



**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 – February 18, 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 February 18, 2025, City Council Meeting
- Approve the Minutes from the January 21, 2025, City Council Meeting
- Accept the Minutes from the February 11, 2025, Planning Commission Meeting

**Special Presentations/Public Hearings**

- None

**Consent Agenda**

- Resolution #2025-006 February 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
- Barnett KIA Project Update
- NOAA Radio

**New Business**

- Interim Use Permit (year 3) for Goats at 3944 Scheuneman Road
- City Owned Storm Sewer Replacement Project
- RWMWD 2027 Watershed Management Plan Update and Request for City Input
- Gateway District Met Council Discussion
- Planning Commission Position Approval
- Ordinance No. 113 – Right-of-Way Updates
- Generator Quote for Heritage Hall
- 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**



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

**Future Council Meetings**

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

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

**City of Gem Lake**  
**City Council Meeting – January 21, 2025**  
**Meeting Minutes**

Mayor Gretchen Artig-Swomley called the meeting to order at 7:00 p.m. Councilmembers Jim Lindner, Len Cacioppo, Ben Johnson and Joshua Patrick were present. Also present: City Attorney Kevin Beck, City Treasurer Tom Kelly, Metropolitan Council Member District 11 Dr. Gail Cederberg, Planning Commission Chair Don Cummings, Acting City Clerk Melissa Lawrence, business owner Chriss Bettis and prospective business owners Marie Vannelli, Roger Vannelli, Ron Vannelli and Mitchel Vannelli, and residents Dustin Marks, Sarah Ernhart, Rick Bosak, Dave Wood, Steve Varley, and Carol Schacht.

**Swearing in of New Councilmembers**

Acting City Clerk Melissa Lawrence swore in the new Councilmembers individually with the official oath. Mrs. Lawrence had each new Councilmember individually raise their right hand, repeat the oath back and sign the affidavit. The Council welcomed back Mayor Artig-Swomley and Councilmember Johnson, who were re-elected to four-year terms to the Gem Lake City Council and welcomed Councilmember Patrick to the Gem Lake City Council who will also be serving a four-year term.

**January 21, 2025, Agenda**

A motion was introduced by Councilmember Linder to accept the agenda, seconded by Councilmember Cacioppo. Motion carried 5-0.

**Minutes**

A motion was introduced by Councilmember Lindner, seconded by Councilmember Johnson to approve the December 17, 2024, City Council Meeting minutes. Motion carried 3-0. Councilmember Cacioppo abstained because he was not present at the December meeting. Councilmember Patrick abstained because he was not a member of the Council in December 2024.

A motion was introduced by Councilmember Lindner, seconded by Councilmember Cacioppo to accept the January 14, 2025, Planning Commission Meeting minutes. Motion carried 5-0.

**Special Presentations/Public Hearings**

**Dr. Gail Cederberg – Metropolitan Council Member, District 11**

Dr. Gail Cederberg introduced herself to the Council and those in attendance and updated everyone on what the Metropolitan (Met) Council has been working on. The Met Council is made up of 7 counties, 16 Met Council Districts, 182 Cities and Townships, 11 federally recognized Tribal Nations and many other Indigenous communities. There are just over 3.2 million people as of 2023 with a projected growth of 610,000 more people by 2050. Ms. Cederberg shared that her committee assignments are the environmental committee and management committee. She is also a representative on the clean water council and clean water council policy committee. The Met Council is at the end of their planning for the 2050 Regional Planning Vision which is a prosperous, equitable, and resilient region with abundant opportunities for all to live, work, play and thrive. Gem Lake is classified as Suburban, with a minimum density goal for new development of 7 units of housing per acre in the 2050 plan. There are no changes to Gem Lake's 2040 MUSA (Metropolitan Urban Service Area). While the Council had no questions for Ms. Cederberg at the time, Mayor Artig-Swomley shared that there may be some items in the near future that the City will reach out to her about.

**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**

The monthly financial report(s) were not included as stated on the consent agenda list. No action will be taken on that line item. All other 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, seconded by Councilmember Cacioppo. Motion carried 5-0.

### **Committee Reports**

Commission Chair Don Cummings shared with the Council that an application for a home occupation went through the commission for review and a recommendation was made to the Council. Cummings shared that the commission will also begin reviewing Ordinance No. 131 to ensure the language in it is still clear and up to date. The commission wants to preserve characteristics of Gem Lake and make sure it is reflecting the comp plan. Mayor Artig-Swomley stated that she would like to make sure there is consistency is a big focus when reviewing it. She also wanted to share that two (2) applications have been received for the Planning Commission and she would like the Commission to review them at the February meeting and make a recommendation to the City Council.

### **Old Business**

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

Mayor Artig-Swomley stated that she would like to see a newsletter go out by March. Some topics for the next newsletter would include the presentation from the Met Council visit, cannabis ordinance, County Road E corridor project, the swearing in of Councilmembers, and possibly a story on stormwater.

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

Mayor Artig-Swomley met with the White Bear Lake Mayor and discussed the issue of being charged interest on the new Public Safety building. Mayor Artig-Swomley shared that she made the cities position known. City Treasurer Tom Kelly made sure to subtract the interest calculation from the depreciation line item on the bill. Mayor Artig-Swomley shared that she feels the City of White Bear Lake will not budge and that Gem Lake should pay what the City of White Bear has billed for interest, with the understanding that Gem Lake still feels this is not a reflection of the contract language, and to ask for a discount on the interest for 2025. By paying what is owed it will help to maintain the relationship between White Bear Lake and Gem Lake. City Treasurer Tom Kelly shared that based on the letter from the City of White Bear Lake Gem Lake should expect to start being charged for ambulance services that are not currently being billed separately in 2026.

Councilmember Lindner introduced a motion asking City Treasurer Tom Kelly to pay the amount owed to White Bear Lake and request a discount a 25% discount for the remaining owed, seconded by Councilmember Cacioppo. Motion carried 5-0.

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

The City Clerk is in the process of trying to schedule a rental inspection for the property on Scheuneman Road, but it has been a challenge. City Attorney Kevin Beck asked the clerk to forward the emails to him so he can pursue it some more.

### **New Business**

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

City Planner Evan Monson summarized the request for the special home occupation request through a memo to the council. 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. 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.

City Planner Evan Monson's memo explained to the Council that they have three (3) options they can take regarding the application, 1) approve of the request, with or without conditions, a draft resolution with the Planning Commission's findings and conditions was included in the meeting materials, 2) deny the request, with findings for denial, and 3) table the request for further review/study. 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, and 3) the applicant shall pay all fees and escrows associated with this request. Council discussed the request and reviewed the recommended conditions and agreed with the Planning Commission's recommendation of approving the request.

**Resolution #2025-003 – Approval of Special Home Occupation License**

Councilmember Lindner introduced a motion to approve the special home occupation request based on the conditions suggested, seconded by Councilmember Cacioppo. Motion carried 5-0.

**Office of Cannabis Management**

The Office of Cannabis Management released draft regulation on January 13, 2025, and it is in the process of a 30-day comment period. Along with this, the state created a sample ordinance for cities to adopt. Cities have limited powers to regulate cannabis sales within their boundaries. These powers include where the business can operate, hours of operations, whether the city requires the cannabis business to register, etc. Also, cities can and should conduct annual stings of the business to check for age compliance. A license is issued from the state of Minnesota.

**Ordinance on Cannabis & CBD Sales & Distribution**

The sample ordinance was presented to the council with some questions from the City Planner for discussion on the sample ordinance. The council discussed what could be regulated by the city and decided that hours of operation allowed would be 10:00 a.m. – 9:00 p.m., each day of the week. One license will be allowed in the city of Gem Lake. An initial fee of \$500.00 will be charged for registration with the city.

Councilmember Lindner introduced a motion to approve the sample ordinance with the city's agreed upon changes to what can be regulated, seconded by Councilmember Cacioppo. Motion carried 5-0.

**Tobacco and Edible Cannabinoid Products License**

The Smoke Den is in the process of selling their business to an interested party. Licenses are not transferable so the company taking over has applied for their licenses with the city. The licenses being approved will not take effect until the Smoke Den vacates.

**Resolution #2025-004 Puff N Stuff Dispensary Tobacco License 2025**

Councilmember Lindner introduced a motion to approve the tobacco license, seconded by Councilmember Cacioppo. Motion carried 5-0.

**Resolution #2025-005 Puff N Stuff Dispensary Edible Cannabinoid Products License 2025**

Councilmember Lindner introduced a motion to approve the edible cannabinoid license registration contingent on the other company vacating, seconded by Councilmember Cacioppo. Motion carried 5-0.

**MPCA Recent Well Testing**

During the MPCA's recent set of well testing's, the chemical Per- and Polyfluoroalkyl Substances (PFAS) was also tested for on top of the 1,4 dioxane. The MPCA had no reason to believe there would be any PFAS contamination, but test results showed otherwise. The city was not told about the recent tests that took place, and it was brought to the City Clerks attention by some residents that received a letter from the MPCA regarding their test results. Acting City Clerk Melissa Lawrence reached out to the MPCA to ask about the current testing and to invite them to a meeting at Heritage Hall to go over their findings.

Representatives from the MPCA will be present at the March City Council meeting to go over recent test results and findings.

### **Vadnais Heights Public Hearing for PUD at 0 Labore Road (PID #283022430031)**

The City of Vadnais Heights 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. The open house will be held on Wednesday, January 22 at the Vadnais Heights City Hall from 5:30 p.m. – 7:00 p.m. Vadnais Heights Planning Commission will review the Concept PUD on January 28, followed by the Vadnais Heights City Council on February 4. Both meetings will take place at 7:00 p.m. at Vadnais Heights City Hall, 800 East County Road E. Mayor Artig-Swomley and Councilmember Cacioppo both plan to attend the open house.

### **Cintas AED Program**

The AED machine that currently sits at Heritage Hall is outdated. In December White Bear Township reached out about joining the Cintas AED Program. This program would include a new machine and a monthly service agreement with Cintas. The machines being offered are the Zoll 3 and Zoll Plus. The Zoll 3 defibrillator was developed based on extensive usability testing with hundreds of trained and untrained users. It was clear from the 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. The Zoll 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. The 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.

The Zoll 3 will cost \$130.50 and the Zoll plus will cost \$112.50 monthly. Both come with a trade-in rebate for the old unit. Overall, the Zoll 3 is the better option. Councilmember Cacioppo introduced a motion to approve the Cintas AED Program and Zoll 3 unit, seconded by Councilmember Lindner. Motion carried 5-0.

### **2025 Elected Leaders Institute**

The League of Minnesota Cities is hosting the 2025 Elected Leaders Institute. With the newly appointed councilmember, Mayor Artig-Swomley felt it would be a good idea to send Councilmember Patrick to some training. The training will take place in Plymouth, February 21-22. Councilmember Patrick is available to attend the training. The fee to attend the training is \$350.00. There is also training available for elected leaders with more than two (2) years of experience. None of the Councilmembers were interested in the training at this time. Councilmember Lindner introduced a motion to sign Councilmember Patrick up for training, seconded by Councilmember Cacioppo. Motion carried 5-0.

### **MCFOA Conference Clerk Training**

Acting City Clerk Melissa Lawrence was presented with an opportunity to attend training through the Municipal Clerks and Finance Officers Association of Minnesota (MCFOA). The 2025 annual conference will be held March 19-21 in Brooklyn Center. This training will take place of the training the clerk was supposed to attend in February. The fee to attend the training is \$325.00. Councilmember Lindner introduced a motion for Acting City Clerk Melissa Lawrence to attend training in March, seconded by Councilmember Cacioppo. Motion carried 5-0.

### **Spring Window Cleaning Quote**

Acting City Clerk Melissa Lawrence received a quote from Squeegee Magic for spring window cleaning. By scheduling now, the rates the city was given in 2024 are locked in for spring 2025. The quote is for single pane in/out for \$322.20 and then some interior glass for \$56.03 totaling \$378.23. Councilmember Lindner introduced a motion to approve the spring window cleaning quote, seconded by Councilmember Cacioppo. Motion carried 5-0.

## **Future Charitable Gambling Donations**

### **White Bear Lake Emergency Food Shelf**

Mayor Artig-Swomley suggested that the Council donate in February \$1,500.00 to the White Bear Lake Emergency Food Shelf. Councilmember Lindner introduced a motion to request a donation in the amount of \$1,500.00 for the White Bear Lake Emergency Food Shelf, seconded by Councilmember Cacioppo. Motion carried 5-0.

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

Councilmember Johnson shared with the Council that although he was unable to attend there was a great turnout at the most recent corridor meeting of about 40-50 residents and business owners. There is an online survey that will be released soon and can be shared on the city's Facebook page.

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

Some business owners in the public had additional questions on the cannabis regulations to which the Council answered to the best of their ability.

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

Mayor Artig-Swomley shared that there has been some interest in the NOAA radios that the city will be ordering. Final call this round is January 31. Councilmember Lindner volunteered to attend the Homeland Security training available. Mayor Artig-Swomley also shared that the Acting City Clerk will be taking vacation in June and someone will need to come and cover for the Planning Commission meeting and take minutes.

### **Future Council Meetings**

City Council, Tuesday, February 18, 2025. City Council Workshop, Monday, February 10, 2025, is CANCELED.

### **Attendance Inquiry**

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

### **Adjournment**

Being there no further business, following a motion from Councilmember Lindner, seconded by Councilmember Johnson, the meeting adjourned at 8:35 p.m.

*Respectfully submitted, Melissa Lawrence*

**City of Gem Lake  
Planning Commission Meeting – February 11, 2025  
Meeting Minutes**

Planning Commission Chair Don Cummings called the meeting to order at 7:00 p.m. Commission Members Art Pratt and Derek Wippich were present with one vacancy. Not present was Commission Member Stephanie Farrell. Also present: City Planner Evan Monson, City Attorney Kevin Beck and Acting City Clerk Melissa Lawrence

**February 11, 2025**

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

**Minutes**

A motion was introduced by Commissioner Pratt, seconded by Commissioner Wippich to approve the January 14, 2025, Planning Commission Meeting minutes. Motion carried 3-0.

**Public Hearings**

None

**Old Business**

**Ordinance No. 131 Discussion Next Steps**

City Planner Evan Monson summarized some of the suggested updates that he recommends to ensure the ordinance is in line with state regulations and consistent with the comprehensive plan. Discussion on the next steps to take and what to tackle first took place. City Planner Evan Monson is going to begin putting some drafts together to present at the next meeting for review.

**New Business**

**Planning Commission Applications Review**

Two applications were received for the vacant Planning Commission position from Debra Suhadolnik of the Villas of Gem Lake and Laurel Amlee former City Councilmember and lives and works in the Gateway District. The Commission reviewed the applications and liked the idea of having someone on the Commission that has ties to the Gateway District. The Commission is passing along a recommendation to the City Council for approval. The Commission would like the new member to start for the March 11 meeting. Commission Member Wippich introduced a motion to recommend approval of inviting Laurel Amlee to join the Planning Commission, seconded by Commission Member Pratt. Motion carried 3-0.

**Ordinance No. 113 – Right-of-Way**

City Planner Evan Monson summarized the updates suggested to the Right-of-Way Ordinance.

The current ordinance (No. 113) was adopted by the city in January of 2010. This version was consistent with the current (at that time) model ordinance available from the League of Minnesota Cities (LMC). Ordinance No. 113 covers: when permits are needed, permitting processes and procedures, permitting fees, patching and restoration when work is conducted in the ROW, emergency vs. non-emergency situations, mapping of items constructed within a ROW, moving above-ground items underground (or undergrounding), and abandonment of facilities within a ROW.

Since 2010, State and Federal law related to management and access to ROW has changed, most notably with regards to telecommunications. One of the bigger changes is “small cell wireless facilities”, which is technology that allows for increased usage of wireless networks by cell phones. It is imperative that the city ensures their ordinances are consistent with current State and Federal law. Staff has reviewed the current version of Ordinance No. 113 and proposes the following changes as summarized below. These changes are consistent with the latest model ordinance provided by LMC.

Section #	Comments
Throughout	<ul style="list-style-type: none"> <li>Administration section is added (Section 3), with the City Engineer designated to administer the ordinance (consistent with current city practices).</li> <li>Replace references to “zoning administrator” with “city engineer.”</li> <li>New section (Section 7) added regarding small cell wireless facilities. Added references to small cell wireless facilities where needed in other sections.</li> <li>Move fees to the Fee Schedule.</li> </ul>
2	New definitions proposed to be added to Section 2.
5	Updates to payments and permit application language.
10 & 11	New sections regarding Joint Applications for ROW work and obligations, consistent with language from model ordinance.
12 & 13	Revised language regarding permit denial and installation requirements, consistent with language from model ordinance.
18 & 19	Updated language on requirements for mapping data, locating facilities, and undergrounding, consistent with language from model ordinance.
24	Revised language regarding abandonment and removal of facilities within the ROW, consistent with language from model ordinance.

The Commission should review the draft ordinance and consider any additional amendments. If the Commission desires additional changes, direction regarding ordinance changes should be provided to staff. Commission Member Wippich introduced a motion to recommend approval of the updates to Ordinance No. 113 to the City Council, seconded by Commission Member Pratt. Motion carried 3-0.

#### **Fee Schedule Update**

On top of the changes made to Ordinance No. 113, City Planner Evan Monson suggested to be consistent with other ordinances, and to ensure that fees are all in one location, permit fees previously listed in Ordinance No. 113 are proposed to be added into the city’s Fee Schedule (Ordinance No. 135). These would be placed in Section 13 of the fee schedule.

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

Commission Member Pratt was asked to bring up the topic of ATV’s on Gem Lake in the winter to ice fish. While the Ramsey County map does show that each property owner around the lake owns a portion of it, City Attorney Kevin Beck shared that those property owners don’t actually own the lake, they own the land beneath the lake. If the lake were to dry up, their land would extend to what is now available. There is no public access to the lake, which means the only people that would be using the lake would be the people who surround it.

#### **Future Meetings**

City Council Meeting, Tuesday, February 18, 2025, at Heritage Hall, and Planning Commission Meeting, Tuesday, March 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 March 11 meeting. At that time Commissioner Wippich will not be in attendance.

#### **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*



City of Gem Lake  
County of Ramsey  
State of Minnesota



Resolution No. 2025-006

**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 January 21, 2025 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 February 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

\_\_\_\_\_  
*February 18, 2025*  
Date

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

As of 12/31/2023  
Fiscal Year: 2024

Name of Fund	Cash and Investments			Balance 12/31/2023
	Balance 12/1/2023	Receipts	Disbursements	
General Fund	\$714,674.69	\$316,196.56	\$322,604.88	\$708,266.37
Parks and Playgrounds	\$53,999.96	\$176.63	\$0.00	\$54,176.59
2004 Debt Service Fund	\$0.00	\$0.00	\$0.00	\$0.00
2006 Debt Service Fund	\$0.00	\$0.00	\$0.00	\$0.00
2007 Capital Improvement Bonds	\$108,198.89	\$37,269.55	\$69,393.75	\$76,074.69
2018 Improvement Bonds	\$84,600.00	\$31,516.53	\$49,225.00	\$66,891.53
Improvement Fund	\$289,115.05	\$20,190.51	\$0.00	\$309,305.56
City Hall Construction	\$0.00	\$0.00	\$0.00	\$0.00
Scheuneman Road Improvemetns	\$0.00	\$0.00	\$0.00	\$0.00
Hoffman Road Improvements	\$0.00	\$0.00	\$0.00	\$0.00
Sewer Enterprise Fund	\$593,162.55	\$2,381.87	\$117,191.20	\$478,353.22
Water Enterprise Fund	(\$95,444.39)	\$95,444.39	\$304.55	(\$304.55)
Investment Trust Fund	\$11,284.47	\$2,236.93	\$5,341.78	\$8,179.62
	<u>\$1,759,591.22</u>	<u>\$505,412.97</u>	<u>\$564,061.16</u>	<u>\$1,700,943.03</u>
Premier Checking				\$487,258.14
Premier CD's				\$0.00
UBS Investments				\$1,195,000.00
UBS Money Market				\$18,684.89
				<u>\$1,700,943.03</u>

**BALANCE STATEMENT OF GAMBLING FUNDS**

	Balance 12/1/2023	Receipts	Disbursements	Balance 12/31/2023
Gambling Fund Balance	\$6,250.22	\$3,731.76	\$1,500.00	\$8,481.98

DECEMBER CASH & INVESTMENTS											
MATURE DATE	PURCH DATE	BANK/BROKER	TYPE	NAME	Cusip #	YIELD	INT. RATE	# DAYS	AS OF 12/31/2024	ACCRUED INTEREST	INTEREST DATE
		PREMIER BANK	CHK	GENERAL FUND	6005590	0.05%	0.05%	30	\$487,258.14	\$20.30	Monthly
		UBS	MMKT	UBS BANK USA DEP	12669EN93	0.05%	0.05%	30	\$2,147.92	\$0.09	Monthly
		UBS	MMKT	UBS SELECT PRIME FUND		4.71%	4.71%	30	\$16,536.97	\$65.73	Monthly
2/12/25	2/12/21	UBS	CD	TEXAS EXCHANGE BANK	88241TKD1	0.50%	0.50%	1461	\$245,000.00	\$1,225.00	Monthly
4/14/25	4/13/22	UBS	CD	GOLDMAN SACHS	38149M4U4	2.65%	2.65%	1097	\$85,000.00	\$2,252.50	Monthly
3/15/26	12/29/22	UBS	BOND	NY STATE DORM AUTH	64990FY32	2.92%	2.74%	1172	\$145,000.00	\$3,970.10	3/15 & 9/15
4/1/26	12/29/22	UBS	BOND	HARTFORD CNY CLEAN WTR REV	416498CZ4	4.73%	1.15%	1189	\$155,000.00	\$1,782.50	4/1 & 10/1
12/15/26	12/29/22	UBS	BOND	MADISON BORO SCH BOND	556649KQ3	4.69%	0.98%	1447	\$230,000.00	\$2,254.00	6/15 & 12/15
12/1/28	5/6/24	UBS	AGENCY	FHLMC	3132XGZX7	4.63%	4.65%	1670	\$190,000.00	\$8,835.00	6/1 & 12/1
8/1/29	11/5/20	UBS	BOND	NY CITY TRANSITIONAL AUTH REV	64971XEN4	2.02%	3.73%	2822	\$145,000.00	\$5,408.50	2/1 & 8/1
						2.69%	2.12%	1,095	\$1,700,943.03	\$25,813.73	



