



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 – December 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 December 17, 2024, City Council Meeting
- Approve the Minutes from November 19, 2024, City Council Meeting

Special Presentations/Public Hearings

- Truth-in-Taxation Public Hearing
 - Resolution #2024-0028 Accepting 2025 Budget & Levy

Consent Agenda

- Resolution #2024-0027 December 2024 Donation to White Bear Lake Area Food Shelf
- Resolution #2024-0029 Approving Operating Transfers for 2024
- Resolution #2024-0030 SCORE Grant Funding 2025
- Tobacco Licenses
 - Resolution #2024-0031 Country Lounge Tobacco License 2025
 - Resolution #2024-0032 Smoke Den Tobacco & Vape Tobacco License 2025
- Edible Cannabinoid Products License
 - Resolution #2024-0033 Smoke Den Tobacco & Vape Edible Cannabinoid Products License 2025
- Liquor Licenses
 - Resolution #2024-0034 Country Lounge Liquor Licenses 2025
 - Resolution #2024-0035 Gem Lake Hills Golf Course Liquor Licenses 2025
- 2025 Annual Designation of City Official Depository
- 2025 LMCIT Liability Coverage Waiver Form
- Monthly Financial Report(s)
- Claims

Committee Reports

- Planning Commission

Old Business

- Newsletter Updates / Topics / Suggestions
- Website Rebuild Quote
- White Bear Lake Public Safety Contract Discussion
- Code Enforcement Issues Discussion
- Current Development Projects

New Business

- MS4 Discussion
- Boiler Quotes
- 2025 Fee Schedule Updates Approval



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- 2025 Meeting Schedule
- 2025 COLA Discussion
- Clerk Training
 - University of Minnesota Annual Institute of Building Officials – Permit Technicians – 1/13/2025
 - ICC Region III Upper Great Plains – 2/12/2025
- 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, January 21, 2025
 - Attendance Inquiry
- Next City Council Workshop, Monday, January 13, 2025 – CANCELED

Adjournment – The meeting adjourned at _____

**City of Gem Lake
City Council Meeting – November 19, 2024
Meeting Minutes**

Mayor Gretchen Artig-Swomley called the meeting to order at 7:00 p.m. Councilmembers Len Cacioppo, Jim Lindner, Laurel Amlee were present. Councilmember Ben Johnson arrived late at 7:07 p.m. Also present: City Attorney Kevin Beck, City Treasurer Tom Kelly, Planning Commission Chair Joshua Patrick, Acting City Clerk Melissa Lawrence, high school students Kiegan McCarty, Connor Holte, Alexa Duffy, Mia Grambow, and resident Jim Wilson.

November 19, 2024, Agenda

A motion was introduced by Councilmember Linder to accept the agenda, seconded by Councilmember Cacioppo. Motion carried 4-0.

Minutes

A motion was introduced by Councilmember Lindner, seconded by Councilmember Cacioppo to approve the October 15, 2024, City Council Meeting Minutes. Motion carried 4-0.

A motion was introduced by Councilmember Lindner, seconded by Councilmember Cacioppo to approve the November 13, 2024, Canvassing Board Meeting Minutes. Motion carried 4-0.

A motion was introduced by Councilmember Lindner, seconded by Councilmember Cacioppo to accept the November 12, 2024, Planning Commission Meeting Minutes. Motion carried 4-0.

Special Presentations/Public Hearings

None

Consent Agenda

**Resolution #2024-0026 November 2024 Donation to White Bear Lake Area Food Shelf
Monthly 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 4-0.

Committee Reports

Planning Commission Chair Joshua Patrick attended the City Council meeting but was not present at the November 12 Planning Commission meeting, so he had nothing to report. No other Commissioners were present at the City Council meeting.

Old Business

Newsletter Updates / Topics / Suggestions

Mayor Artig-Swomley shared that there will be a Newsletter ready for the December meeting for review minus a couple stories that will be added after the meeting takes place. Some of the topics that will be included are the election results, budget meeting, corridor project, winter parking, food shelf community market, planning commission vacancy, profile on newly elected council member and vacating member, and the plastic free challenge with Ramsey County.

White Bear Lake Police Safety Contract Discussion

City Attorney Kevin Beck has sent a letter to White Bear Lake expressing the City of Gem Lake's interest to negotiate the interest payment on the bond. No response has been received yet. White Bear Township's attorney has sent an identical letter. City Attorney Kevin Beck stated that mediation would be a good solution.

Invoice Cloud Fee to Customers Discussion

Invoice Cloud has fees that they charge to their users for different aspects of paying utility bills online and paying for permits. Mayor Artig-Swomley suggested that the City eat all the costs on fees regarding online utility bill payments and permit payments for six (6) months and see how much the city is covering in fees. The Council will revisit the discussion in six (6) months to discuss whether the fees should be charged to the customers or if the City is ok to continue covering those fees. Councilmember Lindner introduced a motion to table the discussion until June 2025, seconded by Councilmember Cacioppo. Motion carried 5-0.

Code Enforcement Issues Discussion

A hearing date for an administrative search warrant has been scheduled for Monday, November 25 for the property located along Scheuneman Road that the City has had many code enforcement concerns with over the past couple years. The warrant would mainly focus on the interior of the property to make sure it is up to code because it is licensed as a rental property. Chief Building Official Mike Johnson and City Attorney Kevin Beck are interested in being able to search the exterior of the property and the newly built accessory structure but may not have that option.

New Business

Approve Ordinance No. 67D Individual Septic Systems Updates

Changes to the ordinance have been made over the years and the latest version made in 2018 was never incorporated. City Planner Evan Monson summarized the updates in his memo to the City which included notes from the Minnesota Pollution Control Agency (MPCA). The updates were first presented to the Planning Commission which were then suggested to move forward to the Council for approval. Councilmember Lindner introduced a motion to approve the updates, seconded by Councilmember Cacioppo. Motion carried 5-0.

Approve Ordinance No. 111 Solicitors Updates

Suggested changes to the ordinance include definition updates. The definition updates are based on the League of Minnesota Cities (LMC) model ordinance. The updates were first presented to the Planning Commission which were then suggested to move forward to the Council for approval. Councilmember Lindner introduced a motion to approve the updates, seconded by Councilmember Cacioppo. Motion carried 5-0.

Approve Ordinance No. 83 Housing Maintenance Code Updates

Acting City Clerk Melissa Lawrence added the suggestions from the November City Council meeting to the ordinance. The suggestions were first presented to the Planning Commission which were then suggested to move forward to the Council for approval. Councilmember Lindner introduced a motion to approve the updates, seconded by Councilmember Cacioppo. Motion carried 5-0.

Approve Ordinance No. 91 Administration Updates

Acting City Clerk Melissa Lawrence added some suggest updates to the ordinance to better explain what the Planning Commission is responsible for. Councilmember Lindner introduced a motion to approve the updates, seconded by Councilmember Cacioppo. Motion carried 5-0.

Ramsey County Street Light Transfer

Ramsey County is requesting that the City of Gem Lake take over the power cost of wood pole streetlights on the City leg or intersection with a City leg. These poles are located on the cross streets of Otter Lake Road and Scheuneman Road and also County Road E and Scheuneman Road. Ramsey County will work with Xcel Energy in getting billing responsibility for these locations transferred to the City of Gem Lake. No vote is needed to process this transition, Acting City Clerk Melissa Lawrence will work with Ramsey County to ensure a smooth transition.

Ramsey County Hazard Mitigation Plan

Ramsey County recently sent over their draft plan for cities to review. The plan is very well thought out and all possibilities have been considered. Most cities use the plan put together by Ramsey County. Ramsey County assigns goals for each City to meet and the ones for Gem Lake include:

1. Advertise in the newsletter
2. Obtain a backup power source:

Each City is required to have a designated command center and Heritage Hall would be that designated command center. With that designation a backup power source is required. Acting City Clerk Melissa Lawrence has been asked to get that quote.

Councilmember Lindner introduced a motion to authorize City Clerk Melissa Lawrence to request a bid for a backup emergency generator, seconded by Councilmember Cacioppo. Motion carried 5-0.

3. Promote use of NOAA weather radios:

Mayor Artig-Swomley asked City Treasurer Tom Kelly if using charitable gambling funds was allowed to purchase some radios to give out to the public on a first come first serve basis. Mr. Kelly shared that it was a possibility. Councilmember Amlee suggested that the City purchase a certain amount and then offer them to the public for 50% off. Councilmember Cacioppo suggested putting something in the newsletter to see if anyone was even interested. The newsletter would state a designated timeframe to reach out if interested and then the City would purchase them.

Councilmember Lindner introduced a motion to authorize city funds to be used to purchase for Gem Lake residents interested in obtaining one, seconded by Councilmember Cacioppo. Motion carried 5-0.

Future Charitable Gambling Donations

White Bear Lake Emergency Food Shelf

Mayor Artig-Swomley suggested that the Council donate in December \$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 5-0.

Community Outreach to Other Cities and Government Bodies

City Attorney Kevin Beck shared that the lawsuit with the DNR is still going on. Although the lawsuit has not been finalized Mr. Beck would like to get the water issue finalized sooner than when the lawsuit is figured out.

Councilmember Johnson shared some of what has been going on with the County Road E Corridor Action Plan. Two (2) meetings have taken place seeking feedback on suggestion for those working on the branding. A proposal was put together for the three (3) options available for the branding of the corridor. Each is unique and got plenty of positive feedback. These details will be released to the public soon.

Open Items for Council Members to Bring Up

None

Future Council Meetings

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

Attendance Inquiry

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

Adjournment

Being there no further business, following a motion from Councilmember Lindner, seconded by Councilmember Johnson, the meeting adjourned at 7:42 p.m.

Respectfully submitted, Melissa Lawrence



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December 17, 2024

RE: 2025 Proposed Budget and Property Tax Levy.

State Statutes require Cities to certify their final property tax levies by December 31st this year. The levy will fund the 2025 operating (General Fund) budget and some debt payments. If a final tax levy is not approved by December 31st the final levy would become the preliminary levy certified in September.

The 2025 proposed final property tax levy is proposed at \$718,736, which is a 3.11% increase from the 2024 final property tax levy. The 2025 preliminary property tax levy consists of a debt levy of \$83,736.00 (an increase from 2024 debt levy of \$2,182.00) and the general operating levy of \$635,000.00 (an increase of 3.16% from the 2024 tax levy).

The following changes were made from the 2024 adopted budget as a basis for the 2025 proposed budget and 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. City Council wages increased to \$9,000 to reflect stipend increase approved earlier this year.
3. City Council contingency left at \$9,000.
4. Clerk/General Government budget includes \$63,000.00 for wages and \$11,5500 for health insurance coverage.
5. Planning & Zoning budget increased \$6,950.00 based on past expenditures.
6. Police budget was increased 13.85% to \$147,402 based on the City of White Bear Lake budget provided us and includes \$133,089 for police services and \$14,313 for the new public facilities building.
7. The cost of fire services could increase 8.54% to \$52,827.00. It includes \$35,300 for fire services, \$8,181 for fire marshal services, and \$9,346 for the new public facilities building.
 - a. Overall, the City of White Bear Lake would like you to pay \$23,659 for the next 19 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 left at \$14,000, both based on past expenditures.
10. Heritage Hall budget includes \$10,000 for building improvements and \$10,000 for other 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.
13. Revenue and other expenditure line items adjusted based on past history.

These changes result in the City proposed preliminary tax levy of \$718,736.00 for 2025. This compares to 2025 preliminary levy of \$733,757.00 and 2024 final levy of \$697,081.00. Using a 2025 property tax levy of \$718,736.00 and the City's 2025 tax capacity (\$1,809,157.00) and median valued home (\$443,750.00) for Gem Lake, that median valued home, would pay City property taxes of \$1,680.37 in 2025 compared to 2025 preliminary levy of \$1,725.55 (an decrease of \$45.18) and the 2024 final levy amount of \$1,529.81 (an increase of \$150.56).

The action requested tonight is for the City Council to adopt the resolution adopting the 2025 final property tax levy of \$718,736.00.

CITY OF GEM LAKE

PROPERTY TAX CHANGES

| | 2023 Preliminary Levy | 2023 Final Levy | 2024 Preliminary Levy | 2024 Final Levy | 2025 Preliminary Levy | 2025 Proposed Levy | Proposed To Preliminary | Proposed To Final |
|----------------------------|-----------------------|-----------------|-----------------------|-----------------|-----------------------|--------------------|-------------------------|-------------------|
| GENERAL LEVY | 584,697 | 568,897 | 636,188 | 615,527 | 650,021 | 635,000 | -2.311% | 3.164% |
| DEBT LEVY: | | | | | | | | |
| GENERAL DEBT LEVY | 0 | 0 | 0 | 0 | 0 | 0 | | |
| CAPITAL IMPROV. PLAN BONDS | 77,873 | 75,940 | 76,269 | 76,269 | 79,711 | 79,711 | | |
| 2015 IMPROVEMENT BONDS | 0 | 0 | 0 | 0 | 0 | 0 | | |
| 2018 IMPROVEMENT BONDS | 6,545 | 6,384 | 5,285 | 5,285 | 4,025 | 4,025 | | |
| TOTAL DEBT LEVY | 84,418 | 82,324 | 81,554 | 81,554 | 83,736 | 83,736 | | |
| TOTAL PROPERTY TAX LEVY | 669,115 | 651,221 | 717,742 | 697,081 | 733,757 | 718,736 | -2.047% | 3.107% |
| LESS: FISCAL DISPARITIES | 17,894 | 17,894 | 19,581 | 19,581 | 23,290 | 23,290 | 0.000% | 18.942% |
| NET PROPERTY TAXES | 651,221 | 633,327 | 698,161 | 677,500 | 710,467 | 695,446 | -2.114% | 2.649% |
| % CHANGE | 9.48% | 16.21% | 7.21% | 6.97% | 1.76% | -0.39% | | |
| TAX CAPACITY | 1,601,998 | 1,601,998 | 1,601,998 | 1,761,615 | 1,799,843 | 1,809,157 | 0.517% | 2.699% |
| TAX RATE | 40.651% | 39.534% | 43.581% | 38.459% | 39.474% | 38.440% | | |
| MEDIAN VALUE HOME | 395,800 | 395,800 | 429,600 | 429,600 | 443,750 | 443,750 | 0.000% | 3.294% |
| TAXABLE MEDIAN VALUE HOME | 367,018 | 367,018 | 397,776 | 397,776 | 437,138 | 437,138 | 0.000% | 9.895% |
| TAXABLE TAX CAPACITY | 3,670 | 3,670 | 3,978 | 3,978 | 4,371 | 4,371 | | |
| CITY TAXES | \$1,491.95 | \$1,450.95 | \$1,733.53 | \$1,529.81 | \$1,725.55 | \$1,680.37 | -2.618% | 9.842% |

GENERAL FUND BUDGET SUMMARY BY ACTIVITY

| | 2021 | 2022 | 2023 | 12/19/2023 | 12/11/2024 | 12/17/2024 | % |
|-----------------------------------|------------------|------------------|------------------|------------------|------------------|------------------|----------------|
| REVENUES BY CLASSIFICATION | ACTUAL | ACTUAL | ACTUAL | 2024 ADOPTED | 2024 ACTUAL | 2025 ADOPTED | CHANGE |
| PROPERTY TAXES | \$445,250 | \$461,648 | \$581,280 | \$615,527 | \$576,336 | \$635,000 | 3.16% |
| LICENSES & PERMITS | 26,554 | 33,936 | 24,061 | 30,600 | 46,925 | 29,200 | -4.58% |
| INTERGOVERNMENTAL REVENUES | 42,447 | 20,943 | 61,293 | 8,012 | 10,719 | 8,012 | 0.00% |
| CHARGES FOR SERVICES | 2,512 | 4,716 | 5,233 | 3,025 | 17,101 | 3,225 | 6.61% |
| FINES & FORFEITS | 267 | 970 | 902 | 800 | 840 | 850 | 6.25% |
| MISCELLANEOUS | (1,809) | 10,421 | 22,067 | 9,361 | 45,586 | 14,600 | 55.97% |
| TOTAL REVENUES | \$515,221 | \$532,634 | \$694,836 | \$667,325 | \$697,507 | \$690,887 | 3.53% |
| EXPENDITURES BY DEPARTMENT | | | | | | | |
| GENERAL GOVERNMENT | | | | | | | |
| 41100 CITY COUNCIL | \$9,699 | \$9,746 | \$7,819 | \$17,325 | \$5,813 | \$19,089 | 10.18% |
| 41900 GENERAL GOVERNMENT | 77,431 | 106,557 | 139,885 | 127,590 | 163,916 | 137,570 | 7.82% |
| 41600 LEGAL SERVICES | 39,522 | 56,885 | 10,573 | 57,500 | 9,903 | 54,750 | -4.78% |
| 41410 ELECTIONS | 5,531 | 6,064 | 5,544 | 10,325 | 5,808 | 9,000 | -12.83% |
| 41500 FINANCIAL ADMINISTRATION | 44,587 | 44,449 | 49,623 | 50,800 | 38,602 | 52,900 | 4.13% |
| 41910 PLANNING & ZONING | 68,518 | 43,161 | 49,026 | 48,050 | 45,794 | 55,000 | 14.46% |
| 41940 HERITAGE HALL | 79,157 | 27,543 | 23,135 | 66,650 | 36,081 | 57,650 | -13.50% |
| TOTAL GENERAL GOVERNMENT | \$324,445 | \$294,405 | \$285,605 | \$378,240 | \$305,917 | \$385,958 | 2.04% |
| PUBLIC SAFETY | | | | | | | |
| 42100 POLICE | 85,777 | 91,186 | 113,184 | 129,466 | 119,040 | 147,402 | 13.85% |
| 42200 FIRE PROTECTION | 25,508 | 29,340 | 33,218 | 48,669 | 44,941 | 52,827 | 8.54% |
| 42300 ANIMAL CONTROL | 180 | 81 | 116 | 500 | 129 | 500 | 0.00% |
| 42401 BUILDING INSPECTIONS | 13,272 | 10,060 | 11,887 | 13,550 | 7,030 | 13,500 | -0.37% |
| TOTAL PUBLIC SAFETY | \$124,737 | \$130,667 | \$158,205 | \$192,185 | \$171,140 | \$214,229 | 11.47% |
| PUBLIC WORKS | | | | | | | |
| 43122 ROAD MAINTENANCE | 43,291 | 9,522 | 27,948 | 42,400 | 7,812 | 40,200 | -5.19% |
| 43125 ICE & SNOW REMOVAL | 11,311 | 12,629 | 7,492 | 27,500 | 3,778 | 23,500 | -14.55% |
| 44100 PARK MAINTENANCE | 68 | 3,430 | 0 | 7,000 | 3,095 | 7,000 | 0.00% |
| TOTAL PUBLIC WORKS | \$54,670 | \$25,581 | \$35,440 | \$76,900 | \$14,685 | \$70,700 | -8.06% |
| OPERATING TRANSFERS | | | | | | | |
| 4900 OPERATING TRANSFERS | 25,000 | 20,000 | 20,000 | 20,000 | 0 | 20,000 | 0.00% |
| TOTAL OPERATING TRANSFERS | \$25,000 | \$20,000 | \$20,000 | \$20,000 | \$0 | \$20,000 | 0.00% |
| TOTAL EXPENDITURES | \$528,852 | \$470,653 | \$499,250 | \$667,325 | \$491,742 | \$690,887 | 3.53% |
| FUND BALANCE - JANUARY 1 | \$267,475 | \$253,844 | \$315,825 | \$511,411 | \$253,844 | \$459,609 | |
| EXCESS REVENUE OVER EXPENDITURES | (\$13,631) | \$61,981 | \$195,586 | \$0 | \$205,765 | \$0 | |
| FUND BALANCE - DECEMBER 31 | \$253,844 | \$315,825 | \$511,411 | \$511,411 | \$459,609 | \$459,609 | -10.13% |

GENERAL FUND REVENUE BUDGET

| ACCT. # | ACCOUNT DESCRIPTION | 2021 ACTUAL | 2022 ACTUAL | 2023 ACTUAL | 12/19/2023 2024 ADOPTED | 12/11/2024 2024 ACTUAL | 12/17/2024 2025 ADOPTED | % CHANGE |
|-----------------------------------|-------------------------------------|------------------|------------------|------------------|-------------------------------|------------------------------|-------------------------------|---------------|
| <u>PROPERTY TAXES</u> | | | | | | | | |
| 31001 | CURRENT TAXES | \$432,992 | \$450,239 | \$562,876 | \$595,946 | \$554,669 | \$611,710 | 2.65% |
| 31002 | DELINQUENT TAXES | 11 | 247 | 3,794 | 0 | 3,648 | 0 | 0.00% |
| 31003 | FISCAL DISPARITIES | 12,247 | 11,162 | 14,610 | 19,581 | 18,019 | 23,290 | 18.94% |
| 31004 | PENALTIES & INTEREST | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| | TOTAL PROPERTY TAXES | \$445,250 | \$461,648 | \$581,280 | \$615,527 | \$576,336 | \$635,000 | 3.16% |
| <u>LICENSES & PERMITS</u> | | | | | | | | |
| 32100 | GENERAL BUSINESS LICENSES | 1,575 | 2,550 | 2,505 | 2,200 | 2,600 | 2,500 | 13.64% |
| 32101 | ON-SALE LIQUOR LICENSES | 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 | 0.00% |
| 32103 | NON-INTOXICATING LIQUOR LICENSES | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 32104 | OTHER PERMITS | 1,960 | 2,355 | 2,700 | 1,700 | 2,767 | 1,800 | 5.88% |
| 32106 | TOBACCO LICENSE | 200 | 200 | 400 | 200 | 1,025 | 200 | 0.00% |
| 32107 | CHARITABLE GAMBLING LICENSE | 500 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 32201 | CONTRACTOR LICENSE | 1,700 | 1,800 | 1,755 | 1,500 | 1,903 | 1,700 | 13.33% |
| 32210 | BUILDING PERMITS | 7,760 | 13,403 | 9,345 | 11,000 | 24,008 | 11,000 | 0.00% |
| 32211 | PLUMBING PERMITS | 300 | 915 | 800 | 750 | 670 | 800 | 6.67% |
| 32212 | GAS/HEATING PERMITS | 2,427 | 2,295 | 1,150 | 2,000 | 1,252 | 2,000 | 0.00% |
| 32213 | ELECTRICAL PERMITS | 596 | 388 | 358 | 300 | 675 | 300 | 0.00% |
| 32215 | NPDES PERMIT | 0 | 0 | 100 | 0 | 0 | 0 | 0.00% |
| 32218 | FIRE MARSHALL INSPECTION FEE | 107 | 35 | 132 | 2,500 | 0 | 0 | -100.00% |
| 32219 | SEPTIC INSPECTION FEE | 4,809 | 4,890 | 716 | 3,750 | 7,145 | 4,000 | 6.67% |
| 32235 | SEWER CONTRACTOR LICENSE | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 32239 | RENTAL LICENSING | 100 | 600 | 0 | 400 | 500 | 500 | 25.00% |
| 32240 | ANIMAL CONTROL LICENSE | 470 | 455 | 50 | 300 | 330 | 400 | 33.33% |
| | TOTAL LICENSES & PERMITS | \$26,554 | \$33,936 | \$24,061 | \$30,600 | \$46,925 | \$29,200 | -4.58% |
| <u>INTERGOVERNMENTAL REVENUES</u> | | | | | | | | |
| 33401 | LGA | 14,631 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 33430 | COUNTY GRANTS & AIDS | 12 | 27 | 13 | 12 | 0 | 12 | 0.00% |
| 33601 | SCORE GRANT | 0 | 1,548 | 1,292 | 1,000 | 0 | 1,000 | 0.00% |
| 33603 | POLICE STATE AID | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 33602 | CABLE TV FRANCHISE FEES | 8,436 | 19,368 | 9,299 | 7,000 | 0 | 7,000 | 0.00% |
| 33604 | OTHER GOVERNMENT AIDS AND GRANTS | 19,368 | 0 | 50,689 | 0 | 10,719 | 0 | 0.00% |
| | TOTAL INTERGOV. REVENUES | \$42,447 | \$20,943 | \$61,293 | \$8,012 | \$10,719 | \$8,012 | 0.00% |
| <u>CHARGES FOR SERVICES</u> | | | | | | | | |
| 32220 | SURCHARGE/SAC RETAINAGE | 97 | 113 | 89 | 75 | 0 | 75 | 0.00% |
| 32230 | ADMINISTRATIVE CHARGES | 0 | 0 | 60 | 0 | 0 | 0 | 0.00% |
| 34105 | PLANNING CHARGES | 0 | 1,275 | 850 | 500 | 1,950 | 700 | 40.00% |
| 34110 | PLAN CHECK FEES | 1,609 | 1,023 | 2,768 | 1,000 | 12,979 | 1,000 | 0.00% |
| | FALSE ALARMS | 150 | 150 | 400 | 150 | 700 | 350 | 133.33% |
| 34121 | SPECIAL ASSESSMENT SEARCHES | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 34122 | ENGINEERING CHARGES | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 34123 | ZONING CHARGES | 275 | 100 | 0 | 0 | 477 | 0 | 0.00% |
| 34126 | CHARGES FOR LEGAL FEES | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 34132 | INVESTMENT ADMINISTRATIVE CHARGE | 381 | 2,055 | 1,066 | 1,000 | 831 | 1,000 | 0.00% |
| 34133 | CREDIT CARD FEES | 0 | 0 | 0 | 0 | 164 | 100 | 0.00% |
| 34135 | CONTRACTUAL SERVICES | 0 | 0 | 0 | 300 | 0 | 0 | -100.00% |
| | TOTAL CHARGES FOR SERVICES | \$2,512 | \$4,716 | \$5,233 | \$3,025 | \$17,101 | \$3,225 | 6.61% |
| <u>FINES & FORFEITS</u> | | | | | | | | |
| 35100 | TRAFFIC & OTHER FINES | 267 | 970 | 902 | 800 | 840 | 850 | 6.25% |
| | TOTAL FINES & FORFEITS | \$267 | \$970 | \$902 | \$800 | \$840 | \$850 | 6.25% |
| <u>MISCELLANEOUS REVENUES</u> | | | | | | | | |
| 36210 | INTEREST EARNINGS | (11,758) | (8,246) | 11,146 | 4,261 | 8,057 | 8,000 | 87.75% |
| 36231 | CHARITABLE GAMBLING CONTRIBUTIONS | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 36241 | INSURANCE POLICY DIVIDENDS | 809 | 490 | 148 | 300 | 0 | 100 | -66.67% |
| 36200 | MISCELLANEOUS | 328 | 12,993 | 6,109 | 300 | 33,480 | 2,000 | 566.67% |
| 36400 | FACILITY RENTAL | 8,812 | 5,184 | 4,664 | 4,500 | 4,049 | 4,500 | 0.00% |
| 39200 | TRANSFERS IN | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| | TOTAL MISCELLANEOUS | (\$1,809) | \$10,421 | \$22,067 | \$9,361 | \$45,586 | \$14,600 | 55.97% |
| | TOTAL GENERAL FUND REVENUES | \$515,221 | \$532,634 | \$694,836 | \$667,325 | \$697,507 | \$690,887 | 3.53% |

