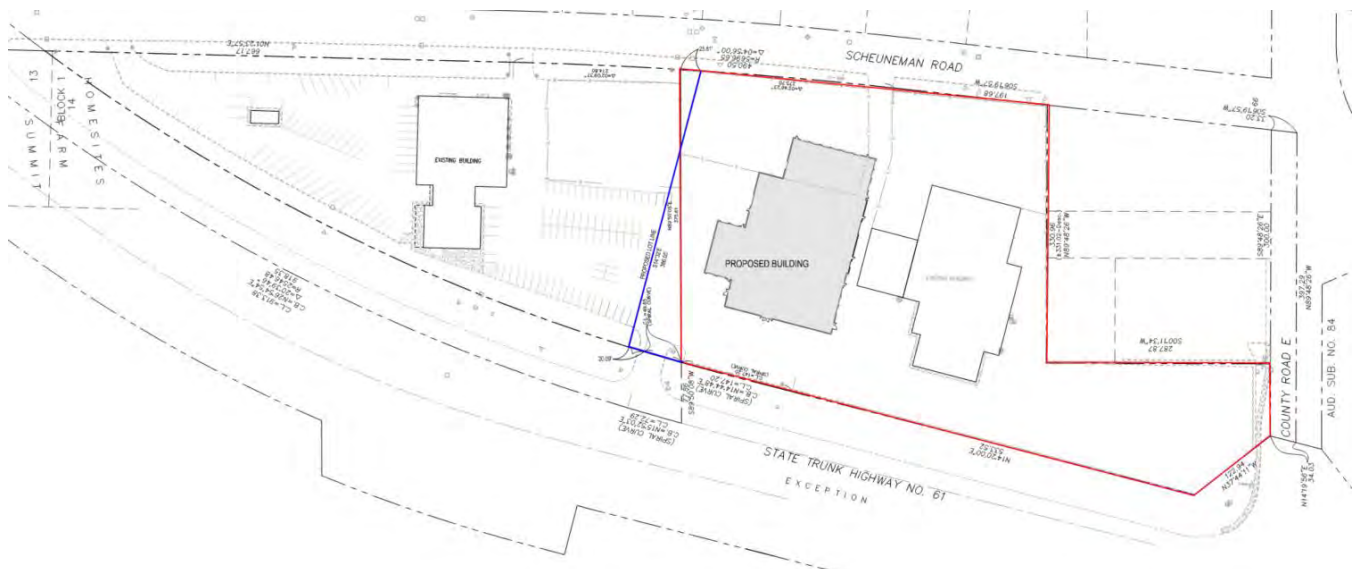


Figure 2: Excerpt from C-103 of the submittal, existing lot lines shown in red, proposed lot line shown in blue. North is on the left-hand side.

Zoning Ordinance Amendment

Current Ordinance

In 2007, the city conducted a visioning study and master planning of the area now known as the Gateway District – the 'Gateway and Village Centers Vision Corridor Master Plan'. The results of this planning effort were included in the City's 2030 and 2040 Comprehensive Plans. The requirements of the Gateway District were first adopted in 2014 as Ord. No. 107B and are now located within Ord. No. 131. The Gateway District requirements are intended to allow for development and redevelopment of the properties within this zone. The Gateway District emphasizes creative mixed-use and commercial development and provides a transition into residential neighborhoods by

becoming less dense. This ‘tiering’ of development is done through four sub-zones. The subject property is in the *Neighborhood Center Sub-Zone*. *Neighborhood Center* makes up the majority of the Gateway District.

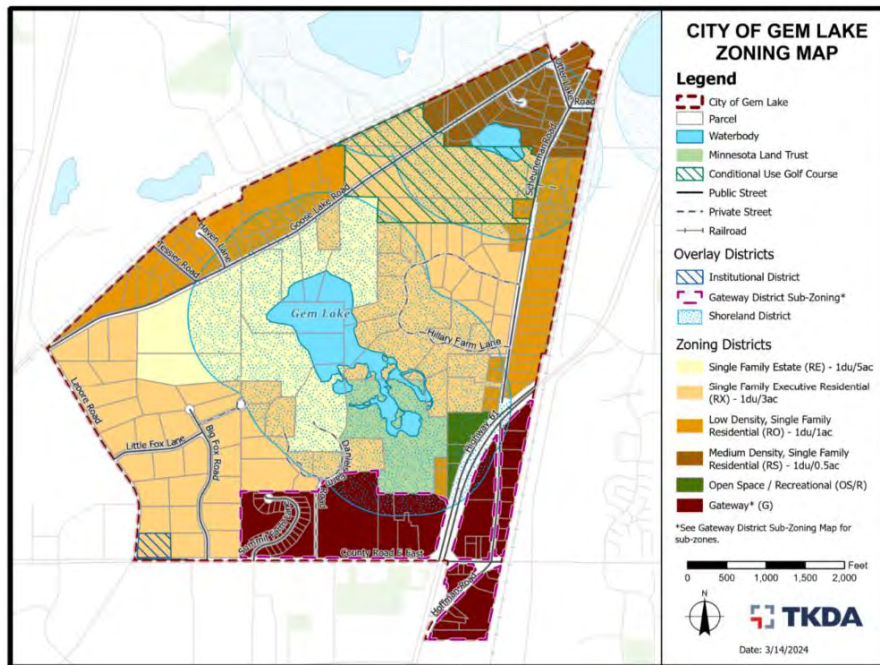


Figure 3: City Zoning Map

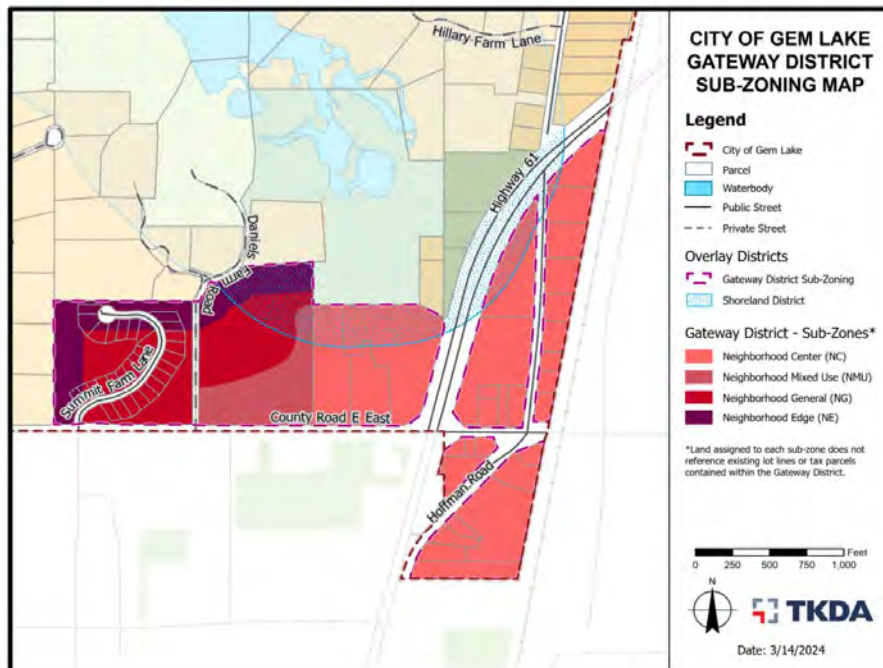


Figure 4: City Gateway District Sub-Zone Map

Ord. No. 131, Section 9 establishes ten (10) different building type templates, which dictate the built form of new development within the district (Figures 6-15 in the ordinance). Figures 16 and 17 in the ordinance outline the uses that are permitted, conditional uses, or not permitted in conjunction with each building type template. Each building type template includes a definition, lot size and placement regulations, building footprint limits, building locations, height and use restrictions, and any modifications/exemptions from the ordinance. Currently,

automotive dealerships are not a permitted use with any building type template in the Gateway district and would not fit with any of the currently established building type templates. Ord. No. 131, Section 9.6.5 was amended in 2018 to allow as a conditional use automotive dealerships and convenience stores “when a use in an abutting community is proposed to expand into Gem Lake, that use shall be considered a conditional use. Abutting property shall not be separated by a railroad or public right-of-way.” This amendment allowed for the parking lot of the Luther Cadillac dealership located within Vadnais Heights to extend into the southern end of the city. This ‘exception’ in Ord. No. 131 would not apply to the Kia site.

The closest building type template that could accommodate an automotive dealership is Figure 15 in Ord. No. 131, Section 8 (see Figure 5 below). Section 9.6.4 states “New building types may be proposed in the manner of other amendments to the Zoning Code using the procedure in Section 17.6 of this Ordinance. A proposal must contain all information included in existing analogous Building Types, including but not limited to the dimensional standards, use designations, and frontage requirements.”

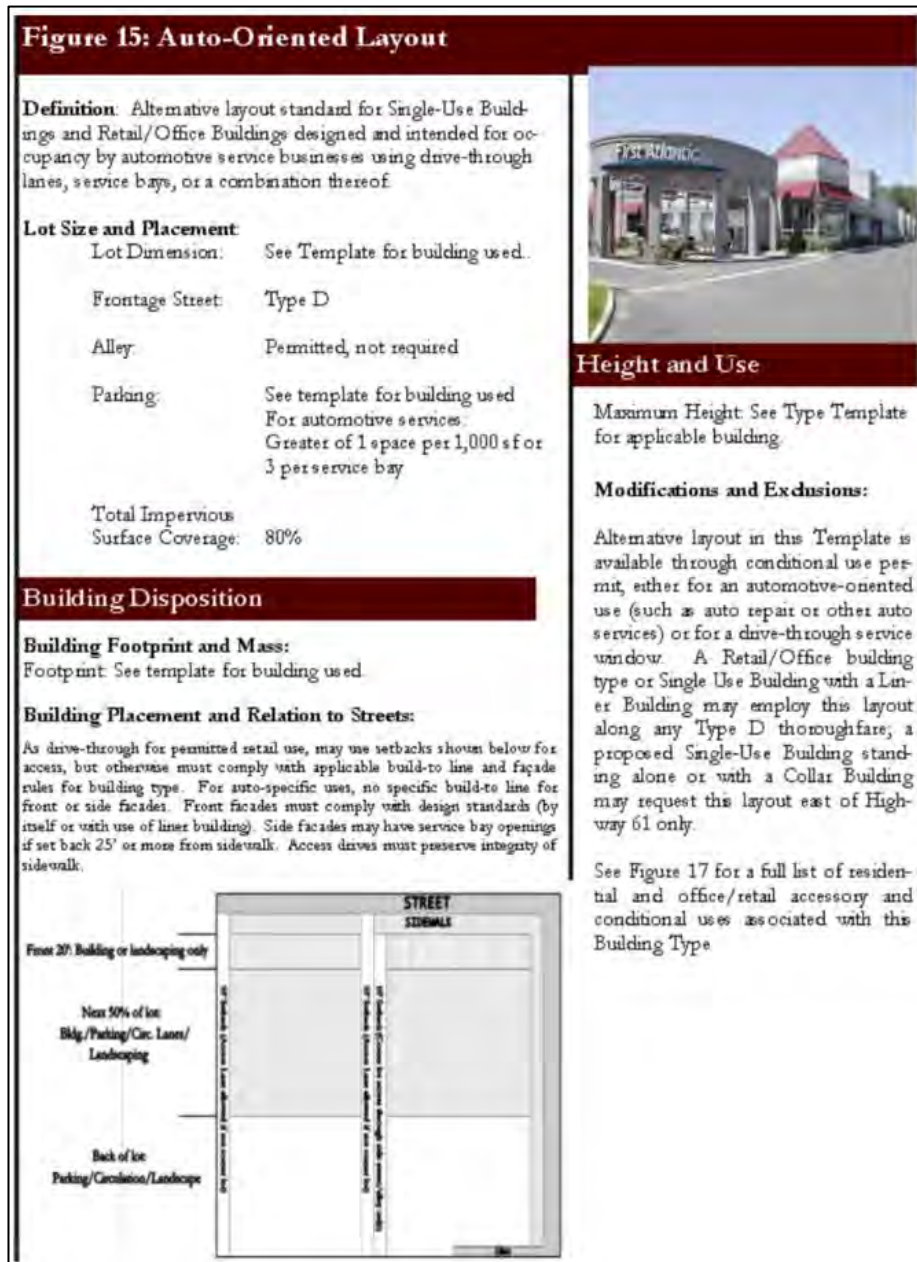


Figure 5: Excerpt from Ord. No. 131, Section 9.6, Auto-Oriented Layout

Proposed Amendment to Ord. No. 131

The applicant is proposing a new building type template as “Figure 15a Automotive Dealership” within Section 9.6 of Ord. No. 131. Their proposed template is included in the attached document, ‘Proposed Barnett Kia Figure 15a.pdf,’ and summarized below. Text in red are edits proposed by staff to ensure the amendment is consistent with the city’s comprehensive plan.

Proposed Definition: A facility where sales and servicing of new and used vehicles including automobiles; light and medium duty trucks; and other motorized vehicles is conducted. The facility may include a sales showroom and vehicle delivery area, a service department; drive through lanes for service ticket write-up; automatic and/or hand vehicle washing of vehicles; retail and wholesale parts sales; administrative offices; and other normal accessory functions related to the business.

Proposed Lot Size & Placement Requirements:

Location: A parcel using this building type template must be located north of County Road E East, west of Schueneman Road, and must abut US Highway 61.

Lot Size: The lot must be at least 163,350 Square Feet (SF) or 3.75 acres in size.

Frontage Street: Highway 61 (Buildings may orient to the highway or secondary street). Access may be from Highway 61 and a secondary street.

Alley: Permitted, not required.

Parking: one space per 1,000 SF rounded up, plus one space for each service or cleanup stall. Outdoor storage of inventory and service vehicles is not counted toward parking requirements.

Impervious Surface Coverage: maximum 80% of the lot.

Proposed Building Footprint and Mass Requirements:

Footprint: one or two stories, with minimum 20,000 SF.

Minimum Setbacks – Parking: 20 feet from city or county road ROW, 10 feet from Highway 61 ROW, 10 feet from interior lot lines.

Minimum Setbacks – Buildings: 30 feet from any lot line or road ROW.

Orientation: Principal façade may face any direction including orienting toward Highway 61.

Proposed Height and Use Requirements:

Maximum Building Height: 2 stories or 36 feet, exclusive of rooftop equipment or screening. A single story may be 36’ maximum height.

Use: An Automotive Dealership, including outdoor storage complying with the standards of this Figure 15a. shall be a permitted use in the Gateway District Neighborhood Center. No PUD or CUP is required. This use is not permitted with any other building type.

Proposed Modifications/Exclusions specific to Building Type Template 15a:

- A. An Automobile Dealership complying with the standards of this Figure 15a. shall be a permitted use in the Gateway District Neighborhood Center. No PUD or CUP is required.
- B. Figure 15a – Automobile Dealership shall be added under 9.6 Building Type Standards.
- C. 4.1.1 B) – Gateway District “G” – a PUD is not required.
- D. 9.1.11.4 Neighborhood Center – Automobile Dealerships are not required to be pedestrian oriented.
- E. 9.5. Civic Space Standards – Not Applicable.
- F. 9.6.5.1.4 Commercial – Add automobile repair and service is a permitted use for an Automobile Dealership (15.a)
- G. 9.6. Building Type Standards – 6. Figure 17 Permitted Hours of operation 6:30 AM to 10 PM.
- H. 9.6. Building Type Standards– 7. Commercial, add 4. Automobile Dealership.
- I. 9.7.3.3.1 – Requirement for sidewalks along all streets does not apply.
- ~~J. 9.8.3 – Does not apply.~~
- K. 9.9. Parking Regulations – Off-street parking is permitted in front, to the sides and the rear of the principal building.
- L. 9.9.6. Bicycle Parking – Optional. If provided, must be within 50 feet of building entrances, made of permanent construction and attached to the ground, and designed to allow the bicycle frame and both

- wheels to be securely locked to the parking structure. Facilities shall be at least two feet in width and six feet in length and be placed to allow a minimum of five feet of back-out or maneuver space.
- ~~M. 9.10.4. Building height and scale.—Automobile Dealerships conforming to the height and story requirements of 15.a. are permitted.~~
- ~~N. 9.10.5. Building facades—It is expected that large expanses of showroom glass will be oriented to the principal frontage. The balance of the dealership shall have fenestration related the use in that portion of the building.~~
- O. 9.10.5.1.2 – Overhead doors facing any direction shall be permitted for Automotive Dealership.
- P. 9.10.7. Materials – ACM (aluminum composite material) is allowed as a primary or secondary material for this building type template.
- Q. 9.10.10. Outdoor Storage. - Outdoor storage of vehicles for sale or lease is a permitted use for an Automotive Dealership.
- R. Fences. Automotive Dealerships may have security fencing up to eight (8) feet in height, provided it is at least 80% open and meeting the materials requirements of Section 16.13.1.6.
- S. Screening. Parking areas adjacent to parcels zoned Gateway – Neighborhood Center (NC) are considered “retail merchandise displays” and not required to be screened, as per Section 18.5.3.
- T. Lighting – On-site parking and outdoor storage areas are considered to be a ‘sales lot’ and shall adhere to Section 18.8.4.
- U. Parking spaces. Required parking spaces may be 9’ x 18’ where the access aisle is 24’ or more in width.
- V. 20.4.1 - Automotive Dealerships are allowed commercial driveways of up to 36’ wide to accommodate the transport trucks, garbage trucks, parts delivery semi-trucks, etc.

The Planning Commission reviewed the proposed language for this new building type template and concurred with the recommended edits by staff. The edits are to ensure that this new building type template is consistent with the city’s 2040 Comprehensive Plan and vision for the Gateway area.

Amendment Process

Ord. No. 131, Section 17.6 covers the process to consider amendments to the ordinance. Section 17.6.4.1 notes that only amendments that meet one of the following should be considered:

1. A mistake has been made in the original zoning which was inconsistent with the Comprehensive Municipal Plan adopted by the city which should now be corrected; or
2. Substantial changes have occurred within the city since the adoption of the Comprehensive Municipal Plan which changes should result in an amendment of both the zoning and the Comprehensive Municipal Plan; or
3. There shall exist a clear public need for a benefit to be derived from the proposed zoning which shall be greater than any benefit or convenience of the property owners.
4. Beyond a public need being evident, the application shall show that the public interest would be best served by rezoning the property in question and that the property in question is the best qualified to serve said public need; or
5. In the case of “down zoning” which would diminish the intensity of the current use to a less intensive use, the proposed zoning shall allow the property owners a reasonable use of their property under the terms of this ordinance as well as serve the public interest.’

The Planning Commission felt that criteria #2 and #3 apply to the applicant’s request. The proposed building type template can be used for new or redevelopment of other sites in the Gateway District, such as the Apple Ford dealership across Highway 61 or the 3700 Highway 61 property also owned by the applicant. The proposed designs from the applicant show a decrease in impervious surface coverage, an increase in landscaping, new lighting, and a modern building compared to the current site; the proposed building template would require other automotive dealerships to adhere to the same standards.

Ord. No. 131, Section 17.6.4.2 includes criteria to review for amendments to the ordinance, with the Planning Commission's findings in italics.

1. Adjacent Uses.
 - a. *The proposed use on the applicant's property would not change, so there is no expected change of impacts to adjacent uses. The proposed landscaping and site design would provide more of a buffer between the applicant's properties and their neighbors than the current site.*
2. Air and Water Quality.
 - a. *There are no changes expected to air quality. Water quality would be improved, as the site will have more impervious surfaces in addition to an underground stormwater retention facility.*
3. Traffic Generations.
 - a. *Traffic generation is expected to remain the same; the site will continue to have access off both Highway 61 and Scheuneman Road.*
4. Public Safety and Health.
 - a. *There are no changes expected to public safety and health.*
5. Area Aesthetics.
 - a. *The area aesthetics would be improved under the proposed improvements by the applicant, with more green space and landscaping than the current site.*
6. Economic Impact on the Entire Area.
 - a. *The proposed amendment would be expected to not change or even have a positive economic impact on the surrounding area. The proposed site improvements could lead to more jobs, and an increase in tax base for the city.*
7. Consistency with the Comprehensive Plan.
 - a. *The Gateway District is set-up to incentivize new and redevelopment of the land around the Highway 61 and County Road E intersection. The 2040 Comprehensive Plan guides the Barnett properties (and other parcels east of Highway 61 and north of County Road E) as 'Gateway Zone – Neighborhood Center' within the Future Land Use Map, which is consistent with the Gateway zones outlined in the Consolidated Land Use Ordinance. The original visioning study for the Gateway focused on redevelopment land south of County Road E, and land west of Highway 61. The Neighborhood Center is guided for multi-story 'mixed use' developments, with commercial/retail on ground floors and residential on floors above. By tailoring this template type to a select few locations, the Commission finds that this amendment is consistent with the expected and planned for development in the Gateway area.*

Zoning Compliance Request

Ordinance Requirements

Section 9.2.2.2 states "All new construction, remodeling, or expansion (except for the remodeling or expansion of single-family detached dwellings) within the Gateway District requires a Zoning Compliance Permit. The Zoning Compliance Permit is indefinite in duration and the entitlements stated on the permit shall run with the land. A Zoning Compliance Permit is granted after determination that the proposal complies with all applicable standards set forth within this Section (Thoroughfare Standards, Civic Space Standards, Building Type Standards, Parking, and Design Standards)."

Section 9.2.2.6 states "All applicants seeking a Zoning Compliance Permit must submit a development plan with their application." Requirements of a development plan are found in Section 9. 7.2.

Section 9.8 outlines the plans for re-development of a single lot. This process requires administrative approval, pending approval of the lot line adjustment and the ordinance amendments.

The commissioners discussed during the August and September meetings dimming the lighting on the site during non-working hours; a condition of approval is included in the recommendations located further in this report.

The Request

Contingent on the approval of the lot line adjustment and ordinance amendment, the applicant is requesting a Zoning Compliance Permit to allow for construction of a new automotive dealership building. This request for a Zoning Compliance Permit is consistent with the requirements in Ord. No. 131. The applicant must submit a complete development plan prior to the receipt of any building permits.

Staff Comments

The project plans were forwarded to staff and other agencies for comments.

- Ramsey County
 - Applicant shall keep the intersection signal timing and ingress onto Scheuneman Road in mind as it relates to construction activities.
- Department of Transportation (MnDOT)
 - MnDOT staff have not submitted comments at the time of drafting this report.
- Vadnais Heights Watershed Management Organization (VLAWMO)
 - The watershed will need to review stormwater management plans for the development once they are revised to meet the Engineer's requirements.
 - There are no wetlands shown on site, therefore no wetland conservation act (WCA) permit needed.
- Fire Department (City of White Bear Lake)
 - Applicant shall update apparatus accessibility information.
 - Request to move FDC to the West facing side, ideally the SW corner.
 - This positions it near a fire hydrant and initial access point for Fire Apparatus.
 - A FD Knox Box required. Location to be determined on-site.
 - Gate access. FD Access to gate on East side of lot is required, powered "KNOX" opener.
 - Address numbers posted on West side of building. (Address side).
 - Fire Sprinkler and Alarms to be submitted by others.
 - Applicant shall verify parking lot weight capacity @ NE area with equipment underneath.
 - For reference: WBL Ladder trucks: GVWR 56,300lbs. GAWR Rear: 33,500lbs.
- Building Inspector
 - The Building Inspector did not have any comments regarding the request.
- Engineering
 - Engineering staff reviewed the submittal and provided their comments. See attached memo from SEH dated 8/23/24 for complete list of comments.
 - The project must obtain coverage under the MPCA's CSW Permit.
 - Review and revise submittal as needed to comply with City Ordinance No. 131, Section 22.1. Erosion, Sediment, and Waste Controls.
 - Review and revise submittal as needed to comply with City Ordinance No. 131, Section 22.1. Stormwater Management.

ACTION

The City Council has the following options for each request:

1. Approve of the request.
 - a. **A resolution for Item 1 and 3 is included in the meeting packet. An ordinance for item 2 is included in the meeting packet as well.**
2. Denial of the request, with findings for denial.
3. Table the request for further review/study.

RECOMMENDATION

- 1) **Lot Line Adjustment.** The Planning Commission recommends approval of the lot line adjustment application, with the following conditions:
 - a. The proposed lot line adjustment between 3610 Highway 61 (Parcel ID 273022430031) & 3700 Highway 61 (Parcel ID 273022430019) shall adhere to the dimensions as proposed in the plans submitted to the City on 7/23/24 and reviewed with this request.
 - b. The proposed lot line adjustment shall include new legal descriptions for each parcel.
 - c. The applicant shall dedicate a drainage and utility easement along the proposed realigned lot line, and around the storm sewer line. Said easement shall be at minimum 10 feet in width.
 - d. The applicant shall dedicate an access easement to allow the north parcel (3700 Highway 61) to have continued access to Highway 61.
 - e. The applicant shall record the lot line adjustment with Ramsey County within one year of the date when the request was approved by City Council.
 - i. The applicant shall submit a revised survey to the City for review showing that conditions a, b, c, & d are met prior to recording.
 - f. The applicant shall adhere to all applicable local, State, or Federal regulations.
 - g. The applicant shall acquire any other applicable local, State, or Federal permits for this request.
- 2) **Zoning Ordinance Amendment.** The Planning Commission recommends approval of the Zoning Ordinance Amendment Request to create the proposed Building Type Template 15a, with the edits as proposed by staff.
- 3) **Zoning Compliance Permit.** The Planning Commission recommends approval of the Zoning Compliance Permit application, with the following conditions:
 - a. The applicant shall construct the proposed building and sales lot as per the plans submitted to the City on 07/23/2024 and reviewed with this application.
 - i. The applicant shall revise their plans to address comments from the City Engineer dated 8/23/24, and comments from the watershed district.
 - ii. The applicant shall revise their plans to meet the requirements and conditions of the Lot Line Adjustment between 3610 Highway 61 (Parcel ID 273022430031) & 3700 Highway 61 (Parcel ID 273022430019).
 - b. The applicant may construct the proposed fencing shown on the site plan, with said fencing meeting the requirements of Section 16.13. and Building Type Template 15a.
 - c. The applicant must dim sales lot and parking lot lighting to 15% illuminance between the hours of 10pm and 6am.
 - i. Said lighting shall be able to be motion-activated to 100% illuminance for security purposes.
 - d. The applicant shall adhere to all applicable local, State, or Federal regulations.
 - e. The applicant shall acquire any other applicable local, State, or Federal permits for this request.



Request for Zoning Compliance Permit

City of Gem Lake, Minnesota

4200 Otter Lake Road, Gem Lake, MN 55110

651 747-2790/92 – fax 651 747-2795

city@gemlakemn.org



Phillips Architects & Contractors, Ltd. - David A. Phillips, President

(Applicant)

is hereby requesting a Zoning Compliance Permit to allow operation of the following activity**:
Barnett Properties will construct a new Kia Dealership then demolish the existing dealership. Barnett has requested
a zoning amendment to make automotive dealerships a permitted use in the Gateway NC District. Please see the
plans and narrative submitted with this request. There is an realignment of the property line between 3601 and 3700 Highway
61 also requested.

at property located at 3610 HIGHWAY 61

Gem Lake, Minnesota. (Address)

President

Applicant

Applicant

July 22, 2024

Date

Contact information:

Mailing address of applicant:

Phillips Architects & Contractors, Ltd. Attn.: David A. Phillips

401 North Third Street, Suite 450, Minneapolis, MN 55401

Phone/cell: 612-868-1261

Email: dphillips@phillipsarchitects.com

** Applicant must submit complete description of requested activity and copies of plans for Zoning Administrator approval.

***Additional information may be requested by the Zoning Administrator and/or the City of Gem Lake.

For office use only:

\$200.00 fee paid

\$1,500 deposit paid (escrow)

Zoning Administrator Approval:

Yes: _____
Signature and date

No: _____
Signature and date

Comments:

Date Application Complete: _____

(60 day rule compliance)



City of Gem Lake
 Heritage Hall
 4200 Otter Lake Road | Gem Lake, MN 55110
 651-747-2790/92 | 651-747-2795 (fax)
 E-mail city@gemlakemn.org

Subdivision of Land Application

Applicant Information

Applicant: Phillips Architects - David A. Phillips, President
 Address: 401 North Third Street, Suite 450
 City: Minneapolis State: MN Zip: 55112
 Home Phone: 612-868-1261 Cell Phone: 612-868-1261
 Email: dphillips@phillipsarchitects.com

Property Information

Property Owner: Barnett Properties
 Address: 3610 Highway 61
 City: Gem Lake State: MN Zip: 55110-4164
 Legal Description or PIN #: 273022430031 (3610) & 273022430019 (3700) Property Size: Acres 5.16 & 4.17 Square feet _____
 Current Zoning: Gateway District - (NC) Current Use: Automotive Dealership
 Proposed Future Use: _____

Type of Request

- Minor Subdivision (2-3 lots) Major Subdivision (4 plus lots) Lot Combination or Lot Line Adjustment

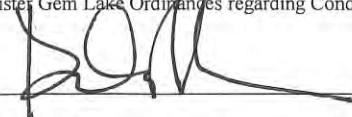
The applicant will be required to submit a plat prepared by a registered land surveyor showing the original lot and the proposed subdivision. The newly created parcels also shall meet all requirements of the Zoning Ordinance. A preliminary site plan for the proposed subdivided area showing building sites, driveway access points, drainage plans, and utility easements shall also be included.

It is the policy of The City of Gem Lake that all identifiable costs associated with Minor Subdivisions within the City shall be the sole responsibility of the owner of said property. The costs shall include but are not limited to the following: City planning review costs (reports, meetings, site review); engineering review costs; legal costs (preparation of hearing notices, legal research, certification costs); publication costs (notice of hearing); reappointment of assessments (engineers report); mailings and Ownership Reports (ownership/encumbrance).

Prior to the final hearing or determination by the City Council, all City expenses shall be paid by the owner. Subsequent expenses not paid at the time of final hearing or determination by the City (due to billings by consultants, etc.) shall be paid within 30 days upon receipt of a billing from the City. The application will be considered incomplete until all costs are paid to the city.

Data Practices Advisory (Tennessee Warning)

I understand that some of the information provided on this form will be public data. Public data is available to anyone who makes a request for such information. Under the Minnesota Data Practices Act, your address, email and/or telephone number are private data. You may choose not to provide some or all of this private data, but it may cause your Conditional Use Permit request to be denied. By completing this information, you are consenting to allow the City of Gem Lake staff to share this information in order to administer Gem Lake Ordinances regarding Conditional Use Permitting. Please sign below to affirm that you have read this notice.

Applicant Signature:  Date: 9/9/2024

- Preliminary sketch of planned use of property. Drainage plans, utility easements, access points.
 Five (5) copies of registered surveyors plat showing original land(s) and subdivision as proposed. Certification from Ramsey County Property Taxation that all property taxes and assessments have been paid.
 Registered list of all adjacent property owners within 350 feet of the property obtained from Ramsey County Property Taxation. Other: _____

Office Use Only

| Approval | Acting Body | Date | Approval | Acting Body | Date |
|--|-------------------------|-------------|--|------------------------|-------------|
| <input type="checkbox"/> Yes <input type="checkbox"/> No | City Planner | / / | <input type="checkbox"/> Yes <input type="checkbox"/> No | City Clerk | / / |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | City Engineer | / / | <input type="checkbox"/> Yes <input type="checkbox"/> No | Planning Commission | / / |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | Chief Building Official | / / | <input type="checkbox"/> Yes <input type="checkbox"/> No | City Council | / / |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | VLAWMO | / / | <input type="checkbox"/> Yes <input type="checkbox"/> No | City Attorney | / / |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | RWMWD | / / | <input type="checkbox"/> Yes <input type="checkbox"/> No | Ramsey County Taxation | / / |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | | / / | <input type="checkbox"/> Yes <input type="checkbox"/> No | Public Hearing | / / |

| | | | |
|---|------------|-----------------------|------------------|
| <input type="checkbox"/> Minor Subdivision (2-3 lots) | Fee: _____ | Processing Fee: _____ | Total Fee: _____ |
| <input type="checkbox"/> Subdivision of Property (4 plus lots) | Fee: _____ | Processing Fee: _____ | Total Fee: _____ |
| <input type="checkbox"/> Lot Combination or Lot Line Adjustment | Fee: _____ | Processing Fee: _____ | Total Fee: _____ |
| <input type="checkbox"/> Escrow | Fee: _____ | Processing Fee: _____ | Total Fee: _____ |

Application Fee Payment Check No.: _____ Card Last 4: _____ Receipt No.: _____
Escrow Fee Payment Check No.: _____ Card Last 4: _____ Receipt No.: _____

Additional Fees

City Planning Review Costs

| | <u>Fee</u> | <u>Total Fee</u> |
|-------------|-------------------|-------------------------|
| Reports | _____ | _____ |
| Meetings | _____ | _____ |
| Site Review | _____ | _____ |

Engineering Review Costs

| | |
|-------|-------|
| _____ | _____ |
|-------|-------|

Legal Costs

| | | |
|--------------------------------|-------|-------|
| Preparation of Hearing Notices | _____ | _____ |
| Legal Research | _____ | _____ |
| Certification | _____ | _____ |

Publication Costs

| | | |
|-------------------|-------|-------|
| Notice of Hearing | _____ | _____ |
|-------------------|-------|-------|

Reapportionment of Assessments

| | | |
|------------------|-------|-------|
| Engineers Report | _____ | _____ |
|------------------|-------|-------|

Mailing and Ownership Reports

| | | |
|-----------------------|-------|-------|
| Postage | _____ | _____ |
| Ownership/Encumbrance | _____ | _____ |

Other:

| | |
|-------|-------|
| _____ | _____ |
| _____ | _____ |

Grand Total

| |
|-------|
| _____ |
| _____ |



City of Gem Lake
 Heritage Hall
 4200 Otter Lake Road | Gem Lake, MN 55110
 651-747-2790/92 | 651-747-2795 (fax)
 E-mail city@gemlakemn.org

Zoning Request Application

Applicant Information

Applicant: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Home Phone: _____ Cell Phone: _____
 Email: _____

Property Information

Property Owner: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Legal Description or PIN #: _____
 Current Zoning: _____ Current Use: _____

Type of Request

- | | |
|---|---|
| <input type="checkbox"/> Application for Rezoning | <input type="checkbox"/> Application for Zoning Amendment |
| <input type="checkbox"/> Application for Conditional Use Permit | <input type="checkbox"/> Application for Variance |
| <input type="checkbox"/> Planned Unit Development (PUD) | |

Description of Request: _____

Reason for Request: _____

Note: This application may require additional documentation to be considered complete. Once all documentation has been received, the City will decide on this matter within sixty (60) days. In the event the matter is very complicated and will require substantial discussion and evaluation by more than one person or body, the City may request that you waive the sixty (60) day decision period to avoid unnecessary denial of your application.

Applicant Signature: *DA* Date: _____

Office Use Only

Has a request for zoning consideration for this property been previously considered?

