



**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](mailto:city@gemlakemn.org)



**City Council Meeting – January 21, 2025**

**Call to Order of City Council Meeting**

By Mayor Artig-Swomley at 7: \_\_\_\_ p.m.

**Call of Roll**

Artig-Swomley \_\_\_\_\_ Cacioppo \_\_\_\_\_ Patrick \_\_\_\_\_ Johnson \_\_\_\_\_ Lindner \_\_\_\_\_

**Swearing in of New Councilmembers**

**Approve Agenda and Minutes**

- Accept the Agenda for the January 21, 2025, City Council Meeting
- Approve the Minutes from the December 17, 2024, City Council Meeting
- Accept the Minutes from the January 14, 2025, Planning Commission Meeting

**Special Presentations/Public Hearings**

- Dr Gail Cederberg – Metropolitan Council Member, District 11

**Consent Agenda**

- Resolution #2025-001 2025 Gem Lake Appointments List
- Resolution #2025-002 January 2025 Donation to White Bear Lake Area Food Shelf
- Monthly Financial Report(s)
- Claims

**Committee Reports**

- Planning Commission

**Old Business**

- Newsletter Updates / Topics / Suggestions
- White Bear Lake Public Safety Contract Discussion
- Code Enforcement Issues Discussion

**New Business**

- Special Home Occupation Request – 3907 Tessier Road
  - Resolution #2025-003 – Approval of Special Home Occupation License
- Office of Cannabis Management
- Ordinance on Cannabis & CBD Sales & Distribution
- Tobacco and Edible Cannabinoid Products Licenses
  - Resolution #2025-004 Puff N Stuff Dispensary Tobacco License 2025
  - Resolution #2025-005 Puff N Stuff Dispensary Edible Cannabinoid Products License 2025
- MPCA Recent Well Testing
- Vadnais Heights Public Hearing for PUD at 0 Labore Road (PID #283022430031)
- Cintas AED Program
- 2025 Elected Leaders Institute
  - < 2 years' experience – Foundational Program – Plymouth Cohort Feb. 21-22
  - 2 + years' experience – Advanced Program – Plymouth Cohort Feb. 21-22
- MCFOA Conference Clerk Training – 3/19 – 3/21



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- Spring Window Cleaning Quote
- Future Charitable Gambling Donations
  - White Bear Lake Emergency Food Shelf

**Community Outreach to Other Cities and Government Bodies**

**Presentations from the Public, 2 minutes maximum**

**Open Items for Council Members to Bring Up**

**Future Council Meetings**

- Next City Council Meeting, Tuesday, February 18, 2025
  - Attendance Inquiry
- Next City Council Workshop, Monday, February 10, 2025 – CANCELED

**Adjournment** – The meeting adjourned at \_\_\_\_\_

**City of Gem Lake  
City Council Meeting – December 17, 2024  
Meeting Minutes**

Mayor Gretchen Artig-Swomley called the meeting to order at 7:00 p.m. Councilmembers Jim Lindner, Laurel Amlee, and Ben Johnson were present. Councilmember Len Cacioppo was not present. Also present: City Attorney Kevin Beck, City Treasurer Tom Kelly, Acting City Clerk Melissa Lawrence, high school students Blue Kurkoski, Lydia Pearson, Priscilla Robles, Ashtyn Arendts, Ivory Xiong, Tanner Edstrom, Dylan Paulson, Jevin Vang, Joseph Glauvitz, Jerold Wright, Aeryl Eha, Kate Fuhrman, Megan Hulla, Natalie Steernsland, Ben Watson, Dylan Perm, Charles Harowicki, Evelyn Lynch, Lisa Calbrieth, Connor Ceach, and resident Jim Wilson, Dustin Marks, and Sarah Ernhart.

**December 17, 2024, Agenda**

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

**Minutes**

A motion was introduced by Councilmember Lindner, seconded by Councilmember Johnson to approve the November 19, 2024, City Council Meeting Minutes. Motion carried 4-0.

**Special Presentations/Public Hearings**

**Truth in Taxation Public Hearing**

City Treasurer Tom Kelly gave an overview of the 2025 budget and property tax levy for the City of Gem Lake. 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 near 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 (a decrease of \$45.18) and the 2024 final levy amount of \$1,529.81 (an increase of \$150.56).

Mayor Artig-Swomley informed those in attendance that the Council would begin with the Truth-in-Taxation public hearing, and that they public would have a chance to provide input on the topic. Councilmember Lindner introduced a motion to open the Truth-in-Taxation public hearing at 7:14 p.m., seconded by Councilmember Johnson. Motion carried 4-0.

One of the students in attendance asked how often the budget is redone? Every month? City Treasurer Tom Kelly answered that it is completed annually and cannot go above the approved proposed budget in October, but it can go down.

Another one of the students in attendance asked how are the increases determined? City Treasurer Tom Kelly answered that the contracted cities set budgets and send those numbers to the City of Gem Lake and those numbers are used to help budget for Gem Lake. A follow-up questions was asked if it was necessary for Gem Lake to contract out these services instead of having its own police and fire? City Treasurer Tom Kelly answered that it is more ethical for Gem Lake to contract it out to surrounding cities because the cost of operating one out of such a small city would be very great.

Another one of the students in attendance asked what happens to the money if there is a surplus? City Treasurer Tom Kelly answered that it would go back to the general fund, and it would be used to supplement to help bring down the tax levy for the next year.

The public and Council had no other comment.

Councilmember Lindner introduced a motion to close the Truth-in-Taxation public hearing at 7:19 p.m., seconded by Councilmember Amlee. Motion carried 4-0.

**Resolution #2024-0028 Accepting 2025 Budget & Levy**

The City Council is asked to approve (pass) Resolution #2024-0028, Adopting the Final 2025 General Fund Budget and Property Tax Levy. Councilmember Lindner introduced a motion to approve the 2025 General Fund Budget and Property Tax Levy, seconded by Councilmember Johnson. Motion carried 4-0.

**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**

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 Johnson. Motion carried 4-0.

### **Committee Reports**

Planning Commission did not meet in December and had nothing to report.

### **Old Business**

#### **Newsletter Updates / Topics / Suggestions**

Mayor Artig-Swomley shared that the Newsletter will be sent to the printers before the City Clerk goes on vacation. Waiting to add one additional story.

#### **Website Rebuild Quote**

Red Lily Digital is honoring the quote that was given earlier in March 2024 for a website rebuild. The Council put it on hold until later in the year so that it could be budgeted for in 2025. The quote for a custom website is \$6,000.00 with a couple additional optional cost items that can be added on later if desired. Councilmember Lindner introduced a motion to approve the quote for \$6,000.00 for a website rebuild, seconded by Councilmember Amlee. Motion carried 4-0.

#### **White Bear Lake Public Safety Contract Discussion**

City Attorney Kevin Beck wrote a letter to White Bear Lake and has yet to hear anything back. Up to this point the City of Gem Lake has paid the principal and are asking to discuss the options for paying the interest. White Bear Township has also sent a letter and has not heard back. City Attorney Kevin Beck will reach out for an update.

#### **Code Enforcement Issues Discussion**

City Attorney Kevin Beck shared that the property owner has hired an attorney and has filed some exhibits. These exhibits include pictures from neighboring properties with what they consider to be code violations. The homeowner feels as though they are being targeted because of their religious materials. The homeowner is open to letting the City Building Official do an inspection as part of the rental license.

#### **Current Development Projects**

Mayor Artig-Swomley shared that KIA is moving along with the new building, but they have been needing some coaching along the way to ensure the correct permits are being pulled and what documents are required before proceeding. The city and staff are helping as much as possible.

There is a company that has approached the city about wanting to put a carwash at 61 and County Road E. This type of development is not currently allowed in the city's comp plan. The Mayor and the City Planner met with the company recently to discuss their plan. While it is not currently permitted, it doesn't mean they can't apply and try.

### **New Business**

#### **MS4 Discussion**

The city missed holding the required MS4 public hearing for 2024. It was suggested that a public hearing be scheduled earlier in the year 2025 to go over both 2024 and 2025.

#### **Boiler Quotes**

The boiler at Heritage Hall needs replacement. It is no longer safe to continue to operate. The City Clerk obtained quote from Corporate Mechanical in the amount of \$14,485.00, and from Kraft Mechanical in the amount of \$13,975.00. Councilmember Lindner introduced a motion to approve the quote from Kraft Mechanical in the amount of \$13,975.00, seconded by Councilmember Amlee. Motion carried 4-0.

The City of Gem Lake currently uses Corporate Mechanical as its HVAC Maintenance company, but the service has not been the greatest as of lately. The City Clerk requested a quote from Kraft Mechanical,

which is also used by White Bear Township. The Township is happy with the service they receive, and the City Clerk thinks it would be a good idea to keep contractors the same as much as possible since Heritage Hall is also used and owned by the Township. The quote for service is similar to what the city currently pays Corporate Mechanical. Councilmember Lindner introduced a motion to accept the quote from Kraft Mechanical to take over as the new HVAC Maintenance company for Heritage Hall, seconded by Councilmember Amlee. Motion carried 4-0.

#### **2025 Fee Schedule Updates Approval**

A few changes to the fee schedule to take place in 2025 include utility (water, sewer, septic) fees and adding a section for stormwater permits. Councilmember Lindner introduced a motion to approve the fee schedule changes for 2025, seconded by Councilmember Johnson. Motion carried 4-0.

#### **2025 Meeting Schedule**

City Clerk Melissa Lawrence shared the 2025 meeting schedule with the Council. Councilmember Lindner introduced a motion to approve the 2025 meeting schedule, seconded by Councilmember Johnson. Motion carried 4-0.

#### **2025 COLA Discussion**

City Treasurer Tom Kelly presented the Council with the numbers for the federal COLA for 2025. An increase of 2.5% is being suggested. Councilmember Lindner introduced a motion to approve the 2.5% COLA increase effective January 1, 2025, seconded by Councilmember Johnson. Motion carried 4-0.

#### **Clerk Training**

**University of Minnesota Annual Institute of Building Officials – Permit Technicians – 1/13/2025**

**ICC Region III Upper Great Plains – 2/12/2025**

Training is available for the City Clerk to attend in January and February 2025. Councilmember Lindner introduced a motion to approve the training for the City Clerk, seconded by Councilmember Amlee. Motion carried 4-0.

#### **Future Charitable Gambling Donations**

**White Bear Lake Emergency Food Shelf**

Mayor Artig-Swomley suggested that the Council donate in January \$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 Johnson. Motion carried 4-0.

#### **Community Outreach to Other Cities and Government Bodies**

Councilmember Johnson shared that the Corridor committee did not meet, but plan to meet in January 2025 with an open house. Councilmember Johnson will share that information of the open house when it is scheduled. Mayor Artig-Swomley asked that members of the Council go and tour the new Community Food Shelf location. City Attorney Kevin Beck shared that Vadnais Heights is in the process of briefing their appeal for the DNR lawsuit and will address Gem Lakes request after that.

#### **Presentation from the Public, 2 Minutes Maximum**

None

#### **Open Items for Council Members to Bring Up**

None

#### **Future Council Meetings**

City Council, Tuesday, January 21, 2025. City Council Workshop, Monday, January 13, 2025, is CANCELED.

**Attendance Inquiry**

At this time all in attendance will be at the December meeting, with the exception of Councilmember Amlee.

**Adjournment**

Being there no further business, following a motion from Councilmember Lindner, seconded by Councilmember Amlee, the meeting adjourned at 7:55 p.m.

*Respectfully submitted, Melissa Lawrence*

**City of Gem Lake  
Planning Commission Meeting – January 14, 2025  
Meeting Minutes**

Planning Commission Chair Don Cummings called the meeting to order at 7:00 p.m. Commission Members Art Pratt, Derek Wippich and Stephanie Farrell were present with one vacancy. Also present: City Planner Evan Monson, City Attorney Kevin Beck, Acting City Clerk Melissa Lawrence, Councilmember Joshua Patrick, and residents Isaac Nelson, Rich and Roberta Pientka, Dustin Marks and Sarah Ernhart.

**January 14, 2025**

A motion was introduced by Commissioner Pratt to accept the agenda, seconded by Commissioner Wippich. Motion carried 4-0.

**Minutes**

A motion was introduced by Commissioner Pratt, seconded by Commissioner Wippich to approve the November 12, 2024, Planning Commission Meeting minutes. Motion carried 4-0.

**Public Hearings**

**Special Home Occupation Request – 3907 Tessier Road**

City Planner Evan Monson summarized the request for the special home occupation. The applicant is proposing to use their detached garage as part of a home occupation. The plans submitted by the applicant call for utilizing their existing detached garage as a home photo studio for a pet photography business; the applicant currently runs the business out of a commercial space in Minneapolis. The applicant states in their narrative that the driveway serving the detached garage can accommodate at least four cars, while the ‘main’ driveway on the property can accommodate five to six cars. Customers per day on-site vary; the applicant anticipates at most four customers on-site in a day and having an average of two on-site customers per week. Most sessions are scheduled for Saturdays between noon and 5pm, with occasional appointments after 5pm. Home Occupations in the city are regulated by Ordinance 134. The ordinance breaks home occupations into three tiers: occupations that require no license or permit, occupations that require a license, and occupations that require a conditional use permit (CUP). Due to the applicant’s home occupation having occasional on-site customers, the request requires a home occupation license.

Commissioner Pratt introduced a motion to open the public hearing at 7:07 p.m., seconded by Commissioner Wippich. Motion carried 4-0.

Residents Rich and Roberta Pientka voiced their many concerns regarding this home occupation being granted. Some of the concerns included the amount of traffic driving along the newer paved street down a dead-end street. Applicant Sarah Ernhart shared that her property is located at the entrance of the street and cars should not be having to drive down the whole length of the street. Another concern was regarding the possibility of expanding into more than just photography of pets and adding grooming and the sale of pet products. Ms. Ernhart shared that she has no interest in expanding into any other avenues and the Commission stated if that was ever the case additional licenses would need to be obtained.

Ms. Ernhart shared that she has been doing pet photography for 20 years. Of the 60 to 80 sessions, she has annually, roughly only 20 to 40 of them would take place on site at her property in Gem Lake. Most photography sessions last between 30-60 minutes, and typically involve one or two dogs per client. There is rarely any barking, and most dogs don’t make any noise at all. Most sessions are scheduled for Saturdays between 12pm-5pm, although on occasion some clients need to come in the evenings, as late as 7pm. The driveway leading to the detached garage can accommodate up to 4 vehicles, so there would be no on-street parking.

City Planner Evan Monson assured the public that this request does fall within the ordinance regulations and will limit the applicant on what it can do. No signs are allowed to be placed on the property based on the current sign ordinance.



The public had no other comments.

Commissioner Pratt introduced a motion to close the public hearing at 7:21 p.m., seconded by Commissioner Wippich. Motion carried 4-0.

City Planner Evan Monson explained to the Commission that they have three (3) options they can take regarding the application, 1) recommend approval of the request by the City Council, with or without conditions, 2) recommend denial of the request by the City Council, with findings for denial, and 3) table the request for further review/study. City Planner Evan Monson recommends the commissioners recommend approval of the requested Special Home Occupation for 3907 Tessier Road, with the following conditions: 1) the applicant's Home Occupation shall adhere to the requirements of Ordinance No. 134, 2) the applicant's Home Occupation shall adhere to other applicable local, State, and Federal requirements, and 3) the applicant shall pay all fees and escrows associated with this request.

Commissioner Pratt introduced a motion to recommend approval with the conditions set by City Planner Evan Monson, seconded by Commissioner Wippich. Motion carried 4-0.

### **Old Business**

None

### **New Business**

#### **Ordinance No. 131 – Consolidated Land Use Discussion**

Acting City Clerk Melissa Lawrence shared with the Commission that over the next couple months or year that review of the bulky Ordinance No. 131 needs to be reviewed to ensure its accuracy. Some of the pictures and information within the ordinance may be dated. Instead of waiting until sections become very outdated it is best to look over sections every couple of years. City Planner Evan Monson reiterated this and asked the Commission to let staff know what sections they believe may need to be looked over first. Review of this ordinance will take many months, and city staff would like to make sure that the ordinance is in line with the what the city would like to see in the comprehensive plan.

### **Open Items for Commission Members to Bring Up**

None

### **Future Meetings**

City Council Meeting, Tuesday, January 21, 2025, at Heritage Hall, and Planning Commission Meeting, Tuesday, February 11, 2025, at Heritage Hall.

#### **Attendance Inquiry**

Commissioner Cummings surveyed the Commission to see if any of the members would have any issues attending the February 11 meeting. At that time Commissioner Farrell will not be in attendance. Commissioner Wippich will not be able to attend the March 11 meeting.

### **Adjournment**

There being no further business, following a motion from Commissioner Pratt, seconded by Commission Wippich, the meeting adjourned at 7:35 p.m.

*Respectfully submitted, Melissa Lawrence*

**Serving a Thriving Region**



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*Emma Dvorak*  
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January 2025 <https://metrocouncil.org>




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**Draft Agenda** **Gem Lake**



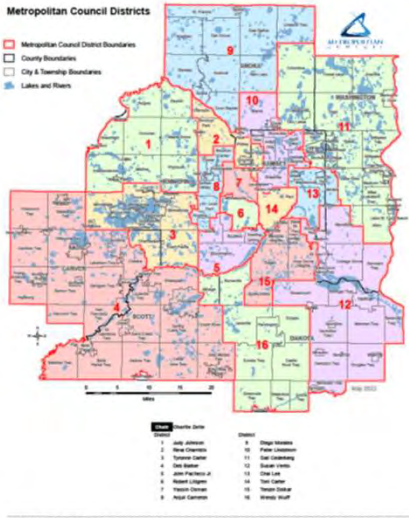
- Introductions
- Twin Cities Metropolitan Region
  - Metropolitan Council District 11
  - City of Gem Lake – Suburban (same as 2040 Plan)
- Metropolitan Council
  - 2050 Development Guide - Vision and Core Value
  - Services
- Project Updates
- Questions/Comments

Metropolitan Council

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# Twin Cities Metropolitan Region



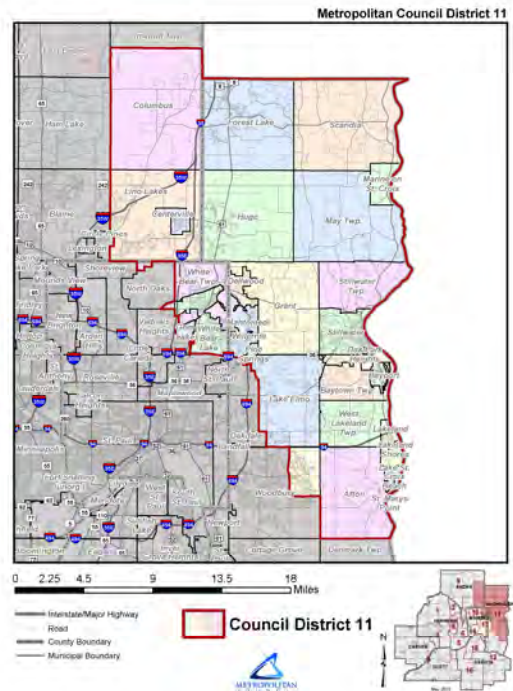
## Fast Facts

- 7 Counties
- 16 Met Council Districts
- 182 Cities and Townships
- People from 11 federally recognized Tribal Nations and many other Indigenous communities
- Just over 3.2 million people as of 2023
- Projected growth of +610,000 people by 2050

Metropolitan Council

# Metropolitan Council District 11

- My Committee assignments:
  - Environment Committee
  - Management Committee
- Council’s representative on:
  - Clean Water Council  
<https://www.pca.state.mn.us/air-water-land-climate/clean-water-council>
  - Clean Water Council Policy Committee
- Council and Partner Work Groups:
  - MAWSAC – water supply advisory committee
  - White Bear Lake Area Comprehensive Plan
  - Washington County – Parks, Groundwater, Transportation, Community Development
  - DNR North and East Metro Groundwater Area



## Metropolitan Council – Our History



- Created in 1967 as a “regional solution to regional problems,” like:
  - Water quality concerns and wastewater treatment;
  - Sprawl into sensitive natural areas and uncoordinated planning and economic development; and
  - Fiscal inequality between local governments, which threatened essential service delivery.
- Governor Harold LeVander shared that the “Council was created to do a job which has proved too big for any single community.”
- Over the 57 years since the Council was created, we have taken on additional regional policy and service delivery responsibilities.