**CITY COUNCIL
DEPARTMENT 41100**

| ACCT. # | ACCOUNT DESCRIPTION | 2021 ACTUAL | 2022 ACTUAL | 2023 ACTUAL | 12/19/2023 2024 ADOPTED | 12/11/2024 2024 ACTUAL | 12/17/2024 2025 ADOPTED | % CHANGE |
|-------------------------------------|---|----------------|----------------|----------------|-------------------------------|------------------------------|-------------------------------|---------------|
| PERSONNEL SERVICES | | | | | | | | |
| 100 | WAGES & SALARIES | \$7,340 | \$7,338 | \$7,248 | \$7,725 | \$5,400 | \$9,000 | 16.50% |
| 130 | FICA CONTRIBUTIONS | 551 | 551 | 551 | 0 | 413 | 689 | 0.00% |
| 135 | WORKERS COMPENSATION | 0 | 84 | 0 | 100 | 0 | 100 | 0.00% |
| | TOTAL PERSONNEL SERVICES | \$7,891 | \$7,973 | \$7,799 | \$7,825 | \$5,813 | \$9,789 | 25.09% |
| OTHER SERVICES & CHARGES | | | | | | | | |
| 300 | PROFESSIONAL SERVICES | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 308 | ADMINISTRATION | 0 | 0 | 0 | 200 | 0 | 0 | -100.00% |
| 310 | CONFERENCE REGISTRATION FEES | 308 | 265 | 20 | 300 | 0 | 300 | 0.00% |
| 333 | MEETING EXPENSES | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 364 | OTHER INSURANCE | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 449 | COUNCIL CONTINGENCY | 1,500 | 1,508 | 0 | 9,000 | 0 | 9,000 | 0.00% |
| | TOTAL OTHER SERVICES & CHARGES | \$1,808 | \$1,773 | \$20 | \$9,500 | \$0 | \$9,300 | -2.11% |
| | TOTAL CITY COUNCIL | \$9,699 | \$9,746 | \$7,819 | \$17,325 | \$5,813 | \$19,089 | 10.18% |

**CLERK/GENERAL GOVERNMENT
DEPARTMENT 41900**

| ACCT. # | ACCOUNT DESCRIPTION | 2021 ACTUAL | 2022 ACTUAL | 2023 ACTUAL | 12/19/2023 2024 ADOPTED | 12/11/2024 2024 ACTUAL | 12/17/2024 2025 ADOPTED | % CHANGE |
|-------------------------------------|---|-----------------|------------------|------------------|-------------------------------|------------------------------|-------------------------------|---------------|
| PERSONNEL SERVICES | | | | | | | | |
| 100 | WAGES & SALARIES | \$37,335 | \$52,831 | \$52,969 | \$60,000 | \$54,042 | \$63,000 | 5.00% |
| | TEMPORARY EMPLOYEES | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 130 | FICA CONTRIBUTIONS | 2,867 | 3,184 | 3,685 | 4,590 | 4,785 | 4,820 | 5.00% |
| 131 | PERA CONTRIBUTIONS | 2,123 | 3,989 | 4,651 | 4,500 | 4,676 | 4,725 | 5.00% |
| 135 | HEALTH INSURANCE | 0 | 3,462 | 9,000 | 11,000 | 8,307 | \$11,550 | 5.00% |
| 150 | WORKER'S COMPENSATION | 322 | 326 | 502 | 700 | 703 | 800 | 14.29% |
| | TOTAL PERSONNEL SERVICES | \$42,647 | \$63,792 | \$70,807 | \$80,790 | \$72,513 | \$84,895 | 5.08% |
| SUPPLIES | | | | | | | | |
| 200 | OFFICE SUPPLIES | 3,455 | 6,553 | 4,580 | 5,000 | 2,949 | 5,000 | 0.00% |
| 212 | POSTAGE | 1,168 | 0 | 0 | 1,500 | 1,248 | 1,000 | -33.33% |
| 250 | SALES TAX | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| | TOTAL SUPPLIES | \$4,623 | \$6,553 | \$4,580 | \$6,500 | \$4,197 | \$6,000 | -7.69% |
| OTHER SERVICES & CHARGES | | | | | | | | |
| 300 | PROFESSIONAL SERVICES | 2,782 | 2,990 | 80 | 3,500 | 3,124 | 3,500 | 0.00% |
| 305 | ADMINISTRATION | 363 | 0 | 0 | 300 | 307 | 350 | 16.67% |
| 308 | PROFESSIONAL SERVICES | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 309 | MISCELLANEOUS | 2,858 | 6,263 | 1,468 | 3,500 | 9,089 | 3,500 | 0.00% |
| 310 | CONFERENCE REGISTRATION FEES | 693 | 235 | 185 | 1,500 | 1,441 | 1,500 | 0.00% |
| 320 | INTERNET CONNECTION | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 322 | WEB SITE | 2,076 | 1,875 | 1,967 | 2,000 | 1,550 | 10,000 | 400.00% |
| 331 | MILEAGE | 127 | 264 | 305 | 400 | 1,360 | 400 | 0.00% |
| 332 | RECORDING SECRETARY | 5,970 | 6,057 | 190 | 6,000 | 0 | 1,000 | -83.33% |
| 334 | COMPUTER SERVICES | 190 | 512 | 8,897 | 5,000 | 10,863 | 6,000 | 20.00% |
| 350 | PRINTING - OTHER | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 351 | LEGAL NOTICES | 1,231 | 654 | 380 | 700 | (30) | 700 | 0.00% |
| 352 | NEWSLETTER/PUBLIC RELATIONS | 1,571 | 1,848 | 1,783 | 2,800 | 1,990 | 3,000 | 7.14% |
| 361 | GENERAL LIABILITY INSURANCE | 1,407 | 1,384 | 1,370 | 2,500 | 1,655 | 2,500 | 0.00% |
| 363 | VEHICLE INSURANCE | 78 | 79 | 79 | 175 | 20 | 150 | -14.29% |
| 365 | PUBLIC OFFICIALS LIABILITY INSURANCE | 0 | 93 | 124 | 175 | 155 | 175 | 0.00% |
| 384 | RECYCLING COLLECTION | 8,104 | 8,903 | 13,319 | 10,000 | 9,304 | 12,000 | 20.00% |
| 434 | VLAWMO | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 435 | LMC | 704 | 1,046 | 778 | 1,200 | 918 | 1,200 | 0.00% |
| 436 | RCLLG | 200 | 0 | 0 | 350 | 0 | 350 | 0.00% |
| 440 | DUES & SUBSCRIPTIONS | 161 | 300 | 300 | 200 | 0 | 350 | 75.00% |
| 450 | CHARITABLE GAMBLING DISTRIBUTIONS | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| | TOTAL OTHER SERVICES & CHARGES | \$28,515 | \$32,503 | \$31,225 | \$40,300 | \$41,746 | \$46,675 | 16.82% |
| CAPITAL OUTLAY | | | | | | | | |
| 570 | FURNITURE & OFFICE EQUIPMENT | 1,646 | 3,709 | 5,952 | 0 | 0 | 0 | 0.00% |
| 580 | OTHER EQUIPMENT/IMPROVEMENTS | 0 | 0 | 27,321 | 0 | 45,460 | 0 | 0.00% |
| | TOTAL CAPITAL OUTLAY | \$1,646 | \$3,709 | \$33,273 | \$0 | \$45,460 | \$0 | 0.00% |
| | TOTAL CLERK/GENERAL GOVERNMENT | \$77,431 | \$106,557 | \$139,885 | \$127,590 | \$163,916 | \$137,570 | 7.82% |

FINANCIAL ADMINISTRATION
DEPARTMENT 41500

| ACCT. # | ACCOUNT DESCRIPTION | 2021 ACTUAL | 2022 ACTUAL | 2023 ACTUAL | 12/19/2023 2024 ADOPTED | 12/11/2024 2024 ACTUAL | 12/17/2024 2025 ADOPTED | % CHANGE |
|-------------------------------------|-----------------------|----------------|----------------|----------------|-------------------------------|------------------------------|-------------------------------|-------------|
| <u>PERSONNEL SERVICES</u> | | | | | | | | |
| <u>SUPPLIES</u> | | | | | | | | |
| 200 | OFFICE SUPPLIES | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | 0.00% |
| 250 | SALES TAX | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| TOTAL SUPPLIES | | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | 0.00% |
| <u>OTHER SERVICES & CHARGES</u> | | | | | | | | |
| 308 | ADMINISTRATION | 0 | 0 | 0 | 0 | 1,250 | 0 | 0.00% |
| 301 | AUDITING SERVICES | 12,867 | 8,000 | 13,500 | 12,000 | 14,000 | 13,000 | 8.33% |
| 329 | FINANCIAL SERVICES | 29,884 | 33,408 | 33,327 | 35,000 | 20,543 | 36,000 | 2.86% |
| 330 | CREDIT CARD FEES | 0 | 1,184 | 847 | 1,300 | 594 | 1,100 | -15.38% |
| 334 | COMPUTER SERVICES | 1,799 | 1,857 | 1,949 | 2,500 | 2,215 | 2,800 | 12.00% |
| 309 | MISCELLANEOUS EXPENSE | 37 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| TOTAL OTHER SERVICES & CHARGES | | \$44,587 | \$44,449 | \$49,623 | \$50,800 | \$38,602 | \$52,900 | 4.13% |
| TOTAL FINANCIAL ADMINISTRATION | | \$44,587 | \$44,449 | \$49,623 | \$50,800 | \$38,602 | \$52,900 | 4.13% |

LEGAL SERVICES
DEPARTMENT 41600

| ACCT. # | ACCOUNT DESCRIPTION | 2021 ACTUAL | 2022 ACTUAL | 2023 ACTUAL | 12/19/2023 2024 ADOPTED | 12/11/2024 2024 ACTUAL | 12/17/2024 2025 ADOPTED | % CHANGE |
|-------------------------------------|------------------------------|----------------|----------------|----------------|-------------------------------|------------------------------|-------------------------------|-------------|
| <u>OTHER SERVICES & CHARGES</u> | | | | | | | | |
| 300 | PROFESSIONAL SERVICES | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | 0.00% |
| 303 | PROSECUTION | 270 | 1,161 | 1,035 | 2,000 | 1,067 | 1,750 | -12.50% |
| 304 | LEGAL SERVICES | 39,252 | 55,724 | 9,538 | 52,000 | 8,836 | 50,000 | -3.85% |
| 305 | LEGAL SERVICES - LAND ISSUES | 0 | 0 | 0 | 3,500 | 0 | 3,000 | -14.29% |
| 309 | MISCELLANEOUS | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 317 | LEGAL - ANNEXATION | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| TOTAL OTHER SERVICES & CHARGES | | \$39,522 | \$56,885 | \$10,573 | \$57,500 | \$9,903 | \$54,750 | -4.78% |
| TOTAL LEGAL SERVICES | | \$39,522 | \$56,885 | \$10,573 | \$57,500 | \$9,903 | \$54,750 | -4.78% |

ELECTIONS
DEPARTMENT 41410

| ACCT. # | ACCOUNT DESCRIPTION | 2021 ACTUAL | 2022 ACTUAL | 2023 ACTUAL | 12/19/2023 2024 ADOPTED | 12/11/2024 2024 ACTUAL | 12/17/2024 2025 ADOPTED | % CHANGE |
|-------------------------------------|------------------------------|----------------|----------------|----------------|-------------------------------|------------------------------|-------------------------------|-------------|
| <u>PERSONNEL SERVICES</u> | | | | | | | | |
| 100 | WAGES & SALARIES | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | 0.00% |
| 105 | TEMPORARY EMPLOYEES | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 130 | FICA CONTRIBUTIONS | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 160 | WORKER'S COMP. | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| TOTAL PERSONNEL SERVICES | | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | 0.00% |
| <u>SUPPLIES</u> | | | | | | | | |
| 210 | OPERATING SUPPLIES - OTHER | 0 | 0 | 0 | 150 | 0 | 0 | -100.00% |
| 212 | POSTAGE | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 250 | SALES TAX | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| TOTAL SUPPLIES | | \$0 | \$0 | \$0 | \$150 | \$0 | \$0 | -100.00% |
| <u>OTHER SERVICES & CHARGES</u> | | | | | | | | |
| 308 | ADMINISTRATION | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 307 | PROFESSIONAL SERVICES | 4,664 | 4,664 | 4,664 | 8,000 | 4,664 | 7,000 | -12.50% |
| 309 | MISCELLANEOUS | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 331 | MILEAGE | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 350 | OTHER PRINTING | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 351 | LEGAL NOTICES | (59) | 0 | 0 | 175 | 0 | 0 | -100.00% |
| | Ballot Machine | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 400 | REPAIR/MAINTENANCE EQUIPMENT | 926 | 1,400 | 880 | 2,000 | 1,144 | 2,000 | 0.00% |
| TOTAL OTHER SERVICES & CHARGES | | \$5,531 | \$6,064 | \$5,544 | \$10,175 | \$5,808 | \$9,000 | -11.55% |
| TOTAL ELECTIONS | | \$5,531 | \$6,064 | \$5,544 | \$10,325 | \$5,808 | \$9,000 | -12.83% |

**PLANNING & ZONING
DEPARTMENT 41910**

| ACCT. # | ACCOUNT DESCRIPTION | 2021 | 2022 | 2023 | 12/19/2023 | 12/11/2024 | 12/17/2024 | % CHANGE |
|---|------------------------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|---------------|
| | | ACTUAL | ACTUAL | ACTUAL | 2024 ADOPTED | 2024 ACTUAL | 2025 ADOPTED | |
| <u>OTHER SERVICES & CHARGES</u> | | | | | | | | |
| 300 | PROFESSIONAL SERVICES | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | 0.00% |
| 308 | ADMINISTRATION | 0 | 0 | 571 | 2,000 | 8,175 | 2,000 | 0.00% |
| 302 | ENGINEERING SERVICES | 29,706 | 29,382 | 33,561 | 31,000 | 17,048 | 33,000 | 6.45% |
| 309 | MISCELLANEOUS | 0 | 0 | 0 | 50 | 0 | 0 | -100.00% |
| 315 | ZONING ADMINISTRATION | 5,198 | 8,779 | 14,371 | 10,000 | 19,120 | 15,000 | 50.00% |
| 325 | NPDES TRAINING | 0 | 0 | 0 | 0 | 53 | 0 | 0.00% |
| 326 | NPDES EDUCATION | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 327 | MS4 REPORTING | 33,614 | 5,000 | 523 | 5,000 | 1,398 | 5,000 | 0.00% |
| 332 | RECORDING SECRETARY | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 348 | COMP. PLAN UPDATE | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 433 | DUES & SUBSCRIPTIONS | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| TOTAL OTHER SERVICES & CHARGES | | \$68,518 | \$43,161 | \$49,026 | \$48,050 | \$45,794 | \$55,000 | 14.46% |
| <u>CAPITAL OUTLAY</u> | | | | | | | | |
| 570 | FURNITURE & OFFICE EQUIPMENT | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| TOTAL CAPITAL OUTLAY | | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | 0.00% |
| TOTAL PLANNING & ZONING | | \$68,518 | \$43,161 | \$49,026 | \$48,050 | \$45,794 | \$55,000 | 14.46% |

**POLICE
DEPARTMENT 42100**

| ACCT. # | ACCOUNT DESCRIPTION | 2021 | 2022 | 2023 | 12/19/2023 | 12/11/2024 | 12/17/2024 | % CHANGE |
|---|------------------------------|-----------------|-----------------|------------------|------------------|------------------|------------------|---------------|
| | | ACTUAL | ACTUAL | ACTUAL | 2024 ADOPTED | 2024 ACTUAL | 2025 ADOPTED | |
| <u>OTHER SERVICES & CHARGES</u> | | | | | | | | |
| 305 | REGULAR LAW ENFORCEMENT | \$85,777 | \$91,186 | \$113,184 | \$115,877 | \$96,934 | \$133,089 | 14.85% |
| 306 | SPECIAL LAW ENFORCEMENT | 0 | 0 | 0 | 0 | 1,166 | 0 | 0.00% |
| 307 | DISPATCH COSTS | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 308 | PUBLIC SAFETY FACILITY COSTS | 0 | 0 | 0 | 13,589 | 20,940 | 14,313 | 5.33% |
| 309 | MISCELLANEOUS | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| TOTAL OTHER SERVICES & CHARGES | | \$85,777 | \$91,186 | \$113,184 | \$129,466 | \$119,040 | \$147,402 | 13.85% |
| TOTAL POLICE | | \$85,777 | \$91,186 | \$113,184 | \$129,466 | \$119,040 | \$147,402 | 13.85% |

**FIRE
DEPARTMENT 42200**

| ACCT. # | ACCOUNT DESCRIPTION | 2021 | 2022 | 2023 | 12/19/2023 | 12/11/2024 | 12/17/2024 | % CHANGE |
|---|------------------------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|--------------|
| | | ACTUAL | ACTUAL | ACTUAL | 2024 ADOPTED | 2024 ACTUAL | 2025 ADOPTED | |
| <u>OTHER SERVICES & CHARGES</u> | | | | | | | | |
| 308 | PUBLIC SAFETY FACILITY COSTS | \$0 | \$0 | \$0 | \$8,941 | \$0 | \$9,346 | 4.53% |
| 309 | MISCELLANEOUS | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 311 | FIRE SERVICE | 19,060 | 22,593 | 26,912 | \$31,982 | 38,486 | \$35,300 | 10.37% |
| 312 | FIRE MARSHALL SERVICES | 6,448 | 6,747 | 6,306 | \$7,746 | 6,455 | \$8,181 | 5.62% |
| TOTAL OTHER SERVICES & CHARGES | | \$25,508 | \$29,340 | \$33,218 | \$48,669 | \$44,941 | \$52,827 | 8.54% |
| TOTAL FIRE | | \$25,508 | \$29,340 | \$33,218 | \$48,669 | \$44,941 | \$52,827 | 8.54% |

ANIMAL CONTROL
DEPARTMENT 42300

| ACCT. # | ACCOUNT DESCRIPTION | 2021 ACTUAL | 2022 ACTUAL | 2023 ACTUAL | 12/19/2023 2024 ADOPTED | 12/11/2024 2024 ACTUAL | 12/17/2024 2025 ADOPTED | % CHANGE |
|---|-----------------------|----------------|----------------|----------------|-------------------------------|------------------------------|-------------------------------|--------------|
| <u>OTHER SERVICES & CHARGES</u> | | | | | | | | |
| 300 | PROFESSIONAL SERVICES | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | 0.00% |
| 309 | MISCELLANEOUS | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 323 | ANIMAL REMOVAL | 0 | 0 | 0 | 300 | 129 | 300 | 0.00% |
| 324 | ANIMAL ENFORCEMENT | 180 | 81 | 116 | 200 | 0 | 200 | 0.00% |
| TOTAL OTHER SERVICES & CHARGES | | \$180 | \$81 | \$116 | \$500 | \$129 | \$500 | 0.00% |
| TOTAL ANIMAL CONTROL | | \$180 | \$81 | \$116 | \$500 | \$129 | \$500 | 0.00% |

BUILDING INSPECTIONS
DEPARTMENT 42401

| ACCT. # | ACCOUNT DESCRIPTION | 2021 ACTUAL | 2022 ACTUAL | 2023 ACTUAL | 12/19/2023 2024 ADOPTED | 12/11/2024 2024 ACTUAL | 12/17/2024 2025 ADOPTED | % CHANGE |
|---|-----------------------------|-----------------|-----------------|-----------------|-------------------------------|------------------------------|-------------------------------|---------------|
| <u>PERSONNEL SERVICES</u> | | | | | | | | |
| 100 | WAGES & SALARIES | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | 0.00% |
| | TEMPORARY EMPLOYEES | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 130 | FICA CONTRIBUTIONS | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 131 | PERA CONTRIBUTIONS | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 135 | HEALTH INSURANCE | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 150 | WORKER'S COMPENSATION | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| TOTAL PERSONNEL SERVICES | | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | 0.00% |
| <u>OTHER SERVICES & CHARGES</u> | | | | | | | | |
| 313 | BUILDING INSPECTIONS | 9,164 | 4,275 | 7,220 | 8,500 | 7,030 | 8,500 | 0.00% |
| 309 | MISCELLANEOUS | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 316 | BUILDING SECRETARY SERVICES | 1,588 | 3,265 | 1,947 | 2,500 | 0 | 2,000 | -20.00% |
| 334 | COMPUTER SERVICES | 2,520 | 2,520 | 2,520 | 2,550 | 0 | 3,000 | 17.65% |
| 328 | CODE ENFORCEMENT | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| TOTAL OTHER SERVICES & CHARGES | | \$13,272 | \$10,060 | \$11,687 | \$13,550 | \$7,030 | \$13,500 | -0.37% |
| <u>CAPITAL OUTLAY</u> | | | | | | | | |
| 570 | FURNITURE & EQUIPMENT | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| TOTAL CAPITAL OUTLAY | | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | 0.00% |
| TOTAL BUILDING INSPECTIONS | | \$13,272 | \$10,060 | \$11,687 | \$13,550 | \$7,030 | \$13,500 | -0.37% |

ROAD MAINTENANCE
DEPARTMENT 43122

| ACCT. # | ACCOUNT DESCRIPTION | 2021 ACTUAL | 2022 ACTUAL | 2023 ACTUAL | 12/19/2023 2024 ADOPTED | 12/11/2024 2024 ACTUAL | 12/17/2024 2025 ADOPTED | % CHANGE |
|---|------------------------------|-----------------|----------------|-----------------|-------------------------------|------------------------------|-------------------------------|---------------|
| <u>SUPPLIES</u> | | | | | | | | |
| 211 | CHEMICALS | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | 0.00% |
| 210 | OPERATING SUPPLIES - OTHER | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 224 | GRAVEL/STREET MATERIAL | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 225 | SALT/SAND | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 226 | SIGNS, SIGN REPAIR MATERIALS | 62 | 0 | 224 | 500 | 6,849 | 500 | 0.00% |
| 250 | SALES TAX | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| TOTAL SUPPLIES | | \$62 | \$0 | \$224 | \$500 | \$6,849 | \$500 | 0.00% |
| <u>OTHER SERVICES & CHARGES</u> | | | | | | | | |
| 300 | PROFESSIONAL SERVICES | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 302 | ENGINEERING FEES | 12,514 | 5,423 | 9,148 | 10,000 | 0 | 10,000 | 0.00% |
| 308 | ADMINISTRATION | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 309 | MISCELLANEOUS | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 327 | NPDES - STORMWATER | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 351 | LEGAL NOTICES | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 382 | ELECTRICITY - STREET LIGHTS | 707 | 934 | 973 | 1,300 | 963 | 1,200 | -7.69% |
| 385 | ROW MAINTENANCE | 0 | 0 | 0 | 500 | 0 | 500 | 0.00% |
| 405 | ROAD MAINTENANCE/REPAIR | 28,007 | 3,165 | 11,806 | 20,000 | 0 | 20,000 | 0.00% |
| 406 | BLVD. TREE TRIMMING | 2,001 | 0 | 5,797 | 10,000 | 0 | 8,000 | -20.00% |
| 433 | DUES AND SUBSCRIPTIONS | 0 | 0 | 0 | 100 | 0 | 0 | -100.00% |
| TOTAL OTHER SERVICES & CHARGES | | \$43,229 | \$9,522 | \$27,724 | \$41,900 | \$963 | \$39,700 | -5.25% |
| <u>CAPITAL OUTLAY</u> | | | | | | | | |
| 540 | HEAVY MACHINERY/EQUIPMENT | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| TOTAL CAPITAL OUTLAY | | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | 0.00% |
| TOTAL ROAD MAINTENANCE | | \$43,291 | \$9,522 | \$27,948 | \$42,400 | \$7,812 | \$40,200 | -5.19% |

ICE & SNOW REMOVAL
DEPARTMENT 43125

| ACCT. # | ACCOUNT DESCRIPTION | 2021 ACTUAL | 2022 ACTUAL | 2023 ACTUAL | 12/19/2023 2024 ADOPTED | 12/11/2024 2024 ACTUAL | 12/17/2024 2025 ADOPTED | % CHANGE |
|---|----------------------------------|-----------------|-----------------|----------------|-------------------------------|------------------------------|-------------------------------|----------------|
| <u>SUPPLIES</u> | | | | | | | | |
| 225 | SALT SAND | \$4,925 | \$5,598 | \$27 | \$12,000 | \$0 | \$8,000 | -33.33% |
| 210 | OPERATING SUPPLIES - OTHER | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 250 | SALES TAX | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| TOTAL SUPPLIES | | \$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 | 0.00% |
| 400 | REPAIR/MAINTENANCE - OTHER | 0 | 0 | 0 | 1,000 | 640 | 1,000 | 0.00% |
| 404 | REPAIR/MAINTENANCE - CONTRACTUAL | 6,386 | 7,031 | 7,465 | 14,500 | 3,138 | 14,500 | 0.00% |
| TOTAL OTHER SERVICES & CHARGES | | \$6,386 | \$7,031 | \$7,465 | \$15,500 | \$3,778 | \$15,500 | 0.00% |
| <u>CAPITAL OUTLAY</u> | | | | | | | | |
| 540 | HEAVY MACHINERY/EQUIPMENT | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| TOTAL CAPITAL OUTLAY | | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | 0.00% |
| TOTAL ICE & SNOW REMOVAL | | \$11,311 | \$12,629 | \$7,492 | \$27,500 | \$3,778 | \$23,500 | -14.55% |

HERITAGE HALL
DEPARTMENT 41940

| ACCT. # | ACCOUNT DESCRIPTION | 2021 ACTUAL | 2022 ACTUAL | 2023 ACTUAL | 12/19/2023 2024 ADOPTED | 12/11/2024 2024 ACTUAL | 12/17/2024 2025 ADOPTED | % CHANGE |
|-------------------------------------|---|-----------------|-----------------|-----------------|-------------------------------|------------------------------|-------------------------------|----------------|
| <u>SUPPLIES</u> | | | | | | | | |
| 205 | CLEANING SUPPLIES | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | 0.00% |
| 210 | OPERATING SUPPLIES - OTHER | 50 | 69 | 0 | 200 | 0 | 150 | -25.00% |
| 230 | BUILDING MATERIALS | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 250 | SALES TAX | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| | TOTAL SUPPLIES | \$50 | \$69 | \$0 | \$200 | \$0 | \$150 | -25.00% |
| <u>OTHER SERVICES & CHARGES</u> | | | | | | | | |
| 300 | PROFESSIONAL SERVICES | 1,008 | 0 | 0 | 1,000 | 7,008 | 1,000 | 0.00% |
| 309 | CONTRACT SERVICES | 18,241 | 15,540 | 12,560 | 15,500 | 15,865 | 17,000 | 9.68% |
| 321 | TELEPHONE | 0 | 0 | 0 | 1,000 | 0 | 0 | -100.00% |
| 362 | PROPERTY INSURANCE | 876 | 1,371 | 1,708 | 2,000 | 3,485 | 3,500 | 75.00% |
| 381 | ELECTRICITY | 4,545 | 5,286 | 5,817 | 5,750 | 5,999 | 6,000 | 4.35% |
| 383 | GAS | 1,097 | 1,853 | 1,593 | 2,000 | 832 | 1,800 | -10.00% |
| 385 | WATER/SEWER UTILITIES | 1,154 | 890 | 908 | 1,200 | 681 | 1,200 | 0.00% |
| 400 | REPAIR/MAINTENANCE - OTHER | 355 | 370 | 470 | 2,000 | 410 | 1,000 | -50.00% |
| 401 | REPAIR/MAINTENANCE - BUILDINGS | 46,353 | 2,184 | 79 | 8,000 | 580 | 6,000 | -25.00% |
| | TOTAL OTHER SERVICES & CHARGES | \$73,827 | \$27,474 | \$23,135 | \$38,450 | \$34,659 | \$37,500 | -2.47% |
| <u>CAPITAL OUTLAY</u> | | | | | | | | |
| 520 | BUILDING IMPROVEMENTS | 5,480 | 0 | 0 | 14,000 | 1,040 | 10,000 | -28.57% |
| 580 | OTHER EQUIPMENT/IMPROVEMENTS | 0 | 0 | 0 | 14,000 | 382 | 10,000 | -28.57% |
| | TOTAL CAPITAL OUTLAY | \$5,480 | \$0 | \$0 | \$28,000 | \$1,422 | \$20,000 | -28.57% |
| | TOTAL HERITAGE HALL | \$79,157 | \$27,543 | \$23,135 | \$66,650 | \$36,081 | \$57,650 | -13.50% |

PARK MAINTENANCE
DEPARTMENT 4410

| ACCT. # | ACCOUNT DESCRIPTION | 2021 ACTUAL | 2022 ACTUAL | 2023 ACTUAL | 12/19/2023 2024 ADOPTED | 12/11/2024 2024 ACTUAL | 12/17/2024 2025 ADOPTED | % CHANGE |
|-------------------------------------|---|----------------|----------------|----------------|-------------------------------|------------------------------|-------------------------------|--------------|
| <u>SUPPLIES</u> | | | | | | | | |
| 211 | CHEMICALS | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | 0.00% |
| 210 | OPERATING SUPPLIES - OTHER | 68 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| | LANDSCAPING MATERIALS | 0 | 0 | 0 | 1,000 | 0 | 1,000 | 0.00% |
| 226 | SIGNS, SIGN REPAIR MATERIALS | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 250 | SALES TAX | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| | TOTAL SUPPLIES | \$68 | \$0 | \$0 | \$1,000 | \$0 | \$1,000 | 0.00% |
| <u>OTHER SERVICES & CHARGES</u> | | | | | | | | |
| 300 | PROFESSIONAL SERVICES | 0 | 0 | 0 | 0 | 65 | 0 | 0.00% |
| 404 | PARK MAINTENANCE - CONTRACTUAL | 0 | 3,430 | 0 | 5,000 | 3,030 | 5,000 | 0.00% |
| 400 | REPAIR/MAINTENANCE - OTHER | 0 | 0 | 0 | 1,000 | 0 | 1,000 | 0.00% |
| 309 | MISCELLANEOUS | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| | TOTAL OTHER SERVICES & CHARGES | \$0 | \$3,430 | \$0 | \$6,000 | \$3,095 | \$6,000 | 0.00% |
| <u>CAPITAL OUTLAY</u> | | | | | | | | |
| 540 | HEAVY MACHINERY/EQUIPMENT | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 580 | OTHER EQUIPMENT/IMPROVEMENTS | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| | TOTAL CAPITAL OUTLAY | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | 0.00% |
| | TOTAL PARK MAINTENANCE | \$68 | \$3,430 | \$0 | \$7,000 | \$3,095 | \$7,000 | 0.00% |

OPERATING TRANSFERS
DEPARTMENT 4900

| ACCT. # | ACCOUNT DESCRIPTION | 2021 ACTUAL | 2022 ACTUAL | 2023 ACTUAL | 12/19/2023 2024 ADOPTED | 12/11/2024 2024 ACTUAL | 12/17/2024 2025 ADOPTED | % CHANGE |
|------------|-----------------------------------|----------------|----------------|----------------|-------------------------------|------------------------------|-------------------------------|--------------|
| 720 | TRANSFERS OUT | | | | | | | |
| | 2007 Capital Improvement Bonds | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | 0.00% |
| | Improvement Fund - 401 | | | | | | | |
| | Road Improvements | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| | EAB Treatment/Prevention | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| | Building Improvements/Replacement | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| | Future Improvements | 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 | 0.00% |
| | Annexation Reserve Account | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| | City Hall Construction Fund - 402 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| | Sewer Fund - 601 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| | TOTAL OPERATING TRANSFERS | 25,000 | 20,000 | 20,000 | 20,000 | 0 | 20,000 | 0.00% |

The background is a dark blue-grey color. In the four corners, there are decorative white line-art elements that resemble circuit traces or a network diagram, with small circles at the end of the lines.