Yes No If yes, what date: _____

Was the request for zoning consideration for this property approved?

Yes No If yes, what date: _____

Has any request for zoning consideration for this property owner been previously considered?

Yes No If yes, what date: _____

Was the request for zoning consideration of this property owner approved?

Yes No If yes, what date: _____

Date Request Received: _____ Date Application Complete: _____

Conditional Use Permit paid: _____

Application Fee: _____ Escrow Fee: _____

Application Card Processing Fee: _____ Escrow Card Processing Fee: _____

Application Fee Total: _____ Escrow Fee Total: _____

Check No.: _____ Receipt No.: _____

Date Application Approved: _____

Date Permit Denied: _____

Comments

PHILLIPS Architects & Contractors, Ltd.



Narrative for:

Barnett Kia

3610 Highway 61

Gem Lake, MN

July 22, 2024

Contact Information

Applicant:

PHILLIPS Architects & Contractors Ltd.

Attn.: David A. Phillips, President

401 North Third Street

Minneapolis, MN 55401

Cell: 612-868-1261

Email: dphillips@phillipsarchitects.com

User:

Barnett Kia

Attn.: Michael Barnett

3610 Highway 61

Gem Lake, MN 55110

Phone: 651-429-3391

mike@barnettauto.com

Property Owner Representative:

Bruce Barnett

Barnett Properties

3610 Highway 61

Gem Lake, MN 55110

Phone: 651-429-3391

bruce@barnettauto.com

Figure 15a.: Automotive Dealership

Definition: A facility where sales and servicing of new and used vehicles including automobiles; light and medium duty trucks; and other motorized vehicles is conducted. The facility may include a sales showroom and vehicle delivery area, a service department; drive through lanes for service ticket write-up; automatic and/or hand vehicle washing of vehicles; retail and wholesale parts sales; administrative offices; and other normal accessory functions related to the business.

Lot Size and Placement:

| | |
|------------------------------------|--|
| Lot dimension: | The lot must contain at least 163,350 Square Feet (SF) or 3.75 acres |
| Frontage Street: | Highway 61 (Buildings may orient to the highway or secondary street) Access may be from Highway 61 and a secondary street |
| Alley: | Permitted, not required |
| Parking: | 1 space per 1,000 SF rounded up plus 1 space for each service or cleanup stall. There is outdoor storage of inventory and service vehicles that is not counted toward parking requirements. |
| Total Impervious Surface Coverage: | 80% maximum |

Building Disposition:**Building Footprint and Mass:**

| | |
|------------|---|
| Footprint: | One or two story with a minimum of 20,000 Square Feet |
|------------|---|

Building Placement and Relation to Streets:

| | |
|--------------------|---|
| Parking Setbacks: | 20 Feet from city streets and county roads 10 Feet from Highway 61 right of way 10 Feet from interior lot lines |
| Building Setbacks: | 30 Feet minimum |
| Orientation: | Principal façade may face any direction including orienting toward Highway 61. |

Height and Use

| | |
|-----------------|--|
| Maximum Height: | 2 stories and 36 feet exclusive of rooftop equipment or screening. A single story may be 36' maximum height. |
|-----------------|--|

Use: An Automotive Dealership including outdoor storage complying with the standards of this Figure 15a. shall be a permitted use in the Gateway District Neighborhood Center. No PUD or CUP is required.

Automotive Dealerships are not permitted in any other zoning districts.

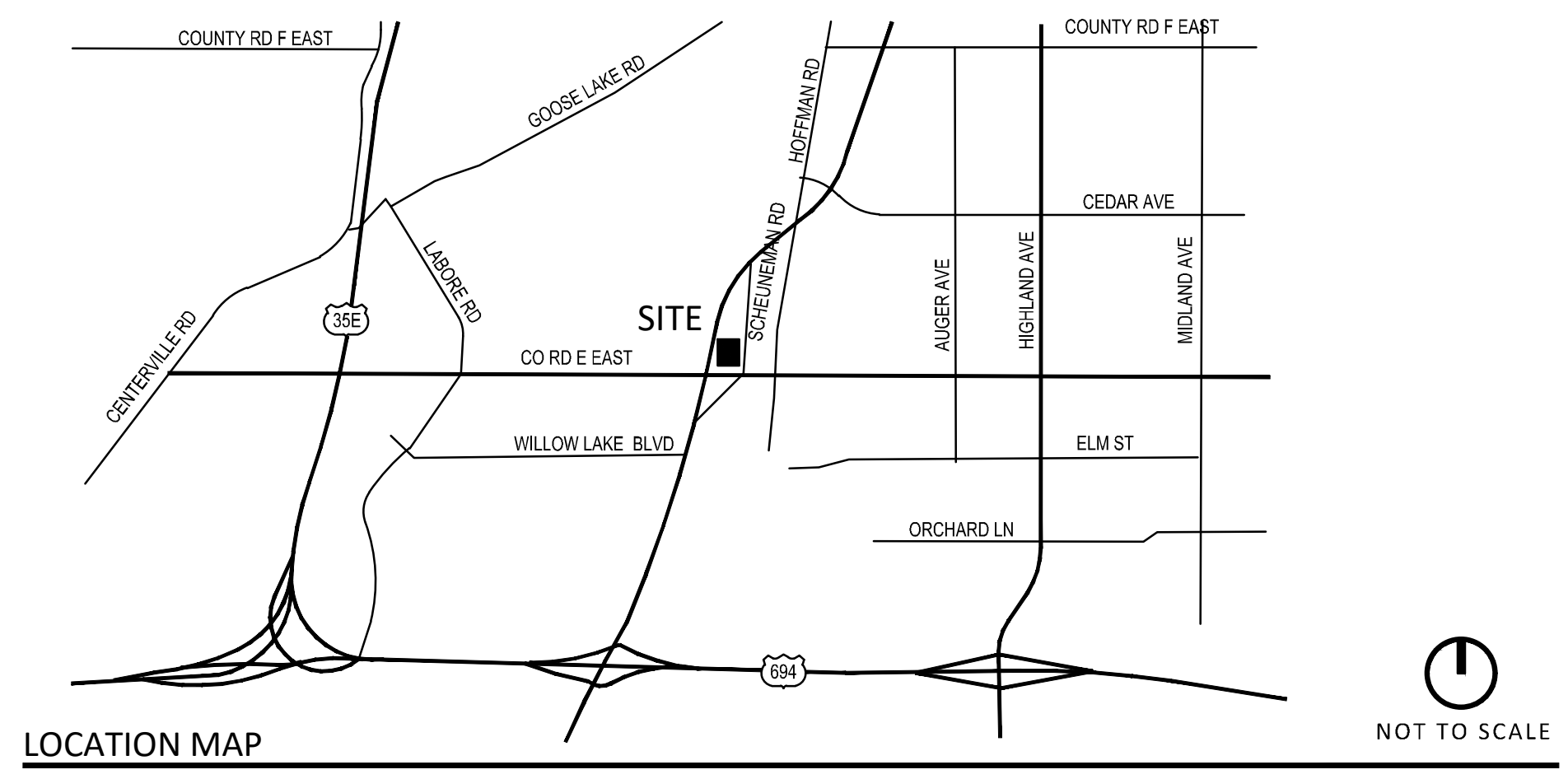
Modifications and Exclusions:

- A. An Automobile Dealership complying with the standards of this Figure 15a. shall be a permitted use in the Gateway District Neighborhood Center. No PUD or CUP is required.
- B. Figure 15a – Automobile Dealership shall be added under 9.6 Building Type Standards
- C. 4.1.1 B) – Gateway District “G” – a PUD is not required
- D. 9.1.11.4 Neighborhood Center – Automobile Dealerships are not required to be pedestrian oriented.
- E. 9.5. Civic Space Standards – Not Applicable
- F. 9.6.5.1.4 Commercial – Add automobile repair and service is a permitted use for an Automobile Dealership (15.a)
- G. 9.6. Building Type Standards – 6. Figure 17 Permitted Hours of operation 6:30 AM to 10:PM
- H. 9.6. Building Type Standards– 7. Commercial, add 4. Automobile Dealership
- I. 9.7.3.3. – Does not apply to Automotive Dealerships
- J. 9.8.3 - Does not apply to Automotive Dealerships
- K. 9.9. Parking Regulations – On grade parking is permitted in front, to the sides and the rear of the principal building.
- L. 9.9.6. Bicycle Parking – Optional
- M. 10.4. Building height and scale. – Automobile Dealerships conforming to the height and story requirements of 15.a. are permitted
- N. 10.5. Building facades – It is expected that large expanses of showroom glass will be oriented to the principal frontage. The balance of the dealership shall have fenestration related the use in that portion of the building.

- O. 10.5.1.1 – Automotive Dealership Exception - Overhead doors facing any direction shall be permitted.
- P. 10.7. Materials – Add in 1. Primary materials may be face brick, stone, glass **including glass doors**, architectural concrete or precast concrete units (integrally colored block or textured block), provided that surfaces are molded, serrated examples or treated with a textured material in order to give the wall surface a three-dimensional character. **ACM (aluminum composite material) is allowed as a primary or secondary material.**
- Q. 10.10. Outdoor Storage. - Outdoor storage is a permitted use for an Automotive Dealership.
- R. 16.13. Fences. In 7. Chain link fences shall only be used for dog confinement areas (six (6'0") foot maximum height), around swimming pools or spas four (4'0") foot maximum height) or for tennis courts (twelve (12'0") foot maximum height) in rear and side yards only. **Automotive Dealerships may have security fencing up to 8' in heights provided it is at least 80% open.**
- S. 18.5 Screening- The parking areas not adjacent to a residential use are considered “retail merchandise display” and not required to be screened.
- T. 18.8.4 Lighting – The parking and outdoor storage areas are considered to be a sales lot (retail merchandise display).
- U. 20.4 Parking spaces. – Add – Required parking spaces may be 9' x 18' where the access aisle is 24' or more in width.
- V. 20.4.1 Automotive Dealerships are allowed commercial driveways of up to 36' wide to accommodate the transport trucks, garbage trucks, parts delivery semi-trucks, etc.



VICINITY MAP



BARNETT KIA

GEM LAKE, MINNESOTA

SITE PLAN REVIEW
07/23/2024

PROJECT CONTACTS

| | | |
|---------------------|---|--|
| OWNER | BARNETT COMPANIES, INC. 3430 HIGHWAY 61 N WHITE BEAR LAKE, MN 55110 | MIKE BARNETT T (651) 429-3391 |
| ARCHITECT | ARCHITECTURAL CONSORTIUM 1600 WEST LAKE STREET, SUITE 127 MINNEAPOLIS, MN 55408 | ELLIOT STENDEL T (612) 436-4031 |
| CONSULTANT | PHILLIPS ARCHITECTS & CONTRACTORS 401 NORTH THIRD STREET, SUITE 450 MINNEAPOLIS, MN 55401 | DAVID PHILLIPS T (612) 868-1261 |
| CIVIL ENGINEER | ELAN DESIGN LAB, INC. 301 4TH AVENUE S SUITE 1006 MINNEAPOLIS, MN 55415 | STEVE JOHNSTON, PE T (612) 260-7982 |
| LANDSCAPE ARCHITECT | ELAN DESIGN LAB, INC. 301 4TH AVENUE S SUITE 1006 MINNEAPOLIS, MN 55415 | PILAR SARATHONG, RLA T (612) 260-7982 |
| LAND SURVEYOR | E.G. RUD & SONS, INC. 6776 LAKE DRIVE NE, SUITE 110 LINO LAKE, MN 55014 | JASON RUD, LS T (651) 361-8200 |
| CITY PLANNER | CITY OF GEM LAKE 4200 OTTER LAKE ROAD GEM LAKE, MN 55110 | EVAN MONSON, AICP T (651) 308-0036 |
| CITY ENGINEER | CITY OF GEM LAKE 4200 OTTER LAKE ROAD GEM LAKE, MN 55110 | JUSTIN M. GESE, PE T (952) 912-2612 |

SHEET INDEX

| | |
|-------|---------------------------------|
| C-000 | COVER SHEET |
| A2.1 | FLOOR PLAN |
| A3.1 | EXTERIOR ELEVATIONS |
| A3.2 | EXTERIOR ELEVATIONS |
| C-001 | ALTA/NSPS LAND TITLE SURVEY |
| C-010 | DEMOLITION PLAN |
| C-101 | SITE PLAN |
| C-102 | TRUCK CIRCULATION |
| C-103 | PROPOSED LOT LINE ADJUSTMENT |
| C-201 | GRADING PLAN |
| C-202 | ENLARGED GRADING PLAN |
| C-203 | SWPPP |
| C-204 | EROSION & SEDIMENT CONTROL PLAN |
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| C-504 | DETAILS |
| L-101 | LANDSCAPE PLAN |
| L-501 | LANDSCAPE DETAILS |
| E-101 | PHOTOMETRIC |

BARNETT COMPANIES, INC.
3430 HIGHWAY 61 N.
WHITE BEAR LAKE, MN 55110
C/O MIKE BARNETT
651-429-3391

PHILLIPS ARCHITECTS & CONTRACTORS
401 NORTH THIRD STREET,
SUITE 450
MINNEAPOLIS, MN 55401
C/O DAVID PHILLIPS
612-868-1261

ARCHITECTURAL CONSORTIUM L.L.C.
1600 WEST LAKE STREET,
SUITE 127
MINNEAPOLIS, MN 55408
612-436-4030



SHEET

COVER SHEET
C-000
PROJECT NO.
ARC23018

PRELIMINARY
NOT FOR CONSTRUCTION

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision, and that I am a duly Licensed Architect under the laws of the State of Minnesota.

Printed Name: Kathy L. Anderson
Signature: _____
Date: _____ License #: _____

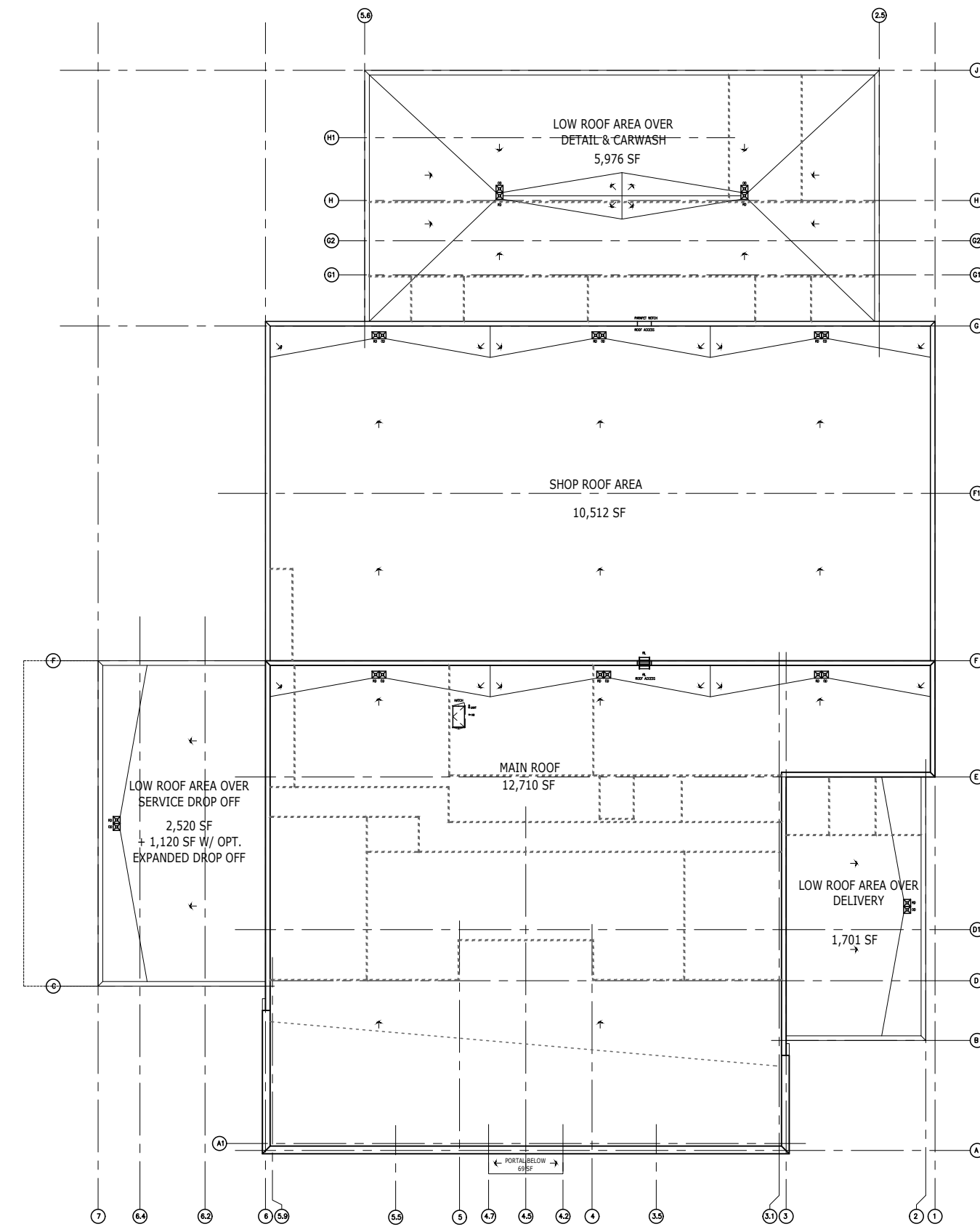
BARNETT AUTO DEALERSHIP REDEVELOPMENT
3610 HWY 61 N
GEM LAKE, MN 55110

PROPOSED SCHEMATIC FLOOR PLAN - B3.7 MOD

SCALE: AS NOTED

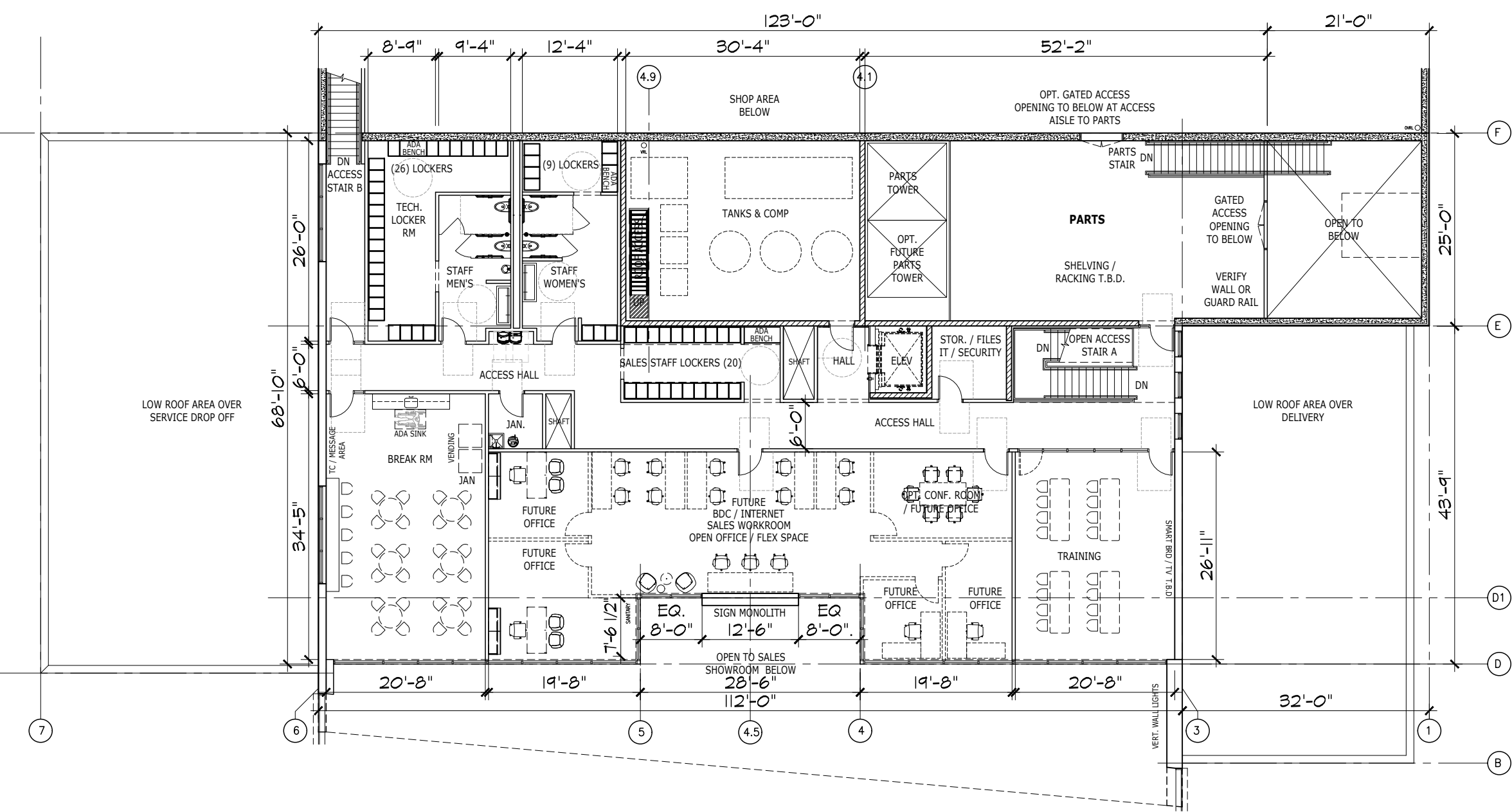
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ISSUED DATE: 07/22/24
DRAWN BY: ES
CHECKED BY: KA

A2.0



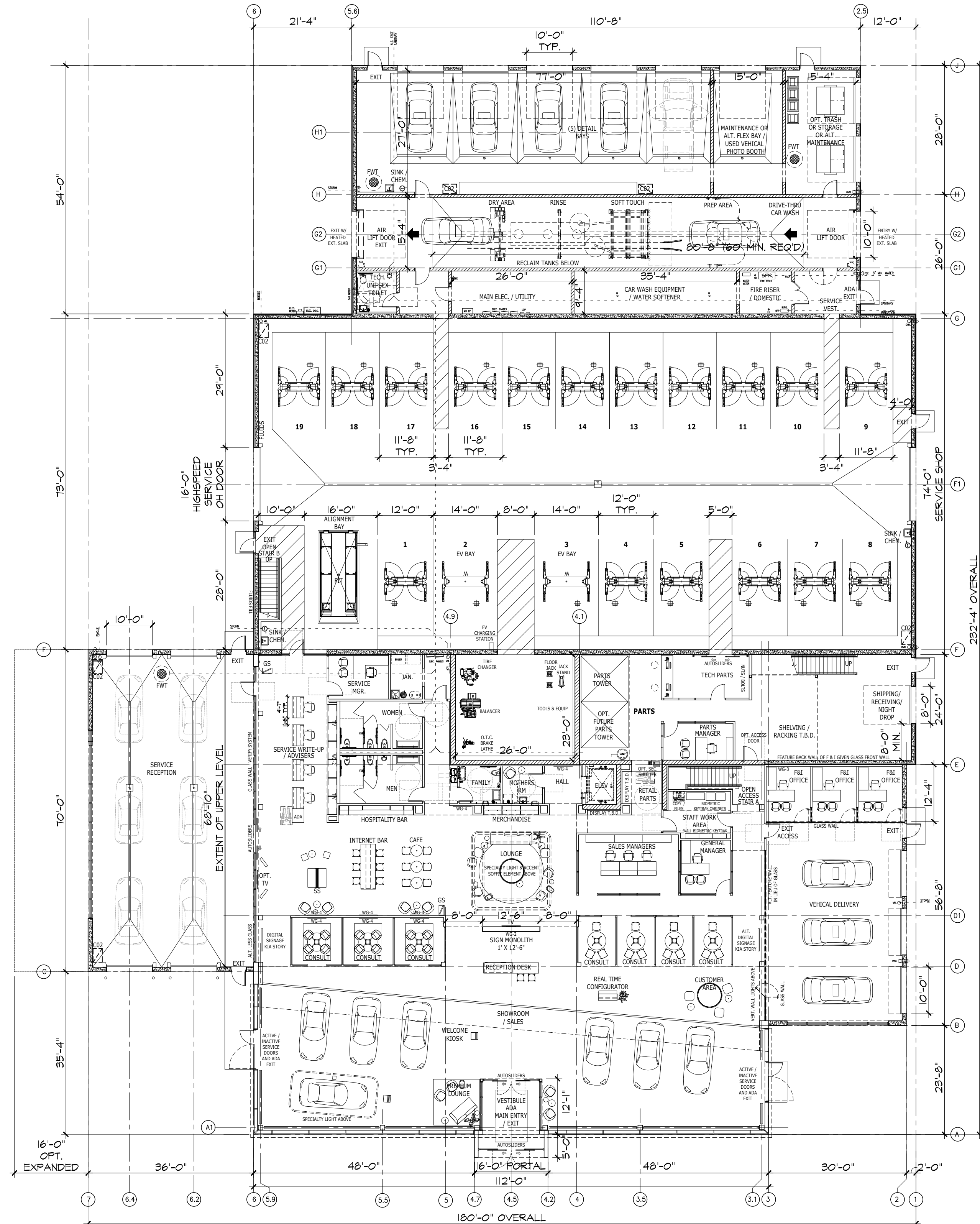
3 OVERALL SCHEMATIC ROOF PLAN

1" = 30'-0" NORTH



2 UPPER LEVEL FLOOR PLAN
7,654 GSF OVERALL AREA

1/16" = 1'-0" NORTH

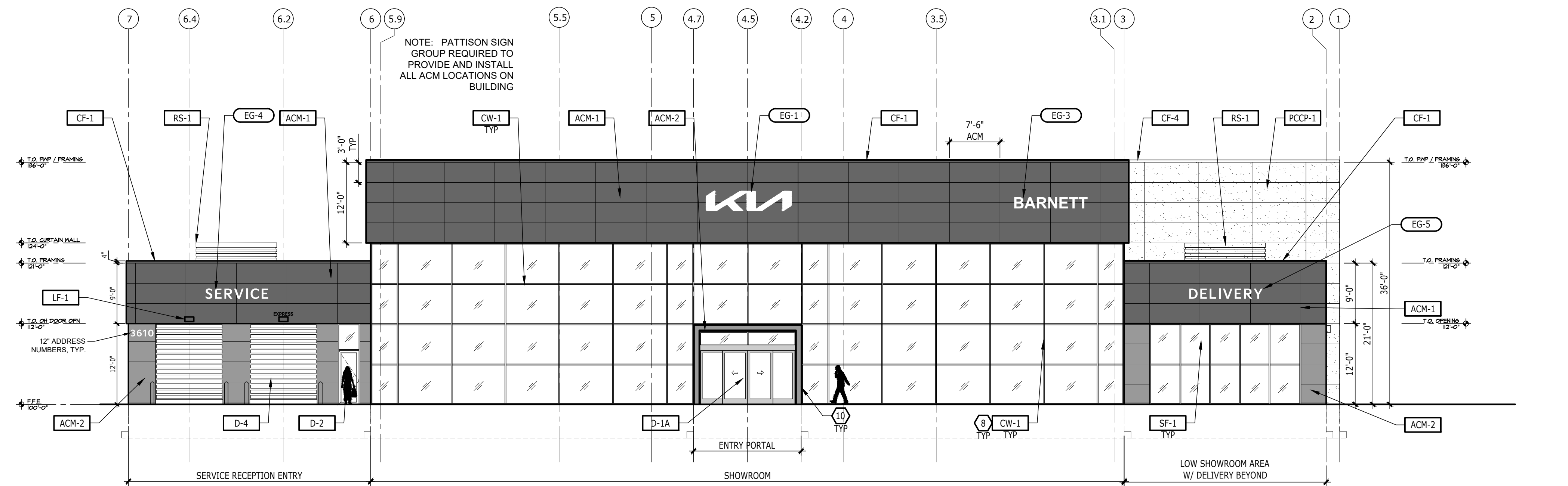


1 MAIN LEVEL FLOOR PLAN
33,305 GSF OVERALL AREA

1/16" = 1'-0" NORTH

EXTERIOR MATERIAL KEY

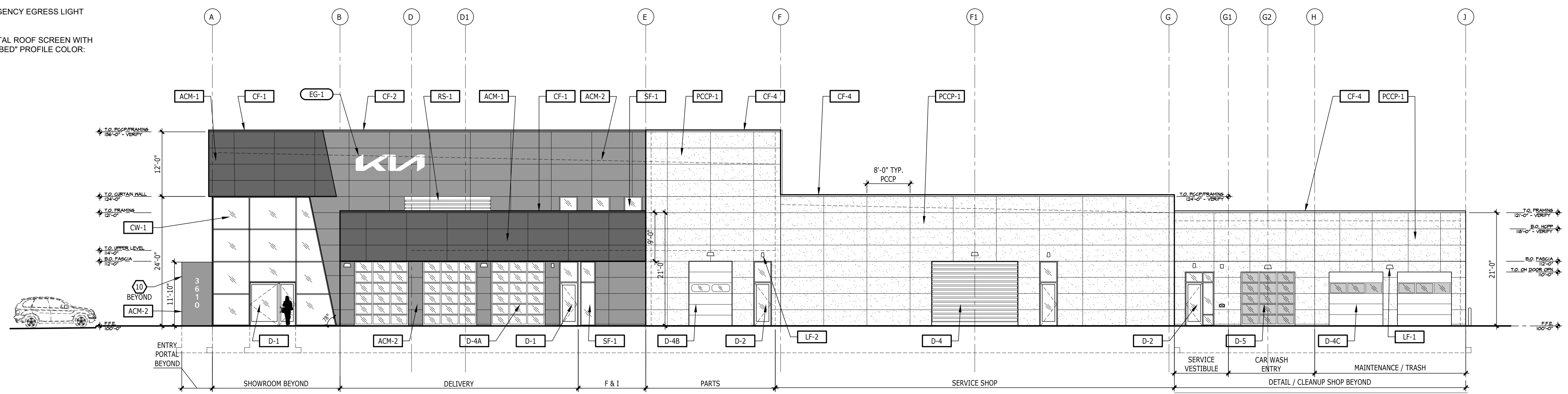
- ACM-1 ACM WALL PANEL - PREFINISHED MANUFACTURED BY - ALPOLIC / FR DRY JOINT SYSTEM COLOR: "TOB BLACK"
- ACM-2 ENTRY PORTAL - ACM WALL PANEL MANUFACTURED BY- ALPOLIC / FR DRY JOINT SYSTEM COLOR: "BSX SILVER METALLIC"
- ACM-3 ACM WALL PANEL MANUFACTURED BY- ALPOLIC / FR DRY JOINT SYSTEM COLOR: SIMILAR TO BENJAMIN MOORE -COVENTRY GRAY
- CF-1-4 PREFINISHED METAL CAP FLASHING COLOR: TO MATCH WALL BELOW
- CW-1 ALUM FRAME CURTAIN WALL SYSTEM -CLEAR INSULATED GLASS "CAPPED" WITH ALUM COVER COLOR: CLEAR ANODIZED
- SF-1 STOREFRONT ALUMINUM WINDOW SYSTEM WITH CLEAR INSULATED GLASS COLOR: CLEAR ANODIZED
- PCCP-1 DECORATIVE PRECAST CONCRETE WALL PANEL W/ 3" HORZ. RAKED REVEAL COLOR: INTEGRAL COLORED CONC. - TO MATCH BENJAMIN MOORE - COVENTRY GRAY SMALL AGGREGATE FINISH TEXTURE
- PCCP-1A DECORATIVE PRECAST CONCRETE WALL PANEL W/ 4" O.C. RAKED HORZ. REVEALS COLOR: INTEGRAL COLORED CONC. - TO MATCH BENJAMIN MOORE - COVENTRY GRAY SMALL AGGREGATE FINISH TEXTURE
- PCCP-2 DECORATIVE PRECAST CONCRETE WALL PANEL W/ 3" HORZ. RAKED REVEAL COLOR: INTEGRAL COLORED CONC. - COLOR: MATCH T.B.D.
- D-1 "EXTERIOR CAR DOOR"-ENTRY DOOR SYSTEM WITH ALUMINUM FRAME AND CLEAR INSULATED GLASS COLOR: CLEAR ANODIZED
- D-1A "AUTOMATIC" ENTRY DOOR SYSTEM WITH ALUMINUM FRAME AND CLEAR INSULATED GLASS COLOR: CLEAR ANODIZED
- D-2 "EXTERIOR MAN DOOR"-ENTRY DOOR SYSTEM WITH ALUMINUM FRAME AND CLEAR INSULATED GLASS COLOR: CLEAR ANODIZED
- D-3 NOT USED
- D-4 HIGH-SPEED COILING OH DOOR, ALUMINUM FRAMING WITH CLEAR POLYCARBONATE WINDOWS- FULLVIEW COLOR: CLEAR ANODIZED
- D-4A OH DOOR- ALUMINUM FRAMING WITH CLEAR INSULATED GLASS COLOR: CLEAR ANODIZED
- D-4B OH DOOR- PREFINISHED METAL WITH SOLID INSULATED PANELS COLOR: SILVER METALLIC TO MATCH CLEAR ANOD.
- D-4C OH DOOR- COMBO INSULATED STEEL AND SINGLE SECTION ALUMINUM FRAMING WITH OBSCURE TRANSLUCENT INSULATED GLASS COLOR: CLEAR ANODIZED
- D-5 AIRLIFT OH CARWASH DOOR - ALUMINUM FRAMING WITH CORRUGATED DOUBLE WALL CLEAR POLYCARBONATE WINDOWS
- LF-1 EXTERIOR LIGHT FIXTURE- WALL MOUNTED "DOWN LIGHT" DESIGN
- LF-2 EXTERIOR EMERGENCY EGRESS LIGHT BY ELEC.
- RS-1 PREFINISHED METAL ROOF SCREEN WITH HORIZONTAL "RIBBED" PROFILE COLOR: DARK GREY



1 WEST EXTERIOR ELEVATION

FACING HIGHWAY 61

3/32" = 1'-0"



2 SOUTH EXTERIOR ELEVATION

FACING COUNTY RD E

3/32" = 1'-0"

ARCHITECTURAL CONSORTIUM L.L.C.