Metropolitan Council

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## MN Statute Requires a Regional Development Guide

The Metropolitan Council shall prepare and adopt, after appropriate study and such public hearings as may be necessary, **a comprehensive development guide** for the metropolitan area.....  
 (Metropolitan Land Planning Act: Minn. Stat. 473.145)

- Every 10 years, the Council – now preparing Imagine 2050
  - Prepares system plans for land use, parks, water resources and transportation
  - Adopts policy plans for Housing and Water Supply policy plans
- The Council’s role is to help facilitate the orderly development of the metropolitan region through convening and bringing together communities, and developing a shared vision for the region enacted through regional policy.



Metropolitan Council

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# 2050 Regional Planning Vision

## Imagine 2050 Vision:

*A prosperous, equitable, and resilient region with abundant opportunities for all to live, work, play and thrive.*

## Core Values

- Our Region is Equitable, Inclusive, and Welcoming
- Our Communities are Healthy, Safe, and Vibrant
- We Lead on Addressing Climate Change
- We Protect and Restore Natural Systems



Metropolitan Council

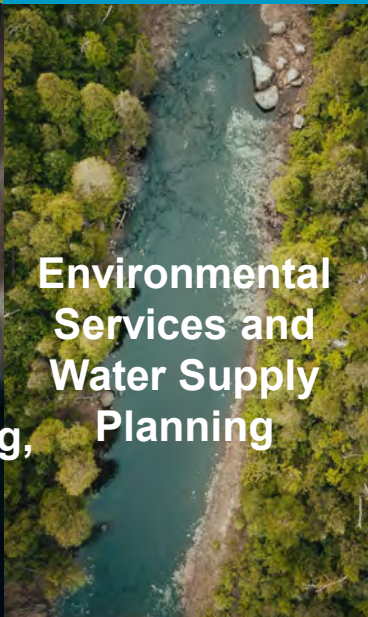
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# Long-Range Planning and Services



**Land Use Planning,  
Community  
Development,  
Housing, Parks**



**Environmental  
Services and  
Water Supply  
Planning**



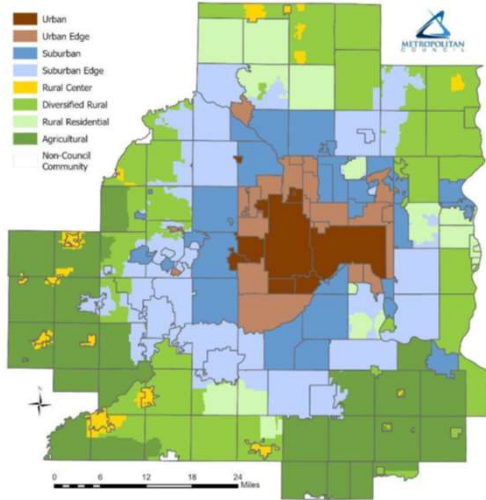
**Transportation  
Planning and  
Services**

Metropolitan Council

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## 2050 Land Use Designations (90% draft)



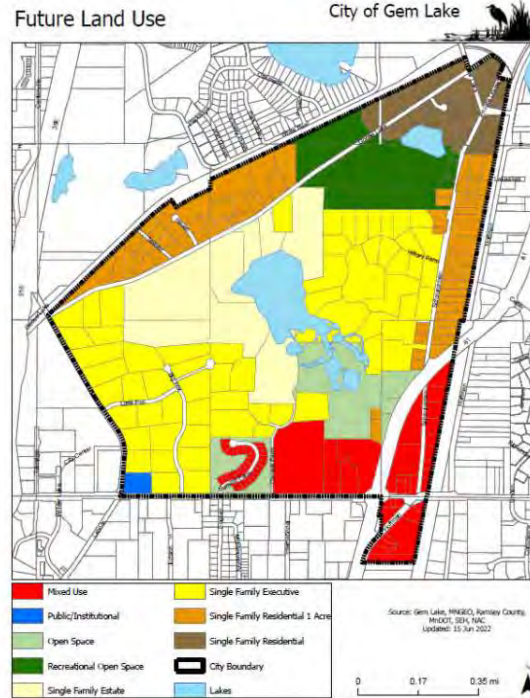
- Gem Lake remains classified as Suburban
- Minimum Density of 7 in 2050 Plan
- No changes to Gem Lake’s 2040 MUSA (Metropolitan Urban Service Area)

Metropolitan Council

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## 2040 Land Use Plan Gem Lake



Metropolitan Council

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## Regional Parks: Many Adventures Close to Home

- 56 regional parks and park reserves –
  - In January 2024 supported the purchase of the 248-acre Kelley Farm parcel; continues to provide bonding support for the Lake Elmo Park Reserve and a new hilltop shelter facility at St. Croix Bluffs Regional Park.
- 8 special recreation features
- Nearly 55,000 acres open for public use
- Regional trails totaling nearly 400 miles
- 63.3 million visits in 2019, millions more than the Mall of America
- By 2040, we plan to expand the regional parks system to nearly 70,000 acres and 1,100 miles of trails

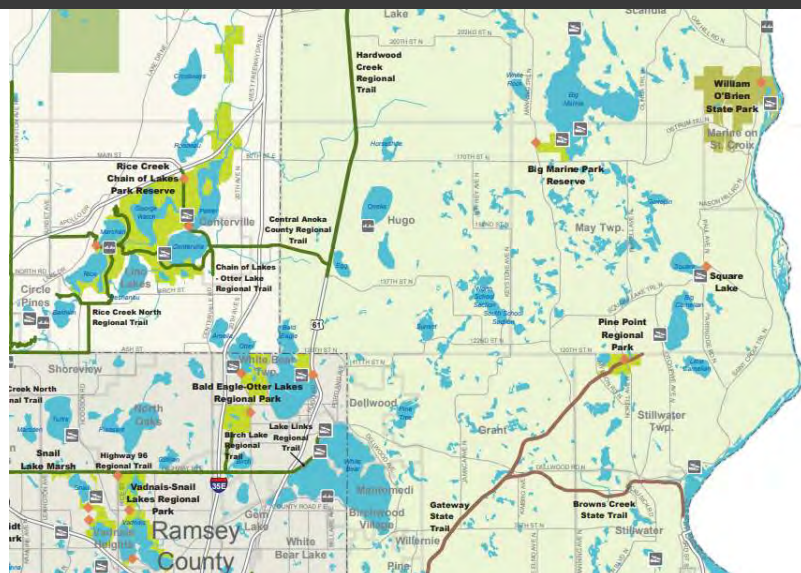


Metropolitan Council

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## Regional Parks in the Area



Metropolitan Council

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## Regional Water Resource Management



*Providing wastewater services and integrated planning to ensure sustainable water quality and water supply for the region.*

- Funding and Grants: water efficiency and municipal and private property inflow and infiltration grants.
- White Bear Lake Area Comprehensive Plan
- We own, operate, and maintain the Twin Cities metro regional wastewater collection and treatment system, which includes:
  - 635 miles of regional sanitary sewers
  - 230 metering stations
  - 60 lift stations
  - 9 wastewater treatment facilities
  - 250 million gallons/day
- Capital Budget 2023-2028 is \$243 million.

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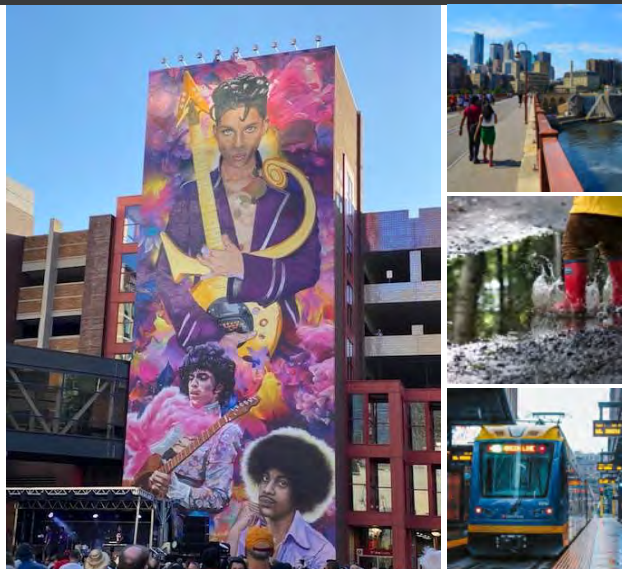
## Transportation Responsibilities

### Planning

- Serves as the region's federally required **Metropolitan Planning Organization**
- Performs long-range **transportation system planning**
- Shorter term federal transportation funds programming with the **Transportation Advisory Board**

### Transit Operations

- Provide, contract for, and coordinate **metropolitan transit operations**
- Provide financial assistance to other **regional transit providers**



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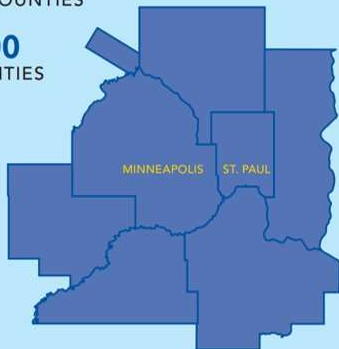


# About Metro Transit

## AREA SERVED

7+ COUNTIES

90 CITIES

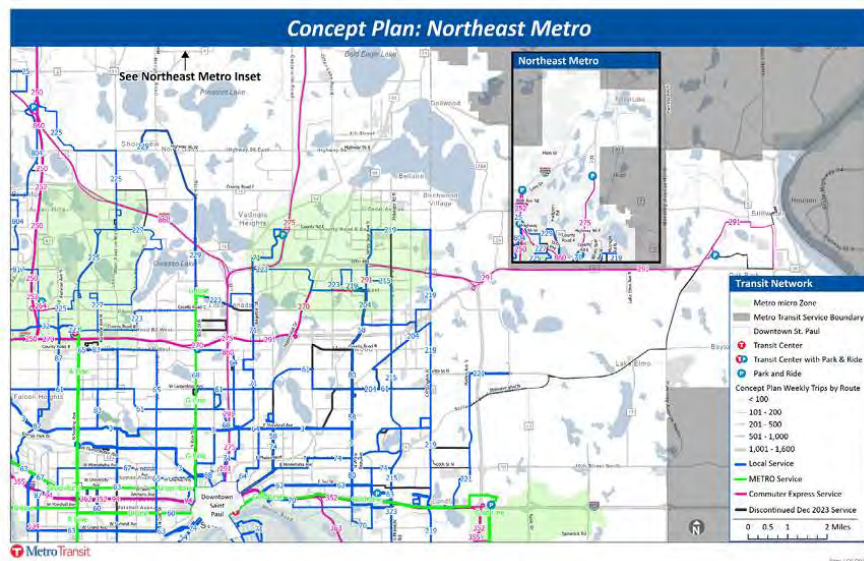


900 SQ. MILES

- Division of the Metropolitan Council
- Largest regional transit provider
- Met Council transportation services
  - Metro Mobility
  - Transit Link
  - Micro Transit
  - Contracted service
  - Planning
  - Allocates federal funding



# Network Now



# Network Now

## Route 291

Network**NOW**

### Planned Schedule

	Rush Hour	Midday	Evening	Night
Weekday	3 trips	-	-	-
Saturday	-	-	-	-
Sunday	-	-	-	-

Note: frequencies (shown in trips) are for the main portion of the route and are intended as guidelines.

### Route Information

#### Service Changes

- New commuter/express route replacing portions of routes 265 and 294 between St. Croix Valley Recreation Center and Park & Ride in Stillwater, Maplewood Mall Transit Center in Maplewood and downtown Saint Paul.
- Route 291 operates 3 trips in each direction during morning rush hours and afternoon rush hours, with 2 trips in each direction providing local service east of St. Croix Valley Recreation Center and Park & Ride on weekdays.

#### Areas the Route Serves

- Operates non-stop between St. Croix Valley Recreation Center and Park & Ride, Maplewood Mall Transit Center and downtown Saint Paul along Hwy. 35, I-694, White Bear Ave., Beam Ave., Hwy. 61 and I-35E.
- Operates local service along Stillwater Blvd., Olive St., Greeley St., Pine St. and 4th St./Osgood Ave.



Metropolitan Council

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# Recent Progress and What's Next

## Recent Accomplishments

- Convening White Bear Lake Groundwater Area Work group
- Wastewater capital program
- Reduced transit fares
- Increased transit ridership and declining crime between early 2023 and 2024.
- New contract for transit fare collection system improvements.

## Upcoming Activities

- January 30, 1 pm – State of the Region
- Imagine 2050 regional development guide. February 2025 adoption.
- Micro Transit pilot program – started January 6, 2025, in Roseville and Woodbury
- Reopened bus route from Maplewood Mall to Rosedale
- Construction ongoing for the METRO Gold Line, B Line and E Line bus rapid transit routes, which will open in 2025.
- Continuing to work on implementing the Metro Transit Safety and Security Action Plan in collaboration with our partners.

Metropolitan Council

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# Questions?

## *What can we do for you?*

Gail Cederberg, PhD  
Council Member, District 11  
Metropolitan Council

[Gail.Cederberg@metc.state.mn.us](mailto:Gail.Cederberg@metc.state.mn.us)



Metropolitan Council



City of Gem Lake  
County of Ramsey  
State of Minnesota



**Resolution No. 2025-001**

**A RESOLUTION APPOINTING INDIVIDUALS AND FIRMS TO PERFORM THE FUNCTIONS NECESSARY FOR SUPPORTING THE GOVERNING BODY OF THE CITY OF GEM LAKE, RAMSEY COUNTY, MINNESOTA.**

**WHEREAS**, the individuals, municipalities and or companies identified have agreed to serve in the appointed positions identified for the period 01 January 2025 to 31 December 2025 or until replaced by another in and updated Resolution.

Appointed City Officials and other appointed companies to represent the City:

**Per Statute these positions / businesses are required**

Back-up Mayor:	Jim Lindner
Acting City Clerk:	Melissa Lawrence
City Treasurer:	Thomas Kelly, White Bear Township
Data Practices Responsible Authority:	Melissa Lawrence
Official City Depository (Bank):	Premier Bank
Official City Publication (for Public Notices):	White Bear Press

**City Committees or Commissions**

Planning Commission Chair:	Don Cummings
Planning Commission Member:	Stephanie Farrell
Planning Commission Member:	Art Pratt
Planning Commission Member:	Derek Wippich
Planning Commission Member:	Currently Vacant

**Other City Positions**

City Prosecuting Attorney:	Attorney Robb Olsen
City Auditor:	Malloy, Montague, Karnowski, Radosevich & Co., P.A. (MMKR)
City Emergency Services Director:	James Lindner
City Engineers:	Short Elliot Hendrickson, Inc. (SEH)
City Code Enforcement Officer:	Michael Johnson, White Bear Township
City Attorney:	Kevin Beck, Kelly & Lemmons, P.A.
City Planner:	Evan Monson, TKDA
Zoning Administrator:	Evan Monson, TKDA
Heating and Air Conditioning:	Kraft Mechanical
Health Services Representative:	Kim Anderson-Uzpen

**City Inspectors**

Chief Building Official:	Michael Johnson, White Bear Township
Building Inspector:	Michael Johnson, White Bear Township
Plumbing Inspector:	Michael Johnson, White Bear Township
ISTS/Sewer Inspector:	New Systems - Michael Johnson, White Bear Township
ISTS Inspector:	Brian Humpal, Midwest Soil Testing
Mechanical/HVAC Inspector:	Michael Johnson, White Bear Township
Electrical Inspector:	Nykanen Inspections, LLC
Weed Inspector:	Gretchen Artig-Swomley
Assistant Weed Inspector:	Joshua Patrick



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



**Resolution No. 2025-001**

**Contractors for City Services**

City Forester:	The Davey Tree Expert Company, South St. Paul, Minnesota
Sewer Inspection/Maintenance Contractor:	White Bear Township
Law Enforcement Contractor:	City of White Bear Lake Police Department
Fire, Fire Marshall, Paramedic Contractor:	City of White Bear Lake Fire Department
Animal Control Contractor:	City of White Bear Lake Police Department
City Public Works Coordinator:	White Bear Township
IT and VOIP Telephone Coordinator:	Metro-INet IT

**City Representatives to Outside Groups and Organizations**

Ramsey County League of Local Government Reps – Primary:	Ben Johnson
Ramsey County League of Local Government Reps – Alternate:	Joshua Patrick
VLAWMO Board of Directors Member – Primary:	James Lindner
VLAWMO Technical Commissioner:	Gloria Tessier

**INDEX**

WBT: White Bear Township

The motion for adoption of the foregoing Resolution was duly proposed by Councilmember \_\_\_\_\_ and seconded by Councilmember \_\_\_\_\_, and upon vote being taken thereon, the Resolution passed with a vote of \_\_\_\_\_ in favor and \_\_\_\_\_ against.

Whereupon said Resolution was declared duly passed and adopted by the City Council of the City of Gem Lake, on January 21, 2025.

BY:

ATTEST:

\_\_\_\_\_  
Gretchen Artig-Swomley, Mayor

\_\_\_\_\_  
Melissa Lawrence, Acting City Clerk



City of Gem Lake  
County of Ramsey  
State of Minnesota



**Resolution No. 2025-002**

**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 December 17, 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 January 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

*January 21, 2025*  
\_\_\_\_\_  
Date

## CITY OF GEM LAKE

Claims For Payment

Period Ending:

1/21/2025

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

Signatures Approving Claims	Date of Approval

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

General Fund	72,166.36
Parks & Playgrounds	0.00
2004 Debt Service Fund	0.00
2006 Debt Service Fund	0.00
2015 Debt Service Fund	0.00
2018 Debt Service Fund	0.00
Improvement Fund	0.00
Scheuneman Road Improvements	0.00
Hoffman Road Improvements	0.00
602-Sewer Fund	5,326.36
601-Water Fund	3,081.45
Investment Trust Fund	
Total All Funds	80,574.17

Claims for Payment Check Numbers 12717 through 12748

## CHECK REGISTER FOR CITY OF GEM LAKE

CHECK DATE 01/21/2025 - 01/21/2025

Check Date	Check	Vendor Name	Amount
<b>Bank GEN GENERAL CHECKING</b>			
01/21/2025	12717	CINTAS	31.95
01/21/2025	12718	City of Vadnais Heights	4,123.22
01/21/2025	12719	City of White Bear Lake	11,422.65
01/21/2025	12720	City of White Bear Lake	35,149.77
01/21/2025	12721	Corporate Mechanical	557.17
01/21/2025	12722	Coverall of the Twin Cities	320.00
01/21/2025	12723	FUSION LEARNING PARTNERS	210.00
01/21/2025	12724	GDO Law	100.00
01/21/2025	12725	Gopher State One Call	2.70
01/21/2025	12726	Innovative Office Solutions,	397.42
01/21/2025	12727	INVOICE CLOUD INC	565.00
01/21/2025	12728	Kelly & Lemmons, PA	328.78
01/21/2025	12729	KRAFT CONTRACTING	500.00
01/21/2025	12730	League of Minnesota Cities	865.00
01/21/2025	12731	LEAGUE OF MINNESOTA CITIES	30.00
01/21/2025	12732	Melissa Lawrence	40.78
01/21/2025	12733	METRO-INET	1,160.00
01/21/2025	12734	Metropolitan Council	4,281.89
01/21/2025	12735	Nykanen Inspections LCC	100.00
01/21/2025	12736	Premier Banks	310.80
01/21/2025	12737	Press Publications	63.06
01/21/2025	12738	Ramsey County	916.00
01/21/2025	12739	RED LILY	3,090.00
01/21/2025	12740	REPUBLIC SERVICES	1,033.76
01/21/2025	12741	SEH	3,647.42
01/21/2025	12742	Sentry Systems, Inc.	636.00
01/21/2025	12743	TKDA	3,353.24
01/21/2025	12744	Trade Press Inc	447.00
01/21/2025	12745	White Bear Lake Emergency Foo	1,500.00
01/21/2025	12746	White Bear Township	4,593.45
01/21/2025	12747	WHITE BEAR TOWNSHIP UTILITY B	226.97
01/21/2025	12748	Xcel Energy	570.14
GEN TOTALS:			
Total of 32 Checks:			80,574.17
Less 0 Void Checks:			0.00
Total of 32 Disbursements:			80,574.17