CITY OF GEM LAKE

2025 BUDGET

December 17, 2024

2025 BUDGET & PROPERTY TAX LEVY

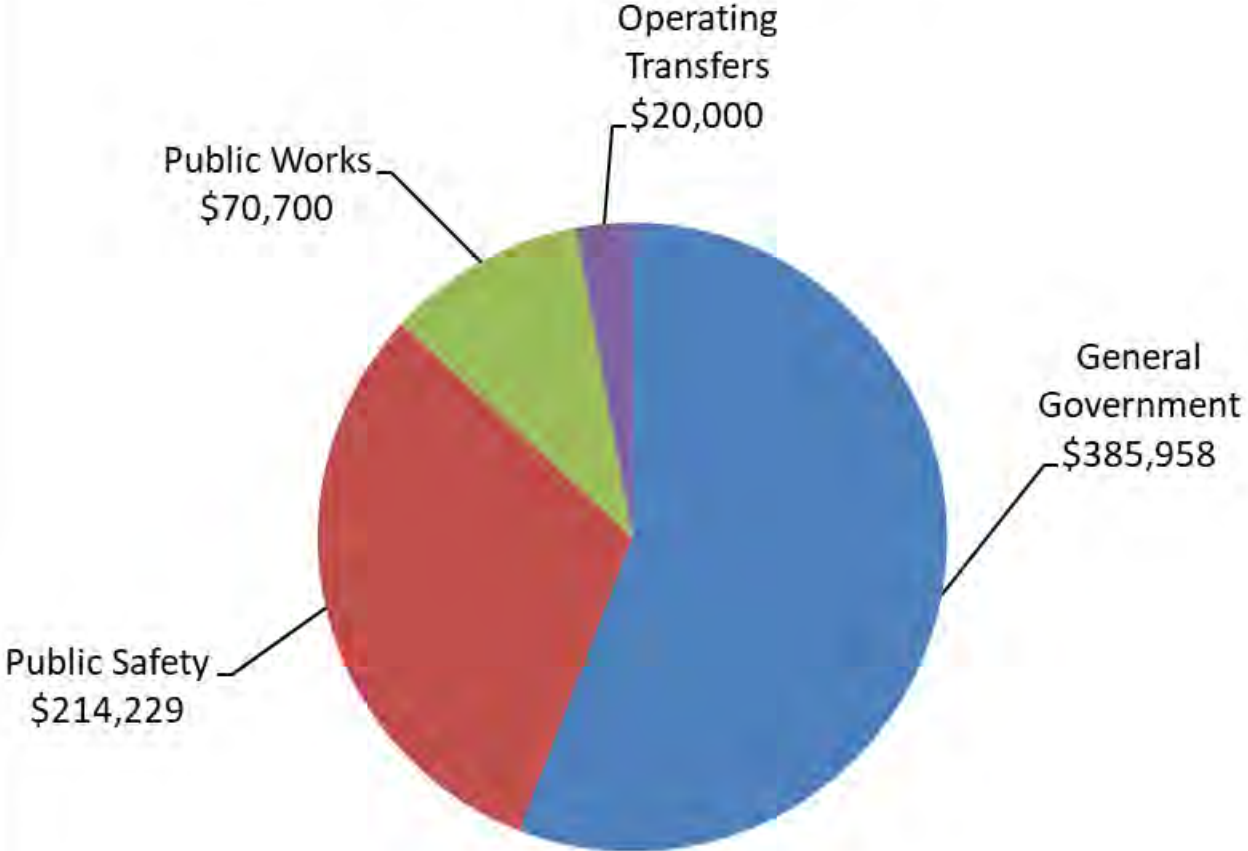
- ⇒ Began with a \$705,908 preliminary General Fund budget.
- ⇒ Preliminary property tax levy of \$733,757.
 - ⇒ Used in the notices property owners received.
- ⇒ These were worst case scenarios.
- ⇒ Refinements have reduced both the budget and property tax levy.

GENERAL FUND

- ▶ Accounts for the operations of the City.
- ▶ Major revenue source is property taxes.

GENERAL FUND \$690,887

2025 Expenditures By Department



2025 BUDGET HIGHLIGHTS

- ⇒ Increased City Council wages \$1,275 to \$9,000.
- ⇒ Council contingency remains at \$9,000.
- ⇒ Clerk/General Government includes a COLA and health insurance increase of \$4,105 (5.08%).
- ⇒ Police budget increased to \$147,402 or 13.85% based on the contract with WBL.
- ⇒ Fire contract increased 8.54% to \$52,827.
 - ⇒ Both include cost (\$23,659) for new facility.

2025 BUDGET HIGHLIGHTS

- ⇒ Road Maintenance budget includes \$20,000 for maintenance/repair of roads.
- ⇒ \$8,000 for tree trimming budget.
- ⇒ Ice & Snow Removal budget decreased \$4,000 based on past expenditures.

2025 BUDGET HIGHLIGHTS

⇒ \$20,000 budgeted for future road improvement projects.

⇒ Fiscal Disparities increased to \$23,290 or 18.94%.

2025 PROPERTY TAX LEVY

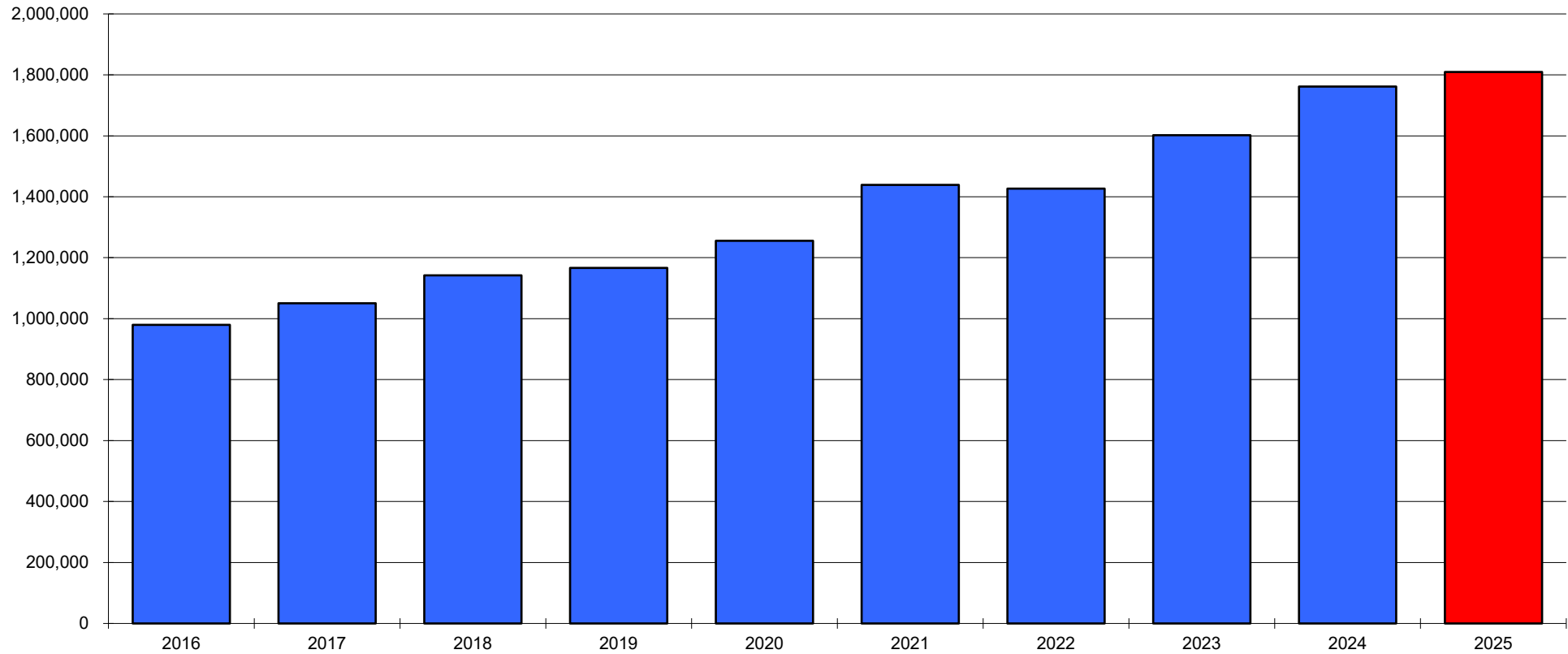
- ⇒ Total Property Tax Levy of \$718,736
- ⇒ A General Fund Operating Property Tax Levy of \$635,000
 - ⇒ Preliminary levy was \$650,021
- ⇒ A Debt Levy of \$83,736
 - ⇒ 2024 debt levy was \$81,554

FACTORS OF PROPERTY TAX SYSTEM

- ⇒ Ramsey County Assessor determines market values.
- ⇒ Property class rates are established by the State of Minnesota.
- ⇒ Class rates applied to market value establishes tax capacity.
- ⇒ City establishes property tax levy.
- ⇒ Tax levy is divided by tax capacity value to determine the tax rate.
- ⇒ Tax rate multiplied by individual tax capacity determines amount of property taxes paid.

TAX CAPACITY INCREASED 2.699% \$1,809,157

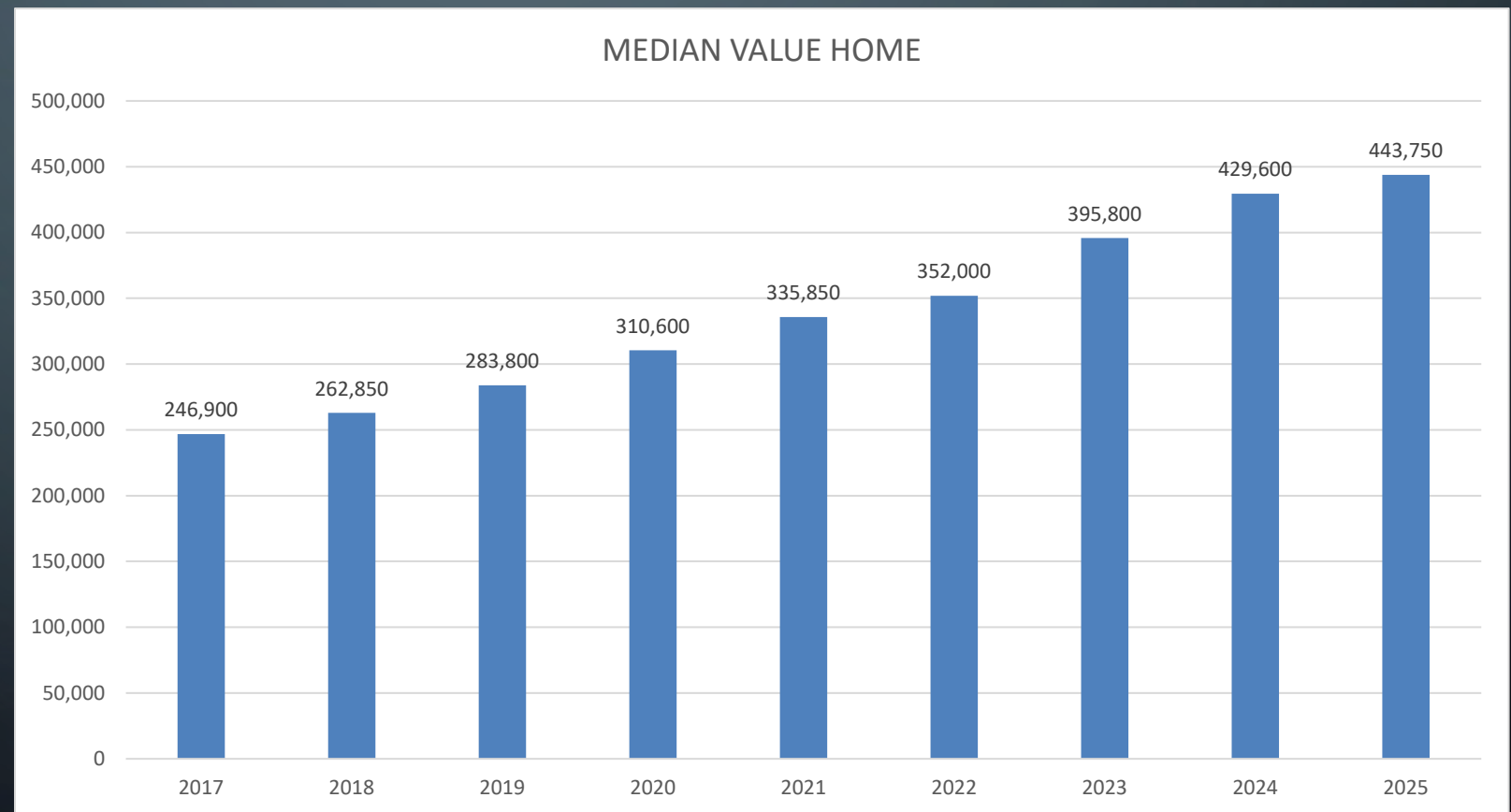
NET TAX CAPACITY



VALUES & TAXES

⇒ Average Residential values increased 3.294%.

⇒ Median value of a home increased from \$429,600 to \$443,750.

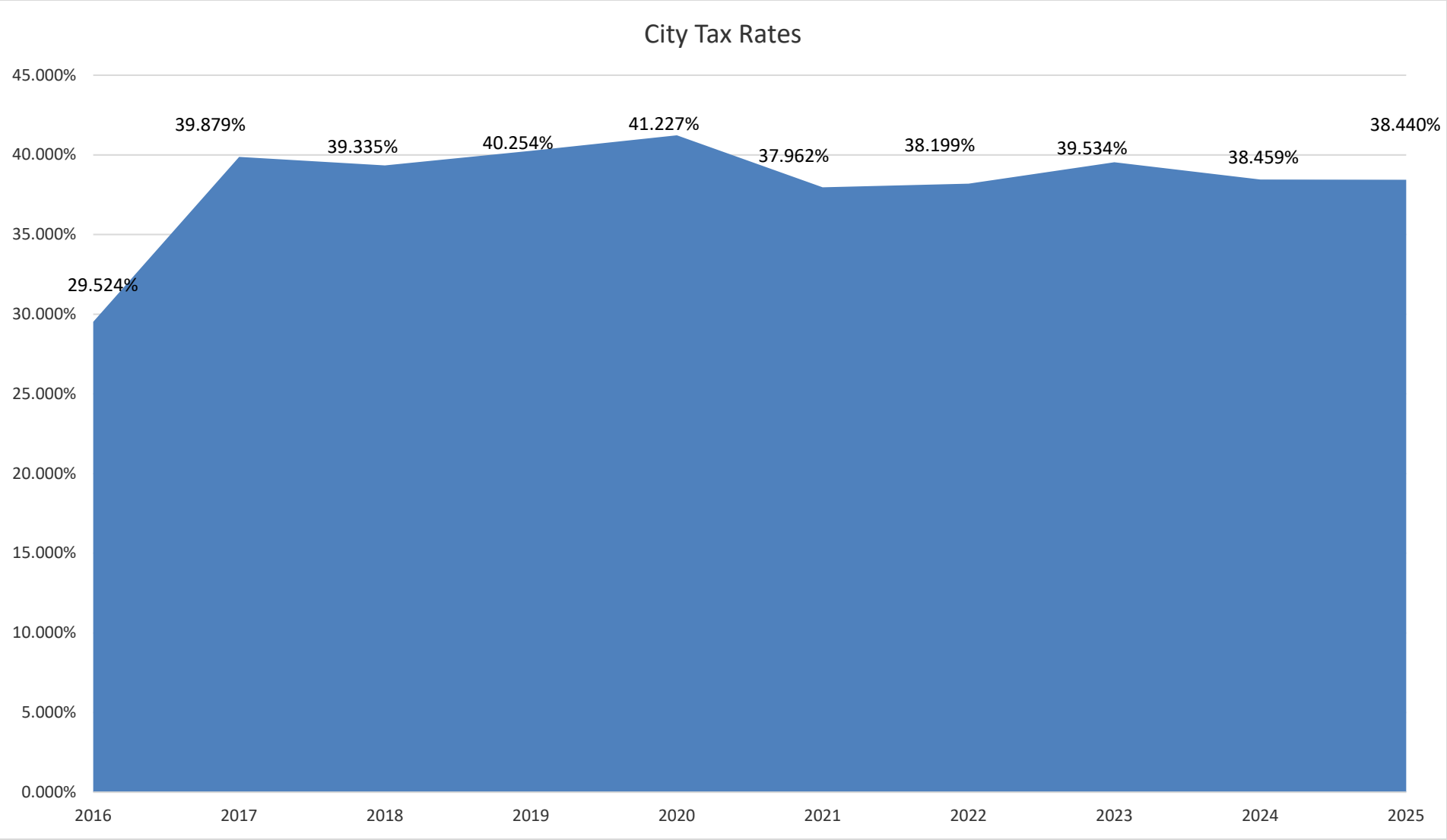


LOCAL TAX SUMMARY

| CITY OF GEM LAKE PROPERTY TAX CHANGES | 2023 Preliminary Levy | 2023 Final Levy | 2024 Preliminary Levy | 2024 Final Levy | 2025 Preliminary Levy | 2025 Proposed Levy |
|--|-----------------------------|-----------------------|-----------------------------|-----------------------|-----------------------------|--------------------------|
| GENERAL LEVY | 584,697 | 568,897 | 636,188 | 615,527 | 650,021 | 635,000 |
| DEBT LEVY: | | | | | | |
| GENERAL DEBT LEVY | 0 | 0 | 0 | 0 | 0 | 0 |
| CAPITAL IMPROV. PLAN BONDS | 77,873 | 75,940 | 76,269 | 76,269 | 79,711 | 79,711 |
| 2015 IMPROVEMENT BONDS | 0 | 0 | 0 | 0 | 0 | 0 |
| 2018 IMPROVEMENT BONDS | 6,545 | 6,384 | 5,285 | 5,285 | 4,025 | 4,025 |
| TOTAL DEBT LEVY | 84,418 | 82,324 | 81,554 | 81,554 | 83,736 | 83,736 |
| TOTAL PROPERTY TAX LEVY | 669,115 | 651,221 | 717,742 | 697,081 | 733,757 | 718,736 |
| LESS: FISCAL DISPARITIES | 17,894 | 17,894 | 19,581 | 19,581 | 23,290 | 23,290 |
| NET PROPERTY TAXES | 651,221 | 633,327 | 698,161 | 677,500 | 710,467 | 695,446 |
| % CHANGE | 9.48% | 16.21% | 7.21% | 6.97% | 1.76% | -0.39% |
| TAX CAPACITY | 1,601,998 | 1,601,998 | 1,601,998 | 1,761,615 | 1,799,843 | 1,809,157 |
| TAX RATE | 40.651% | 39.534% | 43.581% | 38.459% | 39.474% | 38.440% |

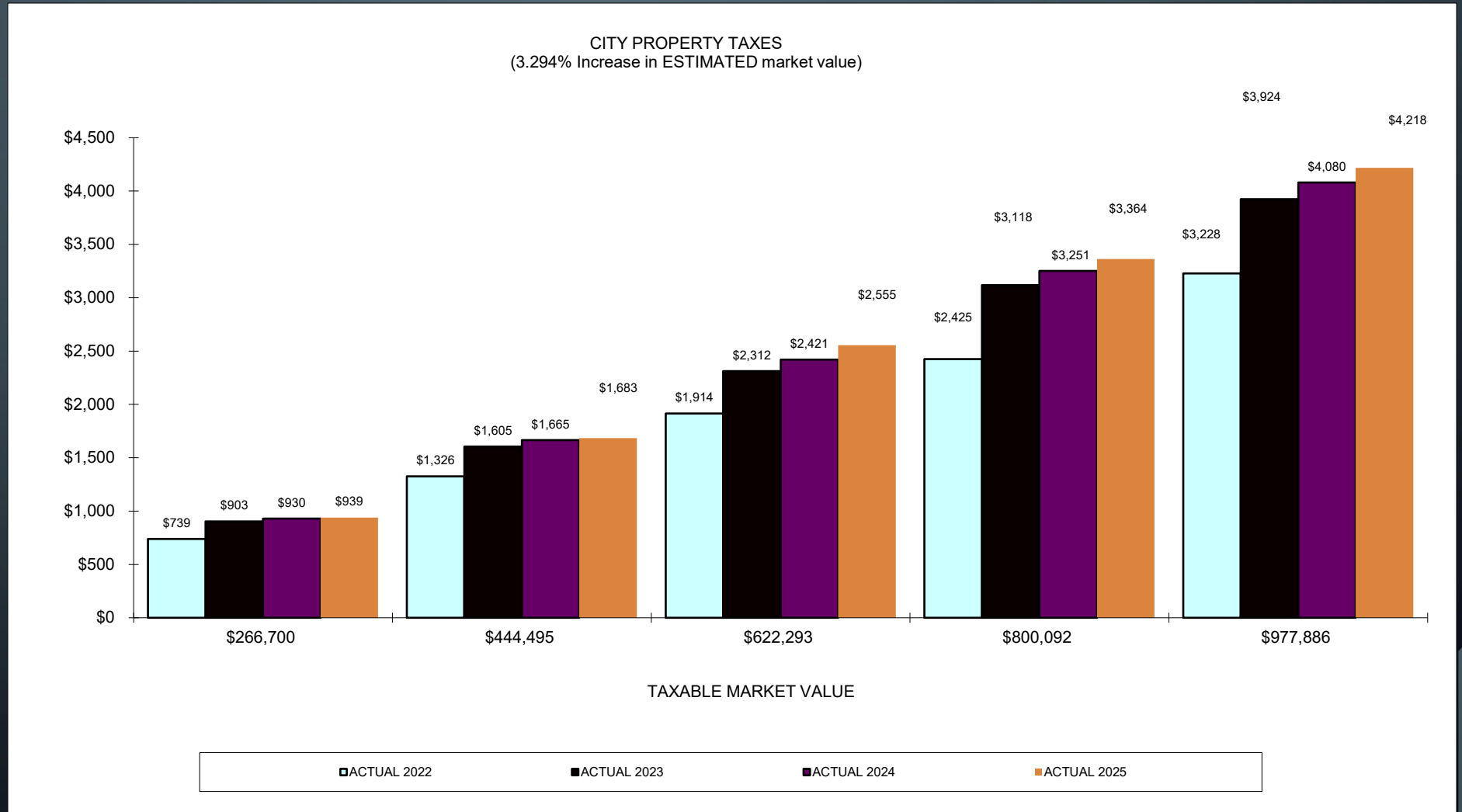
Tax capacity is the preliminary value for 2025 provided by Ramsey County.