REVENUE AND EXPENDITURE REPORT FOR CITY OF GEM LAKE

Balance As of 12/31/2024

GL Number	Description	2024 Amended Budget		YTD Balance 12/31/2024		Activity For 12/31/2024		Balance 12/31/2024		% Bdg't Used
		Normal	(Abnormal)	Normal	(Abnormal)	Increase (Decrease)	Normal	(Abnormal)		
<b>Fund: 100 GENERAL</b>										
<b>Account Category: Revenues</b>										
<b>Department: 00000</b>										
100-00000-31010	Current Property Taxes	595,946.00	0.00	559,283.07	0.00	29,956.89	36,662.93	93.85		
100-00000-31020	Delinq Property Taxes	0.00	0.00	3,648.34	0.00	608.08	(3,648.34)	100.00		
100-00000-31040	Fiscal Disparity Taxes	19,581.00	0.00	18,018.76	0.00	8,833.77	1,562.24	92.02		
100-00000-32100	General Business Licenses	2,200.00	0.00	1,600.00	0.00	1,200.00	600.00	72.73		
100-00000-32101	On-Sale Liquor License	4,000.00	0.00	3,850.00	0.00	3,850.00	150.00	96.25		
100-00000-32102	Off-Sale Liquor Licenses	0.00	0.00	200.00	0.00	200.00	(200.00)	100.00		
100-00000-32104	Other Permits	1,700.00	0.00	2,766.52	0.00	0.00	(1,066.52)	162.74		
100-00000-32106	Tobacco License	200.00	0.00	525.00	0.00	200.00	(325.00)	262.50		
100-00000-32201	Contractor License	1,500.00	0.00	1,903.00	0.00	0.00	(403.00)	126.87		
100-00000-32210	Building Permits	11,000.00	0.00	24,141.15	0.00	133.15	(13,141.15)	219.47		
100-00000-32211	Plumbing Permits	750.00	0.00	669.70	0.00	0.00	80.30	89.29		
100-00000-32212	Mechanical Permits	2,000.00	0.00	1,251.95	0.00	0.00	748.05	62.60		
100-00000-32213	Electrical Permits	300.00	0.00	575.20	0.00	(100.00)	(275.20)	191.73		
100-00000-32218	Fire Marshall Inspection	2,500.00	0.00	0.00	0.00	0.00	2,500.00	0.00		
100-00000-32219	Septic Inspection Fee	3,750.00	0.00	7,144.95	0.00	0.00	(3,394.95)	190.53		
100-00000-32220	State Permit Charge	75.00	0.00	417.21	0.00	(1,192.29)	(342.21)	556.28		
100-00000-32231	Administration Fee	0.00	0.00	88.53	0.00	0.00	(88.53)	100.00		
100-00000-32239	Rental Licensing	400.00	0.00	500.00	0.00	0.00	(100.00)	125.00		
100-00000-32240	Dog Licenses	300.00	0.00	580.00	0.00	250.00	(280.00)	193.33		
100-00000-32241	CHICKEN LICENSE	0.00	0.00	15.00	0.00	15.00	(15.00)	100.00		
100-00000-33401	Local Government Aids	0.00	0.00	1,076.00	0.00	0.00	(1,076.00)	0.00		
100-00000-33601	SCORE Recycling Grant	1,000.00	0.00	0.00	0.00	0.00	1,000.00	0.00		
100-00000-33602	Cable TV Franchise Fees	7,000.00	0.00	0.00	0.00	0.00	7,000.00	0.00		
100-00000-33610	SMALL CITIES AID	0.00	0.00	10,719.00	0.00	0.00	(10,719.00)	100.00		
100-00000-33620	County Grants & Aids	12.00	0.00	0.00	0.00	0.00	12.00	0.00		
100-00000-34105	Planning Fees	500.00	0.00	15,693.00	0.00	13,743.00	(15,193.00)	3,138.60		
100-00000-34110	Plan Review	1,000.00	0.00	13,066.99	0.00	88.17	(12,066.99)	1,306.70		
100-00000-34115	False Alarms	150.00	0.00	700.00	0.00	0.00	(550.00)	466.67		
100-00000-34123	Zoning Charges	0.00	0.00	476.84	0.00	0.00	(476.84)	100.00		
100-00000-34132	Investment Admin Charge	1,000.00	0.00	1,017.82	0.00	186.96	(17.82)	101.78		
100-00000-34133	CREDIT CARD FEES	0.00	0.00	150.69	0.00	(13.21)	(150.69)	100.00		
100-00000-35100	Fines	800.00	0.00	843.30	0.00	3.33	(43.30)	105.41		
100-00000-36101	Special Assessments - Current	0.00	0.00	630.00	0.00	405.00	(630.00)	100.00		
100-00000-36102	Special Assessments - Delinque	0.00	0.00	180.00	0.00	90.00	(180.00)	100.00		
100-00000-36103	Penalties & Interest	0.00	0.00	24.56	0.00	16.26	(24.56)	100.00		
100-00000-36210	Interest Earnings	4,261.00	0.00	13,261.87	0.00	5,204.16	(9,000.87)	311.24		
100-00000-36240	Miscellaneous Revenue	600.00	0.00	38,676.70	0.00	1,186.00	(38,076.70)	6,446.12		
100-00000-36241	Insurance Policy Dividends	300.00	0.00	0.00	0.00	0.00	300.00	0.00		
100-00000-36400	Facility Rental	4,500.00	0.00	4,558.67	0.00	510.00	(58.67)	101.30		
Total Dept 00000		667,325.00	0.00	728,253.82	0.00	66,450.27	(60,928.82)	109.13		
<b>Revenues</b>										
Total Dept 00000		667,325.00	0.00	728,253.82	0.00	66,450.27	(60,928.82)	109.13		
<b>Account Category: Expenditures</b>										
<b>Department: 41100 CITY COUNCIL</b>										
100-41100-40101	Wages and Salaries	7,725.00	0.00	7,200.00	0.00	1,800.00	525.00	93.20		
100-41100-40130	Employer Paid Payroll Taxes	0.00	0.00	550.80	0.00	137.70	(550.80)	100.00		
100-41100-40151	Workers Compensation	100.00	0.00	0.00	0.00	0.00	100.00	0.00		
100-41100-40307	Adminstration	200.00	0.00	0.00	0.00	0.00	200.00	0.00		
100-41100-40310	Conference Registrations	300.00	0.00	0.00	0.00	0.00	300.00	0.00		

REVENUE AND EXPENDITURE REPORT FOR CITY OF GEM LAKE

Balance As of 12/31/2024

GL Number	Description	2024 Amended Budget	YTD Balance 12/31/2024 Normal	Activity For 12/31/2024 Increase (Decrease)	Balance 12/31/2024 Normal (Abnormal)	% Bdg't Used
<b>Fund: 100 GENERAL</b>						
<b>Account Category: Expenditures</b>						
<b>Department: 41100 CITY COUNCIL</b>						
100-41100-40449	Council Contingency	9,000.00	0.00	0.00	9,000.00	0.00
	Total Dept 41100 - CITY COUNCIL	17,325.00	7,750.80	1,937.70	9,574.20	44.74
<b>Department: 41400 CLERK/GENERAL GOVERNMENT</b>						
100-41400-40200	office supplies	0.00	788.06	527.28	(788.06)	100.00
	Total Dept 41400 - CLERK/GENERAL GOVERNMENT	0.00	788.06	527.28	(788.06)	100.00
<b>Department: 41410 ELECTIONS</b>						
100-41410-40210	operating supplies	150.00	0.00	0.00	150.00	0.00
100-41410-40300	Contracted Services	8,000.00	4,664.00	0.00	3,336.00	58.30
100-41410-40351	Legal Notices	175.00	0.00	0.00	175.00	0.00
100-41410-40400	Repairs & Maint - Contractual	2,000.00	1,144.00	0.00	856.00	57.20
	Total Dept 41410 - ELECTIONS	10,325.00	5,808.00	0.00	4,517.00	56.25
<b>Department: 41500 FINANCIAL ADMINISTRATION</b>						
100-41500-40301	Auditing Services	12,000.00	14,000.00	0.00	(2,000.00)	116.67
100-41500-40307	Administration	0.00	1,250.00	0.00	(1,250.00)	100.00
100-41500-40309	Computer Services	2,500.00	2,779.75	565.00	(279.75)	111.19
100-41500-40329	Financial Services	35,000.00	20,743.25	183.25	14,256.75	59.27
100-41500-41329	Credit Card Fees	1,300.00	818.87	133.59	481.13	62.99
	Total Dept 41500 - FINANCIAL ADMINISTRATION	50,800.00	39,591.87	881.84	11,208.13	77.94
<b>Department: 41600 LEGAL SERVICES</b>						
100-41600-40304	Legal	52,000.00	10,713.56	1,877.78	41,286.44	20.60
100-41600-40314	Legal - Land Issues	3,500.00	0.00	0.00	3,500.00	0.00
100-41600-41304	Prosecution	2,000.00	1,167.00	100.00	833.00	58.35
	Total Dept 41600 - LEGAL SERVICES	57,500.00	11,880.56	1,977.78	45,619.44	20.66
<b>Department: 41900 OTHER GENERAL GOVERNMENT</b>						
100-41900-40101	Wages and Salaries	60,000.00	59,244.07	7,698.96	755.93	98.74
100-41900-40121	PERA Contributions	4,500.00	5,124.76	661.70	(624.76)	113.88
100-41900-40130	Employer Paid Payroll Taxes	4,590.00	5,242.20	674.94	(652.20)	114.21
100-41900-40131	Health Insurance	11,000.00	9,085.11	1,123.66	1,914.89	82.59
100-41900-40151	Workers Compensation	0.00	524.59	(178.33)	(524.59)	100.00
100-41900-40200	Office Supplies	5,000.00	2,950.16	262.10	2,049.84	59.00
100-41900-40300	Professional Services	3,500.00	3,123.75	0.00	376.25	89.25
100-41900-40307	Administration	300.00	307.50	0.00	(7.50)	102.50
100-41900-40309	Computer Services	5,000.00	11,869.26	1,006.00	(6,869.26)	237.39
100-41900-40310	Conference Registrations	1,500.00	1,616.08	175.00	(116.08)	107.74
100-41900-40319	Miscellaneous	3,500.00	12,112.23	1,033.00	(8,612.23)	346.06
100-41900-40322	Postage	1,500.00	1,828.18	580.48	(328.18)	121.88
100-41900-40331	Mileage	400.00	1,382.91	22.57	(982.91)	345.73
100-41900-40351	Legal Notice Publication	700.00	106.38	136.63	593.62	15.20
100-41900-40352	Newsletter/Public Relations	2,800.00	2,196.79	206.79	603.21	78.46
100-41900-40361	General Liability Insurance	2,500.00	1,326.75	(328.00)	1,173.25	53.07
100-41900-40362	Property Insurance	0.00	2,971.25	(121.25)	(2,971.25)	100.00
100-41900-40363	Vehicle Insurance	175.00	(2.00)	(21.75)	177.00	(1.14)
100-41900-40365	Public Officials Liability	175.00	124.00	(31.00)	51.00	70.86
100-41900-40384	Recycling Collection	10,000.00	11,371.36	2,067.52	(1,371.36)	113.71
100-41900-40438	Recording Secretary	6,000.00	0.00	0.00	6,000.00	0.00
100-41900-40440	Subscriptions	200.00	0.00	0.00	200.00	0.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF GEM LAKE  
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GL Number	Description	2024 Amended Budget		YTD Balance 12/31/2024		Activity For 12/31/2024 Increase (Decrease)	Balance 12/31/2024		% Bdg't Used	
		Normal	(Abnormal)	Normal	(Abnormal)		Normal	(Abnormal)		
<b>Fund: 100 GENERAL</b>										
<b>Account Category: Expenditures</b>										
<b>Department: 41900 OTHER GENERAL GOVERNMENT</b>										
100-41900-40450	Gambling Distributions	0.00		1,703.51		0.00	(1,703.51)		100.00	
100-41900-40570	Office Equip & Furnishings	0.00		45,460.44		0.00	(45,460.44)		100.00	
100-41900-41151	Workers Compensation	700.00		0.00		0.00	700.00		0.00	
100-41900-41321	Web Site	2,000.00		1,640.00		90.00	360.00		82.00	
100-41900-41437	League of MN Cities	1,200.00		917.66		0.00	282.34		76.47	
100-41900-42437	RCLLG	350.00		0.00		0.00	350.00		0.00	
Total Dept 41900 - OTHER GENERAL GOVERNMENT		127,590.00		182,226.94		15,059.02	(54,636.94)		142.82	
<b>Department: 41910 PLANNING &amp; ZONING</b>										
100-41910-40303	Engineering	31,000.00		23,691.43		6,643.31	7,308.57		76.42	
100-41910-40307	Administration	2,000.00		8,175.24		0.00	(6,175.24)		408.76	
100-41910-40308	ZONING ADMINISTRATION	0.00		27,769.11		8,648.72	(27,769.11)		100.00	
100-41910-40313	Building Inspections	50.00		0.00		0.00	50.00		0.00	
100-41910-40315	Special Law Enforcement	10,000.00		18,093.34		(2,846.88)	(8,093.34)		180.93	
100-41910-40325	NPDES Training	0.00		52.62		0.00	(52.62)		100.00	
100-41910-42325	NPDES Administration	5,000.00		1,398.07		0.00	3,601.93		27.96	
Total Dept 41910 - PLANNING & ZONING		48,050.00		79,179.81		12,445.15	(31,129.81)		164.79	
<b>Department: 41940 HERITAGE HALL</b>										
100-41940-40210	Operating Supplies	200.00		0.00		0.00	200.00		0.00	
100-41940-40300	Professional Services	1,000.00		7,653.36		647.17	(6,653.36)		765.34	
100-41940-40319	Contract Services	15,500.00		15,695.96		29.96	(195.96)		101.26	
100-41940-40321	Telephone	1,000.00		0.00		0.00	1,000.00		0.00	
100-41940-40362	Property Insurance	2,000.00		(246.75)		(639.75)	2,246.75		(12.34)	
100-41940-40381	Electric Service	5,750.00		6,269.40		270.22	(519.40)		109.03	
100-41940-40383	Gas Service	2,000.00		1,060.08		228.17	939.92		53.00	
100-41940-40385	Water/Sewer Utilities	1,200.00		908.36		226.97	291.64		75.70	
100-41940-40400	Repairs & Maint - Contractual	2,000.00		410.00		0.00	1,590.00		20.50	
100-41940-40401	Repairs & Maint - Building	8,000.00		580.00		0.00	7,420.00		7.25	
100-41940-40520	Buildings & Structures	14,000.00		1,040.00		0.00	12,960.00		7.43	
100-41940-40570	Furniture & Office Equipment	0.00		1,499.47		1,117.54	(1,499.47)		100.00	
100-41940-40580	Other Equipment	14,000.00		0.00		0.00	14,000.00		0.00	
Total Dept 41940 - HERITAGE HALL		66,650.00		34,869.88		1,880.28	(31,780.12)		52.32	
<b>Department: 42100 POLICE</b>										
100-42100-40300	Dispatch Costs	0.00		0.00		(1,166.00)	0.00		0.00	
100-42100-40307	Administration	13,589.00		0.00		0.00	13,589.00		0.00	
100-42100-40314	Regular Law Enforcement	115,877.00		122,474.79		25,540.94	(6,597.79)		105.69	
Total Dept 42100 - POLICE		129,466.00		122,474.79		24,374.94	6,991.21		94.60	
<b>Department: 42200 FIRE</b>										
100-42200-40311	Fire Services	40,923.00		47,914.29		9,428.34	(6,991.29)		117.08	
100-42200-40312	Fire Marshall Service	7,746.00		7,746.00		1,291.00	0.00		100.00	
Total Dept 42200 - FIRE		48,669.00		55,660.29		10,719.34	(6,991.29)		114.36	
<b>Department: 42401 BUILDING INSPECTION</b>										
100-42401-40309	Computer Services	2,550.00		0.00		0.00	2,550.00		0.00	
100-42401-40313	Building Inspections	8,500.00		11,352.50		4,322.50	(2,852.50)		133.56	
100-42401-40316	Building Secretary	2,500.00		0.00		0.00	2,500.00		0.00	
Total Dept 42401 - BUILDING INSPECTION		13,550.00		11,352.50		4,322.50	2,197.50		83.78	

REVENUE AND EXPENDITURE REPORT FOR CITY OF GEM LAKE

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GL Number	Description	2024 Amended Budget	YTD Balance 12/31/2024		Activity For 12/31/2024 Increase (Decrease)	Balance 12/31/2024		% Bdg't Used
			Normal	(Abnormal)		Normal	(Abnormal)	
<b>Fund: 100 GENERAL</b>								
<b>Account Category: Expenditures</b>								
<b>Department: 42700 ANIMAL CONTROL</b>								
100-42700-40326	Animal Removal	300.00	129.00		0.00	171.00	43.00	
100-42700-41326	Animal Enforcement	200.00	0.00		0.00	200.00	0.00	
	Total Dept 42700 - ANIMAL CONTROL	500.00	129.00		0.00	371.00	25.80	
<b>Department: 43122 ROAD MAINTENANCE</b>								
100-43122-40226	Signs, Sign Repair Materials	500.00	6,624.88	(223.91)		(6,124.88)	1,324.98	
100-43122-40303	Engineering	10,000.00	0.00	0.00		10,000.00	0.00	
100-43122-40385	ROW Maintenance	500.00	0.00	0.00		500.00	0.00	
100-43122-40386	Street Lights	1,300.00	1,109.73	146.30		190.27	85.36	
100-43122-40405	Street Repairs	20,000.00	0.00	0.00		20,000.00	0.00	
100-43122-40406	Blvd Tree Trimming	10,000.00	0.00	0.00		10,000.00	0.00	
100-43122-40433	Dues & Subscriptions	100.00	100.00	100.00		0.00	100.00	
	Total Dept 43122 - ROAD MAINTENANCE	42,400.00	7,834.61	22.39		34,565.39	18.48	
<b>Department: 43125 ICE &amp; SNOW REMOVAL</b>								
100-43125-40224	Salt and Sand	12,000.00	0.00	0.00		12,000.00	0.00	
100-43125-40400	Repairs & Maint - Contractual	1,000.00	640.00	0.00		360.00	64.00	
100-43125-40404	Snow Plowing	14,500.00	3,138.00	0.00		11,362.00	21.64	
	Total Dept 43125 - ICE & SNOW REMOVAL	27,500.00	3,778.00	0.00		23,722.00	13.74	
<b>Department: 45000 PARK MAINTENANCE</b>								
100-45000-40210	Operating Supplies	1,000.00	0.00	0.00		1,000.00	0.00	
100-45000-40319	Contract Services	0.00	65.00	0.00		(65.00)	100.00	
100-45000-40404	PARK MAINTENANCE - CONTRACTUAL	6,000.00	3,030.00	0.00		2,970.00	50.50	
	Total Dept 45000 - PARK MAINTENANCE	7,000.00	3,095.00	0.00		3,905.00	44.21	
<b>Department: 48000 OTHER FINANCING USES</b>								
100-48000-40720	operating transfer	20,000.00	0.00	0.00		20,000.00	0.00	
	Total Dept 48000 - OTHER FINANCING USES	20,000.00	0.00	0.00		20,000.00	0.00	
<b>Expenditures</b>								
		667,325.00	566,420.11	74,148.22		100,904.89	84.88	
<b>Fund 100 - GENERAL:</b>								
TOTAL REVENUES		667,325.00	728,253.82	66,450.27		(60,928.82)		
TOTAL EXPENDITURES		667,325.00	566,420.11	74,148.22		100,904.89		
NET OF REVENUES & EXPENDITURES:		0.00	161,833.71	(7,697.95)		(161,833.71)		

REVENUE AND EXPENDITURE REPORT FOR CITY OF GEM LAKE  
Balance As of 12/31/2024

GL Number	Description	2024 Amended Budget	YTD Balance 12/31/2024		Activity For 12/31/2024 Increase (Decrease)	Balance Normal	AvaiLable 12/31/2024 (Abnormal)	% Bdgt Used
			Normal	(Abnormal)				
<b>Fund: 225 PARKS AND PLAYGROUND</b>								
<b>Account Category: Revenues</b>								
<b>Department: 00000</b>								
225-00000-36210 Interest Earnings								
Total Dept 00000		925.00	2,464.43		1,614.88	(1,539.43)		266.42
Revenues		925.00	2,464.43		1,614.88	(1,539.43)		266.42
		925.00	2,464.43		1,614.88	(1,539.43)		266.42
<b>Account Category: Expenditures</b>								
<b>Department: 48000 OTHER FINANCING USES</b>								
225-48000-40580 Other Improvements								
Total Dept 48000 - OTHER FINANCING USES		5,000.00	1,117.50		0.00	3,882.50		22.35
Expenditures		5,000.00	1,117.50		0.00	3,882.50		22.35
		5,000.00	1,117.50		0.00	3,882.50		22.35
<b>Fund 225 - PARKS AND PLAYGROUND:</b>								
TOTAL REVENUES		925.00	2,464.43		1,614.88	(1,539.43)		
TOTAL EXPENDITURES		5,000.00	1,117.50		0.00	3,882.50		
NET OF REVENUES & EXPENDITURES:		(4,075.00)	1,346.93		1,614.88	(5,421.93)		

REVENUE AND EXPENDITURE REPORT FOR CITY OF GEM LAKE

Balance As of 12/31/2024

GL Number	Description	2024 Amended Budget	YTD Balance 12/31/2024		Activity For 12/31/2024 Increase (Decrease)	Balance Normal	Available 12/31/2024 (Abnormal)	% Bdg't Used
			Normal	(Abnormal)				
<b>Fund: 304 2007 DEBT SERVICE FUND</b>								
<b>Account Category: Revenues</b>								
<b>Department: 00000</b>								
304-00000-31010	Current Property Taxes	76,269.00	74,365.13		35,763.99	1,903.87		97.50
304-00000-31020	Delinquent Property Taxes	0.00	485.67		80.96	(485.67)		100.00
304-00000-31040	Fiscal Disparities	0.00	2,238.89		1,094.43	(2,238.89)		100.00
304-00000-36210	Interest Earnings	1,285.00	3,531.04		2,250.05	(2,246.04)		274.79
	Total Dept 00000	77,554.00	80,620.73		39,189.43	(3,066.73)		103.95
	Revenues	77,554.00	80,620.73		39,189.43	(3,066.73)		103.95
<b>Account Category: Expenditures</b>								
<b>Department: 47000 DEBT SERVICE</b>								
304-47000-40600	Principal	65,000.00	65,000.00		0.00	0.00		100.00
304-47000-40610	Interest	8,401.00	8,401.25		0.00	(0.25)		100.00
304-47000-40620	Fiscal Agent Fees	1,200.00	425.00		0.00	775.00		35.42
	Total Dept 47000 - DEBT SERVICE	74,601.00	73,826.25		0.00	774.75		98.96
	Expenditures	74,601.00	73,826.25		0.00	774.75		98.96
<b>Fund 304 - 2007 DEBT SERVICE FUND:</b>								
	TOTAL REVENUES	77,554.00	80,620.73		39,189.43	(3,066.73)		
	TOTAL EXPENDITURES	74,601.00	73,826.25		0.00	774.75		
	NET OF REVENUES & EXPENDITURES:	2,953.00	6,794.48		39,189.43	(3,841.48)		