CHECK DISBURSEMENT REPORT FOR CITY OF GEM LAKE

CHECK DATE 01/21/2025 - 01/21/2025

Check Date	Bank Account	Check #	Payee	Description	Account	Dept	Amount
<b>Fund: 100 GENERAL</b>							
01/21/2025	GEN	12717	CINTAS	CINTAS	40319	41940	31.95
01/21/2025	GEN	12719#	City of White Bear Lake	FIRE SERVICES	40314	42100	7,924.50
				FIRE INSPECTIONS	40312	42200	1,452.90
				PRINCIPAL FIRE FACILITY	40314	42100	2,045.25
		Check GEN 12719	Total for Fund 100 GENERAL				<u>11,422.65</u>
01/21/2025	GEN	12720	City of White Bear Lake	1ST QTR 2025 POLICE CONTRACT	40314	42100	32,941.50
				PRINCIPAL ON POLICE FACILITY	40314	42100	2,208.27
		Check GEN 12720	Total for Fund 100 GENERAL				<u>35,149.77</u>
01/21/2025	GEN	12721	Corporate Mechanical	BOILER REPAIR	40300	41940	557.17
01/21/2025	GEN	12722	Coverall of the Twin Cities	CLEANING SERVICES 1/1//25-1/31/25	40319	41940	320.00
01/21/2025	GEN	12723	FUSION LEARNING PARTNERS	2025 RCLLG MEMBERSHIP	40440	41900	210.00
01/21/2025	GEN	12724	GDO Law	GDO LEGAL SERVICES	41304	41600	100.00
01/21/2025	GEN	12726	Innovative office Solutions, LLC	INNOVATIVE	40200	41400	26.78
				INNOVATIVE CHAIR/TABLE	40200	41400	370.64
		Check GEN 12726	Total for Fund 100 GENERAL				<u>397.42</u>
01/21/2025	GEN	12727	INVOICE CLOUD INC	READER LICENSE FEE	40309	41500	565.00
01/21/2025	GEN	12728	Kelly & Lemmons, PA	GENERAL COUNSEL	40304	41600	328.78
01/21/2025	GEN	12729	KRAFT CONTRACTING	PREVENTIVE MAINTENANCE AGREEMENT	40300	41410	500.00
01/21/2025	GEN	12730	League of Minnesota Cities	MEMBERSHIP DUES 2025	41437	41900	865.00
01/21/2025	GEN	12731	LEAGUE OF MINNESOTA CITIES	2025 MAYOR ASSOCIATION MEMBERSHIP	41437	41900	30.00
01/21/2025	GEN	12732	Melissa Lawrence	MILEAGE REIMBURSEMENT	40331	41900	5.29
				JANUARY 2025 MILEAG REIMBURSEMENT	40331	41900	35.49
		Check GEN 12732	Total for Fund 100 GENERAL				<u>40.78</u>
01/21/2025	GEN	12733	METRO-INET	I.T. SUPPORT	40309	41900	1,160.00
01/21/2025	GEN	12735	Nykanen Inspections LCC	NOVEMBER 2024 INSPECTIONS	32213	00000	100.00
01/21/2025	GEN	12736#	Premier Banks	AIBO REGISTRATION	40440	41900	175.00
				NONNAS BAKERY	40200	41900	28.50
				WALMART	40200	41900	85.10
				PREMIER FEES/INTEREST	34133	00000	22.20
		Check GEN 12736	Total for Fund 100 GENERAL				<u>310.80</u>
01/21/2025	GEN	12737	Press Publications	PRESS PUBLICATIONS	40351	41900	63.06
01/21/2025	GEN	12738	Ramsey County	2025 1ST QTR ELECTION	40300	41410	916.00
01/21/2025	GEN	12739	RED LILY	WEBSITE REDESIGN	40300	41940	3,000.00
				WEBSITE MAINTENANCE	40300	41940	90.00
		Check GEN 12739	Total for Fund 100 GENERAL				<u>3,090.00</u>
01/21/2025	GEN	12740	REPUBLIC SERVICES	DECEMBER 2024 RECYCLING SVCS	40384	41900	1,033.76
01/21/2025	GEN	12741	SEH	GENERAL ENGINEERING SERVICES	40303	41910	3,647.42

CHECK DISBURSEMENT REPORT FOR CITY OF GEM LAKE

CHECK DATE 01/21/2025 - 01/21/2025

Check Date	Bank Account	Check #	Payee	Description	Account	Dept	Amount	
<b>Fund: 100 GENERAL</b>								
01/21/2025	GEN	12742	Sentry Systems, Inc.	COMMERCIAL MONITORING SERVICES	40319	41940	636.00	
01/21/2025	GEN	12743	TKDA	GENERAL PLANNING SERVICES	40308	41910	3,353.24	
01/21/2025	GEN	12744	Trade Press Inc	BUSINESS CARDS	40200	41900	49.00	
				NEWSLETTER/PUBLIC RELATIONS	40352	41900	398.00	
		Check GEN 12744 Total for Fund 100 GENERAL						447.00
01/21/2025	GEN	12745	White Bear Lake Emergency Food She	JANUARY 2025 FOOD SHEILF	22001	00000	1,500.00	
01/21/2025	GEN	12746#	White Bear Township	BUILDING INSPECTOR SERVICES	40313	42401	1,567.50	
				TREASURER SERVICES	40329	41500	2,042.50	
				POSTAGE	40322	41900	310.45	
				PUBLIC WORKS SERVICES	40319	41940	463.00	
				EQUIPMENT	40319	41900	210.00	
		Check GEN 12746 Total for Fund 100 GENERAL						4,593.45
01/21/2025	GEN	12747	WHITE BEAR TOWNSHIP UTILITY BILLIN	2025 4TH QTR UTILITIES	40385	41940	226.97	
01/21/2025	GEN	12748#	Xcel Energy	ELECTRIC SERVICE	40381	41940	306.52	
				GAS SERVICE	40383	41940	264.47	
				ELECTRIC SERVICE CREDIT	40381	41940	(36.30)	
				GAS SERVICE CREDIT	40383	41940	(36.30)	
				STREET LIGHTS	40386	43122	71.75	
		Check GEN 12748 Total for Fund 100 GENERAL						570.14
Total For Fund: 100							72,166.36	
<b>Fund: 601 WATER UTILITY FUND</b>								
01/21/2025	GEN	12718*	City of Vadnais Heights	WATER 10/1/24-12/31/24	40385	43200	3,081.45	
Total For Fund: 601							3,081.45	
<b>Fund: 602 SEWER UTILITY FUND</b>								
01/21/2025	GEN	12718*	City of Vadnais Heights	SEWER 10/1/24-12/31/24	40385	43200	1,041.77	
01/21/2025	GEN	12725	Gopher State One Call	LOCATES	40319	43200	2.70	
01/21/2025	GEN	12734	Metropolitan Council	WASTEWATER FEBRUARY 2025	11500	00000	4,281.89	
Total For Fund: 602							5,326.36	
Report Total:							80,574.17	

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

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



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Suite 700  
Minneapolis, MN 55402  
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(612) 337-9310 fax  
www.kennedy-graven.com  
Affirmative Action, Equal Opportunity Employer

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**DAVID T. ANDERSON**  
Attorney at Law  
Direct Dial (612) 337-9274  
Email: [danderson@kennedy-graven.com](mailto:danderson@kennedy-graven.com)

January 6, 2025

**VIA EMAIL ONLY**

Kevin Beck  
2350 Wycliff Street, Suite 200  
St. Paul, MN 55114  
Email: [kbeck@kellyandlemons.com](mailto:kbeck@kellyandlemons.com)

**Re: White Bear Lake/Gem Lake Police and Fire Service Contract Dispute**

Dear Mr. Beck:

This letter is in response to your offer of compromise, dated November 4, 2024 and sent under Rule 408 of Minnesota Rules of Evidence. The City of White Bear Lake (the “City”) respectfully declines Gem Lake’s offer, including, without limitation, the invitation to negotiate an interest amount of anything less than the fair and proportionate amount called for under the contracts. Past correspondence from my office clarifies how invoices were calculated and the City stands by those calculations. The outstanding 2024 balance owed by Gem Lake for interest on the bonds issued to pay for the new public safety facility remains at \$7,885.00, which includes \$3,129.00 owed under the fire contract and \$4,756.00 owed under the police contract

Additionally, it’s worth noting that the City is currently not charging Gem Lake or other contracting jurisdictions the full amount permitted for services under the respective fire contracts. When these contracts were updated in 2023, the definition of the term “Fire Services” was expanded to include, among other things, emergency medical services. In other words, when calculating the projected annual cost of Fire Services for the purpose of invoicing under section 2(a)(1), the City has the express right to include the annual cost of providing ambulance services. In 2025, for example, the City projects that the total annual cost to provide ambulance services throughout its service area will be \$1,171,795.00. If that amount was included under the City’s section 2(a)(1) calculation, as permitted under the terms of the revised contract, it would result in all contracting jurisdictions paying their proportionate share of that number. While the City by no means waives its right to charge for these costs in future years, I point out its current practice of not doing so to further illustrate the fact that Gem Lake is receiving high quality emergency services, including fire and ambulance, for an extremely fair price that is far below what the contract calls for.

Kevin Beck  
January 6, 2025  
Page 2 of 2

As stated previously, the City only seeks to charge Gem Lake for its fair share of costs related to the new public safety facility, as expressly allowed under the respective contracts. The total outstanding balance owed by Gem Lake for 2024 remains \$7,885.00.

Please contact me directly with any further questions.

Sincerely,

A handwritten signature in blue ink, appearing to read 'D. Anderson', with a long horizontal flourish extending to the right.

David T. Anderson  
White Bear Lake City Attorney

cc: City of White Bear Lake



# Memorandum

To: **Gem Lake City Council**

Project Reference: **Special Home Occupation – 3907 Tessier Road**

Copies To: **Melissa Lawrence, Clerk**

**Sarah Ernhart, Applicant**

TKDA Project No.: **22428.000**

From: **Evan Monson, Planner**

Client No.: \_\_\_\_\_

Date: **January 14, 2025**

SUBJECT: **Special Home Occupation License request for an in-home photography business**

MEETING DATE: **January 21, 2025**

LOCATION: **3907 Tessier Road (Parcel ID 283022140008)**

APPLICANT/OWNER: **Sarah Ernhart**

ZONING: **Low Density Single Family Residential (RO)**

ITEMS REVIEWED: **Application and plans received on 12/18/2024**

## DESCRIPTION OF THE REQUEST

The applicant is proposing to use their detached garage as part of a home occupation. The plans submitted by the applicant call for utilizing their existing detached garage as a home photo studio for a pet photography business; the applicant currently runs the business out of a commercial space in Minneapolis.

The applicant states in their narrative that the driveway serving the detached garage can accommodate at least four cars, while the ‘main’ driveway on the property can accommodate five to six cars. Customers per day on-site vary; the applicant anticipates at most four customers on-site in a day and having an average of two on-site customers per week. Most sessions are scheduled for Saturdays between noon and 5pm, with occasional appointments after 5pm.

Home Occupations in the city are regulated by Ordinance 134. The ordinance breaks home occupations into three tiers: occupations that require no license or permit, occupations that require a license, and occupations that require a conditional use permit (CUP). Due to the applicant’s home occupation having occasional on-site customers, the request requires a home occupation license. Licenses under Ordinance 134 are reviewed by the Planning Commission and approved or denied by the City Council.

## PROPERTY INFORMATION

Description: The subject property is located at the intersection of Goose Lake Road/CSAH 14 and Tessier Road. The site slopes to the north/northwest, with trees and vegetation located throughout. The subject property includes a house with an attached garage and two detached accessory structures (three-car garage and a shed). The detached garage has its own driveway. The development surrounding the subject property consists of single-family residences.

Land Use: Single Family Detached Dwelling



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

## EVALUATION OF REQUEST

### Applicant's Narrative

The applicant submitted a narrative, included in the meeting packet, explaining the proposed home occupation.

### Ordinance Criteria

Home occupations are regulated under Ordinance No. 134. The ordinance splits home occupations into three types or categories: home occupations that require no permit or license, home occupations that require a license, and home occupations that require a conditional use permit (CUP). The categories are based on the 'intensity' of the proposed use; home occupations that are indoors, generate no traffic, and create no nuisances or noises as detected from the street or adjacent properties are the least intensive use, and therefore do not require a permit or license.

The second category (home occupations that require a license) applies to a home occupation that does one (or more) of the following:

1. Occupations that have one non-resident employee working on-site at one time.
2. Occupations that require parking of light commercial vehicles, or trailers with a maximum one-ton payload capacity.
3. Occupations that result in manufacturing, processing, or assembly of products on-site.
4. Occupations that result in customers coming to the residence, such as selling of crafts or baked goods, providing teaching or tutoring to multiple students.
5. Occupations that result in deliveries of goods to the residence.

The applicant's proposed home occupation would result in customers coming to the property; therefore, it requires a license from the city.

Ordinance No. 134, Section 4 outlines requirements for home occupations that require a license or CUP, which are shown below in italics with staff's comments following.

1. *No traffic shall be generated by a home occupation in greater volumes than would normally be expected in a residential neighborhood. The need for off-street parking shall not exceed more than three off-street parking spaces for the home occupation at any given time, in addition to the parking spaces required by the residents.*  
Per the submittal, the applicant anticipates at most four customers on-site in a day and having an average of two on-site customers per week. Provided there are less than three customer vehicles on-site at one time, this requirement would be met.
2. *No more than one non-resident employee shall be allowed to work on the premises at one time. Nonresident employees who work off the premises may be allowed to visit the premises. If an on-site employee is parking on site, off-site employees shall not leave their vehicles on site. If there is no on-site employee vehicle parked on site, one off-site employee vehicle may be parked on site.*  
The applicant can have up to one non-resident employee allowed to work on the premises at one time.
3. *No vehicle associated with the home occupation, including customers or employees, shall be parked on the street or block sidewalks or public easements. Private vehicles used by the residents shall not be included in this subsection.*  
The applicant has parking available on-site on the existing driveway by the detached garage.
4. *An area equivalent to no more than 50 percent of each level of the house, including the basement and garage, shall be used in the conduct of a home occupation.*  
Per the submittal, the applicant proposes to conduct the home occupation in the detached garage (which has a size of 832 SF).
5. *No equipment or process shall be used in such home occupation which creates noise, vibration, light, glare, fumes, smoke, dust, odors or electrical interference detectable to the normal senses off the premises. If electrical interference occurs, no equipment or process shall be used which creates visual or audible interference in any radio or television receivers off the premises or causes fluctuations in line voltage off the premises.*  
Per the submittal, the applicant's proposed home occupation would appear to meet these requirements.
6. *Storage of materials and goods outdoors is prohibited.*  
There is no outdoor storage proposed.
7. *There shall be no fire, safety or health hazards created by the Home Occupation.*  
Per the submittal, the applicant's proposed home occupation would appear to meet these requirements.

8. *Any noncompliance with this subsection shall constitute grounds for the denial or revocation of the home occupation license.*
9. *The City Council may waive any of these requirements if the home occupation is located at least 350 feet from a residential lot line.*  
N/A, the proposed home occupation would be within 350 feet of a neighboring residential lot line.
10. *The City Council may add any additional requirements that it deems necessary to ensure that the operation of the home occupation will be compatible with nearby land uses.*

Staff finds that based on the information submitted by the applicant, the proposed home occupation would meet the requirements of Ordinance No. 134, Section 4. The Planning Commission reviewed the request at their January 14, 2025, meeting, and concurred with the findings from staff. The commissioners recommended approval of the request, with conditions. Their recommendation is found at the end of this report.

#### ACTION

The City Council has the following options:

1. Approve of the request, with or without conditions.
  - a. A draft resolution with the Planning Commission's findings and conditions is included in the meeting materials.
2. Deny the request, with findings for denial.
3. Table the request for further review/study.

#### RECOMMENDATION

The Planning Commission recommended approval of the requested Special Home Occupation for 3907 Tessier Road, with the following conditions:

1. The applicant's Home Occupation shall adhere to the requirements of Ordinance No. 134.
2. The applicant's Home Occupation shall adhere to other applicable local, State, and Federal requirements.
3. The applicant shall pay all fees and escrows associated with this request.

---

EPM:jdc





**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](mailto:city@gemlakemn.org)

**Special Home Occupation Permit Application**

A Special Home Occupation may be granted or denied by the City Council after recommendation by the Planning Commission in accordance with City Ordinance No. 134 Home Occupations.

Choose:  New Request  Renewal

**Applicant Information**

Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Property Information**

Property Owner: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Current Zoning: \_\_\_\_\_ Current Use: \_\_\_\_\_

Description of Home Occupation Requested:

**Business Plan**

Operating Hours: \_\_\_\_\_

Number of Customers Per Day: \_\_\_\_\_ Number of Customers Per Week: \_\_\_\_\_


Parking Management Plan: \_\_\_\_\_

Marketing Materials: \_\_\_\_\_

**Insurance** (Attach a copy of proof of suitable insurance policy with the application)

Insurance Company: \_\_\_\_\_ Policy No: \_\_\_\_\_

It is the policy of the City of Gem Lake that all identifiable costs associated with Special Home Occupations within the City shall be the sole responsibility of the owner of said property. The costs shall include but are not limited to the following: City planning review costs (reports, meetings, site review); engineering review costs; legal costs (preparation of hearing notices, legal research, certification costs); publication costs (notice of hearing); reapportionment of assessments (engineers report); mailings and Ownership Reports (ownership/encumbrance). Prior to the final approval by the City Council, all City expenses to date shall be paid by the owner. Subsequent expenses not paid at the time of final approval (due to billings by consultants, etc.) shall be due upon receipt of a billing from the City.

Applicant Signature:  \_\_\_\_\_ Date: \_\_\_\_\_

3907 Tessier Rd, Gem Lake MN 55110

I'm requesting a Special Home Occupation License to utilize our detached 3-car garage as a home photo studio. I run a low-volume pet photography business, with typically 60-80 sessions annually, many of which take place off-site at clients' homes, parks, and other locations.

I typically have between 20 and 40 studio sessions per year, one client per day. Recently, I've introduced "mini session" days, allowing up to four clients to book shorter sessions on a single day. These are usually on Saturdays, once or twice per month. During slower periods, there may be weeks where no studio sessions are scheduled at all.

Most photography sessions last between 30-60 minutes, and typically involve one or two dogs per client. There is rarely any barking, and most dogs don't make any noise at all. Most sessions are scheduled between 12pm-5pm, although on occasion some clients need to come in the evenings, as late as 7pm.

The garage is approximately 30'x24' with its own driveway and parking area that can fit at least four vehicles. Additionally, our main driveway can accommodate 5-6 cars. The only occasion where there may be more than one extra car on site is if there is a brief overlap with mini session time slots, or if a client meets their spouse separately, but this is infrequent.

After over a year of searching for a suitable property, we found this garage to be ideal with its tall ceilings, heating and insulation, ample parking, and separation from the main living area. Having operated my business in commercial spaces for the past 12 years, I am excited to transition back to a home-based studio in a city that supports home occupations in accessory buildings.

This is a quiet, professional business with minimal traffic, and I am happy to answer any questions or provide further details as needed.

Thank you for considering my request. Please find an aerial view of the property on the next page with the detached garage circled in yellow.



Sarah Ernhart  
612-804-2518  
info@sarahbethphotography.com  
<https://sarahbethphotography.com/>

3907 Tessier Rd, Gem Lake MN 55110



Sarah Ernhart  
612-804-2518  
info@sarahbethphotography.com  
<https://sarahbethphotography.com/>



City of Gem Lake  
County of Ramsey  
State of Minnesota



**Resolution No. 2025-003**

**A RESOLUTION APPROVING A SPECIAL HOME OCCUPATION FOR 3907 TESSIER ROAD, PARCEL ID 283022140008**

**WHEREAS**, Sarah Ernhart, the owner of the property, made an application to request a home occupation license to allow for a photography business located and operated within a detached accessory structure (garage); and

**WHEREAS**, the property is legally described as follows:

See Attachment A; and

**WHEREAS**, the Planning Commission reviewed the request at a duly noticed public hearing on January 14, 2025, and determined that the proposed request meets the criteria for a special home occupation, and voted to recommend approval of the request with conditions; and

**NOW, THEREFORE, BE IT HEREBY RESOLVED**, by the City of Gem Lake, Ramsey County, Minnesota, that it should and hereby does approve a home occupation license to allow for a photography business located and operated within a detached accessory structure (garage), located at 3907 Tessier Road, Parcel ID 283022140008, based on the following findings:

1. Based on the applicant’s submittal, the request appears to meet the requirements of the city’s Home Occupation Ordinance (Ordinance No. 134).

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

1. The applicant’s Home Occupation shall adhere to the requirements of Ordinance No. 134.
2. The applicant’s Home Occupation shall adhere to other applicable local, State, and Federal requirements.
3. The applicant shall pay all fees and escrows associated with this request.