CITY'S PROPOSED 2025 TAX RATE 38.440%

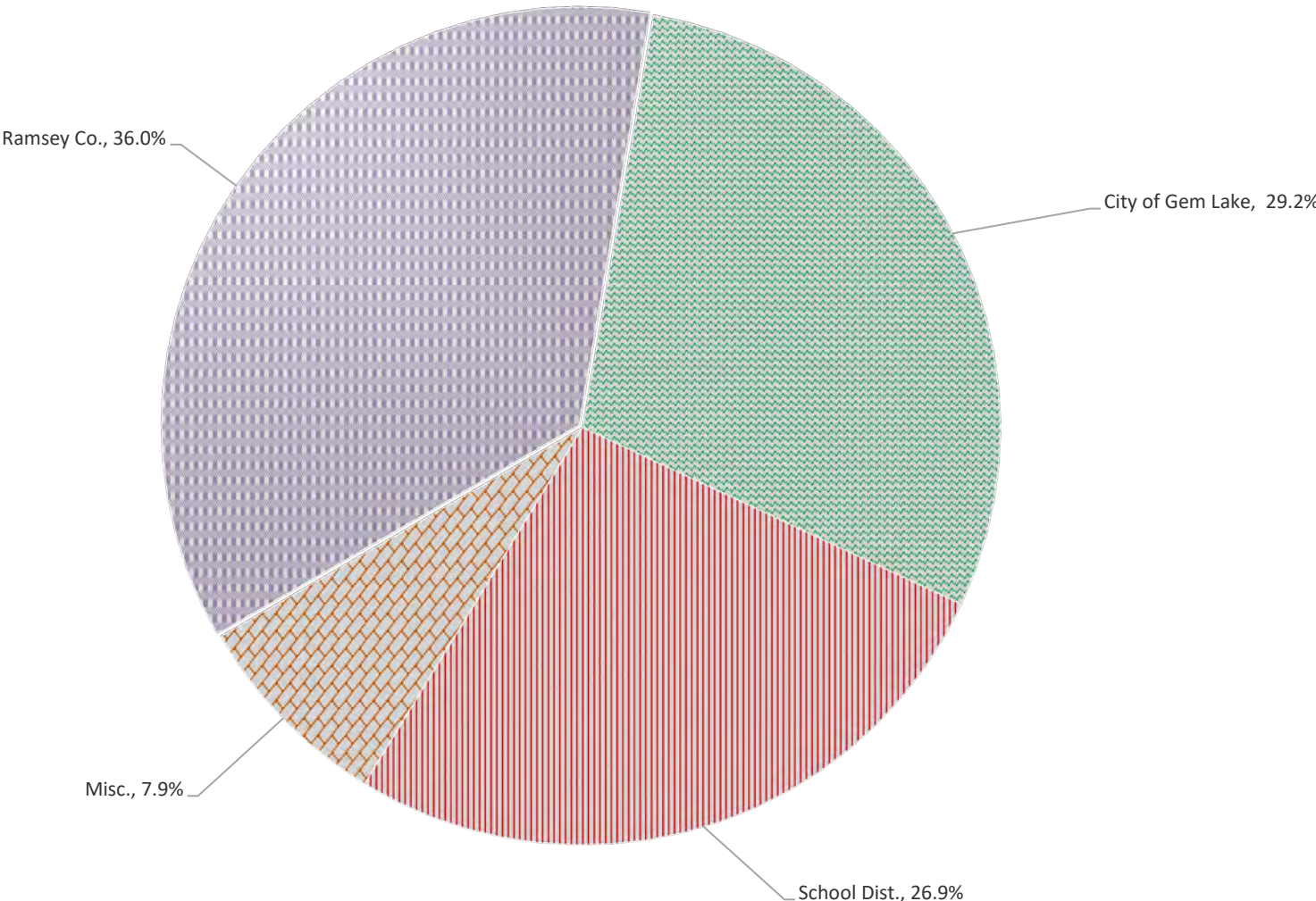


EXAMPLES OF PROPERTY TAXES

(3.294% INCREASE IN ESTIMATED MARKET VALUE FROM 2022 TO 2025)



Where your property taxes go



SUMMARY:

- ⇒ Total General Fund \$690,887
Increase of 3.53%
- ⇒ Total Property Tax Levy of \$718,736
Increase of 3.107%
- ⇒ Tax Capacity of \$1,809,157
Increase of 2.699%

ACTION REQUESTED:

Adopt Resolution 2024-0028 Adopting the Final General Fund Budget and Final Amount to be Raised by Property Taxation for the Year 2025:

NOW, THEREFORE BE IT RESOLVED, that the City Council of the City of Gem Lake does formally adopt the 2025 Final General Fund Budget of \$690,887.00 and the Final Property Tax Levy of \$718,736.00 which includes a General Tax Levy of \$635,000.00 and a Debt Levy of \$83,736.00 for 2025 .



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



Resolution No. 2024-0028

A RESOLUTION ADOPTING THE FINAL GENERAL FUND BUDGET AND FINAL AMOUNT TO BE RAISED BY PROPERTY TAXATION FOR THE YEAR 2025

WHEREAS, the City Treasurer has presented a TOTAL (Proposed) Budget of \$690,877.00 which includes a General Tax Levy of \$658,290.00 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

WHEREAS, the City Council did review, on December 17, 2024, the TOTAL Budget and Tax Levy for 2025 including all revisions thereto as of the date first written.

NOW, THEREFORE BE IT RESOLVED, that the City Council of the City of Gem Lake does formally adopt the 2025 Final General Fund Budget of \$690,887.00 and the Final Property Tax Levy as follows:

| | |
|-----------------------------|-----------------------|
| General Property Tax Levy | \$611,710.00 |
| Debt Levy | 83,736.00 |
| Fiscal Disparities | <u>23,290.00</u> |
| Total Property Tax Levy | \$718,736.00 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 _____ and was supported by Councilmember _____ and was declared *adopted* based upon the following vote:

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

Attest

I, Melissa Lawrence, the duly qualified Acting 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>December 17, 2024</i> Date |
|-------------------------------------|----------------------------------|



City of Gem Lake
County of Ramsey
State of Minnesota



Resolution No. 2024-0027

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 November 19, 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 December 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

December 17, 2024
Date



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



Resolution No. 2024-0029

A RESOLUTION APPROVING THE TRANSFER OF CERTAIN FUNDS

WHEREAS, the City’s 2024 budget included an operating transfer to finance future improvement projects;

NOW, THEREFORE BE IT RESOLVED, that the City Council of the City of Gem Lake does formally approve the following transfer of funds:

| | | 2024 Operating Transfers | | | |
|--------|------------------|--------------------------|--------|--------------|--------------|
| FUND # | FUND NAME | TRANSFER IN | FUND # | FUND NAME | TRANSFER OUT |
| 401 | Improvement Fund | 20,000.00 | 100 | General Fund | 20,000.00 |
| | | | | | |
| | | | | | |
| | Total | 20,000.00 | | Total | 20,000.00 |

The foregoing Resolution was offered by Councilmember _____ and was supported by Councilmember _____ and was declared *adopted* based upon the following vote:

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

Attest

I, Melissa Lawrence, the duly qualified Acting 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

December 17, 2024
Date



City of Gem Lake
County of Ramsey
State of Minnesota



Resolution No. 2024-0030

A RESOLUTION APPROVING THE 2025 SCORE GRANT FROM RAMSEY COUNTY

WHEREAS, The City of Gem Lake currently operates a Municipal Curbside Recycling Program for all single family residences within the City; and

WHEREAS, the City Council realizes that increased public awareness, education and participation in this program is in the best interests of all citizens and wishes to expand the current program within the administrative guidelines established for current City staff; and

WHEREAS, the Ramsey County Public Health Department, Solid Waste Division, is providing a SCORE grant base funding in the amount of \$10,905.00 and an incentive funding in the amount of \$14,009.00, for a total grant funding possible of \$29,914.00 to the City of Gem Lake for the year 2025;

WHEREAS, the City of Gem Lake has completed the grant application which provides a breakdown of how the City of Gem Lake will allocate their grant monies;

NOW, THEREFORE, BE IT RESOLVED, that the City Council of Gem Lake accepts the grant monies provided by SCORE funds and will administer the monies as provided by in the 2025 SCORE Funding Grant Application.

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

December 17, 2024
Date



City of Gem Lake
County of Ramsey
State of Minnesota



Resolution No. 2024-0031

A RESOLUTION AUTHORIZING THE CITY OF GEM LAKE TO APPROVE A TOBACCO LICENSE TO THE COUNTRY LOUNGE, 3590 HOFFMAN ROAD WEST, GEM LAKE, MINNESOTA FOR 2025.

WHEREAS, The City of Gem Lake is authorized by the State of Minnesota to issue tobacco licenses to approved and authorized establishments within their municipality;

WHEREAS, The Country Lounge, 3590 Hoffman Road West, Gem Lake, has met all the requirements set forth with the City of Gem Lake and the State of Minnesota for a tobacco license for 2025.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of Gem Lake approves the tobacco license for the Country Lounge, 3590 Hoffman Road West, Gem Lake for 2025.

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

December 17, 2024

Date



City of Gem Lake
County of Ramsey
State of Minnesota



Resolution No. 2024-0032

A RESOLUTION AUTHORIZING THE CITY OF GEM LAKE TO APPROVE A TOBACCO LICENSE TO C & C ENTERPRISES LLC, 1599 COUNTY ROAD E EAST, GEM LAKE, MINNESOTA FOR 2025.

WHEREAS, The City of Gem Lake is authorized by the State of Minnesota to issue tobacco licenses to approved and authorized establishments within their municipality;

WHEREAS, C & C Enterprises LLC, 1599 County Road E East, Gem Lake, has met all the requirements set forth with the City of Gem Lake and the State of Minnesota for a tobacco license for 2025.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of Gem Lake approves the tobacco license for C & C Enterprises LLC, 1599 County Road E East, Gem Lake for 2025.

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

December 17, 2024
Date



City of Gem Lake
County of Ramsey
State of Minnesota



Resolution No. 2024-0033

A RESOLUTION AUTHORIZING THE CITY OF GEM LAKE TO APPROVE AN EDIBLE CANNABINOID PRODUCTS LICENSE TO C & C ENTERPRISES LLC, 1599 COUNTY ROAD E EAST, GEM LAKE, MINNESOTA FOR 2025.

WHEREAS, The City of Gem Lake is authorized by the State of Minnesota to issue tobacco licenses to approved and authorized establishments within their municipality;

WHEREAS, C & C Enterprises LLC, 1599 County Road E East, Gem Lake, has met all the requirements set forth with the City of Gem Lake and the State of Minnesota for an edible cannabinoid products license for 2025.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of Gem Lake approves the edible cannabinoid products license for C & C Enterprises LLC, 1599 County Road E East, Gem Lake for 2025.

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

December 17, 2024

Date



City of Gem Lake
County of Ramsey
State of Minnesota



Resolution No. 2024-0034

A RESOLUTION AUTHORIZING THE CITY OF GEM LAKE TO APPROVE AN OFF-SALE, ON-SALE, OPTIONAL 2 A.M. AND SUNDAY LIQUOR LICENSE FOR THE COUNTRY LOUNGE, 3590 HOFFMAN ROAD WEST, GEM LAKE, MINNESOTA FOR 2025.

WHEREAS, The City of Gem Lake is authorized by the State of Minnesota to issue liquor licenses to approved and authorized establishments within their municipality;

WHEREAS, The Country Lounge, 3590 Hoffman Road West, Gem Lake, has met all the requirements set forth with the City of Gem Lane and the State of Minnesota for an off-sale, on-sale, optional 2 a.m. and Sunday Liquor License for 2025.

NOW, THEREFOR, BE IT RESOLVED, that the City Council of Gem Lake approves the off-sale, on-sale, optional 2 a.m. and Sunday Liquor License for The Country Lounge, 3590 Hoffman Road West, Gem Lake for 2025.

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

December 17, 2024

Date



City of Gem Lake
County of Ramsey
State of Minnesota



Resolution No. 2024-0035

A RESOLUTION AUTHORIZING THE CITY OF GEM LAKE TO APPROVE AN ON-SALE AND SUNDAY LIQUOR LICENSE FOR GEM LAKE HILLS, LLC (GEM LAKE GOLF COURSE), 4039 SCHEUNEMAN ROAD, GEM LAKE, MINNESOTA FOR 2025.

WHEREAS, The City of Gem Lake is authorized by the State of Minnesota to issue liquor licenses to approved and authorized establishments within their municipality;

WHEREAS, Gem Lake Hills, LLC, (Gem Lake Golf Course), 4039 Scheuneman Road Gem Lake, has met all the requirements set forth with the City of Gem Lane and the State of Minnesota for an on-sale and Sunday Liquor License for 2025.

NOW, THEREFOR, BE IT RESOLVED, that the City Council of Gem Lake approves the on-sale and Sunday Liquor License for Gem Lake Golf Course, 4039 Scheuneman Road, Gem Lake for 2025.

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

December 17, 2024

Date

Consideration of Designation of City of Gem Lake's Official Depository.

A. REFERENCE AND BACKGROUND:

Premier Bank has been the City's official depository since before the Township started working with the City of Gem Lake. Staff has been satisfied with Premier Bank's service and the relationship and therefore, it is staff's recommendation that the City's official depository for 2025 be:

Premier Bank
2151 Third Street
White Bear Lake, MN 55110

In addition, the City to use the following institutions for investment of the City's idle funds for 2025:

| | | |
|--|-----|---|
| UBS Financial Services, Inc. Advisor and Brokerage Services 681 East Lake Street, Suite 354 Wayzata, MN 55391 | AND | RBC Wealth Management Carlson Center, Suite 500 601 Carlson Parkway Minnetonka, MN 55305 |
|--|-----|---|

I would recommend the use of these firm for the investment of idle funds for 2025. These firms are aware of the City's investment policy and have or will provide a Broker's Certification, which certifies they have read and will comply with that policy.

The City's average interest rate is 2.12% and current yield is 2.69% on cash (money markets and checking) and investments of \$1,515,647.44 as of October 31, 2024.

- A1. Budget Impact:** The only budget impact is the amount of interest earnings which is budgeted as an estimate based on last year's average cash balances and estimated interest rates.
- A2. Staff Workload Impact:** There would be no staff workloads over and above staff time already spent on this activity.

B. ALTERNATIVE ACTIONS:

1. Approve the institution listed above as investment institution for the City and Premier Bank as official depository for banking services for 2025.
2. Approve the institution listed above as investment institution for the City and Premier Bank as official depository for banking services for 2025 with some changes.
3. Do not approve the institution listed above as investment institution for the City and Premier as official depository for banking services for 2025.

C. STAFF RECOMMENDATION:

Staff recommends approving the institution listed above as investment institution for the City and Premier Bank as official depository for banking services for 2025.

D. SUPPORTING DATA:

None.

MEMORANDUM

Date: December 17, 2024
To: City Council
From: Tom Kelly, Finance Officer
Re: LMCIT Liability Coverage – Waiver Form

The City is currently in the renewal process of its property and liability insurance package with the League of Minnesota Cities Insurance Trust (LMCIT). As part of this renewal process the City must decide if it wishes to waive or not waive the statutory tort limits.

If the City DOES NOT WAIVE the monetary limits on municipal tort liability, then an individual claimant could not recover more than \$500,000 and the total which all claimants could recover would be limited to \$1,500,000. These limits would be on only those claims which the statutory tort limits apply.

If the City WAIVES the monetary limits, it would then be subject to up to \$2,000,000 on an individual claimant but the total for all claimants would still be limited to \$2,000,000 regardless of the number of claimants.

The City currently carries \$1,500,000 in liability coverage from the LMCIT. The City does not currently purchase excess liability insurance at this time.

Staff recommends the City Council approval to select DOES NOT WAIVE the monetary limits on municipal tort liability as established by Minnesota Statutes 466.04 on the renewal application with the LMCIT.

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

As of 11/30/2024
Fiscal Year: 2024

| Name of Fund | Cash and Investments | | | Balance 11/30/2024 |
|--------------------------------|----------------------|--------------|---------------|-----------------------|
| | Balance 11/1/2024 | Receipts | Disbursements | |
| General Fund | \$468,433.80 | \$275,184.90 | \$28,944.01 | \$714,674.69 |
| Parks and Playgrounds | \$53,999.96 | \$0.00 | \$0.00 | \$53,999.96 |
| 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 | \$108,198.89 | \$0.00 | \$0.00 | \$108,198.89 |
| 2018 Improvement Bonds | \$84,600.00 | \$0.00 | \$0.00 | \$84,600.00 |
| Improvement Fund | \$289,115.05 | \$0.00 | \$0.00 | \$289,115.05 |
| City Hall Construction | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Scheuneman Road Improvemets | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Hoffman Road Improvements | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Sewer Enterprise Fund | \$588,347.93 | \$5,716.34 | \$901.72 | \$593,162.55 |
| Water Enterprise Fund | (\$85,863.45) | \$2,651.90 | \$12,232.84 | (\$95,444.39) |
| Investment Trust Fund | \$11,267.14 | \$17.33 | \$0.00 | \$11,284.47 |
| | \$1,518,099.32 | \$283,570.47 | \$42,078.57 | \$1,759,591.22 |
| | | | | |
| Premier Checking | | | | \$548,116.20 |
| Premier CD's | | | | \$0.00 |
| UBS Investments | | | | \$1,195,000.00 |
| UBS Money Market | | | | \$16,475.02 |
| | | | | \$1,759,591.22 |

BALANCE STATEMENT OF GAMBLING FUNDS

| Gambling Fund Balance | Balance 11/1/2024 | Receipts | Disbursements | Balance 11/30/2024 |
|-----------------------|----------------------|------------|---------------|-----------------------|
| | | \$8,209.55 | \$1,040.67 | \$3,000.00 |

NOVEMBER CASH & INVESTMENTS

| MATURE DATE | PURCH DATE | BANK/BROKER | TYPE | NAME | Cusip # | YIELD | INT. RATE | # DAYS | AS OF 11/30/2024 | ACCRUED INTEREST | INTEREST DATE |
|-------------|------------|--------------|--------|-------------------------------|-----------|-------|-----------|--------|------------------|------------------|---------------|
| | | PREMIER BANK | CHK | GENERAL FUND | 6005590 | 0.05% | 0.05% | 30 | \$548,116.20 | \$22.84 | Monthly |
| | | UBS | MMKT | UBS BANK USA DEP | 12669EN93 | 0.05% | 0.05% | 30 | \$0.00 | \$0.00 | Monthly |
| | | UBS | MMKT | UBS SELECT PRIME FUND | | 4.71% | 4.71% | 30 | \$16,475.02 | \$65.49 | 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 | \$65,000.00 | \$2,252.50 | Monthly |
| 3/15/26 | 12/29/22 | UBS | BOND | NY STATE DORM AUTH | 64890FY32 | 2.92% | 2.74% | 1172 | \$145,000.00 | \$3,970.10 | 3/15 & 9/15 |
| 4/1/26 | 12/29/22 | UBS | BOND | HARTFORD GNY CLEAN WTR REV | 41649BCZ4 | 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 | 4.63% | 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 | \$1,759,591.22 | \$25,815.93 | |

REVENUE AND EXPENDITURE REPORT FOR CITY OF GEM LAKE

Balance As of 11/30/2024

| GL Number | Description | 2024 Amended Budget | YTD Balance 11/30/2024 Normal (Abnormal) | Activity For 11/30/2024 Increase (Decrease) | Balance 11/30/2024 Normal (Abnormal) | Available 11/30/2024 (Abnormal) | % Bdg't Used |
|--|--------------------------------|---------------------|--|---|--------------------------------------|---------------------------------|--------------|
| Fund: 100 GENERAL | | | | | | | |
| Account Category: Revenues | | | | | | | |
| Department: 00000 | | | | | | | |
| 100-00000-31010 | Current Property Taxes | 595,946.00 | 529,326.18 | 263,344.55 | 66,619.82 | 66,619.82 | 88.82 |
| 100-00000-31020 | Delinq Property Taxes | 0.00 | 3,040.26 | 0.00 | (3,040.26) | (3,040.26) | 100.00 |
| 100-00000-31040 | Fiscal Disparity Taxes | 19,581.00 | 9,184.99 | 0.00 | 10,396.01 | 10,396.01 | 46.91 |
| 100-00000-32100 | General Business Licenses | 2,200.00 | 400.00 | 100.00 | 1,800.00 | 1,800.00 | 18.18 |
| 100-00000-32101 | On-Sale Liquor License | 4,000.00 | 0.00 | 0.00 | 4,000.00 | 4,000.00 | 0.00 |
| 100-00000-32104 | Other Permits | 1,700.00 | 2,766.52 | 625.00 | (1,066.52) | (1,066.52) | 162.74 |
| 100-00000-32106 | Tobacco License | 200.00 | 325.00 | 325.00 | (125.00) | (125.00) | 162.50 |
| 100-00000-32201 | Contractor License | 1,500.00 | 1,903.00 | 100.00 | (403.00) | (403.00) | 126.87 |
| 100-00000-32210 | Building Permits | 11,000.00 | 24,008.00 | 4,722.10 | (13,008.00) | (13,008.00) | 218.25 |
| 100-00000-32211 | Plumbing Permits | 750.00 | 669.70 | 0.00 | 80.30 | 80.30 | 89.29 |
| 100-00000-32212 | Mechanical Permits | 2,000.00 | 1,251.95 | 0.00 | 748.05 | 748.05 | 62.60 |
| 100-00000-32213 | Electrical Permits | 300.00 | 675.20 | (236.60) | (375.20) | (375.20) | 225.07 |
| 100-00000-32218 | Fire Marshall Inspection | 2,500.00 | 0.00 | 0.00 | 2,500.00 | 2,500.00 | 0.00 |
| 100-00000-32219 | Septic Inspection Fee | 3,750.00 | 7,144.95 | 40.00 | (3,394.95) | (3,394.95) | 190.53 |
| 100-00000-32220 | State Permit Charge | 75.00 | 1,609.50 | 261.58 | (1,534.50) | (1,534.50) | 2,146.00 |
| 100-00000-32231 | Administration Fee | 0.00 | 88.53 | 0.00 | (88.53) | (88.53) | 100.00 |
| 100-00000-32239 | Rental Licensing | 400.00 | 500.00 | 0.00 | (100.00) | (100.00) | 125.00 |
| 100-00000-32240 | Dog Licenses | 300.00 | 330.00 | 0.00 | (30.00) | (30.00) | 110.00 |
| 100-00000-33601 | SCORE Recycling Grant | 1,000.00 | 0.00 | 0.00 | 1,000.00 | 1,000.00 | 0.00 |
| 100-00000-33602 | Cable TV Franchise Fees | 7,000.00 | 0.00 | 0.00 | 7,000.00 | 7,000.00 | 0.00 |
| 100-00000-33610 | SMALL CITIES AID | 0.00 | 10,719.00 | 0.00 | (10,719.00) | (10,719.00) | 100.00 |
| 100-00000-33620 | County Grants & Aids | 12.00 | 0.00 | 0.00 | 12.00 | 12.00 | 0.00 |
| 100-00000-34105 | Planning Fees | 500.00 | 1,950.00 | 0.00 | (1,450.00) | (1,450.00) | 390.00 |
| 100-00000-34110 | Plan Review | 1,000.00 | 12,978.82 | 2,453.20 | (11,978.82) | (11,978.82) | 1,297.88 |
| 100-00000-34115 | False Alarms | 150.00 | 700.00 | 0.00 | (550.00) | (550.00) | 466.67 |
| 100-00000-34123 | Zoning Charges | 0.00 | 476.84 | 0.00 | (476.84) | (476.84) | 100.00 |
| 100-00000-34132 | Investment Admin Charge | 1,000.00 | 830.86 | 0.00 | 169.14 | 169.14 | 83.09 |
| 100-00000-35100 | Fines | 0.00 | 163.90 | 58.01 | (163.90) | (163.90) | 100.00 |
| 100-00000-36101 | Special Assessments - Current | 800.00 | 839.97 | 0.00 | (39.97) | (39.97) | 105.00 |
| 100-00000-36102 | Special Assessments - Delinque | 0.00 | 225.00 | 0.00 | (225.00) | (225.00) | 100.00 |
| 100-00000-36103 | Penalties & Interest | 0.00 | 90.00 | 0.00 | (90.00) | (90.00) | 100.00 |
| 100-00000-36210 | Interest Earnings | 4,261.00 | 8,057.71 | 0.00 | (8.30) | (8.30) | 100.00 |
| 100-00000-36240 | Miscellaneous Revenue | 600.00 | 37,490.70 | 4,334.45 | (36,890.70) | (36,890.70) | 6,248.45 |
| 100-00000-36241 | Insurance Policy Dividends | 300.00 | 0.00 | 0.00 | 300.00 | 300.00 | 0.00 |
| 100-00000-36400 | Facility Rental | 4,500.00 | 4,048.67 | (120.00) | 451.33 | 451.33 | 89.97 |
| Total Dept 00000 | | 667,325.00 | 661,803.55 | 276,007.29 | 5,521.45 | 5,521.45 | 99.17 |
| Revenues | | | | | | | |
| Total Dept 41100 - CITY COUNCIL | | 667,325.00 | 661,803.55 | 276,007.29 | 5,521.45 | 5,521.45 | 99.17 |
| Account Category: Expenditures | | | | | | | |
| Department: 41100 CITY COUNCIL | | | | | | | |
| 100-41100-40101 | Wages and Salaries | 7,725.00 | 5,400.00 | 0.00 | 2,325.00 | 2,325.00 | 69.90 |
| 100-41100-40130 | Employer Paid Payroll Taxes | 0.00 | 413.10 | 0.00 | (413.10) | (413.10) | 100.00 |
| 100-41100-40151 | Workers Compensation | 100.00 | 0.00 | 0.00 | 100.00 | 100.00 | 0.00 |
| 100-41100-40307 | Adminstration | 200.00 | 0.00 | 0.00 | 200.00 | 200.00 | 0.00 |
| 100-41100-40310 | Conference Registrations | 300.00 | 0.00 | 0.00 | 300.00 | 300.00 | 0.00 |
| 100-41100-40449 | Council Contingency | 9,000.00 | 0.00 | 0.00 | 9,000.00 | 9,000.00 | 0.00 |
| Total Dept 41100 - CITY COUNCIL | | 17,325.00 | 5,813.10 | 0.00 | 11,511.90 | 11,511.90 | 33.55 |

REVENUE AND EXPENDITURE REPORT FOR CITY OF GEM LAKE

Balance As of 11/30/2024

| GL Number | Description | 2024 Amended Budget | YTD Balance 11/30/2024 Normal (Abnormal) | Activity For 11/30/2024 Increase (Decrease) | Balance 11/30/2024 Normal (Abnormal) | % Bdg't Used |
|---|-------------------------------|---------------------|--|---|--------------------------------------|--------------|
| Fund: 100 GENERAL | | | | | | |
| Account Category: Expenditures | | | | | | |
| Department: 41400 CLERK/GENERAL GOVERNMENT | | | | | | |
| 100-41400-40200 | Office Supplies | 0.00 | 260.78 | 134.98 | (260.78) | 100.00 |
| Total Dept 41400 - CLERK/GENERAL GOVERNMENT | | 0.00 | 260.78 | 134.98 | (260.78) | 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 | 4,664.00 | 0.00 | 3,336.00 | 58.30 |
| 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 | 5,808.00 | 0.00 | 4,517.00 | 56.25 |
| Department: 41500 FINANCIAL ADMINISTRATION | | | | | | |
| 100-41500-40301 | Auditing Services | 12,000.00 | 14,000.00 | 0.00 | (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 | 20,560.00 | 17.00 | 14,440.00 | 58.74 |
| 100-41500-41329 | Credit Card Fees | 1,300.00 | 685.28 | 91.57 | 614.72 | 52.71 |
| Total Dept 41500 - FINANCIAL ADMINISTRATION | | 50,800.00 | 38,710.03 | 108.57 | 12,089.97 | 76.20 |
| Department: 41600 LEGAL SERVICES | | | | | | |
| 100-41600-40304 | Legal | 52,000.00 | 8,835.78 | 1,087.00 | 43,164.22 | 16.99 |
| 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 | 1,067.00 | 150.00 | 933.00 | 53.35 |
| Total Dept 41600 - LEGAL SERVICES | | 57,500.00 | 9,902.78 | 1,237.00 | 47,597.22 | 17.22 |
| Department: 41900 OTHER GENERAL GOVERNMENT | | | | | | |
| 100-41900-40101 | Wages and Salaries | 60,000.00 | 51,545.11 | 4,491.06 | 8,454.89 | 85.91 |
| 100-41900-40121 | PERA Contributions | 4,500.00 | 4,463.06 | 388.76 | 36.94 | 99.18 |
| 100-41900-40130 | Employer Paid Payroll Taxes | 4,590.00 | 4,567.26 | 396.53 | 22.74 | 99.50 |
| 100-41900-40131 | Health Insurance | 11,000.00 | 7,961.45 | 692.30 | 3,038.55 | 72.38 |
| 100-41900-40151 | Workers Compensation | 0.00 | 702.92 | 0.00 | (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 | 10,863.26 | 981.00 | (5,863.26) | 217.27 |
| 100-41900-40310 | Conference Registrations | 1,500.00 | 1,441.08 | 0.00 | 58.92 | 96.07 |
| 100-41900-40319 | Miscellaneous | 3,500.00 | 11,079.23 | 671.31 | (7,579.23) | 316.55 |
| 100-41900-40322 | Postage | 1,500.00 | 1,247.70 | 0.00 | 252.30 | 83.18 |
| 100-41900-40331 | Mileage | 400.00 | 1,360.34 | 6.70 | (960.34) | 340.09 |
| 100-41900-40351 | Legal Notice Publication | 700.00 | (30.25) | 0.00 | 730.25 | (4.32) |
| 100-41900-40352 | Newsletter/Public Relations | 2,800.00 | 1,990.00 | 0.00 | 810.00 | 71.07 |
| 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 | 9,303.84 | 1,033.76 | 696.16 | 93.04 |
| 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 | 45,460.44 | 1,870.00 | (45,460.44) | 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 11/30/2024

| GL Number | Description | 2024 Amended Budget | | YTD Balance 11/30/2024 | | Activity For 11/30/2024 Increase (Decrease) | Available Balance 11/30/2024 Normal (Abnormal) | % Bgdt Used |
|---|--|---------------------|------------|------------------------|------------|---|--|---------------|
| | | Normal | (Abnormal) | Normal | (Abnormal) | | | |
| 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 | | 917.66 | | 0.00 | 282.34 | 76.47 |
| 100-41900-42437 | RCLLG | 350.00 | | 0.00 | | 0.00 | 350.00 | 0.00 |
| | Total Dept 41900 - OTHER GENERAL GOVERNMENT | 127,590.00 | | 167,167.92 | | 10,531.42 | (39,577.92) | 131.02 |
| Department: 41910 PLANNING & ZONING | | | | | | | | |
| 100-41910-40303 | Engineering | 31,000.00 | | 17,048.12 | | 3,080.22 | 13,951.88 | 54.99 |
| 100-41910-40307 | Administration | 2,000.00 | | 8,175.24 | | 0.00 | (6,175.24) | 408.76 |
| 100-41910-40308 | ZONING ADMINISTRATION | 0.00 | | 19,120.39 | | 3,945.47 | (19,120.39) | 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 | | 66,734.66 | | 7,025.69 | (18,684.66) | 138.89 |
| 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 | | 7,006.19 | | 705.00 | (6,006.19) | 700.62 |
| 100-41940-40319 | Contract Services | 15,500.00 | | 15,666.00 | | 805.15 | (166.00) | 101.07 |
| 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 | | 5,999.18 | | 1,723.81 | (249.18) | 104.33 |
| 100-41940-40383 | Gas Service | 2,000.00 | | 831.91 | | 85.14 | 1,168.09 | 41.60 |
| 100-41940-40385 | Water/Sewer Utilities | 1,200.00 | | 681.39 | | 0.00 | 518.61 | 56.78 |
| 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 |
| 100-41940-40570 | Furniture & Office Equipment | 0.00 | | 381.93 | | 381.93 | (381.93) | 100.00 |
| 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 | | 32,989.60 | | 3,701.03 | 33,660.40 | 49.50 |
| 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 | | 96,933.85 | | 0.00 | 18,943.15 | 83.65 |
| | Total Dept 42100 - POLICE | 129,466.00 | | 98,099.85 | | 0.00 | 31,366.15 | 75.77 |
| Department: 42200 FIRE | | | | | | | | |
| 100-42200-40311 | Fire Services | 40,923.00 | | 38,485.95 | | 0.00 | 2,437.05 | 94.04 |
| 100-42200-40312 | Fire Marshall Service | 7,746.00 | | 6,455.00 | | 0.00 | 1,291.00 | 83.33 |
| | Total Dept 42200 - FIRE | 48,669.00 | | 44,940.95 | | 0.00 | 3,728.05 | 92.34 |
| 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 | | 7,030.00 | | 0.00 | 1,470.00 | 82.71 |
| 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 | | 7,030.00 | | 0.00 | 6,520.00 | 51.88 |
| 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 |