REVENUE AND EXPENDITURE REPORT FOR CITY OF GEM LAKE  
Balance As of 12/31/2024

GL Number	Description	2024	YTD Balance		Activity For	Balance	% Bdgt
		Amended Budget	12/31/2024 Normal	12/31/2024 (Abnormal)			
<b>Fund: 305 2018 DEBT SERVICE FUND</b>							
<b>Account Category: Revenues</b>							
<b>Department: 00000</b>							
305-00000-31010	Current Property Taxes	5,285.00	5,196.70		2,486.27	88.30	98.33
305-00000-31020	Delinquent Property Taxes	0.00	41.08		6.84	(41.08)	100.00
305-00000-31040	Fiscal Disparities	0.00	157.33		76.08	(157.33)	100.00
305-00000-36101	Current Special Assessments	55,000.00	56,949.34		28,474.67	(1,949.34)	103.54
305-00000-36105	Prepaid Special Assessments	0.00	208.08		208.08	(208.08)	100.00
305-00000-36210	Interest Earnings	945.00	2,710.85		1,668.94	(1,765.85)	286.86
	Total Dept 00000	61,230.00	65,263.38		32,920.88	(4,033.38)	106.59
	Revenues	61,230.00	65,263.38		32,920.88	(4,033.38)	106.59
<b>Account Category: Expenditures</b>							
<b>Department: 47000 DEBT SERVICE</b>							
305-47000-40600	Principal	40,000.00	40,000.00		0.00	0.00	100.00
305-47000-40610	Bond Interest	17,900.00	17,900.00		0.00	0.00	100.00
305-47000-40620	Fiscal Agent Fees	1,200.00	425.00		0.00	775.00	35.42
	Total Dept 47000 - DEBT SERVICE	59,100.00	58,325.00		0.00	775.00	98.69
	Expenditures	59,100.00	58,325.00		0.00	775.00	98.69
<b>Fund 305 - 2018 DEBT SERVICE FUND:</b>							
TOTAL REVENUES		61,230.00	65,263.38		32,920.88	(4,033.38)	
TOTAL EXPENDITURES		59,100.00	58,325.00		0.00	775.00	
NET OF REVENUES & EXPENDITURES:		2,130.00	6,938.38		32,920.88	(4,808.38)	



REVENUE AND EXPENDITURE REPORT FOR CITY OF GEM LAKE

Balance As of 12/31/2024

GL Number	Description	2024 Amended Budget		YTD Balance 12/31/2024		Activity For 12/31/2024		Balance 12/31/2024		% Bdgt Used
		Normal	(Abnormal)	Normal	(Abnormal)	Increase (Decrease)	Normal	(Abnormal)		
<b>Fund: 401 IMPROVEMENT FUND</b>										
<b>Account Category: Revenues</b>										
<b>Department: 00000</b>										
401-00000-36101	Current Special Assessments	28,000.00		38,877.54		19,201.35		(10,877.54)		138.85
401-00000-36102	Delinq Special Assessments	0.00		3,500.04		0.00		(3,500.04)		100.00
401-00000-36103	Penalties & Interest	0.00		32.69		32.69		(32.69)		100.00
401-00000-36210	Interest Earnings	5,900.00		15,195.64		10,926.40		(9,295.64)		257.55
401-00000-39200	Transfer In	20,000.00		0.00		0.00		20,000.00		0.00
	Total Dept 00000	53,900.00		57,605.91		30,160.44		(3,705.91)		106.88
<b>Revenues</b>										
		53,900.00		57,605.91		30,160.44		(3,705.91)		106.88
<b>Account Category: Expenditures</b>										
<b>Department: 48000 OTHER FINANCING USES</b>										
401-48000-40303	Engineering	10,000.00		0.00		0.00		10,000.00		0.00
401-48000-40531	Construction	120,000.00		0.00		0.00		120,000.00		0.00
	Total Dept 48000 - OTHER FINANCING USES	130,000.00		0.00		0.00		130,000.00		0.00
<b>Expenditures</b>										
		130,000.00		0.00		0.00		130,000.00		0.00
<b>Fund 401 - IMPROVEMENT FUND:</b>										
TOTAL REVENUES		53,900.00		57,605.91		30,160.44		(3,705.91)		
TOTAL EXPENDITURES		130,000.00		0.00		0.00		130,000.00		
NET OF REVENUES & EXPENDITURES:		(76,100.00)		57,605.91		30,160.44		(133,705.91)		



REVENUE AND EXPENDITURE REPORT FOR CITY OF GEM LAKE

Balance As of 12/31/2024

GL Number	Description	2024 Amended Budget		YTD Balance 12/31/2024		Activity For 12/31/2024		Balance 12/31/2024		% Bdg't Used
		Normal	(Abnormal)	Normal	(Abnormal)	Increase (Decrease)	Normal	(Abnormal)		
<b>Fund: 601 WATER UTILITY FUND</b>										
<b>Account Category: Revenues</b>										
<b>Department: 00000</b>										
601-00000-36200	Contribution Revenue	20,000.00	0.00	0.00	0.00	0.00	0.00	20,000.00	0.00	0.00
601-00000-36210	Interest Earnings	(1,380.00)	(3,441.67)	(3,441.67)	(2,214.00)	(2,214.00)	0.00	2,061.67	249.40	249.40
601-00000-37100	Residential Water Revenues	20,000.00	19,278.61	19,278.61	0.00	0.00	0.00	721.39	96.39	96.39
601-00000-37105	Commercial Water Revenues	5,000.00	276.46	276.46	0.00	0.00	0.00	4,723.54	5.53	5.53
601-00000-37160	Water Late Charges	0.00	49.68	49.68	0.00	0.00	0.00	(49.68)	100.00	100.00
Total Dept 00000		43,620.00	16,163.08	16,163.08	(2,214.00)	(2,214.00)	0.00	27,456.92	37.05	37.05
<b>Revenues</b>										
Total Dept 00000		43,620.00	16,163.08	16,163.08	(2,214.00)	(2,214.00)	0.00	27,456.92	37.05	37.05
<b>Account Category: Expenditures</b>										
<b>Department: 43200 SEWER/WATER</b>										
601-43200-40301	Auditing Services	3,000.00	0.00	0.00	0.00	0.00	0.00	3,000.00	0.00	0.00
601-43200-40303	Engineering	10,000.00	0.00	0.00	0.00	0.00	0.00	10,000.00	0.00	0.00
601-43200-40385	Water/Sewer Utilities	22,000.00	20,764.45	20,764.45	3,312.56	3,312.56	0.00	1,235.55	94.38	94.38
601-43200-40400	Repairs & Maint	13,500.00	190.00	190.00	0.00	0.00	0.00	13,310.00	1.41	1.41
601-43200-40420	Depreciation	15,000.00	0.00	0.00	0.00	0.00	0.00	15,000.00	0.00	0.00
Total Dept 43200 - SEWER/WATER		63,500.00	20,954.45	20,954.45	3,312.56	3,312.56	0.00	42,545.55	33.00	33.00
<b>Expenditures</b>										
Total Dept 43200 - SEWER/WATER		63,500.00	20,954.45	20,954.45	3,312.56	3,312.56	0.00	42,545.55	33.00	33.00
<b>Fund 601 - WATER UTILITY FUND:</b>										
TOTAL REVENUES		43,620.00	16,163.08	16,163.08	(2,214.00)	(2,214.00)	0.00	27,456.92		
TOTAL EXPENDITURES		63,500.00	20,954.45	20,954.45	3,312.56	3,312.56	0.00	42,545.55		
NET OF REVENUES & EXPENDITURES:		(19,880.00)	(4,791.37)	(4,791.37)	(5,526.56)	(5,526.56)	0.00	(15,088.63)		

REVENUE AND EXPENDITURE REPORT FOR CITY OF GEM LAKE  
Balance As of 12/31/2024

GL Number	Description	2024 Amended Budget	YTD Balance 12/31/2024 Normal (Abnormal)	Activity For 12/31/2024 Increase (Decrease)	Balance 12/31/2024 Normal (Abnormal)	Available Balance 12/31/2024 (Abnormal)	% Bdg't Used
<b>Fund: 602 SEWER UTILITY FUND</b>							
<b>Account Category: Revenues</b>							
<b>Department: 00000</b>							
602-00000-34410	Local SAC	1,000.00	0.00	0.00	1,000.00	0.00	
602-00000-34420	Metro SAC	0.00	12,425.00	0.00	(12,425.00)	100.00	
602-00000-36210	Interest Earnings	7,925.00	21,908.94	13,267.29	(13,983.94)	276.45	
602-00000-37200	Residential Sewer Revenues	24,500.00	19,952.56	0.00	4,547.44	81.44	
602-00000-37205	Commercial Sewer Revenues	31,500.00	25,312.67	0.00	6,187.33	80.36	
602-00000-37260	Sewer Late Charges	1,500.00	335.13	0.00	1,164.87	22.34	
	<b>Total Dept 00000</b>	<b>66,425.00</b>	<b>79,934.30</b>	<b>13,267.29</b>	<b>(13,509.30)</b>	<b>120.34</b>	
<b>Revenues</b>							
		<b>66,425.00</b>	<b>79,934.30</b>	<b>13,267.29</b>	<b>(13,509.30)</b>	<b>120.34</b>	
<b>Account Category: Expenditures</b>							
<b>Department: 43200 SEWER/WATER</b>							
602-43200-40200	Office Supplies	200.00	0.00	0.00	200.00	0.00	
602-43200-40301	Auditing Services	3,000.00	0.00	0.00	3,000.00	0.00	
602-43200-40303	Engineering	5,000.00	0.00	0.00	5,000.00	0.00	
602-43200-40309	Computer Services	750.00	197.00	0.00	553.00	26.27	
602-43200-40318	MCES Charges	60,470.00	29,474.74	4,281.89	30,995.26	48.74	
602-43200-40319	Locates	250.00	148.55	4.05	101.45	59.42	
602-43200-40322	Postage	250.00	0.00	0.00	250.00	0.00	
602-43200-40329	Financial Services	1,000.00	0.00	0.00	1,000.00	0.00	
602-43200-40380	Metro SAC Charges	0.00	12,425.00	12,425.00	(12,425.00)	100.00	
602-43200-40385	Water/Sewer Utilities	5,000.00	4,173.71	1,041.77	826.29	83.47	
602-43200-40400	Repairs & Maint - Contractual	5,000.00	0.00	0.00	5,000.00	0.00	
602-43200-40420	Depreciation	16,200.00	0.00	0.00	16,200.00	0.00	
602-43200-40460	Sewer Inspections	25,000.00	0.00	0.00	25,000.00	0.00	
602-43200-40461	Sewer Telewise/Flushing	20,000.00	0.00	0.00	20,000.00	0.00	
	<b>Total Dept 43200 - SEWER/WATER</b>	<b>142,120.00</b>	<b>46,419.00</b>	<b>17,752.71</b>	<b>95,701.00</b>	<b>32.66</b>	
<b>Expenditures</b>							
		<b>142,120.00</b>	<b>46,419.00</b>	<b>17,752.71</b>	<b>95,701.00</b>	<b>32.66</b>	
<b>Fund 602 - SEWER UTILITY FUND:</b>							
<b>TOTAL REVENUES</b>		66,425.00	79,934.30	13,267.29	(13,509.30)		
<b>TOTAL EXPENDITURES</b>		142,120.00	46,419.00	17,752.71	95,701.00		
<b>NET OF REVENUES &amp; EXPENDITURES:</b>		<b>(75,695.00)</b>	<b>33,515.30</b>	<b>(4,485.42)</b>	<b>(109,210.30)</b>		

REVENUE AND EXPENDITURE REPORT FOR CITY OF GEM LAKE

Balance As of 12/31/2024

GL Number	Description	2024 Amended Budget		YTD Balance 12/31/2024		Activity For 12/31/2024 Increase (Decrease)	Balance Normal	Available 12/31/2024 (Abnormal)	% Bdg't Used
		Normal	(Abnormal)	Normal	(Abnormal)				
<b>Fund: 801 INVESTMENT TRUST FUND</b>									
<b>Account Category: Revenues</b>									
<b>Department: 00000</b>									
801-00000-36210 Interest Earnings									
Total Dept 00000									
Revenues									
Fund 801 - INVESTMENT TRUST FUND:									
TOTAL REVENUES									
TOTAL EXPENDITURES									
NET OF REVENUES & EXPENDITURES:									
Report Totals:									
		970,979.00		1,030,305.65		178,284.34	(59,326.65)		
		1,141,646.00		767,062.31		95,213.49	374,583.69		
		(170,667.00)		263,243.34		83,070.85	(433,910.34)		

**CITY OF GEM LAKE**

Claims For Payment

Period Ending: 2/18/2025

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		49,713.49
Parks & Playgrounds		
2004 Debt Service Fund		
2006 Debt Service Fund		
2015 Debt Service Fund		
2018 Debt Service Fund		
Improvement Fund		
Scheuneman Road Improvements		
Hoffman Road Improvements		
602-Sewer Fund		4,334.59
601-Water Fund		231.11
Investment Trust Fund		
<b>Total All Funds</b>		<b>54,279.19</b>

Claims for Payment Check Numbers 12749 through 12773

CHECK REGISTER FOR CITY OF GEM LAKE

CHECK DATE 02/18/2025 - 02/18/2025

Check Date	Check	Vendor Name	Amount
<b>Bank GEN GENERAL CHECKING</b>			
02/18/2025	12749	CINTAS	162.45
02/18/2025	12750	City of White Bear Lake	231.11
02/18/2025	12751	City of White Bear Lake	53.17
02/18/2025	12752	City of White Bear Lake	10,137.40
02/18/2025	12753	Coverall of the Twin Cities	320.00
02/18/2025	12754	GDO Law	150.00
02/18/2025	12755	Gopher State One Call	52.70
02/18/2025	12756	HISDAHL INC	243.84
02/18/2025	12757	INVOICE CLOUD INC	566.75
02/18/2025	12758	Kelly & Lemmons, PA	1,305.60
02/18/2025	12759	KRAFT MECHANICAL	13,975.00
02/18/2025	12760	League of Minnesota Cities	350.00
02/18/2025	12761	Melissa Lawrence	12.18
02/18/2025	12762	METRO-INET	1,160.00
02/18/2025	12763	Metropolitan Council	4,281.89
02/18/2025	12764	NEI ELECTRIC	1,779.93
02/18/2025	12765	Premier Banks	714.80
02/18/2025	12766	Ramsey County	84.79
02/18/2025	12767	RED LILY	90.00
02/18/2025	12768	REPUBLIC SERVICES	2,118.47
02/18/2025	12769	SEH	9,989.32
02/18/2025	12770	Summit Fire Protection	127.25
02/18/2025	12771	TKDA	4,039.15
02/18/2025	12772	White Bear Lake Emergency Foo	1,500.00
02/18/2025	12773	Xcel Energy	833.39
<b>GEN TOTALS:</b>			
Total of 25 Checks:			54,279.19
Less 0 Void Checks:			0.00
Total of 25 Disbursements:			54,279.19

CHECK DISBURSEMENT REPORT FOR CITY OF GEM LAKE

CHECK DATE 02/18/2025 - 02/18/2025

Check Date	Bank Account	Check #	Payee	Description	Account	Dept	Amount	
<b>Fund: 100 GENERAL</b>								
02/18/2025	GEN	12749	CINTAS	CINTAS RUGS	40319	41940	31.95	
				CINTAS AGREEMENT	40319	41940	130.50	
		Check GEN 12749 Total for Fund 100 GENERAL						<u>162.45</u>
02/18/2025	GEN	12751	City of White Bear Lake	RAMSEY COUTY GIS FEES 2025	40433	43122	53.17	
02/18/2025	GEN	12752#	City of White Bear Lake	2024 INTEREST ON FIRE FACILITY	40311	42200	3,129.40	
				2025 INTEREST ON FIRE FACILITY	40311	42200	883.60	
				2024 INTEREST ON POLICE FACILITY	40314	42100	4,755.92	
				2025 INTEREST ON POLICE FACILITY	40314	42100	1,368.48	
		Check GEN 12752 Total for Fund 100 GENERAL						<u>10,137.40</u>
02/18/2025	GEN	12753	Coverall of the Twin Cities	CLEANING SERVICES FEBRUARY 2025	40319	41940	320.00	
02/18/2025	GEN	12754	GDO Law	GDO LEGAL SERVICES	41304	41600	150.00	
02/18/2025	GEN	12756	HISDAHL INC	COUNCIL NAME PLATES	40200	41900	243.84	
02/18/2025	GEN	12757	INVOICE CLOUD INC	BILLER PORTAL ACCESS FEE	40309	41500	566.75	
02/18/2025	GEN	12758	Kelly & Lemmons, PA	GENERAL COUNSEL	40304	41600	1,305.60	
02/18/2025	GEN	12759	KRAFT MECHANICAL	REPLACE BOILER	40300	41410	13,975.00	
02/18/2025	GEN	12760	League of Minnesota Cities	2025 ELECTED LEADERS INSTITUTE	41437	41900	350.00	
02/18/2025	GEN	12761	Melissa Lawrence	MILEAGE REIMBURSEMENT FEBRUARY 2025	40331	41900	6.30	
				MILEAGE REIMBURSEMENT JANUARY 2025	40331	41900	5.88	
		Check GEN 12761 Total for Fund 100 GENERAL						<u>12.18</u>
02/18/2025	GEN	12762	METRO-INET	IT SUPPORT	40309	41900	1,160.00	
02/18/2025	GEN	12764	NEI ELECTRIC	INSTALL OUTLETS	40300	41410	1,779.93	
02/18/2025	GEN	12765#	Premier Banks	ZOOM	40433	43122	319.80	
				MCFOA	40440	41900	395.00	
		Check GEN 12765 Total for Fund 100 GENERAL						<u>714.80</u>
02/18/2025	GEN	12766	Ramsey County	TRUTH IN TAXATION	40300	41900	84.79	
02/18/2025	GEN	12767	RED LILY	WEBSITE MAINTENANCE	40300	41940	90.00	
02/18/2025	GEN	12768	REPUBLIC SERVICES	REPUBLIC SERVICES JANUARY 2025	40384	41900	2,118.47	
02/18/2025	GEN	12769	SEH	GENERAL ENGINEERING SERVICES	40303	41910	9,989.32	
02/18/2025	GEN	12770	Summit Fire Protection	ANNUAL INSPECTION	40300	41410	127.25	
02/18/2025	GEN	12771	TKDA	2024 GENERAL PLANNING	40308	41910	691.01	
				2025 GENERAL PLANNING	40308	41910	3,348.14	
		Check GEN 12771 Total for Fund 100 GENERAL						<u>4,039.15</u>
02/18/2025	GEN	12772	white Bear Lake Emergency Food She	FEBRUARY 2025 FOOD SHELF	22001	00000	1,500.00	
02/18/2025	GEN	12773#	Xcel Energy	STREET LIGHTS	40386	43122	80.93	
				GAS SERVICE	40383	41940	334.26	
				ELECTRIC SERVICE	40381	41940	418.20	
		Check GEN 12773 Total for Fund 100 GENERAL						<u>833.39</u>

CHECK DISBURSEMENT REPORT FOR CITY OF GEM LAKE

CHECK DATE 02/18/2025 - 02/18/2025

Check Date	Bank Account	Check #	Payee	Description	Account	Dept	Amount
<b>Fund: 100 GENERAL</b>							
Total For Fund: 100							49,713.49
<b>Fund: 601 WATER UTILITY FUND</b>							
02/18/2025	GEN	12750	City of White Bear Lake	2024 4TH QTR 10/1/24-1/2/25	40385	43200	231.11
Total For Fund: 601							231.11
<b>Fund: 602 SEWER UTILITY FUND</b>							
02/18/2025	GEN	12755	Gopher State One Call	LOCATES/ANNUAL FEE	40319	43200	52.70
02/18/2025	GEN	12763	Metropolitan Council	WASTE WATER SERVICES MARCH 2025	11500	00000	4,281.89
Total For Fund: 602							4,334.59
Report Total:							54,279.19

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



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)

**Agricultural Animal Keeping License  
Interim Use Permit  
January 1 – December 31**

**LICENSE APPLICATION CHECKLIST:**

To prevent delay, please ensure the following information is submitted.

- Agricultural Animal Keeping License
- Application Fee
  - 1st and 2nd year \$100.00 for up to 2 agricultural animals; 3rd year and on renewal fee is \$50.00
  - 1st and 2nd year \$100.00 for up to 5 agricultural animals; 3rd year and on renewal fee is \$75.00
- Letter of Approval from Property Owner (if applicant is not the owner of the property on which agricultural animals are being kept)
- Site Plan detailing the following information:
  - Location of Property Lines
  - House, garage (where applicable)
  - Size and Specifications of animal shelter
  - Setback proposed from the shelter to the property lines
- New     1st year Renewal     2nd year Renewal and On

**Applicant Information**

Name: Ted + Nikki Pax Phone Number: [REDACTED]  
 Address: 3944 Scheuneman Road  
 City: Gem Lake State: MN Zip: 55110  
 Email: [REDACTED]

**Property Owner Information** (if different than applicant)

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
 Email: \_\_\_\_\_

**Animal Information**

Number and species of agricultural animals housed or kept on property: 2 goats

Purpose of keeping agricultural animals on property: Landscaping and for pets

Describe the steps you intend to take to prevent odors, rodents, flies, and other pests: Use organic lime powder in barn area and around fenced area to help keep out pests and help with any smell.