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

*January 21, 2025*

\_\_\_\_\_  
Date



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



**Resolution No. 2025-003**

**Attachment A**

Legal Description of 3907 Tessier Road, Parcel ID 283022140008

That part of the East 1/2 of the Northeast 1/4 of Section 28, Township 30, Range 22, in Ramsey County, Minnesota, described as follows: Commencing at the intersection of the Easterly line of Section 28 with the Northerly right of way line of Goose Lake Road; thence along said right of way line on a bearing of South 62° 23' West a distance of 694.16 feet to an intersection with the Westerly right of way line of Town Road, the point of beginning of the parcel to be described; thence continuing on same bearing a distance of 52.64 feet to a point; thence continuing on the Northerly right of way line of said Goose Lake Road, on a bearing of South 62° 59' West a distance of 403.37 feet to a point; thence on a bearing of North 2° 31' West a distance of 248.54 feet to a point; thence on a bearing of North 62° 59' East a distance of 252 feet to a point in the Southeasterly Right of Way line of said Town Road; thence on a bearing of South 51° 02' East along said Right of Way line a distance of 248.00 feet to the point of beginning. And excepting therefrom the following described tract: Commencing at the intersection of the Easterly line of Section 28 with the Northerly right of way line of Goose Lake Road; thence along said Right of Way line on a bearing of South 62° 23' West a distance of 746.80 feet; thence continuing on the Northerly right of way line of said Goose Lake Road, on a bearing of South 62° 59' West a distance of 191.36 feet to the point of beginning of land to be described; thence continue South 62° 59' West on said Northerly right of way line a distance of 212.01 feet; thence North 2° 31' West a distance of 248.54 feet; thence North 62° 59' East a distance of 108.53 feet; thence Southeasterly to the point of beginning.

CITY OF GEM LAKE, RAMSEY COUNTY, MINNESOTA

ORDINANCE NO. 147

AN ORDINANCE REGULATING CANNABIS BUSINESSES WITHIN THE CITY OF GEM LAKE

THE CITY COUNCIL OF THE CITY OF GEM LAKE ORDAINS:

SECTION 1. ADMINISTRATION.

1. **Findings and Purpose.** The City of Gem Lake makes the following legislative findings: The purpose of this ordinance is to implement the provisions of Minnesota Statutes, Chapter 342, which authorizes the City of Gem Lake to protect the public health, safety, welfare of Gem Lake residents by regulating cannabis businesses within the legal boundaries of the City of Gem Lake. The City of Gem Lake finds and concludes that the proposed provisions are appropriate and lawful land use regulations for Gem Lake, that the proposed amendments will promote the community's interest in reasonable stability in zoning for now and in the future, and that the proposed provisions are in the public interest and for the public good.
2. **Authority and Jurisdiction.** The City of Gem Lake has the authority to adopt this ordinance pursuant to:
  - a. Minn. Stat. 342.13(c), regarding the authority of a local unit of government to adopt reasonable restrictions of the time, place, and manner of the operation of a cannabis business provided that such restrictions do not prohibit the establishment or operation of cannabis businesses.
  - b. Minn. Stat. 342.22, regarding the local registration and enforcement requirements of state-licensed cannabis retail businesses and lower-potency hemp edible retail businesses.
  - c. Minn. Stat. 152.0263, Subd. 5, regarding the use of cannabis in public places.
  - d. Minn. Stat. 462.357, regarding the authority of a local authority to adopt zoning ordinances.

This Ordinance shall be applicable to the legal boundaries of the City of Gem Lake.

3. **Severability.** If any section, clause, provision, or portion of this ordinance is adjudged unconstitutional or invalid by a court of competent jurisdiction, the remainder of this ordinance shall not be affected thereby.
4. **Enforcement.** The City of Gem Lake, or its designated official, is responsible for the administration and enforcement of this ordinance. Any violation of the provisions of this ordinance or failure to comply with any of its requirements constitutes a misdemeanor and is punishable as defined by law. Violations of this ordinance can occur regardless of whether or not a permit is required for a regulated activity listed in this ordinance.

**SECTION 2. DEFINITIONS.** Unless otherwise noted in this section, words and phrases contained in Minn. Stat. 342.01 and the rules promulgated pursuant to any of these acts, shall have the same meanings in this ordinance.

1. **Cannabis Cultivation.** A cannabis business licensed to grow cannabis plants within the approved amount of space from seed or immature plant to mature plant. harvest cannabis flower from mature plant, package and label immature plants and seedlings and cannabis flower for sale to other cannabis businesses, transport cannabis flower to a cannabis manufacturer located on the same premises, and perform other actions approved by the office.

2. **Cannabis Business.** Any business included in the definition of ‘cannabis business’ in Minnesota Stat., Section 342.01, subd. 14.
3. **Cannabis Retail Businesses.** A retail location and the retail location(s) of a mezzobusinesses with a retail operations endorsement, microbusinesses with a retail operations endorsement, medical combination businesses operating a retail location, and lower-potency hemp edible retailers.
4. **Cannabis Retailer.** Any person, partnership, firm, corporation, or association, foreign or domestic, selling cannabis product to a consumer and not for the purpose of resale in any form.
5. **Daycare.** A location licensed with the Minnesota Department of Human Services to provide the care of a child in a residence outside the child’s own home for gain or otherwise, on a regular basis, for any part of a 24-hour day.
6. **Lower-potency Hemp Edible.** As defined under Minn. Stat. 342.01, subd. 50.
7. **Office of Cannabis Management.** Minnesota Office of Cannabis Management, referred to as “OCM” in this ordinance.
8. **Place of Public Accommodation.** A business, accommodation, refreshment, entertainment, recreation, or transportation facility of any kind, whether licensed or not, whose goods, services, facilities, privileges, advantages or accommodations are extended, offered, sold, or otherwise made available to the public.
9. **Preliminary License Approval.** OCM pre-approval for a cannabis business license for applicants who qualify under Minn. Stat. 342.17.
10. **Public Place.** A public park or trail, public street or sidewalk; any enclosed, indoor area used by the general public, including, but not limited to, restaurants; bars; any other food or liquor establishment; hospitals; nursing homes; auditoriums; arenas; gyms; meeting rooms; common areas of rental apartment buildings, and other places of public accommodation.
11. **Residential Treatment Facility.** As defined under Minn. Stat. 245.462, subd. 23.
12. **Retail Registration.** An approved registration issued by the City of Gem Lake to a state- licensed cannabis retail business.
13. **School.** A public school as defined under Minn. Stat. 120A.05, or a nonpublic school that must meet the reporting requirements under Minn. Stat. 120A.24.
14. **State License.** An approved license issued by OCM to a cannabis retail business.

### SECTION 3. REGISTRATION OF CANNABIS BUSINESSES.

1. **Consent to registering of Cannabis Businesses.**
  - a. No individual or entity may operate a state-licensed cannabis retail business within the City of Gem Lake without first registering with the City of Gem Lake.
  - b. Any state-licensed cannabis retail business that sells to a customer or patient without valid retail registration shall incur a civil penalty of up to \$2,000 for each violation.
  - c. Notwithstanding the foregoing provisions, the state shall not issue a license to any cannabis business to operate in Indian country, as defined in United States Code, Title 18, Section 1151, of a Minnesota Tribal government without the consent of the Tribal government.
2. **Compliance Checks prior to a Retail Registration.**
  - a. Prior to issuance of a cannabis retail business registration, the City of Gem Lake shall conduct a preliminary compliance check to ensure compliance with local ordinances.
  - b. Pursuant to Minn. Stat. 342, within 30 days of receiving a copy of a state license application from OCM, the City of Gem Lake shall certify on a form provided by OCM whether a proposed cannabis retail business complies with local zoning ordinances and, if applicable, whether the proposed business complies with the state fire code and building code.
3. **Registration & Application Procedure.**
  - a. Fees.
    - i. The City of Gem Lake shall not charge an application fee.

- ii. A registration fee, as established in the City of Gem Lake’s fee schedule, shall be charged to applicants depending on the type of retail business license applied for.
  - iii. An initial retail registration fee shall not exceed \$500 or half the amount of an initial state license fee under Minn. Stat. 342.11, whichever is less. The initial registration fee shall include the initial retail registration fee and the first annual renewal fee.
  - iv. Any renewal retail registration fee imposed by the City of Gem Lake shall be charged at the time of the second renewal and each subsequent renewal thereafter.
  - v. A renewal retail registration fee shall not exceed \$1,000 or half the amount of a renewal state license fee under Minn. Stat. 342.11, whichever is less.
  - vi. A medical combination business operating an adult-use retail location may only be charged a single registration fee, not to exceed the lesser of a single retail registration fee, defined under this section, of the adult-use retail business.
- b. Application Submittal.
- i. The City of Gem Lake shall issue a retail registration to a state-licensed cannabis retail business that adheres to the requirements of Minn. Stat. 342.22.
  - ii. An applicant for a retail registration shall fill out an application form, as provided by the City of Gem Lake. Said form shall include, but is not limited to:
    - 1. Full name of the property owner and applicant;
    - 2. Address, email address, and telephone number of the applicant;
    - 3. The address and parcel ID for the property which the retail registration is sought;
    - 4. Certification that the applicant complies with the requirements of local ordinances established pursuant to Minn. Stat. 342.13.
  - iii. The applicant shall include with the form:
    - 1. The registration fee as required in Section 3.3.(a);
    - 2. a copy of a valid state license or written notice of OCM license pre-approval;
  - iv. Once an application is considered complete, the City of Gem Lake shall inform the applicant as such, process the application fees, and forward the application to the City Council for approval or denial.
  - v. The application fee shall be non-refundable once processed.
- c. Application Approval.
- i. A state-licensed cannabis retail business application shall not be approved if the cannabis retail business would exceed the maximum number of registered cannabis retail businesses permitted under Section 3.6.
  - ii. A state-licensed cannabis retail business application shall not be approved or renewed if the applicant is unable to meet the requirements of this ordinance.
  - iii. A state-licensed cannabis retail business application that meets the requirements of this ordinance shall be approved.
- d. Annual Compliance Checks.
- i. The City of Gem Lake shall complete at minimum one compliance check per calendar year of every cannabis business to assess if the business meets age verification requirements, as required under Minn. Stat. §§ 342.22, subd. 4(b) and 342.24 and this ordinance.
  - ii. The City of Gem Lake shall conduct a minimum of one unannounced age verification compliance check at least once per calendar year.
  - iii. Age verification compliance checks shall involve persons at least 17 years of age but under the age of 21 who, with the prior written consent of a parent or guardian if the person is under the age of 18, attempt to purchase adult-use cannabis flower, adult-use cannabis products, lower-potency hemp edibles, or hemp-derived

**Commented [EM1]:** Will need to amend the city fee schedule to add a \$ amount

**Commented [EM2]:** Determine if anything else is needed for a submittal

**Commented [EM3]:** Determine if anything else is needed for a submittal



consumer products under the direct supervision of a law enforcement officer or an employee of the local unit of government.

- iv. Any failures under this section must be reported to the Office of Cannabis Management.
- e. Location Change.
  - i. A state-licensed cannabis retail business shall be required to submit a new application for registration under Section 3.3.(b) if it seeks to move to a new location still within the legal boundaries of the City of Gem Lake.

#### 4. Renewal of Registration.

- a. The City of Gem Lake shall renew an annual registration of a state-licensed cannabis retail business at the same time OCM renews the cannabis retail business' license.
- b. A state-licensed cannabis retail business shall apply to renew registration on a form established by the City of Gem Lake.
- c. A cannabis retail registration issued under this ordinance shall not be transferred.
- d. **Renewal Fees.**
  - i. The City of Gem Lake may charge a renewal fee for the registration starting at the second renewal, as established in the City of Gem Lake's fee schedule.
- e. Renewal Application.
  - i. The application for renewal of a retail registration shall include, but is not limited to:
    - 1. Items required under Section 3.3.(b) of this Ordinance.

**Commented [EM4]:** Will need to update the city's fee schedule

**Commented [EM5]:** Determine if anything else is needed for a submittal

#### 5. Suspension of Registration.

- a. When Suspension is Warranted. The City of Gem Lake may suspend a cannabis retail business's registration if it violates the ordinance of Gem Lake or poses an immediate threat to the health or safety of the public. The City of Gem Lake shall immediately notify the cannabis retail business in writing the grounds for the suspension.
- b. Notification to OCM. The City of Gem Lake shall immediately notify the OCM in writing the grounds for the suspension. OCM will provide the City of Gem Lake cannabis business retailer a response to the complaint within seven calendar days and perform any necessary inspections within 30 calendar days.
- c. Length of Suspension. The suspension of a cannabis retail business registration may be for up to 30 calendar days, unless OCM suspends the license for a longer period. The business may not make sales to customers if their registration is suspended.
  - i. The City of Gem Lake may reinstate a registration if it determines that the violations have been resolved.
  - ii. The City of Gem Lake shall reinstate a registration if OCM determines that the violation(s) have been resolved.
- d. **Civil Penalties.** Subject to Minn. Stat. 342.22, subd. 5(e) the City of Gem Lake may impose a civil penalty, as specified in the City of Gem Lake's Fee Schedule, for registration violations, not to exceed \$2,000.

**Commented [EM6]:** Will need to add into city fee schedule

#### 6. Limiting of Registrations.

The City of Gem Lake shall limit the number of cannabis retail businesses to no fewer than one registration for every 12,500 residents within the City of Gem Lake.

- a. If Ramsey County has one active cannabis retail businesses registration for every 12,500 residents, the City of Gem Lake shall not be required to register additional state-licensed cannabis retail businesses.

### SECTION 4. REQUIREMENTS FOR CANNABIS BUSINESSES.

#### 1. Minimum Buffer Requirements.

- a. The City of Gem Lake shall prohibit the operation of a cannabis business within 1,000 feet of a school.
- b. The City of Gem Lake shall prohibit the operation of a cannabis business within 500 feet of a day care.
- c. The City of Gem Lake shall prohibit the operation of a cannabis business within 500 feet of a residential treatment facility.
- d. The City of Gem Lake shall prohibit the operation of a cannabis business within 500 feet of an attraction within a public park that is regularly used by minors, including a playground or athletic field.
- e. Pursuant to Minn. Stat. 462.357 subd. 1e, nothing in Section 4.1 shall prohibit an active cannabis business or a cannabis business seeking registration from continuing operation at the same site if a school/daycare/residential treatment facility/attraction within a public park that is regularly used by minors moves within the minimum buffer zone.

**2. Zoning and Land Use**

- a. Cannabis Cultivator. Cannabis businesses licensed or endorsed for cultivation are permitted as a conditional use in the following zoning districts:
  - i. Gateway District – Neighborhood Center (NC)
- b. Cannabis Delivery Service. Cannabis businesses licensed or endorsed for delivery service are permitted as a conditional use in the following zoning districts:
  - i. Gateway District – Neighborhood Center (NC)
- c. Cannabis Event Organizer. Cannabis businesses licensed or endorsed for cannabis event organizing are permitted as a conditional use in the following zoning districts:
  - i. Gateway District – Neighborhood Center (NC)
- d. Cannabis Manufacturer. Cannabis businesses licensed or endorsed for cannabis manufacturing are permitted as a conditional use in the following zoning districts:
  - i. Gateway District – Neighborhood Center (NC)
- e. Cannabis Mezzobusiness. Cannabis businesses licensed or endorsed for a cannabis mezzobusiness are permitted as a conditional use in the following zoning districts:
  - i. Gateway District – Neighborhood Center (NC)
- f. Cannabis Microbusiness. Cannabis businesses licensed or endorsed for a cannabis microbusiness are permitted as a conditional use in the following zoning districts:
  - i. Gateway District – Neighborhood Center (NC)
- g. Cannabis Retailer. Cannabis businesses licensed or endorsed for a cannabis retailer are permitted as a conditional use in the following zoning districts:
  - i. Gateway District – Neighborhood Center (NC)
- h. Cannabis Testing Facility. Cannabis businesses licensed or endorsed for cannabis testing are permitted as a conditional use in the following zoning districts:
  - i. Gateway District – Neighborhood Center (NC)
- i. Cannabis Transporter. Cannabis businesses licensed or endorsed for cannabis transporting are permitted as a conditional use in the following zoning districts:
  - i. Gateway District – Neighborhood Center (NC)
- j. Cannabis Wholesaler. Cannabis businesses licensed or endorsed for cannabis wholesaling are permitted as a conditional use in the following zoning districts:
  - i. Gateway District – Neighborhood Center (NC)
- k. Low-Potency Hemp Edible Manufacturer. Businesses licensed or endorsed for manufacturing low-potency hemp edibles are permitted as a conditional use in the following zoning districts:
  - i. Gateway District – Neighborhood Center (NC)
- l. Medical Cannabis Combination Business. Businesses licensed or endorsed for medical cannabis are permitted as a conditional use in the following zoning districts:
  - i. Gateway District – Neighborhood Center (NC)

**3. Hours of Operation.**

- a. State law limits the retail sale of cannabis flower, cannabis products, lower-potency hemp edibles, or hemp-derived consumer products to the hours of:
  - i. Monday – Saturday: 8 a.m. – 2 a.m. the following day.
  - ii. Sunday: 10 a.m. – 2 a.m.

**4. Advertising.**

- a. Cannabis businesses are permitted to erect up to two fixed signs on the exterior of the building or property of the business, unless otherwise limited by the City of Gem Lake’s Consolidated Land Use Ordinance.

**SECTION 5. TEMPORARY CANNABIS EVENTS.**

**1. License or Permit required for Temporary Cannabis Events**

- a. A license or permit is required to be issued and approved by the City of Gem Lake prior to holding a Temporary Cannabis Event.
- b. A registration fee, as established in Gem Lake’s fee schedule, shall be charged to applicants for Temporary Cannabis Events.
- c. The City of Gem Lake shall require an application for Temporary Cannabis Events.
  - i. An applicant for a retail registration shall fill out an application form, as provided by the City of Gem Lake. Said form shall include, but is not limited to:
    - 1. Full name of the property owner and applicant;
    - 2. Address, email address, and telephone number of the applicant;
  - ii. The applicant shall include with the form:
    - 1. The registration fee as required in Section 5.1.(b);
    - 2. A copy of the OCM cannabis event license application, submitted pursuant to 342.39 subd. 2.
  - iii. The application shall be submitted to the City of Gem Lake or other designee for review. If the designee determines that a submitted application is incomplete, they shall return the application to the applicant with the notice of deficiencies.
  - iv. Once an application is considered complete, the designee shall inform the applicant as such, process the application fees, and forward the application to the (insert staff/department, or elected body that will approve or deny the request) for approval or denial. The application fee shall be non-refundable once processed.
- d. The application for a license for a Temporary Cannabis Event shall meet the following standards:
  - i. On-site consumption is prohibited.
- e. A request for a Temporary Cannabis Event that meets the requirements of this Section shall be approved.
- f. A request for a Temporary Cannabis Event that does not meet the requirements of this Section shall be denied. The City shall notify the applicant of the standards not met and basis for denial.

**Commented [EM7]:** Will need to update city fee schedule

**Commented [EM8]:** Determine if anything else is needed for a submittal

**SECTION 6. LOWER-POTENCY HEMP EDIBLES**

- 1. Sale of Low-Potency Hemp Edibles.** The sale of Low-Potency Edibles is permitted, subject to the conditions within this Section.
- 2. Zoning Districts.** Low-Potency Edibles businesses are permitted as a (type of use) in the following zoning districts:
  - a. Gateway District – Neighborhood Center (NC)
- 3. Additional Standards.**
  - a. The sale of Low-Potency Edibles is permitted in a Municipal Liquor Store.

**Commented [EM9]:** Should requirements from Ord 145 be copied into this section?

**Commented [EM10]:** Remove, since city does not have a municipal liquor store?

- b. The sale of Low-Potency Edibles is permitted only in places that admit persons 21 years of age or older.
- c. The sale of Low-Potency Hemp Beverages is permitted in places that meet requirements of this Section.
- d. Low-Potency Edibles shall be sold behind a counter, and stored in a locked case.

**SECTION 7. LOCAL GOVERNMENT AS A CANNABIS RETAILER.**

1. The City of Gem Lake may establish, own, and operate one municipal cannabis retail business subject to the restrictions in this chapter.
2. The municipal cannabis retail store shall not be included in any limitation of the number of registered cannabis retail businesses under Section 3.6.
3. The City of Gem Lake shall be subject to all same rental license requirements and procedures applicable to all other applicants.

**SECTION 8. USE IN PUBLIC PLACES.** No person shall use cannabis flower, cannabis products, lower-potency hemp edibles, or hemp-derived consumer products in a public place or a place of public accommodation unless the premises is an establishment or an event licensed to permit on-site consumption of adult-use.

**SECTION 9. PENALTY.** Any individual found in violation of any provision of this ordinance, including disobedience of a property placard, shall be a guilty of a misdemeanor.

**SECTION 10. SEVERABILITY.** If any provision of this ordinance is found to be invalid for any reason by a court of competent jurisdiction, the validity of the remaining provisions shall not be affected.

**SECTION 11. EFFECTIVE DATE.** This Ordinance shall take effect and be in force from and after is passage and publication.

Adopted by the City Council of the City of Gem Lake, Minnesota on the \_\_\_\_\_ of month 2025.