REVENUE AND EXPENDITURE REPORT FOR CITY OF GEM LAKE
Balance As of 11/30/2024

| GL Number | Description | 2024 Amended Budget | YTD Balance 11/30/2024 Normal (Abnormal) | Activity For 11/30/2024 Increase (Decrease) | Balance 11/30/2024 Normal (Abnormal) | Availible 11/30/2024 | % Bdgt Used |
|---|-------------|---------------------|--|---|--------------------------------------|----------------------|-------------|
| Fund: 100 GENERAL | | | | | | | |
| Account Category: Expenditures | | | | | | | |
| Department: 42700 ANIMAL CONTROL | | | | | | | |
| Total Dept 42700 - ANIMAL CONTROL | | 500.00 | 129.00 | 0.00 | 371.00 | | 25.80 |
| Department: 43122 ROAD MAINTENANCE | | | | | | | |
| 100-43122-40226 Signs, Sign Repair Materials | | 500.00 | 6,848.79 | 0.00 | (6,348.79) | | 1,369.76 |
| 100-43122-40303 Engineering | | 10,000.00 | 0.00 | 0.00 | 10,000.00 | | 0.00 |
| 100-43122-40385 ROW Maintenance | | 500.00 | 0.00 | 0.00 | 500.00 | | 0.00 |
| 100-43122-40386 Street Lights | | 1,300.00 | 963.43 | 74.57 | 336.57 | | 74.11 |
| 100-43122-40405 Street Repairs | | 20,000.00 | 0.00 | 0.00 | 20,000.00 | | 0.00 |
| 100-43122-40406 Blvd Tree Trimming | | 10,000.00 | 0.00 | 0.00 | 10,000.00 | | 0.00 |
| 100-43122-40433 Dues & Subscriptions | | 100.00 | 0.00 | 0.00 | 100.00 | | 0.00 |
| Total Dept 43122 - ROAD MAINTENANCE | | 42,400.00 | 7,812.22 | 74.57 | 34,587.78 | | 18.43 |
| Department: 43125 ICE & SNOW REMOVAL | | | | | | | |
| 100-43125-40224 Salt and Sand | | 12,000.00 | 0.00 | 0.00 | 12,000.00 | | 0.00 |
| 100-43125-40400 Repairs & Maint - Contractual | | 1,000.00 | 640.00 | 0.00 | 360.00 | | 64.00 |
| 100-43125-40404 Snow Plowing | | 14,500.00 | 3,138.00 | 0.00 | 11,362.00 | | 21.64 |
| Total Dept 43125 - ICE & SNOW REMOVAL | | 27,500.00 | 3,778.00 | 0.00 | 23,722.00 | | 13.74 |
| Department: 45000 PARK MAINTENANCE | | | | | | | |
| 100-45000-40210 Operating Supplies | | 1,000.00 | 0.00 | 0.00 | 1,000.00 | | 0.00 |
| 100-45000-40319 Contract Services | | 0.00 | 65.00 | 0.00 | (65.00) | | 100.00 |
| 100-45000-40404 PARK MAINTENANCE - CONTRACTUAL | | 6,000.00 | 3,030.00 | 0.00 | 2,970.00 | | 50.50 |
| Total Dept 45000 - PARK MAINTENANCE | | 7,000.00 | 3,095.00 | 0.00 | 3,905.00 | | 44.21 |
| Department: 48000 OTHER FINANCING USES | | | | | | | |
| 100-48000-40720 Operating transfer | | 20,000.00 | 0.00 | 0.00 | 20,000.00 | | 0.00 |
| Total Dept 48000 - OTHER FINANCING USES | | 20,000.00 | 0.00 | 0.00 | 20,000.00 | | 0.00 |
| Expenditures | | | | | | | |
| | | 667,325.00 | 492,271.89 | 22,813.26 | 175,053.11 | | 73.77 |
| Fund 100 - GENERAL: | | | | | | | |
| TOTAL REVENUES | | 667,325.00 | 661,803.55 | 276,007.29 | 5,521.45 | | |
| TOTAL EXPENDITURES | | 667,325.00 | 492,271.89 | 22,813.26 | 175,053.11 | | |
| NET OF REVENUES & EXPENDITURES: | | 0.00 | 169,531.66 | 253,194.03 | (169,531.66) | | |

REVENUE AND EXPENDITURE REPORT FOR CITY OF GEM LAKE

Balance As of 11/30/2024

| GL Number | Description | 2024 Amended Budget | YTD Balance 11/30/2024 | | Activity For 11/30/2024 Increase (Decrease) | Balance 11/30/2024 Normal (Abnormal) | Available 11/30/2024 Normal (Abnormal) | % Bdgt Used |
|---|---|---------------------------|---------------------------|------------|---|--|--|----------------|
| | | | Normal | (Abnormal) | | | | |
| Fund: 225 PARKS AND PLAYGROUND | | | | | | | | |
| Account Category: Revenues | | | | | | | | |
| Department: 00000 | | | | | | | | |
| 225-00000-36210 | Interest Earnings | 925.00 | 849.55 | | 0.00 | 75.45 | 75.45 | 91.84 |
| | Total Dept 00000 | 925.00 | 849.55 | | 0.00 | 75.45 | 75.45 | 91.84 |
| 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 | 849.55 | | 0.00 | 75.45 | 75.45 | |
| TOTAL EXPENDITURES | | 5,000.00 | 1,117.50 | | 0.00 | 3,882.50 | 3,882.50 | |
| NET OF REVENUES & EXPENDITURES: | | (4,075.00) | (267.95) | | 0.00 | (3,807.05) | (3,807.05) | |

REVENUE AND EXPENDITURE REPORT FOR CITY OF GEM LAKE

Balance As of 11/30/2024

| GL Number | Description | 2024 Amended Budget | YTD Balance 11/30/2024 | | Activity For 11/30/2024 Increase (Decrease) | Balance Normal | Available 11/30/2024 (Abnormal) | % Bdg't Used |
|---|---------------------------------|---------------------------|---------------------------|------------|---|-------------------|---------------------------------------|-----------------|
| | | | Normal | (Abnormal) | | | | |
| 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 | 1,280.99 | | 0.00 | 4.01 | | 99.69 |
| | Total Dept 00000 | 77,554.00 | 41,431.30 | | 0.00 | 36,122.70 | | 53.42 |
| | Revenues | 77,554.00 | 41,431.30 | | 0.00 | 36,122.70 | | 53.42 |
| 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 | | 0.00 | 775.00 | | 35.42 |
| | Total Dept 47000 - DEBT SERVICE | 74,601.00 | 73,826.25 | | 0.00 | 774.75 | | 98.96 |
| | Expenditures | 74,601.00 | 73,826.25 | | 0.00 | 774.75 | | 98.96 |
| Fund 304 - 2007 DEBT SERVICE FUND: | | | | | | | | |
| | TOTAL REVENUES | 77,554.00 | 41,431.30 | | 0.00 | 36,122.70 | | |
| | TOTAL EXPENDITURES | 74,601.00 | 73,826.25 | | 0.00 | 774.75 | | |
| | NET OF REVENUES & EXPENDITURES: | 2,953.00 | (32,394.95) | | 0.00 | 35,347.95 | | |

REVENUE AND EXPENDITURE REPORT FOR CITY OF GEM LAKE

Balance As of 11/30/2024

| GL Number | Description | 2024 Amended Budget | YTD Balance 11/30/2024 | | Activity For 11/30/2024 | | Balance 11/30/2024 Normal | Available 11/30/2024 (Abnormal) | % Bdgt Used |
|---|---------------------------------|---------------------------|---------------------------|------------|----------------------------|------------|---------------------------------|---------------------------------------|----------------|
| | | | Normal | (Abnormal) | Increase (Decrease) | (Decrease) | | | |
| 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 | | 2,574.57 | | 51.29 |
| 305-00000-31020 | Delinquent Property Taxes | 0.00 | 34.24 | | 0.00 | | (34.24) | | 100.00 |
| 305-00000-31040 | Fiscal Disparities | 0.00 | 81.25 | | 0.00 | | (81.25) | | 100.00 |
| 305-00000-36101 | Current Special Assessments | 55,000.00 | 28,474.67 | | 0.00 | | 26,525.33 | | 51.77 |
| 305-00000-36210 | Interest Earnings | 945.00 | 1,041.91 | | 0.00 | | (96.91) | | 110.26 |
| | Total Dept 00000 | 61,230.00 | 32,342.50 | | 0.00 | | 28,887.50 | | 52.82 |
| | Revenues | 61,230.00 | 32,342.50 | | 0.00 | | 28,887.50 | | 52.82 |
| Account Category: Expenditures | | | | | | | | | |
| Department: 47000 DEBT SERVICE | | | | | | | | | |
| 305-47000-40600 | Principal | 40,000.00 | 40,000.00 | | 0.00 | | 0.00 | | 100.00 |
| 305-47000-40610 | Bond Interest | 17,900.00 | 17,900.00 | | 0.00 | | 0.00 | | 100.00 |
| 305-47000-40620 | Fiscal Agent Fees | 1,200.00 | 425.00 | | 0.00 | | 775.00 | | 35.42 |
| | Total dept 47000 - DEBT SERVICE | 59,100.00 | 58,325.00 | | 0.00 | | 775.00 | | 98.69 |
| | Expenditures | 59,100.00 | 58,325.00 | | 0.00 | | 775.00 | | 98.69 |
| Fund 305 - 2018 DEBT SERVICE FUND: | | | | | | | | | |
| | TOTAL REVENUES | 61,230.00 | 32,342.50 | | 0.00 | | 28,887.50 | | |
| | TOTAL EXPENDITURES | 59,100.00 | 58,325.00 | | 0.00 | | 775.00 | | |
| | NET OF REVENUES & EXPENDITURES: | 2,130.00 | (25,982.50) | | 0.00 | | 28,112.50 | | |

REVENUE AND EXPENDITURE REPORT FOR CITY OF GEM LAKE

Balance As of 11/30/2024

| GL Number | Description | 2024 Amended Budget | YTD Balance 11/30/2024 | | Activity For 11/30/2024 Increase (Decrease) | Balance 11/30/2024 Normal (Abnormal) | Available 11/30/2024 Normal (Abnormal) | % Bdg't Used |
|---|---|---------------------|------------------------|------------|---|--------------------------------------|--|--------------|
| | | | Normal | (Abnormal) | | | | |
| Fund: 401 IMPROVEMENT FUND | | | | | | | | |
| Account Category: Revenues | | | | | | | | |
| Department: 00000 | | | | | | | | |
| 401-00000-36101 | Current Special Assessments | 28,000.00 | 19,676.19 | | 0.00 | 8,323.81 | | 70.27 |
| 401-00000-36102 | Delinq Special Assessments | 0.00 | 3,500.04 | | 0.00 | (3,500.04) | | 100.00 |
| 401-00000-36210 | Interest Earnings | 5,900.00 | 4,269.24 | | 0.00 | 1,630.76 | | 72.36 |
| 401-00000-39200 | Transfer In | 20,000.00 | 0.00 | | 0.00 | 20,000.00 | | 0.00 |
| | Total dept 00000 | 53,900.00 | 27,445.47 | | 0.00 | 26,454.53 | | 50.92 |
| | Revenues | 53,900.00 | 27,445.47 | | 0.00 | 26,454.53 | | 50.92 |
| Account Category: Expenditures | | | | | | | | |
| Department: 48000 OTHER FINANCING USES | | | | | | | | |
| 401-48000-40303 | Engineering | 10,000.00 | 0.00 | | 0.00 | 10,000.00 | | 0.00 |
| 401-48000-40531 | Construction | 120,000.00 | 0.00 | | 0.00 | 120,000.00 | | 0.00 |
| | Total dept 48000 - OTHER FINANCING USES | 130,000.00 | 0.00 | | 0.00 | 130,000.00 | | 0.00 |
| | Expenditures | 130,000.00 | 0.00 | | 0.00 | 130,000.00 | | 0.00 |
| Fund 401 - IMPROVEMENT FUND: | | | | | | | | |
| | TOTAL REVENUES | 53,900.00 | 27,445.47 | | 0.00 | 26,454.53 | | |
| | TOTAL EXPENDITURES | 130,000.00 | 0.00 | | 0.00 | 130,000.00 | | |
| | NET OF REVENUES & EXPENDITURES: | (76,100.00) | 27,445.47 | | 0.00 | (103,545.47) | | |

REVENUE AND EXPENDITURE REPORT FOR CITY OF GEM LAKE

Balance As of 11/30/2024

| GL Number | Description | 2024 Amended Budget | | YTD Balance 11/30/2024 | | Activity For 11/30/2024 | | Balance 11/30/2024 Normal | Available 11/30/2024 (Abnormal) | % Bdgt Used |
|---------------------------------------|----------------------------|---------------------|------------|------------------------|------------|-------------------------|------------|---------------------------|---------------------------------|-------------|
| | | Normal | (Abnormal) | Normal | (Abnormal) | Increase | (Decrease) | | | |
| Fund: 601 WATER UTILITY FUND | | | | | | | | | | |
| Account Category: Revenues | | | | | | | | | | |
| Department: 00000 | | | | | | | | | | |
| 601-00000-36200 | Contribution Revenue | 20,000.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 20,000.00 | 0.00 | 0.00 |
| 601-00000-36210 | Interest Earnings | (1,380.00) | (1,227.67) | (1,227.67) | 0.00 | 0.00 | 0.00 | (152.33) | 88.96 | 88.96 |
| 601-00000-37100 | Residential Water Revenues | 20,000.00 | 19,278.61 | 19,278.61 | 0.00 | 0.00 | 0.00 | 721.39 | 96.39 | 96.39 |
| 601-00000-37105 | Commercial Water Revenues | 5,000.00 | 276.46 | 276.46 | 0.00 | 0.00 | 0.00 | 4,723.54 | 5.53 | 5.53 |
| 601-00000-37160 | Water Late Charges | 0.00 | 49.68 | 49.68 | 15.43 | 15.43 | 15.43 | (49.68) | 100.00 | 100.00 |
| Total Dept 00000 | | 43,620.00 | 18,377.08 | 18,377.08 | 15.43 | 15.43 | 15.43 | 25,242.92 | 42.13 | 42.13 |
| Revenues | | 43,620.00 | 18,377.08 | 18,377.08 | 15.43 | 15.43 | 15.43 | 25,242.92 | 42.13 | 42.13 |
| Account Category: Expenditures | | | | | | | | | | |
| Department: 43200 SEWER/WATER | | | | | | | | | | |
| 601-43200-40301 | Auditing Services | 3,000.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 3,000.00 | 0.00 | 0.00 |
| 601-43200-40303 | Engineering | 10,000.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 10,000.00 | 0.00 | 0.00 |
| 601-43200-40385 | Water/Sewer Utilities | 22,000.00 | 17,451.89 | 17,451.89 | 7,189.32 | 7,189.32 | 7,189.32 | 4,548.11 | 79.33 | 79.33 |
| 601-43200-40400 | Repairs & Maint | 13,500.00 | 190.00 | 190.00 | 0.00 | 0.00 | 0.00 | 13,310.00 | 1.41 | 1.41 |
| 601-43200-40420 | Depreciation | 15,000.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 15,000.00 | 0.00 | 0.00 |
| Total Dept 43200 - SEWER/WATER | | 63,500.00 | 17,641.89 | 17,641.89 | 7,189.32 | 7,189.32 | 7,189.32 | 45,858.11 | 27.78 | 27.78 |
| Expenditures | | 63,500.00 | 17,641.89 | 17,641.89 | 7,189.32 | 7,189.32 | 7,189.32 | 45,858.11 | 27.78 | 27.78 |
| Fund 601 - WATER UTILITY FUND: | | | | | | | | | | |
| TOTAL REVENUES | | 43,620.00 | 18,377.08 | 18,377.08 | 15.43 | 15.43 | 15.43 | 25,242.92 | | |
| TOTAL EXPENDITURES | | 63,500.00 | 17,641.89 | 17,641.89 | 7,189.32 | 7,189.32 | 7,189.32 | 45,858.11 | | |
| NET OF REVENUES & EXPENDITURES: | | (19,880.00) | 735.19 | 735.19 | (7,173.89) | (7,173.89) | (7,173.89) | (20,615.19) | | |

REVENUE AND EXPENDITURE REPORT FOR CITY OF GEM LAKE

Balance As of 11/30/2024

| GL Number | Description | 2024 | YTD Balance | | Activity For | Balance 11/30/2024 | | % Bdgt Used |
|---------------------------------------|---------------------------------------|-------------------|------------------|------------|---------------|---------------------|-------------------|---------------|
| | | Amended Budget | Normal | (Abnormal) | | Increase (Decrease) | Normal | |
| 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 | 8,641.65 | | 0.00 | | (716.65) | 109.04 |
| 602-00000-37200 | Residential Sewer Revenues | 24,500.00 | 19,952.56 | | 0.00 | | 4,547.44 | 81.44 |
| 602-00000-37205 | Commercial Sewer Revenues | 31,500.00 | 25,312.67 | | 0.00 | | 6,187.33 | 80.36 |
| 602-00000-37260 | Sewer Late Charges | 1,500.00 | 335.13 | | 228.66 | | 1,164.87 | 22.34 |
| | Total Dept 00000 | 66,425.00 | 66,667.01 | | 228.66 | | (242.01) | 100.36 |
| Revenues | | | | | | | | |
| | Total Dept 00000 | 66,425.00 | 66,667.01 | | 228.66 | | (242.01) | 100.36 |
| 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 | 144.50 | | 4.05 | | 105.50 | 57.80 |
| 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 | 3,131.94 | | 897.67 | | 1,868.06 | 62.64 |
| 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 Televise/Flushing | 20,000.00 | 0.00 | | 0.00 | | 20,000.00 | 0.00 |
| | Total Dept 43200 - SEWER/WATER | 142,120.00 | 28,666.29 | | 901.72 | | 113,453.71 | 20.17 |
| Expenditures | | | | | | | | |
| | Total Dept 43200 - SEWER/WATER | 142,120.00 | 28,666.29 | | 901.72 | | 113,453.71 | 20.17 |
| Fund 602 - SEWER UTILITY FUND: | | | | | | | | |
| TOTAL REVENUES | | 66,425.00 | 66,667.01 | | 228.66 | | (242.01) | |
| TOTAL EXPENDITURES | | 142,120.00 | 28,666.29 | | 901.72 | | 113,453.71 | |
| NET OF REVENUES & EXPENDITURES: | | (75,695.00) | 38,000.72 | | (673.06) | | (113,695.72) | |

REVENUE AND EXPENDITURE REPORT FOR CITY OF GEM LAKE

Balance As of 11/30/2024

| GL Number | Description | 2024 | YTD Balance | | Activity For | | Available | % Bdgt |
|--|-------------|----------------|-------------------|-----------------------|---------------------|------------------------------|-----------|--------|
| | | Amended Budget | 11/30/2024 Normal | 11/30/2024 (Abnormal) | Increase (Decrease) | 11/30/2024 Normal (Abnormal) | | |
| Fund: 801 INVESTMENT TRUST FUND | | | | | | | | |
| Account Category: Revenues | | | | | | | | |
| Department: 00000 | | | | | | | | |
| 801-00000-36210 Interest Earnings | | | | | | | | |
| Total Dept 00000 | | | | | | | | |
| Revenues | | | | | | | | |
| Fund 801 - INVESTMENT TRUST FUND: | | | | | | | | |
| TOTAL REVENUES | | | | | | | | |
| TOTAL EXPENDITURES | | | | | | | | |
| NET OF REVENUES & EXPENDITURES: | | | | | | | | |
| Report Totals: | | | | | | | | |
| | | 970,979.00 | 852,021.31 | 277,379.98 | 118,957.69 | | | |
| TOTAL REVENUES - ALL FUNDS | | | 671,848.82 | 30,904.30 | 469,797.18 | | | |
| TOTAL EXPENDITURES - ALL FUNDS | | 1,141,646.00 | | | | | | |
| NET OF REVENUES & EXPENDITURES: | | (170,667.00) | 180,172.49 | 246,475.68 | (350,839.49) | | | |

| | | | | | | |
|--|--|------|------------|------------|--------------|--------|
| | | 0.00 | 3,104.85 | 1,128.60 | (3,104.85) | 100.00 |
| | | 0.00 | 3,104.85 | 1,128.60 | (3,104.85) | 100.00 |
| | | 0.00 | 3,104.85 | 1,128.60 | (3,104.85) | 100.00 |
| | | 0.00 | 3,104.85 | 1,128.60 | (3,104.85) | |
| | | 0.00 | 0.00 | 0.00 | 0.00 | |
| | | 0.00 | 3,104.85 | 1,128.60 | (3,104.85) | |
| | | | 852,021.31 | 277,379.98 | 118,957.69 | |
| | | | 671,848.82 | 30,904.30 | 469,797.18 | |
| | | | 180,172.49 | 246,475.68 | (350,839.49) | |

CITY OF GEM LAKE

Claims For Payment

Period Ending: 12/17/2024

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 | 51,147.28 |
| Parks & Playgrounds | 0.00 |
| 2004 Debt Service Fund | 0.00 |
| 2006 Debt Service Fund | 0.00 |
| 2015 Debt Service Fund | 69,393.75 |
| 2018 Debt Service Fund | 49,225.00 |
| Improvement Fund | 0.00 |
| Scheuneman Road Improvements | 0.00 |
| Hoffman Road Improvements | 0.00 |
| 602-Sewer Fund | 21,746.81 |
| 601-Water Fund | 0.00 |
| Investment Trust Fund | |
| Total All Funds | 191,512.84 |

Claims for Payment Check Numbers 12687 through 12716

CHECK REGISTER FOR CITY OF GEM LAKE

CHECK DATE 12/17/2024 - 12/17/2024

| Check Date | Check | Vendor Name | Amount |
|----------------------------------|-------|-------------------------------|-------------------|
| Bank GEN GENERAL CHECKING | | | |
| 12/17/2024 | 12687 | AMAZON CAPITAL SERVICES | 110.17 |
| 12/17/2024 | 12688 | Bond Trust Services Corporati | 118,618.75 |
| 12/17/2024 | 12689 | CINTAS | 31.95 |
| 12/17/2024 | 12690 | City of White Bear Lake | 12,967.09 |
| 12/17/2024 | 12691 | City of White Bear Lake | 484.30 |
| 12/17/2024 | 12692 | City of White Bear Lake | 736.09 |
| 12/17/2024 | 12693 | City of White Bear Lake | 12,967.09 |
| 12/17/2024 | 12694 | City of White Bear Lake | 484.30 |
| 12/17/2024 | 12695 | City of White Bear Lake | 736.09 |
| 12/17/2024 | 12696 | Coverall of the Twin Cities | 320.00 |
| 12/17/2024 | 12697 | Dell Marketing L.P. | 1,117.54 |
| 12/17/2024 | 12698 | Gopher State One Call | 1.35 |
| 12/17/2024 | 12699 | Innovative Office Solutions, | 285.13 |
| 12/17/2024 | 12700 | Kelly & Lemmons, PA | 1,549.00 |
| 12/17/2024 | 12701 | MBPTA | 100.00 |
| 12/17/2024 | 12702 | Melissa Lawrence | 17.28 |
| 12/17/2024 | 12703 | METRO-INET | 981.00 |
| 12/17/2024 | 12704 | Metropolitan Council | 21,745.46 |
| 12/17/2024 | 12705 | MINNESOTA DEPARTMENT OF LABOR | 1,194.79 |
| 12/17/2024 | 12706 | Premier Banks | 21.73 |
| 12/17/2024 | 12707 | Press Publications | 73.57 |
| 12/17/2024 | 12708 | RED LILY | 90.00 |
| 12/17/2024 | 12709 | REPUBLIC SERVICES | 1,033.76 |
| 12/17/2024 | 12710 | SEH | 2,995.89 |
| 12/17/2024 | 12711 | SPS Works | 99.50 |
| 12/17/2024 | 12712 | TKDA | 5,295.48 |
| 12/17/2024 | 12713 | Trade Press Inc | 122.00 |
| 12/17/2024 | 12714 | White Bear Lake Emergency Foo | 1,500.00 |
| 12/17/2024 | 12715 | White Bear Township | 5,758.98 |
| 12/17/2024 | 12716 | Xcel Energy | 74.55 |
| GEN TOTALS: | | | |
| Total of 30 Checks: | | | 191,512.84 |
| Less 0 Void Checks: | | | 0.00 |
| Total of 30 Disbursements: | | | <u>191,512.84</u> |