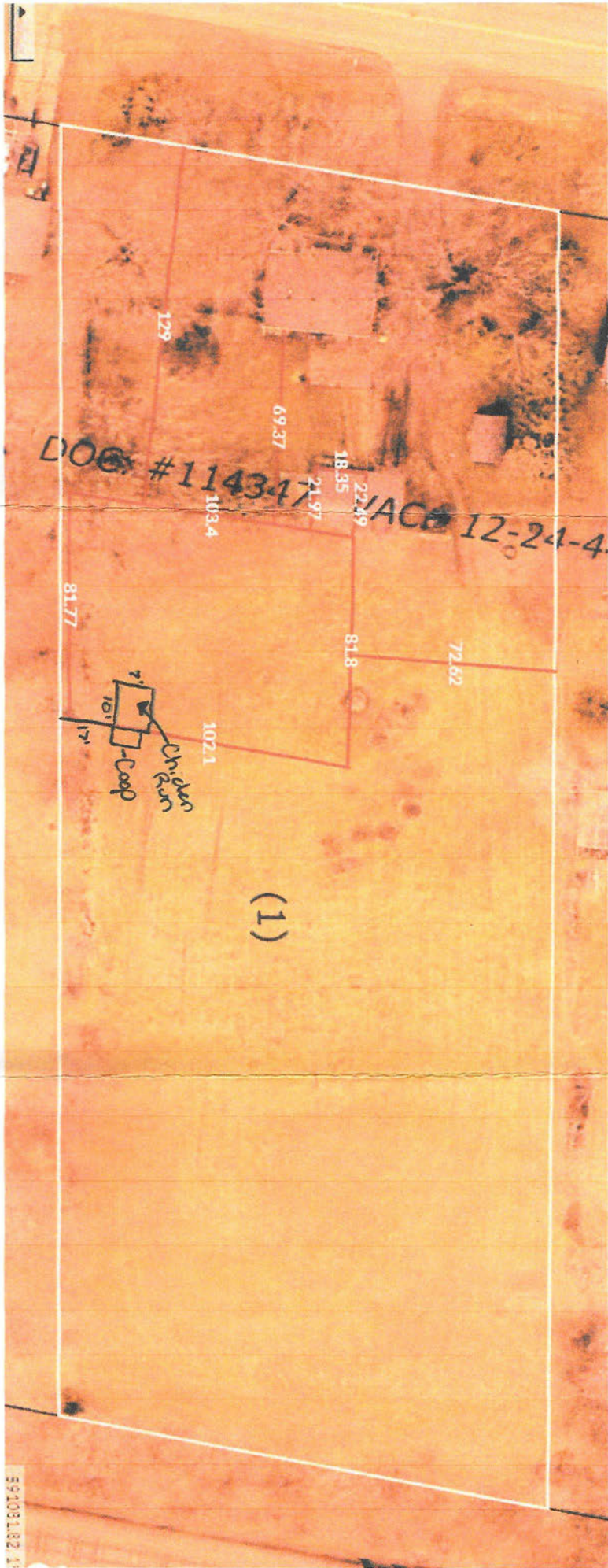
Applicant Signature: [Signature] Date: 1-13-25

**Office Use Only**

Receipt No. \_\_\_\_\_ Permit No. \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_





DOG #114347/AC 12-24-4

(1)



59108182 11

**From:** [Justin Gese](#)  
**To:** [Gretchen Artig-Swomley](#)  
**Cc:** [Melissa Lawrence](#); [Dustin Cesafsky](#); [Justin Gese](#)  
**Subject:** RE: Kia storm sewer replacement  
**Date:** Monday, February 10, 2025 7:54:17 AM

---

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

Contractor confirmed it would be about \$90-\$100/LF of pipe, so the \$15,000 is a good estimate

Justin M. Gese, PE (MN)  
Principal, Sr. Eng/Mgr  
Short Elliott Hendrickson, Inc.  
612.209.0731 mobile

[SEH](#) - Building a Better World for All of Us®  
SEH's [Amazing Projects video](#) showcases the amazing things we can do when we come together as partners and collaborators.

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**From:** Gretchen Artig-Swomley <[gretchen.artig-swomley@gemlakemn.org](mailto:gretchen.artig-swomley@gemlakemn.org)>  
**Sent:** Tuesday, January 21, 2025 1:20 PM  
**To:** Justin Gese <[jgese@sehinc.com](mailto:jgese@sehinc.com)>  
**Subject:** Re: Kia storm sewer replacement

Melissa has put this item on the agenda for February, so when you have cost estimates, just let Melissa know.

Sent from my iPad

On Jan 16, 2025, at 3:32 PM, Justin Gese <[jgese@sehinc.com](mailto:jgese@sehinc.com)> wrote:

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

Mayor,

Did you have a chance to review this? I see it is not on the agenda for the next meeting.

Justin M. Gese, PE (MN)  
Principal, Sr. Eng/Mgr  
Short Elliott Hendrickson, Inc.  
612.209.0731 mobile

[SEH](#) - Building a Better World for All of Us®  
SEH's [Amazing Projects video](#) showcases the amazing things we can do when we come together as partners and collaborators.

---

**From:** Justin Gese <[jgese@sehinc.com](mailto:jgese@sehinc.com)>

**Sent:** Friday, January 3, 2025 4:38 PM

**To:** Gretchen Artig-Swomley <[gretchen.artig-swomley@gemlakemn.org](mailto:gretchen.artig-swomley@gemlakemn.org)>

**Cc:** 'Evan P. Monson' <[evan.monson@tkda.com](mailto:evan.monson@tkda.com)>; Dustin Cesafsky <[dcesafsky@sehinc.com](mailto:dcesafsky@sehinc.com)>; Justin Gese <[jgese@sehinc.com](mailto:jgese@sehinc.com)>

**Subject:** Kia storm sewer replacement

Mayor

As part of the Kia project, there is a portion of City owned storm sewer that will be replaced by their project. This leaves about 140' of city owned 21" storm sewer within the site that is old. The condition is unknown at this time.

Depending on the condition, we would recommend replacing this segment as a city cost of about \$15,000.

Would the City be willing to do that?

Thanks

Justin

Get [Outlook for iOS](#)



December 20, 2024

City Officials and Staff

**Re: Notification of the Ramsey-Washington Metro Watershed District's 2027 Watershed Management Plan Update and Request for City Input**

Dear City Officials and Staff:

The Ramsey-Washington Metro Watershed District (RWMWD) Board of Managers (Managers) is in the early stages of updating its Watershed Management Plan (Plan). The Plan will establish the goals, policies, and actions for the RWMWD's management of the watershed.

State law and rule govern the watershed planning process and require that watershed management plans be updated every 10 years. The RWMWD adopted its current Plan in 2017 and anticipates completing the updated Plan in 2027. During Plan development, the Managers will seek input from cities, agencies, partners, and the diverse communities within the watershed. With this letter, the Managers initially request your comments with respect to the following areas:

- Priority issues and your expectations for RWMWD involvement in these issues;
- Summaries of relevant water management goals;
- Pertinent water resource information; and
- Official controls and programs of your organization (if applicable)

Information may be provided to Greg Williams of Barr Engineering Co., Engineers for the RWMWD, by email at [gwilliams@barr.com](mailto:gwilliams@barr.com). You may also contact Greg Williams to schedule a virtual meeting if you prefer.

This Plan update notification is not your organization's only opportunity to provide input. The RWMWD Public Works Forum scheduled for **January 21, 2025** will include an opportunity to discuss the Plan update. As part of Plan development, a representative from your city will be invited to participate in a broader Plan technical advisory committee (Plan TAC). The Plan TAC will meet periodically during Plan development to discuss issues, priorities, goals, and/or implementation activities. In your response to this letter, **please identify the individual(s) from your organization who should participate in the Plan TAC.**

This request for city input serves as the official notification of plan update required by Minnesota Rules 8410.0045 Subp. 3 and Subp. 4. Please provide responses no later than **February 20, 2025** to Greg Williams at [gwilliams@barr.com](mailto:gwilliams@barr.com).

Thank you for your time and assistance in providing this requested information. If you have any questions, please contact Greg Williams at [gwilliams@barr.com](mailto:gwilliams@barr.com).

Sincerely,

*Tina Carstens*

Tina Carstens  
Administrator, Ramsey-Washington Metro Watershed District

c:      City of Gem Lake  
          City of Landfall  
          City of Little Canada  
          City of Maplewood  
          City of North St. Paul  
          City of Oakdale  
          City of Roseville  
          City of St. Paul  
          City of Shoreview  
          City of Vadnais Heights  
          City of White Bear Lake  
          City of Woodbury





**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)

## Planning Commission Application

**Applicant Information**

Name: Laurel Amlee  
 Address: [REDACTED]  
 City: White Bear / Gem Lake State: MN Zip: 55110  
 Home Phone: [REDACTED] Cell Phone: [REDACTED]  
 Email: [REDACTED]

**Residency Information**

How long have you been a resident of Gem Lake? 20 years  
 Property owned, rented or leased in Gem Lake (other than residence): rented

**Employment Information**

Present Employer: White Bear Floral / Country Lounge  
 Title: Book Keeper / prop manager Work Phone: 651-484-3391

**Education Information**

High School: Turkey High School  
 College: Concordia  
 Trade or Business School: \_\_\_\_\_

**Organization Membership Information**

Are you currently serving on other Boards, Commissions, or Committees?  Yes  No  
 If yes, which are you serving on and the organization's name: \_\_\_\_\_  
 Have you served on a Board, Commission, or Committee before?  Yes  No  
 If yes, which have you served on and the organization's name: \_\_\_\_\_

**Supplemental Information**

Briefly state why you want to serve on the City Commission:  
I have previously served on the Planning Commission & was a city council member

The Commission meets on the second Tuesday of each month at 7:00 p.m., will this work for your schedule?  Yes  No

Applicant Signature: Laurel Amlee Date: 1-1-25

**Note: The Planning Commission is an unpaid position.**

Please return this form to the City of Gem Lake offices, 4200 Otter Lake Road, Gem Lake, MN 55110, or email to the City Clerk at [city@gemlakemn.org](mailto:city@gemlakemn.org).



**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)

## Planning Commission Application

**Applicant Information**

Name: Debra Suhadolnik  
 Address: [REDACTED]  
 City: Gem Lake State: MN Zip: 55110  
 Home Phone: \_\_\_\_\_ Cell Phone: [REDACTED]  
 Email: [REDACTED]

**Residency Information**

How long have you been a resident of Gem Lake? 14 months  
 Property owned, rented or leased in Gem Lake (other than residence): None besides residence

**Employment Information**

Present Employer: Retired  
 Title: Sr. Director HR, Land O'Lakes Work Phone: \_\_\_\_\_

**Education Information**

High School: Tennsbury High school Fairless Hills, PA  
 College: U of Minnesota - post grad PhD ABD  
 Trade or Business School: \_\_\_\_\_

**Organization Membership Information**

Are you currently serving on other Boards, Commissions, or Committees?  Yes  No  
 If yes, which are you serving on and the organization's name: Primativers/Substance Church Retiree Volunteers/Land O'Lakes  
 Have you served on a Board, Commission, or Committee before?  Yes  No  
 If yes, which have you served on and the organization's name: Countless task forces, steering committees, oversight boards in my job at Land O'Lakes and in my consulting practice before that

**Supplemental Information**

Briefly state why you want to serve on the City Commission:  
want to be more involved in my new community. Other neighbors have encouraged residents in our community to get more involved in the city process and this opportunity just jumped out at me.

The Commission meets on the second Tuesday of each month at 7:00 p.m., will this work for your schedule?  Yes  No  
 Applicant Signature: D. Suhadolnik Date: 1/13/25

**Note: The Planning Commission is an unpaid position.**  
 Please return this form to the City of Gem Lake offices, 4200 Otter Lake Road, Gem Lake, MN 55110, or email to the City Clerk at [city@gemlakemn.org](mailto:city@gemlakemn.org).

# Memorandum

**To:** Gem Lake City Council  
**Copies To:** Melissa Lawrence, City Clerk  
Kevin Beck, Attorney  
**From:** CJ Sycks, Planner  
Evan Monson, Planner  
**Date:** February 12, 2025

**Project Reference:** Right-of-Way Ordinance Review  
**TKDA Project No.:** 22428.000  
**Client No.:** \_\_\_\_\_

**SUBJECT:** Discussion regarding the Gem Lake Right-of-Way (ROW) Ordinance No. 113  
**MEETING DATE:** February 18, 2025  
**ITEMS REVIEWED:** Gem Lake Ordinance No. 113, League of Minnesota Cities Model Ordinance

## OVERVIEW

The City Council tasked the Planning Commission with reviewing Ordinance No. 113 regarding city right-of-way (typically shortened to ROW). ROW includes the street and area on either side of the street used to support the use of the street, such as sidewalks, shoulders, and ditches. ROW can also (per State Statute include cartways, bicycle lanes, other dedicated rights-of-way for travel purposes, and utility easements of local governments. Areas below and above the roadway are also part of the ROW. Private utilities (such as electric) and municipal utilities (such as water or sewer infrastructure) are typically constructed within a ROW. A ROW ordinance allows a city to manage the use and access to the ROW.

## CURRENT ORDINANCE

The current ordinance (No. 113) was adopted by the city in January of 2010. This version was consistent with the current (at that time) model ordinance available from the League of Minnesota Cities (LMC). Ordinance No. 113 covers:

- when permits are needed
- permitting processes and procedures
- permitting fees
- patching and restoration when work is conducted in the ROW
- emergency vs non-emergency situations
- mapping of items constructed within a ROW
- moving above-ground items underground (or undergrounding)
- abandonment of facilities within a ROW

Since 2010, State and Federal law related to management and access to ROW has changed, most notably with regards to telecommunications. One of the bigger changes is “small cell wireless facilities,” which is technology that allows for increased usage of wireless networks by cell phones. It is imperative that the city ensures their ordinances are consistent with current State and Federal law.



**ORDINANCE UPDATES**

Staff has reviewed the current version of Ordinance No. 113 and proposes the following changes as summarized below. These changes are consistent with the latest model ordinance provided by LMC.

*Table 1: Summary of Updates*

Section #	Comments
Throughout	<ul style="list-style-type: none"> <li>• Administration section is added (Section 3), with the City Engineer designated to administer the ordinance (consistent with current city practices).</li> <li>• Replace references to “zoning administrator” with “city engineer.”</li> <li>• New section (Section 7) added regarding small cell wireless facilities. Added references to small cell wireless facilities where needed in other sections.</li> <li>• Move fees to the Fee Schedule.</li> </ul>
2	New definitions proposed to be added to Section 2.
5	Updates to payments and permit application language.
10 & 11	New sections regarding Joint Applications for ROW work and obligations, consistent with language from model ordinance.
12 & 13	Revised language regarding permit denial and installation requirements, consistent with language from model ordinance.
18 & 19	Updated language on requirements for mapping data, locating facilities, and undergrounding, consistent with language from model ordinance.
24	Revised language regarding abandonment and removal of facilities within the ROW, consistent with language from model ordinance.

**CITY FEE SCHEDULE**

To be consistent with other ordinances, and to ensure that fees are all in one location, permit fees previously listed in Ordinance No. 113 are proposed to be added into the city’s Fee Schedule (Ordinance No. 135). These would be placed in Section 13.

**RECOMMENDATION**

The Planning Commission reviewed the redlined and clean versions of the proposed revisions at their February 11<sup>th</sup> meeting and recommended the City Council approve of the changes.

If the City Council desires additional changes, direction regarding additional changes should be provided to staff.

*Attachments:*

1. Ordinance No. 113 ROW – Redlined
2. Ordinance No. 113 ROW – Clean
3. Ordinance No. 135 Fee Schedule

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CIS:epm

**City Of Gem Lake, Ramsey County, Minnesota  
Right-Of-Way  
Ordinance No. 113**

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**AN ORDINANCE TO ADMINISTER AND REGULATE THE PUBLIC RIGHT-OF-WAY IN THE PUBLIC INTEREST AND TO PROVIDE FOR THE ISSUANCE AND REGULATION OF RIGHT-OF-WAY PERMITS**

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**Section 1. Findings, Purpose, and Intent.** To provide for the health, ~~safety~~safety, and welfare of its citizens, and to ensure the integrity of its streets and the appropriate use of the rights-of-way, the ~~City~~city strives to keep its rights-of-way in a state of good repair and free from unnecessary encumbrances. Accordingly, the City hereby enacts this new Section of this Code relating to right-of-way permits and administration. This Section imposes reasonable regulation on the placement and maintenance of facilities and equipment currently within its rights-of-way or to be placed therein at some future time. It is intended to complement the regulatory roles of the state and federal agencies. Under this Section, persons excavating and obstructing the rights-of-way will bear financial responsibility for their work. Finally, this Section provides for recovery of out-of-pocket and projected costs from persons using the public rights-of-way.

Commented [EM1]: Kevin: please double-check rules, statutes, etc in this section

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This Section shall be interpreted consistently with Minnesota Statutes Sections 237.16, 237.162, 237.163, 237.79, 237.81, and 238.086 (the "Act") and the other laws governing applicable rights of the City and users of the right-of-way. This Section shall also be interpreted consistent with Minnesota Rules 7819.0050 – 7819.9950 where possible. To the extent any provision of this Section cannot be interpreted consistently with the Minnesota Rules, Minnesota Rules, that interpretation most consistent with the Act and other applicable statutory case law is intended. This Section shall not be interpreted to limit the regulatory and police powers of the City to adopt and enforce general ordinances necessary to protect the health, ~~safety~~safety, and welfare of the public.

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- 1. Election to Manage the Public Right-of-Way.** In accordance with the authority granted to the City under state and federal statutory, ~~administrative~~administrative, and common law, the City hereby elects pursuant to this Section to manage rights-of-way within its jurisdiction.

**Section 2. Definitions.**

~~The following definitions apply in this Ordinance. References hereafter to "sections" are, unless otherwise specified, references to sections in this Ordinance. The definitions included in Minnesota Statutes § 237.162, Minnesota Rules 7819.0100 Subparts 1 through 23, and Minnesota Rules 7560.0100 Subparts 1 through 12 are hereby adopted by reference and are incorporated into this Section as if set out in full.~~

- 1. Abandoned Facility.** A facility no longer in service or physically disconnected from a portion of the operating facility, or from any other facility, that is in use or still carries service. A facility is not abandoned unless declared so by the right-of-way user.
- 2. Applicant.** Any person requesting permission to excavate, obstruct, or otherwise place facilities in a right-of-way.
- 3. City.** The city of Gem Lake, Minnesota. For purposes of Section 23, 'city' also means the City's elected officials, officers, employees, and agents.
- 4. City Engineer.** The City Engineer, or other employee designated by the City Council to administer this Ordinance.
- 5. Collocate or Collocation.** To install, mount, maintain, modify, operate, or replace a small wireless facility on, under, within, or adjacent to an existing wireless support structure or utility pole that is owned privately, or by the city or other governmental unit.
- 6. Commission.** The State of Minnesota Public Utilities Commission.

**7. Construction Performance Bond. Any of the following forms of security provided at permittee's option:**

- a. Individual project bond.
- b. Cash deposit.
- c. Security of a form listed or approved under Minn. Stat. § 15.73, subd. 3.
- d. Letter of Credit, in a form acceptable to the city.
- e. Self-insurance, in a form acceptable to the city.
- f. A blanket bond for projects within the city, or other form of construction bond, for a time specified and, in a form, acceptable to the city.

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**8. Degradation. A decrease in the useful life of the right-of-way caused by excavation in or disturbance of the right-of-way, resulting in the need to reconstruct such right-of-way earlier than would be required if the excavation or disturbance did not occur.**

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**9. Degradation Cost. Subject to Minn. R. 7819.1100, means the cost to achieve a level of restoration, as determined by the city at the time the permit is issued, not to exceed the maximum restoration shown in plates 1 to 13, set forth in Minn. R., parts 7819.9900 to 7819.9950.**

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**10. Degradation Fee. The estimated fee established at the time of permitting by the city to recover costs associated with the decrease in the useful life of the right-of-way caused by the excavation, and which equals the degradation cost.**

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**11. Department. The department of the city tasked by the City Council to oversee public works.**

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**12. Delay Penalty. The penalty imposed as a result of unreasonable delays in right-of-way excavation, obstruction, patching, or restoration as established by permit.**

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**13. Emergency. A condition that (1) poses a danger to life or health, or of a significant loss of property; or (2) requires immediate repair or replacement of facilities in order to restore service to a customer.**

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**14. Equipment. Any tangible asset used to install, repair, or maintain facilities in any right-of-way.**

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**15. Excavate. To dig into or in any way remove or physically disturb or penetrate any part of a right-of-way.**

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**16. Excavation Permit. The permit which, pursuant to this ordinance, must be obtained before a person may excavate in a right-of-way. An Excavation permit allows the holder to excavate that part of the right-of-way described in such permit.**

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**17. Excavation Permit Fee. Money paid to the city by an applicant to cover the costs as provided in Section 8.**

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**18. Facility or Facilities. Any tangible asset in the right-of-way used to provide Utility or Telecommunications Service.**

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**19. Five-Year Project Plan. Shows projects adopted by the city for construction within the next five years.**

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**20. Local Representative. A local person or persons, or designee of such person or persons, authorized by a registrant to accept service and to make decisions for that registrant regarding all matters within the scope of this ordinance.**

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**21. Management Costs. The actual costs the city incurs in managing its rights-of-way, including such costs, if incurred, as those associated with registering applicants; issuing, processing, and verifying right-of-way or small wireless facility permit applications; inspecting job sites and restoration projects; maintaining, supporting, protecting, or moving user facilities during right-of-way work; determining the adequacy of right-of-way restoration; restoring work inadequately performed after providing notice and the opportunity to correct the work; and revoking right-of-way or small wireless facility permits. Management costs do not include payment by a telecommunications right-of-way user for the use of the right-of-way, unreasonable**

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fees of a third-party contractor used by the city including fees tied to or based on customer counts, access lines, or revenues generated by the right-of-way or for the city, the fees and cost of litigation relating to the interpretation Minn. Stat. §§ 237.162 or 237.163; or any ordinance enacted under those sections, or the city fees and costs related to appeals taken pursuant to Section 25 of this ordinance.

**22. Obstruct.** To place any tangible object in a right-of-way so as to hinder free and open passage over that or any part of the right-of-way, or so as to hinder maintenance of any city asset.

**23. Obstruction Permit.** The permit which, pursuant to this ordinance, must be obtained before a person may obstruct a right-of-way, allowing the holder to hinder free and open passage over the specified portion of that right-of-way, for the duration specified therein.

**24. Obstruction Permit Fee.** Money paid to the city by a permittee to cover the costs as provided in Section 8.

**25. Patch or Patching.** A method of pavement replacement that is temporary in nature. A patch consists of (1) the compaction of the subbase and aggregate base, and (2) the replacement, in kind, of the existing pavement for a minimum of two feet beyond the edges of the excavation in all directions. A patch is considered full restoration only when the pavement is included in the city's five-year project plan.

**26. Pavement.** Any type of improved surface that is within the public right-of-way and that is paved or otherwise constructed with bituminous, concrete, aggregate, or gravel.

**27. Permit.** Has the meaning given "right-of-way permit" in this ordinance.

**28. Permittee.** Any person to whom a permit to excavate or obstruct a right-of-way has been granted by the city under this ordinance.

**29. Person.** An individual or entity subject to the laws and rules of this state, however organized, whether public or private, whether domestic or foreign, whether for profit or nonprofit, and whether natural, corporate, or political.