1600 West Lake Street, Suite 127 612-436-4030
Minneapolis, MN 55408 www.archconsort.com

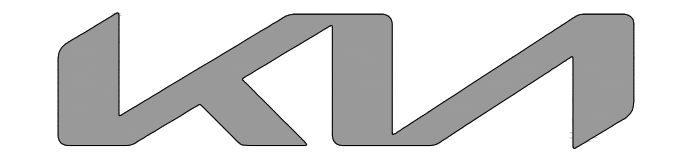
CONSULTANT:
PHILLIPS ARCHITECTS & CONTRACTORS, LTD.
401 North Third Street, Suite 400
Minneapolis, MN 55401
Ph: (612) 266-1281
www.phillipsarchitects.com

PREPARED FOR:
BARNETT AUTO GROUP

| Mark | Revision / Issue | Date |
|------|------------------|----------|
| | CITY SUBMITTAL | 07/22/24 |

PRELIMINARY
NOT FOR CONSTRUCTION

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision, and that I am a duly Licensed Architect under the laws of the State of Minnesota.
Printed Name: Kathy L. Anderson
Signature: _____
Date: _____ License #: _____



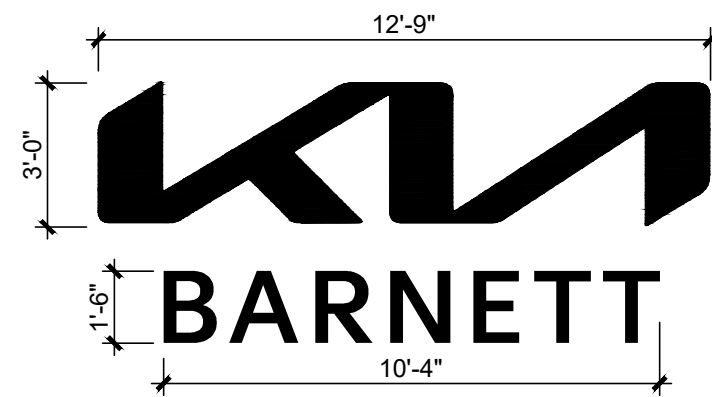
BARNETT AUTO DEALERSHIP REDEVELOPMENT
3610 HWY 61 N
GEM LAKE, MN 55110

PROPOSED EXTERIOR ELEVATIONS

SCALE: AS NOTED

| | |
|-----------------|------------|
| PROJECT NUMBER: | 22-1058-01 |
| ISSUED DATE: | 07/22/24 |
| DRAWN BY: | ES |
| CHECKED BY: | KA |

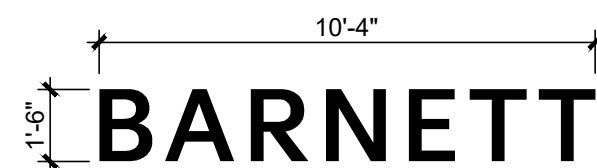
A3.1



EG-6 - 53.75 SF
 THE EG-6 IS AN PROPOSED OPTIONAL STACKED NON-ILLUMINATED METALLIC SILVER DIMENSIONAL SIGN. FLUSH MOUNTED TO THE FACADE.



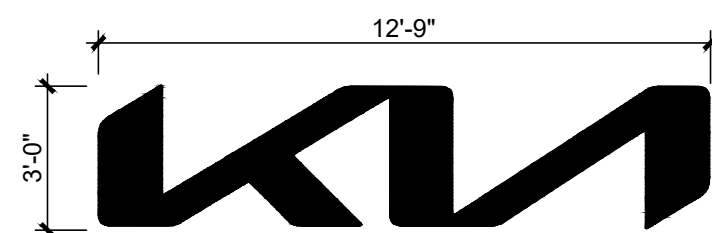
EG-5 - 16.5 SF
 THE EG-5 "DELIVERY" IS AN INTERNALLY ILLUMINATED CAN SIGN. THE FACE IS KIA METALLIC SILVER PERFORATED VINYL THAT WILL LLUMINATE WHITE AT NIGHT AND HAS 3" DEEP ALUMINUM RETURNS THAT ARE FLUSH MOUNTED TO THE FACADE.



EG-3 - 15.5 SF
 THE EG-4 "BARNETT" IS AN INTERNALLY ILLUMINATED CAN SIGN. THE FACE IS KIA METALLIC SILVER PERFORATED VINYL THAT WILL LLUMINATE WHITE AT NIGHT AND HAS 3" DEEP ALUMINUM RETURNS THAT ARE FLUSH MOUNTED TO THE FACADE.

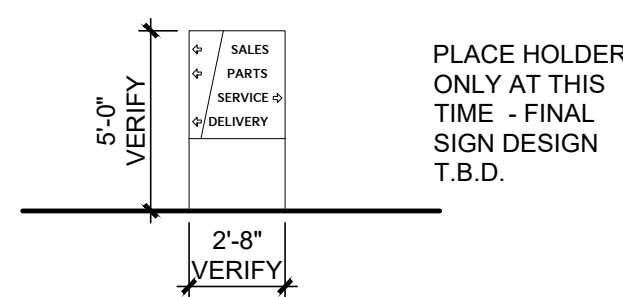


EG-4 - 14 SF
 THE EG-4 "SERVICE" IS AN INTERNALLY ILLUMINATED CAN SIGN. THE FACE IS KIA METALLIC SILVER PERFORATED VINYL THAT WILL LLUMINATE WHITE AT NIGHT AND HAS 3" DEEP ALUMINUM RETURNS THAT ARE FLUSH MOUNTED TO THE FACADE.

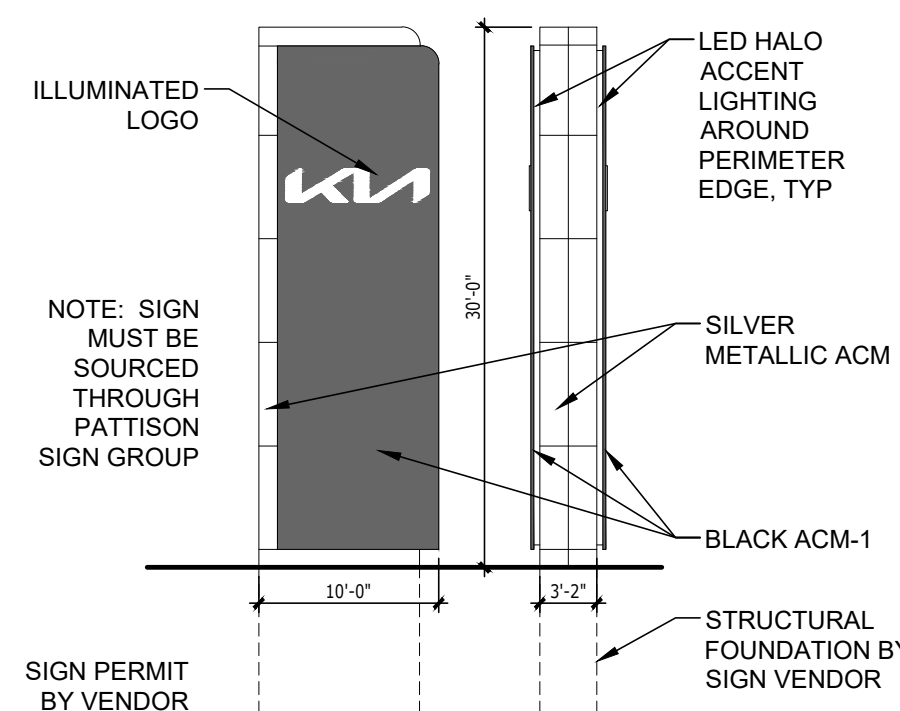


EG-1 - 38.25 SF
 THE EG-1 FRONT LOGO IS FABRICATED ALUMINUM PAINTED KIA METALLIC SILVER WITH 2" DEEP ALUMINUM RETURNS AND BACKLIT.

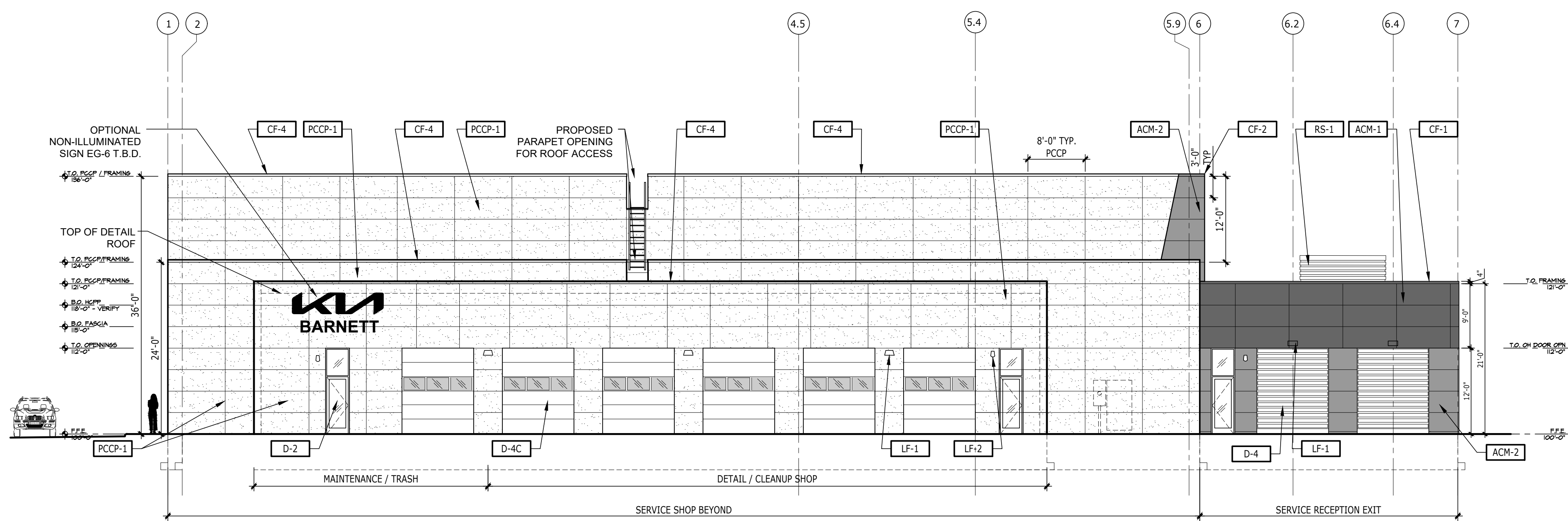
5 TYPICAL BUILDING SIGNS
 1/4" = 1'-0"



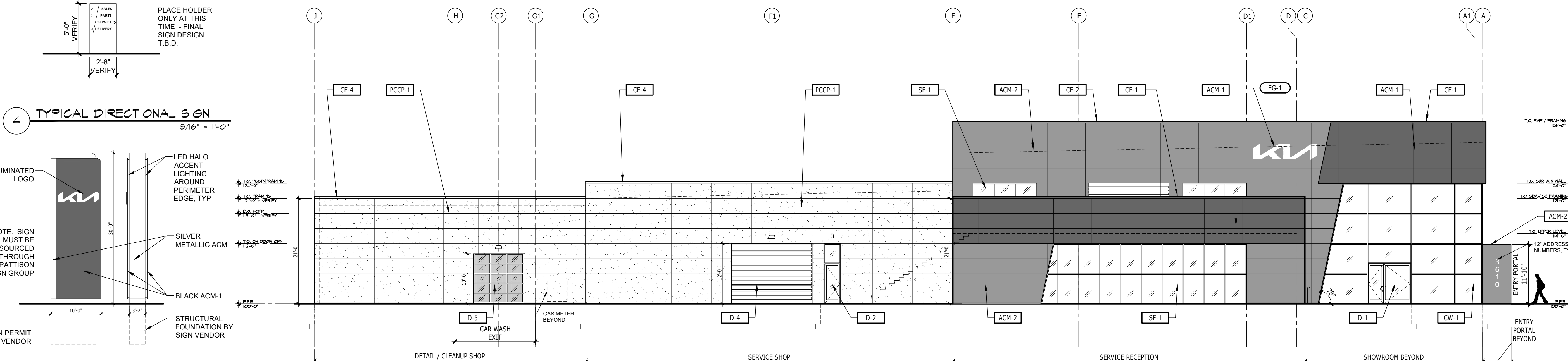
4 TYPICAL DIRECTIONAL SIGN
 3/16" = 1'-0"



3 TYPICAL PYLON SIGN
 3/32" = 1'-0"



1 EAST EXTERIOR ELEVATION
 FACING SCHEUNEMAN ROAD
 3/32" = 1'-0"



2 NORTH EXTERIOR ELEVATION
 FACING ADJACENT 3700 PROPERTY
 3/32" = 1'-0"

ARCHITECTURAL CONSORTIUM L.L.C.

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 Minneapolis, MN 55408 www.archconsort.com

CONSULTANT:
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 www.phillipsarchitects.com

PREPARED FOR:
BARNETT AUTO GROUP

| Mark | Revision / Issue | Date |
|------|------------------|----------|
| | CITY SUBMITTAL | 07/22/24 |

PRELIMINARY
 NOT FOR CONSTRUCTION

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision, and that I am a duly Licensed Architect under the laws of the State of Minnesota.
 Printed Name: Kathy L. Anderson
 Signature: _____
 Date: _____ License #: _____

BARNETT AUTO DEALERSHIP REDEVELOPMENT
 3610 HWY 61 N
 GEM LAKE, MN 55110

PROPOSED EXTERIOR ELEVATIONS
 SCALE: AS NOTED

| | |
|-----------------|------------|
| PROJECT NUMBER: | 22-1058-01 |
| ISSUED DATE: | 07/22/24 |
| DRAWN BY: | ES |
| CHECKED BY: | KA |

A3.2

CERTIFICATE OF SURVEY

~for~ **BARNETT COMPANIES**
 ~of~ **3610 & 3700 HIGHWAY 61,**
GEM LAKE, MINNESOTA

PROPERTY DESCRIPTION

(Per Title Commitment No. 675784, dated March 27, 2023, prepared by Land Title, Inc., as issuing agent for First American Title Insurance Company)

PARCEL 1:

All that part of the West 1/2 of the Southeast 1/4 of Section 27, Township 30, Range 22, described as follows: Commencing at a point on the North and South quarter section line 1156.23 feet South of the center of Section 27, Township 30, Range 22; thence East parallel with the East and West quarter section line 638.22 feet to the Westerly line of the St. Paul and White Bear Lake (Scheuneman Road); thence Southerly along the Westerly line of said road 235.20 feet; thence West parallel with the East and West quarter section line 631.75 feet to the North and South quarter section line; thence North along said quarter section line 235.17 feet to the point of beginning, except all that part which lies West of the Center Line of State Trunk Highway No. 61. Subject to State Trunk Highway No. 61, also that part of Lots 13 and 14, Block 1, Summit Farm Homesites lying East of State Highway No. 61, also all that part of the West 1/2 of the Southeast 1/4 of Section 27, Township 30, Range 22, described as follows: All that part of the South 362.3 feet of the North 1853.7 feet lying between Scheuneman Road and the Center line of State Trunk Highway 61, subject to said Highway 61, also all that part of the South 100 feet of the North 1491.4 feet of the Southeast 1/4 of Section 27, Township 30, Range 22, lying East of State Trunk Highway No. 61 and West to Scheuneman Road, according to the U.S. Government Survey thereof.

PARCEL 2:

All that part of the West one-half of the Southeast Quarter of Section Twenty-seven (27), Township Thirty (30) North, Range Twenty-two (22) West, Ramsey County, Minnesota, lying Easterly of State Trunk Highway No. 61, described as follows: Beginning at the Southwest corner of said Southeast Quarter (1/4) of Section Twenty-seven (27), thence North along the West line thereof a distance of 789.8 feet to a point which is 1853.70 feet South of the center of Section 27, Township 30, Range 22; thence East parallel with the East and West Quarter Section line 614.10 feet to the Westerly line of the St. Paul and White Bear Road, (Scheuneman Road); thence Southwesterly along the Westerly line of said road to the intersection with the South line of the Southeast 1/4 of said Section 27; thence West along said South line to the point of beginning, EXCEPTING THEREFROM that part of the above described property taken for Trunk Highway purposes and subject to the right-of-way of County Road "E".

ALSO EXCEPTING THEREFROM the following described property: Beginning at the intersection of the West line of Scheuneman Road and the North line of said County Road "E", being 33 feet North of the South line of said Southeast 1/4; thence West along the North line of County Road "E" a distance of 300 feet; thence North at right angles a distance of 287.87 feet; thence East at right angles a distance of 331.02 feet, more or less, to said West line of Scheuneman Road; thence Southwesterly along said West line a distance of 289.54 feet, more or less, to the point of beginning, all according to the U.S. Government Survey thereof, Ramsey County, Minnesota.

NOTES





































- Field survey was completed by E.G. Rud and Sons, Inc. on 4/21/2023.
- Bearings shown are on the Ramsey County Coordinate System.
- Parcel ID Numbers: 273022430019 & 273022430031.
- Parcel 1 contains 253,371 S.F. (±5.82 Ac.)
Parcel 2 contains 248,477 S.F. (±5.70 Ac.)
- Curb shots are taken at the top and back of curb.
- Visible above ground utilities have been field located as shown. Underground utilities shown hereon are those which were field marked by ZoneOne Locating or by utility companies responding to Gopher State One Call, Ticket No. 230030171, dated 1/09/2023, Ticket No. 230810660, dated 3/28/2023, and Ticket No. 231043067, dated 4/20/2023 or were taken from utility plans provided by the cities of Gem Lake and White Bear Lake. All underground locations shown hereon are APPROXIMATE. Prior to any excavations or digging, contact Gopher State One Call for an on-site location (651-454-0002).
- This survey was prepared based upon Title Commitment Number 675784, dated March 27, 2023, prepared by Land Title, Inc., as issuing agent for First American Title Insurance Company.
- Due to field work being completed during the winter season there may be improvements in addition to those shown that were not visible due to snow and ice conditions characteristic of Minnesota winters. Areas of existing snow piles are noted.

I hereby certify that this survey, plan or report was prepared by me or under my direct supervision and that I am a duly Registered Land Surveyor under the laws of the State of Minnesota.

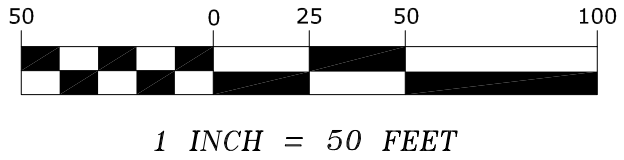

 JASON L. RUD

Date: 4/21/2023 License No. 41578

LEGEND

-  DENOTES RAMSEY COUNTY SECTION MONUMENT
-  DENOTES IRON MONUMENT FOUND, AS LABELED
-  DENOTES IRON MONUMENT SET, MARKED RLS# 41578
-  DENOTES FOUND PK NAIL
-  DENOTES BOLLARD
-  DENOTES CATCH BASIN
-  DENOTES CATCH BASIN MANHOLE
-  DENOTES CABLE PEDESTAL
-  DENOTES ELECTRICAL BOX
-  DENOTES EXISTING SPOT ELEVATION
-  DENOTES FIBER OPTIC BOX
-  DENOTES GAS METER
-  DENOTES GUY WIRE
-  DENOTES HAND HOLE
-  DENOTES HYDRANT
-  DENOTES LIGHT POLE
-  DENOTES MISCELLANEOUS MANHOLE
-  DENOTES POWER POLE
-  DENOTES SIGN
-  DENOTES STORM SEWER APRON
-  DENOTES STORM SEWER MANHOLE
-  DENOTES TELEPHONE PEDESTAL
-  DENOTES WATER VALVE
-  DENOTES WELL
-  DENOTES FENCE
-  DENOTES EXISTING CONTOURS
-  DENOTES RESTRICTED ACCESS AS SHOWN ON MNDOT RIGHT WAY MAP FILE NO. 33-46
-  DENOTES EXISTING SANITARY SEWER
-  DENOTES EXISTING STORM SEWER
-  DENOTES EXISTING WATER MAIN
-  DENOTES OVERHEAD UTILITY
-  DENOTES UNDERGROUND ELECTRIC LINE
-  DENOTES UNDERGROUND GAS LINE
-  DENOTES UNDERGROUND FIBER OPTIC LINE
-  DENOTES BITUMINOUS SURFACE
-  DENOTES CONCRETE SURFACE

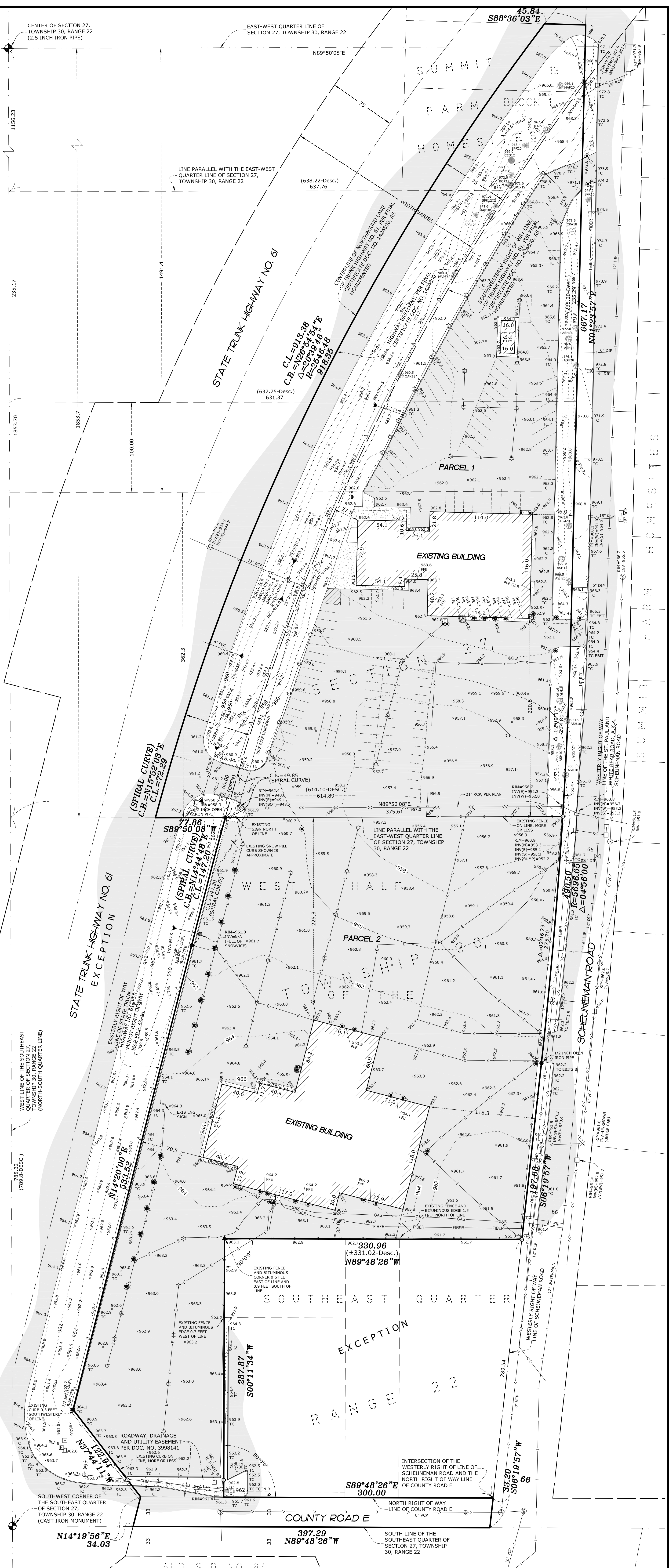
GRAPHIC SCALE

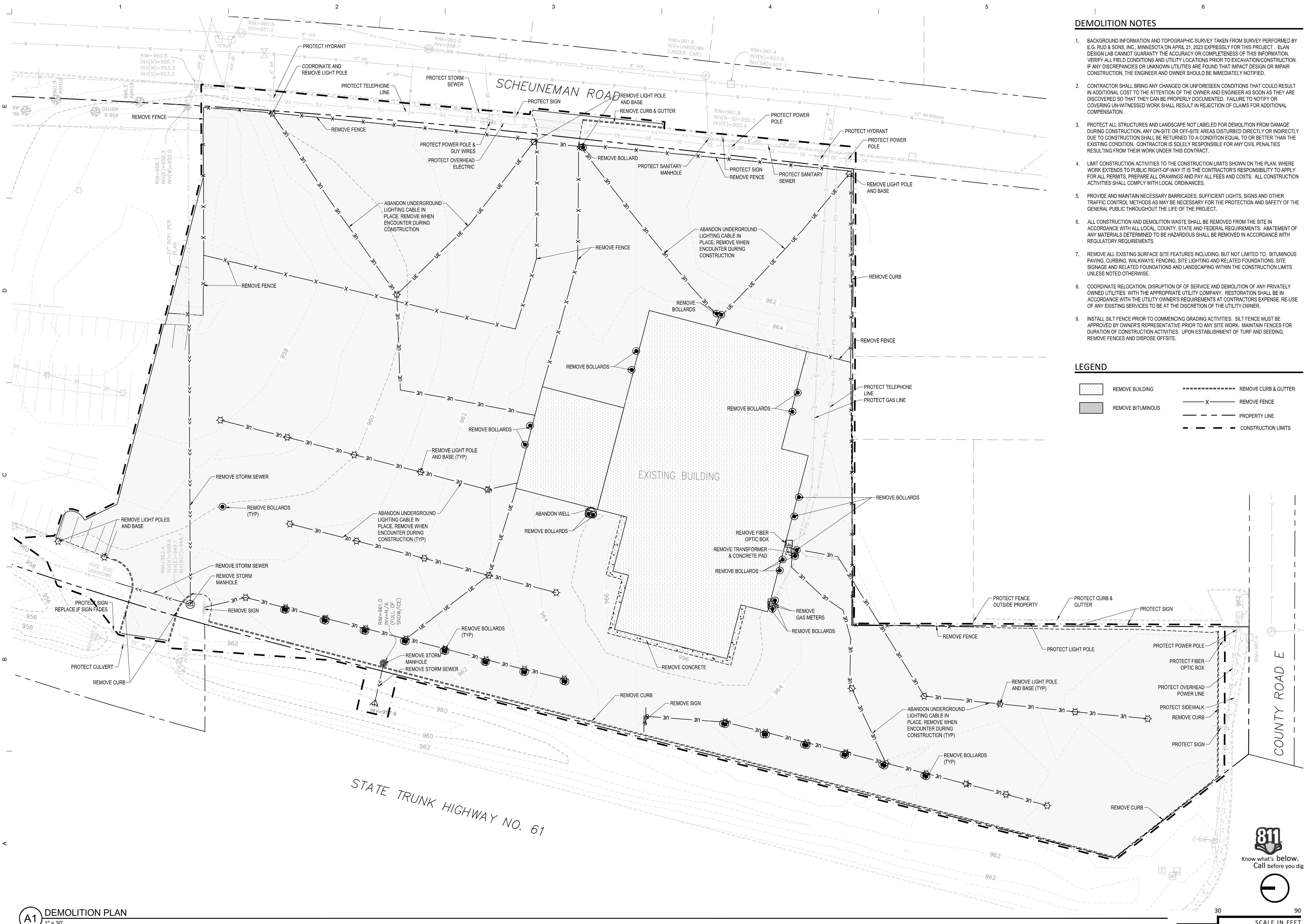


| NO. | DATE | DESCRIPTION | BY |
|-----|---------|-------------------------|-----|
| 1 | 4/10/24 | LOCATE ADDITIONAL STORM | KCM |
| 2 | | | |
| 3 | | | |

DRAWN BY: KCM JOB NO: 221325BT DATE: 4/21/23
 CHECK BY: JER FIELD CREW: RW/MR/BH/BD
 1 4/10/24 LOCATE ADDITIONAL STORM KCM
 2
 3
 NO. DATE DESCRIPTION BY

 **E.G. RUD & SONS, INC.**
 EST. 1977 Professional Land Surveyors
 6776 Lake Drive NE, Suite 110
 Lino Lakes, MN 55014
 Tel. (651) 361-8200 Fax (651) 361-8701





DEMOLITION NOTES

- BACKGROUND INFORMATION AND TOPOGRAPHIC SURVEY TAKEN FROM SURVEY PERFORMED BY E.G. RUD & SONS, INC., MINNESOTA ON APRIL 21, 2022 EXPRESSLY FOR THIS PROJECT. ELAN DESIGN LAB CANNOT GUARANTEE THE ACCURACY OR COMPLETENESS OF THIS INFORMATION. VERIFY ALL FIELD CONDITIONS AND UTILITY LOCATIONS PRIOR TO EXCAVATION/CONSTRUCTION. IF ANY DISCREPANCIES OR UNKNOWN UTILITIES ARE FOUND THAT IMPACT DESIGN OR IMPAIR CONSTRUCTION, THE ENGINEER AND OWNER SHOULD BE IMMEDIATELY NOTIFIED.
- CONTRACTOR SHALL BRING ANY CHANGED OR UNFORESEEN CONDITIONS THAT COULD RESULT IN ADDITIONAL COST TO THE ATTENTION OF THE OWNER AND ENGINEER AS SOON AS THEY ARE DISCOVERED SO THAT THEY CAN BE PROPERLY DOCUMENTED. FAILURE TO NOTIFY OR COVERING UN-WITNESSED WORK SHALL RESULT IN REJECTION OF CLAIMS FOR ADDITIONAL COMPENSATION.
- PROTECT ALL STRUCTURES AND LANDSCAPE NOT LABELED FOR DEMOLITION FROM DAMAGE DURING CONSTRUCTION. ANY ON-SITE OR OFF-SITE AREAS DISTURBED DIRECTLY OR INDIRECTLY DUE TO CONSTRUCTION SHALL BE RETURNED TO A CONDITION EQUAL TO OR BETTER THAN THE EXISTING CONDITION. CONTRACTOR IS SOLELY RESPONSIBLE FOR ANY CIVIL PENALTIES RESULTING FROM THEIR WORK UNDER THIS CONTRACT.
- LIMIT CONSTRUCTION ACTIVITIES TO THE CONSTRUCTION LIMITS SHOWN ON THE PLAN. WHERE WORK EXTENDS TO PUBLIC RIGHT-OF-WAY IT IS THE CONTRACTOR'S RESPONSIBILITY TO APPLY FOR ALL PERMITS. PREPARE ALL DRAWINGS AND PAY ALL FEES AND COSTS. ALL CONSTRUCTION ACTIVITIES SHALL COMPLY WITH LOCAL ORDINANCES.
- PROVIDE AND MAINTAIN NECESSARY BARRICADES, SUFFICIENT LIGHTS, SIGNS AND OTHER TRAFFIC CONTROL METHODS AS MAY BE NECESSARY FOR THE PROTECTION AND SAFETY OF THE GENERAL PUBLIC THROUGHOUT THE LIFE OF THE PROJECT.
- ALL CONSTRUCTION AND DEMOLITION WASTE SHALL BE REMOVED FROM THE SITE IN ACCORDANCE WITH ALL LOCAL, COUNTY, STATE AND FEDERAL REQUIREMENTS. ABATEMENT OF ANY MATERIALS DETERMINED TO BE HAZARDOUS SHALL BE REMOVED IN ACCORDANCE WITH REGULATORY REQUIREMENTS.
- REMOVE ALL EXISTING SURFACE SITE FEATURES INCLUDING, BUT NOT LIMITED TO, BITUMINOUS PAVING, CURBING, WALKWAYS, FENCING, SITE LIGHTING AND RELATED FOUNDATIONS, SITE SIGNAGE AND RELATED FOUNDATIONS AND LANDSCAPING WITHIN THE CONSTRUCTION LIMITS UNLESS NOTED OTHERWISE.
- COORDINATE RELOCATION, DISRUPTION OF SERVICE AND DEMOLITION OF ANY PRIVATELY OWNED UTILITIES WITH THE APPROPRIATE UTILITY COMPANY. RESTORATION SHALL BE IN ACCORDANCE WITH THE UTILITY OWNER'S REQUIREMENTS AT CONTRACTORS EXPENSE. RE-USE OF ANY EXISTING SERVICES TO BE AT THE DISCRETION OF THE UTILITY OWNER.
- INSTALL SILT FENCE PRIOR TO COMMENCING GRADING ACTIVITIES. SILT FENCE MUST BE APPROVED BY OWNER'S REPRESENTATIVE PRIOR TO ANY SITE WORK. MAINTAIN FENCES FOR DURATION OF CONSTRUCTION ACTIVITIES. UPON ESTABLISHMENT OF TURF AND SEEDING, REMOVE FENCES AND DISPOSE OFFSITE.

LEGEND

- | | | | |
|--|-------------------|--|----------------------|
| | REMOVE BUILDING | | REMOVE CURB & GUTTER |
| | REMOVE BITUMINOUS | | REMOVE FENCE |
| | | | PROPERTY LINE |
| | | | CONSTRUCTION LIMITS |

BARNETT COMPANIES, INC.

3430 HIGHWAY 61 N.,
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C/O MIKE BARNETT
651-429-3391

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**ARCHITECTURAL
CONSORTIUM L.L.C.**

1600 WEST LAKE STREET,
SUITE 127
MINNEAPOLIS, MN 55408
612-436-4030

PROJECT

BARNETT KIA
GEM LAKE, MINNESOTA

ISSUE

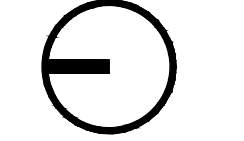
**SITE PLAN
REVIEW
07/23/24**

| REVISION | DATE |
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| PRELIMINARY SUBMITTAL | XX/XX/14 |
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Elan
DESIGN LAB
CIVIL ENGINEERING | LANDSCAPE ARCHITECTURE
310 4TH AVE SOUTH, SUITE 1006
MINNEAPOLIS, MN 55415
p 612.260.7980
f 612.260.7990 www.elanlab.com

CERTIFICATION
I hereby certify that this plan, specification or report was prepared by me, or under my direct supervision, and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.

Stephen M. Johnston DATE
REGISTRATION NO. 18914 07/23/2024
SHEET



SCALE IN FEET
30 90

DEMOLITION PLAN
C-010
PROJECT NO.
ARC23018

A1 DEMOLITION PLAN
1" = 30'

Project Name / Location

Table with 2 columns: Field Name, Value. Includes Project Name (Barnett Kia), Project Address (3610 Hwy 61 N, Gem Lake, MN 55110), Property ID (273022430031), Latitude / Longitude (45.0306 N, 93.0203 W), and Project Type (Redevelopment).

Contacts

Table with 3 columns: Owner, Contractor (Operator), Preparer. Lists contact information for Mike Barnett, David Phillips, and Kally Haluptzok, including phone numbers and email addresses.

General SWPPP Responsibilities

The Contractor (Operator) shall provide a knowledgeable and experienced person(s) to oversee the implementation of the SWPPP and the installation. Inspection and maintenance of the erosion and sediment control BMP's before and during construction. The responsible individual shall maintain current Construction Installer and Construction Site Manager certification.

Both the Owner and Contractor (Operator) shall be responsible for the proper termination and/or transfer of the permit.

The Owner will be responsible for the long-term operation and maintenance of the permanent storm water management system(s).

Unless specifically stated the engineer shall have no responsibility for any SWPPP activities during or after construction.

Project Description

Reconstruction of an existing car dealership for improved building, parking, overall site function and navigability. The project will include a reduction of overall impervious surfacing and addition of an underground infiltration system.