CHECK DISBURSEMENT REPORT FOR CITY OF GEM LAKE

CHECK DATE 12/17/2024 - 12/17/2024

| Check Date | Bank Account | Check # | Payee | Description | Account | Dept | Amount | |
|--------------------------|--------------|--|------------------------------------|--|---------|-------|----------|-----------|
| Fund: 100 GENERAL | | | | | | | | |
| 12/17/2024 | GEN | 12687 | AMAZON CAPITAL SERVICES | AMAZON MISC SUPPLIES | 40200 | 41400 | 110.17 | |
| 12/17/2024 | GEN | 12689 | CINTAS | CINTAS | 40319 | 41940 | 31.95 | |
| 12/17/2024 | GEN | 12690# | City of White Bear Lake | POLICE SERVICES | 40314 | 42100 | 9,656.42 | |
| | | | | FIRE SERVICES | 40311 | 42200 | 2,665.17 | |
| | | | | FIRE MARSHALL SERVICE | 40312 | 42200 | 645.50 | |
| | | Check GEN 12690 Total for Fund 100 GENERAL | | | | | | 12,967.09 |
| 12/17/2024 | GEN | 12691 | City of White Bear Lake | PRINCIPLE FOR FIRE BLDG | 40311 | 42200 | 484.30 | |
| 12/17/2024 | GEN | 12692 | City of White Bear Lake | PRINCIPLE OF POLICE BLDG | 40314 | 42100 | 736.09 | |
| 12/17/2024 | GEN | 12693# | City of White Bear Lake | FIRE SERVICES | 40311 | 42200 | 2,665.17 | |
| | | | | POLICE SERVICES | 40314 | 42100 | 9,656.42 | |
| | | | | FIRE MARSHALL SERVICE | 40312 | 42200 | 645.50 | |
| | | Check GEN 12693 Total for Fund 100 GENERAL | | | | | | 12,967.09 |
| 12/17/2024 | GEN | 12694 | City of White Bear Lake | PRINCIPLE FOR FIRE BLDG | 40311 | 42200 | 484.30 | |
| 12/17/2024 | GEN | 12695 | City of White Bear Lake | POLICE BLDG PRINCIPLE | 40314 | 42100 | 736.09 | |
| 12/17/2024 | GEN | 12696 | Coverall of the Twin Cities | CLEANING SERVICES 12/1/24-12/31/24 | 40319 | 41940 | 320.00 | |
| 12/17/2024 | GEN | 12697 | Dell Marketing L.P. | DELL COMPUTER | 40570 | 41940 | 1,117.54 | |
| 12/17/2024 | GEN | 12699 | Innovative Office Solutions, LLC | INNOVATIVE | 40200 | 41400 | 45.26 | |
| | | | | INNOVATIVE | 40200 | 41400 | 239.87 | |
| | | Check GEN 12699 Total for Fund 100 GENERAL | | | | | | 285.13 |
| 12/17/2024 | GEN | 12700 | Kelly & Lemmons, PA | KELLY & LEMMONS NOVEMBER 2024 | 40304 | 41600 | 1,549.00 | |
| 12/17/2024 | GEN | 12701 | MBPTA | MBPTA MEMBERSHIP | 40433 | 43122 | 100.00 | |
| 12/17/2024 | GEN | 12702 | Melissa Lawrence | MILEAGE REIMBURSEMENT | 40331 | 41900 | 9.31 | |
| | | | | MILEAGE REIMBURSEMENT | 40331 | 41900 | 7.97 | |
| | | Check GEN 12702 Total for Fund 100 GENERAL | | | | | | 17.28 |
| 12/17/2024 | GEN | 12703 | METRO-INET | IT SERVICES NOVEMBER 2024 | 40309 | 41900 | 981.00 | |
| 12/17/2024 | GEN | 12705 | MINNESOTA DEPARTMENT OF LABOR & IN | 2024 2ND QUARTER SURCHARGE | 32220 | 00000 | 1,077.98 | |
| | | | | 2024 3RD QUARTER SURCHARGE | 32220 | 00000 | 116.81 | |
| | | Check GEN 12705 Total for Fund 100 GENERAL | | | | | | 1,194.79 |
| 12/17/2024 | GEN | 12706 | Premier Banks | CREDIT CARD FEES | 34133 | 00000 | 21.73 | |
| 12/17/2024 | GEN | 12707 | Press Publications | PRESS PUBLICATIONS TRUTH & TAX HEARING | 40351 | 41900 | 73.57 | |
| 12/17/2024 | GEN | 12708 | RED LILY | RED LILY WEBSITE MAINTENANCE | 40300 | 41940 | 90.00 | |
| 12/17/2024 | GEN | 12709 | REPUBLIC SERVICES | NOVEMBER 2024 RECYCLING SVCS | 40384 | 41900 | 1,033.76 | |
| 12/17/2024 | GEN | 12710 | SEH | SEH GENERAL ENGINEERING | 40303 | 41910 | 2,995.89 | |
| 12/17/2024 | GEN | 12711 | SPS works | ANIMAL TAGS | 40200 | 41900 | 99.50 | |
| 12/17/2024 | GEN | 12712 | TKDA | TKDA GENERAL PLANNING | 40308 | 41910 | 2,668.71 | |
| | | | | GENERAL PLANNING SERVICES | 40308 | 41910 | 2,626.77 | |
| | | Check GEN 12712 Total for Fund 100 GENERAL | | | | | | 5,295.48 |

CHECK DISBURSEMENT REPORT FOR CITY OF GEM LAKE

CHECK DATE 12/17/2024 - 12/17/2024

| Check Date | Bank Account | Check # | Payee | Description | Account | Dept | Amount | |
|---|--------------|---------|---|---------------------------------------|---------|-------|------------|----------|
| Fund: 100 GENERAL | | | | | | | | |
| 12/17/2024 | GEN | 12713 | Trade Press Inc | NEWSLETTER/PUBLIC RELATIONS | 40352 | 41900 | 122.00 | |
| 12/17/2024 | GEN | 12714 | White Bear Lake Emergency Food She | 2024 DECEMBER DONATION | 22001 | 00000 | 1,500.00 | |
| 12/17/2024 | GEN | 12715# | White Bear Township | PUBLIC WORKS 10/21/24 | 40319 | 41940 | 120.00 | |
| | | | | EQUIPMENT 10/21/24 | 40319 | 41900 | 45.00 | |
| | | | | PUBLIC WORKS FIELD MAINT. 11/4/24 | 40319 | 41940 | 80.00 | |
| | | | | POSTAGE 9/12/24-9/19/24 | 40322 | 41900 | 16.11 | |
| | | | | POSTAGE 10/2/2024-10/24/24 | 40322 | 41900 | 253.92 | |
| | | | | TREASURER 10/14/24-10/18/24 | 40329 | 41500 | 1,021.25 | |
| | | | | GERTENS CHRISTMAS WREATHS | 40200 | 41400 | 105.20 | |
| | | | | TREASURER 11/15/24-11/29/24 | 40329 | 41500 | 522.50 | |
| | | | | BUILDING INSPECTIONS 9/9/24-11/15/24 | 40313 | 42401 | 3,040.00 | |
| | | | | PUBLIC WORKS 11/4/24 | 40319 | 41900 | 120.00 | |
| | | | | EQUIPMENT 11/4/24 | 40319 | 41900 | 45.00 | |
| | | | | PUBLIC WORKS 12/2/24 | 40319 | 41940 | 240.00 | |
| | | | | EQUIPMENT 12/2/24 | 40319 | 41900 | 150.00 | |
| | | | Check GEN 12715 Total for Fund 100 GENERAL | | | | | 5,758.98 |
| 12/17/2024 | GEN | 12716 | Xcel Energy | STREET LIGHTS | 40386 | 43122 | 74.55 | |
| Total For Fund: 100 | | | | | | | 51,147.28 | |
| Fund: 304 2007 DEBT SERVICE FUND | | | | | | | | |
| 12/17/2024 | GEN | 12688* | Bond Trust Services Corporation | GENERAL OBLIGATION BOND PREPAID 2025 | 15500 | 00000 | 68,818.75 | |
| | | | | GENERAL OBLIGATION BOND PRE PAID 2025 | 15500 | 00000 | 575.00 | |
| | | | Check GEN 12688 Total for Fund 304 2007 DEBT SERVICE FUND | | | | 69,393.75 | |
| Total For Fund: 304 | | | | | | | 69,393.75 | |
| Fund: 305 2018 DEBT SERVICE FUND | | | | | | | | |
| 12/17/2024 | GEN | 12688* | Bond Trust Services Corporation | GENERAL OBLIGATION BOND PREPAID 2025 | 15500 | 00000 | 48,650.00 | |
| | | | | GENERAL OBLIGATION BOND PRE PAID 2025 | 15500 | 00000 | 575.00 | |
| | | | Check GEN 12688 Total for Fund 305 2018 DEBT SERVICE FUND | | | | 49,225.00 | |
| Total For Fund: 305 | | | | | | | 49,225.00 | |
| Fund: 602 SEWER UTILITY FUND | | | | | | | | |
| 12/17/2024 | GEN | 12698 | Gopher State One Call | NOVEMBER 2024 LOCATES | 40319 | 43200 | 1.35 | |
| 12/17/2024 | GEN | 12704# | Metropolitan Council | 2024 2ND QTR SAC | 40380 | 43200 | 12,425.00 | |
| | | | | NOVEMBER 2024 WASTEWATER | 11500 | 00000 | 5,038.57 | |
| | | | | JANUARY 2024 WASTEWATER PRE PAID | 15500 | 00000 | 4,281.89 | |
| | | | Check GEN 12704 Total for Fund 602 SEWER UTILITY FUND | | | | 21,745.46 | |
| Total For Fund: 602 | | | | | | | 21,746.81 | |
| Report Total: | | | | | | | 191,512.84 | |

'*'-INDICATES CHECK DISTRIBUTED TO MORE THAN ONE FUND

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

**Gem Lake Website
Proposal**

March 8, 2024





Gem Lake Website Design

Prepared for the City of Gem Lake, MN
March 8, 2024

Project Specifications and Preliminary Recommendations

Red Lily Digital will strategize, design and develop a custom website for Gem Lake, Minnesota official city website.

- The website will use the brand's logo and color scheme, with a look-and-feel that is modern and engaging, including the tools needed to create unique user experiences.
- Red Lily Digital will integrate WordPress, a fully-featured, open-source Content Management System (CMS) with a WYSIWYG editor, allowing Gem Lake admin users to log in and make updates.
- WordPress' block builder (Gutenberg) will be used to create and build pages. Site admins will be able to easily edit and create new pages based off blocks and block patterns to enhance the user experience and improve engagement.
- The website will be designed from a mobile-responsive perspective so that while it will be compatible with all modern desktop browsers, it will be designed for browsing and conversions on mobile, and every size between.
- Red Lily Digital will make recommendations on overall site architecture and may propose new content to be created, as well as consolidation, reorganization, and editing of existing content. Multiple types of website users and their distinct conversion paths will be considered, as well as user engagement strategies.
- Training and consultation make it easy for Gem Lake to have a high degree of control of the site, including editing and maintaining site content and pages, updating general information, as well as the navigation, web forms, video, images, and links to content elsewhere on the web.



Website Design & Development Process

Kickoff and Additional Discovery Meetings

We start every project by listening to your business and marketing goals to create smart, customized solutions through a collaborative process. Additional discovery meetings may be scheduled as needed for further strategy development and research.

Strategy, Site Architecture, and Wireframes

After the kickoff meeting Red Lily Digital will create a site map as well as a home and sample secondary page wireframes, showing key content areas and functionality for the website. Red Lily Digital will discuss these initial documents with Gem Lake, gather feedback, and revise the sitemap and wireframes accordingly.

Web Design

After approval on the site architecture, Red Lily Digital will begin creating a unique, custom concept for creative direction for the site, incorporating the Gem Lake color scheme, logo, and brand elements. Red Lily Digital will design key page types showing variations in the design patterns to be used site-wide. Red Lily Digital will present and discuss initial layouts with Gem Lake, and Gem Lake will have the opportunity to direct changes. Red Lily Digital will then revise these layouts, incorporating Gem Lake feedback, and create layouts for additional unique page types to be used throughout the website.

Web Development

Red Lily Digital will integrate WordPress, a fully-featured, open-source Content Management System (CMS) with a WYSIWYG editor, allowing Gem Lake admin users to log in and make updates to website pages/articles and sidebar/repeating elements, including text, links, images, forms, downloadable files, SEO/Meta content, and navigation (including publishing and unpublishing pages), via a web browser.

After approval on all mockups/layouts, Red Lily Digital will begin building the site pages in PHP/HTML/CSS on a development server. Red Lily Digital will present an initial development proof to Gem Lake for feedback, make necessary changes, and move into full development after approval. The website will be built in a scalable fashion, allowing future additional content to be added to the site and its navigation. All pages will utilize a printable stylesheet that optimizes the screen display for print format. Red Lily Digital will test on both Mac and PC platforms as well as supported browsers and mobile and tablet devices/operating systems.

All uploaded media (images, files) are viewable through an integrated Media Manager. YouTube or Vimeo video(s) can also be easily embedded.

Content Migration and Styling, & Training

Red Lily Digital will provide two 1-hour conference-based training to Gem Lake, if desired.

Going Live & Measurement Tools

In order to launch successfully and maintain any existing site performance, Red Lily Digital will ensure that 301 redirects have been created and implemented at site launch, followed by submitting sitemap(s) to Google at launch to ensure the website is crawled and re-indexed effectively. Additional go-live checklist tasks will occur to ensure that the new site launches smoothly. After final testing and approval to launch by Gem Lake, Red Lily Digital will determine an appropriate launch date and time and make the necessary DNS updates to effectively launch the new website.



Optional Deliverables

Accessibility Compliance-Related Functionality via accessiBe

Users that visit the site will have a diverse range of abilities. The solution and tooling available from accessiBe is one form of enhancing accessibility compliance that should be considered by Gem Lake. Red Lily Digital will integrate this third-party tool with the website following Gem Lake establishing its account and license to utilize accessiBe's software.

Additional support, customization and source code remediation may be performed time and materials as approved after a further discovery of requirements. In all cases, Gem Lake accepts final responsibility for any accessibility issues. Red Lily Digital recommends that regardless of compliance, all websites contain an accessibility policy which should be reviewed by Gem Lake's legal team. As part of our base project, we will create a new page that is linked within the footer of every page.

GDPR and CCPA Compliance-Related Functionality via complianz.io

Consumer privacy regulations are constantly evolving. GDPR and CCPA (a derivative of GDPR established by California legislators) are two of the more well-known acronyms for these sets of regulations, though there are many derivatives in place in other territories. The solution and tooling available from Complianz is one form of enhancing consumer privacy regulation compliance that should be considered by Gem Lake. Red Lily Digital will integrate this third-party tool with the website. Red Lily Digital recommends that regardless of compliance, all websites contain a privacy policy that includes language that addresses these regulations; Red Lily Digital can provide sample language but all privacy policy language and compliance functions should be reviewed and amended by Gem Lake's legal team. In all cases, Gem Lake accepts final responsibility for any compliance issues.

Additional Plugins

While we maintain developer licenses for many commonly used plugins and can pass that savings on to you, some premium plugins and themes require paid licenses. If you have an existing site with paid plugin or theme license needs, we will provide pricing information for your approval prior to purchase, and, in some instances, alternatives.

Budget Notes

The cost estimates detailed in this proposal are best-faith estimates based on prior experience with projects of this type. Any changes to project requirements may change these estimates. The final cost of the estimates within this document may fluctuate by 15%. If there are changes to the complexity, scope, or technical requirements, these estimates may change more significantly. In that case, we will work with the client to 1) reduce the scope of the project to meet the original cost; 2) provide a new Statement of Work or change order with adjusted schedule and fees; 3) cancel the project. Additions to scope to be priced at time/materials based on \$80/hour. All content, photography, illustration, multimedia, and other third-party licensed content/media not provided by Gem Lake or directly addressed in this proposal are additional, cost TBD depending on usage and source.

Each step in the creative and web development process requires final approval prior to starting the next step. Any additional revisions to approved steps will be defined as out of scope and may incur additional charges.

This scope of work assumes that Gem Lake is planning to launch (go live) and host the website on a Gem Lake provisioned hosting account with WP Engine or Flywheel. If Gem Lake is planning to provision an alternate hosting provider or host internally, the final deliverable of this project will be a ZIP file and database backup of the final site for Gem Lake's team to manage the launch process after file hand off. Additional launch support is available upon request, hourly.



Project Summary

Custom WordPress Website _____ \$6000

Estimated 75 hours; time and materials \$80/hour.

Red Lily Digital will design and develop your new website utilizing your brand assets and content that you provide. Red Lily Digital will build the site using WordPress as a content management system (CMS) with WordPress' Gutenberg editor building up to 20 pages. The steps to complete the website include discovery, research, information architecture, wireframes, design, development, testing, training (if desired), and site launch via WPEngine, Flywheel or file/database hand off. Website features include:

- Mobile responsive
- Site search
- Sticky header
- Video and interactive media embedding
- Optionally enabled alert bar
- Redirect implementation via CMS
- Yoast SEO plugin/tooling
- Contact Form

Accessibility (ADA) Compliance-Related Functionality via accessiBe (optional) _____ \$490/yr

Setup and install accessiBe (optional) _____ \$160

Estimated 2 hours; time and materials \$80/hour.

Includes integration of this third-party tool and solution toward achieving accessibility compliance. Estimate and third-party tool selection to be confirmed based on client requirements.

GDPR and CCPA Compliance-Related Functionality via Complianz (optional) _____ \$320

Estimated 4 hours; time and materials \$80/hour.

Includes integration of this third-party tool and solution toward achieving consumer privacy compliance. Estimate and third-party tool selection to be confirmed based on client requirements.

Additional Requests (Ad Hoc or Project-Based) _____ \$80/hr

Red Lily Digital will assist with additional requests (Ad Hoc or Project Based) that are not included in the scope listed above and will be charged at an hourly rate and invoiced monthly.



Terms and Conditions of Service

The authorized contract total, with the options Gem Lake ("Client") selected, is \$_____.

If this proposal meets with your approval, please indicate such approval by signing below and returning one copy to Red Lily Digital ("Red Lily Digital").

Services. Red Lily Digital agrees to perform the services described in this proposal (the "Services"), subject to these terms and conditions (these "Terms").

Payment Terms. Client shall pay fifty percent (50%) of all fees due to Red Lily Digital for the performance of the Services at the project start. The remaining fees will be invoiced monthly until project completion. Alternate payment schedules may be considered in some cases. Payment terms are 30 days from the date of invoice. Travel to locations outside the Minneapolis/St. Paul Metro area are not included in bid. Red Lily Digital reserves the right to modify price information quoted on proposals that are more than 60 days old. Red Lily Digital may, at its discretion, increase the cost of ongoing or recurring services by a reasonable amount due to market conditions. Client will be notified of any such price increase at least 60 days in advance. Ongoing Services will recur on a monthly basis, until such time as they are canceled in writing, by either party, with at least 30 days' notice.

Intellectual Property Provisions. Upon completion of the Services, and expressly subject to full payment of all fees, costs and out-of-pocket expenses due, Red Lily Digital hereby assigns to Client all right and title in and to any logos, illustrations, content, layouts, website code or other deliverables, in each case that are specifically created for Client pursuant to this proposal but specifically excluding Designer Tools or third-party products or software ("Deliverables"). Red Lily Digital agrees to reasonably cooperate with Client and shall execute any additional documents necessary to accomplish such assignment. Client acknowledges that Red Lily Digital has developed and continues to develop Designer Tools for use in connection with its business. To the extent Designer Tools are made available to Client or are required for the functioning or maintenance of the Deliverables: (i) Client shall have a perpetual, irrevocable right to use, copy, modify, and create derivative works of such materials solely as necessary to support the applicable Deliverables, and for no other purpose, and (ii) the Designer Tools shall remain the sole and exclusive property of Red Lily Digital and Red Lily Digital shall have the irrevocable right to use any such Designer Tools in any manner Red Lily Digital elects. For purposes of these Terms, "Designer Tools" means Red Lily Digital's ideas, concepts, know-how, expertise, methods, methodologies, functional and technical architectures, techniques or skills, systems, templates, software, code, tools, processes, concepts, configurations, designs, algorithms, documentation, data and other materials, and writings in which any of the same are fixed, that Red Lily Digital has developed or is developing in connection with its business independent of this proposal.

Indemnification by Client. Client agrees to indemnify, defend and hold harmless Red Lily Digital from any and all damages, liabilities, costs, losses or expenses in any third party claim arising from Client's (i) breach of these Terms, (ii) gross negligence or willful misconduct, (iii) infringement or misappropriation of a third party's intellectual property, and/or (iv) any third party claim that use of the Deliverables, Design Tools, or the Services fails to comply with any state or federal disability laws such as the Americans with Disabilities Act or similar laws. Limitation of Liability. In all circumstances, the maximum liability of Red Lily Digital, its directors, employees, design agents and affiliates to Client for damages for any and all causes whatsoever, and Client's maximum remedy, regardless of the form of action, whether in contract, tort or otherwise, shall be limited to the fees actually received by Red Lily Digital under this proposal. In no event shall Red Lily Digital be liable for any lost data or content, lost profits, business interruption or any indirect, incidental, special, consequential, exemplary or punitive damages arising out of or relating to the materials or the Services provided by Red Lily Digital, even if Red Lily Digital has been advised of the possibility of such damages, and notwithstanding the failure of essential purpose of any limited remedy.



Warranty Period. "Support Services" means commercially reasonable technical support and assistance to maintain and update any deliverables, including correcting any errors or deficiencies, but shall not include the development of enhancements to the deliverables or other services outside the scope of the Proposal. During the first three (3) months following the delivery of a deliverable ("Warranty Period"), if any, Red Lily Digital shall provide up to four (4) hours of Support Services at no additional cost to Client. Additional time shall be billed at Red Lily Digital's regular hourly rate then in effect upon the date of the request for additional support.

Disclaimer of Warranties. Red Lily Digital DOES NOT MAKE ANY EXPRESS OR IMPLIED WARRANTIES, INCLUDING, BUT NOT LIMITED TO, IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE RELATED TO THIS PROPOSAL OR THE SERVICES.

Maintenance and Additional Requests. Additional requests beyond the scope of this proposal will be bid separately, or as documented change orders, agreed to by the Client and Red Lily Digital and billed separately at Red Lily Digital's then-current hourly rate, it being understood that Red Lily Digital shall not be obligated to provide any such additional work. Additional requests may include additional support, account or project management beyond what is included in this proposal, or additional design or development work. Any additional requests or additional services performed by Red Lily Digital will be subject to these Terms absent a separate written agreement entered into by the parties.

Severability. Whenever possible, each provision of these Terms shall be interpreted in such manner as to be effective and valid under applicable law, but if any provision of these Terms is held invalid or unenforceable, the remainder of these Terms shall nevertheless remain in full force and effect and the invalid or unenforceable provision shall be replaced by a valid or enforceable provision.

Entire Agreement. These Terms, together with the proposal, constitutes the complete and exclusive statement of the terms and conditions of the agreement between Red Lily Digital and Gem Lake with respect to the subject matter hereof, and supersedes all oral or written proposals and all other communications, understandings, or agreements between the parties relating to the subject matter hereof.

Conflict. In the event of a conflict between the terms and provisions of this Terms and the terms and provisions of the proposal, the terms and provisions of these Terms shall control.

Governing Law; Venue. These Terms and this proposal shall be construed in accordance with the laws of the State of Minnesota without regard to conflicts of laws principles. Red Lily Digital and Seller irrevocably and unconditionally consent to the exclusive jurisdiction of the federal and state courts located in Ramsey County, Minnesota.

Acceptance

Thank you for the opportunity to submit this proposal. If you have any questions, please call me at (651) 428-4335 or, if you are ready to approve, please sign and return one copy to Red Lily Digital.

We look forward to working with you!

Sincerely,

Melinda Alvar, Principal, Red Lily Digital

Signed by:

PROPOSAL



2330 Ventura Dr. Ste. ♦Woodbury, MN ♦55125 ♦Phone (651) 773-9000 ♦Fax (651) 773-9010

| | | |
|---|--|-------------------------|
| Company Name City of Gem Lake | Phone / Fax | Date 12/17/24 |
| Street Address | Project Name Boiler Replacement | |
| City , State , Zip | Project Location GEM LAKE | |
| Attention: MELISSA LAWRENCE | Project Description BOILER REPLACEMENT | |

We propose the work you requested. Included in our quote is the following:

- Demo and dispose of existing Weil McClain Boiler with bad heat exchanger
- Furnish and Install (1) new Floor mount Lochinvar, 200,000 BTUH , 96% efficient Fire tube boiler in place
- Reconnect gas piping
- Reconnect flue and intake piping
- Furnish and install boiler pump
- Provide all power and Honeywell control wiring connections to the existing Automation system
- Provide start up and test
- All work is figured for normal hours

Applicable Rebates from Energy Company may apply to owner.

WE PROPOSE hereby to furnish material and labor - complete in accordance with above specifications, for the sum of:

Base Bid Cost: -----\$13,975.00

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Kraft Contracting, L.L.C. accepts the responsibility for the construction work only as it relates to the bid scope as detailed in the bidding documents. We exclude engineering liability for the design or code compliance of the construction. Any alteration or deviation from above specifications involving extra costs will become an extra charge over and above the estimate. Kraft Contracting, L.L.C. will not be held liable for agreements contingent upon strikes, accidents or delays beyond our control. Building owner to carry fire, property and other necessary insurance. Our workers are covered by workmen's compensation insurance. Kraft Contracting, L.L.C. will not be responsible for, nor will bid on this project; any work or cost of asbestos abatement. Building owner to provide safe work area with free access to carry out above work. All work to be performed during normal workday on straight time unless otherwise noted. 1 ½ % charged on all accounts over 30 days. As part of this Proposal, if it is required by the Contract, Kraft Contracting L.L.C. will provide commercial general liability insurance to the fullest extent of its current insurance coverage. . Kraft Contracting will not assume any insurance obligations beyond that included in its current insurance policy.

Note: Proposal may be withdrawn by us if not accepted within 30 days.

Eric Pearson,

Phone (651) 773-9000

Fax (651) 773-9010

ACCEPTANCE OF PROPOSAL - The above prices, specifications and conditions are satisfactory and hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Date of Acceptance _____ Authorized Signature _____

CORPORATE MECHANICAL

HVAC Commercial/Industrial Installation ♦ Scheduled Maintenance ♦ 24 hr Service
Energy Management ♦ Design Build Engineering

PROPOSAL

DATE: 12/17/2024
SUBMITTED TO: Melissa Lawrence
FROM: Kevin Alger
JOB NAME: Boiler Replacement
LOCATION: Gem Lake City Hall
4200 Otter Lake Rd
White Bear Lake, MN 55110

We propose the following:

We propose to provide labor and material to replace the existing boiler with a new direct replacement Weil-McLain Ultra Series 4 230,00 BTU High Efficiency boiler. The following is included in our scope:

- Disconnect and reconnect to existing venting, water piping, gas piping, electrical, & controls.
- Reuse existing system glycol.
- Furnish and install a new boiler circulating pump and system thermometers.
- Furnish and install a new gas pressure regulator.
- Recycling of the old unit.
- Permit
- Startup

COST: \$14,485.00

Excluded: Engineering
Overtime labor

All material is guaranteed to be as specified. All work to be completed in a workman like manner according to standard practices. Any alteration or deviation from above specifications involving extra cost will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance. Price is firm for 30 days.

AUTHORIZED SIGNATURE:



ACCEPTANCE OF PROPOSAL: The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

AUTHORIZED SIGNATURE: _____

DATE OF ACCEPTANCE: _____



5114 Hillsboro Avenue North ♦ New Hope, MN 55428
Phone: (763) 533-3070 ♦ Fax: (763) 533-3464 ♦ www.corporatemechanical.com



KRAFT
CONTRACTING & MECHANICAL L.L.C.