**30. Probation.** The status of a person that has not complied with the conditions of this ordinance.

**31. Probationary Period.** One year from the date that a person has been notified in writing that they have been put on probation.

**32. Registrant.** Any person who (1) has or seeks to have its equipment or facilities located in any right-of-way, or (2) in any way occupies or uses, or seeks to occupy or use, the right-of-way or place its facilities or equipment in the right-of-way.

**33. Restore or Restoration.** The process by which an excavated right-of-way and surrounding area, including pavement and foundation, is returned to the same condition and life expectancy that existed before excavation.

**34. Restoration Cost.** The amount of money paid to the city by a permittee to achieve the level of restoration according to plates 1 to 13 of Minnesota Public Utilities Commission rules.

**35. Public Right-of-Way or Right-of-Way (ROW).** The area on, below, or above a public roadway, highway, street, cartway, bicycle lane, or public sidewalk in which the city has an interest, including other dedicated rights-of-way for travel purposes and utility easements of the city. A right-of-way does not include the airwaves above a right-of-way with regard to cellular or other non-wire telecommunications or broadcast service.

**36. Right-of-Way Permit.** Either the excavation permit, the obstruction permit, the small cell permit, or any combination thereof depending on the context, required by this ordinance.

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**37. Right-of-Way User.** (1) A telecommunications right-of-way user as defined by Minn. Stat., § 237.162, subd. 4; or (2) a person owning or controlling a facility in the right-of-way that is used or intended to be used for providing utility service, and who has a right under law, franchise, or ordinance to use the public right-of-way.

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**38. Service or Utility Service.** Includes (1) those services provided by a public utility as defined in Minn. Stat. 216B.02, subds. 4 and 6; (2) services of a telecommunications right-of-way user, including transporting of voice or data information; (3) services of a cable communications systems as defined in Minn. Stat. ch. 238; (4) natural gas or electric energy or telecommunications services provided by the city; (5) services provided by a cooperative electric association organized under Minn. Stat., ch. 308A; and (6) water, and sewer, including service laterals, steam, cooling, or heating services.

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**39. Service Lateral.** An underground facility that is used to transmit, distribute or furnish 'gas, electricity, communications, or water from a common source to an end-use customer. A service lateral is also an underground facility that is used in the removal of wastewater from a customer's premises.

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**40. Small Wireless Facility.** A wireless facility that meets both of the following qualifications: each antenna is located inside an enclosure of no more than six cubic feet in volume or could fit within such an enclosure; and all other wireless equipment associated with the small wireless facility provided such equipment is, in aggregate, no more than 28 cubic feet in volume, not including electric meters, concealment elements, telecommunications demarcation boxes, battery backup power systems, grounding equipment, power transfer switches, cutoff switches, cable, conduit, vertical cable runs for the connection of power and other services, and any equipment concealed from public view within or behind an existing structure or concealment.

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**41. Supplementary Application.** An application made to excavate or obstruct more of the right-of-way than allowed in, or to extend, a permit that had already been issued.

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**42. Temporary Surface.** The compaction of subbase and aggregate base and replacement, in kind, of the existing pavement only to the edges of the excavation. It is temporary in nature except when the replacement is of pavement included in the city's two-year plan, in which case it is considered full restoration.

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**43. Trench.** An excavation in the pavement, with the excavation having a length equal to or greater than the width of the pavement.

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**44. Telecommunications Right-of-Way User.** A person owning or controlling a facility in the right-of-way, or seeking to own or control a facility in the right-of-way that is used or is intended to be used for providing wireless service, or transporting telecommunication or other voice or data information. For purposes of this ordinance, a cable communication system defined and regulated under Minn. Stat. ch. 238, and telecommunication activities related to providing natural gas or electric energy services, a public utility as defined in Minn. Stat. § 216B.02, a municipality, a municipal gas or power agency organized under Minn. Stat. ch. 453 and 453A, or a cooperative electric association organized under Minn. Stat. ch. 308A, are not telecommunications right-of-way users for purposes of this ordinance except to the extent such entity is offering wireless service.

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**45. Two Year Project Plan.** Shows projects adopted by the city for construction within the next two years.

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**46. Utility Pole.** A pole that is used in whole or in part to facilitate telecommunications or electric service.

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**47. Wireless Facility.** Equipment at a fixed location that enables the provision of wireless services between user equipment and a wireless service network, including equipment associated with wireless service, a radio transceiver, antenna, coaxial or fiber-optic cable, regular and backup power supplies, and a small wireless facility, but not including wireless support structures, wireline backhaul facilities, or cables between utility poles or wireless support structures, or not otherwise immediately adjacent to and directly associated with a specific antenna.

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~~48. **Wireless Service.** Any service using licensed or unlicensed wireless spectrum, including the use of Wi-Fi, whether at a fixed location or by means of a mobile device, that is provided using wireless facilities. Wireless service does not include services regulated under Title VI of the Communications Act of 1934, as amended, including cable service.~~

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~~49. **Wireless Support Structure.** A new or existing structure in a right-of-way designed to support or capable of supporting small wireless facilities, as reasonably determined by the city.~~

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~~Section 3. **Administration.** The City Engineer is the principal city official responsible for the administration of the rights-of-way, right-of-way permits, and ordinances related thereto. The City Council may delegate any or all of the duties hereunder.~~

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~~Section 24. **Permit Requirement Required.** Except as otherwise provided in this Code Ordinance, no person may obstruct or excavate any right-of-way, or install or place facilities in the right-of-way, without first having obtained the appropriate permit from the City.~~

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~~1. **Excavation Permit.** An excavation permit is required to excavate that part of the right-of-way described in such permit and to hinder free and open passage over the specified portion of the right-of-way by placing facilities described therein, to the extent and for the duration specified therein.~~

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~~2. **Obstruction Permit.** An obstruction permit is required to hinder free and open passage over the specified portion of right-of-way by placing equipment described therein on the right-of-way, to the extent and for the duration specified therein. An obstruction permit is not required if a person already possesses a valid excavation permit for the same project.~~

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~~3. **Small Wireless Facility Permit.** A permit is required by a registrant to erect or install a wireless support structure, to collocate a small wireless facility, or to otherwise install a small wireless facility in the specified portion of the right-of-way, to the extent specified therein, provided that such permit shall remain in effect for the length of time the facility is in use, unless lawfully revoked.~~

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~~4. **Permit Extensions.** No person may excavate or obstruct the right-of-way beyond the date or dates specified in the permit unless such person (1) makes a supplementary application for another right-of-way permit before the expiration of the initial permit, and (2) a new permit or permit extension is granted.~~

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~~5. **Delay Penalty.** In accordance with Minnesota Rule 7819.1000 Subpart 3, the City shall impose a delay penalty for unreasonable delays in right-of-way excavation, obstruction, patching, or restoration. The permittee shall not be assessed a delay penalty of delays in project commencement or completion are due to circumstances beyond the control of the permittee. An application for permit extension is independent of delay, and delay and does not preclude the assessment of a delay penalty even if the extension is granted.~~

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~~6. **Permit Display.** Permits issued under this Section shall be conspicuously displayed or otherwise available at all times at the indicated work site and shall be available for inspection by the Zoning Administrator/City Engineer.~~

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~~Section 35. **Permit Applications.** Application for a permit shall contain, and will be considered complete only upon compliance with the requirements of the following provisions:~~

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~~1. Submission of a completed permit application form, including all required attachments, scaled drawings showing the location and area of the proposed project and the location of all known existing and proposed facilities, and the following information:~~

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~~1. Each permittee's name, Gopher One-Call registration certificate number, address and email address, if applicable, and telephone and facsimile numbers.~~

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2. The name, address, and e-mail address, if applicable, and telephone and facsimile numbers of a local representative. The local representative or designee shall be available at all times. Current information regarding how to contact the local representative in an emergency shall be provided at the time of application.

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3. A certificate of insurance or self-insurance:

1. Verifying that an insurance policy has been issued to the permittee by an insurance company licensed to do business in the State of Minnesota, or a form of self insurance acceptable to the Zoning Administrator City Engineer,

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2. Verifying that the permittee is insured against claims for personal injury, including death, as well as claims for property damage arising out of the (1) use and occupancy of the right-of-way by the permittee, its officers, agents, employees and permittees, and (2) placement and use of facilities and equipment in the right-of-way by the permittee, its officers, agents, employees and permittees, including, but not limited to, protection against liability arising from completed operations, damage of underground facilities and collapse of property.

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3. Naming the City as an additional insured as to whom the coverages required herein are in force and applicable and for whom defense will be provided as to all such coverages.

4. Requiring that the Zoning Administrator City Engineer be notified thirty (30) days in advance of cancellation of the policy or material modification of a coverage term.

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5. Indicating comprehensive liability coverage, automobile liability coverage, workers compensation and umbrella coverage in amounts established by the Zoning Administrator City Engineer, sufficient to protect the City and the public and to carry out the purposes and policies of this Section.

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6. The City may require a copy of the actual insurance policies.

7. If the person is a corporation, a copy of the certificate required to be filed under Minnesota Statute § 300.03 as recorded and certified to by the Secretary of State.

8. A copy of the person's order granting a certificate of authority from the Minnesota Public Utilities Commission or other applicable state or federal agency, where the person is lawfully required to have such certificate from said commission or other state or federal agency.

2. Payment of money due to the City, for:

1. Permit fees, estimated restoration costs and other management costs.

2. Prior obstruction or excavations.

3. Any undisputed loss, damage, or expense suffered by the City because of applicant's prior excavations or obstructions of the rights-of-way or any emergency actions taken by the City.

4. Franchise fees or other charges, if applicable.

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3. Payment of disputed amounts due the city by posting security or depositing in an escrow account an amount equal to at least 110 percent of the amount owing.

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4. Posting an additional or larger construction performance bond for additional facilities when applicant requests an excavation permit to install additional facilities and the city deems the existing construction performance bond inadequate under applicable standards.

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**Section 46, Issuance of permit; Conditions.**

- 1. **Permit Issuance.** If the applicant has satisfied the requirements of this Section, the ~~Zoning Administrator~~City, shall issue a permit.
- 2. **Conditions.** The ~~Zoning Administrator~~City Engineer, may impose reasonable conditions upon the issuance of the permit and the performance of the applicant thereunder to protect the health, safety and welfare or when necessary to protect the right-of-way and its current use. In addition, a permittee shall comply with all requirements of local, ~~state~~state, and federal laws, including but not limited to Minnesota Statutes §216D.01-.09 (Gopher One Call Excavation Notice System) and Minnesota Rules ~~Section~~Chapter, 7560.

~~**Trenchless Excavation.** As a condition of all applicable permits, permittees employing trenchless excavation methods, including but not limited to Horizontal Directional Drilling, shall follow all requirements set forth in Minnesota Statutes, Section 216D and Minnesota Rules Section 7560, and shall require potholing or open cutting over existing underground utilities before excavating, as determined by the City.~~

**Section 7, Small Wireless Facility Permits.**

- 1. **Small Wireless Facility Conditions.** In addition to Section 6.2, the erection or installation of a wireless support structure, the collocation of a small wireless facility, or other installation of a small wireless facility in the right-of-way, shall be subject to the following conditions:
  - a. ~~A small wireless facility shall only be collocated on the particular wireless support structure, under those attachment specifications, and at the height indicated in the applicable permit application.~~
  - b. ~~No new wireless support structure installed within the right-of-way shall exceed 50 feet in height without the city's written authorization, provided that the city may impose a lower height limit in the applicable permit to protect the public health, safety and welfare or to protect the right-of-way and its current use, and further provided that a registrant may replace an existing wireless support structure exceeding 50 feet in height with a structure of the same height subject to such conditions or requirements as may be imposed in the applicable permit.~~
  - c. ~~No wireless facility may extend more than 10 feet above its wireless support structure.~~
  - d. ~~Where an applicant proposes to install a new wireless support structure in the right-of-way, the city may impose separation requirements between such structure and any existing wireless support structure or other facilities in and around the right-of-way.~~
  - e. ~~Where an applicant proposes collocation on a decorative wireless support structure, sign or other structure not intended to support small wireless facilities, such equipment shall be consistent with the City's aesthetic standards regarding wireless equipment as adopted by the City Engineer. Such standards shall ensure that wireless equipment is installed with a stealth design and that equipment does not detract from the character of the area in which it is installed. In addition, the City Engineer shall adopt standards that ensure city assets can continue to effectively perform their intended function. Standards shall be made available with the application required for a small cell permit.~~
  - f. ~~Where an applicant proposes to replace a wireless support structure, the city may impose reasonable restocking, replacement, or relocation requirements on the replacement of such structure.~~
  - a-g. ~~A permit will be deemed void if the approved equipment is not installed within one (1) year of issuance of the permit.~~

- 2. **Small Wireless Facility Agreement.** A small wireless facility shall only be collocated on a small wireless support structure owned or controlled by the city, or any other city asset in the right-of-way, after the applicant has executed a standard small wireless facility collocation agreement with the city. ~~The standard collocation agreement may require payment of the following:~~
  - 2-a. ~~Rent to collocate on the city structure.~~
  - 3-b. ~~Yearly fee for maintenance associated with the collocation; collocation.~~
  - 4-c. ~~A monthly fee for electrical service as follows:~~

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**Commented [EM3]:** Maximums per State Stat:  
 (1) up to \$150 per year for rent to occupy space on a wireless support structure;  
 (2) up to \$25 per year for maintenance associated with the space occupied on a wireless support structure; and  
 (3) a monthly fee for electricity used to operate a small wireless facility, if not purchased directly from a utility, at the rate of:  
 (i) \$73 per radio node less than or equal to 100 max watts;  
 (ii) \$182 per radio node over 100 max watts; or  
 (iii) the actual costs of electricity, if the actual costs exceed the amount in item (i) or (ii).

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- 5.i. A fee per radio node less than or equal to 100 maximum ~~watts;~~watts.
- 6.ii. A fee per radio node over 100 maximum watts; or
- 7.iii. The actual costs of electricity, if the actual cost exceed the foregoing.

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8- 9.3. The standard collocation agreement shall be in addition to, and not in lieu of, the required small wireless facility permit, provided, however, that the applicant shall not be additionally required to obtain a license or franchise in order to collocate. Issuance of a small wireless facility permit does not supersede, ~~alter~~alter, or affect any then-existing agreement between the city and applicant.

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4. Action on Small Wireless Facility Permit Applications.

a. Deadline for Action. The city shall approve or deny a small wireless facility permit application within 90 days after filing of such application or within any timeline established by state law. The small wireless facility permit, and any associated building permit application, shall be deemed approved if the city fails to approve or deny the application within the review periods established in this section.

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b. Consolidated Applications. An applicant may file a consolidated small wireless facility permit application addressing the proposed collocation of up to 15 small wireless facilities, or a greater number if agreed to by a local government unit, provided that all small wireless facilities in the application:

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- i. are located within a two-mile radius;
- ii. consist of substantially similar equipment; and
- iii. are to be placed on similar types of wireless support structures.

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c. In rendering a decision on a consolidated permit application, the city may approve some small wireless facilities and deny others, but may not use denial of one or more permits as a basis to deny all small wireless facilities in the application.

d. Tolling of Deadline. The 90-day deadline for action on a small wireless facility permit application may be tolled if:

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- i. The city receives applications from one or more applicants seeking approval of permits for more than 30 small wireless facilities within a seven-day period. In such case, the city may extend the deadline for all such applications by 30 days by informing the affected applicants in writing of such extension.
- ii. The applicant fails to submit all required documents or information, and the city provides written notice of incompleteness to the applicant within 30 days of receipt the application. Upon submission of additional documents or information, the city shall have ten days to notify the applicant in writing of any still-missing information.
- iii. The city and a small wireless facility applicant agree in writing to toll the review period.

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**Section 58. Permit Fees.** The City Council establishes fees for permits, and shall from time to time examine and adjust as needed to conform to the City's actual costs of regulation, management, degradation, city engineering, and make-ready or construction costs associated with collocation of small wireless facilities. Said fees shall be in the City Fee Schedule as adopted by Ordinance.

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1. **Excavation Permit Fee.** A fee shall be collected with an application for an excavation permit, and the amount of the fee is determined by the type of excavation proposed:

- 1. Hole excavation: \$125.00
- 2. Emergency Hole: \$55.00
- 3. Trench: \$125.00 + \$70 per 100 lineal feet of trench

2. **Obstruction Permits Fee.** A fee of \$50.00 plus \$.05 per lineal foot of obstruction shall be collected with an application for a permit to obstruct a right-of-way.

~~3. **Payment of Permit Fees.** No excavation permit or obstruction permit shall be issued without payment of permit fees.~~

~~4. **Permit Extension Fee.** A fee of \$55.00 shall be collected with an application for extension of an existing right-of-way permit.~~

~~5. **Delay Penalty.** If the Zoning Administrator finds that a delay penalty is warranted under Section 2.3, the penalty shall be \$60.00 for the first three (3) days of delay, and \$10.00 per day thereafter.~~

~~6. **Non refundable.** Permit fees that were paid for a permit that the Zoning Administrator has revoked for a breach as stated in Section 14 are not refundable.~~

~~7.1. **Application to Franchises.** Unless otherwise agreed to in a franchise, management costs may be charged separately from and in addition to the franchise fees imposed on a right-of-way used in the franchise.~~

### **Section 6.9. Supplementary Applications.**

1. **Limitation on Area.** A right-of-way permit is valid only for the area of the right-of-way specified in the permit. No permittee may do any work outside the area specified in the permit, except as provided herein. Any permittee which determines that an area greater than that specified in the permit must be obstructed or excavated must before working in that greater area (1) make application for a permit extension and pay any additional fees required thereby, and (2) be granted a new permit or permit extension.

2. **Limitation on Dates.** A right-of-way permit is valid only for the dates specified in the permit. No permittee may begin its work before the permit start date or, except as provided herein, continue working after the end date. If a permittee does not finish the work by the permit end date, it must apply for a new permit for the additional time it ~~needs, and needs and~~ receive the new permit or an extension of the old permit before working after the end date of the previous permit. This supplementary application must be submitted before the permit end date.

### **Section 10. Joint Applications.**

1. **Joint Application.** ~~Registrants may jointly apply for permits to excavate or obstruct the right-of-way at the same place and time.~~

2. **Shared Fees.** ~~Registrants who apply for permits for the same obstruction or excavation, which the city does not perform, may share in the payment of the obstruction or excavation permit fee. In order to obtain a joint permit, registrants must agree among themselves as to the portion each will pay and indicate the same on their applications.~~

3. **City Projects.** ~~Registrants who join in a scheduled obstruction or excavation performed by the city, whether or not it is a joint application by two or more registrants or a single application, are not required to pay the excavation or obstruction and degradation portions of the permit fee, but a permit would still be required.~~

### **Section 11. Other Obligations.**

1. **Compliance with other Laws.** ~~Obtaining a right-of-way permit does not relieve permittee of its duty to obtain all other necessary permits, licenses, and authority and to pay all fees required by the city or other applicable rule, law, or regulation. A permittee shall comply with all requirements of local, state, and federal laws, including but not limited to Minn. Stat. §§ 216D.01-.09 (Gopher One Call Excavation Notice System) and Minn. R., ch. 7560. A permittee shall perform all work in conformance with all applicable codes and established rules and regulations, and is responsible for all work done in the right-of-way pursuant to its permit, regardless of who does the work.~~

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**2. Prohibited Work.** Except in an emergency, and with the approval of the city, no right-of-way obstruction or excavation may be done when seasonally prohibited or when conditions are unreasonable for such work.

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**3. Interference with ROW.** A permittee shall not so obstruct a right-of-way that the natural free and clear passage of water through the gutters or other waterways shall be interfered with. Private vehicles of those doing work in the right-of-way may not be parked within or next to a permit area, unless parked in conformance with city parking regulations. The loading or unloading of trucks must be done solely within the defined permit area unless specifically authorized by the permit.

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**4. Trenchless Excavation.** As a condition of all applicable permits, permittees employing trenchless excavation methods, including but not limited to Horizontal Directional Drilling, shall follow all requirements set forth in Minnesota Statutes, Section 216D and Minnesota Rules Chapter 7560, and shall require potholing or open cutting over existing underground utilities before excavating, as determined by the City.

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**Section 712. Denial of permit.** The City may deny a permit for failure to meet the requirements and conditions of this Section-ordinance, or if the City determines that the denial is necessary to protect the health, safety, and welfare or when necessary to protect the right-of-way and its current use. The denial or revocation of a permit must be made in writing and must document the basis for the denial. The city must notify the applicant or right-of-way user in writing within three business days of the decision to deny or revoke a permit. If an application is denied, the right-of-way user may address the reasons for denial identified by the city and resubmit its application. If the application is resubmitted within 30 days of receipt of the notice of denial, no additional application fee shall be imposed. The city must approve or deny the resubmitted application within 30 days after submission.

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~~Sections 8-9. (RESERVED).~~

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**Section 4013. Installation Requirements.** The excavation, backfilling, patching and restoration, and all other work performed in the right-of-way shall be done in conformance with Minn. R. 7819.1100 and 7819.5000 and other applicable local requirements, in so far as they are consistent with the Minn. Stat., §§ 237.162 and 237.163. Installation of service laterals shall be performed in accordance with Minn. R., ch 7560 and these ordinances. Service lateral installation is further subject to those requirements and conditions set forth by the city in the applicable permits and/or agreements referenced in Section 17 of this ordinance. ~~excavation, backfilling, patching and restoration, and all other work performed in the right-of-way shall be done in conformance with Minnesota Rules 7819.1100 and other applicable local requirements, in so far as they are not inconsistent with the Minnesota Statutes § 237.162 and § 237.163.~~

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**Section 414. Right-of-Way Patching and Restoration.**

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**1. Timing.** The work to be done under any excavation permit, and the patching and restoration of the right-of-way as required herein, must be completed within the dates specified in the permit, increased by as many days as work could not be done because of circumstances beyond the control of the permittee or when work was prohibited as unseasonable or unreasonable under Section 4417.

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**2. Patch and Restoration.** Permittee shall patch its own work. The City may choose either to have the permittee restore the right-of-way or to restore the right-of-way itself.

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**1. City Restoration.** If the City restores the right-of-way, permittee shall pay the costs thereof within thirty (30) days of billing. If following such restoration, the pavement settles due to permittee's improper backfilling, the permittee shall pay to the City, within thirty (30) days of billing, all costs associated with having to correct the defective work.

**2. Permittee Restoration.** If the permittee restores the right-of-way itself, it shall at the time of application for an excavation permit post a construction performance bond in accordance with the provisions of Minnesota Rules 7819.3000.

3. **Degradation Fee in Lieu of Restoration.** In lieu of right-of-way restoration, a right-of-way user may elect to pay a degradation fee. However, the right-of-way user shall remain responsible for patching and the degradation fee shall not include the cost to accomplish these responsibilities.