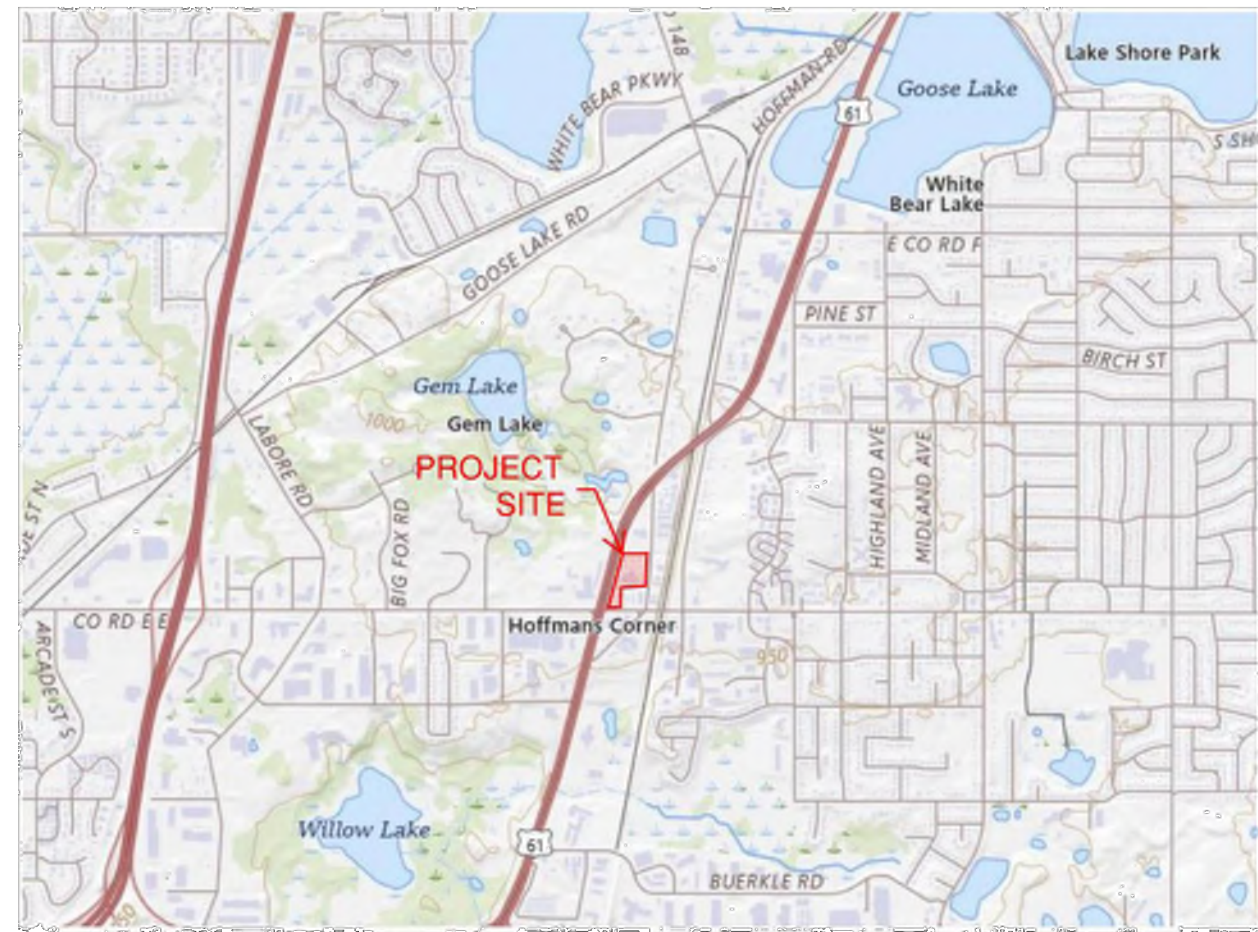
Soils

The site is almost entirely impervious at present. Soil borings indicate underlying soils in the southern half of the site vary from clayey sands (SC) to 12-18 feet deep followed by poorly graded sands (SP) to termination depths at 21 feet deep.

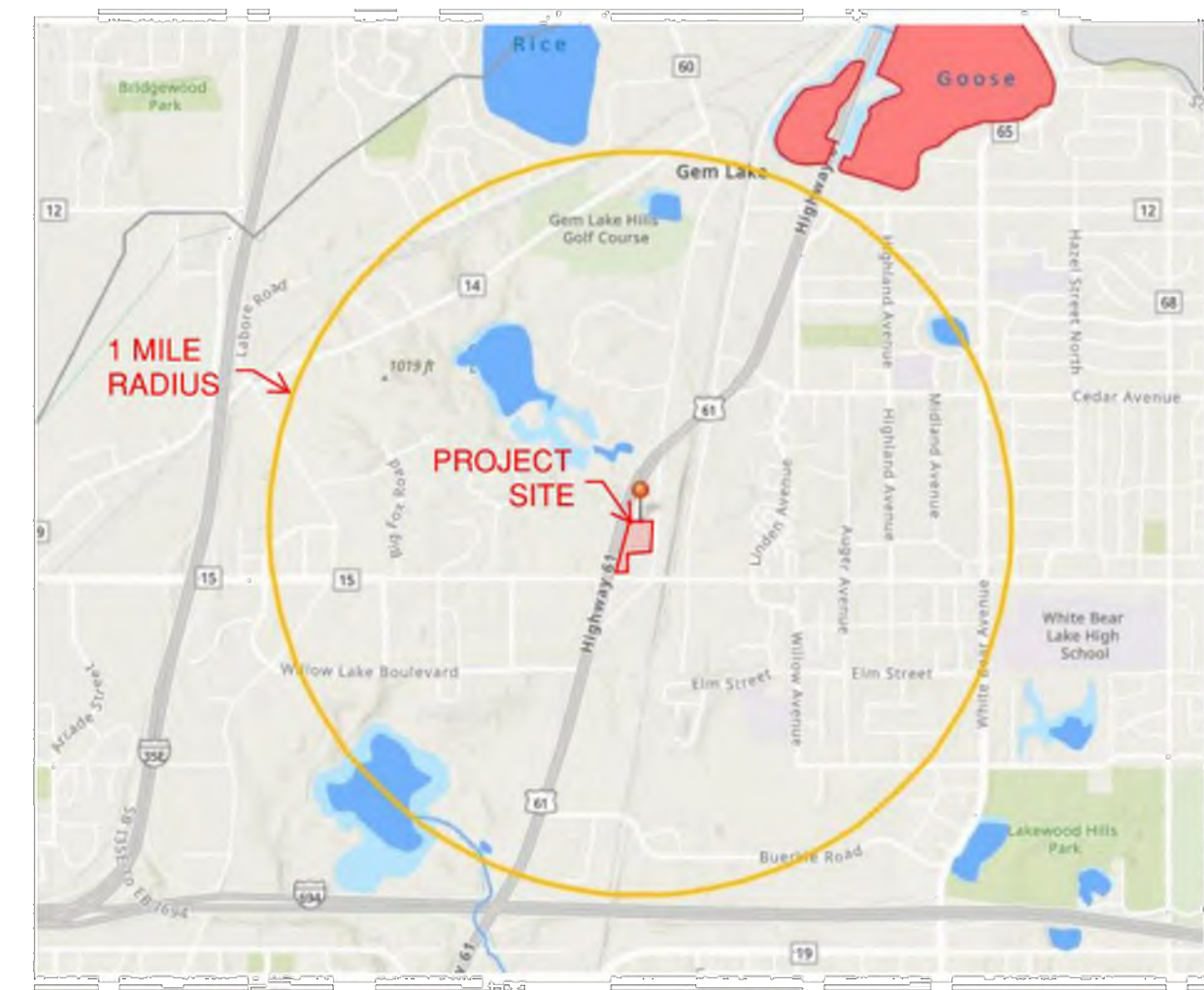
Receiving Waters

The site is in the jurisdiction of the Vadnais Lakes Area Watershed Management Organization (VLAWMO). Gem Lake and its surrounding wetlands are the primary receiving waterbody. Gem lake is not classified as an impaired or special water.

Map of Surface Waters



Map of MPCA Impaired & Special Waters



Project Plans

The following plan sheets are hereby incorporated into this SWPPP

Table with 3 columns: Sheet Number, Description, Date. Lists sheets C201 (Overall Grading Plan), C202 (Enlarged Grading Plan), C204 (Erosion and Sediment Control Plan), C301 (Utility Plan), and C501-C504 (Details).

Stormwater Related Reviews and Permits

Table with 3 columns: Agency, Type of Permit or Review, Status. Lists reviews from City of Gem Lake and MPCA.

Stormwater Management System Overview

See Stormwater Management Plan incorporated herein by reference for details on system design, flow rates and volumes and system capacities. Currently the site does not have any stormwater management BMPs.

See Operations and Maintenance Manual for post construction system maintenance requirements.

Erosion Prevention Measures - General

The Contractor (Operator) is responsible for all erosion prevention measures for the project including but are not limited to the following:

- 1. The Contractor (Operator) shall plan and implement appropriate construction practice and construction phasing to minimize erosion and retain vegetation whenever possible
2. All areas not to be disturbed shall be delineated with flags, stakes, signs, or other means necessary to protect these areas before construction begins on the site.
3. All drainage ditches and/or swales shall have temporary or permanent stabilization within 24 hours of connecting to a surface water or 24 hours after construction activity in the ditch/swale has temporarily or permanently ceased.
4. All pipe outlets shall have temporary or permanent energy dissipation within 24 hours of connecting to a surface water.
5. All exposed soils shall be stabilized as soon as possible to limit soil erosion. In no case shall un-worked areas, including stockpiles, have exposed soils for more than 14 days without providing temporary or permanent stabilization. (7 days for projects with a receiving water that is impaired or special)

Sediment Control Measures and Timing - General

The Operator (Contractor) is responsible for all sediment control measures for the project. Sediment control measures include but are not limited to the following:

- 1. Sediment control measures shall be established on all down gradient perimeters before any up-gradient land disturbing activities begin. These measures shall remain in place until final stabilization has been established.
2. On slopes with 3:1 or steeper grades there shall be no unbroken slope length greater than 75 feet.
3. All storm drain inlets and culvert inlets shall be protected by an appropriate BMP during construction until all sources with potential for discharging to the inlet has been stabilized. Inlet and culvert protection shall conform to the MnDOT Specifications 2573 and 3891.
4. Stockpiles shall be provided with an effective sediment perimeter control and shall not be placed in any type of surface water or drainageway.
5. Vehicle tracking shall be minimized with effective BMP's. Where the BMP's fail to prevent sediment from tracking onto streets the Contractor shall conduct street sweeping to remove all tracked sediment.
6. The Operator is responsible for identifying the need for temporary sediment basins based on actual field conditions to protect downstream resources. Temporary sediment basins shall be constructed before up gradient vegetation is disturbed and maintained until the risk of damage to downstream resources is mitigated by other means.

Dewatering and Basin Draining Activities - General

The Operator is responsible for adhering to all dewatering and surface drainage regulations, including but not limited to the following:

- 1. Whenever possible water from dewatering activities shall discharge to a temporary and/or permanent sediment basin.
2. If water cannot be discharged to a sedimentation basin, it shall be treated with other appropriate BMP's, to effectively remove sediment.
3. All discharge points shall be protected from erosion and scour.
4. Discharge water shall be dispersed over an effective energy dissipation measure.
5. All water from dewatering shall be discharged in a manner that does not cause nuisance conditions, erosion, or inundation of wetlands. Water shall not be discharged to adjacent residential properties. It must be discharged to the public street.

Final Stabilization - General

The Operator is responsible for ensuring final stabilization of the site, including but is not limited to the following:

- 1. All soil disturbing activities outside of the right-of-way have been completed.
2. All exposed soils have been uniformly stabilized.
3. All drainage ditches, ponds and all storm water conveyance systems have been cleared of sediment and stabilized to preclude erosion.

General Construction Sequencing

Contractor shall generally comply with the following sequence. The Contractor shall adjust the sequence if needed to address their means and methods, construction sequencing, and unanticipated field conditions.

- 1. Establish construction entrance, perimeter control BMPs, and inlet protection on existing inlets.
2. Ensure demolition/construction is carried out per sequencing/phasing plans to allow dealership to remain operational throughout construction.
3. Begin demolition per information on C-010.
4. Begin grading per C-201.
5. Excavate to bottom of underground infiltration system design elevation 945.0 feet. A licensed soil scientist or engineer shall perform double ring infiltrometer testing at proposed bottom of infiltration BMP per ASTM D3385 or equivalent approved test.
6. Construct utilities, storm sewer, and underground infiltration system. Install inlet protection on each new inlet as completed.
7. Begin paving and constructing curb & gutter per phasing plans. When construction is ceased in an area permanently or temporarily, ensure exposed soils are stabilized within 14 days.
8. Construct building and utility connections.
9. Install sod and permanent landscaping.
10. Vacuum pavement surface when all construction except striping is completed.
11. Vacuum storm sewer system & remove sediment/debris from pretreatment chambers as needed.
12. Stripe parking lot.
13. Monitor vegetation and reinstall as needed until fully established.
14. Ensure removal of all geotextiles and erosion & sediment control BMPs left on site.
15. File NPDES Notice of Termination ("NOT") with MPCA within 30 days of final stabilization.

Inspection and maintenance

All inspections, maintenance, repairs, replacements, and removal are to be considered incidental to the BMP bid items.

The Contractor (Operator) is responsible for completing required inspections, maintenance and observation of weather conditions and rainfall amounts to ensure compliance with the permit requirements. The Contractor (Operator) shall observe the construction site once every seven (7) days during active construction and within 24 hours after a rainfall event greater than 0.5 inches in 24 hours.

The Contractor (Operator) shall keep a summary maintenance/construction observation report to be recorded after each site visit/observation. The Contractor (Operator) shall submit a copy of the written inspections monthly to the Owner. Records shall include the following:

- 1. Date and time of inspections
2. Name of person conducting inspection
3. Findings and recommendations for corrective actions if necessary
4. Corrective actions taken
5. Date and number of rainfalls greater than 0.5 inches in 24 hours
6. Mention of any changes made to the SWPPP
7. A site map indicating active construction areas and land disturbing activities.

The Contractor (Operator) must keep the SWPPP, all inspection reports and amendments onsite. The Contractor (Operator) shall designate a specific location to keep the records whenever construction activity is in progress.

All erosion prevention and sedimentation control BMP's must be inspected to ensure integrity and effectiveness. All nonfunctional BMP's must be repaired, replaced, or supplemented with functional BMP's. The Contractor (Operator) must investigate and comply with the following inspection and maintenance requirements:

- 1. All sediment barriers including silt fence, bio-logs, and similar devices must be repaired replaced or supplemented when they become nonfunctional, or the sediment reaches 1/3 of the barrier height. These repairs shall be made within 24 hours of discovery.
2. Temporary and permanent sediment basins must be drained, and the sediment removed when the depth of sediment collected in the basin reaches 1/2 the storage volume. Drainage and removal must be completed within 72 hours of discovery.
3. Surface waters, including drainage ditches and conveyance systems, must be inspected for evidence of erosion and sediment deposition. The Operator shall remove all deltas and sediment deposited in surface waters, including drainage ways, catch basins, and other drainage

systems. The Operator shall re-stabilize the areas where sediment removal results in exposed soil. Removal and stabilization must take place within 7 days of discovery, unless precluded by legal, regulatory or physical constraints. The Contractor (Operator) is responsible for contacting all local, regional, state and federal authorities and receiving any applicable permits, prior to conducting any work.

- 4. Construction site vehicle exit locations shall be inspected daily for evidence of off-site sediment tracking onto paved surfaces. Tracked sediment must be removed from all paved surfaces within 24 hours of discovery.
5. The Contractor (Operator) is responsible for the operation and maintenance of temporary and permanent water quality BMP's. As well as erosion and sediment control BMP's for the duration of the construction work at the site.
6. If sediment escapes the construction site, all off-site accumulations of sediment must be removed in a manner and at a frequency sufficient to minimize off-site impacts.
7. The Contractor is solely responsible for all costs associated with reconstructing the rain garden when the functionality is compromised by the Contractor's actions or inaction to protect the basin.

Pollution Prevention Management Measures

The Contractor (Operator) shall be responsible for all pollution prevention management measures. The Contractor (Operator) is responsible for informing all visitors and/or personnel on-site of the pollution prevention management measures.

All pollution prevention management measures are to be considered incidental to the overall project bid, unless otherwise noted. Pollution prevention management measures include but are not limited to the following:

- 1. The Contractor (Operator) is responsible for the proper disposal, in compliance with MPCA disposal requirements, of all solid or liquid waste and hazardous materials on-site.
2. Concrete trucks shall not be allowed to wash out or discharge surplus concrete or drum wash water on-site, unless done in an engineered leak-proof containment system. The engineered system provided by the Contractor (Operator) must include site drawings for the project file and written assurance that the system will work as designed and leave no discharge of concrete or concrete residue potential to waters of the state during a minimum of a 100-year storm event. A sign must be installed adjacent to each washout system to inform concrete equipment Operators to utilize the proper facilities. The concrete washout containment system and all related items shall be considered incidental to the project bid.
3. All nonhazardous waste materials shall be collected and stored in a securely lidded metal dumpster or other approved containment method at the end of each day. Any alternative to a metal dumpster must be submitted in writing for approval by the project engineer. The dumpster shall be emptied as necessary to function as intended for debris collection. No construction garbage or waste material shall be buried on-site.
4. A licensed sanitary waste management Contractor shall collect all sanitary waste from the portable units at a rate necessary to maintain designed function.
5. All fertilizers shall be stored in a covered shelter. Partially used bags shall be transferred to a sealable bin to reduce the chance of spillage.
6. External washing of trucks and other construction vehicles and engine degreasing are prohibited at the construction site. All vehicles on-site shall be monitored for leaks and receive regular prevention maintenance to reduce the chance of leakage. Petroleum products shall be stored in tightly sealed containers. Which are clearly labeled. Spill kits shall be included with all fueling sources and maintenance activities. Secondary containment measures shall be installed and maintained by the Operator.
7. Any asphalt substances used on-site shall be applied in accordance with manufacturer's recommendations.
8. All paint containers and curing compounds shall be tightly sealed and stored when not required for use. Excess paint and/or curing compounds shall not be discharged into the storm sewer system and shall be properly disposed of according to manufacturer's instruction.
9. Materials and equipment necessary for spill clean-up shall be kept in an enclosed trailer or shed on-site. Equipment shall include. But not limited to, brooms, mops, dust pans, rags, gloves, goggles, absorbent (kitty litter) oil absorbent booms and diapers and buckets.
10. All spills shall be contained and cleaned up immediately upon discovery. Spills large enough to reach the storm water conveyance system shall be reported to the Minnesota duty officer at 1-800-422-0798.

Quantities

Table with 4 columns: Practice, Detail / Spec, Unit, Quantity. Lists quantities for Construction Entrance, Silt Fence, and Inlet Protection.

Post Construction Operation and Maintenance

Maintenance of the storm water management facilities will be the responsibility of an Owner and will be subject to an agreement with the City of Gem Lake.

Amendments to the SWPPP

The SWPPP will be amended as needed and/or as required by provisions of the permit. Amendments will be approved by both the Owner and Contractor (Operator) and will be attached to the SWPPP as an additional sheet. The SWPPP and amendments will be kept on site by the Contractor (Operator) whenever construction activity is in progress.

BARNETT COMPANIES, INC.

3430 HIGHWAY 61 N., WHITE BEAR LAKE, MN 55110 C/O MIKE BARNETT 651-429-3391

PHILLIPS ARCHITECTS & CONTRACTORS

401 NORTH THIRD STREET, SUITE 450 MINNEAPOLIS, MN 55401 C/O DAVID PHILLIPS 612-868-1261

ARCHITECTURAL CONSORTIUM L.L.C.

1600 WEST LAKE STREET, SUITE 127 MINNEAPOLIS, MN 55408 612-436-4030

PROJECT

BARNETT KIA
GEM LAKE, MINNESOTA

ISSUE

SITE PLAN REVIEW
07/23/24

REVISION DATE

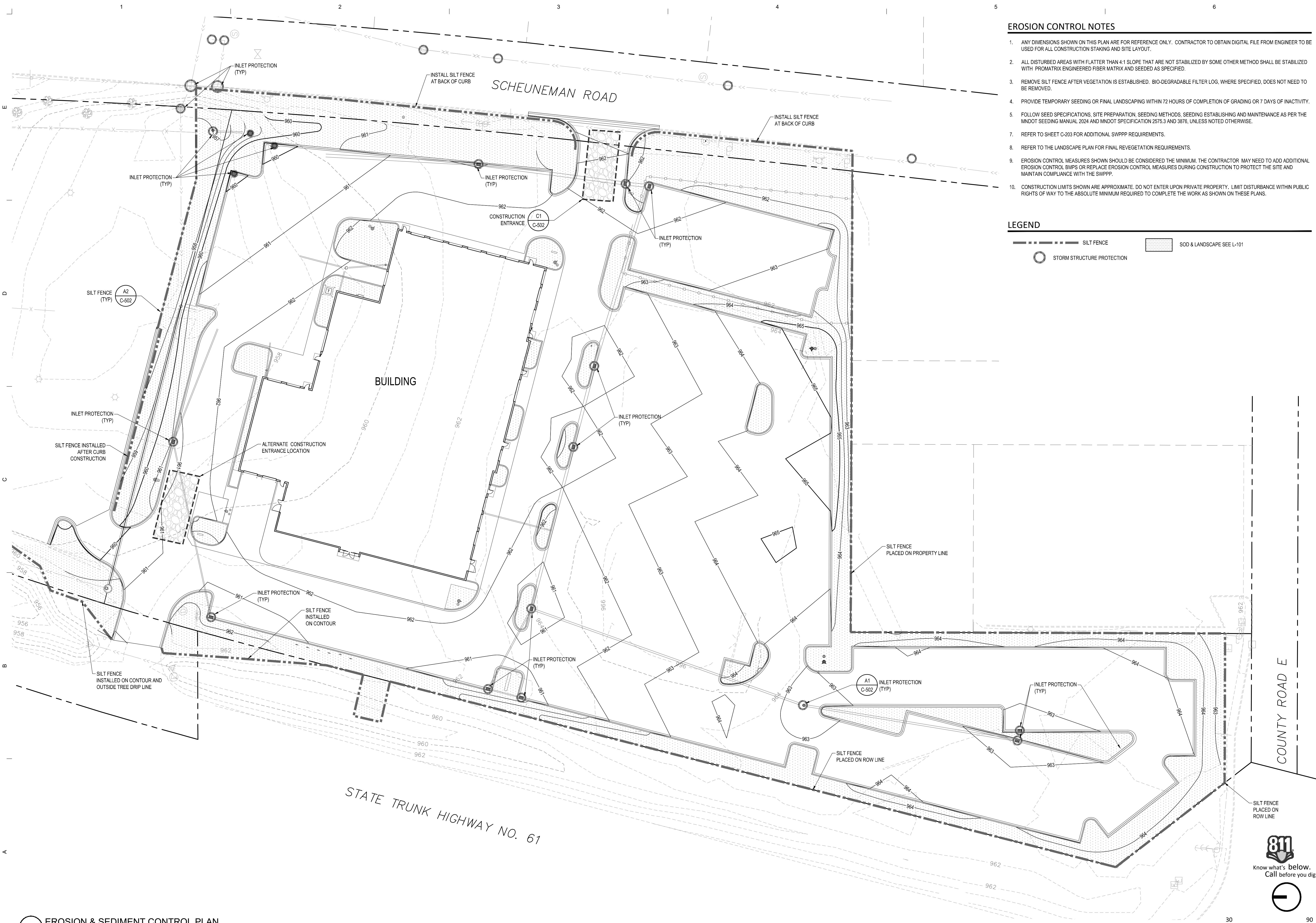
Table with 2 columns: REVISION, DATE. Multiple empty rows for recording revisions.

Elan DESIGN LAB CIVIL ENGINEERING | LANDSCAPE ARCHITECTURE 310 4TH AVE SOUTH, SUITE 1006 MINNEAPOLIS, MN 55415 p 612.260.7980 f 612.260.7990 www.elanlab.com

CERTIFICATION I hereby certify that this plan, specification or report was prepared by me, or under my direct supervision, and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.

Stephen M. Johnston DATE REGISTRATION NO. 18914 07/23/2024

SHEET



EROSION CONTROL NOTES

1. ANY DIMENSIONS SHOWN ON THIS PLAN ARE FOR REFERENCE ONLY. CONTRACTOR TO OBTAIN DIGITAL FILE FROM ENGINEER TO BE USED FOR ALL CONSTRUCTION STAKING AND SITE LAYOUT.
2. ALL DISTURBED AREAS WITH FLATTER THAN 4:1 SLOPE THAT ARE NOT STABILIZED BY SOME OTHER METHOD SHALL BE STABILIZED WITH PROMATRIX ENGINEERED FIBER MATRIX AND SEEDED AS SPECIFIED.
3. REMOVE SILT FENCE AFTER VEGETATION IS ESTABLISHED. BIO-DEGRADABLE FILTER LOG, WHERE SPECIFIED, DOES NOT NEED TO BE REMOVED.
4. PROVIDE TEMPORARY SEEDING OR FINAL LANDSCAPING WITHIN 72 HOURS OF COMPLETION OF GRADING OR 7 DAYS OF INACTIVITY.
5. FOLLOW SEED SPECIFICATIONS, SITE PREPARATION, SEEDING METHODS, SEEDING ESTABLISHING AND MAINTENANCE AS PER THE MNDOT SEEDING MANUAL 2024 AND MNDOT SPECIFICATION 2575.3 AND 3876, UNLESS NOTED OTHERWISE.
7. REFER TO SHEET C-203 FOR ADDITIONAL SWPPP REQUIREMENTS.
8. REFER TO THE LANDSCAPE PLAN FOR FINAL REVEGETATION REQUIREMENTS.
9. EROSION CONTROL MEASURES SHOWN SHOULD BE CONSIDERED THE MINIMUM. THE CONTRACTOR MAY NEED TO ADD ADDITIONAL EROSION CONTROL BMPs OR REPLACE EROSION CONTROL MEASURES DURING CONSTRUCTION TO PROTECT THE SITE AND MAINTAIN COMPLIANCE WITH THE SWPPP.
10. CONSTRUCTION LIMITS SHOWN ARE APPROXIMATE. DO NOT ENTER UPON PRIVATE PROPERTY. LIMIT DISTURBANCE WITHIN PUBLIC RIGHTS OF WAY TO THE ABSOLUTE MINIMUM REQUIRED TO COMPLETE THE WORK AS SHOWN ON THESE PLANS.

LEGEND



BARNETT COMPANIES, INC.
 3430 HIGHWAY 61 N.,
 WHITE BEAR LAKE, MN 55110
 C/O MIKE BARNETT
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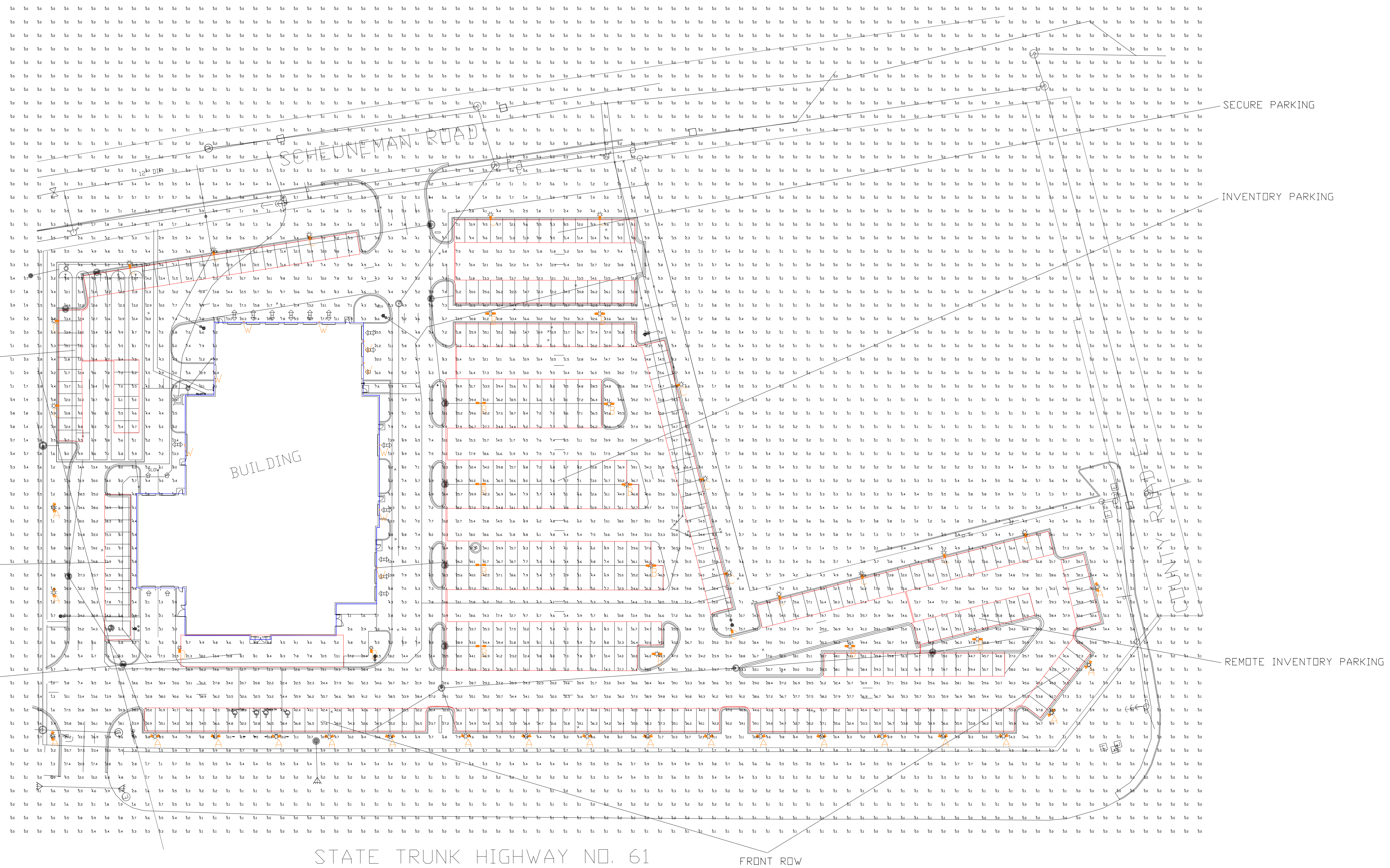
Elan
 DESIGN LAB
 CIVIL ENGINEERING | LANDSCAPE ARCHITECTURE
 310 4TH AVE SOUTH, SUITE 1006
 MINNEAPOLIS, MN 55415
 p 612.260.7980
 f 612.260.7990 | www.elanlab.com

CERTIFICATION
 I hereby certify that this plan, specification or report was prepared by me, or under my direct supervision, and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.

Stephen M. Johnston DATE
 REGISTRATION NO. 18914 07/23/2024

EROSION & SEDIMENT CONTROL PLAN
C-204

PROJECT NO.
ARC23018



STAFF PARKING

SECURE PARKING

INVENTORY PARKING

BUILDING

CUSTOMER PARKING

REMOTE INVENTORY PARKING

DISPLAY AT BLDG

STATE TRUNK HIGHWAY NO. 61 FRONT ROW

| Label | CalcType | Units | Avg | Max | Min | Avg/Min | Max/Min |
|----------------------------|-------------|-------|-------|------|------|---------|---------|
| ALL CALCS @ 4' ABOVE GRADE | Illuminance | Fc | 6.71 | 55.8 | 0.0 | N.A. | N.A. |
| CUSTOMER PARKING | Illuminance | Fc | 11.77 | 18.9 | 6.3 | 1.87 | 3.00 |
| DISPLAY AT BLDG | Illuminance | Fc | 7.95 | 21.3 | 4.0 | 1.99 | 5.33 |
| FRONT ROW | Illuminance | Fc | 38.07 | 55.8 | 20.7 | 1.84 | 2.70 |
| INVENTORY PARKING | Illuminance | Fc | 18.97 | 46.9 | 2.8 | 6.78 | 16.75 |
| REMOTE INVENTORY PARKING | Illuminance | Fc | 22.03 | 53.1 | 11.4 | 1.93 | 4.66 |
| SECURE PARKING | Illuminance | Fc | 12.79 | 26.2 | 5.3 | 2.41 | 4.94 |
| STAFF PARKING | Illuminance | Fc | 10.45 | 15.1 | 4.6 | 2.27 | 3.28 |

****CALCULATIONS RUN USING IES FILES FOR ANY VELOCITY (VALS or VALM) PRODUCTS ARE PRELIMINARY. REQUEST AS NEEDED FOR CALCULATIONS TO BE RUN WHEN PUBLISHED IES FILES FOR VELOCITY ARE AVAILABLE****

PHOTOMETRIC EVALUATION
NOT FOR CONSTRUCTION

Based on the information provided, all dimensions and luminaire locations shown represent recommended positions. The engineer and/or architect must determine the applicability of the layout to existing or future field conditions.

This lighting plan represents illumination levels calculated from laboratory data taken under controlled conditions in accordance with The Illuminating Engineering Society (IES) approved methods. Actual performance of any manufacturer's luminaires may vary due to changes in electrical voltage, tolerance in lamps/LED's and other variable field conditions. Calculations do not include obstructions such as buildings, curbs, landscaping, or any other architectural elements unless noted. Fixture nomenclature noted does not include mounting hardware or poles. This drawing is for photometric evaluation purposes only and should not be used as a construction document or as a final document for ordering product.

| Symbol | Qty | Label | Arrangement | Description | Mounting Height | LLD | LLF | Arr. Lum. Lumens | Arr. Watts |
|--------|-----|-------|-------------|--|-----------------|-------|-------|------------------|------------|
| | 21 | A | D180° 2RTD | VALM-48L-(1)4M-Lj(1)4M-R-40K8-1S_prelim-D180RT | 26' | 1.000 | 1.000 | 70482 | 580 |
| | 12 | B | D180° | VALM-48L-SQN-40K8_prelim-D180 | 26' | 1.000 | 1.000 | 96000 | 580 |
| | 15 | C | Single | VALM-48L-4W-40K8_prelim-SINGLE | 26' | 1.000 | 1.000 | 47999 | 290 |
| | 2 | D | Single | VALM-48L-3M-40K8_prelim-SINGLE | 26' | 1.000 | 1.000 | 47999 | 290 |
| | 9 | W | Single | XWM-FT-LED-ISL-50 | 16' | 1.000 | 1.000 | 15055 | 98 |

Total Project Watts_1
Total Watts = 24952

1000 ALLIANCE RD. CINCINNATI, OHIO 45244 USA
(513) 793-2000 • FAX (513) 793-6029

LIGHTING PROPOSAL LD-160270-2

BARNETT KIA
3610 HWY 61 N
GEM LAKE, MN

BY:AKJMK DATE:5/29/24 REV:7/22/24 SHEET 1 OF 1

SCALE:1"=40'



Notes:

ChangeUp
2056 Byers Rd, Miamisburg, OH 45203
T+1 844 804 7700

**DESIGN
CONTROL
DOCUMENT**

These drawings are for communication of design intent only. They are shown to a specific size, shape, color, feature and proportion, and not to be used as fabrication drawings.
© 2021 Kia Motors

Exterior Rendering

KIA
Gallery 2.0

Drawing No:



Notes:

ChangeUp
2056 Byers Rd, Miamisburg, OH 45203
T +1 844 804 7700

**DESIGN
CONTROL
DOCUMENT**

These drawings are for communication of design intent only. They are shown to a specific size, shape, color, feature and proportion, and not to be used as fabrication drawings.
© 2021 ChangeUp

Interior Rendering

KIA
Gallery 2.0

Drawing No:



CONSULTATION

Private, semi-private, and open consultations allow for a variety of options during the sales process. The lower ceilings and warmer textures give an added level of comfort. Customers are also invited to explore options on their own with the real-time configurator located adjacent to one of the open consultation areas.