\_\_\_\_\_  
Gretchen Artig-Swomley, Mayor

\_\_\_\_\_  
Melissa Lawrence, Acting City Clerk

**City of Gem Lake, Ramsey County, Minnesota**  
**Cannabis Businesses**  
**Ordinance No. \_\_\_\_**

This ordinance regulating cannabis businesses within the City of Gem Lake was originally enacted by the City on **(insert date here)**. Since that time, the City Council has made amendments to the Ordinances in keeping with changes in State law and the wishes of the community. The following table indicates the original Ordinances and the said amendments.

<b>Ordinance</b>	<b>Description</b>	<b>Enactment</b>
____	An ordinance regulating cannabis businesses within the City of Gem Lake.	<b>Day month year</b>



City of Gem Lake  
County of Ramsey  
State of Minnesota



**Resolution No. 2025-004**

**A RESOLUTION AUTHORIZING THE CITY OF GEM LAKE TO APPROVE A TOBACCO LICENSE TO PUFF N STUFF DISPENSARY, 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**, Puff N Stuff Dispensary, 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 Puff N Stuff Dispensary, 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

January 21, 2025  
\_\_\_\_\_  
Date



City of Gem Lake  
County of Ramsey  
State of Minnesota



**Resolution No. 2025-005**

**A RESOLUTION AUTHORIZING THE CITY OF GEM LAKE TO APPROVE AN EDIBLE CANNABINOID PRODUCTS LICENSE TO PUFF N STUFF DISPENSARY, 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**, Puff N Stuff Dispensary, 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 Puff N Stuff Dispensary, 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

*January 21, 2024*  
\_\_\_\_\_  
Date

January 8, 2025

██████████  
Goose Lake Rd  
St Paul, MN 55110

RE: Residential Well Sampling Results  
Located at ██████████ Goose Lake Rd

Dear ██████████

Your well was sampled to define the concentration of per- and polyfluoroalkyl substances (PFAS), and 1,4-dioxane.

**The recent sample from your well contain the following compound(s):**

<b>Chemical</b>	<b>Amount found (in parts per billion) 11/07/2024</b>	<b>MDH health- based value (in parts per billion)</b>
1,4-Dioxane	Not Detected	1.0
PFBA	0.0851	7.0
PFBS	0.00176	0.1
PFHpA	0.00315	NE
PFHxA	0.0118	0.2
PFHxS	0.00273	0.047
PFMPA	0.000502 J	NE
PFOA	0.00437	0.000079
PFPeA	0.0228	NE
PFPeS	0.00143	NE

*J = Estimated result with minimal impacts; data is considered usable and valid.*

*NE = A health-based value has not yet been established.*

There were detections of PFAS in your well water. There was an exceedance of MDH health-based guidance for PFOA in your well water. Therefore, **the MPCA recommends that your well water should not be used for drinking or cooking.** The detections that were present in your well water are listed in the table above and compared to the MDH health-based guidance values. A copy of the laboratory report for your well has been included with this letter.

Drinking water with levels of PFAS and/or 1,4-dioxane at or below health-based guidance over a lifetime is considered safe. These limits are also designed to be protective of the developing fetus, infants, children, or people who may drink more water than the average person, such as a nursing mother. The limits also take into consideration that people may be exposed through other pathways in addition to drinking water.

Filters containing activated carbon or reverse osmosis membranes have been shown to be effective at removing PFAS from water. However, these filters are not as effective in removing 1,4-dioxane. Other types of common water treatment systems, such as water softeners, are not likely to remove PFAS or 1,4-dioxane. Additional information can be found at the MDH website.



Due to the exceedance of PFOA in your well water, the MPCA will offer you bottled water service as an interim drinking water solution until a long term solution is met. **If you have not been set up with bottled water service, please contact me.** The MPCA will contact you if an additional sample from your well is warranted in the future.

Thank you for allowing the MPCA access to your well. If you have any questions regarding your results or have any issues being provided bottle water service, please contact me, Drew Bahl, at 651-757-2187 or by email at [drew.bahl@state.mn.us](mailto:drew.bahl@state.mn.us). You may also reach the MPCA at 800-657-3864.

If you have health related questions, please reach out to Daniel Pena at 651-201-4920 or [daniel.pena@state.mn.us](mailto:daniel.pena@state.mn.us). You may also reach out to MDH at 651-201-4897.

Sincerely,

*Drew Bahl*

*This document has been electronically signed.*

Drew Bahl  
Project Manager  
Superfund Program  
Remediation Division

Final Report  
 Analytical Results

Program Code: PL	Project ID: PRJ08103
Program Name: Metro MERLA-SF	Facility Name/ID: SA0000918
Collected By: Samuel Gutierrez	City: Gem Lake
Collector ID: None	Generated: 01/06/25 10:12

MDH Sample Number: 24K0566-20

Location ID: 1000026142	Collect Date: 11/07/24	Field Residual Chlorine Result: None
Field Name: █████ Goose Lake Rd	Collect Time: 10:20	Field Fluoride Result: None
Sampling Point: None	Matrix: Wtr-Drink	Field pH Result: None
QA Type: None		Field PO4 Result: None

Results were produced by the Minnesota Department of Health, except where noted.

1,4-Dioxane

Analyte	Analyte Qualifier(s)	Result	Reporting Limit	Units	Batch	Prepared	Analyzed	Method
1,4-Dioxane		<	0.049	ug/L	B4K0961	11/26/24 07:48	11/26/24 21:12	MDH 522

PFAS in Water 1633

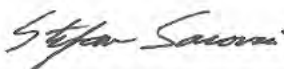
Analyte	Analyte Qualifier(s)	Result	Reporting Limit	Units	Batch	Prepared	Analyzed	Method
11CI-PF3OUdS		<	1.61	ng/L	B4K0925	11/25/24 07:19	12/05/24 00:40	EPA 1633mod
3:3FTCA		<	3.22	ng/L	B4K0925	11/25/24 07:19	12/05/24 00:40	EPA 1633mod
4:2FTS		<	3.22	ng/L	B4K0925	11/25/24 07:19	12/05/24 00:40	EPA 1633mod
5:3FTCA		<	16.1	ng/L	B4K0925	11/25/24 07:19	12/05/24 00:40	EPA 1633mod
6:2FTS		<	3.22	ng/L	B4K0925	11/25/24 07:19	12/05/24 00:40	EPA 1633mod
7:3FTCA		<	16.1	ng/L	B4K0925	11/25/24 07:19	12/05/24 00:40	EPA 1633mod
8:2FTS		<	3.22	ng/L	B4K0925	11/25/24 07:19	12/05/24 00:40	EPA 1633mod
9CI-PF3ONS		<	1.61	ng/L	B4K0925	11/25/24 07:19	12/05/24 00:40	EPA 1633mod
ADONA		<	1.61	ng/L	B4K0925	11/25/24 07:19	12/05/24 00:40	EPA 1633mod
HFPO-DA		<	1.61	ng/L	B4K0925	11/25/24 07:19	12/05/24 00:40	EPA 1633mod
NEtFOSA		<	0.804	ng/L	B4K0925	11/25/24 07:19	12/05/24 00:40	EPA 1633mod
NEtFOSAA		<	0.804	ng/L	B4K0925	11/25/24 07:19	12/05/24 00:40	EPA 1633mod
NEtFOSE		<	8.04	ng/L	B4K0925	11/25/24 07:19	12/05/24 00:40	EPA 1633mod
NFDHA		<	1.61	ng/L	B4K0925	11/25/24 07:19	12/05/24 00:40	EPA 1633mod
NMeFOSA		<	0.804	ng/L	B4K0925	11/25/24 07:19	12/05/24 00:40	EPA 1633mod
NMeFOSAA		<	0.804	ng/L	B4K0925	11/25/24 07:19	12/05/24 00:40	EPA 1633mod
NMeFOSE		<	8.04	ng/L	B4K0925	11/25/24 07:19	12/05/24 00:40	EPA 1633mod
<b>PFBA</b>		<b>85.1</b>	3.22	ng/L	B4K0925	11/25/24 07:19	12/05/24 00:40	EPA 1633mod
<b>PFBS</b>		<b>1.76</b>	0.804	ng/L	B4K0925	11/25/24 07:19	12/05/24 00:40	EPA 1633mod
PFDA		<	0.804	ng/L	B4K0925	11/25/24 07:19	12/05/24 00:40	EPA 1633mod
PFDoA		<	0.804	ng/L	B4K0925	11/25/24 07:19	12/05/24 00:40	EPA 1633mod
PFDoS		<	0.804	ng/L	B4K0925	11/25/24 07:19	12/05/24 00:40	EPA 1633mod
PFDS		<	0.804	ng/L	B4K0925	11/25/24 07:19	12/05/24 00:40	EPA 1633mod

FINAL REPORT

Report ID: 01062025101230

Authorized by:

The results in this report apply only to the samples analyzed.  
 This report must not be reproduced, except in full, without the written approval of the laboratory.



Stefan Saravia, Environmental Laboratory Manager  
 Public Health Laboratory, Minnesota Department of Health

Final Report  
 Analytical Results

Program Code: PL	Project ID: PRJ08103
Program Name: Metro MERLA-SF	Facility Name/ID: SA0000918
Collected By: Samuel Gutierrez	City: Gem Lake
Collector ID: None	Generated: 01/06/25 10:12

**MDH Sample Number: 24K0566-20**

Location ID: 1000026142	Collect Date: 11/07/24	Field Residual Chlorine Result: None
Field Name: █████ Goose Lake Rd	Collect Time: 10:20	Field Fluoride Result: None
Sampling Point: None	Matrix: Wtr-Drink	Field pH Result: None
QA Type: None		Field PO4 Result: None

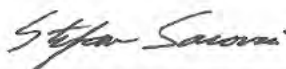
Results were produced by the Minnesota Department of Health, except where noted.

**PFAS in Water 1633 - Continued**

Analyte	Analyte Qualifier(s)	Result	Reporting Limit	Units	Batch	Prepared	Analyzed	Method
PFEESA		<	1.61	ng/L	B4K0925	11/25/24 07:19	12/05/24 00:40	EPA 1633mod
<b>PFHpA</b>		<b>3.15</b>	0.804	ng/L	B4K0925	11/25/24 07:19	12/05/24 00:40	EPA 1633mod
PFHpS		<	0.804	ng/L	B4K0925	11/25/24 07:19	12/05/24 00:40	EPA 1633mod
<b>PFHxA</b>		<b>11.8</b>	0.804	ng/L	B4K0925	11/25/24 07:19	12/05/24 00:40	EPA 1633mod
<b>PFHxS</b>		<b>2.73</b>	0.804	ng/L	B4K0925	11/25/24 07:19	12/05/24 00:40	EPA 1633mod
PFMBA		<	1.61	ng/L	B4K0925	11/25/24 07:19	12/05/24 00:40	EPA 1633mod
<b>PFMPA</b>	J	<b>0.502</b>	1.61	ng/L	B4K0925	11/25/24 07:19	12/05/24 00:40	EPA 1633mod
PFNA		<	0.804	ng/L	B4K0925	11/25/24 07:19	12/05/24 00:40	EPA 1633mod
PFNS		<	0.804	ng/L	B4K0925	11/25/24 07:19	12/05/24 00:40	EPA 1633mod
<b>PFOA</b>		<b>4.37</b>	0.804	ng/L	B4K0925	11/25/24 07:19	12/05/24 00:40	EPA 1633mod
PFOS		<	0.804	ng/L	B4K0925	11/25/24 07:19	12/05/24 00:40	EPA 1633mod
PFOSA		<	0.804	ng/L	B4K0925	11/25/24 07:19	12/05/24 00:40	EPA 1633mod
<b>PFPeA</b>		<b>22.8</b>	1.61	ng/L	B4K0925	11/25/24 07:19	12/05/24 00:40	EPA 1633mod
<b>PFPeS</b>		<b>1.43</b>	0.804	ng/L	B4K0925	11/25/24 07:19	12/05/24 00:40	EPA 1633mod
PFTeDA	V1	<	0.804	ng/L	B4K0925	11/25/24 07:19	12/05/24 00:40	EPA 1633mod
PFTrDA	V1	<	0.804	ng/L	B4K0925	11/25/24 07:19	12/05/24 00:40	EPA 1633mod
PFUnA		<	0.804	ng/L	B4K0925	11/25/24 07:19	12/05/24 00:40	EPA 1633mod

Authorized by:

*The results in this report apply only to the samples analyzed.  
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Stefan Saravia, Environmental Laboratory Manager  
 Public Health Laboratory, Minnesota Department of Health

# Per- and Polyfluoroalkyl Substances (PFAS)

*Information about PFAS well testing and filtration systems in the Twin Cities East Metro: Visit the Minnesota Pollution Control Agency (MPCA) on the web at [Well sampling in the east metro](#)*

*[LINK <https://www.pca.state.mn.us/air-water-land-climate/well-sampling-in-the-east-metro-area>], or contact the Minnesota Pollution Control Agency East Metro Unit by email at [PFAS.Well.Sampling.MPCA@state.mn.us](mailto:PFAS.Well.Sampling.MPCA@state.mn.us).*

PFAS are a family of human-made chemicals that have been widely used for decades. PFAS are commonly used for their water- and grease-resistant properties. PFAS are extremely stable and do not breakdown in the environment. They have been found in the groundwater and surface water in Minnesota. Some PFAS can build up and stay in the human body for many years. They can also slowly decline if the exposure stops.

Our understanding and ability to detect PFAS in the environment has evolved since the Minnesota Pollution Control Agency (MPCA) and the Minnesota Department of Health (MDH) began investigating them in 2002. We consider PFAS emerging contaminants. Emerging contaminants are contaminants about which we have a new awareness or understanding about how they move in the environment or affect public health. PFAS, like other emerging contaminants, are the focus of active research and study, which means that new information is released frequently.

- Drinking water is just one way people are exposed to PFAS. To reduce the potential health risks from PFAS for all Minnesotans, drinking water can be treated, and non-water sources must be addressed. At very low levels of PFAS in water, lowering exposure to PFAS from other sources becomes more important for public health.
- MDH scientists recently published an analysis demonstrating that, for most people, the majority of PFOA in their blood is from non-water sources: [Estimation of Serum PFOA Concentrations from Drinking and Non-Drinking Water Exposures](#) [LINK [https://ehp.niehs.nih.gov/doi/10.1289/EHP12405?url\\_ver=Z39.88-2003&rfr\\_id=ori:rid:crossref.org&rfr\\_dat=cr\\_pub%20%20pubmed](https://ehp.niehs.nih.gov/doi/10.1289/EHP12405?url_ver=Z39.88-2003&rfr_id=ori:rid:crossref.org&rfr_dat=cr_pub%20%20pubmed)].

Minnesota is undertaking PFAS pollution prevention measures including a new law known as Amara’s Law that prohibits avoidable use of PFAS use in Minnesota by 2032. Prohibitions on PFAS in certain categories of products begin next year.

Minnesotans can take simple actions now to reduce exposure. More information can be found on the website, [Reducing Exposures: Per- and Polyfluoroalkyl substances \(PFAS\)](#) [LINK <http://www.health.state.mn.us/communities/environment/hazardous/docs/pfas/pfasreducingexp.pdf>].



# MDH PFAS information

**PFAS and Health** [[LINK http://www.health.state.mn.us/communities/environment/hazardous/topics/pfashealth.html](http://www.health.state.mn.us/communities/environment/hazardous/topics/pfashealth.html)]

Information about health risks of exposure to PFAS, health-based guidance for PFAS in water and air, and how to lower your exposure to PFAS.

**PFAS and Products** [[LINK http://www.health.state.mn.us/communities/environment/hazardous/topics/pfasproduct.html](http://www.health.state.mn.us/communities/environment/hazardous/topics/pfasproduct.html)]

Information about PFAS exposure through consumer products, and how to your lower exposure.

**PFAS Resources for Health Care Providers**

[[LINK http://www.health.state.mn.us/communities/environment/hazardous/topics/pfaschproviders.html](http://www.health.state.mn.us/communities/environment/hazardous/topics/pfaschproviders.html)]

For use by health care providers in counseling patients.

**MDH Cancer Reporting System (MCRS) Reports** [[LINK http://www.health.state.mn.us/data/mcrs/data/index.html](http://www.health.state.mn.us/data/mcrs/data/index.html)]

Reports for communities using data reported to MCRS.

**MDH PFAS Biomonitoring: East Metro** [[LINK http://www.health.state.mn.us/communities/environment/biomonitoring/projects/pfas.html](http://www.health.state.mn.us/communities/environment/biomonitoring/projects/pfas.html)]

Blood levels of PFAS tested over time in people from the St. Paul East Metro area.

**PFAS and Private Wells** [[LINK http://www.health.state.mn.us/communities/environment/water/wells/waterquality/pfas.html](http://www.health.state.mn.us/communities/environment/water/wells/waterquality/pfas.html)]

Information on testing your private well.

**PFAS Sites in Minnesota** [[LINK http://www.health.state.mn.us/communities/environment/hazardous/topics/sites.html](http://www.health.state.mn.us/communities/environment/hazardous/topics/sites.html)]

The Minnesota Department of Health (MDH) and Minnesota Pollution Control Agency (MPCA) have investigated a number sites across the state where PFAS were released to the environment.

Stress at Contaminated Sites: [Coping with the stress that environmental contamination can cause](#) (PDF) [[LINK http://www.health.state.mn.us/communities/environment/hazardous/docs/stresscontsites.pdf](http://www.health.state.mn.us/communities/environment/hazardous/docs/stresscontsites.pdf)]

**PFAS and Fish** [[LINK http://www.health.state.mn.us/communities/environment/fish/index.html](http://www.health.state.mn.us/communities/environment/fish/index.html)]

Advice about eating fish from lakes and rivers where fish have been tested and contaminant levels in some fish species are higher.

**PFAS Testing of Public Water Systems** [[LINK http://www.health.state.mn.us/communities/environment/water/pfas.html](http://www.health.state.mn.us/communities/environment/water/pfas.html)]

About PFAS testing in drinking water from public water systems.

**PFAS and Home Treatment of Water**

[[LINK http://www.health.state.mn.us/communities/environment/hazardous/topics/pfashometreat.html](http://www.health.state.mn.us/communities/environment/hazardous/topics/pfashometreat.html)]

If you have concerns about your health, you can take steps to reduce your potential exposure to PFAS from drinking water in your home.

**PFAS and Homegrown Garden Produce (PDF**

[[LINK http://www.health.state.mn.us/communities/environment/hazardous/docs/pfas/pfasgardproduce.pdf](http://www.health.state.mn.us/communities/environment/hazardous/docs/pfas/pfasgardproduce.pdf)].)

Watering home gardens with PFAS-contaminated water can increase the levels of PFAS in the soil and edible plants.

**PFAS and Home-raised Farm Animals**

[[LINK https://www.mda.state.mn.us/sites/default/files/docs/2024-01/36%20PFAs%20and%20Home-Raised%20Farm%20Animals%20CURRENT%2012.15.23.pdf](https://www.mda.state.mn.us/sites/default/files/docs/2024-01/36%20PFAs%20and%20Home-Raised%20Farm%20Animals%20CURRENT%2012.15.23.pdf)]

Offering PFAS-contaminated water to farm animals could lead to the build-up of certain PFAS in animal tissue. This information came from a collaboration with the Minnesota Pollution Control Agency (MPCA) and the Minnesota Department of Agriculture (MDA) and is hosted on the MDA website.

**History of PFAS** [[LINK http://www.health.state.mn.us/communities/environment/hazardous/topics/history.html](http://www.health.state.mn.us/communities/environment/hazardous/topics/history.html)]

Since 2002, the MDH has partnered with other state agencies to protect the environment and health of people in Minnesota. MDH PFAS activities through the years are listed here.