3. **Standards.** The permittee shall perform patching and restoration according to the standards and with the materials specified by the City and shall comply with Minnesota Rule 7819.1100.

4. **Duty to correct defects.** The permittee shall correct defects in patching, or restoration performed by permittee or its agents. Permittee upon notification from the ~~Zoning Administrator~~City Engineer, correct all restoration work to the extent necessary, using the method require by the ~~Zoning Administrator~~City Engineer. Said work shall be completed within five (5) calendar days of the receipt of the notice from the ~~Zoning Administrator~~City Engineer, not including days during which work cannot be done because of circumstances constituting force majeure or days when work is prohibited as unseasonable or unreasonable under Section ~~4417~~.

5. **Failure to Restore.** If the permittee fails to restore the right-of-way in the manner and to the condition required by the ~~Zoning Administrator~~City Engineer, or fails to satisfactorily and timely complete all restoration required by the ~~Zoning Administrator~~City Engineer, the City at its option may do such work. In that event the permittee shall pay to the City, within thirty (30) days of billing, the cost of restoring the right-of-way. If permittee fails to pay as required, the City may exercise its rights under the construction performance bond.

**Section ~~4215~~, Inspection.**

1. **Notice of Completion.** When the work under and permit hereunder is completed, the permittee shall furnish a completion certificate in accordance Minnesota Rules 7819.1300-~~or other as-built documentation as deemed necessary by the City Engineer,~~

2. **Site Inspection.** Permittee shall make the work-site available to City personnel and to all others as authorized by law for inspection at all reasonable times during the execution of and upon completion of the work.

3. **Authority of ~~Zoning Administrator~~City Engineer,**

1. At the time of ~~inspection~~inspection, the ~~Zoning Administrator~~City Engineer may order the immediate cessation of any work which poses a serious threat to life, health, safety or ~~well being~~wellbeing of the public.

2. The ~~Zoning Administrator~~City Engineer may issue an order to the permittee for any work that does not conform to the terms of the permit or other applicable standards, conditions, or codes. The order shall state that failure to correct the violation will be cause for revocation of the permit. Within ten (10) days after issuance of the order, the permittee shall present proof to the ~~Zoning Administrator~~City Engineer that the violation has been corrected. If such proof has not been presented within the required time, the ~~Zoning Administrator~~City Engineer may revoke the permit pursuant to Section ~~4417~~.

3. **Supplementary Notification.** If the obstruction or excavation of the right-of-way begins later or ends sooner than the date given on the permit, permittee shall notify the ~~Zoning Administrator~~City Engineer of the accurate information as soon as this information is known.

**Section ~~4316~~, Work Done Without a Permit.**

1. **Emergency Situations.** Each person with facilities in the right-of-way shall immediately notify the City of any event regarding its facilities that it considers being an emergency. Excavator's notification to Gopher State One Call regarding an emergency situation does not fulfill this requirement. The owner of the facilities may proceed to take whatever actions are necessary to respond to the emergency. Within two (2) business days after the occurrence of the emergency the owner shall apply for the necessary permits, pay

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the fees associated therewith and fulfill the rest of the requirements necessary to bring itself into compliance with this Section for the actions it took in response to the emergency.

If the City becomes aware of an emergency regarding facilities, the ~~City~~city will attempt to contact the local representative of each facility owner affected, or potentially affected, by the emergency. In any event, the City may take whatever action it deems necessary to respond to the emergency, the cost of which shall be borne by the person whose facilities occasioned the emergency.

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2. **Non-Emergency Situations.** Except in an emergency, any person who, without first having obtained the necessary permit, obstructs or excavates a right-of-way must subsequently obtain a permit, and as a penalty pay double the normal fee for said permit, pay double all the other fees required by this code, deposit with the City the fees necessary to correct any damage to the right-of-way and comply with all of the requirements of this Section.

#### Section ~~4~~17, Revocation of Permits.

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1. **Substantial Breach.** The City reserves its right, as provided herein, to revoke any right-of-way permit, without a refund, if there is a substantial breach of the terms and conditions of any statute, ordinance, rule or regulation, or any material condition of the permit. A substantial breach by permittee shall include, but shall not be limited to, the following:

1. The violation of any material provision of the right-of-way ~~permit~~permit,
2. An envision or attempt to evade any material provision of the right-of-way permit, or the perpetuation or attempt to perpetrate any fraud or deceit upon the City or its ~~citizens~~citizens,
3. Any material misrepresentation of fact in the application for a right-of-way ~~permit~~permit,
4. The failure to complete the work in a timely manner; unless a permit extension is obtained or unless the failure to complete work is due to reasons beyond the permittee's control; or
5. The failure to correct, in a timely manner, work that does not conform to a condition indicated on an order issued pursuant to Section ~~4~~815.

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2. **Written Notice of Breach.** If the City determines that the permittee has committed a substantial breach of a term or condition of any statute, ordinance, rule, ~~regulation~~regulation, or any condition of the permit that City shall make a written demand upon the permittee to remedy such violation. The demand shall state continued violations might be cause for revocation of the permit. A substantial or revised conditions on the permit to mitigate and remedy the breach.

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3. **Response to Notice of Breach.** Within twenty-four (24) hours of receiving notification of the breach, permittee shall provide the City with a plan, acceptable to the City, which will cure the breach.

Permittee's failure to so contact the City, or the permittee's failure to submit an acceptable plan, or permittee's failure to reasonably implement the approved plan, shall be cause for immediate revocation of the permit.

4. **Reimbursement of City Costs.** If a permit is revoked, the permittee shall also reimburse the City for the City's reasonable costs, including restoration costs and the costs of collection and reasonable attorneys' fees incurred in connection with such revocation.

#### Section ~~4~~518, Mapping Data.

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1. **Information Required.** Each permittee shall provide mapping information required by the City in accordance with Minnesota Rules 7819.4000 and 7819.4100. Within ninety (90) days following completion of any work pursuant to a permit, the permittee shall provide the ~~Zoning Administrator~~City Engineer,

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accurate maps and drawings certifying the “as-built” location of all equipment installed, owned and maintained by the permittee. Such maps and drawings shall include the horizontal and vertical location of all facilities and equipment and shall be provided in a format consistent with the city’s electronic mapping system, when practical or as a condition imposed by the ~~Zoning administrator~~City Engineer. Failure to provide maps and drawings pursuant to this subsection shall subject the permittee to the delay penalties established in accordance with Section ~~4.048~~ and may affect the grant of any future permits for right-of-way excavation or obstruction.

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**2. Service Laterals.** ~~All permits issued for the installation or repair of service laterals, other than minor repairs as defined in Minn. R. 7560.0150, subp. 2, shall require the permittee’s use of appropriate means of establishing the horizontal locations of installed service laterals and the service lateral vertical locations in those cases where the City Engineer reasonably requires it. Permittees or their subcontractors shall submit to the City Engineer evidence satisfactory to the City Engineer of the installed service lateral locations. Compliance with this subdivision 2 and with applicable Gopher State One Call law and Minnesota Rules governing service laterals installed after Dec. 31, 2005, shall be a condition of any city approval necessary for: All permits issued for the installation or repair of service laterals, other than minor repairs as defined in Minnesota Rules 7560.0150 Subpart 2, shall require the permittee’s use of appropriate means of establishing the horizontal locations of installed service laterals, and the service lateral vertical locations in those cases where the City reasonably requires it. Permittees or their subcontractors shall submit to the City evidence of the installed service lateral locations. Compliance with this Section and with applicable Gopher State One Call law and Minnesota Rules governing service laterals shall be a condition of any City approval necessary for:~~

- ~~a. (1) payments to contractors working on a public improvement project (including those under Minnesota Statutes, Chapter 429); and~~
- ~~2.b. (2) City approval under development agreements or other subdivision or site plan approval under Minn. Stat. ch. 462. The City Engineer shall reasonably determine the appropriate method of providing such information to the city. Failure to provide prompt and accurate information on the service laterals installed may result in the revocation of the permit issued for the work or future permits to the offending permittee or its subcontractors. City approval of performance under development agreements, or other subdivision or site plan approval under the City’s official land use controls. The City shall reasonably determine the appropriate method of providing such information. Failure to provide prompt and accurate information on the service laterals installed may result in the revocation of the permit issued for the work or for future permits to the offending permittee or its subcontractors.~~

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**Section 1619. Location of Facilities; Undergrounding.**

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- 1. Purpose.** ~~Placement, location, and relocation of facilities must comply with the Act, with other applicable law, with other applicable standards adopted by the city engineer, and with Minn. R. 7819.3100, 7819.5000, and 7819.5100, to the extent the rules do not limit authority otherwise available to cities. The purpose of this section is to promote the health, safety, and general welfare of the public and is intended to foster (1) safe travel over the right of way, (2) non-travel related safety around homes and buildings where overhead feeds are connected and (3) orderly development in the City. Location and relocation, installation and reinstatement of Facilities in the right of way must be made in accordance with this section. This section is intended to be enforced consistently with state and federal law regulating right of way users, specifically including but not limited to Minnesota Statutes, §§ 161.45, 237.162, 237.163, 300.03, 222.37, 238.084 and 216B.36 and the Telecommunications Act of 1996, Title 47, USC Section 253.~~
- 2. Undergrounding of Facilities.** Unless otherwise agreed in a franchise between the applicable right-of-way user and the City, facilities places in the public right-of-way must be located, relocated and maintained underground pursuant to the terms and conditions of this section and in accordance with applicable construction standards.
- 3. Undergrounding of New Facilities.** A new facility or a permanent extension of facilities must be installed and maintained underground when supplied to:



1. a new installation of buildings, signs, streetlights or other ~~structures; structures,~~
2. a new subdivision of land; or
3. a new development containing new commercial or industrial buildings.

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4. **Undergrounding of Permanent, Relocated or Reconstructed Facilities.** A permanent replacement, ~~relocation; relocation,~~ or reconstruction of a facility of more than 300 feet must be located, and maintained underground, with due regard for seasonal working conditions. For purposes of this section, reconstruction means any substantial repair of or any improvement to existing facilities. Undergrounding is required whether a replacement, relocation or reconstruction is initiated by the right-of-way user owning or operating the facilities, or by the City in connection with (1) the present or future use by the City or other local government unit of the right-of-way for a public project, (2) the public health or safety, or (3) the safety and convenience of travel over the right-of-way.

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5. **Corridors.** The City may assign specific corridors within the right-of-way, or any particular segment thereof as may be necessary, for each type of facilities that is or, pursuant to current technology, the City expects will someday be located within the right-of-way. All excavation, obstruction, or other permits issued by the City involving the installation or replacement of facilities shall designate the proper corridor for the facilities at issue. Any registrant who has facilities in the right-of-way in a position at variance with the corridors established by the city shall, no later than at the time of the next reconstruction or excavation of the area where the facilities are located, move the facilities to the assigned position within the right-of-way, unless this requirement is waived by the city for good cause shown, upon consideration of such factors as the remaining economic life of the facilities, public safety, customer service needs, and hardship to the registrant,

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6. **Limitation of Space.** The ~~Zoning Administrator~~City Engineer shall, to the extent possible, accommodate all existing and potential users of the right-of-way. In doing so, the Administrator shall be guided by consideration of the public interest, including the public's needs for the particular utility service, the condition of the right-of-way, the time of year with respect to essential utilities, the protection of existing facilities in the right-of-way, and future City plans for public improvements and development projects.

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6.7. **Nuisance.** One year after the passage of this Ordinance, any facilities found in a right-of-way that have not been registered shall be deemed to be a nuisance. The city may exercise any remedies or rights it has at law or in equity, including, but not limited to, abating the nuisance, or taking possession of the facilities and restoring the right-of-way to a useable condition,

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**Section 4720. Retirement of Overhead Facilities.** The City Council may determine whether it is in the public interest that all facilities within the City, or within certain districts designated by the City, be permanently placed and maintained underground by a date certain or target date, independently of undergrounding required pursuant to Section ~~46-19~~ of this Ordinance. The decision to underground existing facilities must be preceded by a public hearing, after notice published for two (2) consecutive weeks and written notice mailed to the utilities affected at least 30 days prior to the hearing. At the ~~hearing~~hearing, the City Council must consider, at a maximum, all of the issues stated in 17.2 below and make findings. Undergrounding of existing facilities may not take place until the City Council has, after hearing and notice, adopted a plan in accordance with ~~4720~~3 below.

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1. **Public Hearings.** A hearing must be open to the public and may be continued from time to time. At each ~~hearing~~hearing, any person interested must be given an opportunity to be heard. The subject of the public hearings shall be the issue of whether Facilities in the right-of-way in the City, or located within a certain district, shall all be located underground by a date certain. Hearings are not necessary for the undergrounding required under Section ~~46-19~~ of this Ordinance.

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2. **Public Hearing Issues.** The issues to be addressed at the public hearings include but are not limited to:

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1. The costs and benefits to the public of requiring the undergrounding of all facilities in the right-of-way.
2. The feasibility and cost of undergrounding all facilities by a date certain as determined by the City Council and the affected unities.
3. The tariff requirements, procedure and rate design for recovery or intended recovery of incremental costs for undergrounding by the utilities from ratepayers within the City.
4. Alternative financing options available if the City deems it in the public interest to require undergrounding by a date certain and deems it appropriate to participate in the cost otherwise borne by the ratepayers.

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Upon completion of the hearing or hearings, the City Council must make written findings on whether it is in the public interest to establish a plan under which all facilities will be underground, either Citywide or within districts designated by the City.

3. **Undergrounding Plan.** If the City finds that it is in the public interest to underground all or substantially all facilities in the public right of way, the City must establish a plan for such undergrounding. The plan for undergrounding must include at least the following elements:

1. Timetable for the undergrounding.
2. Designation of districts for the undergrounding unless, undergrounding plan is Citywide.
3. Exceptions to the undergrounding requirement and procedure for establishing such expectations.
4. Procedures for the undergrounding process, including but not limited to coordination with City projects and provisions to ensure compliance with nondiscrimination requirements under the law.
5. A financing plan for funding of the incremental costs if the City determines that it will finance some of the undergrounding costs, and a determination and verification of the claimed additional costs to undergrounding incurred by the utility.
6. Penalties or other remedies for failure to comply with the undergrounding.

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**Section 1821. Damage to Other Facilities.** When the City does work in the right-of-way and finds it necessary to maintain, support, or move facilities to protect its workers or its project, the Zoning Administrator/City Engineer shall notify the local representative as early as reasonably possible. The costs associated therewith will be billed to that facility owner and must be paid within thirty (30) days from the date of billing. Each facility owner shall be responsible for the cost of repairing any facilities in the right-of-way which it or its facilities damages. Each facility owner shall be responsible for the cost of repairing any damage to the facilities of another caused during the City's response to an emergency occasioned by that owner's facilities.

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**Section 2219. Right-of-way Vacation.** If the City vacated a right-of-way that contains facilities, the facility owner's rights in the vacated right-of-way are governed by Minnesota Rules 7819.3200.

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**Section 2023. Indemnification and Liability.** By applying for and accepting a permit under this Section ordinance, a permittee agrees to defend and indemnify the City in accordance with the provisions of Minnesota Rule 7819.1250.

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**Section 2124. Abandoned Facilities.**

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1. **Discontinued Operations.** A registrant who has determined to discontinue all or a portion of its operations in the city must provide information satisfactory to the city that the registrant's obligations for its facilities in the right-of-way under this ordinance have been lawfully assumed by another registrant.

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~~2. **Removal.** Any registrant who has abandoned facilities in any right-of-way shall remove it from that right-of-way if required in conjunction with other right-of-way repair, excavation, or construction, unless this requirement is waived by the city. Any person who has abandoned facilities in any right-of-way shall remove them from that right-of-way if required in conjunction with other right-of-way repair, excavation, or construction, unless the Zoning Administrator waives this requirement. Failure to remove abandoned facilities may affect the grant of any future permits to the person responsible for the abandoned facilities.~~

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**Section 2225, Appeal.** A right-of-way user that: (1) has been denied registration; (2) has been denied a permit; (3) has had permit revoked; (4) believes that the fees imposed are invalid; or (5) disputes a determination of the City regarding ~~Section 1.169~~ Subdivision 2 of this Ordinance, may have the denial, revocation, fee imposition, or decision reviewed, upon written request, by the City Council. The City Council shall act on a timely written request at its next regularly scheduled meeting. A decision by the City Council affirming the denial, revocation, or fee imposition will be writing and supported by written findings establishing the reasonableness of the decision.

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**Section 2326, Reservation of Regulatory and Police Powers.** A permittee's rights are subject to the regulatory and police powers of the City to adopt and enforce general ordinances necessary to protect the health, ~~safety~~safety, and welfare of the public.

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**Section 2427, Severability.** If any portion of this ~~chapter ordinance~~ is for any reason held invalid by any court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision and such holding shall not affect the validity of the remaining portions thereof. Nothing in this ~~chapter ordinance~~ precludes the city from requiring a franchise agreement with the applicant, as allowed by law in addition to the requirements set forth herein.

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**Section 2528, Effective Date.** This Ordinance shall take effect and be in force from and after its passage and publication.

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Dated: \_\_\_\_\_, ~~2010~~2025,

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

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

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~~Summary of Ordinance 113 approved by City Council and published in the White Bear Press on 1-27-2010.~~

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City of Gem Lake, Ramsey County, Minnesota  
Right of Way (ROW)  
Ordinance No. 113

This ordinance to administer and regulate the public right-of-way in the public interest and to provide for the issuance and regulation of right-of-way permits, was originally enacted by the City in January 2010. The City Council has made amendments to the Ordinance in keeping with changes in State law and the wishes of the community. The following table indicates the original Ordinances and the said amendments.

<u>Ordinance</u>	<u>Description</u>	<u>Enactment</u>
113	Ordinance adopted	January 2010
113	Amendment adding and revising definitions, adding requirements regarding small wireless facilities, moving fees to the Fee Schedule, and updating processes and procedures.	Month 202X

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**City Of Gem Lake, Ramsey County, Minnesota**  
**Right-Of-Way**  
**Ordinance No. 113**

**AN ORDINANCE TO ADMINISTER AND REGULATE THE PUBLIC RIGHT-OF-WAY IN THE PUBLIC INTEREST AND TO PROVIDE FOR THE ISSUANCE AND REGULATION OF RIGHT-OF-WAY PERMITS**

**Section 1. Findings, Purpose, and Intent.** To provide for the health, safety, and welfare of its citizens, and to ensure the integrity of its streets and the appropriate use of the rights-of-way, the city strives to keep its rights-of-way in a state of good repair and free from unnecessary encumbrances. Accordingly, the City hereby enacts this new Section of this Code relating to right-of-way permits and administration. This Section imposes reasonable regulation on the placement and maintenance of facilities and equipment currently within its rights-of-way or to be placed therein at some future time. It is intended to complement the regulatory roles of the state and federal agencies. Under this Section, persons excavating and obstructing the rights-of-way will bear financial responsibility for their work. Finally, this Section provides for recovery of out-of-pocket and projected costs from persons using the public rights-of-way.

This Section shall be interpreted consistently with Minnesota Statutes Sections 237.16, 237.162, 237.163, 237.79, 237.81, and 238.086 (the “Act”) and the other laws governing applicable rights of the City and users of the right-of-way. This Section shall also be interpreted consistent with Minnesota Rules 7819.0050 – 7819.9950 where possible. To the extent any provision of this Section cannot be interpreted consistently with the Minnesota Rules, Minnesota Rules, that interpretation most consistent with the Act and other applicable statutory case law is intended. This Section shall not be interpreted to limit the regulatory and police powers of the City to adopt and enforce general ordinances necessary to protect the health, safety, and welfare of the public.

1. **Election to Manage the Public Right-of-Way.** In accordance with the authority granted to the City under state and federal statutory, administrative, and common law, the City hereby elects pursuant to this Section to manage rights-of-way within its jurisdiction.

**Section 2. Definitions.**

The following definitions apply in this Ordinance. References hereafter to “sections” are, unless otherwise specified, references to sections in this Ordinance.

1. **Abandoned Facility.** A facility no longer in service or physically disconnected from a portion of the operating facility, or from any other facility, that is in use or still carries service. A facility is not abandoned unless declared so by the right-of-way user.
2. **Applicant.** Any person requesting permission to excavate, obstruct, or otherwise place facilities in a right-of-way.
3. **City.** The city of Gem Lake, Minnesota. For purposes of Section 23, ‘city’ also means the City’s elected officials, officers, employees, and agents.
4. **City Engineer.** The City Engineer, or other employee designated by the City Council to administer this Ordinance.
5. **Collocate or Collocation.** To install, mount, maintain, modify, operate, or replace a small wireless facility on, under, within, or adjacent to an existing wireless support structure or utility pole that is owned privately, or by the city or other governmental unit.
6. **Commission.** The State of Minnesota Public Utilities Commission.
7. **Construction Performance Bond.** Any of the following forms of security provided at permittee’s option:
  - a. Individual project bond.

- b. Cash deposit.
  - c. Security of a form listed or approved under Minn. Stat. § 15.73, subd. 3.
  - d. Letter of Credit, in a form acceptable to the city.
  - e. Self-insurance, in a form acceptable to the city.
  - f. A blanket bond for projects within the city, or other form of construction bond, for a time specified and, in a form, acceptable to the city.
8. **Degradation.** A decrease in the useful life of the right-of-way caused by excavation in or disturbance of the right-of-way, resulting in the need to reconstruct such right-of-way earlier than would be required if the excavation or disturbance did not occur.
  9. **Degradation Cost.** Subject to Minn. R. 7819.1100, means the cost to achieve a level of restoration, as determined by the city at the time the permit is issued, not to exceed the maximum restoration shown in plates 1 to 13, set forth in Minn. R., parts 7819.9900 to 7819.9950.
  10. **Degradation Fee.** The estimated fee established at the time of permitting by the city to recover costs associated with the decrease in the useful life of the right-of-way caused by the excavation, and which equals the degradation cost.
  11. **Department.** The department of the city tasked by the City Council to oversee public works.
  12. **Delay Penalty.** The penalty imposed as a result of unreasonable delays in right-of-way excavation, obstruction, patching, or restoration as established by permit.
  13. **Emergency.** A condition that (1) poses a danger to life or health, or of a significant loss of property; or (2) requires immediate repair or replacement of facilities in order to restore service to a customer.
  14. **Equipment.** Any tangible asset used to install, repair, or maintain facilities in any right-of-way.
  15. **Excavate.** To dig into or in any way remove or physically disturb or penetrate any part of a right-of-way.
  16. **Excavation Permit.** The permit which, pursuant to this ordinance, must be obtained before a person may excavate in a right-of-way. An Excavation permit allows the holder to excavate that part of the right-of-way described in such permit.
  17. **Excavation Permit Fee.** Money paid to the city by an applicant to cover the costs as provided in Section 8.
  18. **Facility or Facilities.** Any tangible asset in the right-of-way used to provide Utility or Telecommunications Service.
  19. **Five-Year Project Plan.** Shows projects adopted by the city for construction within the next five years.
  20. **Local Representative.** A local person or persons, or designee of such person or persons, authorized by a registrant to accept service and to make decisions for that registrant regarding all matters within the scope of this ordinance.
  21. **Management Costs.** The actual costs the city incurs in managing its rights-of-way, including such costs, if incurred, as those associated with registering applicants; issuing, processing, and verifying right-of-way or small wireless facility permit applications; inspecting job sites and restoration projects; maintaining, supporting, protecting, or moving user facilities during right-of-way work; determining the adequacy of right-of-way restoration; restoring work inadequately performed after providing notice and the opportunity to correct the work; and revoking right-of-way or small wireless facility permits. Management costs do not include payment by a telecommunications right-of-way user for the use of the right-of-way, unreasonable fees of a third-party contractor used by the city including fees tied to or based on customer counts, access lines, or revenues generated by the right-of-way or for the city, the fees and cost of litigation relating to the

interpretation Minn. Stat. §§ 237.162 or 237.163; or any ordinance enacted under those sections, or the city fees and costs related to appeals taken pursuant to Section 25 of this ordinance.