CUSTOMER LOUNGE

Behind the featured brand wall, the lower ceilings and warmer tones create a relaxed and inviting area for customers waiting for sales or service. This area features a variety of seating options including a bar for customers to plug-in. A hospitality wall with refreshments and a screen anchors the space between service and sales.



SERVICE WRITE-UP

The service write-up welcomes our service customers that have entered our Service Drive. It takes on the same design cues as the showroom, giving our customers a consistent experience no matter their visit. Small, unobstructed desks allow for better customer interaction. Digital menu panels can cycle through monthly specials, show competitive service rates, be a queue board indicating where the customer's vehicle stands in terms of completion and a host of other opportunities.



NEW VEHICLE DELIVERY

The rising movement of the Kia brand is carried through in the New Vehicle Delivery creating a social media backdrop for customers. This feature creates maximum impact within the space that can also be seen from the exterior with the additional glazing.



Building a Better World
for All of Us®

MEMORANDUM

TO: Evan Monson, Community Planner

FROM: Justin Gese, PE City Engineer
Dustin Cesafsky, Engineering Specialist
Emily Jennings, PE Water Resources Engineer

DATE: August 23, 2024

RE: Barnett Kia of Gem Lake – Development Submittal 7/23/24
Review Comments
SEH No. GEMLK 171858 14.00

Below are our initial review comments for the Barnett Kia development information that was submitted on 7/23/24. If you have any further questions, please arrange a follow-up meeting with the City, the Developer, and their engineer to address any questions you have pertaining to the comments.

General Notes:

- The project must obtain coverage under the MPCA's CSW Permit.
- The City's Ordinance has been updated. Review and revise submittal as needed to comply with City Ordinance No. 141, Section 22.1. Erosion, Sediment, and Waste Controls.
- The City's Ordinance has been updated. Review and revise submittal as needed to comply with City Ordinance No. 141, Section 22.1. Stormwater Management.

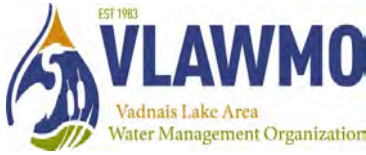
Submittal Comments:

1. Add excavation limits around the infiltration chamber.
2. Add storm outlet pipe size in the NW property corner.
3. Call out tip out curb transition where there's a low point in the curb but no Catch Basin.
4. Call out the tie in elevations at Scheuneman along with the valley gutter grade. Where will the grade transition be? The road drains north and the entrance drains south.
5. Add commercial concrete aprons at the entrances.
6. Update or remove rim elevation from EX SSWR MH1, add connect to existing call out.
7. Include a detail for the UG INFIL connection method.
8. Provide easement documentation for realigned property line, include enough easement for City to maintain the storm system (10' offset?) on each side of property line and sewer line.
9. CBMH G1 should be private but extends across property line. Should not be public as it conveys into the private system.
10. Replace segment of 21" pipe in NE corner of lot between new infrastructure segments.
11. Include the material type for the Stormwater chamber CMP.
12. Provide a table showing the total site area and impervious areas broken out for the 3610 Barnett Kia site and adjacent 3700 Hwy 61 site.
13. Provide a table with permanent storage volumes broken out for pre-treatment chambers and infiltration chambers. Ensure consistent dimensions and information of the proposed system throughout the SWMP, plans, and models.

14. Include provisions within the construction documents to ensure that the native soils infiltrate as planned for in design prior to installing the chamber system. Recommendations for permeameter tests for designed are available in the Minnesota Stormwater Manual Design Criteria for Infiltration.
15. As required by City Ordinance No. 141, Section 22.2.3.11, include a diversion or other method within the construction documents to keep construction site sediment from entering an infiltration and/or filtration system prior to final stabilization of the entire contributing drainage area.
16. As required by City Ordinance No. 141, Section 22.2.3.11, include provisions within the construction documents that will prohibit construction equipment from compacting the soils where infiltration and/or filtration practices are proposed.
17. Consistent with item 16.8 of the Minnesota Pollution Control Agency's Construction Stormwater Permit, Permittees must design the infiltration system to discharge all stormwater (including stormwater in excess of the water quality volume) routed to the system through the uppermost soil surface or engineered media surface within 48 hours. Permittees must route additional flows that cannot infiltrate within 48 hours to bypass the system through a stabilized discharge point. Revise system as needed.
18. Consistent with item 16.9 of the Minnesota Pollution Control Agency's Construction Stormwater Permit, Permittees must provide a means to visually verify the infiltration system is discharging through the soil surface or filter media surface within 48 hours or less. Comment on the means of verifying drawdown.
19. Provide maintenance access to all components of the proposed treatment system. Identify in the maintenance plan how access will be achieved, and any special considerations needed to access the subsurface system.
20. Prepare a maintenance agreement and maintenance plan as described in City Ordinance No. 141, Section 22.2.5.
21. Revise HydroCAD models such that the total area is consistent between existing and proposed models.
22. Provide a cross section of the infiltration system, as designed, including pre-treatment chambers, weir walls, standpipes, etc.
23. Ensure pretreatment chambers have a starting water elevation in models.
24. Provide justification that exfiltration applied over surface area is appropriate for perforated pipes.
25. Additional comments from RWMWD
 - a. See Attachment 1

DJC

X:\F\J\G\GEMLK\Common\Kia Development 2024\Barnett Kia SEH Review Memo_8-23-24.docx



TO: Evan Monson
FROM: Brian Corcoran Vadnais Lake Area WMO (VLAWMO)
DATE: August 6, 2024
SUBJECT: Comments – Barnett Kia (20240723) City Submittal – 7.23.2024

Please find below, per your request, the VLAWMO “advisory” comments for the Barnett Kia (20240723) City Submittal – 7.23.2024 – received 7-31-2024. These comments are advisory only given that VLAWMO does not operate a regulatory program for development review with exception of the Wetland Conservation Act (WCA). Our Water Management policy and standards have been adopted and are enforced by our respective City’s and Township. As part of providing these advisory comments VLAWMO staff only does a high level cursory review of the developer engineering’s summary information provided in the 7-23-2024 Barnett Kia (20240723) City Submittal.

- Is there a SWMP completed for this reconstruction?
- VLAWMO has no other comments on the Barnett Kia (20240723) City Submittal – 7.23.2024
- **Wetland Conservation Act (WCA) Requirements:**
No wetlands are shown on site. No WCA permit needed.

Thank you,

Brian Corcoran

Brian Corcoran



Resolution No. 2024-0019

**APPROVING A MINOR SUBDIVISION FOR 3610 HIGHWAY 61 AND 3700
HIGHWAY 61, PID 273022430031 & PID 273022430019**

WHEREAS, Barnett Properties, the owner of both parcels, made an application to request a minor subdivision to allow for a lot line adjustment of the lot line between the two properties listed above; and

WHEREAS, the properties are currently legally described as follows:

See Attachment A; and

WHEREAS, the Planning Commission reviewed the request at a duly noticed public hearing on August 13, 2024, and a duly noticed meeting on September 10, 2024, and determined that the proposed request meets the criteria for a minor subdivision, and voted to recommend approval of the request with conditions; and

NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE CITY COUNCIL OF GEM LAKE, RAMSEY COUNTY, MINNESOTA, that it should and hereby does approve a minor subdivision request to allow a lot line adjustment of the lot line between the two properties addressed as 3610 Highway 61 and 3700 Highway 61, based on the following findings:

1. The request would not create any new lots, and no new street or extension of facilities is necessary. The lot line adjustment would result in both parcels being compliant with the requirements of Ordinance 131, and the request would be consistent with the City's 2040 Comprehensive Plan.

FURTHER BE IT RESOLVED that the following condition of approval shall be met:

1. The proposed lot line adjustment between 3610 Highway 61 (Parcel ID 273022430031) & 3700 Highway 61 (Parcel ID 273022430019) shall adhere to the dimensions as proposed in the plans submitted to the City on 7/23/24 and reviewed with this request.
2. The proposed lot line adjustment shall include new legal descriptions for each parcel.
3. The applicant shall dedicate a drainage and utility easement along the proposed realigned lot line, and around the storm sewer line. Said easement shall be at minimum 10 feet in width.
4. The applicant shall dedicate an access easement to allow the north parcel (3700 Highway 61) to have continued access to Highway 61.
5. The applicant shall record the lot line adjustment with Ramsey County within one year of the date when the request was approved by City Council.
 - a. The applicant shall submit a revised survey to the City for review showing that conditions 1, 2, 3, and 4 are met prior to recording.
6. The applicant shall adhere to all applicable local, State, or Federal regulations.



**City of Gem Lake
County of Ramsey
State of Minnesota**



Resolution No. 2024-0019

7. The applicant shall acquire any other applicable local, State, or Federal permits for this request.

Adopted by the City Council of Gem Lake, Ramsey County, Minnesota, on this 17th day of September 2024.

MELISSA LAWRENCE, Acting City Clerk

17 September 2024

Date



Resolution No. 2024-0020

APPROVING A ZONING COMPLIANCE PERMIT FOR 3610 HIGHWAY 61 AND 3700 HIGHWAY 61, PID 273022430031

WHEREAS, Barnett Properties, the property owner, made an application to request a zoning compliance permit to allow for a redevelopment project located at the property listed above; and

WHEREAS, the Planning Commission reviewed the request at a duly noticed public hearing on August 13, 2024, and a duly noticed meeting on September 10, 2024, and determined that the proposed request meets the criteria approval, and voted to recommend approval of the request with conditions; and

NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE CITY COUNCIL OF GEM LAKE, RAMSEY COUNTY, MINNESOTA, that it should and hereby does direct staff to approve and issue a zoning compliance permit to allow for a redevelopment project located at the property addressed as 3610 Highway.

FURTHER BE IT RESOLVED that the following conditions of approval shall be met:

1. The applicant shall construct the proposed building and sales lot as per the plans submitted to the City on 07/23/2024 and reviewed with this application.
 - a. The applicant shall revise their plans to address comments from the City Engineer dated 8/23/24, and comments from the watershed district.
 - b. The applicant shall revise their plans to meet the requirements and conditions of the Lot Line Adjustment between 3610 Highway 61 (Parcel ID 273022430031) & 3700 Highway 61 (Parcel ID 273022430019).
2. The applicant may construct the proposed fencing shown on the site plan, with said fencing meeting the requirements of Section 16.13. and Building Type Template 15a.
3. The applicant must dim sales lot and parking lot lighting to 15% illuminance between the hours of 10pm and 6am.
 - a. Said lighting shall be able to be motion-activated to 100% illuminance for security purposes.
4. The applicant shall adhere to all applicable local, State, or Federal regulations.
5. The applicant shall acquire any other applicable local, State, or Federal permits for this request.

Adopted by the City Council of Gem Lake, Ramsey County, Minnesota, on this 17th day of September 2024.

MELISSA LAWRENCE, Acting City Clerk

17 September 2024
Date

**CITY OF GEM LAKE, RASMSEY COUNTY, MINNESOTA
ORDINANCE NO. 131**

**AN ORDINANCE AMENDING ORDINANCE #131, SECTION 9.6 REGARDING
BUILDING TEMPLATE TYPES AND PERMITTED USES**

THE CITY COUNCIL OF THE CITY OF GEM LAKE ORDAINS:

Section 1. Amendments to Ordinance #131

- 1-1. Ordinance #131, Section 9.6 shall be amended to include Figure 15a ‘Automotive Dealership’.
 - 1-1.1. See Attachment A for full text.
- 1-2. Ordinance #131, Section 9.6, Figure 17 shall be amended to include the following:
 - 1-2.1. ‘Automotive Dealership’ is a permitted use in the Automotive Dealership building type template.

Section 2. Severability. Should any section, subdivision, clause, or other provision of this Ordinance be held to be invalid by any court of competent jurisdiction, such decision shall not affect the validity of the Ordinance as a whole, or of any part thereof, other than the part held to be invalid.

Section 3. Effective Date. This Ordinance shall take effect and be in force from and after is passage and publication.

Adopted by the City Council of the City of Gem Lake, Ramsey County, Minnesota, this 17th day of September 2024.

Gretchen Artig-Swomley, Mayor

Melissa Lawrence, Acting City Clerk

Attachment A

Figure 15a Definition: A facility where sales and servicing of new and used vehicles including automobiles; light and medium duty trucks; and other motorized vehicles is conducted. The facility may include a sales showroom and vehicle delivery area, a service department; drive through lanes for service ticket write-up; automatic and/or hand vehicle washing of vehicles; retail and wholesale parts sales; administrative offices; and other normal accessory functions related to the business.

Figure 15a Lot Size & Placement Requirements:

Location: A parcel using this building type template must be located north of County Road E East, west of Schueneman Road, and must abut US Highway 61.

Lot Size: The lot must be at least 163,350 Square Feet (SF) or 3.75 acres in size.

Frontage Street: Highway 61 (Buildings may orient to the highway or secondary street). Access may be from Highway 61 and a secondary street.

Alley: Permitted, not required.

Parking: one space per 1,000 SF rounded up, plus one space for each service or cleanup stall.

Outdoor storage of inventory and service vehicles is not counted toward parking requirements.

Impervious Surface Coverage: maximum 80% of the lot.

Figure 15a Building Disposition:

Footprint: one or two stories, with minimum 20,000 SF.

Minimum Setbacks – Parking: 20 feet from city or county road ROW, 10 feet from Highway 61 ROW, 10 feet from interior lot lines.

Minimum Setbacks – Buildings: 30 feet from any lot line or road ROW.

Orientation: Principal façade may face any direction including orienting toward Highway 61.

Figure 15a Height and Use Requirements:

Maximum Building Height: 2 stories or 36 feet, exclusive of rooftop equipment or screening. A single story may be 36' maximum height.

Use: An Automotive Dealership, including outdoor storage complying with the standards of this Figure 15a. shall be a permitted use in the Gateway District Neighborhood Center. No PUD or CUP is required. This use is not permitted with any other building type.

Figure 15a Modifications/Exclusions

- A. Section 4.1.1 B) – Gateway District “G” – a PUD is not required.
- B. Section 9.1.11.4 Neighborhood Center – Automobile Dealerships are not required to be pedestrian oriented.
- C. Section 9.5. Civic Space Standards – Not Applicable.
- D. Section 9.6.5.1.4 Commercial – Add automobile repair and service is a permitted use for an Automobile Dealership (15.a)
- E. Section 9.6. Building Type Standards – 6. Figure 17 Permitted Hours of operation 6:30 AM to 10 PM.
- F. Section 9.6. Building Type Standards– 7. Commercial, add 4. Automobile Dealership.
- G. Section 9.7.3.3.1 – Requirement for sidewalks along all streets does not apply.
- H. Section 9.9. Parking Regulations – Off-street parking is permitted in front, to the sides and the rear of the principal building.
- I. Section 9.9.6. Bicycle Parking – Optional. If provided, must be within 50 feet of building entrances, made of permanent construction and attached to the ground, and designed to allow the bicycle frame and both wheels to be securely locked to the parking structure. Facilities shall be at least two feet in width and six feet in length and be placed to allow a minimum of five feet of back-out or maneuver space.
- J. Section 9.10.5.1.2 – Overhead doors facing any direction shall be permitted for Automotive Dealership.
- K. Section 9.10.7. Materials – ACM (aluminum composite material) is allowed as a primary or secondary material for this building type template.

- L. Section 9.10.10. Outdoor Storage. - Outdoor storage of vehicles for sale or lease is a permitted use for an Automotive Dealership.
- M. Fences. Automotive Dealerships may have security fencing up to eight (8) feet in height, provided it is at least 80% open and meeting the materials requirements of Section 16.13.1.6.
- N. Screening. Parking areas adjacent to parcels zoned Gateway – Neighborhood Center (NC) are considered “retail merchandise displays” and not required to be screened, as per Section 18.5.3.
- O. Lighting – On-site parking and outdoor storage areas are considered to be a ‘sales lot’ and shall adhere to Section 18.8.4.
- P. Parking spaces. Required parking spaces may be 9’ x 18’ where the access aisle is 24’ or more in width.
- Q. Section 20.4.1 - Automotive Dealerships are allowed commercial driveways of up to 36’ wide to accommodate the transport trucks, garbage trucks, parts delivery semi-trucks, etc.



Memorandum

To: Gem Lake City Council
 Copies To: Marnie McPherson, Applicant
Robbie Latta, Contractor
 From: Evan Monson, Planner
 Date: September 11, 2024

Project Reference: Variance – 1201 County Rd E
 TKDA Project No.: 21076.000
 Client No.: _____

SUBJECT: A 16.8-foot Variance request to construct an accessory structure (shed) within the side yard setback

MEETING DATE: September 17, 2024

LOCATION: 1201 County Road E East (Parcel ID 283022440006)

APPLICANTS: Marnie McPherson, Head of School – White Bear Montessori School

OWNER: White Bear Montessori School

ZONING: Executive Residential (RX), Institutional Overlay Zone

REVIEW PERIOD: 60-day period ends 10/18/2024

ITEMS REVIEWED: Application and plans received on 8/19/2024

DESCRIPTION OF THE REQUEST

The White Bear Montessori School (WBMS) operates at 1201 County Road E East, at the southwest corner of the city. The school is in the midst of an expansion project that started earlier this year. Building permits for the project were issued by the City in April of 2024. The project includes an addition onto the existing school and exterior improvements to the site. As part of the project, a 14-foot by 16-foot storage shed was constructed on the south side of the property. The shed was placed at a setback of 33.2 feet from the south lot line, which is within the required side yard setback of 50 feet. Prior to the new construction on the property, a storage shed of similar size was located on the property, just east of the parking lot, at a setback of 62 feet from the south lot line.

The Building Department inspected the site and noted that the shed was within the setback from the side lot line. Building Department staff notified the applicant’s contractor and noted that the two options were to move the shed to a compliant setback or request a variance from the city to keep the shed in the existing location.

The contractor for the project stated that the shed was built in the following location for two reasons, per the narrative from their submittal dated 8/15/24:

1. *The site needs as much additional parking as possible. Construction of the shed in the as-built location [within the setback] allowed 2 additional ADA parking stalls along the existing row of parking. The previous shed location required the pavement space in front of the shed to be designated ‘no parking’ to maintain access by garbage truck and maintenance staff. Given this issue. the decision was made to move the shed location to an area not otherwise needed by additional parking.*
2. *While the pavement to the east of the existing parking lot could have been expanded to increase the number of site parking stalls and provide space for the shed in compliance with the setback, the watershed’s 10,000 SF of new/reconstructed impervious surface threshold for stormwater management*

would be triggered. The current site plan incorporates 9884 SF of new and reconstructed impervious, only 116 SF less than the threshold. Triggering the management threshold would have required enlarging the existing rain garden in the southwest corner of the site which has the lowest topography for rainwater retention. However, the existing rain garden is at its largest possible size and depth. Therefore, existing pavement and parking stalls would need to be removed and relocated elsewhere, thus requiring more reconstructed impervious, and, therefore, yet more retention volume. Furthermore, enlargement of the rain garden would require additional tree removals which aid in screening the parking lot from the street.

Variances are reviewed by the Planning Commission and approved or denied by the City Council. The Planning Commission reviewed the request at a public hearing at their September 10th meeting, and recommended approval of the request; their recommendation and findings are found later in this report.

PROPERTY INFORMATION

Description: The subject property is located at the northeast corner of the intersection of County Road E/CSAH 15 and CSAH 108/Labore Road. The west lot line is the 'front' lot line for zoning purposes. The site is fairly flat, with trees and vegetation along the perimeter of the lot. The development surrounding the subject property consists of large lot, single-family residences to the north and east. Land south and west of the property is within the city of Vadnais Heights; this land is primarily commercial in use.

Land Use: Institutional – 'private childcare and education facilities.'

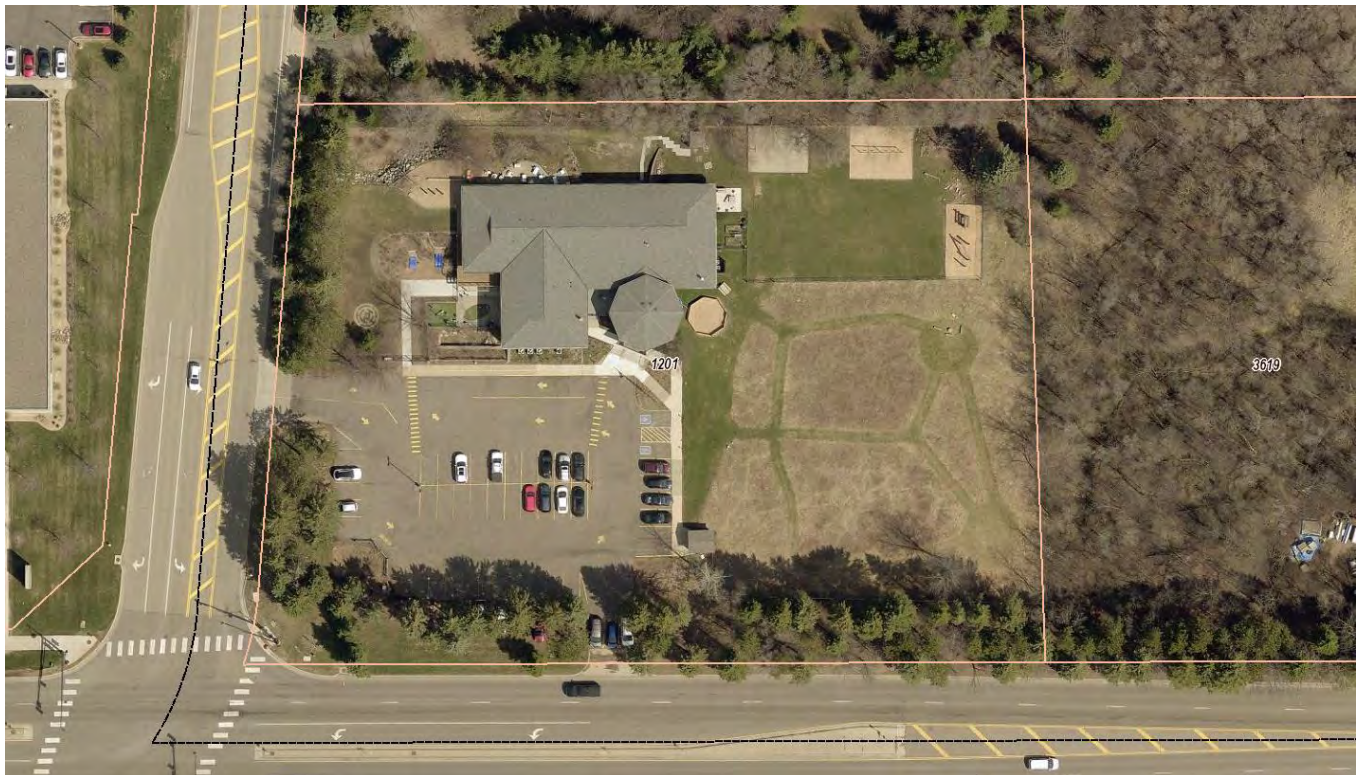


Figure 1: Aerial of the site, dated 2022, from Ramsey County GIS.

EVALUATION OF REQUEST

Institutional Overlay Zone

The City's Consolidated Land Use Ordinance (Ord. No. 131) covers the requirements for the Institutional Overlay Zone in Section 15. The WBMS property is the only property in the city within this overlay zone. Section 15.5.4 lists the setback requirements for accessory structures within the overlay zone – the front setback requirement is 100 feet, while the side and rear setback requirement is 50 feet. Principal structures (such as the school) are required to have a setback of 50 feet from all lot lines. Apart from the setback of the shed, the shed and the site itself meets the other zoning requirements of the city.

Applicant's Narrative

The narrative submitted by the applicant's contractor includes a rationale for the request (refer to pages one and two of this report), and identifies the following 'impact criteria' in consideration of their variance request:

1. *Adjacent uses – Within Gem Lake city boundaries to the east along County Rd E East and to the north along Labore Rd, the property borders two single family home properties. Both properties are screened from the school property by dense brush and tree foliage. In addition, both adjacent properties (along with other nearby properties along the roadways) also maintain accessory structures along their right-of-way frontages at approximately 30-foot setbacks.*
2. *Air and water quality – The project team does not consider the shed to have impacts on air and water quality. Locating the shed outside of the setback would require additional pavement and would harm water quality.*
3. *Traffic generation – The shed at its as-built location allows space for 2 additional parking stalls [compared to a setback-compliant location]. These two stalls decrease the number of visitors needing to park at the office center across Labore Rd from the school property.*
4. *Public safety and health – The garbage dumpsters and property maintenance equipment were previously housed in a dilapidated shed just to the north and east of the as-built shed. The previously existing building was in danger of collapse. The new building provides a much safer enclosure than previously provided.*
5. *Area aesthetics – The as-built shed is clad in materials similar in aesthetics to the school building and new addition. Existing, mature pine trees provide partial screening of the shed from the roadway.*
6. *Economic impact on the entire area – The project team does not consider there to be an economic impact on the area.*
7. *Consistency with the comprehensive plan – The project team considers the as-built shed in consistency with the surrounding neighborhood and other accessory structure setbacks at adjacent properties.*

Based on aerial images of the surrounding area, there are two properties to the north along Labore Road and two to the east along County Road E that have detached accessory structures less than 50 feet from the property lines along each road. These lots are zoned 'RX' (Residential Executive), which requires a 40-foot setback from the front lot line. These neighboring lots had their accessory structures built prior to the city adopting Ord. No. 131.

Variance Criteria

Practical Difficulties, as outlined per Ord. No. 131, Section 17.4.1 are listed below in bold, with the Planning Commission's findings following.

- **The property owner proposes to use the property in a reasonable manner not permitted by the zoning ordinance.**
Accessory structures, such as the as-built shed, are permitted under the ordinance in the Institutional Overlay zone. This criterion appears to be met.

- **The plight of the landowner is due to circumstances unique to the property not created by the landowner.**
Given that the building permit (which included the now as-built shed location) was already reviewed and issued for the project, and the shed has already been built, the applicant is in a unique situation of where they thought the structure was able to be built in its as-built location. This situation is unique only to this project, and was not caused by the landowner. This criterion appears to be met.
- **The variance, if granted, will not alter the essential character of the locality.**
Other detached accessory structures are located on nearby properties at setbacks from roads similar to the as-built shed. The as-built shed is also partially screened from the road (County Road E East) by existing trees and vegetation and is nearly fully screened from neighboring properties to the east. This criterion appears to be met.
- **Economic considerations alone do not constitute practical difficulties.**
Economic considerations, such as cost, are not mentioned in the applicant's submittal as the reason or rationale for the request. This criterion appears to be met.
- **Practical difficulties include, but are not limited to, inadequate access to direct sunlight for solar energy systems.**
N/A

Section 17.4.2.2 includes seven criteria for the City Council to review for variance requests listed below in bold, with the Planning Commission's findings following.

1. Adjacent Uses.

The shed in its as-built location does not appear to have negative impacts on neighboring uses and properties. The as-built location would not stand out in comparison to other neighboring properties. This criterion appears to be met.

2. Air and Water Quality.

The proposed as-built location does not appear to impact air or water quality of the property or nearby development. This criterion appears to be met.

3. Traffic Generations.

Traffic in and out of the site is generated by the principal use of the property, the Montessori School. The shed itself does not generate traffic, as it would be used to store equipment and items used by the school. This criterion appears to be met.

4. Public Safety and Health.

The proposed shed in its as-built location does not appear to have any impact on the safety or health of the public. This criterion appears to be met.

5. Area Aesthetics.

Other detached accessory structures are located on nearby properties at setbacks from roads similar to the as-built shed. The as-built shed is also partially screened from County Road E East and Labore Road by existing trees and vegetation. This criterion appears to be met.

6. Economic Impact on the Entire Area.

The shed being within the side yard setback is not expected to have an economic impact on the neighborhood or the city. This criterion appears to be met.

7. Consistency with the Comprehensive Plan.

The Comprehensive Plan is silent on accessory structures. The zoning ordinance (Ord. No. 131) is meant to carry out the implementation of the Plan. Apart from the setback requirement, the property meets other zoning requirements.

To summarize the requirements of 17.4.1 and 17.4.2.2 above, the Planning Commission found that the criteria were met for granting the variance request.

Staff Comments

The project plans were forwarded to staff and other agencies for comments prior to the Planning Commission meeting.

- Ramsey County
 - No comment, so long as there are no long-term detrimental impacts to the CR or its ROW, such as water erosion from roof drains/addressing dead or dying trees stemming from construction impacts on tree health, or other changes in the natural landscape.
- Vadnais Heights Watershed Management Organization (VLAWMO)
 - The watershed staff had no comments/issues on this request.
- Building Inspector
 - The Building Inspector confirmed that the site of the proposed shed was included in their plans that were approved for building permits in April of 2024. The as-built shed does not meet setback requirements, but it was noted that other requirements are met.
- Engineering
 - Engineering staff had not submitted comments at the time of drafting this report.

ACTION

The City Council has the following options:

1. Approve of the request, with or without conditions.
2. Denial of the request, with findings for denial.
3. Table the request for further review/study.

RECOMMENDATION

The Planning Commission recommended approval of the request, based on the findings in the resolution prepared for this meeting. In addition, the following conditions are recommended:

1. The as-built shed shall adhere to the 33.2-foot setback from the south property line, as shown in the plans reviewed with this request and the plans approved as part of the original building permit issued in April 2024.
2. The as-built shed shall adhere to other applicable local, State, and Federal requirements.
3. The applicant shall pay all fees and escrows associated with this request.

EPM:jdc

**WHITE BEAR
MONTESSORI SCHOOL**

**"REQUESTED
VARIANCE FOR
ACCESSORY
STRUCUTURE"**



City of Gem Lake

Heritage Hall

4200 Otter Lake Road | Gem Lake, MN 55110

651-747-2790/92 | 651-747-2795 (fax)

E-mail city@gemlakemn.org

Variance Request

The City Council, sitting as the Board of Appeal and Adjustment, may grant Variances from the strict applications of the provisions of the Land Use Ordinance and impose conditions and safeguards in the Variances so granted. These Variances shall be considered in cases where by reason of narrowness, shallowness, or shape of a lot or where by reason of exceptional topographic or water conditions or where other extraordinary and exceptional conditions such of such lot exist, the strict application of the terms Zoning Ordinance would result in practical difficulties upon the owner of such lot in complying with the regulations of the zoning district in which said lot is located. "Practical difficulties," as used in connection with the grant of a variance, means that the property owner proposes to use the property in a reasonable manner not permitted by the Land Use Ordinance; the plight of the landowner is due to circumstances unique to the property not created by the landowner; and the variance, if granted, will not alter the essential character of the locality. Economic considerations alone do not constitute practical difficulties. Practical difficulties include but are not limited to, inadequate access to direct sunlight for solar energy systems. A variance may not be granted to allow any use that is not allowed in the zoning district in which the property is located.

LICENSE APPLICATION CHECKLIST:

To prevent delay, please ensure the following information is submitted

- Permit Fee (if paying with cash we can only accept exact change)
 - \$500.00
- Site Plan
 - Building Locations (dwelling, garage, accessory building)
 - Site Improvements (fences, walks, lighting, decks, etc.)
 - Yard (front, side, rear, delineating setbacks)
 - Wetlands, lakes, streams, ditches, including 100 year storm elevation
- Schedule (when does applicant intend to construct)
- Additional information, if required (**narrative**)
- Certificate of Survey, or full legal description

Applicant Information

Name: Marnie McPherson

Home Phone: _____ Cell: _____ Business: 651-429-3710

Email: marnie@wbms.org

Property Owner: White Bear Montessori School

Site Address: 1201 County Rd E East

City: Gem Lake State: MN Zip: 55110

Property is zoned as: RX (Institutional Overlay) Existing use of the site: School

Description of Variance being requested: Side setback for accessory building (storage shed), as-built in violation of the required setback.

| Setbacks: | Required | Existing | Requested |
|-----------------|------------|---------------------------------------|--------------|
| Front Yard | _____ | _____ | _____ |
| Side Yard | <u>50'</u> | <u>62' (previously existing shed)</u> | <u>33.2'</u> |
| Side Yard | _____ | _____ | _____ |
| Rear Yard | _____ | _____ | _____ |
| Other (Specify) | _____ | _____ | _____ |

Applicant understands that the Variance Application fee will not be refunded if, after being submitted, the application is denied or the applicant chooses to withdraw.

It is the policy of City of Gem Lake that all identifiable costs associated with a Variance Application within the City of Gem Lake shall be the sole responsibility of the owner of said property. The costs shall include, but are not limited to the following: Gem Lake planning review costs (reports, meetings, site review); engineering review costs; legal costs (preparation of hearing notices, legal research, certification costs); publication costs (notice of hearing); reapportionment of assessments (engineers report); mailings and Ownership Reports (ownership/encumbrance).

Prior to the final approval by the City of Gem Lake City Council, all expenses to date shall be paid by the owner. Subsequent expenses not paid at the time of final approval (due to billings by consultants, etc.) shall be due upon receipt of a billing from the City of Gem Lake.

Applicant Signature: Hamil Dusen Date: 8/15/2024

Prior to applying for a variance it is recommended that the applicant contact the zoning administrator in order to discuss the proposal.

Data Practices Advisory (Tennessee Warning)

I understand that some of the information provided on this form will be public data. Public data is available to anyone who makes a request for such information. Under the Minnesota Data Practices Act, your address, email and/or telephone number are private data. You may choose not to provide some or all of this private data, but it may cause your variance request to be denied. By completing this information, you are consenting to allow the City of Gem Lake staff to share this information in order to administer Gem Lake Ordinances regarding variances. Please sign below to affirm that you have read this notice.

Applicant Signature: Hamil Dusen Date: 8/15/2024

Review Process

1. Submit 15 copies of application and supporting information to the City of Gem Lake. Also submit 15 copies of all plans which exceed 11" x 17" in size. Any application must be received three (3) weeks before the 2nd Tuesday of the month in which the applicant would like the Planning Commission to review the proposal (to allow for Public Hearing notice).