*Customized
HVAC Planned Maintenance Program
For:*

*City of Gem Lake
4200 Otter Lake Rd,
Gem Lake MN*

12/17/24

Presented to:

City Of Gem Lake

Presented by:

*Eric Pearson
Construction Manager*



Planned Maintenance Program

Date: 12/17/24

Attention: City Of Gem Lake

Equipment Location: Mechanical room/ Boiler room/ Outdoors

Project: Maintenance program

Kraft Bid

Kraft Mechanical LLC has conducted a careful analysis and survey of *City Of Gem Lake, 4200 Gem Lake RD.* mechanical systems and proposes to provide all labor and materials to perform quarterly planned maintenance on the air conditioning, heating and plumbing systems. two times yearly we will inspect the equipment to ensure proper operation and condition. A complete report will be furnished to *City of Gem Lake* at the completion of each inspection. Equipment information, operation and service performed will be included in this report. Problems encountered during the inspection and any recommendations deemed necessary to improve equipment efficiency and any other information deemed helpful to the *customer* will be included in this report.

Our services are designed to assure that the mechanical equipment will be maintained on a scheduled basis and supported by our 24-HOUR EMERGENCY SERVICE, when required.

With air conditioning and heating costs representing a major portion of a buildings annual operating cost improperly maintained systems create a greater than needed addition to the operating costs. Kraft Mechanical LLC Planned Maintenance Program can provide City Of Gem lake with the kind of planned maintenance, repair, engineering, design, installation and energy conservation studies needed to keep the mechanical systems operating at peak efficiency.

PLANNED MAINTENANCE PROGRAM

Kraft Mechanical LLC will provide the following maintenance services for the H.V.A.C., and Refrigeration system(s) comprised of the equipment listed herein.

Test and Inspect: Job labor and travel labor required to visually inspect and test the equipment to determine its operating condition and efficiency.

Planned Maintenance: Job labor and travel labor required to clean, align, calibrate, tighten, adjust and lubricate. These activities are intended to extend equipment life and assure proper operating condition and efficiency.

Initials _____



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SERVICES INCLUDED

Kraft Mechanical LLC, Planned Maintenance Program provide for the inspections and adjustments of the EQUIPMENT COVERED as necessary in our best judgement to keep the equipment operating properly, including if applicable, but not limited to:

Air Handling Systems

- X Lubricate motor bearings
- X Lubricate fan bearings
- X Check and adjust drive belts replace annually
- X Check fans and fan drive alignment
- X Check filters and note their life expectancy replace as noted
- X Check for vibrations
- X Inspect piping and valves for leaks
- X Check fan coil units
- X Check drains and drip pans, clean if necessary

Boiler

- X Check, clean and adjust boiler safety and operating controls
- X Check boiler water level
- X Check automatic valves
- X Inspect burner operation; adjust, if required
- X Clean, check and adjust burner control
- X Check convectors
- X Clean fireside tubes one per year, if needed
- X Check heating coils
- X Check, clean and adjust boiler safety and operating controls
- X Check condensate pump

Controls

- X Check all thermostats
- X Check automatic control valves
- X Tighten all electrical connections

Initials _____



EQUIPMENT COVERED

| | | | | | |
|--------------|----------------------------------|--------------------|--------------------|----------------------|----------------|
| Tag # | Air Handlers 1 & 2 | Make-McQuay | Description | Split systems | Service |
| | Frequency – Semi – Annual | | | | |

AIR FILTER MAINTENANCE

Kraft Mechanical LLC will furnish and install air filters to commensurate the design conditions of your building and equipment. Filter media for the units listed will be replaced according to the schedule of maintenance. Should experience show that equipment requires more or less frequent changes, the agreement price will be adjusted by mutual consent.

2x/yr

Coil Cleaning

Kraft Mechanical LLC will inspect, clean or wash evaporator and condenser coils on the following equipment per the following schedule. Should experience show that equipment requires more or less frequent cleanings, the agreement price will be adjusted by mutual consent.

| Tag # | Frequency | Service |
|-----------------------|------------------|--------------------|
| AHU 1 & 2 , CU1 & CU2 | 1x Annually | Inspect Clean/Wash |

Services Excluded

The Planned Maintenance Agreement excludes the following items:

- X Emergency service calls.
- X Drain cleaning.
- X Additional services, repairs and replacement parts beyond that specified in this agreement.
- X Refrigerant or compressor oil.
- X Overtime labor.
- X Warranty on existing equipment.

Initials _____



PLANNED MAINTENANCE AGREEMENT

This Planned Maintenance Agreement provides for inspections and service of the equipment specified herein (2) times per year. Should corrective measures or repairs be indicated during inspections, a report will be furnished to the authorized agent with the recommendations. Without approval of the owner or the authorized agent, work cannot be performed above the authorized limit.

We will bill Emergency service at “preferred customer” service rates. Additional services, emergency service, parts and/or replacements, any and all service calls requested by the purchaser will be billed in accordance with the Seller’s current “preferred rates” which entails a 5% discount on parts and a discounted labor rate for performing such services. The Planned Maintenance shall be performed in accordance with a prepared program of standardized maintenance routines applied to your equipment.

Price and Schedule of Maintenance

Price: Purchaser agrees to pay KRAFT MECHANICAL LLC a total sum of **\$1500.00** per year, for **Semi Annual service**, plus applicable sales tax, payable as invoiced per the schedule throughout the term of this agreement.

ADD \$500 PER YR. TO INCLUDE TWO ADDITIONAL VISITS FOR QUARTERLY SERVICE, THIS IS RECOMMENDED FOR SERVICE INTERVALS

Terms: Net (30) thirty days. Invoices prepared 1st of the month in month service is scheduled.

Schedule: Two (2) Maintenance inspections of **\$750.00** each, plus applicable sales tax. During months of November, February, May, August

Effective Date and Duration:

This agreement shall become effective immediately upon signature by the purchaser and the Seller from the date listed below and shall remain in full force and effect from such date and will be deemed automatically renewed from year to year.

Effective date of contract: 1/1/24

Purchaser’s Acceptance:

City Of Gem Lake

Seller’s Acceptance:

Kraft Mechanical LLC
2330 Ventura Drive. Woodbury MN 55125

By: _____

Contact Name

By: _____

Eric Pearson

Title: _____

Construction Vice President

Date: _____

Date: _____

Email address for invoicing _____

Initials _____



Note: The Terms and Conditions are a part of this Agreement.

Initials _____



KRAFT
CONTRACTING & MECHANICAL L.L.C.

AUTHORIZATION

Authorized agents to sign for additional work:

| | NAME | TITLE |
|----|-------------|--------------|
| 1. | _____ | _____ |
| 2. | _____ | _____ |
| 3. | _____ | _____ |
| 4. | _____ | _____ |
| 5. | _____ | _____ |

Initials _____



KRAFT
CONTRACTING & MECHANICAL L.L.C.

Terms and Conditions

1. Unless otherwise stated in this Agreement, the services contemplated will be provided only during Kraft Mechanical, LLC normal working hours; Monday through Friday, excluding holidays.
2. Client will provide Kraft Mechanical, LLC reasonable access to the area and equipment being serviced. Kraft Mechanical, LLC is not responsible for any costs relating to the removal, replacement or resurfacing of the building necessitated for access to the equipment being serviced.
3. Client will permit Kraft Mechanical, LLC to operate the equipment if necessary to perform the services contemplated by this Agreement.
4. If Kraft Mechanical, LLC performs services not required by this Agreement with the authorization of the client, the client agrees to timely pay Kraft Mechanical, LLC its prevailing rate for such service upon receipt to Kraft Mechanical, LLC itemized invoice(s).
5. If the client requests emergency service, and after Kraft Mechanical, LLC inspection, Kraft Mechanical, LLC determines that there was no equipment malfunction or that the malfunction is not one covered by this Agreement, the client agrees to timely pay Kraft Mechanical, LLC its prevailing rate for that emergency service upon receipt of Kraft Mechanical, LLC invoice(s).
6. This Agreement is for a term of one (1) year commencing on the date specified and shall continue from year to year thereafter unless terminated in accordance herewith. Either party may terminate this Agreement upon written notice to the other given at least thirty (30) days prior to the anniversary date. Kraft Mechanical, LLC may adjust its price for services rendered pursuant to this Agreement on each anniversary date to reflect changes in its labor or material costs.
7. As part of this Agreement, Kraft Mechanical, LLC is not required to make safety tests, install new devices, or equipment suppliers, governmental authorities or otherwise.
8. As part of this Agreement, Kraft Mechanical, LLC is not required to repair or to replace equipment damaged by the negligence abuse or misuse by others or for any other cause beyond Kraft Mechanical, LLC control except normal wear and tear incident to the equipment's use.
9. It is a condition precedent to Kraft Mechanical, LLC obligation under this Agreement that the equipment be in satisfactory working condition. As part of its initial inspection or seasonal start up. Kraft Mechanical, LLC will provide the client with a cost estimate to repair or replace equipment not in satisfactory working condition. Should the client not authorize Kraft Mechanical, LLC to make the repairs or replace the equipment within thirty (30) days client not authorize client's receipt of the written estimate, the equipment identified in that estimate will be eliminated from coverage and the Agreement price will be adjusted.
10. The client shall pay all sales, use, occupancy, excise, or related tax due on any service or material covered by the Agreement.
11. Kraft Mechanical, LLC may eliminate from the coverage of this Agreement any equipment that is altered, modified or changed by someone other than a Kraft Mechanical, LLC representative. The agreement price will be adjusted accordingly.
12. This Agreement only applies to the equipment or systems specifically identified herein. Kraft Mechanical, LLC is not responsible for the repair or replacement of ductwork, boiler shell and tubes, unit cabinets, boiler refractory material, electrical wiring, hydronic and pneumatic piping, structural supports, casings or any other item not normally mechanically maintainable. Kraft Mechanical, LLC is not responsible for any delay, loss or damage caused in whole in part by the unavailability of machinery, equipment, or materials; delay of carriers, strikes, lockouts, or other labor unrest; riots, wars, or other civil unrest; acts of God, fire, theft or malicious acts; corrosion, normal wear and tear or any cause beyond Kraft Mechanical, LLC control.
13. **UNDER NO CIRCUMSTANCES, WHETHER ARISING IN CONTRACT TORT (INCLUDING NEGLIGENCE) EQUITY OR OTHERWISE, WILL KRAFT Mechanical, LLC. BE LIABLE FOR LOSS OF USE, LOSS OF PROFIT, INCREASED OPERATING OR MAINTENANCE EXPENSES, CLAIMS OF CLIENTS' TENANTS OR CUSTOMERS, OR ANY SPECIAL, INDIRECT, CONSEQUENTIAL OR PUNITIVE DAMAGES.**
14. **KRAFT Mechanical, LLC MAKES NO WARRANTIES, EITHER EXPRESS OR IMPLIED WITH REGARD TO THE LABOR AND EQUIPMENT IT SUPPLIES HEREUNDER.**
15. If required by the Contract, Kraft Mechanical, LLC will provide commercial general liability insurance to the fullest extent of its current insurance coverage by naming _____ as an additional named insured. Kraft Mechanical, LLC does not assume any insurance obligations beyond that afforded by its current insurance policy.

This Agreement shall be governed by, construed and enforced in accordance with the laws of the State of Minnesota

Initials _____

CORPORATE MECHANICAL

HVAC Commercial/Industrial Installation ♦ Scheduled Maintenance ♦ 24 hr Service
Energy Management ♦ Design Build Engineering

PROPOSAL

DATE: 9/18/2024
SUBMITTED TO: Melissa Lawrence
FROM: Kevin Alger
JOB NAME: HVAC Preventative Maintenance
LOCATION: Gem Lake City Hall

We propose the following:

We propose to provide labor and material to perform semiannual preventative maintenance on the HVAC equipment at 4200 Otter Lake Road. Our cost includes: semiannual filter replacement, annual belt replacement, basic lubrications, inspection of all equipment, seasonal cooling & heating startup, and annual condenser coil cleaning.

ANNUAL COST: \$1,685.00 *Cost to be invoiced quarterly for the amount of \$421.25.

***Any repairs found to be needed during the preventative maintenance are not included in this cost and will be quoted on a time & material basis.**

Excluded: Engineering
Overtime labor

All material is guaranteed to be as specified. All work to be completed in a workman like manner according to standard practices. Any alteration or deviation from above specifications involving extra cost will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance. Price is firm for 30 days.

AUTHORIZED SIGNATURE:



ACCEPTANCE OF PROPOSAL: The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

AUTHORIZED SIGNATURE: _____

DATE OF ACCEPTANCE: _____



Section 1

Building Permits and Inspections

Building Permit Fees: Building permit fees are either flat fee or based on current state valuation costs, plus Minnesota state surcharge. Permit fees not listed in the flat fee chart are based on valuation. See fee charts below.

**Building Permit Fees Based on Valuation
Minnesota Statute 326B.153 Building Permit Fees**

| Total Valuation | | | State Building Permit Fees Based on Valuation |
|-----------------|----|----------------|---|
| \$1.00 | to | \$500.00 | \$29.50 |
| \$501.00 | to | \$2,000.00 | \$28.00 for the first \$500.00 plus \$3.70 for each additional \$100.00 or fraction thereof, to and including \$2,000.00 |
| \$2,001.00 | to | \$25,000.00 | \$83.50 for the first \$2,000.00 plus \$16.55 for each additional \$1,000.00 or fraction thereof, to and including \$25,000.00 |
| \$25,001.00 | to | \$50,000.00 | \$464.15 for the first \$25,000.00 plus \$12.00 for each additional \$1,000.00 or fraction thereof, to and including \$50,000.00 |
| \$50,001.00 | to | \$100,000.00 | \$764.15 for the first \$50,000.00 plus \$8.45 for each additional \$1,000.00 or fraction thereof, to and including \$100,000.00 |
| \$100,001.00 | to | \$500,000.00 | \$1,186.65 for the first \$100,000.00 plus \$6.75 for each additional \$1,000.00 or fraction thereof, to and including \$500,000.00 |
| \$500,001.00 | to | \$1,000,000.00 | \$3,886.65 for the first \$500,000.00 plus \$5.50 for each additional \$1,000.00 or fraction thereof, to and including \$1,000,000.00 |
| \$1,000,001.00 | to | \$5,000,000.00 | \$6,636.65 for the first \$1,000,000.00 plus \$4.50 for each additional \$1,000.00 or fraction thereof, to and including \$5,000,000.00 |
| \$5,000,001.00 | to | and up | \$9,436.65 for the first \$5,000,000.00 plus \$3.70 for each additional \$1,000.00 or fraction thereof |

Plan Review Fee: Multiply 65% (0.65) × the Building Permit Fee (listed above)

**Building Permit Surcharge Based on Valuation
Minnesota Statute 326B.148 Surcharge**

| Total Valuation | | | State Building Permit Surcharge Based on Valuation |
|-----------------|----|----------------|---|
| \$1.00 | to | \$1,000,000.00 | equivalent to one-half mill (.0005) of the value |
| \$1,000,001.00 | to | \$2,000,000.00 | \$500 plus two-fifths mill (.0004) of the value |
| \$2,000,001.00 | to | \$3,000,000.00 | \$900 plus three-tenths mill (.0003) of the value |
| \$3,000,001.00 | to | \$4,000,000.00 | \$1,200 plus one-fifth mill (.0002) of the value |
| \$4,000,001.00 | to | \$5,000,000.00 | \$1,400 plus one-tenth mill (.0001) of the value |
| \$5,000,001.00 | to | and up | \$1,500 plus one-twentieth mill (.00005) of the value |

Total Fee = Building Permit Fee + Plan Review Fee + Building Permit State Surcharge ***

Other Inspection and Fees:

- | | |
|--|--|
| 1. Inspections outside of normal business hours | \$100.00 per hour (minimum charge 2 hrs) * |
| 2. Re-Inspection Fees | \$100.00 per hour (minimum charge 2 hrs) * |
| 3. Inspections for which no fee is specifically indicated | \$100.00 per hour (minimum charge 2 hrs) * |
| 4. Additional plan review required by changes, additions or revisions to plans | \$100.00 per hour (minimum charge 2 hrs) * |
| 5. For use of outside consultants for plan checking and inspections, or both | Actual Costs ** |

Residential Flat Fee Building Permits

Permits are based on the fees below, plus \$1.00 state surcharge.

| Permit Type | Permit Fee | Last Adjusted | Comments |
|---|------------------------------|---------------|---------------------------------|
| Basement Finish | \$175.00 | 1/1/2023 | Surcharge is based on Valuation |
| Deck | \$125.00 | 1/1/2023 | Surcharge is based on Valuation |
| Demolition – Residential | \$250.00 \$125.00 | 1/1/2025 | Surcharge is based on Valuation |
| Door(s) | \$125.00 | 1/1/2023 | |
| Drain Tile | \$125.00 | 1/1/2023 | Surcharge is based on Valuation |
| Egress Window(s) - New | \$125.00 | 1/1/2023 | Surcharge is based on Valuation |
| Grading / Excavating - Commercial < 1 Acre | \$225.00 | | |
| Grading / Excavating - Commercial 1 Acre to 2 Acres | \$350.00 | | |
| Grading / Excavating - Commercial 2 Acres and Up | \$450.00 | | Per Every 2 Acres |
| Grading / Excavating - New Residential Development | \$100.00 | | Per lot |
| Grading / Excavating - Residential | \$100.00 | | |
| Moving a Building | \$1,000.00 | | |
| Pergola/Gazebo | \$125.00 | 1/1/2023 | Surcharge is based on Valuation |
| Radon | \$125.00 | 1/1/2023 | |
| Roofing | \$125.00 | 1/1/2023 | |
| Siding | \$125.00 | 1/1/2023 | |
| Solar Photovoltaic (PV) System | \$175.00 | 1/1/2023 | |
| Swimming Pool – Above Ground | \$125.00 | 1/1/2023 | Surcharge is based on Valuation |
| Swimming Pool – Below Ground | \$175.00 | 1/1/2023 | Surcharge is based on Valuation |
| Window(s) | \$125.00 | 1/1/2023 | |

Section 2

Electrical Permits

Homeowners and Electrical Contractors: Complete an electrical permit form available from the Building Inspections Division. Add \$1.00 for State surcharge to the total cost of each permit. The fee is the total of the listed fees or the total number of inspection trips × \$50.00, whichever is greater.

Residential panel replacement is \$110.00, sub panel \$50.00

New service of power supply is:

| | |
|--|---------|
| 0 to 300 Amp | \$55.00 |
| 400 Amp | \$71.00 |
| Add \$16.00 for each additional 100 Amps | |

Circuits and Feeders:

| | |
|---|---------|
| 0 to 100 Amp | \$9.00 |
| 101 to 200 Amp | \$15.00 |
| Add \$6.00 for each additional 100 Amps | |

Minimum Fee:

Minimum permit fee is \$50.00 plus \$1.00 State surcharge. This is for one inspection only. Minimum fee for rough-in and final inspection is \$100.00 plus \$1.00 State surcharge.

Maximum Fee:

Maximum fee for single family dwelling or townhouse not over 200 Amps (No max if service is over 200 Amps) is \$200.00 plus \$1.00 State surcharge. Maximum of 2 rough-in's and 1 final inspection. (Failed inspections are an additional \$50.00 each)

Apartment Buildings:

Fee per unit of an apartment or condominium complex is \$90.00. This does not cover service, unit feeders or house panels.

Swimming Pools and Hot Tubs:

\$100.00 plus circuits at \$9.00 each. This includes 2 inspections

Additions, Remodels or Basement Finishes:

\$100.00 this includes up to 10 circuits and 2 inspections

Residential Accessory Structures:

The greater of \$55.00 for panel plus \$9.00 per circuit of \$100.00 for 2 inspections

Traffic Signals:

\$8.00 per each standard

Street and Parking Lot Lights:

\$5.00 per each standard

Transformers and Generators:

\$5.00 up to 10kva, \$45.00 11kva to 74kva, \$60.00 75kva to 299kva, over 299kva is \$165.00

Retrofit Lighting:

\$0.85 cents per fixture

Sign Transformer or Driver:

\$9.00 per transformer

Low voltage fire alarm, low voltage heating and air conditioning control wiring:

\$0.85 cents per device

Re-Inspection Fee in addition to all other fees:

\$50.00

Solar fees:

| | | | |
|----------------|----------|-------------------|--|
| 0kw to 5kw | \$90.00 | 5.1kw to 10kw | \$150.00 |
| 10.1kw to 2 kw | \$225.00 | 20.1kw to 30kw | \$300.00 |
| 30.1kw to 40kw | \$375.00 | 40.1kw and larger | \$375.00 plus \$25.00 for each additional 10kw |

Electronic inspection fee for these items only:

Furnace, air conditioning, bath fan, fireplace or receptacle for water heater vent is \$40.00.

Refunds must be requested in writing. No refund unless more than the minimum fee. Refund are minus the cities 20% handling fee.

THE PERMIT FEE IS DOUBLED IF THE WORK STARTS BEFORE THE PERMIT IS ISSUED.

Minimum fee permits expire in 6 months.

Permits over the minimum fee and up to \$250.00 expire in 1 year.

Commercial Electrical Fees: The fee is 1% of the valuation with a minimum of \$125.00 per trip plus the state surcharge of .0005 × valuation

| Description | Fee Calculation | Permit Fee |
|---|-----------------|------------|
| Re-Inspection fee (in addition to all other fees) | \$50.00 | |
| Investigative fee (working without permit) the fee is doubled | | |
| Refunds issued only for permits over: | \$100.00 | |

Solar fees for PV System

| | |
|---------------------------------------|--|
| 0-5,000 watts | \$90.00 |
| > 5,000 watts to 10,000 watts | \$150.00 |
| > 10,000 watts to 20,000 watts | \$225.00 |
| > 20,000 watts to 30,000 watts | \$300.00 |
| > 30,000 watts to 40,000 watts | \$375.00 |
| Additional increments of 10,000 watts | \$25 (for each additional \$10k increment) |

Section 3

Fire Protection

Residential and Commercial Permit Fees

Fee is 1% of the valuation with a minimum of \$125.00 and a surcharge of .0005 × valuation. Permit types are listed below.

| Permit Type | Permit Fee | Comments |
|--|------------|------------------|
| Installation of Aboveground Storage Tank(s) | See Above | Updated 1/1/2024 |
| Installation of Underground Storage Tank(s) | See Above | Updated 1/1/2024 |
| Modification of Aboveground Storage Tank(s) | See Above | Updated 1/1/2024 |
| Modification of Existing Fire Sprinkler System | See Above | Updated 1/1/2024 |
| Modification of Existing Fire Suppression System | See Above | Updated 1/1/2024 |
| Modification of Underground Storage Tank(s) | See Above | Updated 1/1/2024 |
| New Fire Alarm System | See Above | Updated 1/1/2024 |
| New Fire Sprinkler System | See Above | Updated 1/1/2024 |
| New Fire Suppression System | See Above | Updated 1/1/2024 |
| Removal of Aboveground Storage Tank(s) | See Above | Updated 1/1/2024 |
| Removal / Abandonment of Underground Storage Tank(s) | See Above | Updated 1/1/2024 |
| Replacement of Fire Alarm System | See Above | Updated 1/1/2024 |

Section 4

Mechanical Permits

Residential Mechanical Permit Fees

Permits are based on the fees below, plus \$1.00 state surcharge.

| Permit Type | Permit Fee | Comments |
|--|------------|----------|
| Addition | \$175.00 | |
| Air Conditioner (new or replacement) | \$75.00 | |
| Air Conditioner & Furnace (new or replacement) | \$75.00 | |
| Boiler | \$75.00 | |
| Fireplace – No Gas Line | \$75.00 | |
| Fireplace including Gas Line | \$125.00 | |
| Furnace (new or replacement) | \$75.00 | |
| Garage Heater | \$125.00 | |
| Gas Line – Only | \$75.00 | |
| Geothermal Systems | \$75.00 | |
| New Construction | \$300.00 | |
| Remodel/Alteration | \$125.00 | |
| Replacement/Other | \$75.00 | |
| Swimming Pool Heaters | \$75.00 | |
| Water Heater | \$75.00 | |

Commercial Heating, Ventilation and A/C Permit Fees

Fee is 1% of the valuation with a minimum of \$125.00 and a surcharge of .0005 × valuation

Section 5

Plumbing Permits

Residential Plumbing Permit Fees

Permits are based on the fees below, plus \$1.00 state surcharge.

| Permit Type | Permit Fee | Comments |
|---|------------|----------------------|
| Addition | \$175.00 | |
| Back Flow Prevention Device – Annual Testing per Device | \$50.00 | (administrative fee) |
| Back Flow Prevention Device – New | \$75.00 | (per device) |
| Back Flow Prevention Device – Repair | \$75.00 | (per device) |
| Back Flow Prevention Device – Replacement | \$75.00 | (per device) |
| New Construction | \$350.00 | |
| Remodel/Alteration | \$125.00 | |
| Water Heater | \$75.00 | |
| Water Softener | \$75.00 | |

Commercial Flat Fee Plumbing Permits

| Permit Type | Permit Fee | Comments |
|---|------------|----------------------|
| Back Flow Prevention Device – Annual Testing per Device | \$50.00 | (administrative fee) |
| Back Flow Prevention Device – New | \$75.00 | (per device) |
| Back Flow Prevention Device – Repair | \$75.00 | (per device) |
| Back Flow Prevention Device – Replacement | \$75.00 | (per device) |

Commercial Plumbing Permit Fees

Fee is 1% of the valuation with a minimum of \$125.00 and a surcharge of .0005 × valuation

Section 6

Septic Permits

Residential Septic Permit Fees

| Permit Type | Permit Fee | Comments |
|--|----------------------------|--------------------|
| Abandon Subsurface Sewage Treatment Systems (SSTS) | \$125.00 | |
| Install New Subsurface Sewage Treatment Systems (SSTS) | \$300.00 | |
| Repair Subsurface Sewage Treatment Systems (SSTS) | \$75.00 | |
| Replace Subsurface Sewage Treatment Systems (SSTS) | \$125.00 | |
| ISTS Septic Inspection (performed annually) | \$40.00 \$45.00 | Effective 1/1/2025 |
| ISTS Re-Inspection | \$80.00 | |

Section 7

Sewer & Water Permits

Residential Sewer & Water Permit Fees

Permits are based on the fees below, plus \$1.00 state surcharge.

| Permit Type | Permit Fee | Comments |
|-----------------------------------|------------|----------|
| New Outside Sewer Line | \$75.00 | |
| New Outside Water & Sewer Line | \$125.00 | |
| New Outside Water Line | \$75.00 | |
| Open Cut of Road to Tap Main | \$75.00 | |
| Repair Outside Sewer Line | \$75.00 | |
| Repair Outside Water & Sewer Line | \$125.00 | |
| Repair Outside Water Line | \$75.00 | |
| Sewer Tap | \$175.00 | |
| Sewer & Water Tap | \$225.00 | |
| Sewer Re-Inspection Fee | \$80.00 | |
| Water Tap | \$175.00 | |

Commercial Sewer & Water Permit Fees

Fee is 1% of the valuation with a minimum of \$125.00 and a surcharge of .0005 × valuation

Sewer and Water Connection Fees

Buildings or dwellings existing or constructed in the City of Gem Lake must connect to the municipal water and sanitary sewer system so long as it is reasonably available. Commercial buildings must connect within one (1) year and residential buildings must connect within ten (10) years from the time a connection is available to any such property.