22. **Obstruct.** To place any tangible object in a right-of-way so as to hinder free and open passage over that or any part of the right-of-way, or so as to hinder maintenance of any city asset.
23. **Obstruction Permit.** The permit which, pursuant to this ordinance, must be obtained before a person may obstruct a right-of-way, allowing the holder to hinder free and open passage over the specified portion of that right-of-way, for the duration specified therein.
24. **Obstruction Permit Fee.** Money paid to the city by a permittee to cover the costs as provided in Section 8.
25. **Patch or Patching.** A method of pavement replacement that is temporary in nature. A patch consists of (1) the compaction of the subbase and aggregate base, and (2) the replacement, in kind, of the existing pavement for a minimum of two feet beyond the edges of the excavation in all directions. A patch is considered full restoration only when the pavement is included in the city's five-year project plan.
26. **Pavement.** Any type of improved surface that is within the public right-of-way and that is paved or otherwise constructed with bituminous, concrete, aggregate, or gravel.
27. **Permit.** Has the meaning given "right-of-way permit" in this ordinance.
28. **Permittee.** Any person to whom a permit to excavate or obstruct a right-of-way has been granted by the city under this ordinance.
29. **Person.** An individual or entity subject to the laws and rules of this state, however organized, whether public or private, whether domestic or foreign, whether for profit or nonprofit, and whether natural, corporate, or political.
30. **Probation.** The status of a person that has not complied with the conditions of this ordinance.
31. **Probationary Period.** One year from the date that a person has been notified in writing that they have been put on probation.
32. **Registrant.** Any person who (1) has or seeks to have its equipment or facilities located in any right-of-way, or (2) in any way occupies or uses, or seeks to occupy or use, the right-of-way or place its facilities or equipment in the right-of-way.
33. **Restore or Restoration.** The process by which an excavated right-of-way and surrounding area, including pavement and foundation, is returned to the same condition and life expectancy that existed before excavation.
34. **Restoration Cost.** The amount of money paid to the city by a permittee to achieve the level of restoration according to plates 1 to 13 of Minnesota Public Utilities Commission rules.
35. **Public Right-of-Way or Right-of-Way (ROW).** The area on, below, or above a public roadway, highway, street, cartway, bicycle lane, or public sidewalk in which the city has an interest, including other dedicated rights-of-way for travel purposes and utility easements of the city. A right-of-way does not include the airwaves above a right-of-way with regard to cellular or other non-wire telecommunications or broadcast service.
36. **Right-of-Way Permit.** Either the excavation permit, the obstruction permit, the small cell permit, or any combination thereof depending on the context, required by this ordinance.
37. **Right-of-Way User.** (1) A telecommunications right-of-way user as defined by Minn. Stat., § 237.162, subd. 4; or (2) a person owning or controlling a facility in the right-of-way that is used or intended to be

used for providing utility service, and who has a right under law, franchise, or ordinance to use the public right-of-way.

- 38. Service or Utility Service.** Includes (1) those services provided by a public utility as defined in Minn. Stat. 216B.02, subds. 4 and 6; (2) services of a telecommunications right-of-way user, including transporting of voice or data information; (3) services of a cable communications systems as defined in Minn. Stat. ch. 238; (4) natural gas or electric energy or telecommunications services provided by the city; (5) services provided by a cooperative electric association organized under Minn. Stat., ch. 308A; and (6) water, and sewer, including service laterals, steam, cooling, or heating services.
- 39. Service Lateral.** An underground facility that is used to transmit, distribute or furnish ‘gas, electricity, communications, or water from a common source to an end-use customer. A service lateral is also an underground facility that is used in the removal of wastewater from a customer’s premises.
- 40. Small Wireless Facility.** A wireless facility that meets both of the following qualifications: each antenna is located inside an enclosure of no more than six cubic feet in volume or could fit within such an enclosure; and all other wireless equipment associated with the small wireless facility provided such equipment is, in aggregate, no more than 28 cubic feet in volume, not including electric meters, concealment elements, telecommunications demarcation boxes, battery backup power systems, grounding equipment, power transfer switches, cutoff switches, cable, conduit, vertical cable runs for the connection of power and other services, and any equipment concealed from public view within or behind an existing structure or concealment.
- 41. Supplementary Application.** An application made to excavate or obstruct more of the right-of-way than allowed in, or to extend, a permit that had already been issued.
- 42. Temporary Surface.** The compaction of subbase and aggregate base and replacement, in kind, of the existing pavement only to the edges of the excavation. It is temporary in nature except when the replacement is of pavement included in the city’s two-year plan, in which case it is considered full restoration.
- 43. Trench.** An excavation in the pavement, with the excavation having a length equal to or greater than the width of the pavement.
- 44. Telecommunications Right-of-Way User.** A person owning or controlling a facility in the right-of-way, or seeking to own or control a facility in the right-of-way that is used or is intended to be used for providing wireless service, or transporting telecommunication or other voice or data information. For purposes of this ordinance, a cable communication system defined and regulated under Minn. Stat. ch. 238, and telecommunication activities related to providing natural gas or electric energy services, a public utility as defined in Minn. Stat. § 216B.02, a municipality, a municipal gas or power agency organized under Minn. Stat. ch. 453 and 453A, or a cooperative electric association organized under Minn. Stat. ch. 308A, are not telecommunications right-of-way users for purposes of this ordinance except to the extent such entity is offering wireless service.
- 45. Two Year Project Plan.** Shows projects adopted by the city for construction within the next two years.
- 46. Utility Pole.** A pole that is used in whole or in part to facilitate telecommunications or electric service.
- 47. Wireless Facility.** Equipment at a fixed location that enables the provision of wireless services between user equipment and a wireless service network, including equipment associated with wireless service, a radio transceiver, antenna, coaxial or fiber-optic cable, regular and backup power supplies, and a small wireless facility, but not including wireless support structures, wireline backhaul facilities, or cables between utility poles or wireless support structures, or not otherwise immediately adjacent to and directly associated with a specific antenna.

- 48. Wireless Service.** Any service using licensed or unlicensed wireless spectrum, including the use of Wi-Fi, whether at a fixed location or by means of a mobile device, that is provided using wireless facilities. Wireless service does not include services regulated under Title VI of the Communications Act of 1934, as amended, including cable service.
- 49. Wireless Support Structure.** A new or existing structure in a right-of-way designed to support or capable of supporting small wireless facilities, as reasonably determined by the city.

**Section 3. Administration.** The City Engineer is the principal city official responsible for the administration of the rights-of-way, right-of-way permits, and ordinances related thereto. The City Council may delegate any or all of the duties hereunder.

**Section 4. Permit Required.** Except as otherwise provided in this Ordinance, no person may obstruct or excavate any right-of-way, or install or place facilities in the right-of-way, without first having obtained the appropriate permit from the city.

- 1. Excavation Permit.** A permit is required to excavate that part of the right-of-way described in such permit and to hinder free and open passage over the specified portion of the right-of-way by placing facilities described therein, to the extent and for the duration specified therein.
- 2. Obstruction Permit.** A permit is required to hinder free and open passage over the specified portion of right-of-way by placing equipment described therein on the right-of-way, to the extent and for the duration specified therein. An obstruction permit is not required if a person already possesses a valid excavation permit for the same project.
- 3. Small Wireless Facility Permit.** A permit is required by a registrant to erect or install a wireless support structure, to collocate a small wireless facility, or to otherwise install a small wireless facility in the specified portion or the right-of-way, to the extent specified therein, provided that such permit shall remain in effect for the length of time the facility is in use, unless lawfully revoked.
- 4. Permit Extensions.** No person may excavate or obstruct the right-of-way beyond the date or dates specified in the permit unless such person makes a supplementary application for another right-of-way permit before the expiration of the initial permit, and a new permit or permit extension is granted.
- 5. Delay Penalty.** In accordance with Minnesota Rule 7819.1000 Subpart 3, the City shall impose a delay penalty for unreasonable delays in right-of-way excavation, obstruction, patching, or restoration. The permittee shall not be assessed a delay penalty of delays in project commencement or completion due to circumstances beyond the control of the permittee. An application for permit extension is independent of delay and does not preclude the assessment of a delay penalty even if the extension is granted.
- 6. Permit Display.** Permits issued under this Section shall be conspicuously displayed or otherwise available at all times at the indicated work site and shall be available for inspection by the City Engineer.

**Section 5. Permit Applications.** Application for a permit shall contain, and will be considered complete only upon compliance with the requirements of the following provisions:

- 1. Submission of a completed permit application form, including all required attachments, scaled drawings showing the location and area of the proposed project and the location of all known existing and proposed facilities, and the following information:**
  - 1. Each permittee's name, Gopher One-Call registration certificate number, address, email address, and telephone number.**
  - 2. The name, address, e-mail address, and telephone number of a local representative. The local representative or designee shall be available at all times. Current information regarding how to contact the local representative in an emergency shall be provided at the time of application.**

3. A certificate of insurance or self-insurance:
  1. Verifying that an insurance policy has been issued to the permittee by an insurance company licensed to do business in the State of Minnesota, or a form of self-insurance acceptable to the City Engineer.
  2. Verifying that the permittee is insured against claims for personal injury, including death, as well as claims for property damage arising out of the (1) use and occupancy of the right-of-way by the permittee, its officers, agents, employees and permittees, and (2) placement and use of facilities and equipment in the right-of-way by the permittee, its officers, agents, employees and permittees, including, but not limited to, protection against liability arising from completed operations, damage of underground facilities and collapse of property.
  3. Naming the City as an additional insured as to whom the coverages required herein are in force and applicable and for whom defense will be provided as to all such coverages.
  4. Requiring that the City Engineer be notified thirty (30) days in advance of cancellation of the policy or material modification of a coverage term.
  5. Indicating comprehensive liability coverage, automobile liability coverage, workers compensation and umbrella coverage in amounts established by the City Engineer sufficient to protect the City and the public and to carry out the purposes and policies of this Section.
  6. The City may require a copy of the actual insurance policies.
  7. If the person is a corporation, a copy of the certificate required to be filed under Minnesota Statute § 300.03 as recorded and certified to by the Secretary of State.
  8. A copy of the person's order granting a certificate of authority from the Minnesota Public Utilities Commission or other applicable state or federal agency, where the person is lawfully required to have such certificate from said commission or other state or federal agency.
2. Payment of money due to the city for:
  1. Permit fees, estimated restoration costs and other management costs.
  2. Prior obstruction or excavations.
  3. Any undisputed loss, damage, or expense suffered by the city because of applicant's prior excavations or obstructions of the rights-of-way or any emergency actions taken by the city.
  4. Franchise fees or other charges, if applicable.
3. Payment of disputed amounts due the city by posting security or depositing in an escrow account an amount equal to at least 110 percent of the amount owing.
4. Posting an additional or larger construction performance bond for additional facilities when applicant requests an excavation permit to install additional facilities and the city deems the existing construction performance bond inadequate under applicable standards.



## Section 6. Issuance of permit; Conditions.

1. **Permit Issuance.** If the applicant has satisfied the requirements of this Section, the City shall issue a permit.
2. **Conditions.** The City Engineer may impose reasonable conditions upon the issuance of the permit and the performance of the applicant thereunder to protect the health, safety, and welfare or when necessary to protect the right-of-way and its current use. In addition, a permittee shall comply with all requirements of local, state, and federal laws, including but not limited to Minnesota Statutes §216D.01-.09 (Gopher One Call Excavation Notice System) and Minnesota Rules Chapter 7560.

## Section 7. Small Wireless Facility Permits.

1. **Small Wireless Facility Conditions.** In addition to Section 6.2, the erection or installation of a wireless support structure, the collocation of a small wireless facility, or other installation of a small wireless facility in the right-of-way, shall be subject to the following conditions:
  - a. A small wireless facility shall only be collocated on the particular wireless support structure, under those attachment specifications, and at the height indicated in the applicable permit application.
  - b. No new wireless support structure installed within the right-of-way shall exceed 50 feet in height without the city's written authorization, provided that the city may impose a lower height limit in the applicable permit to protect the public health, safety and welfare or to protect the right-of-way and its current use, and further provided that a registrant may replace an existing wireless support structure exceeding 50 feet in height with a structure of the same height subject to such conditions or requirements as may be imposed in the applicable permit.
  - c. No wireless facility may extend more than 10 feet above its wireless support structure.
  - d. Where an applicant proposes to install a new wireless support structure in the right-of-way, the city may impose separation requirements between such structure and any existing wireless support structure or other facilities in and around the right-of-way.
  - e. Where an applicant proposes collocation on a decorative wireless support structure, sign or other structure not intended to support small wireless facilities, such equipment shall be consistent with the City's aesthetic standards regarding wireless equipment as adopted by the City Engineer. Such standards shall ensure that wireless equipment is installed with a stealth design and that equipment does not detract from the character of the area in which it is installed. In addition, the City Engineer shall adopt standards that ensure city assets can continue to effectively perform their intended function. Standards shall be made available with the application required for a small cell permit.
  - f. Where an applicant proposes to replace a wireless support structure, the city may impose reasonable restocking, replacement, or relocation requirements on the replacement of such structure.
  - g. A permit will be deemed void if the approved equipment is not installed within one (1) year of issuance of the permit.
2. **Small Wireless Facility Agreement.** A small wireless facility shall only be collocated on a small wireless support structure owned or controlled by the city, or any other city asset in the right-of-way, after the applicant has executed a standard small wireless facility collocation agreement with the city. The standard collocation agreement may require payment of the following:
  - a. Rent to collocate on the city structure.
  - b. Yearly fee for maintenance associated with the collocation.
  - c. A monthly fee for electrical service as follows:
    - i. A fee per radio node less than or equal to 100 maximum watts.
    - ii. A fee per radio node over 100 maximum watts; or
    - iii. The actual costs of electricity, if the actual cost exceed the foregoing.

3. The standard collocation agreement shall be in addition to, and not in lieu of, the required small wireless facility permit, provided, however, that the applicant shall not be additionally required to obtain a license or franchise in order to collocate. Issuance of a small wireless facility permit does not supersede, alter, or affect any then-existing agreement between the city and applicant.
4. **Action on Small Wireless Facility Permit Applications.**
  - a. **Deadline for Action.** The city shall approve or deny a small wireless facility permit application within 90 days after filing of such application or within any timeline established by state law. The small wireless facility permit, and any associated building permit application, shall be deemed approved if the city fails to approve or deny the application within the review periods established in this section.
  - b. **Consolidated Applications.** An applicant may file a consolidated small wireless facility permit application addressing the proposed collocation of up to 15 small wireless facilities, or a greater number if agreed to by a local government unit, provided that all small wireless facilities in the application:
    - i. are located within a two-mile radius.
    - ii. consist of substantially similar equipment; and
    - iii. are to be placed on similar types of wireless support structures.
  - c. In rendering a decision on a consolidated permit application, the city may approve some small wireless facilities and deny others, but may not use denial of one or more permits as a basis to deny all small wireless facilities in the application.
  - d. **Tolling of Deadline.** The 90-day deadline for action on a small wireless facility permit application may be tolled if:
    - i. The city receives applications from one or more applicants seeking approval of permits for more than 30 small wireless facilities within a seven-day period. In such case, the city may extend the deadline for all such applications by 30 days by informing the affected applicants in writing of such extension.
    - ii. The applicant fails to submit all required documents or information, and the city provides written notice of incompleteness to the applicant within 30 days of receipt the application. Upon submission of additional documents or information, the city shall have ten days to notify the applicant in writing of any still-missing information.
    - iii. The city and a small wireless facility applicant agree in writing to toll the review period.

**Section 8. Permit Fees.** The City Council establishes fees for permits, and shall from time to time examine and adjust as needed to conform to the City's actual costs of regulation, management, degradation, city engineering, and make-ready or construction costs associated with collocation of small wireless facilities. Said fees shall be in the City Fee Schedule as adopted by Ordinance.

1. **Application to Franchises.** Unless otherwise agreed to in a franchise, management costs may be charged separately from and in addition to the franchise fees imposed on a right-of-way used in the franchise.

**Section 9. Supplementary Applications.**

1. **Limitation on Area.** A right-of-way permit is valid only for the area of the right-of-way specified in the permit. No permittee may do any work outside the area specified in the permit, except as provided herein. Any permittee which determines that an area greater than that specified in the permit must be obstructed or excavated must before working in that greater area (1) make application for a permit extension and pay any additional fees required thereby, and (2) be granted a new permit or permit extension.
2. **Limitation on Dates.** A right-of-way permit is valid only for the dates specified in the permit. No permittee may begin its work before the permit start date or, except as provided herein, continue working after the end date. If a permittee does not finish the work by the permit end date, it must apply for a new permit for the additional time it needs and receive the new permit or an extension of the old permit before working after the end date of the previous permit. This supplementary application must be submitted before the permit end date.

## Section 10. Joint Applications.

1. **Joint Application.** Registrants may jointly apply for permits to excavate or obstruct the right-of-way at the same place and time.
2. **Shared Fees.** Registrants who apply for permits for the same obstruction or excavation, which the city does not perform, may share in the payment of the obstruction or excavation permit fee. In order to obtain a joint permit, registrants must agree among themselves as to the portion each will pay and indicate the same on their applications.
3. **City Projects.** Registrants who join in a scheduled obstruction or excavation performed by the city, whether or not it is a joint application by two or more registrants or a single application, are not required to pay the excavation or obstruction and degradation portions of the permit fee, but a permit would still be required.

## Section 11. Other Obligations.

1. **Compliance with other Laws.** Obtaining a right-of-way permit does not relieve permittee of its duty to obtain all other necessary permits, licenses, and authority and to pay all fees required by the city or other applicable rule, law, or regulation. A permittee shall comply with all requirements of local, state, and federal laws, including but not limited to Minn. Stat. §§ 216D.01-.09 (Gopher One Call Excavation Notice System) and Minn. R., ch. 7560. A permittee shall perform all work in conformance with all applicable codes and established rules and regulations, and is responsible for all work done in the right-of-way pursuant to its permit, regardless of who does the work.
2. **Prohibited Work.** Except in an emergency, and with the approval of the city, no right-of-way obstruction or excavation may be done when seasonally prohibited or when conditions are unreasonable for such work.
3. **Interference with ROW.** A permittee shall not so obstruct a right-of-way that the natural free and clear passage of water through the gutters or other waterways shall be interfered with. Private vehicles of those doing work in the right-of-way may not be parked within or next to a permit area, unless parked in conformance with city parking regulations. The loading or unloading of trucks must be done solely within the defined permit area unless specifically authorized by the permit.
4. **Trenchless Excavation.** As a condition of all applicable permits, permittees employing trenchless excavation methods, including but not limited to Horizontal Directional Drilling, shall follow all requirements set forth in Minnesota Statutes, Section 216D and Minnesota Rules Chapter 7560, and shall require potholing or open cutting over existing underground utilities before excavating, as determined by the City.

**Section 12. Denial of permit.** The City may deny a permit for failure to meet the requirements and conditions of this ordinance or if the City determines that the denial is necessary to protect the health, safety, and welfare or when necessary to protect the right-of-way and its current use. The denial or revocation of a permit must be made in writing and must document the basis for the denial. The city must notify the applicant or right-of-way user in writing within three business days of the decision to deny or revoke a permit. If an application is denied, the right-of-way user may address the reasons for denial identified by the city and resubmit its application. If the application is resubmitted within 30 days of receipt of the notice of denial, no additional application fee shall be imposed. The city must approve or deny the resubmitted application within 30 days after submission.

**Section 13. Installation Requirements.** The excavation, backfilling, patching and restoration, and all other work performed in the right-of-way shall be done in conformance with Minn. R. 7819.1100 and 7819.5000 and other applicable local requirements, in so far as they are consistent with the Minn. Stat., §§ 237.162 and 237.163. Installation of service laterals shall be performed in accordance with Minn. R., ch 7560 and these ordinances. Service lateral installation is further subject to those requirements and conditions set forth by the city in the applicable permits and/or agreements referenced in Section 17 of this ordinance.

## **Section 14. Right-of-Way Patching and Restoration.**

1. **Timing.** The work to be done under any excavation permit, and the patching and restoration of the right-of-way as required herein, must be completed within the dates specified in the permit, increased by as many days as work could not be done because of circumstances beyond the control of the permittee or when work was prohibited as unseasonable or unreasonable under Section 17.
2. **Patch and Restoration.** Permittee shall patch its own work. The city may choose either to have the permittee restore the right-of-way or to restore the right-of-way itself.
  1. **City Restoration.** If the City restores the right-of-way, permittee shall pay the costs thereof within thirty (30) days of billing. If following such restoration, the pavement settles due to permittee's improper backfilling, the permittee shall pay to the City, within thirty (30) days of billing, all costs associated with having to correct the defective work.
  2. **Permittee Restoration.** If the permittee restores the right-of-way itself, it shall at the time of application for an excavation permit post a construction performance bond in accordance with the provisions of Minnesota Rules 7819.3000.
  3. **Degradation Fee in Lieu of Restoration.** In lieu of right-of-way restoration, a right-of-way user may elect to pay a degradation fee. However, the right-of-way user shall remain responsible for patching and the degradation fee shall not include the cost to accomplish these responsibilities.
3. **Standards.** The permittee shall perform patching and restoration according to the standards and with the materials specified by the City and shall comply with Minnesota Rule 7819.1100.
4. **Duty to correct defects.** The permittee shall correct defects in patching, or restoration performed by permittee or its agents. Permittee upon notification from the City Engineer, correct all restoration work to the extent necessary, using the method require by the City Engineer. Said work shall be completed within five (5) calendar days of the receipt of the notice from the City Engineer, not including days during which work cannot be done because of circumstances constituting force majeure or days when work is prohibited as unseasonable or unreasonable under Section 17.
5. **Failure to Restore.** If the permittee fails to restore the right-of-way in the manner and to the condition required by the City Engineer, or fails to satisfactorily and timely complete all restoration required by the City Engineer, the City at its option may do such work. In that event the permittee shall pay to the City, within thirty (30) days of billing, the cost of restoring the right-of-way. If permittee fails to pay as required, the City may exercise its rights under the construction performance bond.