## Other agency resources

- Minnesota Pollution Control Agency: [PFAS pollution](https://www.pca.state.mn.us/waste/pfas-pollution) [[LINK https://www.pca.state.mn.us/waste/pfas-pollution](https://www.pca.state.mn.us/waste/pfas-pollution)]
- Minnesota Pollution Control Agency: [Minnesota's PFAS Blueprint](https://www.pca.state.mn.us/waste/minnesotas-pfas-blueprint) [[LINK https://www.pca.state.mn.us/waste/minnesotas-pfas-blueprint](https://www.pca.state.mn.us/waste/minnesotas-pfas-blueprint)]
- US Environmental Protection Agency: [Research on Per- and Polyfluoroalkyl Substances \(PFAS\)](https://www.epa.gov/chemical-research/research-and-polyfluoroalkyl-substances-pfas) [[LINK https://www.epa.gov/chemical-research/research-and-polyfluoroalkyl-substances-pfas](https://www.epa.gov/chemical-research/research-and-polyfluoroalkyl-substances-pfas)]

- US Environmental Protection Agency: [PFAS Explained](https://www.epa.gov/pfas/pfas-explained) [LINK <https://www.epa.gov/pfas/pfas-explained>]
- Agency for Toxic Substances and Disease Registry: [Per- and Polyfluoroalkyl Substances \(PFAS\) and Your Health](https://www.atsdr.cdc.gov/pfas/index.htm) [LINK <https://www.atsdr.cdc.gov/pfas/index.htm>]

Go to [top](#)

Last Updated: 10/23/2024

**Nolan W. Wall, AICP**  
*Planning/Community Development Director*

**651.204.6027** Phone  
651.204.6100 Fax  
nolan.wall@cityvadnaisheights.com



**The City of Vadnais Heights**  
800 East County Road E  
Vadnais Heights, MN 55127

January 6, 2025

RE: Informational Open House Invitation  
Gallery Vadnais Heights

Dear Property Owner(s):

The city has received an application for a Planned Unit Development (PUD) at the property located north of City Center Drive and west of Labore Road (PID #283022430031). As required by City Code, the applicant must hold an informational open house. Please see the enclosed invitation letter for details.

This open house is not a city meeting and does not replace any required public hearings in the formal entitlement process. The city will mail additional notices in advance of future Planning Commission and City Council meetings. The Planning Commission will review the Concept PUD on January 28, followed by the City Council on February 4.

If you have any questions, please contact me at (651) 204-6027 or nolan.wall@cityvadnaisheights.com.

Sincerely,

The City of Vadnais Heights

A handwritten signature in black ink, appearing to read "Nolan Wall".

Nolan Wall, AICP  
Planning/Community Development Director

enclosure(s): Property Map  
Invitation Letter

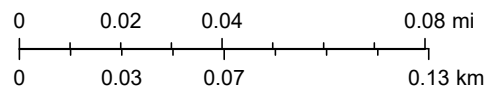
cc/ec: Case 24-13 Case File  
Applicant (via email: joe@chasere.com)

# Planning Case 24-13: Concept PUD (PID# 283022430031)



1/6/2025, 10:18:06 AM

1:2,400







## INFORMATIONAL OPEN HOUSE Development Proposal – Gallery Vadnais Heights

Chase Real Estate, a Burnsville-based housing developer and builder, will be hosting an informational Open House on Wednesday night January 22, 2025 to introduce its housing development proposal in the City Center neighborhood on the vacant property just north of Allina’s Clinic along Labore Road. The meeting will be held at City Hall from 5:30 pm to 7:00 pm.

The proposed project, ‘Gallery Vadnais Heights’ was recently submitted to the City for Concept Planned-Unit-Development review to develop the approximately 9.5 acre property abutting City Center Drive and Labore Rd. The proposed project will be a market-rate rental housing property with upscale, condo-level apartment home finishes and various amenities. Members of the neighborhood are encouraged to attend to learn more.

- 
- WHO:** Chase Real Estate (Gallery Apartments)  
ChaseRE.com/about  
Example properties: [thecarverapts.com](http://thecarverapts.com), [galleryapartmentsmn.com](http://galleryapartmentsmn.com)
- WHAT:** Informational Open House – presentation of proposed development by developer
- WHEN:** Wednesday, January 22, 2025; 5:30 pm to 7:00 pm.
- WHERE:** City of Vadnais Heights  
City Hall  
800 East County Rd E  
Vadnais Heights MN 55127

*Mayor*  
**Mike Krachmer**

*Council Members*  
**Erik Goebel**  
**Kelly Jozwowski**  
**Katherine Doll Kanne**  
**Jerry Moynagh**



**The City of Vadnais Heights**  
800 East County Road E  
Vadnais Heights, MN 55127  
Phone: 651.204.6000

*City Administrator*  
**Kevin P. Watson**

### NOTICE OF PUBLIC HEARING

**NOTICE IS HEREBY GIVEN** that the Vadnais Heights Planning Commission will meet and conduct a public hearing on Tuesday, January 28 at 7:00 p.m. at City Hall, 800 East County Road E, to consider a concept planned unit development application submitted by Chase Real Estate for the property at 0 Labore Road (PID #283022430031)

Anyone wishing to be heard regarding this matter will be given an opportunity at this time. The application is available for public review at City Hall during normal business hours and will be posted on the City's website in advance of the meeting. Questions or comments should be directed to Nolan Wall, Planning/Community Development Director, at 651-204-6027 or [nolan.wall@cityvadnaisheights.com](mailto:nolan.wall@cityvadnaisheights.com).

FOR THE CITY COUNCIL OF THE  
CITY OF VADNAIS HEIGHTS

A handwritten signature in black ink, appearing to read "Kevin P. Watson".

Kevin P. Watson  
City Administrator

Dated: January 15, 2025

MAILED ON 1/19/2025

*Mayor*  
**Mike Krachmer**

*Council Members*  
**Erik Goebel**  
**Kelly Jozwowski**  
**Katherine Doll Kanne**  
**Jerry Moynagh**



**The City of Vadnais Heights**  
800 East County Road E  
Vadnais Heights, MN 55127  
*Phone: 651.204.6000*

*City Administrator*  
**Kevin P. Watson**

**NOTICE OF PUBLIC HEARING**

**NOTICE IS HEREBY GIVEN** that the Vadnais Heights City Council will meet and conduct a public hearing on Tuesday, February 4 at 7:00 p.m. at City Hall, 800 East County Road E, to consider a concept planned unit development application submitted by Chase Real Estate for the property at 0 Labore Road (PID #283022430031).

Anyone wishing to be heard regarding this matter will be given an opportunity at this time. The application is available for public review at City Hall during normal business hours and will be posted on the City's website in advance of the meeting. Questions or comments should be directed to Nolan Wall, Planning/Community Development Director, at 651-204-6027 or [nolan.wall@cityvadnaisheights.com](mailto:nolan.wall@cityvadnaisheights.com).

FOR THE CITY COUNCIL OF THE  
CITY OF VADNAIS HEIGHTS

A handwritten signature in black ink that reads "Kevin P. Watson". The signature is written in a cursive style with a long horizontal line extending to the right.

Kevin P. Watson  
City Administrator

Dated: January 22, 2025

MAILED 1/15/2025

# AED SERVICE AGREEMENT OVERVIEW



## Be READY™ for sudden cardiac arrest

It takes a lot more than an AED to save a life. Proper planning, implementation, ongoing support and routine onsite service checks can be critical in helping ensure the AED works when you need it most.

1



### PLANNING

You determine the type, location and number of AEDs needed for your business

2



### IMPLEMENTATION

Your AEDs are professionally installed with the cabinet and AED sign.

3



### PROGRAM MANAGEMENT

You will have access to this online portal for a full view of your AED tracking and medical direction

4



### ONGOING SUPPORT

Your dedicated Cintas professional will perform routine inspections of pads and batteries

# ZOLL® AED 3®

The ZOLL® AED 3® defibrillator was developed based on extensive usability testing with hundreds of trained and untrained users. It was clear from these studies that users wanted three basic things: an AED that gives better support for rescuers by being easy to use, easy to own and easy to maintain.



## FEATURES AND BENEFITS

- Easy to navigate large color LCD screen
- Simple to operate with clear one-touch buttons
- Real CPR Help® guides rescuers in delivering high-quality CPR consistent with current guidelines
- Enhanced bar gauge lets rescuers see when they are doing quality CPR



# ZOLL® AED PLUS®

Using innovations that help make responding to a cardiac emergency easier than ever, ZOLL®'s AED Plus® is equipped with one-of-a-kind Real CPR Help® technology. Easy-to-follow instructions inform the user on how to attach pads to the patient. A sensor in the pads "sees" each chest compression and communicates it to the AED. This unique CPR feedback tool provides real-time feedback for depth and rate of chest compressions. Audio and visual prompts help you to respond with confidence.



## FEATURES

- Real CPR Feedback
- Synchronized 5-year pad and battery life
- One-piece CPR-D-Padz®
- Available with a service agreement
- Accessories available

## ACCESSORIES



# MOBILE FIRST AID AND VEHICLE KITS

First Aid cabinets are essential to any business, but sometimes you need kits when you're on the move. From kits built for vehicles to mobile bags built for emergencies, trust Cintas to provide the supplemental first aid products that help you protect your employees when business takes them on the road. Cintas first aid kits are configured with high-quality supplies, making them a great choice for vehicles.



## Large Mobile First Aid Bag • 22129

- Well-stocked with essentials for immediate care in emergencies
- Includes trauma dressing and tourniquet



## 20-Unit Standard Vehicle Kit

Metal • 20429 / Plastic • 20529

- Sized to fit under a car seat or even smaller space
- Durable dust and moisture resistant metal or plastic case



## Small Mobile First Aid Bag • 21629

- More portable, more lightweight, soft-sided bag
- Includes the essential items for basic mobile first aid



## Bleeding Control Kit

Standard Single Unit Kit • 20629

Standard Three Unit Kit • 613771

Standard Refill Packet • 613769

Premium Single Unit Kit • 615508

Premium Refill Packet • 615509

- Designed specifically for bleeding emergencies
- Premium unit includes tactical-grade tourniquet, emergency blanket and H-vent chest seals



## 36-Unit Deluxe Vehicle Kit • 20929

- Dust and moisture resistant metal case for harsh environments
- Filled with a wide variety of basic first aid products





# Accounts Payable Contact/ Billing Information



How should the Business Name read on the invoice?

Do you have other sites/locations within your company that are set up for billing with Cintas?  YES  NO  UNSURE

Are you Tax Exempt?  YES  NO If Yes, where can I get a copy of your tax-exempt form?

**PAYER INFORMATION:** This section covers the address where the person who pays the bills is and their contact information.

Account Payable Contact Name:

Account Payable Contact Phone #:

Account Payable Email:

Payer Street Address:

City:

ST/PROV:

ZIP/PC:

We will use the Payer address above as the address that is used for credit reference/credit check if it is different from service address.

**BILL-TO INFORMATION:** This section covers where the bill will be mailed/sent to.

Same as Payer OR  Same as Sold-To OR  Portal/Third Party

Bill-To Street Address:

City:

ST/PROV:

ZIP/PC:

## WE CAN CUSTOMIZE HOW YOU RECEIVE YOUR BILL FOR PAYMENT PROCESSING

Invoice Delivery (choose one):  Leave at Site and Email  Email Only  Physically Mail  Leave at site after service

Do invoices require a purchase order?  YES  NO If yes, please provide PO#

Will the same PO need to appear on each invoice?  YES  NO Is there an expiration date?

**NET TERMS:** Cintas standard payment is due 30 days after receiving an invoice

\*If other than net 30 is needed, please let us know. Please be aware, this will need to be reviewed and approved by Cintas prior to any services being rendered. Any account unable to provide positive credit results from Credit.net may be set up for Auto-Charge/Credit Card payments below.

## PAYMENT OPTIONS

Check

ACH/EFT - We will have our ACH/EFT team contact the AP contact above with ACH/EFT payment details

Credit Card - We will have our Payment Center contact the AP Contact above for credit card details

Unless noted below, your AP contact above will be automatically registered to manage your Cintas account online with myCintas Billing. myCintas allows you to conveniently access your account anytime using your computer, tablet, or mobile device!

Do not send information about Online Bill Pay





## 2025 Elected Leaders Institute – Foundational Program



## 2025 Elected Leaders Institute – Advanced Program

### Important dates – Plymouth

#### Feb. 3 – Online Learning Begins

All online courses should be completed before attending the in-person event:

- Welcome to MemberLearn
- City Structures and Roles
- Open Meeting Law
- Public Finance 101 & 102
- Legal Landscape for Elected Officials

[Read online course descriptions.](#)

#### Feb. 21-22 – In-Person Event

All in-person activities will take place at the [Crowne Plaza – Minneapolis West](#) (Plymouth).

See session descriptions, speakers, and other details: [Browse the in-person agenda.](#)

#### Fee

\$350

#### Registration

*Registration closes Feb. 2*

### Plymouth Cohort

#### Feb. 21-22

All activities will take place at the [Crowne Plaza – Minneapolis West](#) (Plymouth).

See session descriptions, speakers and other details: [Browse the agenda.](#)

#### Fee

\$350

#### Registration

*Registration closes Feb. 19.*

## In-Person Agenda – Plymouth (Foundational Program)

### Friday, February 21

10:15 a.m.

Check-in opens!

10:45 a.m.

Greeting from Host City and Welcome from League Leadership

*LMC Board President Justin Miller, League of Minnesota Cities staff*

11 a.m.

Elected Leadership: An Invitation to Make a Positive Difference

*Luke Fischer, Executive Director, League of Minnesota Cities*

Explore the skills required to be an effective leader, including how values and ethics help shape your personal leadership style and set a course for your public service career.

#### **Learning Objectives:**

- Demonstrate insight into leadership expectations you most likely will encounter in this role.
- Apply key skills which will aid your experience as a leader and help build relationships.
- Reflect on your own personal leadership principles that you bring to the city.

12 p.m.

Networking Lunch

1 p.m.

Good Governance and Open Meeting Law

*Amber Eisenschenk, Research Manager, League of Minnesota Cities*

There is a lot to learn as you get started in local government. This session will walk you through common Open Meeting Law challenges elected officials face. Ask questions, hear from others, and work through scenarios. **Please note:** This session builds on information learned in the Open Meeting Law MemberLearn course. It is recommended that you complete the course in MemberLearn ahead of this session.

#### **Learning Objectives:**

- Understand the basic requirements of an open meeting and how/when you can close a meeting.
- Explore common trip-ups your city may face and how to avoid breaking the Open Meeting Law.

2:15 p.m.

Break

2:30 p.m.

Risk and Legal Obligations for Cities in Context

*Patricia Beety, General Counsel, League of Minnesota Cities*

Revisit common legal scenarios that elected leaders may face, including considerations around social media. Practice with other participants during breakouts, where you will get a chance to share questions and hear from others. **Please note:** This session builds on information learned during the Risk and Legal Obligations and Social Media Best Practices MemberLearn courses. It is recommended that you complete the courses in MemberLearn ahead of this session.

#### **Learning Objectives**

- Become familiar with the legal standards and concepts you need to uphold as an elected official.
- Understand how to work with city staff and your city attorney, and develop a habit of perusing the League's website for latest trends and issues, including loss control and risk reduction from the League of Minnesota Cities Insurance Trust.
- Recognize where to go if you need assistance navigating a tricky problem or have questions.

3:45 p.m.

Break

4 p.m.

Advocacy at the Capitol

League of Minnesota Cities Intergovernmental Relations Team

In this session you will identify the role you and the League play in lobbying at the Capitol. Understand the League's policy development process, gain tips for communicating with legislators, discover models and toolkits available to city councils, and become familiar with the way Minnesota cities impact Washington D.C.

**Learning Objectives:**

- Become familiar with the League's legislative policy development process.
- Learn how you can make an impact at the Capitol through advocacy efforts.

4:30 p.m.

Social Time

5:30 p.m.

Dinner & Remarks from League Leadership and Event Sponsors

6:30 p.m.

Adjourn

**Saturday, Feb. 22**

7:45 a.m.

Continental Breakfast

8:30 a.m.

Public Finance in Context

*Mark Ruff, Finance Director, League of Minnesota Cities; Lisa Sova, Assistant Finance Director, League of Minnesota Cities*

Put theory into practice through discussion and examining common financial situations. Practice with other participants during breakouts, where you will get a chance to share questions and hear from others. **Please note:** this session builds on information learned in the Finance 101 and 201 MemberLearn courses. It is recommended that you complete the courses in MemberLearn ahead of this session.

**Learning Objectives:**

- Understand your role in the city's budgeting process.
- Learn critical components of public finance.
- Gain confidence in making budget decisions.

9:45 a.m.

Break

10 a.m.

Elected Leaders Panel

*Moderator: Jen Wolf, Deputy Administrator, League of Minnesota Cities Insurance Trust*

*Panel: Representatives from League Board of Directors and member cities*

A perennial favorite! Learn from a panel of experienced elected and appointed officials about the expectations and duties of an elected official. Share your challenges and get tips on how to be successful in your critical city role.

**Learning Objectives:**

- Feel confident in the duties and opportunities of your new role.

- Distinguish how other elected officials manage challenges and expectations for their city.
- Gain insight on how to have a successful relationship with your city departments and staff.

11 a.m.

The Power of Purpose

*Charles Weinstein, Ethical Leaders in Action*

All local government leaders want their communities to thrive – it provides a sense of purpose in our work. But how do you sustain yourself without burning out or burning bridges? How do you consistently engage others in pursuit of common goals that put your city, staff, and community first? This interactive session will present practical skills and techniques that will help you act with integrity, honesty, and fairness while strengthening relationships and building trust.

**Learning Objectives:**

- Recognize the Power of Purpose in order to maintain energy and focus.
- Identify Greenleaf's Principles of Servant Leadership with a goal of incorporating them into daily leadership activities.
- Use Ethical Persuasion when communicating and interacting with fellow leaders, staff, and the community.
- Use Fair Process principles in civic discussions to build trust.

12 p.m.

Closing Remarks

## **Agenda – Plymouth (Advanced Program)**

### **Friday, Feb. 21**

9:45 a.m.

Check-in opens!

10:15 a.m.

Greeting from Host City

*Jeff Wosje – Mayor, Plymouth*

10:20 a.m.

LMC Board / Leadership Welcome

10:30 a.m.

Minnesota Public Sector Union Negotiations: A Guide for City Councils

*Lisa Schaefer, Human Resources & Learning Director, League of Minnesota Cities*

As a city council member you are responsible for your city's most important resource – its people! Attracting and retaining skilled and engaged employees is critical to the delivery of services. Setting personnel policies that treat employees fairly and lawfully is an important aspect of governing a city. This includes keeping up to date on changes to public sector employment laws as well as navigating public sector collective bargaining processes. In this session, you'll gain insight into the union negotiation process, recent changes to public sector employment law, and promoting consistency and fairness in a mixed union and non-union environment.

#### **Learning Objectives:**

- Understand changes to public sector employment laws and their impact on city employment policies.
- Understand the various roles of the city councils play in union negotiations, and gain tips for successful outcomes.
- Learn to ask the right questions to ensure your employment policies are lawful, consistent, and fair for all employees including unionized and non-unionized employees.

11:30 p.m.

Networking Lunch

12:30 p.m.

Preparing for the Future: Building Strong Relationships Across Generational Lines

*Kim Leer, Inlay Insights*

Studies show that multigenerational teams outperform more homogeneous groups by almost every measure. While the advantages are numerous, working together across generational lines is easier said than done. Today's teams are often plagued by issues regarding everything from work ethic and retention to civility and fairness.

To truly harness the benefits of generational diversity, it's essential to move beyond "out with the old, in with the new." Every generation contributes valuable perspectives to our communities and city councils. In this session, we'll delve into effective communication tactics that foster connection across ages, improve team cohesion, and enable teams to execute plans more efficiently.

3 p.m.

Break

3:15 p.m.

Building Trust and Enhancing Organizational Culture

*Moderator: Luke Fischer, Executive Director, League of Minnesota Cities*

*League of Minnesota Cities Panelists: Amber Eisenschenk, Research Manager; Julie Liew, Communication & Events Director; Lisa Schaefer, HR & Learning Director; Jen Wolf, Deputy Administrator – League of Minnesota Cities Insurance Trust*

Hear tips from a panel of League of Minnesota Cities staff on how elected officials build stronger teams and organizations. This session shares common themes that we see across the state in cities of all sizes who are looking to increase trust, create healthy organizational cultures, and build relationships within city hall and out in the community. Hear advice you can apply in your city, as well as things to avoid.

**Learning Objectives:**

- Think critically about your role as a council member in moving the organizational culture forward in your city.
- Walk away with clear boundaries for where policy decisions end and operational decisions begin.
- Understand what plans are helpful to have in place to help triage common situations.
- Know who you can turn to for help when you end up in a sticky situation.

4:30 p.m.

Social Time

5:30 p.m.

Dinner and Remarks from League Leadership and event sponsors

6:30 p.m.

Adjourn

Saturday, Feb. 22

7:45 a.m.

Continental Breakfast

8:30 a.m.

Homerun Leadership: Your Best Frameworks for Difficult Decisions

*Dr. Dave Webb*

In this session, Dr. Dave Webb, Author of Homerun Leadership, will coach you on the IROD problem-solving formula to achieve better solutions and faster decisions. Homerun Leadership's IROD (Information, Reactions, Options, Decisions) is the ultimate tool for quick team/board/council decision-making. In this workshop you will gain insight to your greatest strengths as a leader, and how these strengths help with team settings and decision making. Through hands-on, interactive experiences, participants will leave not only knowing their own leadership type, but also the four leadership types most commonly found on every leadership team. In addition, participants will leave knowing the best four questions to achieve better team results and solutions, while improving team participation, decision making, and collaboration.