Metropolitan Council Sewer Availability Charge (SAC) units and fees are established by the Metropolitan Council per state statute MN 473.517. Prior to connecting to public utilities, the owner or representative must pay the following fees:

Sewer Connection Fees

| Dwelling Type | Fees | Comments |
|---|---------------------|---|
| Single Family Dwellings | \$75.00 | Plus SAC per unit (Sewer Changeover Permit from Septic or New Construction) |
| Two-Family Dwellings | \$75.00 | Plus SAC per unit (Sewer Changeover Permit from Septic or New Construction) |
| Sewer Availability Charge (SAC) - City | \$1,000.00 per unit | As established by the City |
| Sewer Availability Charge (SAC) – Met Council | \$2,485.00 | As established by the Metropolitan Council |

Water Connection Fees

| Dwelling Type | Fees | Comments |
|--|---------------------|---|
| Single Family Dwellings | \$75.00 | Plus WAC per unit (Water Changeover Permit from Well or New Construction) |
| Two-Family Dwellings | \$75.00 | Plus WAC per unit (Water Changeover Permit from Well or New Construction) |
| Water Availability Charge (WAC) – Gem Lake | \$1,500.00 per unit | As established by the City |

Commercial Sewer & Water Connection Fees

Fee is 1% of the valuation with a minimum of \$125.00 and a surcharge of .0005 × valuation, plus SAC and WAC per unit

Section 8

Stormwater

| Permit Type | Permit Fee | Comments |
|--|------------|----------|
| Public – Linear Projects | \$100.00 | Per mile |
| Public – Stormwater Pond | \$100.00 | |
| Residential – New Home Construction | \$450.00 | |
| Residential – Addition Remodel (excavation less than 1,000 cubic feet) | \$100.00 | |
| Commercial (less than 5 acres) | \$1,500.00 | |
| Commercial (more than 5 acres) | \$2,000.00 | |

Section 8.9

Zoning Permits

Residential Zoning Permit Fees

| Permit Type | Permit Fee | Comments |
|----------------------------------|------------|----------|
| Driveway | \$75.00 | |
| Fence | \$75.00 | |
| Patio / Impervious Surface | \$75.00 | |
| Accessory Building < 200 sq. ft. | \$75.00 | |
| Retaining Wall | \$75.00 | |
| Tank Removal | \$250.00 | |

Commercial Zoning Permit Fees

| Permit Type | Permit Fee | Comments |
|--|-------------------|----------|
| Driveway/Parking Lot | \$150.00 | |
| Fence | \$150.00 | |
| Retaining Wall | \$150.00 | |
| Sign Permit: | | |
| Temporary Sign | \$50.00 per sign | 60 days |
| Comprehensive Sign Plan | \$500.00 | |
| New Sign for new business | \$50.00 per sign | |
| New Sign for a Non-Profit | No fee | |
| On new stand or existing lighting or Electronic Sign | \$500.00 | |
| Relocation of Sign | \$100.00 per sign | |
| Replacement of Sign-Same Business | \$50.00 per sign | |

Section 9.10

Community Development / Planning

| Fee Type | Fee | Comments |
|---|---|------------------------|
| Appeals or Adjustments | \$100.00, plus \$1,000.00 escrow for review | |
| Garden Overlay Permit (IUP) | \$100.00 | Years two and forward |
| Maps & Photos: | | |
| Aerial Photos, laminated | \$600.00 per photo plus postage | |
| 2' Topographical Map | \$400.00 – paper plus postage | |
| 2' Topographical Map Set – CD-ROM | \$400.00 plus postage | |
| Non-Conforming Use Permit | \$600.00, plus \$1,000.00 escrow for review | |
| Planned Unit Development (PUD) | | |
| 5-10 acres | \$4,000.00, plus \$4,000.00 escrow for review | |
| 10 + acres | \$5,000.00, plus \$5,000.00 escrow for review | |
| Requested Comprehensive Plan Amendment | \$2,000.00, plus \$6,000.00 escrow for review | |
| Requested Conditional or Interim Use Permit | \$275.00 | |
| Requested Rezoning of Land/Zoning Ordinance Amendment | \$200.00, plus \$600.00 escrow for review | |
| Zoning Compliance Permit | \$200.00, plus \$1,500.00 escrow for review | |
| Requested Subdivision of Land | | |
| Minor Subdivision (2-3 lots) | \$500.00 | Plus \$1,000.00 Escrow |
| Major Subdivision (4 plus lots) | \$500.00 per lot created | Plus \$1,000.00 Escrow |
| Lot combination or lot line adjustment | \$500.00 | Plus \$1,000.00 Escrow |
| Requested Variance | \$500.00 | |
| Zoning Administrator Fee | \$100.00/hr | Minimum 1 Hour |

NOTE:

All subdivision of land is subject to a park dedication fee. See the Subdivision Ordinance (Section 5.4) for details

Forms for most of these matters are available on the City of Gem Lake web page at www.gemlakemn.org

Escrow amounts for expenses are used to pay for outside consultants hired by the City to help evaluate items provided for a specific action as well as publication for public hearings and other such expenses. Excess money not used will be returned to the person who paid the escrow at the end of the project. Expenses that exceed the escrow amount will be billed to the applicant at the end of the project.

A Late Charge of \$35.00 plus 1% per month will be charged if payment for services billed is not paid within 30 days after invoicing. This billing will be updated every 30 days until it is paid.

Section 10 11

City Sewer and Water Rates

| City Sewer Charges | Fee | Comments |
|-------------------------------|-------------------------------------|---------------------------|
| Commercial Sewer User Charge | \$220.00/SAC unit (\$55.00/quarter) | Annual (Updated 1/1/2024) |
| Industrial Sewer User Charge | \$220.00/SAC unit (\$55.00/quarter) | Annual (Updated 1/1/2024) |
| Residential Sewer User Charge | \$220.00/SAC unit (\$55.00/quarter) | Annual (Updated 1/1/2024) |
| Metered Sanitary Sewer Charge | \$4.08 | Per 1,000 gallons |

| City Sewer and Water Charges (White Bear Lake Connection) | Fee | Comments |
|---|----------------------------|------------------------------------|
| Water Charges | | |
| To White Bear Lake | \$500.00 | |
| To Gem Lake WAC Charge | \$1,000.00 | |
| A quarter to Gem Lake plus Water Charge | \$15.00 | |
| Utility Rates Water (White Bear Lake Water) | | |
| Water Rates – Base Charge | \$55.00 \$25.00 | Per WAC Unit Effective 1/1/2025 |
| Volume (Usage Charge) | | |
| 1-6,000 gallons | \$14.25 | Flat Fee |
| 6,001-20,250 gallons 1-15,000 gallons | \$2.40 \$5.25 | Per 750 gallons Effective 1/1/2025 |
| 20,251-56,250 gallons 15,0001-25,000 gallons | \$2.50 \$6.60 | Per 750 gallons Effective 1/1/2025 |
| Over 56,251 gallons Over 25,001 gallons | \$2.60 \$8.25 | Per 750 gallons Effective 1/1/2025 |
| Water State Surcharge | \$2.43 | |
| State Sales Tax (on city water usage, commercial only) | 7.875% 8.38% | Effective 1/1/2025 |
| Utility Rates Sewer | | |
| Sewer Rates | | |
| Base Rate | \$55.00 | Per SAC Unit |
| 1-6,000 gallons | \$40.40 | Flat Fee |
| Over 6,000 gallons | \$5.05 | Per 750 gallons |

| City Sewer and Water Charges (Vadnais Heights Connection) | Fee | Comments |
|---|----------------------------|--------------------------------------|
| Utility Rates Water (Vadnais Heights Water) | | |
| Water Rates – Base Charge | \$55.00 \$25.00 | Per WAC Unit Effective 1/1/2025 |
| Volume (Usage Charge) | | |
| 1-15,000 gallons | \$8.10 \$7.00 | Per 1,000 gallons Effective 1/1/2025 |
| 15,001-25,000 gallons | \$10.15 \$8.75 | Per 1,000 gallons Effective 1/1/2025 |
| Over 25,001 gallons | \$12.75 \$11.00 | Per 1,000 gallons Effective 1/1/2025 |
| Irrigation Account | | |
| Base Rate | \$55.00 \$25.00 | Effective 1/1/2025 |
| Over 50,000 gallons | \$10.75 \$9.50 | Per 1,000 gallons Effective 1/1/2025 |
| Water State Surcharge | \$2.43 | |
| State Sales Tax (on city water usage, commercial only) | 7.875% 8.38% | Effective 1/1/2025 |
| Water inspection Charges | \$25.00 | |
| Utility Rates Sewer | | |
| Sewer Rates | | |
| Base Rate | \$55.00 | Per SAC Unit |
| Volume (Usage) charge per 1,000 gallons | \$10.00 \$7.00 | Effective 1/1/2025 |
| Winter Usage – 6,000 gallon minimum | | |

NOTE: Sewer use charges not paid within 30 days after the due date will be charged the following services charges which are added to amount due:

Residential: 10% of the amount due in each billing period (billing period is every three months)

Commercial / Industrial: 10% per month if not paid within one month after it is due

If 2 quarters of sewer charges (1/2 year) have not been paid when due, or if over \$100.00 of sewer charges are overdue, then a penalty charge of \$25.00 for up to \$250.00 in arrears or \$50.00 for amounts greater than \$250.00 will be added to the amount due.

Delinquent Utility Administrative Charge:

Any utility fees 30 days or more delinquent as of July 31st of each year shall be certified to the assessment rolls of the Ramsey County Auditor for payment along with the property taxes, and the City is authorized to collect an administrative charge to perform this service.

Administrative Charge:

\$50.00 per account

Section 11.12

City Licenses

| Alcohol Licenses | Fee | Comments |
|--|------------|---|
| 3.2 Malt Liquor | | |
| 3.2 Malt Liquor On-Sale (including Brew Pup On-Sale Malt) | \$2,000.00 | Annually |
| 3.2 Malt Liquor Sunday On-Sale | \$200.00 | Annually, State Maximum (M.S. 340A.504) |
| 3.2 Malt Liquor Off-Sale (including Brewer Off-Sale Malt) | \$200.00 | Annually |
| Intoxicating | | |
| Liquor On-Sale (including Brew Pub On-Sale, Brewer Taproom Microdistiller On-Sale) | \$2,000.00 | Annually, this fee applies to combination on-sale/off-sale intoxicating liquor licenses |
| Liquor Sunday On-Sale | \$200.00 | Annually, State Maximum (M.S. 340A.504) |
| Liquor Off-Sale (including Microdistiller Off-Sale Liquor) | \$200.00 | Annually, State Maximum is \$240.00 (M.S. 340A.408, subd. 3) |
| Golf Course, Wine, Culinary Classes | | |
| 9-Month Golf Course Liquor On-Sale | \$1,500.00 | Annually |
| 9-Month Golf Course Liquor Sunday On-Sale | \$150.00 | Annually |
| Wine On-Sale | \$1,000.00 | Annually, (M.S. 340A.408, subd. 2(c)) |
| Culinary Class Limited On-Sale | \$200.00 | |
| Temporary | | |
| One Day Consumption and Display Permits | \$25.00 | State Maximum (M.S. 340A414s subd. 9) |
| On-Sale Intoxicating Liquor | \$75.00 | |
| 3.2 Malt Liquor | \$25.00 | |
| Off-Sale Wine | \$75.00 | |
| Brewer On-Sale Intoxicating Liquor | \$75.00 | |
| Microdistiller On-Sale Intoxicating Liquor | \$75.00 | |
| Investigation Fee for New On-Sale Liquor | | Actual Cost of Investigation, up to \$10,000. |

| Business Licenses | Fee | Comments |
|---|-------------|--|
| Adult Use | \$5,000.00 | Annually |
| Adult Use Investigation of License | \$2,000.00 | |
| Adult Use Change of Owner/Officer | \$500.00 | |
| Adult Use Origination Fee | \$2,000.00 | |
| Business License | \$100.00 | Annually |
| Kennel License (Business Boarding Kennel) | \$300.00 | Annually |
| Pawnbroker License | \$5,000.00 | Annually |
| Pawnbroker License Investigation Fee | \$500.00/hr | Minimum 1 hour |
| Peddlers, Solicitors and Transient Merchants Annual | \$100.00 | |
| Peddlers, Solicitors and Transient Merchants 1-14 Days | \$50.00 | |
| Peddlers, Solicitors and Transient Merchants Background | \$50.00 | Up to two people, then \$20 each additional person |

| Tobacco and Related Products Licenses | Fee | Comments |
|--|------------|--|
| Edible Cannabinoid Products License | \$125.00 | Annually |
| Edible Cannabinoid Products Application and Background | \$500.00 | Initial Request and when a new owner is brought in |
| Tobacco | \$200.00 | Annually |

| Animal Licenses | Fee | Comments |
|--|------------|---|
| Chicken/Fowl Keeping Up to 5 Chickens | \$25.00 | |
| Chicken/Fowl Keeping Up to 5 Chickens - Renewal | \$15.00 | Annually |
| Chicken/Fowl Keeping Up to 25 Chickens | \$50.00 | |
| Chicken/Fowl Keeping Up to 25 Chickens - Renewal | \$15.00 | Annually |
| Dog License New | \$10.00 | Per Dog (Maximum of 3) |
| Dog License Renewal | \$10.00 | Annually Per Dog (Maximum of 3) |
| Dog License Lost/Replacement Tag | \$5.00 | |
| Dog License Potentially Dangerous Dog Fee | \$120.00 | Annually, Plus \$10.00 Registration Fee |
| Dog License Dangerous Dog Fee | \$500.00 | Annually, Plus \$10.00 Registration Fee |
| Pigeon Keeping License | \$100.00 | Annually |
| Stable License Personal Stable – three or less animals | \$50.00 | Annually |
| Stable License Unlimited Stable – four or more animals | \$85.00 | Annually |

| Contractor Licenses (If not licensed with the State) | Fee | Comments |
|---|---------------------|---------------------|
| Automatic Underground Sprinkler System Installer | \$100.00 | Annually |
| Blacktopping & Cement (City Roads) | \$100.00 | Annually |
| Commercial General Construction | \$100.00 | Annually |
| Demolition | \$100.00 | Annually |
| Excavating & Grading | \$100.00 | Annually |
| Fence | \$100.00 | Annually |
| Mechanical | \$100.00 | Annually |
| Outside Sewer & Water Installation | \$100.00 | Annually |
| 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 w/ liquor license plus \$5,000.00 escrow |
| Utility Permit for Work in Right-of-Way City Area | \$200.00 | Per Request |

Section 12 13

Miscellaneous

| Administrative Offenses | Fee | Comments |
|---|---------------------|--|
| Penalties for Alcohol, Tobacco, and Nicotine 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, Tobacco, and Nicotine 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 | | |
| 4-7 False Alarms | \$50.00/occurrence | In one (1) calendar year Jan1 – Dec 31 |
| 8 plus 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 | |
| Small Conference Room (Fri-Sun) | | |
| Room Fee | \$50.00/hr (minimum 2 hours) | |
| Cleaning/Staffing Fee | \$25.00/hr (minimum 2 hours) | |
| Refundable Deposit | \$50.00 | |

| Administration | Fee | Comments |
|---|---|--|
| Administrative Charge | \$50.00 | |
| Copying Documents | | |
| 1 to 100 Pages | \$0.25/page | MN Statutes, Section 13.03 |
| 1 to 100 Pages – Double Sided | \$0.50/page | MN Statutes, Section 13.03 |
| Over 100 Pages | Actual Cost of Data Collection & Copies | MN Statutes, Section 13.03 |
| Document Research | \$100.00/hr | Minimum 15 minutes |
| Mailing (Postage) and Packaging of Documents and Plans | \$40.00 | |
| Property Assessment and Searches | | |
| Property Assessment Searches | \$50.00 | Per Address/PIN |
| If needed within 24 Hours | \$100.00 | Per Address/PIN |
| Return Check Charges | \$30.00 | |
| Use of City Professional Services | | |
| Outside Consultants (Planner, Engineer, Attorney, etc.) | Actual Cost to the City | |
| Zoning Administrator | Actual Cost to the City | Minimum 1 hour |
| Miscellaneous Fees | Fee | Comments |
| Burning Permit | Refer to the City of White Bear Lake page for permit and fees | |
| Comprehensive Plan, Local Water Management Plan, Water Distribution or Sewer Plan | \$200.00 | Per Document plus Postage |
| City Codes or Ordinances | As indicated on the front page of said document | |
| Land Mining (400 yards or more) | \$2,500.00, plus \$3,000.00 escrow for review | |
| Tree & Vegetation Permits | | When a building permit has not been issued |
| Per Development/Subdivision | \$1,500.00 | |
| Escrow for Review | \$3,000.00 | |
| Per Building Site | \$250.00 | |
| Escrow for Review | \$750.00 | |

White Bear Township Fees for Services to the City of Gem Lake

Flat rate of \$95.00 per hour for all services (Accounting Clerk/Receptionist, Building Inspector, Clerk Treasurer, Finance Analyst and Officer, Para Legal Secretary, Planner, Secretary Receptionist, Public Works Director and all public works staff)

Section 13.14

Other Inspections & Fees

| Fee Type | Fee | Comments |
|---|---|--------------------|
| Building Plan Check Fee | 65% of Building Permit Fee | |
| Building Plan Check Fee for Similar Plans | 25% of Building Permit Fee | |
| Plan Check Fee for Decks / Pergola / Gazebo | \$50.00 | |
| Street Maintenance Escrow – New Residential Construction | \$800.00 | |
| Street Maintenance Escrow – New, Expansion or Addition for Commercial Buildings | \$5,000.00 | |
| Erosion Control Escrow – Residential Construction | \$1,200.00 | |
| Erosion Control Escrow – Commercial | \$5,000.00 | |
| Soil Erosion Control Inspection | \$200.00 | |
| Fire Inspections | \$100.00 per unit | Includes follow-up |
| Inspections Outside of Normal Business Hours | \$100.00/hr | Min Charge 2 Hrs |
| Re-inspection Fees | \$100.00/hr | Min Charge 2 Hrs |
| Investigation Fee | Up to the value of the permit with a min of \$95.00 | |
| State Surcharge – Fixed Fee Permit | \$1.00 | |
| State Surcharge 1,000,000 or less | .0005 × Valuation | |

Refund Policy

Request for refund must be in writing within 60 days of permit issuance. No more than 50% of the permit fee will be refunded. No refunds for plan review fees. The State Surcharge is 100% refundable. See the Electrical Permits section for information on electrical permit refunds.



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



2025

**Gem Lake City Council and Planning Commission
 Meeting Schedule**

| | | | |
|---|---|--|---|
| January 01/13/2025 01/14/2025 01/21/2025 | City Council Workshop – 7 p.m. Planning Commission Meeting – 7 p.m. City Council Meeting – 7 p.m. | July 07/08/2025 07/14/2025 07/15/2025 | Planning Commission Meeting – 7 p.m. City Council Workshop – 7 p.m. City Council Meeting – 7 p.m. |
| February 02/10/2025 02/11/2025 02/18/2025 | City Council Workshop – 7 p.m. Planning Commission Meeting – 7 p.m. City Council Meeting – 7 p.m. | August 08/11/2025 08/12/2025 08/19/2025 | City Council Workshop – 7 p.m. Planning Commission Meeting – 7 p.m. City Council Meeting – 7 p.m. |
| March 03/10/2025 03/11/2025 03/18/2025 | City Council Workshop – 7 p.m. Planning Commission Meeting – 7 p.m. City Council Meeting – 7 p.m. | September 09/08/2025 09/09/2025 09/16/2025 | City Council Workshop – 7 p.m. Planning Commission Meeting – 7 p.m. City Council Meeting – 7 p.m. |
| April 04/08/2025 04/14/2025 04/15/2025 | Planning Commission Meeting – 7 p.m. City Council Workshop – 7 p.m. City Council Meeting – 7 p.m. | October 10/13/2025 10/14/2025 10/21/2025 | City Council Workshop – 7 p.m. Planning Commission Meeting – 7 p.m. City Council Meeting – 7 p.m. |
| May 05/12/2025 05/13/2025 05/20/2025 | City Council Workshop – 7 p.m. Planning Commission Meeting – 7 p.m. City Council Meeting – 7 p.m. | November 11/10/2025 11/11/2025 11/18/2025 | City Council Workshop – 7 p.m. Planning Commission Meeting – 7 p.m. City Council Meeting – 7 p.m. |
| June 06/09/2025 06/10/2025 06/17/2025 | City Council Workshop – 7 p.m. Planning Commission Meeting – 7 p.m. City Council Meeting – 7 p.m. | December 12/08/2025 12/09/2025 12/16/2025 | City Council Workshop – 7 p.m. Planning Commission Meeting – 7 p.m. City Council Meeting – 7 p.m. |

**Gem Lake Heritage Hall
 Scheduled Office Closures**

| | | | |
|--|--|---|---|
| January 01/01/2025 01/20/2025 | New Year’s Day (Monday) Martin Luther King Jr. Day (Monday) | July 07/04/2025 | Independence Day (Friday) |
| February 02/17/2025 | President’s Day (Monday) | August | |
| March | | September 09/01/2025 | Labor Day (Monday) |
| April | | October | |
| May 05/26/2025 | Memorial Day (Monday) | November 11/11/2025 11/27/2025 11/28/2025 | Veteran’s Day (Tuesday) Thanksgiving (Thursday) Day After Thanksgiving (Friday) |
| June 06/19/2025 | Juneteenth (Thursday) | December 12/24/2025 12/25/2025 | Christmas Eve (Wednesday) Christmas Day (Thursday) |

2025 Cost of Living Adjustment.

While a cost of living (COLA) increase is not guaranteed each year, the 2025 budget includes a 5% COLA adjustment for the City Clerk. The Social Security COLA for 2025 is 2.5%, while the Minnesota COLA is currently estimated at 3.2%. The current inflation rate is estimated at 2.6%.

The action tonight is to discuss a possible COLA increase for 2025 to be effective with the first payroll cycle in January 2025.

Annual Institute for Building Officials – 2025 Program at a Glance

| | | | | | | | |
|----------|---------------------|--------------|---------------|--------------------|------------|----------|--|
| Home | Program at a Glance | Registration | Collaborators | Planning Committee | | | |
| Building | Housing | Permit Tech. | Mechanical | Plumbing | Electrical | Elevator | |

Monday, January 13, 2025

8:00–9:30 a.m. – State of the State

Gregory Metz, Minnesota Department of Labor and Industry

9:45 a.m.–3:30 p.m. – Beyond the Complete Permit Tech Over-the-Counter Plan Reviews

Moderator: *Brianna Freeman*
Speaker: *Gil Rossmiller, Shums Coda*

11:15 a.m.–12:15 p.m. – Lunch
1:45–2:00 p.m. – Break
3:30 p.m. – Adjourn

Registration – AIBO 2025

| | | |
|--------------|---------------|--------------------|
| Registration | Collaborators | Planning Committee |
|--------------|---------------|--------------------|

Registration Fees

Daily Participant Fee: \$175 (before January 4); **\$200** (starting January 4)

Note: The following class has a higher registration fee:

- 15. Special SSTS – Friday, January 17: \$300 before Jan. 4; \$325 starting Jan. 4

The daily registration fee includes instruction, handout materials, parking, continental breakfast, lunch, and breaks, and CE credit through the MN Department of Labor and Industry, ICC, MPCA, and the University of Minnesota.

Online Registration

Use the online registration when registering yourself or multiple people using a credit card or UMN EFS.

Marriott Guestroom Reservations and AMBO Group Rate

All guest rooms are two-room suites. AMBO group-rate reservations are **available through January 20, 2025**. The **AMBO Group Rate** is \$139 per day plus applicable taxes and is available for the dates of the Institute, starting Sunday, February 9, 2025, and ending Friday, February 14, 2025.

- Reserve your room [on-line](#) (Preferred):
- Or, call the reservation line, 1.877.303.1681, and request the Group Rate for the AMBO Conference.

Registration Information

Registration is Online Only: Register at www.iccsafe.org/RegionIII.

IMPORTANT! Registration Closes: Monday, February 3, 2025, the week prior to the event.

Walk-In Registration: Walk-in registration (as classroom space allows) opens onsite Monday, February 10, 2025, at 7 am.

Daily Registration Rates:

- *The on-site registration includes continental breakfast, breaks, and lunch.*
- *Registration closes Monday, February 3, 2025.*

Daily Rate: \$235 each day for one, two or three days.

Multi-Day Discount: \$200 for each day for four or five days.

Early-Bird Rate: \$200 per day **if registered by Monday, January 13, 2025.**

Walk-In Rate: \$250 per day. *Popular sessions may fill and may close early.*

Cancellation/Refund Policy and Point-of-Contact for Questions: Submit cancellation and refund requests by email to learn@iccsafe.org. For registration questions, email learn@iccsafe.org or call ICC at 888.422.7233, extension 33821.

Chapter President's Special: ICC Chapter Presidents may take advantage of a complimentary day of attendance at the Institute. Contact Jerry Backlund, AMBO Chair, at jbacklund@hastingsmn.gov.

Scholarships: Six 1-day scholarships for Interns or Minnesota BIT program participants are available. Contact Jerry Backlund, AMBO Chair, at jbacklund@hastingsmn.gov for more details.

Special Events

AMBO General Membership Meeting

The AMBO General Membership Meeting will be after class on Monday, February 10. All are welcome. Plan to attend! Location to be announced.

Trade Show

Wednesday is "Trade Show Day." Vendors from throughout the area will showcase their products and provide timely and relevant information. Visit participating vendors and welcome them to the Institute.

ICC Resource Center

The ICC Resource Center will be on-site throughout the day on Wednesday and on Thursday with a wide assortment of Code books as well as ICC merchandise. Check it out!

ICC Region III Chapter Meeting

The Region III Chapter of ICC will hold their annual membership meeting on Wednesday during lunch. Location to be announced.

AMBO Board Meeting

The AMBO Board of Directors will hold an on-site Board Meeting. Time and Location to be determined.

**We look forward to seeing new faces and renewing past acquaintances
at this unique, networking and training opportunity!**

TRACK 4 – BUILDING: ESSENTIALS TO KNOW

MONDAY 2/10/2025

Practical Energy Examples for Plan Review Submittal and Field Inspection **Session 541**

What should I be providing on the plans and what should I be looking for when reviewing a residential or commercial project to get the desired results in the field by the contractors and inspectors for energy compliance? We are going to review these questions with examples from plans and pictures from the field, both good and maybe not so good.

Instructor: Gil Rossmiller (Shums Coda)

TUESDAY 2/11/2025

2021 IBC Building Classifications **Session 542**

This class addresses the key issues of the 2021 International Building Code (IBC) regarding the proper classification of buildings. The process for correctly evaluating a building for code compliance relies on a systematic approach to the determination of occupancy classification and construction type. Everything starts with the correct building classification! A clear understanding of the classification process provides the groundwork for the proper application of many other important code provisions. Participants will be able to assign the appropriate occupancy classification, use Table 601 to assist in building classification, and gain an understanding of the varied provisions of Chapter 5 regarding allowable building heights and areas.

Instructor: Doug Thornburg (ICC)

WEDNESDAY 2/12/2025

Single-Family Homes from Application to Occupancy **Session 543**

Construction of single-family, detached homes is quite a process. From planning to application to execution to inspection, there are many steps along the way. Like a dance, a beautiful performance comes from smooth steps timed by everyone in the group. Mutual understanding and respect for each professional involved and a good grasp of the choreography helps ensure no one trips up. Learn the steps of building a new home in this brand-new class. No formal wear required!

Instructor: Glenn Mathewson (BuildingCodeCollege.com)

THURSDAY 2/13/2025

Deck Design and Plan Review **Session 544**

New prescriptive deck design codes have been developed and fine-tuned since the 2015 edition, with more developments on the horizon. Learn all the details and design flexibility in the 2021 IRC for deck construction from someone that was part of their development. This course will take you through a sample deck plan review that will capture a broad extent of what Section R507 can offer your community.

Instructor: Glenn Mathewson (BuildingCodeCollege.com)

FRIDAY 2/14/2025

IBC Multi-Family Construction **Session 545**

Overview of the requirements for multi-family dwellings in the International Building Code. Type V-A construction may be the most difficult type of construction to build a structure by. This seminar discusses the design, construction and inspection of Group R-2 occupancies including, building planning, fire-resistive rated construction, fire protection requirements and means of egress requirements.

Instructor: Gil Rossmiller (Shums Coda)

Region III



INVITES YOU

To Attend the Annual Membership Meeting

Wednesday During Lunch

Location to be Announced

All classes are on-site with a select few that are also Virtual – .