## **Section 15. Inspection.**

1. **Notice of Completion.** When the work under and permit hereunder is completed, the permittee shall furnish a completion certificate in accordance Minnesota Rules 7819.1300 or other as-built documentation as deemed necessary by the City Engineer.
2. **Site Inspection.** Permittee shall make the work-site available to City personnel and to all others as authorized by law for inspection at all reasonable times during the execution of and upon completion of the work.
3. **Authority of City Engineer.**
  1. At the time of inspection, the City Engineer may order the immediate cessation of any work which poses a serious threat to life, health, safety, or wellbeing of the public.
  2. The City Engineer may issue an order to the permittee for any work that does not conform to the terms of the permit or other applicable standards, conditions, or codes. The order shall state that failure to correct the violation will be cause for revocation of the permit. Within ten (10) days after

issuance of the order, the permittee shall present proof to the City Engineer that the violation has been corrected. If such proof has not been presented within the required time, the City Engineer may revoke the permit pursuant to Section 17.

3. **Supplementary Notification.** If the obstruction or excavation of the right-of-way begins later or ends sooner than the date given on the permit, permittee shall notify the City Engineer of the accurate information as soon as this information is known.

#### **Section 16. Work Done Without a Permit.**

1. **Emergency Situations.** Each person with facilities in the right-of-way shall immediately notify the City of any event regarding its facilities that it considers being an emergency. Excavator's notification to Gopher State One Call regarding an emergency situation does not fulfill this requirement. The owner of the facilities may proceed to take whatever actions are necessary to respond to the emergency. Within two (2) business days after the occurrence of the emergency the owner shall apply for the necessary permits, pay the fees associated therewith and fulfill the rest of the requirements necessary to bring itself into compliance with this Section for the actions it took in response to the emergency.

If the City becomes aware of an emergency regarding facilities, the city will attempt to contact the local representative of each facility owner affected, or potentially affected, by the emergency. In any event, the City may take whatever action it deems necessary to respond to the emergency, the cost of which shall be borne by the person whose facilities occasioned the emergency.

2. **Non-Emergency Situations.** Except in an emergency, any person who, without first having obtained the necessary permit, obstructs or excavates a right-of-way must subsequently obtain a permit, and as a penalty pay double the normal fee for said permit, pay double all the other fees required by this code, deposit with the City the fees necessary to correct any damage to the right-of-way and comply with all of the requirements of this Section.

#### **Section 17. Revocation of Permits.**

1. **Substantial Breach.** The City reserves its right, as provided herein, to revoke any right-of-way permit, without a refund, if there is a substantial breach of the terms and conditions of any statute, ordinance, rule or regulation, or any material condition of the permit. A substantial breach by permittee shall include, but shall not be limited to, the following:
  1. The violation of any material provision of the right-of-way permit.
  2. An envision or attempt to evade any material provision of the right-of-way permit, or the perpetuation or attempt to perpetrate any fraud or deceit upon the City or its citizens.
  3. Any material misrepresentation of fact in the application for a right-of-way permit.
  4. The failure to complete the work in a timely manner; unless a permit extension is obtained or unless the failure to complete work is due to reasons beyond the permittee's control; or
  5. The failure to correct, in a timely manner, work that does not conform to a condition indicated on an order issued pursuant to Section 15.
2. **Written Notice of Breach.** If the City determines that the permittee has committed a substantial breach of a term or condition of any statute, ordinance, rule, regulation, or any condition of the permit that City shall make a written demand upon the permittee to remedy such violation. The demand shall state continued violations might be cause for revocation of the permit. A substantial or revised conditions on the permit to mitigate and remedy the breach.

3. **Response to Notice of Breach.** Within twenty-four (24) hours of receiving notification of the breach, permittee shall provide the City with a plan, acceptable to the City, which will cure the breach.

Permittee's failure to so contact the City, or the permittee's failure to submit an acceptable plan, or permittee's failure to reasonably implement the approved plan, shall be cause for immediate revocation of the permit.

4. **Reimbursement of City Costs.** If a permit is revoked, the permittee shall also reimburse the City for the City's reasonable costs, including restoration costs and the costs of collection and reasonable attorneys' fees incurred in connection with such revocation.

## **Section 18. Mapping Data.**

1. **Information Required.** Each permittee shall provide mapping information required by the City in accordance with Minnesota Rules 7819.4000 and 7819.4100. Within ninety (90) days following completion of any work pursuant to a permit, the permittee shall provide the City Engineer accurate maps and drawings certifying the "as-built" location of all equipment installed, owned, and maintained by the permittee. Such maps and drawings shall include the horizontal and vertical location of all facilities and equipment and shall be provided in a format consistent with the city's electronic mapping system, when practical or as a condition imposed by the City Engineer. Failure to provide maps and drawings pursuant to this subsection shall subject the permittee to the delay penalties established in accordance with Section 8 and may affect the grant of any future permits for right-of-way excavation or obstruction.
2. **Service Laterals.** All permits issued for the installation or repair of service laterals, other than minor repairs as defined in Minn. R. 7560.0150, subp. 2, shall require the permittee's use of appropriate means of establishing the horizontal locations of installed service laterals and the service lateral vertical locations in those cases where the City Engineer reasonably requires it. Permittees or their subcontractors shall submit to the City Engineer evidence satisfactory to the City Engineer of the installed service lateral locations. Compliance with this subdivision 2 and with applicable Gopher State One Call law and Minnesota Rules governing service laterals installed after Dec. 31, 2005, shall be a condition of any city approval necessary for:
  - a. (1) payments to contractors working on a public improvement project (including those under Minnesota Statutes, Chapter 429); and
  - b. (2) City approval under development agreements or other subdivision or site plan approval under Minn. Stat. ch. 462. The City Engineer shall reasonably determine the appropriate method of providing such information to the city. Failure to provide prompt and accurate information on the service laterals installed may result in the revocation of the permit issued for the work or future permits to the offending permittee or its subcontractors.

## **Section 19. Location of Facilities; Undergrounding.**

1. **Purpose.** Placement, location, and relocation of facilities must comply with the Act, with other applicable law, with other applicable standards adopted by the city engineer, and with Minn. R. 7819.3100, 7819.5000, and 7819.5100, to the extent the rules do not limit authority otherwise available to cities.
2. **Undergrounding of Facilities.** Unless otherwise agreed in a franchise between the applicable right-of-way user and the City, facilities places in the public right-of-way must be located, relocated, and maintained underground pursuant to the terms and conditions of this section and in accordance with applicable construction standards.
3. **Undergrounding of New Facilities.** A new facility or a permanent extension of facilities must be installed and maintained underground when supplied to:
  1. a new installation of buildings, signs, streetlights, or other structures.

2. a new subdivision of land; or
  3. a new development containing new commercial or industrial buildings.
4. **Undergrounding of Permanent, Relocated or Reconstructed Facilities.** A permanent replacement, relocation, or reconstruction of a facility of more than 300 feet must be located, and maintained underground, with due regard for seasonal working conditions. For purposes of this section, reconstruction means any substantial repair of or any improvement to existing facilities. Undergrounding is required whether a replacement, relocation or reconstruction is initiated by the right-of-way user owning or operating the facilities, or by the City in connection with (1) the present or future use by the City or other local government unit of the right-of-way for a public project, (2) the public health or safety, or (3) the safety and convenience of travel over the right-of-way.
  5. **Corridors.** The City may assign specific corridors within the right-of-way, or any particular segment thereof as may be necessary, for each type of facilities that is or, pursuant to current technology, the City expects will someday be located within the right-of-way. All excavation, obstruction, or other permits issued by the City involving the installation or replacement of facilities shall designate the proper corridor for the facilities at issue. Any registrant who has facilities in the right-of-way in a position at variance with the corridors established by the city shall, no later than at the time of the next reconstruction or excavation of the area where the facilities are located, move the facilities to the assigned position within the right-of-way, unless this requirement is waived by the city for good cause shown, upon consideration of such factors as the remaining economic life of the facilities, public safety, customer service needs, and hardship to the registrant.
  6. **Limitation of Space.** The City Engineer shall, to the extent possible, accommodate all existing and potential users of the right-of-way. In doing so, the Administrator shall be guided by consideration of the public interest, including the public's needs for the particular utility service, the condition of the right-of-way, the time of year with respect to essential utilities, the protection of existing facilities in the right-of-way, and future City plans for public improvements and development projects.
  7. **Nuisance.** One year after the passage of this Ordinance, any facilities found in a right-of-way that have not been registered shall be deemed to be a nuisance. The city may exercise any remedies or rights it has at law or in equity, including, but not limited to, abating the nuisance, or taking possession of the facilities and restoring the right-of-way to a useable condition.

**Section 20. Retirement of Overhead Facilities.** The City Council may determine whether it is in the public interest that all facilities within the city, or within certain districts designated by the city, be permanently placed and maintained underground by a date certain or target date, independently of undergrounding required pursuant to Section 19 of this Ordinance. The decision to underground existing facilities must be preceded by a public hearing, after notice published for two (2) consecutive weeks and written notice mailed to the utilities affected at least 30 days prior to the hearing. At the hearing, the City Council must consider, at a maximum, all of the issues stated in 17.2 below and make findings. Undergrounding of existing facilities may not take place until the City Council has, after hearing and notice, adopted a plan in accordance with 20.3 below.

1. **Public Hearings.** A hearing must be open to the public and may be continued from time to time. At each hearing, any person interested must be given an opportunity to be heard. The subject of the public hearings shall be the issue of whether Facilities in the right-of-way in the City, or located within a certain district, shall all be located underground by a date certain. Hearings are not necessary for the undergrounding required under Section 19 of this Ordinance.
2. **Public Hearing Issues.** The issues to be addressed at the public hearings include but are not limited to:
  1. The costs and benefits to the public of requiring the undergrounding of all facilities in the right-of-way.

2. The feasibility and cost of undergrounding all facilities by a date certain as determined by the City Council and the affected unities.
3. The tariff requirements, procedure and rate design for recovery or intended recovery of incremental costs for undergrounding by the utilities from ratepayers within the city.
4. Alternative financing options available if the city deems it in the public interest to require undergrounding by a date certain and deems it appropriate to participate in the cost otherwise borne by the ratepayers.

Upon completion of the hearing or hearings, the City Council must make written findings on whether it is in the public interest to establish a plan under which all facilities will be underground, either Citywide or within districts designated by the City.

**3. Undergrounding Plan.** If the City finds that it is in the public interest to underground all or substantially all facilities in the public right of way, the City must establish a plan for such undergrounding. The plan for undergrounding must include at least the following elements:

1. Timetable for the undergrounding.
2. Designation of districts for the undergrounding unless, undergrounding plan is Citywide.
3. Exceptions to the undergrounding requirement and procedure for establishing such expectations.
4. Procedures for the undergrounding process, including but not limited to coordination with City projects and provisions to ensure compliance with nondiscrimination requirements under the law.
5. A financing plan for funding of the incremental costs if the city determines that it will finance some of the undergrounding costs, and a determination and verification of the claimed additional costs to undergrounding incurred by the utility.
6. Penalties or other remedies for failure to comply with the undergrounding.

**Section 21. Damage to Other Facilities.** When the City does work in the right-of-way and finds it necessary to maintain, support, or move facilities to protect its workers or its project, the City Engineer shall notify the local representative as early as reasonably possible. The costs associated therewith will be billed to that facility owner and must be paid within thirty (30) days from the date of billing. Each facility owner shall be responsible for the cost of repairing any facilities in the right-of-way which it or its facilities damages. Each facility owner shall be responsible for the cost of repairing any damage to the facilities of another caused during the City's response to an emergency occasioned by that owner's facilities.

**Section 22. Right-of-way Vacation.** If the City vacated a right-of-way that contains facilities, the facility owner's rights in the vacated right-of-way are governed by Minnesota Rules 7819.3200.

**Section 23. Indemnification and Liability.** By applying for and accepting a permit under this ordinance, a permittee agrees to defend and indemnify the City in accordance with the provisions of Minnesota Rule 7819.1250.

**Section 24. Abandoned Facilities.**

1. **Discontinued Operations.** A registrant who has determined to discontinue all or a portion of its operations in the city must provide information satisfactory to the city that the registrant's obligations for its facilities in the right-of-way under this ordinance have been lawfully assumed by another registrant.
2. **Removal.** Any registrant who has abandoned facilities in any right-of-way shall remove it from that right-of-way if required in conjunction with other right-of-way repair, excavation, or construction, unless this requirement is waived by the city.



**Section 25. Appeal.** A right-of-way user that: (1) has been denied registration; (2) has been denied a permit; (3) has had permit revoked; (4) believes that the fees imposed are invalid; or (5) disputes a determination of the City regarding Section 9 Subdivision 2 of this Ordinance, may have the denial, revocation, fee imposition, or decision reviewed, upon written request, by the City Council. The City Council shall act on a timely written request at its next regularly scheduled meeting. A decision by the City Council affirming the denial, revocation, or fee imposition will be writing and supported by written findings establishing the reasonableness of the decision.

**Section 26. Reservation of Regulatory and Police Powers.** A permittee’s rights are subject to the regulatory and police powers of the City to adopt and enforce general ordinances necessary to protect the health, safety, and welfare of the public.

**Section 27. Severability.** If any portion of this ordinance is for any reason held invalid by any court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision and such holding shall not affect the validity of the remaining portions thereof. Nothing in this ordinance precludes the city from requiring a franchise agreement with the applicant, as allowed by law in addition to the requirements set forth herein.

**Section 28. Effective Date.** This Ordinance shall take effect and be in force from and after its passage and publication.

Dated: \_\_\_\_\_, 2025

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Gretchen Artig-Swomley, Mayor

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Melissa Lawrence, Acting City Clerk

**City of Gem Lake, Ramsey County, Minnesota**  
**Right of Way (ROW)**  
**Ordinance No. 113**

This ordinance to administer and regulate the public right-of-way in the public interest and to provide for the issuance and regulation of right-of-way permits, was originally enacted by the City on January 19, 2010, and published on January 37, 2010. The City Council has made amendments to the Ordinance in keeping with changes in State law and the wishes of the community. The following table indicates the original Ordinances and the said amendments.

<b>Ordinance</b>	<b>Description</b>	<b>Enactment</b>
113	Ordinance adopted	January 2010
113	Amendment adding and revising definitions, adding requirements regarding small wireless facilities, moving fees to the Fee Schedule, and updating processes and procedures.	Month 202X

**Section 1**

**Building Permits and Inspections**

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

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

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

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

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

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

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

Other Inspection and Fees:

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

**Residential Flat Fee Building Permits**

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

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

**Section 2**

**Electrical Permits**

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

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

**New service of power supply is:**

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

**Circuits and Feeders:**

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

**Minimum Fee:**

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

**Maximum Fee:**

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

**Apartment Buildings:**

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

**Swimming Pools and Hot Tubs:**

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

**Additions, Remodels or Basement Finishes:**

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

**Residential Accessory Structures:**

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

**Traffic Signals:**

\$8.00 per each standard

**Street and Parking Lot Lights:**

\$5.00 per each standard

**Transformers and Generators:**

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

**Retrofit Lighting:**

\$0.85 cents per fixture

**Sign Transformer or Driver:**

\$9.00 per transformer

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

\$0.85 cents per device

**Re-Inspection Fee in addition to all other fees:**

\$50.00

**Solar fees:**

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

**Electronic inspection fee for these items only:**

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

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

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

Minimum fee permits expire in 6 months.

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

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

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

**Solar fees for PV System**

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

**Section 3**

**Fire Protection**

**Residential and Commercial Permit Fees**

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

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

**Section 4**

**Mechanical Permits**

**Residential Mechanical Permit Fees**

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

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

**Commercial Heating, Ventilation and A/C Permit Fees**

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

**Section 5**

**Plumbing Permits**

**Residential Plumbing Permit Fees**

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

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

**Commercial Flat Fee Plumbing Permits**

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

**Commercial Plumbing Permit Fees**

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

**Section 6**

**Septic Permits**

**Residential Septic Permit Fees**

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

**Section 7**

**Sewer & Water Permits**

**Residential Sewer & Water Permit Fees**

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

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

**Commercial Sewer & Water Permit Fees**

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

**Sewer and Water Connection Fees**

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

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

**Sewer Connection Fees**

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

**Water Connection Fees**

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

**Commercial Sewer & Water Connection Fees**

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

**Section 8**

**Stormwater**

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

**Section 9**

**Zoning Permits**

**Residential Zoning Permit Fees**

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

**Commercial Zoning Permit Fees**

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

**Section 10**

**Community Development / Planning**

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

**NOTE:**

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

Forms for most of these matters are available on the City of Gem Lake web page at [www.gemlakemn.org](http://www.gemlakemn.org)

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

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

**Section 11**

**City Sewer and Water Rates**

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

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

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

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

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

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

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

**Delinquent Utility Administrative Charge:**

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

**Administrative Charge:**

\$50.00 per account



**Section 12**

**City Licenses**

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

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

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

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

<b>Contractor Licenses (If not licensed with the State)</b>	<b>Fee</b>	<b>Comments</b>
Blacktopping & Cement (City Roads)	\$100.00	Annually
Commercial General Construction	\$100.00	Annually
Demolition	\$100.00	Annually
Excavating & Grading	\$100.00	Annually
Fence	\$100.00	Annually
Mechanical	\$100.00	Annually
Outside Sewer & Water Installation	\$100.00	Annually
Sign	\$100.00	Annually
Specialty Contractor	\$100.00	Annually
Tree/Trimming Removal	\$100.00	Annually

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

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

**Section 13**

**Miscellaneous**

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

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

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

<b>Right-Of-Way Fees</b>	<b>Fee</b>	<b>Comments</b>
Excavation Permit	Hole excavation: \$125.00 Emergency Hole: \$55.00 Trench: \$125.00 + \$70 per 100 lineal feet of trench	
Obstruction Permit	\$50.00, plus \$.05 per lineal foot of obstruction	
Small Wireless Facility Permit	\$150.00	
Small Wireless Facility - Colocation Agreement	\$150 per year for rent to collocate on a city structure, plus \$25 per year for maintenance associated with the collocation. Monthly fee for electrical service as follows: <ul style="list-style-type: none"> <li>\$73 per radio node less than or equal to 100 maximum watts.</li> <li>\$182 per radio node over 100 maximum watts. or</li> <li>The actual costs of electricity, if the actual cost exceed the foregoing.</li> </ul>	
Permit Extensions	\$55.00	
Delay Penalty Fee	\$60.00 for the first three (3) days of delay, and \$10.00 per day thereafter	

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

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

**Section 14**

**Other Inspections & Fees**

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

**Refund Policy**

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



**Estimate**

From  
**Lucas and Adams Electrical Contractor, LLC**  
 7960 Demontreville Trail North  
 Lake Elmo, MN 55042, US

Phone/Mobile: 651-332-1087  
 E-mail: adamsoine@gmail.com  
 Web: lucasadamselectric.com

Client  
**Gretchen Artig-Swomley**  
 1430 Goose Lake Road  
 Gem Lake, MN 55110-4121, US

Action	Due	Number
2/2/25	2/2/25	ESTIMATE-000538

Gem Lake City Hall standby generator and auto transfer switch install

Qty	Unit	Unit Price	Net	Gross
<b>*48KW commercial grade liquid cooled 120/208 volt 3 phase generator (Supplied and installed)</b>				
1	Each	\$39 050	\$39 050	\$39 050
<b>400 amp automatic transfer switch (Supplied and installed)</b>				
1	Each	\$13 750	\$13 750	\$13 750

**Total: \$52 800**

\*Requires 55"x110"x6" concrete pad and Natural Gas supply line. Both supplied and installed by others.



February 18, 2025  
Melissa Lawrence  
C/O City of Gem Lake  
4200 Otter Lake Rd.  
Gem Lake, MN. 55110

**RE: Generator Installation**

We propose to furnish and install all labor, material and permit fees to perform the following electrical installation at the above location. Electrical work is to be done in accordance with local and national electrical codes governing such.

**General Clarifications:**

- All work to be done during normal business hours 7am-3:15pm M-F
- Utility Fees are not included
- Generator to be located within 50ft of the CT can
- Initial diesel fill included
- Generator lead time of 26 to 36 weeks after release
- Aluminum conductors for feeders
- Tax included

**125-KVA Option – 150 amps for building operations and 200 amps available for emergency services**

**Included:**

- 125-KVA 3-Phase Diesel Generator
- 400-amp Nema 3R service rated Automatic Transfer Switch.
- Include Saw-Cutting & Replacement of Concrete Sidewalk to Allow for Conduit Run to Generator.
- Supply & Install Concrete Pad for Generator
- Rework Existing Electrical Panel to be fed from transfer switch
- Supply Permit & Inspection.
- Locates

**Exclusions:**

- Painting
- Premium time
- Utility fee's
- Site restoration beyond leveling and seeding

<b>Total Cost 125-KVA Generator:</b>	<b>\$110,110.00</b>
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**45-KVA Option – 100 amps for building operations**

**Included:**

- 45-KVA 3-Phase Diesel Generator
- 400-amp Nema 3R service rated Automatic Transfer Switch.
- Include Saw-Cutting & Replacement of Concrete Sidewalk to Allow for Conduit Run to Generator.
- Supply & Install Concrete Pad for Generator
- Rework Existing Electrical Panel to be fed from transfer switch
- Supply Permit & Inspection.
- Locates

**Exclusions:**

- Painting
- Premium time
- Utility fee's
- Site restoration beyond leveling and seeding

<b>Total Cost 45-KVA Generator:</b>	<b>\$78,530.00</b>
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Thank you for the opportunity to provide this estimate. If you have any questions or need additional information, please call me at 612-449-0896

**Connect with the Best ... Connect with NEI Electric**

Regards,

***Tony Reed***

**NEI Electric . 4815 White Bear Pkwy . St Paul, MN 55110**

651.771.1000 office . 651.771.9119 . fax

[email](mailto:tony@neielectric.com) . [www.neielectric.com](http://www.neielectric.com)