Watch a sneak peek:

\*Includes a mid-morning stretch and snack break

12 p.m.

Adjourn



# Hats Off to You!



The 2025 Conference Planning Committee is excited to present the 87<sup>th</sup> Annual Municipal Clerks and Finance Officers Association of Minnesota (MCFOA) Conference at Heritage Center (Formerly known as Earle Brown) in Brooklyn Center, MN! Kassidi Andres and her staff at St. Cloud State University assisted the committee with scheduling the presenters of the educational sessions, and as well as the keynote speakers in accordance with the theme: “Hats Off to You!” Here are of the highlights for the week:

## Tuesday, March 18<sup>th</sup>: Optional Pre-Conference Sessions

- Athenian Dialogue: “Five Little Indians,” facilitated by Anne Uecker (all day)
- New City Clerk Orientation and Election Administration (all day)
- Excel Basics (half day)

## Keynote Speakers

Wednesday: Greta Grosch – The Hokey Pokey Paradox: How to Put Your “Whole Self” in

Thursday: Marita Rhude, Kary Tillmann, Linda Rappe, and Betsy Snyder – The Fundamentals of MCFOA

Friday: Desi Payne – Do You Work with the Living Dead?

## Educational Sessions and Trade Show

A total of 24 educational sessions will be held on a wide range of topics; note that there will be sessions held on Friday morning. The annual trade show will be held on Thursday; this is a great opportunity to learn about new products and services that can help you perform your job.

## Entertainment

The President’s Reception will be held on Tuesday night to kick off the conference. On Wednesday night, join us for our “Hats Off to City Clerks Banquet,” and after dinner, the Entertainment Committee will be hosting a Bingo Night once again. Magician, Matt Dunn, will show us a few tricks on Thursday night.

## MCFOA Organization

- The board will meet on Tuesday afternoon and again on Friday at the conclusion of the conference. Nominations for Board positions will be held on Wednesday at 4:00 PM. If you are interested in serving on the board, please submit an application to the Nominations Committee.
- The annual Awards Luncheon will be held on Wednesday at noon. Normally, we encourage you to **wear your region colors on Wednesday**, however, **please save that for Thursday!**
- The Annual Business Meeting will be held on Thursday morning, and this includes elections for board members.
- The Silent Auction is held on Thursday in the exhibit hall!
- IIMC drawings will be the last item of business on Friday morning – All MCFOA members in attendance are eligible for one of the trips to the annual IIMC Conference. This year’s conference will be located in St. Louis, Missouri.

The Committee encourages you to come to the conference and celebrate our achievements! Thank you for everything you do in your roles, and thank you for attending this year’s conference. Hats Off to You!

Sincerely,

Beth Carlson, MMC  
Vice President & Planning Committee Chair

# Special Features

## Location/Accommodations

Exciting news! We have changed locations this year! In 2025 and 2026, we will be located at the beautiful Heritage Center in Brooklyn Center, MN (Formerly Earle Brown). Better yet, the primary room block will be set up at The Embassy Suites, which is connected to the venue. **PLEASE**

**NOTE:** the block at the Embassy is already full, however, there will be a waiting list for cancellations, and an overflow block is located just steps away at The Fairfield Inn & Suites. Both hotels provide overnight guests with a broad range of amenities including heated swimming pools, exercise areas, and dining facilities.

The sleeping room blocks (Embassy Suites-\$129/night plus tax and Fairfield Inn & Suites - \$129/night plus tax) are being held until February 28<sup>th</sup>, or until they are sold out. Make your overnight reservations via phone or e-mail. A booking link to both hotels can be found on the [PACE website](#).

## Optional Tuesday Pre-Conference Workshops

This year's conference includes three pre-conference training options on Tuesday, March 18th. At 9:00 AM, join Daphney Maras, City of Albert Lea, and Kary Tillmann, City of Zimmerman, for a full-day orientation for New City Clerks, or join a full-day Athenian Dialogue moderated by Anne Uecker, Professional Speaker. She will be leading a discussion on the book, "Five Little Indians," by Michelle Good. From 1:00-4:30, Bob Bruce from Trista Technology will be facilitating a half-day session on Excel Basics.

## CMC/MMC Points

This year's education-rich conference offers numerous opportunities to earn CMC/MMC Education Points. Even the pre-conference sessions provide opportunity for IIMC credits. You can find more information in your final program and in the conference app, Whova, to receive these points.

For those pursuing CMC (Certified Municipal Clerk) or MMC (Master Municipal Clerk) certification, this conference provides 1 CMC Education or 1 MMC Advanced Education point for every 4 hours of approved participation in combination with a completed learning assessment. St. Cloud State University will provide a Certificate for those participants who check "YES" during the registration process. The cost is covered by MCFOA. Please be sure to request them at the time of registration for costs to be covered. If IIMC Points will not play a role in your ongoing education plans, then you need not obtain them.

## Continuing Education Units/Customized Certificates

For those who are not tracking Education Points, but desire a certificate for CEUs (Continuing Education Units) or Certificate of Attendance, you may request if it meets the criteria you need. A CEU is defined as, "10 contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction, and qualified instruction." If you want a customized certificate, the cost is \$15 each. St. Cloud State University will be in touch for the specific certificate you are requesting, and provide your certificate by email.

## Instructional Materials/Speaker Handouts

Moving forward, all speaker handouts from keynote and concurrent sessions will be provided to attendees via the Whova Conference App. This will allow you to print out all materials or load to your devices in advance for use during the Conference.

## Wednesday Highlights

This year, we are switching things up a bit. Make sure to wear your region colors on **THURSDAY INSTEAD**, and join us for our annual awards luncheon. Then, make sure to stick around for a cash bar followed by a **our Hats Off to City Clerks Banquet**. Due to last year's popularity, the conference entertainment committee will be hosting Bingo Night again with fun, themed prizes to win.

**Please note:** registration is required for the plated dinner, so if you sign up, please make sure to attend, and if you don't sign up, please do not attend, as the venue will not have a meal prepared for you.



## Thursday Vendor Show

Once again, day two at the Conference brings an exciting exhibit show, with vendors from around the country showcasing their products and services to make a big difference in your daily work lives. **It is extremely important to visit their booths as their support of the conference keeps your attendance costs as low as possible.** Take the time to visit them all, especially at the 2:45-4:30 PM timeslot where many of the exhibitors have brought items, and offer an opportunity to win fabulous prizes!

## Thursday Silent Auction

The popular silent auction starts at 10:30 AM. Take time to view and bid on items donated by clerks and finance officers throughout the state, as well as items from our generous sponsors and exhibitors. Be sure to bid often... **Please note: the Silent Auction closes at 4:00 PM.** Silent Auction items must be paid for and picked up by 4:30 PM on Thursday, March 20th. If you are not able to stay for the end of the Silent Auction, please make arrangements to have a colleague pick up your item(s). Proceeds from the auction support the Association's training, scholarship programs, and 3 lucky winners will be granted conference registration and travel costs to attend the 2025 IIMC Annual Conference in St. Louis (**Winners must be active MCFOA members at the time of the drawing**).

## Thursday Evening

In accordance with the conference theme, we are excited to welcome Minneapolis magician, Matt Dunn! Make sure to join us right away at 4:30, as Matt Dunn will be providing some improv fun during cocktail hour. Then, from 5:30-6:30 PM, don't miss out on his live performance! **Please note:** we are starting entertainment a little bit earlier on Thursday. **Dinner will be on your own!**

## Conference Updates

You asked! We listened! See below for important updates.

**\*\*Dietary Restrictions: for those with allergies, a menu will be sent ahead of time, and the Chef will provide labeled options for you in the buffet line. If you are attending the banquet, please see your option on page 3. If the alternative option does not work, please contact Kassidi at [kassidi.andres@stcloudstate.edu](mailto:kassidi.andres@stcloudstate.edu).**

# Conference Updates

We have some exciting news to share! Based on last year's conference feedback, we have implemented a few changes! These changes include:

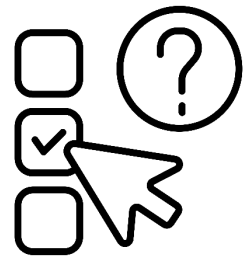
## No More Scanning QR Codes

That's right! We have decided to take out scanning QR codes, submitting attendance cards, and signing attendance sheets all-together! To receive credit for your session, we are going to trust you attended, and you must complete & pass your learning assessment. That's it!



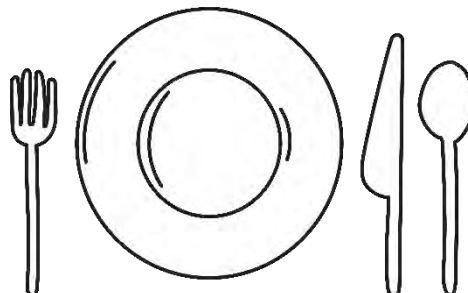
## New Assessment Tool: FlexiQuiz

Last year, we used Qualtrics as an assessment tool, and it didn't work out very well. This year, we will be using an assessment tool specifically designed for multiple choice quizzes. All you will have to do is click on the provided links found in Whova, and you will be redirected to your assessment! Your assessment is automatically graded, so you'll know right away if you passed.



## Handouts Stored Elsewhere

More great news! It will be much easier to access speaker handouts and presentations moving forward! All you have to do is click on the provided link in Whova, and you will be redirected to a Google Drive, where all handouts will be organized and stored!



## Plated Banquet Dinner

This year, you will have two entrees to choose from for Wednesday's dinner: **a)** Chicken Marsala, **b)** Roasted Pork Loin, or **c)** Vegan/Vegetarian/Dairy Free/Gluten Free **ONLY:** Mushroom Bourguignon with celery, baby carrots, and fresh herb

# Registration Information

The MCFOA early bird member rates are **\$395/person** (through February 18, 2025) or **\$420** (after February 18, 2025). To qualify for these rates, individuals must be current, paid members of MCFOA. The non-member rate is **\$500**. To determine membership status, contact Betsy Snyder (MCFOA Administrative Assistant) at [adminasst@mcfoa.org](mailto:adminasst@mcfoa.org).

All above fees include tuition for Wednesday-Friday, instructional materials, Wednesday evening entertainment, Thursday evening entertainment, two lunches, three breakfasts, all refreshment breaks, and a Wednesday evening plated dinner. **Appetizers on Thursday are first come, first served, and NOT guaranteed. Thursday dinner is on your own.**

MCFOA retirees can register at a special rate of **\$325, and must pay an additional \$45 to attend Wednesday's banquet**. To be eligible for this reduced rate, they must not be employed by or under contract with a Minnesota community.

Registration fees for Tuesday's pre-conference workshops are in addition to the overall conference amounts:

- Full-day sessions: Member rate **\$100/person**; Non-member rate **\$125/person** (lunch included). **Athenian Dialogue participants MUST be an MCFOA member.**
- Half-day sessions: Member rate **\$60/person**; Non-member rate **\$85/person** (lunch NOT included)
- Half-day participants may purchase lunch for **\$35**

Tuesday workshops are:

- Athenian Dialogue – "Five Little Indians"
- New City Clerk Orientation & Election Administration
- Excel Basics **(Bring your laptop and charger!)**

## Registration

Online registration is available at the [PACE website](#).

- While we hope to accommodate the request of participants selected for each breakout session room, you may be asked to consider another session.
- You will not be able to change your breakout sessions this year. Make a note of what you signed up for by creating your own schedule in the conference app.
- You will receive a confirmation email of your registration (Note: may be sent to your Junk/Spam folder). The concurrent sessions selected will **not** be in the confirmation email.

Register online with a credit card or by mail/email with check or purchase order. Online registration is preferred, however, a fillable PDF form is available on the above SCSU-MCFOA Conference website. An invoice will be emailed for those registering with a purchase order. For registration questions, contact Roxann Neu at [PACE@stcloudstate.edu](mailto:PACE@stcloudstate.edu) or 320-308-4962.

Registrations must be received no later than **February 25, 2025**. Any registrations received/postmarked after February 25, 2025 will incur a \$25 late registration fee. Also, please note that SCSU

has a policy that a \$25 late fee will be applied for payments not received within 30 days of the invoice date. Upon completion of registration for the conference, registrants will receive an electronic confirmation ONLY if an email address was provided.

## Additional Lunch or Entertainment Tickets

Have a guest you'd like to bring? Additional lunch tickets are **\$35/person**, and entertainment/banquet tickets are **\$45/person**.

## Cancellations/Refunds

Fees will be refunded (less a \$25 service fee) only if cancellation is received via email ([PACE@stcloudstate.edu](mailto:PACE@stcloudstate.edu)) by **February 25, 2025**. If you do not cancel your registration and do not attend, a refund will not be provided. Should inclement weather (or other circumstances beyond our control) necessitate program cancellation or postponement, you will receive communication from Kassidi Andres.

## For Further Information

For program questions, please contact:

Kassidi Andres at [kassidi.andres@stcloudstate.edu](mailto:kassidi.andres@stcloudstate.edu), 320-308-5759.

For registration questions, please contact:

Roxann Neu at [reneu@stcloudstate.edu](mailto:reneu@stcloudstate.edu), 320-308-4962.



**SOLUTION DRIVEN.**

We approach every client, location, and project as unique and let collaboration lead us to the right solution.

**BOLTON & MENK**  
Real People. Real Solutions.  
[Bolton-Menk.com](http://Bolton-Menk.com)

# *IIMC Conference Information*

**Save the Date:**



For more information, please visit [IIMC's website](#),  
and check for updates

# Agenda – Whova app will include a detailed schedule, menu, and MCFOA points

## TUESDAY - March 18, 2025 (Pre-Conference)

- 8:00-9:00 AM Continental Breakfast
- 8:30-9:00 AM Check-In for Full-Day Workshops
- 9:00-3:00 PM Athenian Dialogue: “Five Little Indians”
- 9:00-4:00 PM New City Clerk Orientation & Election Administration
- 12:00-12:30 PM Lunch (Full Day Workshops Only)
- 12:30-1:00 PM Check-In for Half-Day Workshop
- 1:00-4:30 PM Excel Basics
- 2:30-2:45 PM Afternoon Break
- 4:30-5:30 PM Board Meeting (Board Only)
- 4:30-7:00 PM Conference Check-In
- 5:30-6:30 PM President’s Reception

## WEDNESDAY - March 19, 2025 (Day 1)

- 7:45-8:40 AM Conference Check-In and Continental Breakfast
- 8:15-8:40 AM First Time Attendee Welcome Breakfast with MCFOA Board
- 8:45-9:00 AM Mayor Introduction & Therapy Dogs
- 9:00-9:15 AM Welcome Ceremony
- 9:15-10:30 AM **Opening Keynote:** Greta Grosch
- 10:30-10:45 AM Morning Break
- 10:45-12:00 PM **Concurrent Sessions #1 (CHOOSE ONE)**
  1. Staying Sane from 9-5: Conquering Workplace Frustration
  2. Are We Out of the Weeds Yet? – REPEAT SESSION
  3. Good Mental Health in the Workplace
  4. Digital Accessibility in MN Cities
- 12:00-1:15 PM Awards Luncheon
- 1:15-2:30 PM **Concurrent Sessions #2 (CHOOSE ONE)**
  5. Are We Out of the Weeds Yet? – REPEAT SESSION
  6. Intro to Public Finance Tools
  7. Emergency Management Planning
  8. Minnesota Withholding Tax Basics
- 2:30-2:45 PM Afternoon Break
- 2:45-4:00 PM **Concurrent Sessions #3 (CHOOSE ONE)**
  9. ESST & Wage Theft Laws
  10. PERA Statewide Volunteer Firefighters Plan Benefits & Costs
  11. Budget 101
  12. Data Requests Panel
- 4:00-5:00 PM Nominations (Nominating Committee Only)
- 4:30-5:30 PM Cocktail Hour
- 5:30-6:30 PM Hats Off to City Clerks Banquet and IIMC Drawing

- 6:30-8:00 PM Bingo Night (Kentucky Derby Theme)

## THURSDAY - March 20, 2025 (Day 2)

- 8:00-8:30 AM Conference Check-In | Breakfast Buffet Begins
- 8:30-9:15 AM Oath of Office | Business Meeting | Breakfast Continues
- 9:15-10:30 AM **General Session:** Fundamentals of MCFOA
- 10:30-11:15 AM Exhibit Hall Opens | Morning Break | Silent Auction
- 11:15-12:30 PM **Concurrent Sessions #4 (CHOOSE ONE)**
  13. Liquor Licensing Essentials – REPEAT SESSION
  14. Artificial Intelligence in Municipal Governance
  15. Ordinances Vs. Resolutions
  16. Small Town Round Table
- 12:30-1:30 PM Lunch | Exhibitors eat @ 11:30 AM
- 1:30-2:45 PM **Concurrent Sessions #5 (CHOOSE ONE)**
  17. Liquor Licensing Essentials – REPEAT SESSION
  18. Elections Updates
  19. Implementing an Apprentice Program (MNRW)
  20. Planning & Zoning: The Basics and More
- 2:45-4:30 PM Connect with Vendors | Afternoon Break | Silent Auction **(Silent Auction closes at 4:00pm)**
- 4:30 PM Vendor Booth Closes | Silent Auction Payments Due
- 4:30-5:30 PM Cocktail Hour & LIGHT Appetizers | Magician improv
- 5:30-6:30 PM Magician, Matt Dun – Show Begins
- 6:30 PM Entertainment Ends | Dinner ON OWN

## FRIDAY - March 21, 2025 (Day 3)

- 8:00-9:00 AM Breakfast Buffet
- 9:00-10:15 AM **Concurrent Sessions #6 (CHOOSE ONE)**
  21. Records Management
  22. Give Me Some Chocolate...I’m Stressed!
  23. Grant Writing Essentials
  24. Gambling
- 10:15-10:30 AM Morning Break
- 10:30-11:45 AM **Closing Keynote:** Desi Payne
- 11:45-12:00 PM Final Announcements and IIMC Drawings
- 12:00 PM Adjourn

# Keynote Speakers

## Wednesday Opening Keynote Address

### The Hokey Pokey Paradox: How to Put your “Whole Self” in

#### *Greta Grosch*

A professional actor, writer, director and public speaker, Greta works regularly as a voiceover artist, an on-camera and live stage performer, and she travels extensively as a motivational speaker and meeting facilitator. In addition, Greta has scripted dozens of theatrical plays and musicals, serves as a staff writer for Awards Shows and fundraisers, and often serves as a Creative Director for commercial and business theatrical events. Past clients include L’Oreal/Matrix, HealthPartners, McDonalds, the Theodore Roosevelt Medora Foundation, Honeywell International, and the Minnesota Vikings. For more information visit [gretagrosch.com](http://gretagrosch.com).



## Friday Closing Keynote Address

### Do You Work with the Living Dead?

#### *Desi Payne*

Got stress? Desi INSPIRES and EQUIPS audiences who work with negative people to better manage their stress. You will LAUGH, LEARN, and be actively ENGAGED with Desi!

Desi is a frequent guest on the lifestyle show, Hello Iowa! As a TV personality, she has a following who learns about managing stress.

As an award-winning entertainer and speaker, she uses humor and storytelling to keep the audience engaged (and awake). Desi is an Executive Maxwell Leadership Team Member. Showcasing nearly 30 years of knowledge as an educator, author, customer service and leadership trainer, her expertise will motivate your team.



She is the author of *Do You Work with the Living Dead?*, *Give Me Some Chocolate...I’m Stressed!* and *Manage Stress Without Losing Your Mind*.

# Tuesday Pre-Conference Workshops

*Full Day – 9:00 AM to 4:00 PM (Lunch included)*

## **New City Clerk Orientation & Election Administration**

*Daphney Maras, City Clerk, City of Albert Lea, & Kary Tillmann, City Clerk/Treasurer, City of Zimmerman*

In this session, new clerks will receive a toolkit to learn more about the following:

Role of a City Clerk | Election Administration | Official Notices - Types | City Council | Minute Taking | Boards & Commissions | Personnel/Human Resources | Finance | Liquor Licensing | Building Permits | Planning and Zoning | Records Retention | Data Practices and Policies | Codification of City Ordinances | Tips from the Trenches

*Full Day – 9:00 AM to 3:00 PM (Lunch included)*

## **Athenian Dialogue – “Five Little Indians,” by Michelle Good**

*Anne Uecker, Speaker*

Taken from their families when they are very small and sent to a remote, church-run residential school, Kenny, Lucy, Clara, Howie and Maisie are barely out of childhood when they are finally released after years of detention. Alone and without any skills, support or families, the teens find their way to the seedy and foreign world of Downtown Eastside Vancouver, where they cling together, striving to find a place of safety and belonging in a world that doesn't want them. The paths of the five friends cross and crisscross over the decades as they struggle to overcome, or at least forget, the trauma they endured during their years at the Mission. Fuelled by rage and furious with God, Clara finds her way into the dangerous, highly charged world of the American Indian Movement. Maisie internalizes her pain and continually places herself in dangerous situations. Famous for his daring escapes from the school, Kenny can't stop running and moves restlessly from job to job—through fishing grounds, orchards and logging camps—trying to outrun his memories and his addiction. Lucy finds peace in motherhood and nurtures a secret compulsive disorder as she waits for Kenny to return to the life they once hoped to share together. After almost beating one of his tormentors to death, Howie serves time in prison, then tries once again to re-enter society and begin life anew. With compassion and insight, *Five Little Indians* chronicles the desperate quest of these residential school survivors to come to terms with their past and, ultimately, find a way forward.