2. Planning Commission: 2nd Tuesday of the month at 7:00 p.m. at Heritage Hall, 4200 Otter Lake Road.

Planning Commission Meeting Date: _____

3. City Council: 3rd Tuesday of the month at 7:00 p.m. at Heritage Hall, 4200 Otter Lake Road.

City Council Meeting Date: _____

Standards

The City Council will approve a variance only if it satisfies the description on Page one (1), and the following facts are established:

- Without a variance, applicant would be deprived of rights commonly enjoyed by others in the same district
- The special circumstances do not result from actions of the applicant
- Granting the variance will not confer the applicant any special privileges
- Will not increase traffic congestion on public streets
- Will not endanger public safety
- Will not diminish established property value

Office Use Only

Date Request Received: _____ Date Application Complete: _____

Conditional Use Permit paid: _____ Cash Check

Check No.: _____ Receipt No.: _____

Conditions

Approval based on the following conditions _____

Date Variance Granted: _____

Date Variance Denied: _____

Memorandum

TO: Evan Monson, AICP
TKDA

FROM: Robbie Latta, PE
Civil Site Group

DATE: 08/15/2024

RE: Storage Shed Setback Variance Request
White Bear Montessori School
1201 County Road E East
Gem Lake, MN 55110

Dear Evan,

This memo serves as a request for setback variance for the storage shed constructed at the White Bear Montessori School at 1201 County Road E East in Gem Lake. The 14'x16' storage shed was recently constructed, as part of the larger school addition and exterior improvements project, violating the required 50' side yard setback for accessory structures in an Institutional Overlay zone. The project team deeply regrets the oversight in not previously requesting the setback variance prior to construction.

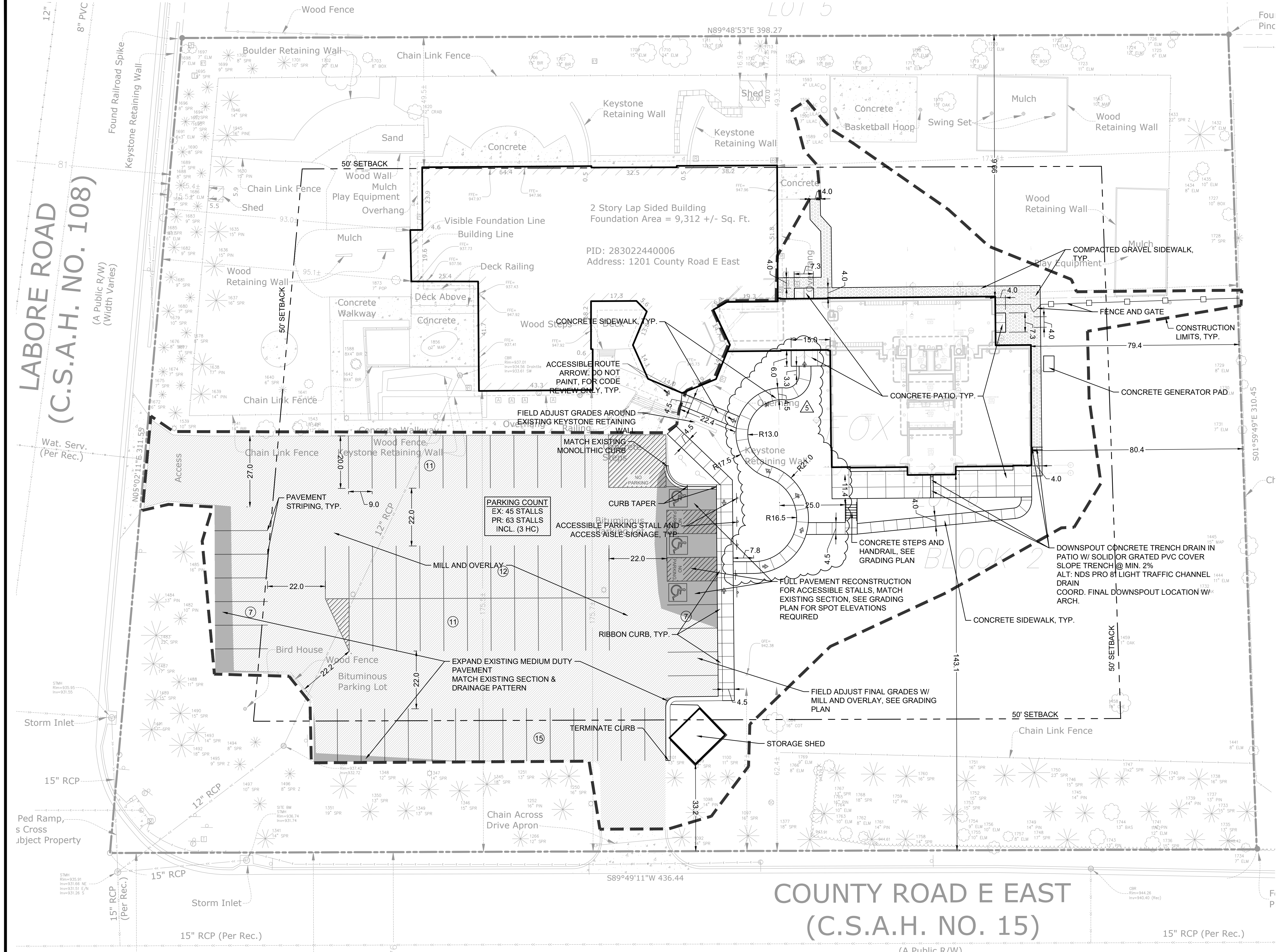
The shed was constructed in the as-built location for the following reasons:

1. The site needs as much additional parking as possible. Construction of the shed in the as-built location allowed (2) additional ADA parking stalls along the existing row of parking. The previous shed location required the pavement space in front of the shed to be designated 'no parking' to maintain access by garbage truck and maintenance staff. Given this issue, the decision was made to move the shed location to an area not otherwise needed by additional parking.
2. While the pavement area to the east of the existing parking lot could have been expanded to increase the number of site parking stalls and provide space for the shed in compliance with the setback, the Vadnais Lake Area Water Management Organization 10,000 sf of new/reconstructed impervious threshold for stormwater management would be triggered. The current site plan incorporates 9,884 square feet of new and reconstructed impervious, only 116 sf less than the threshold. Triggering the management threshold would have required enlarging the existing rain garden in the southwest corner of the site which has the lowest topography for rainwater retention. However, the existing rain garden is at its largest possible size and depth. Therefore, existing pavement and parking stalls would need to be removed and relocated elsewhere, thus requiring more reconstructed impervious and, therefore, yet more retention volume. Furthermore, enlargement of the rain garden would require additional tree removals which aid in screening the parking lot from the street.

The practical difficulties of locating the shed in an area meeting the setback are such that it would cause additional traffic impacts, remove screening and negatively impact the aesthetics of the property, and require additional stormwater treatment.

The project team requests review of the following impact criteria in consideration of the variance request.

1. Adjacent Uses – Within Gem Lake city boundaries to the east along County Rd East and to the north along Labore Rd, the property borders two single family home properties. Both properties are screened from the school property by dense brush and tree foliage. In addition, both adjacent properties (along with other nearby properties along the roadways) also maintain accessory structures along their right of way frontages at approximate 30' setbacks.
2. Air and Water Quality – The project team does not consider the shed to have impacts on air and water quality. Locating the shed outside of the setback would require additional pavement and would harm water quality.
3. Traffic Generations – The shed at its as-built location allows space for (2) additional parking stalls. These two stalls decrease the number of visitors needing to park at the office center across Labore Rd from the school property.
4. Public Safety and Health – The garbage dumpsters and property maintenance equipment were previously housed in a dilapidated shed just to the north and east of the as-built shed. The previously existing building was in danger of collapse. The new building provides a much safer enclosure than previously provided.
5. Area Aesthetics – The as-built shed is clad in materials similar in aesthetics to the school building and new addition. Existing, mature pine trees provide partial screening of the shed from the roadway.
6. Economic Impact on the Entire Area – The project team does not consider there to be an economic impact on the area.
7. Consistency with the Comprehensive Plan – The project team considers the as-built shed in consistency with the surrounding neighborhood and other accessory structure setbacks at adjacent properties.



SITE LAYOUT NOTES:

- ALL EXISTING UTILITY LOCATIONS SHOWN ARE APPROXIMATE. CONTACT "GOPHER STATE ONE CALL" (651-454-0002 OR 800-252-1166) FOR UTILITY LOCATIONS, 48 HOURS PRIOR TO CONSTRUCTION. THE CONTRACTOR SHALL REPAIR OR REPLACE ANY UTILITIES THAT ARE DAMAGED DURING CONSTRUCTION AT NO COST TO THE OWNER.
- CONTRACTOR SHALL VERIFY LOCATIONS AND LAYOUT OF ALL SITE ELEMENTS PRIOR TO BEGINNING CONSTRUCTION, INCLUDING BUT NOT LIMITED TO, LOCATIONS OF EXISTING AND PROPOSED PROPERTY LINES, EASEMENTS, SETBACKS, UTILITIES, BUILDINGS AND PAVEMENTS. CONTRACTOR IS RESPONSIBLE FOR FINAL LOCATIONS OF ALL ELEMENTS FOR THE SITE. ANY REVISIONS REQUIRED AFTER COMMENCEMENT OF CONSTRUCTION, DUE TO LOCAL ADJUSTMENTS SHALL BE CORRECTED AT NO ADDITIONAL COST TO OWNER. ADJUSTMENTS TO THE LAYOUT SHALL BE APPROVED BY THE ENGINEER/LANDSCAPE ARCHITECT PRIOR TO INSTALLATION OF MATERIALS. STAKE LAYOUT FOR APPROVAL.
- THE CONTRACTOR SHALL OBTAIN ALL NECESSARY PERMITS PRIOR TO CONSTRUCTION, INCLUDING A RIGHT-OF-WAY AND STREET OPENING PERMIT.
- THE CONTRACTOR SHALL VERIFY RECOMMENDATIONS NOTED IN THE GEO TECHNICAL REPORT PRIOR TO INSTALLATION OF SITE IMPROVEMENT MATERIALS.
- CONTRACTOR SHALL FIELD VERIFY COORDINATES AND LOCATION DIMENSIONS & ELEVATIONS OF THE BUILDING AND STAKE FOR REVIEW AND APPROVAL BY THE OWNERS REPRESENTATIVE PRIOR TO INSTALLATION OF FOOTING MATERIALS.
- LOCATIONS OF STRUCTURES, ROADWAY PAVEMENTS, CURBS AND GUTTERS, BOLLARDS, AND WALKS ARE APPROXIMATE AND SHALL BE STAKED IN THE FIELD, PRIOR TO INSTALLATION, FOR REVIEW AND APPROVAL BY THE ENGINEER/LANDSCAPE ARCHITECT.
- CURB DIMENSIONS SHOWN ARE TO FACE OF CURB. BUILDING DIMENSIONS ARE TO FACE OF CONCRETE FOUNDATION. LOCATION OF BUILDING IS TO BUILDING FOUNDATION AND SHALL BE AS SHOWN ON THE DRAWINGS.
- THE CONTRACTOR SHALL SUBMIT SHOP DRAWINGS OR SAMPLES AS SPECIFIED FOR REVIEW AND APPROVAL BY THE ENGINEER/LANDSCAPE ARCHITECT PRIOR TO FABRICATION FOR ALL PREFABRICATED SITE IMPROVEMENT MATERIALS SUCH AS, BUT NOT LIMITED TO THE FOLLOWING, FURNISHINGS, PAVEMENTS, WALLS, RAILINGS, BENCHES, FLAGPOLES, LANDING PADS FOR CURB RAMPS, AND LIGHT AND POLES. THE OWNER RESERVES THE RIGHT TO REJECT INSTALLED MATERIALS NOT PREVIOUSLY APPROVED.
- PEDESTRIAN CURB RAMPS SHALL BE CONSTRUCTED WITH TRUNCATED DOME LANDING AREAS IN ACCORDANCE WITH A.D.A. REQUIREMENTS-SEE DETAIL.
- CROSSWALK STRIPING SHALL BE 24" WIDE WHITE PAINTED LINE, SPACED 48" ON CENTER PERPENDICULAR TO THE FLOW OF TRAFFIC. WIDTH OF CROSSWALK SHALL BE 5' WIDE. ALL OTHER PAVEMENT MARKINGS SHALL BE WHITE IN COLOR UNLESS OTHERWISE NOTED OR REQUIRED BY ADA OR LOCAL GOVERNING BODIES.
- SEE SITE PLAN FOR CURB AND GUTTER TYPE. TAPER BETWEEN CURB TYPES-SEE DETAIL.
- ALL CURB RADII ARE MINIMUM 3' UNLESS OTHERWISE NOTED.
- CONTRACTOR SHALL REFER TO FINAL PLAN FOR LOT BOUNDARIES, NUMBERS, AREAS AND DIMENSIONS PRIOR TO SITE IMPROVEMENTS.
- FIELD VERIFY ALL EXISTING SITE CONDITIONS, DIMENSIONS.
- PARKING IS TO BE SET PARALLEL OR PERPENDICULAR TO EXISTING BUILDING UNLESS NOTED OTHERWISE.
- ALL PARKING LOT PAINT STRIPING TO BE WHITE, 4" WIDE TYP.
- BITUMINOUS PAVING TO BE "LIGHT DUTY" UNLESS OTHERWISE NOTED. SEE DETAIL SHEETS FOR PAVEMENT SECTIONS.
- ALL TREES THAT ARE TO REMAIN ARE TO BE PROTECTED FROM DAMAGE WITH A CONSTRUCTION FENCE AT THE DRIP LINE. SEE LANDSCAPE DOCUMENTS.
- CONTRACTOR IS RESPONSIBLE TO INSTALL ANY SIDEWALK AND CURBING PER DESIGN PLAN. CONTRACTOR TO VERIFY ALL CURBS AND SIDEWALKS WILL DRAIN PROPERLY IN FIELD CONDITIONS. CONTRACTOR MUST CONTACT THE CIVIL ENGINEER 24-HOURS PRIOR TO ANY CURB AND/OR SIDEWALK INSTALLATION TO REVIEW AND INSPECT CURB STAKES. CONTRACTOR IS RESPONSIBLE FOR ANY CURB OR SIDEWALK REPLACEMENT IF THIS PROCEDURE IS NOT FOLLOWED.

| SITE AREA CALCULATIONS | | EXISTING CONDITION | | PROPOSED CONDITION | |
|----------------------------------|-------------------|--------------------|-------------------|--------------------|---------------|
| IMPERVIOUS SURFACES | | | | | |
| BUILDING COVERAGE | 9,312 SF | 7.2% | 14,846 SF | 11.5% | |
| PAVEMENT | 28,751 SF | 22.2% | 30,866 SF | 23.8% | |
| NEW/RECONSTRUCTED | | | 9,884 SF | | |
| TOTAL | 38,063 SF | 29.4% | 45,712 SF | 35.3% | 1.0 AC |
| PERVIOUS SURFACES | | | | | |
| TOTAL | 91,433 SF | 70.6% | 83,784 SF | 64.7% | 1.9 AC |
| TOTAL SITE AREA | 129,496 SF | 100.0% | 129,496 SF | 100.0% | 3.0 AC |
| DIFFERENCE (EX. VS PROP.) | 7,649 SF | 5.9% | | | |
| DISTURBED AREA | 26,000 SF | 0.6 AC | | | |

SITE PLAN LEGEND:

- LIGHT DUTY BITUMINOUS PAVEMENT. MATCH EXISTING PAVEMENT SECTION
- CONCRETE PAVEMENT (IF APPLICABLE) AS SPECIFIED (PAD OR WALK) SEE GEOTECHNICAL REPORT FOR AGGREGATE BASE & CONCRETE DEPTHS. WITHIN ROW SEE CITY DETAIL, WITHIN PRIVATE PROPERTY SEE CSG DETAIL
- PROPERTY LINE
- CONSTRUCTION LIMITS
- CURB AND GUTTER-SEE NOTES (T.O.) TIP OUT GUTTER WHERE APPLICABLE-SEE PLAN
- TRAFFIC DIRECTIONAL ARROW PAVEMENT MARKINGS
- SIGN AND POST ASSEMBLY. SHOP DRAWINGS REQUIRED.
HC = ACCESSIBLE SIGN
NP = NO PARKING FIRE LANE
ST = STOP
CP = COMPACT CAR PARKING ONLY
- ACCESSIBILITY ROUTE ARROW (IF APPLICABLE) DO NOT PAINT.

CITY OF GEM LAKE SITE SPECIFIC NOTES:

- RESERVED FOR CITY SPECIFIC SITE NOTES.

OWNER INFORMATION

WHITE BEAR MONTESSORI SCHOOL
1201 COUNTY ROAD E EAST
GEM LAKE MN, 55110
MARNIE MCPHERSON
651-429-3710
MARNIE@WBMS.ORG

CivilSite GROUP
Civil Engineering · Surveying · Landscape Architecture
5000 Glenwood Avenue
Golden Valley, MN 55422
612-615-0060

PROJECT

MONTESSORI SCHOOL ADDITION
1201 COUNTY ROAD E EAST, GEM LAKE, MN 55110

WHITE BEAR MONTESSORI SCHOOL
1201 COUNTY ROAD E EAST, GEM LAKE, MN 55110

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

Robert A. Latta
Robert A. Latta
DATE 04/12/24 LICENSE NO. 59612

ISSUE/SUBMITTAL SUMMARY

| DATE | DESCRIPTION |
|-----------|-------------|
| 4/12/2024 | PERMIT SET |

REVISION SUMMARY

| DATE | DESCRIPTION |
|-----------|-----------------------|
| 4/23/2024 | ADDENDUM #1 |
| 5/10/2024 | ADDENDUM #3 |
| 7/25/2024 | EMERGENCY EGRESS PATH |
| 8/8/2024 | PATH REVISION |

SITE PLAN

C2.0

© COPYRIGHT 2023 CIVIL SITE GROUP INC.

Know what's below. Call before you dig.

1" = 20'-0"
10'-0" 0 20'-0"

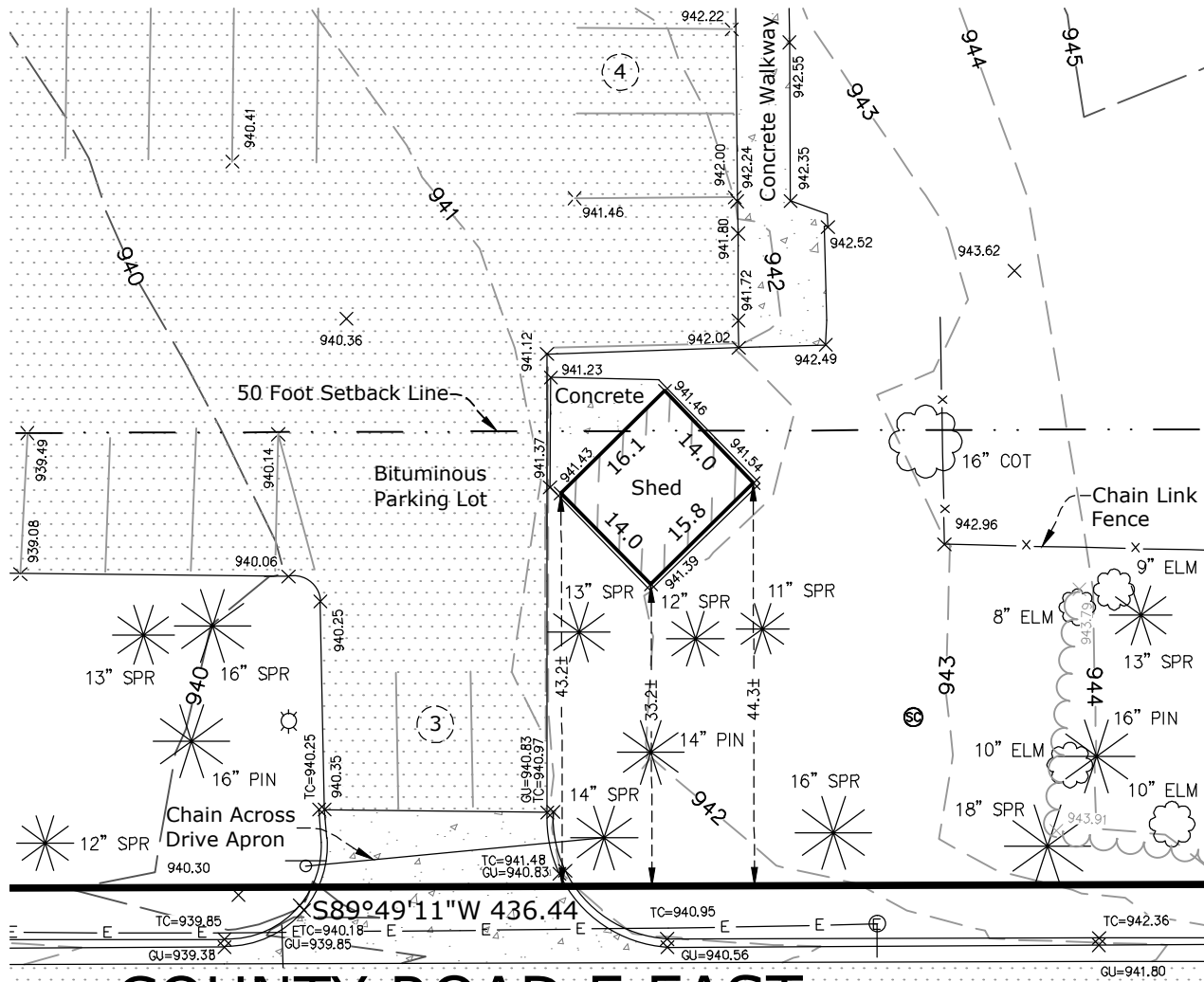
Shed Exhibit Red Fox Hills Gem Lake, Ramsey County, Minnesota

DESCRIPTION OF PROPERTY SURVEYED

Lot 6, Block 2, Red Fox Hills, Ramsey County, Minnesota.
Torrens Property
Torrens Certificate No. 500305

GENERAL SURVEY NOTES

- Please note the purpose of this survey is to show the existing conditions and topographic information of a portion of the described property as requested by the client and measured by us on 7-26-2024



**COUNTY ROAD E EAST
(C.S.A.H. NO. 15)**

(A Public R/W)
(Width Varies)

MINNESOTA CERTIFICATION

I hereby certify that this survey, plan or report was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota.

Dated this 5th day of August, 2024



Rory L. Synsteliën Minnesota License No. 44565



SCALE IN FEET



5000 GLENWOOD AVENUE
GOLDEN VALLEY, MN 55422
CivilSiteGroup.com

Drawn By: DS
Project No. 24058 SHEET 1 OF 1





City of Gem Lake
County of Ramsey
State of Minnesota



Resolution No. 2024-0021

APPROVING A VARIANCE FOR 1201 COUNTY ROAD E EAST, PARCEL ID 283022440006

WHEREAS, White Bear Montessori School, the owner of the property, made an application to request a variance ‘after-the-fact’ to allow for a detached accessory structure (shed) to be placed within the required 50-foot side yard setback on the property listed above; and

WHEREAS, the property is legally described as follows:

LOT 6, BLOCK 2, RED FOX HILLS, RAMSEY COUNTY, MINNESOTA
TORRENS PROPERTY
TORRENS CERTIFICATE NO. 500305; and

WHEREAS, the Planning Commission reviewed the request at a duly noticed public hearing on September 10, 2024, and determined that the proposed request meets the criteria for a minor subdivision, and voted to recommend approval of the request with conditions; and

NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE CITY COUNCIL OF GEM LAKE, RAMSEY COUNTY, MINNESOTA, that it should and hereby does approve a Variance to allow for a detached accessory structure (shed) to be placed within the required 50-foot side yard setback on 1201 County Road E East, Parcel ID 283022440006, based on the following findings:

1. Accessory structures, such as the as-built shed, are permitted under the ordinance in the Institutional Overlay zone. This criterion appears to be met.
2. Given that the building permit (which included the now as-built shed location) was already reviewed and issued for the project, and the shed has already been built, the applicant is in a unique situation of where they thought the structure was able to be built in its as-built location. This situation is unique only to this project and was not caused by the landowner. This criterion appears to be met.
3. Other detached accessory structures are located on nearby properties at setbacks from roads similar to the as-built shed. The as-built shed is also partially screened from the road (County Road E East) by existing trees and vegetation and is nearly fully screened from neighboring properties to the east. This criterion appears to be met.
4. Economic considerations, such as cost, are not mentioned in the applicant’s submittal as the reason or rationale for the request. This criterion appears to be met.
5. The shed in its as-built location does not appear to have negative impacts on neighboring uses and properties. The as-built location would not stand out in comparison to other neighboring properties. This criterion appears to be met.
6. The proposed as-built location does not appear to impact air or water quality of the property or nearby development. This criterion appears to be met.



Resolution No. 2024-0021

7. Traffic in and out of the site is generated by the principal use of the property, the Montessori School. The shed itself does not generate traffic, as it would be used to store equipment and items used by the school. This criterion appears to be met.
8. The proposed shed in its as-built location does not appear to have any impact on the safety or health of the public. This criterion appears to be met.
9. Other detached accessory structures are located on nearby properties at setbacks from roads similar to the as-built shed. The as-built shed is also partially screened from County Road E East and Labore Road by existing trees and vegetation. This criterion appears to be met.
10. The shed being within the side yard setback is not expected to have an economic impact on the neighborhood or the city. This criterion appears to be met.
11. The Comprehensive Plan is silent on accessory structures. The zoning ordinance (Ord. No. 131) is meant to carry out the implementation of the Plan. Apart from the setback requirement, the property meets other zoning requirements.

FURTHER BE IT RESOLVED that the following condition of approval shall be met:

1. The as-built shed shall adhere to the 33.2-foot setback from the south property line, as shown in the plans reviewed with this request and the plans approved as part of the original building permit issued in April 2024.
2. The as-built shed shall adhere to other applicable local, State, and Federal requirements.
3. The applicant shall pay all fees and escrows associated with this request.

Adopted by the City Council of Gem Lake, Ramsey County, Minnesota, on this 17th day of September 2024.

MELISSA LAWRENCE, Acting City Clerk

17 September 2024

Date

Memorandum

To: Gem Lake City Council
Copies To: Melissa Lawrence, City Clerk
Kevin Beck, Attorney
From: CJ Sycks, Planner
Evan Monson, Planner
Date: September 11, 2024

Project Reference: Hunting Ordinance Review
TKDA Project No.: 21076.000
Client No.: _____

SUBJECT: Discussion regarding the Gem Lake Hunting and Weapons Discharge Ordinance
MEETING DATE: September 17, 2024
ITEMS REVIEWED: Gem Lake Ordinance 124B, MN DNR Turkey Hunting Regulations

OVERVIEW

Ord. No. 124B was adopted in November 2016 and updated in August 2021. The ordinance prohibits the discharge or use of dangerous weapons within the City of Gem Lake. There are currently 4 exceptions:

1. Archery Deer Hunting
2. Target Archery
3. Defense of Self and Property Against Vicious Animals
4. Law Enforcement

The Planning Commission directed staff to consider amendments to the ordinance to add archery turkey hunting. On Tuesday, September 10, the Planning Commission reviewed proposed amendments. A draft of the amended ordinance is available for the Council to review.

OVERVIEW OF ORDINANCE UPDATES

Proposed Ordinance Structure

The exceptions to discharging dangerous weapons are listed in Section 4. They are written in the order listed above. With the addition of two additional hunting sections the order will be as follows:

1. Target Archery
2. Defense of Self and Property Against Animals
3. Law Enforcement
4. Archery Hunting
5. Archery Deer Hunting
6. Archery Turkey Hunting

Section 4.1 is proposed to regulate "Target Archery." The proposed changes are listed below.

- c. Currently states '...the "clear" area must be at least 1/3 of the estimated maximum shot distance...'. Proposing to add "beyond the target" for clarification on the clear area.
- d. Proposing to include a prohibition of target archery on October 31st.

Section 4.2 is proposed to regulate "Defense of Self and Property Against Animals." The proposed changes are listed below.

- Proposing to remove the descriptor "vicious". Stating "...against an animal while acting in self-defense or defense of another, or to defend property...from harm or damage" is sufficient.

Section 4.4 is proposed to regulate "Archery Hunting." This subsection will include the regulations that apply to both deer and turkey hunting permits. Below is an overview of the section:

- a. requires a hunting permit.

- b. lists the requirements for applying.
- c. requires all materials be submitted no less than a week from a City Council meeting.
- d. requires landowners notify their neighbors of the date and location of a hunt.
- e. sets hunting setbacks 300 feet from neighboring homes and 1,000 feet from any school.
- f. allows multiple properties to join in an application to total at least 5 acres.
- g. requires a security deposit of \$500.00 and requires a hearing if terms were violated during a hunt.
- h. any person hunting not on the permit must carry written permission with them during the hunt.
- i. the permit fees are listed in the fee schedule.
- j. the council may solicit hunting organizations to hunt on approved property.
- k. failure to comply forfeits all fees.
- l. if there are changes to the permit, the landowner must bring new documents to City Council before a hunt.
- m. all state and federal rules must be followed.
- n. no hunting is permitted on October 31st.

Section 4.5 is proposed to regulate “Archery Deer Hunting.” This subsection will include the regulations that apply to deer hunting *only*. Below is an overview of the section:

- a. Hunting must only be done from elevated deer stands.
- b. Hurding deer into a hunting area is prohibited.
- c. Hunters must have proper State license to take deer.
- d. The maximum duration for a permit is 3 weeks. Those weeks must be on the permit. No hunt should last more than 3 consecutive days.

Section 4.6 is proposed to regulate “Archery Turkey Hunting.” This subsection will include the regulations that apply to turkey hunting *only*. Below is an overview of the section:

- a. Hunters must have proper state license to take turkey.
- b. The maximum duration for a permit is 6 weeks. Those weeks must be on the permit. No hunt should last more than 3 consecutive days.

CITY FEE SCHEDULE

In the City Fee Schedule, Ord. No. 135, Section 11: An ‘Archery Deer Hunting Permit’ requires a \$100.00 fee with a \$500.00 escrow. Proposed changes include adding ‘Archery Turkey Hunting Permit’ with a 5\$ per each hunter on the permit, and a \$500.00 escrow.

The rationale for the lesser fee for turkey hunting is due to the state permit cost and the bag limit. Hunters are permitted one turkey per season and pay a \$30 fee for a permit from the state.

| Miscellaneous City Licenses | Fee | Comments |
|-------------------------------|---------------|--|
| Amusement Devices | \$50.00 | Per Device |
| Apartment Unit License | \$200.00 | Plus \$25.00 per unit over 10. Annually |
| Archery Deer Hunting Permit | \$100.00 | Plus \$500.00 Escrow |
| Archery Turkey Hunting Permit | \$5.00/hunter | Per hunter on the permit. Plus \$500.00 Escrow |

Figure 1: An excerpt from the Proposed Draft City Fee Schedule, Ord. No. 135, Section 11

RECOMMENDATION

The Planning Commission recommended the Council approve of the updated Ordinances No. 124B and 135 (fee schedule) as proposed. If the Council desires additional review or changes to be made, directions regarding ordinance changes should be provided to staff.

Attachments:

1. Ordinance 124B – Hunting – DRAFT – Redlined
2. Ordinance 124B – Hunting – DRAFT – Clean
3. Ordinance 135 – City Fee Schedule Section 11 – Redlined

City of Gem Lake, Ramsey County, Minnesota
Hunting And Discharge Of Weapons
Ordinance No. 124B
~~CITY OF GEM LAKE, RAMSEY COUNTY, MINNESOTA~~
~~ORDINANCE NO. 124B~~

**AN ORDINANCE REGULATING THE DISCHARGE OF WEAPONS AND HUNTING ON PROPERTY
LOCATED WITHIN THE CITY OF GEM LAKE, MINNESOTA.**

-THE CITY COUNCIL OF THE CITY OF GEM LAKE ORDAINS:

Section 1. Intent and purpose. The City Council intends to protect the public safety of its citizens by regulating the use and discharge of certain weapons on real property in the City of Gem Lake, as permitted by Minnesota Statutes, § 471.633. The City Council recognizes that State law governs all other matters regarding firearms, including purchase, possession, and rights to carry. The Council also intends that existing State law relating to the discharge of bows and arrows in Minnesota Statutes, Chapter 97B, and to the purchase, possession, carrying or use of other potentially dangerous weapons under Minnesota Statutes, § 609.66 and similar laws, be enforced in the City.

Section 2. Definitions. As used in this Ordinance: "**Dangerous weapon**" has the meaning given it in Minnesota Statutes, § 609.02, subdivision 6.

Section 3. Discharge of Weapons Prohibited. Except as specifically authorized in Section 4, the discharge or use of dangerous weapons is hereby prohibited. Violation of any term of this Ordinance is a misdemeanor.

Section 4. Exceptions. Dangerous weapons may be discharged or used in the City only under the following circumstances:

4.1 Target Archery. A person may use a bow and arrow on private property, with permission from the owner, for target archery.

a. Arrows used for target archery must have points that are no wider than the shaft of the arrow, and not razor-edged on any surface.

b. Archers must shoot at a target, and targets must be mounted on material of sufficient depth and density to stop an arrow fired from the bow used by the archer. Trees and other live plants are not considered suitable backing material for mounting targets.

c. The shooting area and the targets must be placed so that there are no buildings, rights-of-way, or public lands within a reasonable distance behind the targets; the "clear" area beyond the target must be at least 1/3 of the estimated maximum shot distance for the type of bow used by the archer.

d. There shall be no Target Archery allowed or permitted on October 31st.

4.2 Defense of Self and Property Against Animals. Use of a firearm or bow and arrow against an animal while acting in self-defense, in defense of another person, or to defend property (including pets and other domestic animals) from harm or damage is permitted. This provision is not intended to affect or be in conflict with State or Federal laws regarding the use of force against another person for self- defense, defense of others, or in defense of property.

4.3 Law Enforcement. This Ordinance shall not apply to licensed peace officers, or other authorized personnel, engaged in law enforcement activities when using firearms or other weapons in the regular course of performing their duties.

4.4

Permits for Archery ~~Deer~~ Hunting. The City Council may issue permits authorizing the use of discharge of a bow and arrow within the City for purposes of deer hunting or turkey hunting. Said permits shall be issued only during the

Hunting and Discharge of Weapons Ordinance No. 124B

appropriate game seasons ~~for deer~~, or as deer or turkey hunting is otherwise authorized by the State ~~of Minnesota~~, Department of Natural Resources (DNR). A deer hunting or turkey hunting permit shall be issued to the property owner or owners in the case where multiple properties are joined to obtain the ~~5-acre~~5-acre requirement.

a. A hunting permit granted under this ~~paragraph ordinance~~ shall only authorize the discharge or use of bow and arrow on a specified parcel of property of five (5) acres or larger within the City of Gem Lake.

b. The property owner(s) must apply for the permit on a form approved by the City. The application must include written consent of the owners of all parcels within 300 feet of the proposed hunting land. The applicant must submit a map of the property proposed for hunting, showing the size of the parcel, expected shooting areas, and the location of ground blinds and/or deer stands if applicable, and the location of any buildings on the property and adjacent property.

c. All documents stated in 4.4.b must be delivered to the City no less than one (1) week before the City Council Meeting.

~~e.d.~~ The permit holder must notify all landowners bordering their property of the dates and locations of the hunt.

~~Multiple properties may join into an application for a hunting permit, provided that the combined properties are contiguous, combine to be 5 acres or larger, all property owners are on the application, and will allow for a contiguous safe hunting area. All owners must join the application if properties are comb~~

e. The City Council, in granting the permit, shall establish boundaries for the hunting area on the property which shall be sufficient to protect public safety, but in no event shall it be less than 300 feet from any home or, garage, or less than 1,000 feet from any school. The City Council may further limit hunting areas within the specified parcel of ~~property, and~~property and attach other conditions to the hunting permit deemed necessary to protect the public safety and welfare.

~~d.f.~~ Multiple properties may join into an application for a hunting permit, provided that the combined properties are contiguous, combine to be 5 acres or larger, all property owners are on the application, and will allow for a contiguous safe hunting area.

g. A landowner obtaining a hunting permit is responsible for ensuring that the terms of the permit are observed. If a permit is approved by the City Council, the landowner must post a cash security of \$500.00 before the permit is issued. If there is a complaint or report that permit terms were violated during the hunt, the City Council shall hold a hearing on the complaint and report, after giving the affected owner at least ten (10) days' notice of the hearing. If following the hearing the City Council concludes that a permit violation did occur, the Council may require that some or all of the cash security be forfeited to the City, in the Council's discretion.

4.1.2—~~The property owner(s) must apply for the permission a form approved by the City. The application must be accompanied by a petition on an approved city form showing the written consent of the owners of all parcels within 300 feet of a proposed deer stand. The applicant must submit a map of the property proposed for deer hunting, showing the size of the parcel, the proposed locations of deer stands and expected shooting lanes, and the location of any buildings on the property and adjacent property with a map scale showing the distance in feet from the deer stand to owner's homes on adjacent lots. The permit holder must notify all land owners bordering their property of the dates of the hunt and locations of the deer stands.~~

4.1.3—

4.1.4—~~A landowner obtaining a hunting permit is responsible for ensuring that the terms of the permit are observed. If a permit is approved by the City Council, the landowner must post a cash security of \$500.00 before the permit is issued. If there is a complaint or report that permit terms were violated during the hunt, the City Council shall hold a hearing on the complaint and report,~~

~~after giving the affected owner at least fourteen (14) days' notice of the hearing. If following the hearing the City Council concludes that a permit violation did occur, the Council may require that some or all of the cash security be forfeited to the City, in the Council's discretion.~~

~~4.1.5—The maximum duration of a hunting permit shall be three weeks, one hunt per property owner per year. Such weeks must appear on the permit. A permit may authorize the discharge and use of (bow) weapons a maximum of three consecutive days in any single week. Such days must appear on the permit. Other activities (such as setting up stands) may take place on the days on which weapons discharge is not permitted. Weeks do not need to be consecutive but must be within hunting season.~~

~~e.h. Any person hunting under a permit who is not one of the permit applicants must have written permission to hunt signed by all of the property owner(s). The hunter must have this permission form and a copy of the permit in their possession while hunting under the permit.~~

~~f.i. The permit fees shall be set forth by the City Fee Schedule as adopted by Ordinance. City Council resolution.~~

~~Hunting shall be done from elevated deer stands only. Hunters shall not drive or herd deer into a hunting area. All hunters must have appropriate State licensing and required permits for all deer taken. All State and Federal hunting rules and regulations shall apply in addition to requirements imposed by the City Council.~~

~~g.j. The City Council may solicit the Metro Bow Hunters Resource Base, or any other approved organization, to Hunt-hunt on an approved landowner's property for the purpose of hunting deer or turkey. The City Council will determine if there are any fees involved in such a hunt and the requirements of the hunt.~~

~~h.k. All conditions of a deer hunt must be met by the landowner(s). Failure to do-comply with regulation s of this ordinance this forfeits all fees to the city and jeopardizes future hunts for the property owner.~~

~~i.l. If the conditions of any aspect of the permit are to be changed, the landowner must bring the change with new documents to the City Council for approval prior to the hunt.~~

~~j.m. All State and Federal hunting rules and regulations shall apply in addition to requirements imposed by the City Council.~~

~~n. There shall be no hunting allowed or permitted on October 31st.~~

4.5 Archery Deer Hunting.

4.6

~~ton provided must include ny(s) proposed stand(s) all (-)~~

~~a. Hunting shall be done from elevated deer stands only.~~

~~b. Hunters shall not drive or herd deer into a hunting area.~~

~~c. All hunters must have appropriate State licensing and required permits for all deer taken.~~

~~d. The maximum duration of a deer hunting permit shall be three weeks. Such weeks must appear on the permit. A permit may authorize the discharge and use of (bow) weapons a maximum of three consecutive days in any single week. Such days must appear on the permit. Other activities (such as setting up stands) may take place on the days on which weapons discharge is not permitted. Weeks do not need to be consecutive but must be within hunting season.~~

4.7 Archery Turkey Hunting

a. All hunters must have appropriate State licensing and required permits for all turkey taken.

b. The maximum duration of a turkey hunting permit shall be six weeks. Such weeks must appear on the permit. A permit may authorize the discharge and use of (bow) weapons a maximum of three consecutive days in any single week. Such days must appear on the permit. Other activities may take place on the days on which weapons discharge is not permitted. Weeks do not need to be consecutive but must be within hunting season.

~~5~~

~~There shall be no hunting allowed on October 31.~~

~~**5.1 — Target Archery.** A person may use a bow and arrow on private property, with permission from the owner, for target archery. Arrows used for target archery must have points that are no wider than the shaft of the arrow, and not razor edged on any surface. Archers must shoot at a target, and targets must be mounted on material of sufficient depth and density to stop an arrow fired from the bow used by the archer. Trees and other live plants are not considered suitable backing material for mounting targets. The shooting area and the targets must be placed so that there are no buildings, rights of way, or public lands within a reasonable distance behind the targets; the "clear" area must be at least 1/3 of the estimated maximum shot distance for the type of bow used by the archer. **Defense of Self and Property Against Vicious Animals.** It is not a violation of this Ordinance to use Use of a firearm or bow and arrow against a vicious animal while acting in self defense, in defense of another person, or to defend property (including pets and other domestic animals) from harm or damage is permitted. This provision is not intended to affect or be in conflict with State or Federal laws regarding the use of force against another person for self defense, defense of others, or in defense of property.~~

~~**5.2 — Law Enforcement.** This Ordinance shall not apply to licensed peace officers, or other authorized personnel, engaged in law enforcement activities when using firearms or other weapons in the regular course of performing their duties.~~

Section 5. Severability. Should any section, subdivision, clause or other provision of this Ordinance be held to be invalid in any court of competent jurisdiction, such decision shall not affect the validity of the Ordinance as a whole, or of any part hereof, other than the part held to be invalid.

Section 6. Repeal. Gem Lake Ordinance No. 124 and any past versions are hereby repealed.

Section 7. Effective Date. This Ordinance shall take effect and be in force from and after its passage and publication.

Dated: ~~November 23, 2016.~~

Robert Uzpen

William Short

~~Robert Uzpen~~ Gretchen Artig-Swomley,
Mayor

~~William Short~~ Melissa Lawrence, Acting
City Clerk

~~Summary of Ordinance 124B approved by City Council and published in the White Bear Press on November 23, 2016.~~

Hunting and Discharge of Weapons Ordinance No. 124B

City of Gem Lake, Ramsey County, Minnesota
Ordinance No. 124B
Legend

The Ordinances regulating the discharge of weapons and hunting on property located within the City of Gem Lake, Minnesota. Ordinance 124 was originally enacted by the City Council on 23 November 2016. Since that time, the City Council has made amendments to the Ordinances in keeping with changes in State law and the wishes of the community. The following table indicates the original Ordinances and the said amendments.

| <u>Ordinance</u> | <u>Description</u> | <u>Enactment</u> |
|-------------------------|--|--------------------------|
| <u>124</u> | <u>An Ordinance regulating the discharge of weapons and hunting.</u> | <u>23 November 2016</u> |
| <u>124B</u> | <u>An amendment to Ordinance 124.</u> <ul style="list-style-type: none"> - <u>4.1.2 Only requiring written consent from those within 300 feet of a proposed deer stand, rather than all property owners bordering the property.</u> - <u>4.1.2 Permit holders must notify all landowners bordering their property of the dates of the hunt and location of deer stands.</u> - <u>4.1.3 Addition of any garage, to the list of areas not allowed to hunt within 300 feet of.</u> - <u>4.1.5 Changed 3 consecutive weeks to 3 weeks.</u> - <u>4.1.12 Section added that states no hunting is allowed on October 31st.</u> | <u>13 August 2021</u> |
| <u>124B</u> | <ul style="list-style-type: none"> - <u>Reordering of the subsections of Section 4.</u> - <u>Prohibition of Target Archery on October 31st.</u> - <u>Removal of the term ‘vicious’ from Defense of Self and Property Against Animals.</u> - <u>Addition of “Archery Turkey Hunting” as an exception.</u> <u>4.1 Regulations for both archery deer and turkey hunting.</u> <u>4.2 Regulations for only archery deer hunting.</u> <u>4.3 Regulations for only archery turkey hunting.</u> | <u>17 September 2024</u> |

City of Gem Lake, Ramsey County, Minnesota
Hunting And Discharge Of Weapons
Ordinance No. 124B

**AN ORDINANCE REGULATING THE DISCHARGE OF WEAPONS AND HUNTING ON PROPERTY
LOCATED WITHIN THE CITY OF GEM LAKE, MINNESOTA.**

THE CITY COUNCIL OF THE CITY OF GEM LAKE ORDAINS:

Section 1. Intent and purpose. The City Council intends to protect the public safety of its citizens by regulating the use and discharge of certain weapons on real property in the City of Gem Lake, as permitted by Minnesota Statutes, § 471.633. The City Council recognizes that State law governs all other matters regarding firearms, including purchase, possession, and rights to carry. The Council also intends that existing State law relating to the discharge of bows and arrows in Minnesota Statutes, Chapter 97B, and to the purchase, possession, carrying or use of other potentially dangerous weapons under Minnesota Statutes, § 609.66 and similar laws, be enforced in the City.

Section 2. Definitions. As used in this Ordinance: "**Dangerous weapon**" has the meaning given it in Minnesota Statutes, § 609.02, subdivision 6.

Section 3. Discharge of Weapons Prohibited. Except as specifically authorized in Section 4, the discharge or use of dangerous weapons is hereby prohibited. Violation of any term of this Ordinance is a misdemeanor.

Section 4. Exceptions. Dangerous weapons may be discharged or used in the City only under the following circumstances:

4.1 Target Archery. A person may use a bow and arrow on private property, with permission from the owner, for target archery.

- a. Arrows used for target archery must have points that are no wider than the shaft of the arrow, and not razor-edged on any surface.
- b. Archers must shoot at a target, and targets must be mounted on material of sufficient depth and density to stop an arrow fired from the bow used by the archer. Trees and other live plants are not considered suitable backing material for mounting targets.
- c. The shooting area and the targets must be placed so that there are no buildings, rights-of-way, or public lands within a reasonable distance behind the targets; the "clear" area beyond the target must be at least 1/3 of the estimated maximum shot distance for the type of bow used by the archer.
- d. There shall be no Target Archery allowed or permitted on October 31st.

4.2 Defense of Self and Property Against Animals. Use of a firearm or bow and arrow against an animal while acting in self-defense, in defense of another person, or to defend property (including pets and other domestic animals) from harm or damage is permitted. This provision is not intended to affect or be in conflict with State or Federal laws regarding the use of force against another person for self- defense, defense of others, or in defense of property.

4.3 Law Enforcement. This Ordinance shall not apply to licensed peace officers, or other authorized personnel, engaged in law enforcement activities when using firearms or other weapons in the regular course of performing their duties.

4.4 Archery Hunting. The City Council may issue permits authorizing the use of discharge of a bow and arrow within the City for purposes of deer hunting or turkey hunting. Said permits shall be issued only during the appropriate game seasons, or as deer or turkey hunting is otherwise authorized by the State Department of Natural Resources (DNR). A deer hunting or turkey hunting permit shall be issued to the property owner or owners in the case where multiple properties are joined to obtain the 5-acre requirement.

- a. A hunting permit granted under this ordinance shall only authorize the discharge or use of bow and arrow on a specified parcel of property of five (5) acres or larger within the City of Gem Lake.
- b. The property owner(s) must apply for the permit on a form approved by the City. The application must include written consent of the owners of all parcels within 300 feet of the proposed hunting land. The applicant must submit a map of the property proposed for hunting, showing the size of the parcel, expected shooting areas, and the location of ground blinds and/or deer stands if applicable, and the location of any buildings on the property and adjacent property.
- c. All documents stated in 4.4.b must be delivered to the City no less than one (1) week before the City Council Meeting.
- d. The permit holder must notify all landowners bordering their property of the dates and locations of the hunt.
- e. The City Council, in granting the permit, shall establish boundaries for the hunting area on the property which shall be sufficient to protect public safety, but in no event shall it be less than 300 feet from any home or garage, or less than 1,000 feet from any school. The City Council may further limit hunting areas within the specified parcel of property and attach other conditions to the hunting permit deemed necessary to protect the public safety and welfare.
- f. Multiple properties may join into an application for a hunting permit, provided that the combined properties are contiguous, combine to be 5 acres or larger, all property owners are on the application, and will allow for a contiguous safe hunting area.
- g. A landowner obtaining a hunting permit is responsible for ensuring that the terms of the permit are observed. If a permit is approved by the City Council, the landowner must post a cash security of \$500.00 before the permit is issued. If there is a complaint or report that permit terms were violated during the hunt, the City Council shall hold a hearing on the complaint and report, after giving the affected owner at least ten (10) days' notice of the hearing. If following the hearing the City Council concludes that a permit violation did occur, the Council may require that some or all of the cash security be forfeited to the City, in the Council's discretion.
- h. Any person hunting under a permit who is not one of the permit applicants must have written permission to hunt signed by all of the property owner(s). The hunter must have this permission form and a copy of the permit in their possession while hunting under the permit.
- i. The permit fees shall be set forth by the City Fee Schedule as adopted by Ordinance.
- j. The City Council may solicit the Metro Bow Hunters Resource Base, or any other approved organization, to hunt on an approved landowner's property for the purpose of hunting deer or turkey.
- k.
- l. Failure to comply with regulations of this ordinance forfeits all fees to the.
- m. If the conditions of any aspect of the permit are to be changed, the landowner must bring the change with new documents to the City Council for approval prior to the hunt.
- n. All State and Federal hunting rules and regulations shall apply in addition to requirements imposed by the City Council.

- o. There shall be no hunting allowed or permitted on October 31st.

4.5 Archery Deer Hunting.

- a. Hunting shall be done from elevated deer stands only.
- b. Hunters shall not drive or herd deer into a hunting area.
- c. All hunters must have appropriate State licensing and required permits for all deer taken.
- d. The maximum duration of a deer hunting permit shall be three weeks. Such weeks must appear on the permit. A permit may authorize the discharge and use of (bow) weapons a maximum of three consecutive days in any single week. Such days must appear on the permit. Other activities (such as setting up stands) may take place on the days on which weapons discharge is not permitted. Weeks do not need to be consecutive but must be within hunting season.

4.6 Archery Turkey Hunting

- a. All hunters must have appropriate State licensing and required permits for all turkey taken.
- b. The maximum duration of a turkey hunting permit shall be six weeks. Such weeks must appear on the permit. A permit may authorize the discharge and use of (bow) weapons a maximum of three consecutive days in any single week. Such days must appear on the permit. Other activities may take place on the days on which weapons discharge is not permitted. Weeks do not need to be consecutive but must be within hunting season.

Section 5. Severability. Should any section, subdivision, clause or other provision of this Ordinance be held to be invalid in any court of competent jurisdiction, such decision shall not affect the validity of the Ordinance as a whole, or of any part hereof, other than the part held to be invalid.

Section 6. Repeal. Gem Lake Ordinance No. 124 and any past versions are hereby repealed.

Section 7. Effective Date. This Ordinance shall take effect and be in force from and after its passage and publication.

Dated:

Gretchen Artig-Swomley, Mayor

Melissa Lawrence, Acting City Clerk

City of Gem Lake, Ramsey County, Minnesota
Ordinance No. 124B
Legend

The Ordinances regulating the discharge of weapons and hunting on property located within the City of Gem Lake, Minnesota. Ordinance 124 was originally enacted by the City Council on 23 November 2016. Since that time, the City Council has made amendments to the Ordinances in keeping with changes in State law and the wishes of the community. The following table indicates the original Ordinances and the said amendments.

| Ordinance | Description | Enactment |
|------------------|---|-------------------|
| 124 | An Ordinance regulating the discharge of weapons and hunting. | 23 November 2016 |
| 124B | An amendment to Ordinance 124. <ul style="list-style-type: none"> - 4.1.2 Only requiring written consent from those within 300 feet of a proposed deer stand, rather than all property owners bordering the property. - 4.1.2 Permit holders must notify all landowners bordering their property of the dates of the hunt and location of deer stands. - 4.1.3 Addition of any garage, to the list of areas not allowed to hunt within 300 feet of. - 4.1.5 Changed 3 consecutive weeks to 3 weeks. - 4.1.12 Section added that states no hunting is allowed on October 31st. | 13 August 2021 |
| 124B | <ul style="list-style-type: none"> - Reordering of the subsections of Section 4. - Prohibition of Target Archery on October 31st. - Removal of the term ‘vicious’ from Defense of Self and Property Against Animals. - Addition of “Archery Turkey Hunting” as an exception. 4.1 Regulations for both archery deer and turkey hunting. 4.2 Regulations for only archery deer hunting. 4.3 Regulations for only archery turkey hunting. | 17 September 2024 |

Memorandum

To: Gem Lake City Council
Copies To: Melissa Lawrence, City Clerk
Kevin Beck, Attorney
From: CJ Sycks, Planner
Evan Monson, Planner
Date: September 11, 2024

Project Reference: Alarm Systems Ordinance Review
TKDA Project No.: 21076.000
Client No.: _____

SUBJECT: Discussion regarding the Gem Lake Alarm System Ordinance No. 48
MEETING DATE: September 17, 2024
ITEMS REVIEWED: Gem Lake Ordinance No. 48, White Bear Lake False Alarm Ordinance

OVERVIEW

On Tuesday, September 10th, 2024, the Planning Commission reviewed the proposed amendments to Ordinance No. 48 regarding Alarm Systems.

Ord. No. 48 was adopted in August of 1987, and has not been amended since. The ordinance regulates the use of alarm systems, establishes user fees, and provides penalties for false alarms.

The City of Gem Lake works with the City of White Bear Lake's (WBL) Fire Department to respond to triggered fire alarms and the Ramsey County Sheriff's Department to respond to burglary/robbery alarms.

CURRENT ORDINANCE

Section 3.3 Definitions, False Alarms.

False alarms are defined in the ordinance as "an alarm signal eliciting a response by personnel of the Public Safety Department when a situation requiring a response does not, in fact, exist and which is caused by the activation of the alarm inadvertence of the owner or lessee of an alarm system of his/her employees or agents. False alarms do not include alarms caused by climatic conditions such as tornadoes, thunderstorms, utility line mishaps, violent conditions of nature or any other conditions which are clearly beyond the control of the alarm manufacturer installer or owner."

Section 5. User Fees; Notice.

- With every false alarm, the Public Safety Department will file a report with the city.
- After three reports in a calendar year, there is a \$50.00 fee per false alarm after three.
- After 15 false alarms in a calendar year, there is a \$150.00 fee per false alarm.
- After the 4th false alarm, each incident must be reported to the alarm user requesting the applicable fee. Payments are to be made to the Treasurer within 30 days of notice.

Section 8. Alarm Report.

- After a 5th false alarm, the user must make a written report to the Administrator explaining their planned course of action moving forward to determine and eliminate the cause of the false alarms.

Section 11. Enforcement and Penalties

- Violation of the Ordinance is a \$700 fine, 90 days imprisonment, or both.

OTHER COMMUNITIES

White Bear Lake

Last amended in 2005, their ordinance currently regulates excessive false alarm incidents. WBL defines “Excessive False Alarms” as “more than three (3) false alarms generated or reported by an alarm user during twelve (12) consecutive months”.

Each false alarm after three (3) is penalized by a fee. The fee starts around \$100 and increases by \$25 with each additional false alarm.

Fridley

Last amended in 2023, the city of Fridley charges a fee after the second false alarm in one year and increases the fee by 25\$ for each subsequent false alarm report.

Woodbury

Last amended in 2009, the city of Woodbury’s Alarm System Ordinance charges a fee after the second false alarm in one year. Woodbury also regulates the noise/sound of alarms:

- b) “Every person maintaining an audible alarm shall post a notice containing the name and telephone number of the persons to be notified to render repairs or service during any hour of the day or night that the alarm rings. Such notice shall be posted at the main entrance to such premises or near the alarm in such a position as to be legible from the ground level adjacent to the building or kept currently corrected and on file with the police department and/or fire department.
- c) Audible alarms that sound like police or fire sirens are forbidden.
- d) Audible alarms shall have an automatic shut-off which will silence the audible alarm within a period not to exceed 20 minutes and such alarms shall not sound for more than 20 minutes during any hour.”

Vadnais Heights

Adopted in 1999, the city of Vadnais Heights’ Building Alarms Ordinance states that each false alarm after the second is charged a fee. Beginning at \$110.00, the fee increases for each subsequent false alarm. After 7 false alarms, the fee is kept at \$320.00.

ORDINANCE UPDATES

| Section | Existing | Proposed |
|----------------------------|---|--|
| 3. Definitions | N/A | “Excessive False Alarms. More than three (3) false alarms generated or reported by an alarm user during a calendar year (January 1 st – December 31 st). |
| 3. Definitions | Public Safety Department. The Ramsey County Sheriff’s Department with respect to an alarm system designed to be used for prevention or detection of burglary or robbery; the Fire Department of the City of White Bear Lake with respect to an alarm system designed to be used for the prevention or detection of fire. | Public Safety Department. ... the agency or staff designated to respond with respect to an alarm system designed to be used for the prevention or detection of fire. - Changed to the agency to allow for future agency changes without updating this Ordinance. |
| 4. Reports of False Alarms | “a written report of each false alarm with the Administrator of this Ordinance” | “a written report of each false alarm with the Gem Lake City Clerk” |
| 5. User Fees; Notice | False alarms in excess of 3 constitute a fee of \$50.00. After 15 the fee is \$150.00. | All false alarms in excess of 3 constitute a fee as determined by the City Fee Schedule as adopted by ordinance. |

| | | |
|-------------------------------|---|---|
| 8. Alarm Report | After 5 false alarms, the user must send a written report to the Administrator explaining their planned course of action moving forward to determine and eliminate the cause of the false alarms | Removed |
| Exceptions | N/A | “The provisions of this ordinance are not applicable to alarm systems affixed to automobiles, boat trailers, house trailers, and recreational motor vehicles.” |
| 9. Administrative Rules | “The administrator may promulgate such rules as may be necessary for the implementation of this ordinance and the administration thereof.” | Removed |
| 10. Confidentiality | <p>“All information submitted in compliance with this ordinance shall be held in confidence and shall be a confidential record exempt from discovery to the extent permitted by law</p> <p>Subject to requirements of confidentiality, the administrator may develop and maintain statistics for the purpose of ongoing alarm systems evaluation”</p> | Removed |
| 11. Enforcement and Penalties | “a violation of the ordinance shall be punishable by a fine of not more than \$700.00” | “In addition to any fines, costs, or assessments provided for by this Ordinance or other City Ordinances, the City may prosecute a violation of any provision of this Ordinance as a misdemeanor, and a person, if convicted, may be punished by the maximum fine and term of imprisonment provided by Minnesota Statutes § 609.02, subd. 3, as that statute may be amended from time to time.” |
| Liability of City | N/A | “The regulation of alarm response shall not constitute acceptance by the City of liability to maintain equipment, to answer alarms, or to respond to alarms in any particular manner.” |

FEE SCHEDULE

The City’s fee schedule currently includes False Alarm User fees within Section 12, Miscellaneous. 3 - 14 false alarms are \$50.00/occurrence within a calendar year and \$150.00 for 15+ false alarms/occurrence within a calendar year.

Rather than raising fees like other communities, it is recommended by City Staff, that the “15+ False Alarms” be reduced to “7+ False Alarms”. Below are the suggested amendments to the fee schedule.

Section 12

Miscellaneous

| Administrative Offenses | Fee | Comments |
|--|---------------------|--|
| Penalties for Alcohol and Tobacco Sales | | |
| Purchase, Possession | \$50.00 | Issued by White Bear Lake Police Dept. |
| Underage Consumption | \$50.00 | Issued by White Bear Lake Police Dept. |
| Lending ID to Underage Person | \$100.00 | Issued by White Bear Lake Police Dept. |
| License Holder, First Offense | \$150.00 | Issued by White Bear Lake Police Dept. |
| License Holder, Second Offense Within 12 Months | \$275.00 | Issued by White Bear Lake Police Dept. |
| License Holder, Third Offense Within 18 Months | \$500.00 | Issued by White Bear Lake Police Dept. |
| Other Alcohol and Tobacco Related Offenses | \$100.00 | Issued by White Bear Lake Police Dept. |
| Penalties for Edible Cannabinoid Products | | |
| Underage Consumption | \$50.00 | Issued by White Bear Lake Police Dept. |
| Lending ID to Underage Person | \$100.00 | Issued by White Bear Lake Police Dept. |
| License Holder, First Offense | \$150.00 | Issued by White Bear Lake Police Dept. |
| License Holder, Second Offense Within 12 Months | \$275.00 | Issued by White Bear Lake Police Dept. |
| Other Edible Cannabinoid-Related Offenses | \$100.00 | Issued by White Bear Lake Police Dept. |
| False Alarm User Fees | | |
| 3-14 4 - 7 False Alarms | \$50.00/occurrence | In one (1) calendar year Jan1 – Dec 31 |
| 15 plus 7+ False Alarms | \$150.00/occurrence | In one (1) calendar year Jan1 – Dec 31 |

Figure 1. An excerpt from the Draft City Fee Schedule, Ord. No. 135, Section 12

RECOMMENDATION

The Planning Commission recommended the Council approve of the updated Ordinances No. 48 and 135 (fee schedule) as proposed. If the Council desires additional review or changes to be made, directions regarding ordinance changes should be provided to staff.

Attachments:

1. Ordinance 48 – Alarm Systems – DRAFT REDLINED
2. Ordinance 48 – Alarm Systems – DRAFT Clean
3. Ordinance 135 – City Fee Schedule Section 12 – Redlined

City of Gem Lake, Ramsey County, Minnesota
Alarm Systems
Ordinance No. 48

AN ORDINANCE REGULATING THE USE OF ALARM SYSTEMS, ESTABLISHING USER FEES, ESTABLISHING A SYSTEM OF ADMINISTRATION OF SUCH ALARMS, AND PROVIDING PENALTIES FOR FALSE ALARMS.

Section 1. Title. This ordinance shall be known, cited, and referred to as “the Alarm Ordinance,” except as herein referred to as “this ordinance.”

Section 2. Scope and purpose.

1. **Scope.** This ordinance provides regulations for the use of fire, burglary, and safety alarms, establishes users’ fees and establishes a system of administration.
2. **Purpose.** The purpose of this ordinance is to protect public safety services of the city from misuse of public safety alarms and to provide for the maximum possible service to public safety alarm users.

Section 3. Definitions.

1. **Alarm System.** An alarm installation designed to be used for the prevention or detection of burglary, robbery, or fire and located in a building, structure, or facility.
- ~~2.~~ **Alarm User.** The person, firm, partnership, association, corporation, company, or organization of any kind in control of any building, structure, or facility wherein an alarm system is maintained.
- ~~2.3.~~ **Excessive False Alarms.** More than three (3) false alarms generated or reported by an alarm user during a calendar year (January 1st – December 31st).
- ~~3.4.~~ **False Alarm.** An alarm signal eliciting a response by personnel of the Public Safety Department when a situation requiring a response does not, in fact, exist and which is caused by the activation of the alarm system through mechanical failure, pet movement, alarm malfunction, improper installation, or the inadvertence of the owner or lessee of an alarm system or of his/her employees or agents. False alarms do not include alarms caused by climatic conditions such as tornadoes, thunderstorms, utility line mishaps, violent conditions of nature, or any other conditions which are clearly beyond the control of the alarm manufacturer, installer, or owner.
- ~~5.~~ **Public Safety Department.** The- agency or staff designated to respond Ramsey County Sheriff’s Department with respect to an alarm system designed to be used for prevention or detection of burglary or robbery; the agency or staff designated to respond Fire Department of the City of White Bear Lake with respect to an alarm system designed to be used for the prevention or detection of fire.

Section 4. Reports of False Alarms; Notice to Alarm User. The Public Safety Department shall file, a written report of each false alarm with the ~~Administrator of this Ordinance~~ Gem Lake City Clerk. Upon receipt of the first false alarm report at an address, the ~~Administrator-Clerk~~ shall, ~~by~~ certified mail, notify the alarm user of the provisions of this ordinance.

Section 5. User Fees; Notice. An alarm user owning an alarm system which precipitates or reports ~~excessive -more than three (3) false alarms in a calendar year~~ shall be subject to a penalty fee as determined by the City’s fee schedule as adopted by ordinance. -of \$50.00 per false alarm in excess of three (3) and \$150.00 per false alarm in excess of fifteen (15) false alarms in a calendar year. Upon receipt of a fourth (4th), and all subsequent false alarms reports as to an alarm system, the ~~Administrator-Clerk~~ shall notify the alarm user by certified mail that the threshold number of false alarms has occurred, and that the applicable user fee, specified in the ~~previous sentence~~ City of Gem Lake Fee Schedule as adopted by ordinance, hereof has become due and owing- is owed.

Section 6. Appeals Process. Any alarm user who is required by the City to pay a user fee as the result of a false alarm may make a written appeal of the false alarm charge to the City Council within ten (10) days of the City's mailing of the notice of false alarm. The City Council will have authority to make a final determination as to whether the appellant is to be charged with a false alarm fee.

Section 7. Payment of Fees.

1. **When and Where Due.** Payment of user fees provided for under Section 5 must be made to the City Treasurer within thirty (30) days of the date of notice by the City to the alarm user. Failure to pay the fee within said thirty (30) day period will cause the alarm user to be considered delinquent and subject to a penalty of a full ten percent (10%) of the fee due.
2. **Delinquencies.** All delinquent charges for user fee shall be certified by the Administrator to the Ramsey County Department of Property Taxation for collection with taxes due against the property on which the alarm system is installed. This certification process shall take place on a yearly basis by October 10 of each year or by such earlier date as is necessary to have the delinquent charges collectible with taxes due and payable against the property in the next calendar year.

~~**Section 8. Alarm Report.** When an alarm user has incurred five (5) false alarms or more within one (1) calendar year, the alarm user shall submit a written report to the Administrator within ten (10) days after being charged with the fifth false alarm, describing actions taken to discover and eliminate the cause of the false alarms. Failure to submit a written report required by this Section will be considered a violation of the Ordinance.~~

~~**Section 8. Exceptions.** The provisions of this ordinance are not applicable to alarm systems affixed to automobiles, boat trailers, house trailers, and recreational motor vehicles.~~

~~**Section 9. Administrative Rules.** The Administrator may promulgate such rules as may be necessary for the implementation of this Ordinance and the administration thereof.~~

~~**Section 10. Confidentiality.**~~

- ~~1. All information submitted in compliance with this Ordinance shall be held in confidence and shall be a confidential record exempt from discovery to the extent permitted by law.~~
- ~~2. Subject to requirements of confidentiality, the Administrator may develop and maintain statistics for the purpose of on-going alarm systems evaluation.~~

~~**Section 11. Enforcement and Penalties.** Failure of omission to comply with any Section of this Ordinance shall be deemed a misdemeanor and may be so prosecuted, and subject to the penalties hereinafter provided. Upon conviction, a violation of this Ordinance shall be punishable by a fine of not more than \$700.00, imprisonment for a period not to exceed ninety (90) days, or both. In addition to any fines, costs, or assessments provided for by this Ordinance or other City Ordinances, the City may prosecute a violation of any provision of this Ordinance as a misdemeanor, and a person, if convicted, may be punished by the maximum fine and term of imprisonment provided by Minnesota Statutes § 609.02, subd. 3, as that statute may be amended from time to time.~~

~~**Section 10. Liability of City.** The regulation of alarm response shall not constitute acceptance by the City of liability to maintain equipment, to answer alarms, or to respond to alarms in any particular manner.~~

~~**Section 1211. Enactment/Effective Date.** This Ordinance No. 48 was enacted and placed in full force and effect on 17 August 1987 by a unanimous vote of the Gem Lake City Council. shall take effect and be in force from and after its passage and publication.~~

Dated: _____

City of Gem Lake, Ramsey County, Minnesota

Alarm Systems - Ordinance No. 48

Legend

The Ordinance regulating the use of alarm systems, establishing user fees, establishing a system of administration of such alarms, and providing penalties for false alarms, was originally enacted by the City Council as Ordinance No. 48 on August 17th, 1987. Since that time, the City Council has made amendments to the Ordinance in keeping with changes in State law and the wishes of the community. The following table indicates the original Ordinance and the said amendments.

| <u>Ordinance</u> | <u>Description</u> | <u>Enactment</u> |
|------------------|---|--------------------------|
| <u>48</u> | <u>Regulating the use of alarm systems, establishing user fees, establishing a system of administration of such alarms, and providing penalties for false alarms</u> | <u>17 August 1987</u> |
| <u>48</u> | <ul style="list-style-type: none"><u>- Fees begin after 3 false alarms.</u><u>- Fees are located in the City Fee Schedule adopted by Ordinance.</u><u>- Repeal of sections regarding alarm reports, confidentiality, and administrative rules.</u><u>- Including sections regarding exceptions, liability, and definition of 'excessive false alarms'.</u> | <u>17 September 2024</u> |

City of Gem Lake, Ramsey County, Minnesota
Alarm Systems
Ordinance No. 48

AN ORDINANCE REGULATING THE USE OF ALARM SYSTEMS, ESTABLISHING USER FEES, ESTABLISHING A SYSTEM OF ADMINISTRATION OF SUCH ALARMS, AND PROVIDING PENALTIES FOR FALSE ALARMS.

Section 1. Title. This ordinance shall be known, cited, and referred to as “the Alarm Ordinance,” except as herein referred to as “this ordinance.”