*Half Day – 1:00 to 4:30 PM*

## **Excel Basics**

*Bob Bruce, Information Architect, Trista Technology, LLC.*

### **Learning outcomes:**

- Getting started: Exploring the Excel environment
- Navigating, managing worksheets, and views
- Worksheet layout, entering and modifying Data
- Creating formulas and using basic functions
- Formatting cells, themes and cell styles
- Printing worksheets

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# Concurrent Sessions #1: Wednesday, 10:45 AM to 12:00 PM

1

## Staying Sane from 9-5: Conquering Workplace Frustration

*Greta Grosch, Keynote Speaker*

**Stress:** The confusion created when our mind overrides our body's urge to choke the living daylights out of some jerk who desperately deserves it. Whether or not stress kills, it CAN make you want to do serious damage. Dealing with PEOPLE is one of life's greatest stress factors – in the office, on the phone, in the next cubicle – customers, clients and co-workers can tax the patience of even the most generous soul. How do you deal with the customer who thinks they know more than you; and how do you *politely* tell your nose-y co-worker to mind her own business? Following the energy and excitement of the opening keynote, Greta Grosch will help attendees explore specific skills they can implement into their daily lives by taking a lighthearted look at the frustrations we all face - at home and at work - and then give you some techniques for coping. Unfortunately, your co-workers, your family and your difficult clients aren't going anywhere. You have to learn to live with them, try and love them and, if that doesn't work, at least figure out a way to **STAY SANE** in the process.

2

## Are We Out of the Weeds Yet? – REPEAT SESSION

*Kyle Hartnett, Assistant Research Manager, LMC*

In this session, we will discuss where things are at with adult use cannabis in Minnesota and what cities should be doing in preparing for licenses to come online.

3

## Good Mental Health in the Workplace: 5 Things You Can Do

*Kay King, Older Adults Program Coordinator and Community Educator, NAMI*

Learn the five things you can do to create a workplace that values good mental health. Participants will learn how to promote good mental health (including dealing with stress), the common symptoms of a mental illness, how attitudes and language impact people with mental illnesses, and accommodations for a mental illness. This class is for employees, supervisors, organizational leaders, owners, board members, and human resource professionals.

4

## Digital Accessibility in MN Cities

*Jay Wyant, Chief Information and Accessibility Officer, State of MN*

You may have heard that the US Department of Justice recently updated the Americans with Disabilities Act (ADA) with specific requirements for cities and other local governments. These requirements affect your websites, digital documents, mobile apps, and other web-based information.

Jay Wyant, the State's Chief Information Accessibility Officer, will present on this new rule. Attend to learn more about what the rule means for you and how it impacts the work you do.

Specifically, you will learn:

- Why digital accessibility matters, and how the new ADA rule creates urgency for all cities, their employees, and residents.
- Fundamentals of digital accessibility, along with how to determine if your current content is accessible.
- Where to obtain up-to-date information and training on digital accessibility relevant to your role.

## Concurrent Sessions #2: Wednesday, 1:15 to 2:30 PM

5

### **Are We Out of the Weeds Yet? – REPEAT SESSION**

*Kyle Hartnett, Assistant Research Manager, LMC*

In this session, we will discuss where things are at with adult use cannabis in Minnesota and what cities should be doing in preparing for licenses to come online.

6

### **Introduction to Public Finance Tools to Assist with Private Development**

*Tammy Omdal, Managing Director & Jessica Green, Managing Director – Northland Securities*

- Provide general introductory information on the use of public finance tools
- Presentation will focus on:
  - Source and use of Tax Increment Financing (TIF).
  - Use of development agreements.
  - Managing TIF districts.
  - Tax abatement for economic development.
  - Other forms of public financial assistance.

7

### **Emergency Management Planning**

*Brian Olson, Director of Preparedness & Recovery, MDHSEM*

This session will be a basic overview of state and federal disaster recovery programs, covering:

- State and Federal Disaster Declaration Process
- The state and federal Public Assistance Program
- The Federal Individual Assistance Program
- State programs that support the Federal Individual Assistance Program
- The different hazard mitigation programs available for applicants
- Key takeaways for Clerks at the city level to be prepared for disaster recovery

8

### **Minnesota Withholding Tax Basics and Employer Responsibilities**

*Patrick Smith, Withholding Outreach Coordinator*

This seminar covers the basics of Minnesota Withholding Tax and the main responsibilities of employers. We'll place special emphasis on employment forms like the W-4MN (withholding allowance or exemption form) and MWR (reciprocity exemption form).

## Concurrent Sessions #3: Wednesday, 2:45 to 4:00 PM

### 9

#### **ESST & Wage Theft Laws**

*David Skovholt, Education & Engagement Program Administrator, Dept. of Labor & Industry*

This session will cover Earned Sick and Safe time and wage payment laws in Minnesota, including an overview refresher, updates, rulemaking, common violations the Department of Labor and Industry finds. Ask questions and directly interact with the state agency charged with overseeing these laws.

### 10

#### **PERA SVF Plan Benefits and Costs**

*Doug Anderson, Executive Director, MN PERA*

A Public Employee Retirement Association (PERA) Statewide Volunteer Firefighter (SVF) plan benefit level is the dollar amount corresponding to each year of a volunteer firefighter's certified service. The fire department's governing body has the authority to approve benefit level increases for the fire department. This session provides information on how to assess a plan's current financial health and important considerations when considering benefit level increases.

### 11

#### **Budget 101**

*Kary Tillmann, City Clerk, Treasurer, City of Zimmerman and Jean McGann, President of Abdo*

When developing a budget, it is critical to understand all budget components as well as the City Council and staff's role in the budget process. During this session we will assist you in understanding budget impacts and other things to consider as well as review the budget timeline and key decision points.

### 12

#### **Data Requests Panel**

*Megan Hamilton, City of Burnsville | Casey Carmody, Senior Policy Analyst – Data Practices Office | Christina Scipioni, City of Apple Valley*

Fulfilling data requests is an important part of a Clerk's role, but it can be a real challenge! A panel of Data Practices Office staff and clerks will discuss best practices, provide tips, and answer your questions. Topics include organizing large-scale requests that involve multiple departments, anonymous requests, communicating with frequent flyer requestors, and more. If possible, please email your questions ahead of time to Kassidi Andres at [kassidi.andres@stcloudstate.edu](mailto:kassidi.andres@stcloudstate.edu).

## *General Session: Thursday, 9:15 to 10:30 AM*

### **Fundamentals of MCFOA**

Marita Rhude, City of Barrett | Kary Tillmann, City of Zimmerman | Betsy Snyder, City of Milroy | Linda Rappe, City of Kasson

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Institute, Certifications, and Academy. Oh, my!!

Think of this session as your "one stop shop" for all things MCFOA and IIMC. This experienced panel of Municipal Clerks will walk you through member benefits of both MCFOA and IIMC, describe in detail the educational offerings of the organization, explain the certification process to achieve the MCFOA MCMC and MMMC and the IIMC CMC and MCMC, and discuss why participation in MCFOA is vital to your success as a Municipal Clerk.

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## Concurrent Sessions #4: Thursday, 11:15 AM to 12:30 PM

### 13

#### **Liquor Licensing Essentials – REPEAT SESSION**

*Mike McManus, Program Administrator, and Kellie Murray, Administrative Supervisor, AGED*

Provide a Liquor Licensing Overview and Update Information on any changes to law impacting alcohol Licensing

#### **Items covered:**

- Brief History of liquor regulation and the three tier system
- An overview of each type of license & submittals for each
- Basic information related to Alcohol & Gambling Enforcement's role and local license jurisdictions role in the process.
- Registrants can submit questions in advance for Q&A portion of the workshop

### 14

#### **Artificial Intelligence in Municipal Governance**

*Mark Gill, Director of AI & Visualization Lab, SCSU*

Join us for a comprehensive session on embracing AI in municipal governance, tailored for Municipal Clerks and Finance Officers. We'll demystify AI, debunk myths, and showcase its practical applications in document management, meeting minutes, chatbots, financial management, and permitting processes. We'll also address ethical considerations like data privacy, bias, and transparency, and share real-life success stories. Finally, we'll look at future trends in AI and their impact on the job market. Engage in our Q&A to share experiences and envision future AI uses. Conclude with key takeaways and resources for continued learning.

### 15

#### **Ordinances Vs. Resolutions**

*Kyle Hartnett, Assistant Research Manager, LMC*

In this session, we will discuss the differences between ordinances and resolutions and how cities use each. The discussion will focus on how to properly draft resolutions and ordinances; when to use them (and not use them); and what they mean for Minnesota cities.

### 16

#### **Small Town Round Table**

*Betsy Snyder, Clerk/Treasurer, City of Milroy, and Beth Carlson, City Clerk, City of Chatfield*

Discussion on current challenges they are experiencing, where to find resources, and sharing what has worked in their individual cities.

- Major topics covered in the course:
  - Overall conflict with residents
  - Council and other employees, and how to work together in a small cityAvailable resources and where to find them

# Concurrent Sessions #5: Thursday, 1:30 to 2:45 PM

## 17

### **Liquor Licensing Essentials – REPEAT SESSION**

*Mike McManus, Program Administrator, and Kellie Murray, Administrative Supervisor, AGED*

Provide a Liquor Licensing Overview and Update Information on any changes to law impacting alcohol Licensing

#### **Items covered:**

- Brief History of liquor regulation and the three tier system
- An overview of each type of license & submittals for each
- Basic information related to Alcohol & Gambling Enforcement's role and local license jurisdictions role in the process.
- Registrants can submit questions in advance for Q&A portion of the workshop

## 18

### **Elections Updates**

*Paul Linnell, Elections Director, Office of the MN Secretary of State*

Learn about administering elections in Minnesota. We will review the busy 2024 elections, discuss the implementation of recent election law changes, and look ahead to the next election cycle and the future of election administration in Minnesota.

## 20

### **Planning & Zoning – The Basics and More**

*Nathan Fuerst, Dylan Edwards, and Robin Cauffman, Planners from Bolton & Menk*

Join professional planners from Bolton & Menk to learn more about the basics of planning and zoning in Minnesota. This session will cover the basics of planning and zoning and practical information on requirements from Minnesota State Statutes and touch on emerging topics in Minnesota and throughout the planning community. Prepared topics will include planning history and basics, Minnesota Legislation and Statutes, housing trends, and emerging topics such as zoning for cannabis and low salt initiatives. Do you have challenges in your community that you want to see addressed during this session?

## 19

### **Implementing an Apprentice Program to Address Workforce Shortages**

*Lori Blair, Bob Klug, and Joel Jasmer, Minnesota Rural Water Association*

The benefits of being in a Registered apprenticeship program: Water and Wastewater Operations Specialists are imperative to your community for access to clean drinking water and to ensure wastewater effluent is returned to the environment properly. Many current operations specialists will be retiring in the next five years, communities will fail to prosper or eventually even exist if replacements aren't put in place AND properly trained. A growing population and increased demand for water and wastewater treatment services plus an aging workforce will drive employment growth and qualified, certified Operations Systems Specialists will be in high demand.

## Concurrent Sessions #6: Friday, 9:00 to 10:15 AM

21

### Records Management

*Terri Spangrud, City Clerk, City of New Brighton*

Effective records management is the backbone of transparency, compliance, and trust in local government—and yet, it can feel daunting – especially when transitioning from paper systems to digital solutions. This interactive session will provide practical, actionable strategies for municipal leaders looking to build or strengthen their records management foundations. Attendees will leave equipped with clear steps to assess their current systems, overcome barriers to change, and create a roadmap for digital transformation.

22

### Give Me Some Chocolate...I'm Stressed!

*Desi Payne, Keynote Speaker*

Do you wear so many hats that you don't know if you're coming or going? Does stress wear you down? Do you stay up at night due to anxiety? Are you experiencing burn-out? Are you frustrated with your workload or the people you work with? Then you definitely need this session! Nobody is immune to stress. It affects your health, personal, and professional life. In this breakout, you will learn how to be intentional about taking care of the stress that is robbing you of your happiness and joy. You will learn to manage stress so that you can enjoy life, have more energy, and be more productive on the job.

23

### Grant Writing Essentials

*Jan Castillo, President/Owner, The Dotted Line Collaborative*

Are you new to the world of grant writing? This introductory seminar will demystify the grant writing process and equip you with the confidence to begin your grant-seeking journey. Whether you're starting from scratch or looking to strengthen your basics, this session is perfect for entry-level grant writers, nonprofit staff, and anyone eager to make their funding goals a reality.

#### Key Takeaways:

- Understanding the components of a grant proposal
- Tips for researching and identifying the right funding opportunities
- How to align your proposal with funder priorities
- Avoiding common pitfalls in grant writing

24


### Gambling

*Bradley Rezny, Assistant Special Agent in Charge, AGED*


Minnesota's gambling laws are complex and sometimes difficult to understand. Learn how they relate to situations you may encounter as a municipal clerk and what steps can be taken to prevent the municipality from becoming a victim. We will also dive into several criminal investigations to explore the importance of internal controls, separation of duties and how it could have prevented large scale thefts. We will also discover how K9 Bia helps recover funds that are given back to charities that support your community.

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## *2025 Planning Committee*

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City of Eden Valley

**Beth Carlson**  
City of Chatfield

**Audra Etzel**  
City of Otsego

**Rayla Ewald**  
City of Mounds View

**Cheryl Hahn**  
City of Sebeka

**Megan Hamilton**  
City of Burnsville

**Monica Hennessy Mohan**  
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City of Inver Grove Heights

**Pamela LaBine**  
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**Kris Luedke**  
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League of MN Cities

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**Nicole Tingley**  
City of Minnetonka

**Sue Uhrinak**  
City of Cass Lake

**St. Cloud State University Staff**

**Kassidi Andres (Ex-Officio)**  
Conference Planning

**Roxann Neu (Ex-Officio)**  
Registration

**MCFOA President**  
**Monica Hennessy Mohan**  
Ex-Officio

**MCFOA Vice President & Chair**  
**Beth Carlson**



# Contact Information

For program questions, please contact Kassidi Andres at:

**Email:** [kassidi.andres@stcloudstate.edu](mailto:kassidi.andres@stcloudstate.edu)

**Direct:** 320-308-5759

For registration questions, please contact Roxann Neu at:

**Email:** [reneu@stcloudstate.edu](mailto:reneu@stcloudstate.edu)

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- We include everything most people want in our standard pricing ( including a complimentary wipe of your screens and lower sills\* ). Some companies reel you in with a great “price” but then start up-selling these extra items. With that said, we can always take either of those off and reduce the price OR price out a detailed service if you would like more attention paid to these items!
- We are nose-to-glass only. This means that we do not use any poles, water fed systems or any means other than the good old fashioned ladder and squeegee!
- We do not use any razor blades. Many window cleaners use razor blades as a default tool in their cleaning process. Almost every window manufacturer has forbid their use at this point. On top of that, when you sign their work order, you are likely signing that they will not be held responsible for any damage to your windows resulting from their decision to use a razor blade.

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- We offer Group/Neighborhood discounts!
  - 2-6 homes receives a 10% discount
  - 7-15 homes receives a 15% discount
  - 16+ homes receives a 20% discount
- We offer Frequency Discounts!
  - The more often you want your windows cleaned; the bigger the discount!
- We offer an additional 3% discount if you pay for your service on the Same Day with a Check! (Cash and credit cards are not eligible for this discount)

We would LOVE the Opportunity to Earn Your Business! Please call / text **(763) 300-9245** or email at **Mail@SqueegeeMagic.com** to ask questions or to schedule your appointment!

\*Complimentary sill service typically gets about 80-95% of dirt/debris out pending style of sill and how dirty they are; Detailing is available upon request for an additional charge.

\*\*Please note that additional charges may apply for removal of paint/varnish/stain/tape residue/construction residue or any other stubborn residues that are discovered during the cleaning. We do the best we can to discover these issues during the estimate but these can be very difficult to see prior to beginning work as these things can hide in dirt! We will NOT remove, or charge, for these issues without your approval.



# Squeegee Magic

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## Estimate

Order No.

Date

62357



Customer Info.	Service Location	Job Info.
Name: City of Gem Lake	4200 Otter Lake Rd	Technician:
Phone: (651) 747-2792		Sales Rep: Terra Pavelka
Alt 1:	White Bear Lake, MN 55110	Order Group:
Alt 2:	Cross Street:	Order SubGroup:

QTY	Description	Price	Amount
1	Single Pane In/Out - REQUESTED SCENARIO- EXCLUDE THREE PANES THAT ARE FROSTED- ONE OFFICE AND TWO BATHROOM PANES; Inside & Out Inc a free screen and lower window sill wipe, typically removing 80-95% of dirt. Detailing is available for an extra charge. Please raise blinds before our arrival; we can open them but can't be responsible for any damage.	358.00	322.20
1	Interior Glass - This includes the second interior entrance glass wall and door, the two picture windows walking in the front entrance on the left and right, the three doors to the left, the two big picture windows to the left. Two small panes on the French doors on the right walking in from the entrance.	62.26	56.03
1	Single Pane Out Only - REQUESTED SCENARIO- EXCLUDE THREE PANES THAT ARE FROSTED- ONE OFFICE AND TWO BATHROOM PANES; Outside Only Inc: Exterior Screens & Ext Sills. For SLIDE-OPEN windows, screens NEED to be removed from the inside. Please raise blinds before our arrival; we can open them but can't be responsible for any damage  Tax Exempt  We DO offer EXTRA discounts based on how often you want to have the windows	223.00	200.70

**Notes:**

All In/Out cleanings include a complimentary wipe of the screens and window sills. Please note that our complimentary wipe usually gets about 80-90% of the dirt out. Detailing is available upon request for an additional charge. Payment is due in full and/or must be postmarked within 30 days of the date work is performed. If payment is not submitted subject to these terms a \$35 late fee will be added to the invoice. By signing below, you are agreeing to Squeegee Magics' terms of work. These terms are posted on our website at www.SqueegeeMagic.com as well as emailed to you upon making your appointment.

Signature

Date:

DISCOUNT	
SUBTOTAL	
TAX	
TOTAL	
ADDITIONAL	
GRAND TOTAL	
PAYMENT AMT.	
PAYMENT TYPE	
REF. NO.	
BALANCE DUE	

Date Printed: 1/14/2025

**Thank you for your business**

# Squeegee Magic

8621 Jefferson Hwy  
Osseo, MN 55369

(763) 300-9245

www.squeegeemagic.com

## Estimate

Order No.

Date

62357



Customer Info.	Service Location	Job Info.
Name: City of Gem Lake	4200 Otter Lake Rd	Technician:
Phone: (651) 747-2792		Sales Rep: Terra Pavelka
Alt 1:	White Bear Lake, MN 55110	Order Group:
Alt 2:	Cross Street:	Order SubGroup:

QTY	Description	Price	Amount
	cleaned! These range from Semi-Annual, Quarterly, Bi-Monthly or up to Monthly! The higher the frequency, the bigger the discount! Call/Text/Email our office for more details!!		

**Notes:**

All In/Out cleanings include a complimentary wipe of the screens and window sills. Please note that our complimentary wipe usually gets about 80-90% of the dirt out. Detailing is available upon request for an additional charge. Payment is due in full and/or must be postmarked within 30 days of the date work is performed. If payment is not submitted subject to these terms a \$35 late fee will be added to the invoice. By signing below, you are agreeing to Squeegee Magics' terms of work. These terms are posted on our website at www.SqueegeeMagic.com as well as emailed to you upon making your appointment.

Signature

Date:

DISCOUNT	
SUBTOTAL	
TAX	
TOTAL	
ADDITIONAL	
GRAND TOTAL	
PAYMENT AMT.	
PAYMENT TYPE	
REF. NO.	
BALANCE DUE	

Date Printed: 1/14/2025

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