Section 2. Scope and purpose.

1. **Scope.** This ordinance provides regulations for the use of fire, burglary, and safety alarms, establishes users’ fees and establishes a system of administration.
2. **Purpose.** The purpose of this ordinance is to protect public safety services of the city from misuse of public safety alarms and to provide for the maximum possible service to public safety alarm users.

Section 3. Definitions.

1. **Alarm System.** An alarm installation designed to be used for the prevention or detection of burglary, robbery, or fire and located in a building, structure, or facility.
2. **Alarm User.** The person, firm, partnership, association, corporation, company, or organization of any kind in control of any building, structure, or facility wherein an alarm system is maintained.
3. **Excessive False Alarms.** More than three (3) false alarms generated or reported by an alarm user during a calendar year (January 1st – December 31st).
4. **False Alarm.** An alarm signal eliciting a response by personnel of the Public Safety Department when a situation requiring a response does not, in fact, exist and which is caused by the activation of the alarm system through mechanical failure, pet movement, alarm malfunction, improper installation, or the inadvertence of the owner or lessee of an alarm system or of his/her employees or agents. False alarms do not include alarms caused by climatic conditions such as tornadoes, thunderstorms, utility line mishaps, violent conditions of nature, or any other conditions which are clearly beyond the control of the alarm manufacturer, installer, or owner.
5. **Public Safety Department.** The agency or staff designated to respond to an alarm system designed to be used for prevention or detection of burglary or robbery; the agency or staff designated to respond with respect to an alarm system designed to be used for the prevention or detection of fire.

Section 4. Reports of False Alarms; Notice to Alarm User. The Public Safety Department shall file, a written report of each false alarm with the Gem Lake City Clerk. Upon receipt of the first false alarm report at an address, the Clerk shall, by certified mail, notify the alarm user of the provisions of this ordinance.

Section 5. User Fees; Notice. An alarm user owning an alarm system which precipitates or reports excessive false alarms shall be subject to a penalty fee as determined by the City’s fee schedule as adopted by ordinance. Upon receipt of a fourth (4th), and all subsequent false alarms reports as to an alarm system, the Clerk shall notify the alarm user by certified mail that the threshold number of false alarms has occurred, and that the applicable user fee, specified in the City of Gem Lake Fee Schedule as adopted by ordinance, is owed.

Section 6. Appeals Process. Any alarm user who is required by the City to pay a user fee as the result of a false alarm may make a written appeal of the false alarm charge to the City Council within ten (10) days of the City's

mailing of the notice of false alarm. The City Council will have authority to make a final determination as to whether the appellant is to be charged with a false alarm fee.

Section 7. Payment of Fees.

1. **When and Where Due.** Payment of user fees provided for under Section 5 must be made to the City within thirty (30) days of the date of notice by the City to the alarm user. Failure to pay the fee within said thirty (30) day period will cause the alarm user to be considered delinquent and subject to a penalty of a full ten percent (10%) of the fee due.
2. **Delinquencies.** All delinquent charges for user fee shall be certified by the Administrator to the Ramsey County Department of Property Taxation for collection with taxes due against the property on which the alarm system is installed. This certification process shall take place on a yearly basis by October 10 of each year or by such earlier date as is necessary to have the delinquent charges collectible with taxes due and payable against the property in the next calendar year.

Section 8. Exceptions. The provisions of this ordinance are not applicable to alarm systems affixed to automobiles, boat trailers, house trailers, and recreational motor vehicles.

Section 9. Enforcement and Penalties. In addition to any fines, costs, or assessments provided for by this Ordinance or other City Ordinances, the City may prosecute a violation of any provision of this Ordinance as a misdemeanor, and a person, if convicted, may be punished by the maximum fine and term of imprisonment provided by Minnesota Statutes § 609.02, subd. 3, as that statute may be amended from time to time.

Section 10. Liability of City. The regulation of alarm response shall not constitute acceptance by the City of liability to maintain equipment, to answer alarms, or to respond to alarms in any particular manner.

Section 11. Effective Date. This Ordinance shall take effect and be in force from and after its passage and publication.

Dated: _____

Gretchen Artig-Swomley, Mayor

Melissa Lawrence, Acting City Clerk

City of Gem Lake, Ramsey County, Minnesota
Alarm Systems
Ordinance No. 48
Legend

The Ordinance regulating the use of alarm systems, establishing user fees, establishing a system of administration of such alarms, and providing penalties for false alarms, was originally enacted by the City Council as Ordinance No. 48 on August 17th, 1987. Since that time, the City Council has made amendments to the Ordinance in keeping with changes in State law and the wishes of the community. The following table indicates the original Ordinance and the said amendments.

| Ordinance | Description | Enactment |
|-----------|--|-------------------|
| 48 | Regulating the use of alarm systems, establishing user fees, establishing a system of administration of such alarms, and providing penalties for false alarms | 17 August 1987 |
| 48 | <ul style="list-style-type: none"> - Fees begin after 3 false alarms. - Fees are located in the City Fee Schedule adopted by Ordinance. - Repeal of sections regarding alarm reports, confidentiality, and administrative rules. - Including sections regarding exceptions, liability, and definition of 'excessive false alarms'. | 17 September 2024 |

| | | |
|-----------------------|----------|----------|
| Sign | \$100.00 | Annually |
| Specialty Contractor | \$100.00 | Annually |
| Tree/Trimming Removal | \$100.00 | Annually |

| Rental Licenses | Fee | Comments |
|---|--------------|----------|
| Single Family (House, Condo, Townhouse) | \$100.00 | Annually |
| Two-Family (Duplex) | \$50.00/unit | Annually |

| Miscellaneous City Licenses | Fee | Comments |
|---|-------------|---|
| Amusement Devices | \$50.00 | Per Device |
| Apartment Unit License | \$200.00 | Plus \$25.00 per unit over 10. Annually |
| Archery Hunting Permit | \$100.00 | Plus \$500.00 Escrow |
| Assisted Living License | \$200.00 | Annually |
| Charitable Gambling Investigation Fee | \$100.00/hr | Minimum 1 hour |
| Golf Cart Permit (for use on City roads) | \$30.00 | Annually |
| Home Occupation Permit | \$100.00 | Annually |
| Nursing Home License | \$200.00 | Annually |
| Outdoor Entertainment Fee | \$5,000.00 | Per event held by business with liquor license plus \$5,000.00 escrow |
| Utility Permit for Work in Right-of-Way City Area | \$200.00 | Per Request |

Section 12

Miscellaneous

| Administrative Offenses | Fee | Comments |
|--|---------------------|--|
| Penalties for Alcohol and Tobacco Sales | | |
| Purchase, Possession | \$50.00 | Issued by White Bear Lake Police Dept. |
| Underage Consumption | \$50.00 | Issued by White Bear Lake Police Dept. |
| Lending ID to Underage Person | \$100.00 | Issued by White Bear Lake Police Dept. |
| License Holder, First Offense | \$150.00 | Issued by White Bear Lake Police Dept. |
| License Holder, Second Offense Within 12 Months | \$275.00 | Issued by White Bear Lake Police Dept. |
| License Holder, Third Offense Within 18 Months | \$500.00 | Issued by White Bear Lake Police Dept. |
| Other Alcohol and Tobacco Related Offenses | \$100.00 | Issued by White Bear Lake Police Dept. |
| Penalties for Edible Cannabinoid Products | | |
| Underage Consumption | \$50.00 | Issued by White Bear Lake Police Dept. |
| Lending ID to Underage Person | \$100.00 | Issued by White Bear Lake Police Dept. |
| License Holder, First Offense | \$150.00 | Issued by White Bear Lake Police Dept. |
| License Holder, Second Offense Within 12 Months | \$275.00 | Issued by White Bear Lake Police Dept. |
| Other Edible Cannabinoid-Related Offenses | \$100.00 | Issued by White Bear Lake Police Dept. |
| False Alarm User Fees | | |
| 3-144 - 7 False Alarms | \$50.00/occurrence | In one (1) calendar year Jan1 – Dec 31 |
| 15 plus 7+ False Alarms | \$150.00/occurrence | In one (1) calendar year Jan1 – Dec 31 |

| Heritage Hall Room Rental Fees | Fee | Comments |
|---|------------------------------|--|
| Heritage Hall Rental Fees – Gem Lake & WBT Residents | | |
| Large Conference Room (Mon-Thur Evenings) | | |
| Room Fee | \$25.00/hr (minimum 2 hours) | Free during normal business hours |
| Cleaning/Staffing Fee | \$20.00/hr (minimum 2 hours) | |
| Refundable Deposit | \$150.00 | |
| Large Conference Room (Fri-Sun) | | |
| Room Fee | \$40.00/hr (minimum 2 hours) | |
| Cleaning/Staffing Fee | \$20.00/hr (minimum 2 hours) | |
| Refundable Deposit | \$150.00 | |
| Small Conference Room (Mon-Thur Evenings) | | |
| Room Fee | \$15.00/hr (minimum 2 hours) | Free during normal business hours |
| Cleaning/Staffing Fee | \$20.00/hr (minimum 2 hours) | |
| Refundable Deposit | \$50.00 | |
| Small Conference Room (Fri-Sun) | | |
| Room Fee | \$25.00/hr (minimum 2 hours) | |
| Cleaning/Staffing Fee | \$20.00/hr (minimum 2 hours) | |
| Refundable Deposit | \$50.00 | |
| Heritage Hall Rental Fees – Non-Residents | | |
| Large Conference Room (Mon-Thur Evenings) | | |
| Room Fee | \$50.00/hr (minimum 2 hours) | \$10 discount during normal business hours |
| Cleaning/Staffing Fee | \$25.00/hr (minimum 2 hours) | |
| Refundable Deposit | \$150.00 | |
| Large Conference Room (Fri-Sun) | | |
| Room Fee | \$75.00/hr (minimum 2 hours) | |
| Cleaning/Staffing Fee | \$25.00/hr (minimum 2 hours) | |
| Refundable Deposit | \$150.00 | |
| Small Conference Room (Mon-Thur Evenings) | | |
| Room Fee | \$30.00/hr (minimum 2 hours) | \$5 discount during normal business hours |
| Cleaning/Staffing Fee | \$25.00/hr (minimum 2 hours) | |
| Refundable Deposit | \$50.00 | |



CITY OF GEM LAKE
Heritage Hall
4200 Otter Lake Road | Gem Lake, MN 55110
651-747-2790/92 | 651-747-2795 (fax)
E-mail city@gemlakemn.org



September 11, 2024

To: Mayor and City Council

From: Tom Kelly, Treasurer

RE: Setting the Date and Time of the 2024 Budget Meeting.

State Statutes require Cities with a population of 500 or more to hold a public meeting where the budget and property tax levy will be discussed, and public input is allowed. This meeting must occur after November 24th and before December 28th and must start after 6 pm. The budget and levy cannot be approved by City Council until this meeting is held, but can be the same meeting.

On or before September 30th, the date, time, location and who to contact with questions must be provided to the County Auditor, who will send out parcel specific notices with the hearing information on them. These notices would be mailed between November 11th and November 24th.

Since the only scheduled City Council meeting between November 25th and December 28th is scheduled for December 17th at 7:00 pm it would be my recommendation to hold the hearing on December 17th at 7:00 at Heritage Hall.

From: [Marnie McPherson](#)
To: [Douglas Schultze](#); [Gretchen Artig-Swomley](#); [Melissa Lawrence](#); [Mary](#); [Catherine](#)
Subject: Your invited!
Date: Friday, September 6, 2024 9:45:30 AM
Attachments: [image.png](#)

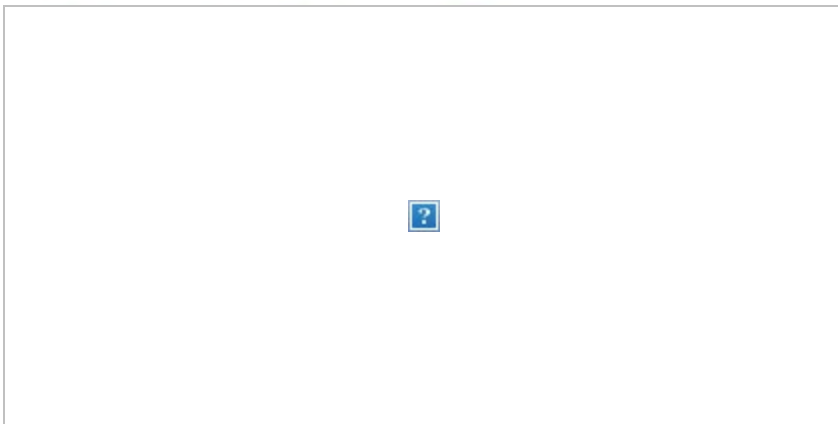
Caution: This email originated outside our organization; please use caution.

Dear "Helped-WBMS-Get-A-Bond" TEAM!

We would be honored to have you at our grand opening party on Friday, September 20th, at 6:30 p.m. We'll be celebrating our 55th year as a private Montessori school and, of course, our new expansion! The event is *open-house style*, with a timeline of our school history inside, leading people through to the new building. We'll be serving birthday cake and hosting an ice cream truck and games and activities for children.

Thank you for working *so hard* to make our dream of **making room** for more families to join our WBMS family possible. We count **you** as part of us as well!

WHITE BEAR MONTESSORI SCHOOL
MAKE → ROOM
CAPITAL CAMPAIGN





City of Gem Lake
 Heritage Hall
 4200 Otter Lake Road | Gem Lake, MN 55110
 651-747-2790/92 | 651-747-2795 (fax)
 E-mail city@gemlakemn.org

Received
AUG 27 2024
City of Gem Lake

Permit to Allow Archery Deer Hunting in the City of Gem Lake

PERMIT APPLICATION CHECKLIST:

To prevent delay, please ensure the following information is submitted

- Application Fee (if paying with cash we can only accept exact change)
 - \$100.00
 - \$500.00 Security Deposit (separate check from fee)
- 5 Plus acre Parcel Verified
- Bow Hunter Education Certificate
- DNR Permits
- Deer Stand Locations/Parcel/Building Location/Shooting Lanes

Permission is hereby given to James Tschida and Beth Tschida, owner of the property located at 5 Daniels Farm Road, Gem Lake, Minnesota, to allow archery deer hunting on the property.

The following guidelines must be followed or you will be in violation of Ordinance No. 124B:

- The permit to allow archery deer hunting on your property shall run during these three weeks and these three days of the week:

| Month | Week Start | to | Week End | Year | on | Day of week | Day of week | Day of week |
|----------|------------|----|----------|-------|----|-------------------|---------------------|-------------------|
| October | 10/21 | | 10/27 | 20 24 | on | Friday 10/25/2024 | Saturday 10/26/2024 | Sunday 10/27/2024 |
| November | 10/28 | | 11/3 | 20 24 | on | Friday 11/1/2024 | Saturday 11/2/2024 | Sunday 11/3/2024 |
| November | 11/4 | | 11/10 | 20 24 | on | Friday 11/8/2024 | Saturday 11/9/2024 | Sunday 11/10/2024 |

- A copy of this Permit must be displayed on the premises; and
- Additional requirements of the Gem lake City Council are listed on the reverse side of this permit.

Date

 Mayor, City of Gem Lake

I/we, James Tschida and Beth Tschida

_____, have read and understand the above requirements.

August 5, 2024

Date

James Tschida
 Property Owner Signature (all owners must sign)
Beth Tschida
 Property Owner Signature

Office Use Only

- | | | |
|--|---|-------------|
| <input type="checkbox"/> 5 Plus Acre Parcel Verified | <input type="checkbox"/> City Council Approved | Date: _____ |
| <input type="checkbox"/> \$100.00 Fee Paid | <input type="checkbox"/> Deer Harvest Report Received | Date: _____ |
| <input type="checkbox"/> \$500.00 Security Deposit | <input type="checkbox"/> Security Deposit Returned | Date: _____ |
| <input type="checkbox"/> Bow Hunters Education Certificate Verified | | |
| <input type="checkbox"/> DNR Permits Verified | | |
| <input type="checkbox"/> Deer stand locations/parcel/buildings location/shooting lanes | | |

Additional Requirements

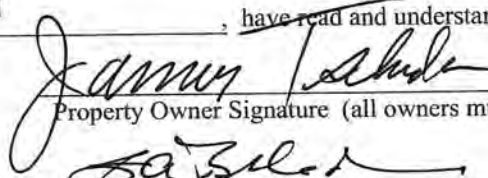
- A hunting permit shall only authorize the discharge or use of bow and arrow on a specified parcel of property of five (5) acres or larger within the city. Multiple properties may join in an application for a hunting permit, provided that the combined properties are contiguous, combine to be five (5) acres or larger, and will allow for contiguous safe hunting area. All owners must join the application if properties are combined.
- The property owner(s) must apply for the permit on a form approved by the City. The application must be accompanied by a petition or other writing showing the consent of the owner(s) of all parcels within 300 feet of a proposed deer stand. The applicant must submit a map of the property proposed for deer hunting, showing the size of the parcel, the proposed locations of deer stands and expected shooting lanes, and the location of any buildings on the property and adjacent property. The permit holder must notify all land owners bordering their property of the dates of the hunt and locations of the deer stands.
- The City Council, in granting the permit, shall establish boundaries for the hunting area on the property which shall be sufficient to protect public safety but in no event less than 300 feet from and home or 1000 feet from any school. The City Council may further limit hunting areas within the specified parcel of property, and attach other conditions to the hunting permit deemed necessary to protect the public safety and welfare.
- A landowner obtaining a hunting permit is responsible for ensuring that the terms of the permit are observed. If a permit is approved by the City Council, the landowner must post a cash deposit of \$500.00 before the permit is issued. If there is a complaint or report that permit terms were violated during the hunt, the City Council shall hold a hearing on the complaint and report, after giving the affected owner at least fourteen (14) days' notice of the hearing. If, following the hearing, the City Council concludes that a permit violation did occur, the Council may require that some or all of the cash deposit be forfeited to the City, in the Council's discretion; or if the deer kill form is not returned the Council may require that some or all of the cash security be forfeited to the City, in the Council's discretion.
- The City of Gem Lake shall track all staff time to review and administer archery deer hunting in the City. The Permit fee shall be utilized to pay for this staff review time. If the administrative cost to review and process the permit exceeds the amount of the Permit fee, the security deposit shall be utilized to cover additional review costs.
- The maximum duration of a hunting permit shall be three (3) weeks. A permit may authorize the discharge and use of weapons a maximum of three (3) days in any single week. Other activities (such as setting up stands) may take place on the days on which weapons discharge is not permitted.
- Any person hunting under a permit who is not one of the permit applicants must have written permission to hunt signed by the property owner. The hunter must have this permission form and a copy of the permit in their possession while hunting under the permit. The landowner shall notify the City of the identity of any other hunters who have been given permission to hunt on the property.
- The permit fee shall be set forth by the City Council resolution.
- Hunting shall be done from elevated deer stands only. Hunters shall not drive or herd deer into a hunting area. All hunters must have appropriate State licensing and required permits for all deer taken. All State and Federal hunting rules and regulations shall apply in addition to requirements imposed by the City Council.
- There shall be no hunting allowed on October 31.

I/we, James Tschida and Beth Tschida

August 5, 2024

Date

, have read and understand the above requirements.



Property Owner Signature (all owners must sign)



Property Owner Signature



City of Gem Lake
 Heritage Hall
 4200 Otter Lake Road | Gem Lake, MN 55110
 651-747-2790/92 | 651-747-2795 (fax)
 E-mail city@gemlakemn.org

Conservation Hunt Permission Form

The application must be accompanied by a petition or other writing showing the consent of the owner(s) of all parcels within 300 feet of a proposed deer stand.

James Tschid and Beth Tschida property will be participating in a Conservation Hunt and your property is located within 300ft of a proposed deer stand location. I/we are seeking your permission to hunt at this location during these dates listed below:

| Month | Week Start | to | Week End | Year | on | Day of week | Day of week | Day of week | |
|----------|------------|----|----------|------|----|-------------|-------------------|---------------------|-------------------|
| October | 10/21 | | 10/27 | 20 | 24 | on | Friday 10/25/2024 | Saturday 10/26/2024 | Sunday 10/27/2024 |
| November | 10/28 | | 11/3 | 20 | 24 | on | Friday 11/1/2024 | Saturday 11/2/2024 | Sunday 11/3/2024 |
| November | 11/4 | | 11/10 | 20 | 24 | on | Friday 11/8/2024 | Saturday 11/9/2024 | Sunday 11/10/2024 |

Your signature below hereby gives my property permission to hunt from the location listed below on the dates listed above.

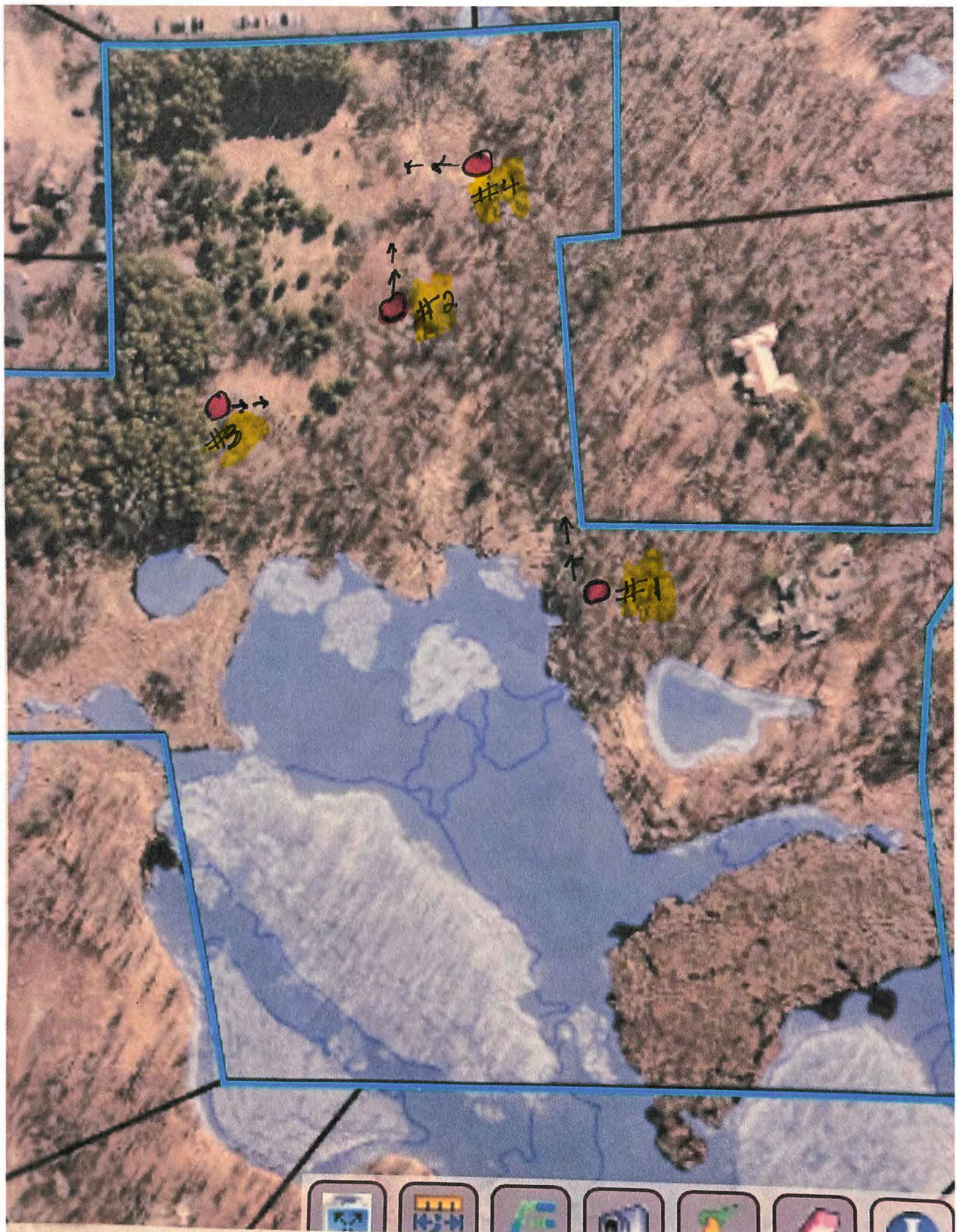
I/we, Tom & Laura Ragmusa, give permission for a conservation hunt at Jim & Beth Tschida Residence this year.

[Signature]
 Signature

8-20-24
 Date

[Signature]
 Signature

8-20-24
 Date





City of White Bear Lake

4701 Highway 61 N.
White Bear Lake, Minnesota 55110
651-429-8526 | www.whitebearlake.org

August 30, 2024

Melissa Lawrence, City Clerk
City of Gem Lake
4200 Otter Lake Road
Gem Lake, MN 55110

Dear Ms. Lawrence,

The City of Gem Lake (Gem Lake) has contracted with the City of White Bear Lake (White Bear Lake) for police services for many years. Per the Patrol Services Agreement, White Bear Lake is required to provide Gem Lake with the costs budgeted for the following year and the most recent figures for population.

Enclosed you will find said information for Gem Lake in 2025.

On behalf of the Police Department, I want to thank you for allowing White Bear Lake to continue serving Gem Lake. White Bear Lake values our partnership, and the Police Department takes great pride in providing exceptional service your community.

If you have questions regarding this financial information, please feel free to contact me at kkindsvater@whitebearlake.org or 651-429-8517.

Sincerely,

Kerri Kindsvater
Finance Director

cc: Lindy Crawford, White Bear Lake City Manager
Dale Hager, White Bear Lake Police Chief

Encls.

WHITE BEAR LAKE POLICE DEPARTMENT

2025 Contracted Jurisdiction Cost Allocations

| | | |
|-----------------------------------|-----|-----------|
| Total 2025 Budget Cost Allocation | (a) | 6,015,059 |
| 2024 - 2043 Facility Depreciation | (b) | 646,624 |
| 2025 Total Police Contract Costs | | 6,661,683 |
| | | |

| Unit of Government | Met Council Population as of July 2024 | Total Contract Costs Allocated by Population | Facility Depreciation by Population | 2025 Grand Total |
|--------------------|--|--|-------------------------------------|------------------|
| Gem Lake | 557 | 133,089 | 14,307 | 147,396 |
| White Bear Lake | 24,617 | 5,881,970 | 632,317 | 6,514,287 |
| Grand Total | 25,174 | 6,015,059 | 646,624 | 6,661,683 |

WHITE BEAR LAKE POLICE DEPARTMENT
2025 Cost Allocation Details

(a) 2025 Budget Cost Allocation:

| | |
|---|------------------|
| Operations | 6,372,223 |
| State Police Aid | (318,000) |
| WBL Area Schools, School Resource Officer Aid | (274,000) |
| Grants | (148,414) |
| Capital Equipment | 383,250 |
| Total Budget | 6,015,059 |

(b) 2024 - 2043 Facility Depreciation

| Item | Year Added | Total Cost | Less Fire Portion | Net Cost | Life in Years | Depreciation Years | |
|------------------------|------------|---------------|-------------------|---------------|---------------|--------------------|---------|
| Public Safety Facility | 2024 | \$ 25,864,966 | \$ (12,932,483) | \$ 12,932,483 | 20 | 2024-2043 | 646,624 |



City of White Bear Lake

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White Bear Lake, Minnesota 55110
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August 30, 2024

Melissa Lawrence, City Clerk
City of Gem Lake
4200 Otter Lake Road
Gem Lake, MN 55110

Dear Ms. Lawrence,

The City of Gem Lake (Gem Lake) has contracted with the City of White Bear Lake (White Bear Lake) for fire services for many years. Per the 2023-2028 Fire Services Agreement, White Bear Lake is required to provide Gem Lake with the costs budgeted for the following year and the most recent figures for tax capacity valuation and population by September 1 of each year.

Enclosed you will find said information in addition to costs for fire inspection services specifically for Gem Lake in 2025.

The Fire Department's average response rate currently is 6 minutes. You may recall that just a few years ago the average response rate was 12 minutes. The Fire Department has made strides to improve its quality of service by recruiting and retaining highly skilled personnel, securing the necessary equipment to operate a department that provides fire, rescue, and Advanced Life Support (ALS) ambulance service, and improving facilities to meet the demands and expectations of the communities it serves. The proposed 2025 Fire Department budget continues these efforts with the addition of one full-time firefighter/paramedic position, necessary market salary adjustments, and a replacement squad.

On behalf of the Fire Department, I want to thank you for allowing White Bear Lake to continue serving Gem Lake. White Bear Lake values our partnership, and the Fire Department takes great pride in providing exceptional service your community.

As always, if you have questions regarding this financial information, please feel free to contact me at kkindsvater@whitebearlake.org or 651-429-8517.

Sincerely,

Kerri Kindsvater
Finance Director

cc: Lindy Crawford, White Bear Lake City Manager
Greg Peterson, White Bear Lake Fire Chief

Encls.

WHITE BEAR LAKE FIRE DEPARTMENT

2025 Contracting Jurisdiction Cost Allocations

| | | | |
|---|-----|----|-----------|
| 2025 Operating Budget | (a) | \$ | 1,702,336 |
| 2023 Budget Adjustment - Surplus (Deficit) | (b) | | 48,891 |
| Total 2025 Operating Budget Cost Allocation | | | 1,653,445 |
| 2025 Building Depreciation | (c) | | 14,135 |
| 2024 - 2043 Facility Depreciation | (d) | | 641,624 |
| 2025 Equipment Depreciation | (e) | | 278,620 |
| 2025 Total Fire Contract Costs | | | 2,587,824 |

| Unit of Government | Pay 2024 Final Tax Capacity Value | Met Council Population as of July 2024 | 35% of Total Contract Costs Allocated by Tax Capacity Value | 65% of Total Contract Costs Allocated by Population | Facility Depreciation by Population (d) | 2025 Grand Total |
|---------------------|-----------------------------------|--|---|---|---|------------------|
| Birchwood Village | \$ 2,321,206 | 898 | \$ 20,311 | \$ 29,708 | \$ 15,068 | \$ 65,087 |
| Dellwood | 6,212,777 | 1,160 | 54,363 | 38,375 | 19,464 | 112,202 |
| Gem Lake | 1,928,289 | 557 | 16,873 | 18,427 | 9,346 | 44,646 |
| White Bear Township | 23,356,385 | 11,007 | 204,372 | 364,136 | 184,690 | 753,197 |
| White Bear Lake | 44,027,991 | 24,617 | 385,252 | 814,384 | 413,056 | 1,612,692 |
| Grand Total | 77,846,648 | 38,239 | 681,170 | 1,265,030 | 641,624 | 2,587,824 |

WHITE BEAR LAKE FIRE DEPARTMENT
2025 Cost Allocation Details

(a) 2025 Operating Budget:

| | | | | | |
|--|---------------|----------------|-------------------------|--|------------------|
| Operations | | | | | 1,863,295 |
| State Fire Relief Aid, estimated based on 2023 aid payment | | | | | (317,000) |
| Dispatch | | | | | 254,600 |
| Police calls | 15,414 | 75.30% | (Subtract police share) | | (191,723) |
| Ambulance calls | 3,965 | 19.37% | | | |
| Fire calls | 1,090 | 5.33% | | | |
| Total | <u>20,469</u> | <u>100.00%</u> | | | |
| Administrative Costs - 5% of Operations | | | | | 93,165 |
| Total Budget | | | | | 1,702,336 |

(b) 2023 Budget Adjustment - Surplus (Deficit)

| | | |
|---|--|---------------|
| 2023 Adopted Budget | | 1,521,177 |
| 2023 Actual Expenditures per audit | | (1,472,286) |
| Total Adjustment - Surplus (Deficit) | | 48,891 |

(c) 2025 Building Depreciation

| Item | Year Added | Total Cost | Life in Years | Depreciation Years | |
|-----------------------------|------------|------------|---------------|--------------------|---------------|
| Alarm/Key System | 2022 | \$ 29,625 | 5 | 2022-2026 | 5,925 |
| Station #920 Roof | 2023 | \$ 155,000 | 20 | 2023-2042 | 7,750 |
| Station #920 Training Tower | 2025 | \$ 9,200 | 20 | 2025-2044 | 460 |
| Total Depreciation | | | | | 14,135 |

(d) 2024 - 2043 Facility Depreciation

| Item | Year Added | Total Cost | Less Police Portion | Net Cost | Life in Years | Depreciation Years | |
|------------------------|------------|---------------|---------------------|---------------|---------------|--------------------|---------|
| Public Safety Facility | 2023 | \$ 25,764,966 | \$ (12,932,483) | \$ 12,832,483 | 20 | 2024-2043 | 641,624 |

WHITE BEAR LAKE FIRE DEPARTMENT

2025 Fire Inspection Cost Allocations

| | |
|---|---------|
| 2025 Total Fire Inspector Personnel Costs | 163,610 |
| | |

| Unit of Government | Distribution Percentage | 2025 Grand Total |
|---------------------|-------------------------|------------------|
| Gem Lake | 5.00% | \$ 8,181 |
| White Bear Township | 12.50% | \$ 20,451 |
| White Bear Lake | 82.50% | \$ 134,978 |
| Grand Total | 100.00% | 163,610 |



CITY OF GEM LAKE
 Heritage Hall
 4200 Otter Lake Road | Gem Lake, MN 55110
 651-747-2790/92 | 651-747-2795 (fax)
 E-mail city@gemlakemn.org



City Council Meeting – October 15, 2024

Call to Order of City Council Meeting

By Mayor Artig-Swomley at 7: ____ p.m.

Call of Roll

Artig-Swomley _____ Cacioppo _____ Hynes-Amlee _____ Johnson _____ Lindner _____

Approve Agenda and Minutes

- Accept the Agenda for the October 15, 2024, City Council Meeting
- Approve the Minutes from September 17, 2024, City Council Meeting
- Accept the Minutes from the October 8, 2024, Planning Commission Meeting

Special Presentations/Public Hearings

- None

Consent Agenda

- Resolution #2024-022 October 2024 Donation to White Bear Lake Area Food Shelf
- Resolution #2024-023 Certify to Tax Rolls – Utility Billing
- Resolution #2024-024 Certify to Tax Rolls – 2023 Annual Septic Maintenance Inspections
- Monthly Financial Report(s)
- Claims

Committee Reports

- Planning Commission

Old Business

- Newsletter Updates / Topics / Suggestions
- 2025 Utility Rate Discussion

New Business

- Archery Deer Hunting Applications
 - 1270 Goose Lake Road
- Laptop/Scanner Quote
- Future Charitable Gambling Donations
 - White Bear Lake Emergency Food Shelf

Community Outreach to Other Cities and Government Bodies

Presentations from the Public, 2 minutes maximum

Open Items for Council Members to Bring Up

Future Council Meetings

- Next City Council Meeting, Tuesday, November 19, 2024
 - Attendance Inquiry
- Next City Council Workshop, Monday, November 11, 2024 – CANCELED

Adjournment – The meeting adjourned at _____