

**City of Gem Lake
City Council Meeting – August 17, 2021
Meeting Minutes**

Mayor Artig-Swomley called the meeting to order at 7:00 p.m. Councilmembers Cacioppo, Lindner and Johnson were present. Councilmember Amlee was not present. Also present: City Engineer Justin Gese, City Attorney Patrick Kelly, City Treasurer Tom Kelly, SEH Water Resources Engineer Emily Jennings, VLAWMO Administrator Phil Belfiori, Planning Commission Member Joshua Patrick, Summit Farm Villas HOA Board President Sharon Roland, Residents Jim Wilson, Paul Emeott, Isaac Nelson, Kim Anderson-Uzpen, Nick Cress, and Greg Smith.

August 17, 2021 Agenda

A motion was made by councilmember Lindner to accept the agenda with the addition of “and other” added to the Use of Credit Cards for Permit Fees, seconded by Councilmember Cacioppo. Voice vote taken, all voted yes, motion passes, agenda approved.

Minutes

A motion was made by Councilmember Lindner, seconded by Councilmember Cacioppo to approve the July 20, 2021, City Council Minutes. Voice vote taken, all voted yes, motion passes, minutes approved.

A motion was made by Councilmember Lindner, seconded by Councilmember Cacioppo to accept the August 3, 2021, Planning Commission Meeting Minutes. Voice vote taken, all voted yes, motion passes, minutes accepted.

Committee Reports – Planning Commission

Commission Member Patrick gave an overview of the Planning Commission Meeting on August 3, 2021. There were two (2) public hearings held at the meeting pertaining to language in the Consolidated Land Use Ordinance No. 131 pertaining to truck farming and consideration of a Conditional Use Permit for 5 Hillary Farm Lane. Changes to the Consolidated Land Use Ordinance would follow the same criteria as the change to the other sections regarding truck farming. The Planning Commission looked over the criteria for the Conditional Use Permit and is recommending City Council approve the permit.

Old Business – Newsletter Ideas

Mayor Artig-Swomley presented ideas for the next Newsletter to include pieces on the Hoffman Road Construction, attempted carjacking at White Bear Floral, Tree Trust, City Hall Improvements, 2022 Proposed Budget, Donations, Archery/Deer Hunting Ordinance, Census Numbers, VLAWMO, MS4, and the Scheuneman Road Storm Water Report.

New Business

Gem Lake Infrastructure Issues

Hoffman Road Update – Justin Gese

Mr. Gese reported that work is almost completed. The area has been milled and paving is complete.

Gem Lake Villas Update – Justin Gese

Mr. Gese said there is nothing new to report.

Scheuneman Road Storm Water Report – Next Steps

Three primary areas were investigated throughout the study area, with a total of six scenarios for the flooding and inundation and two scenarios for water quality options. Opinions of probable cost were developed for each. Of the three, the south area had the most inundation and the culvert area has 3-4 properties that were surveyed. Mayor Artig-Swomley expressed concern that all the options are very expensive and how can the City justify spending money on 3-4 houses that are being affected, when the options presented may not even solve the problem. There is a possibility that the City can get funding from FEMA. Mr. Gese will be sending a letter out to the resident located at 4076 Scheuneman Road about putting in a culvert at their own expense. The city will hold a workshop in October to discuss the plan and a special letter will be sent out to all Scheuneman Road residents including the Golf Course and a few Goose Lake Road residents. With the currently scheduled Workshop in October falling on Columbus Day, Mayor Artig-Swomley suggested we change the date and move it to the day after. Councilmember Lindner made a motion to change the date of the October Workshop from Monday October 11 to Tuesday October 12, seconded by Councilmember Cacioppo. Voice vote taken, all voted yes, motion passes, October Workshop date is changed.

Gem Lake Public Trail/Tree Trust Report

Resident Kim Anderson-Uzpen is getting ready to get her volunteers together to maintain the public land and walking trail. A plan has been established by the Tree Trust for where trees will be planted, and at this time there is not date, but it will happen eventually.

Road Patching Bid

Schifsky's gave the City a quote to fix all the street patching along both the business and residential Scheuneman Road area in the total of \$3,500.00. The quote includes milling out patches and furnishing and installing of 3" bituminous. In the Business area it also includes repairing the dip in the roadway. Councilmember Lindner made a motion to accept the quote from Schifsky's in the amount of \$3,500.00, seconded by Councilmember Cacioppo. Voice vote taken, all voted yes, motion passes, quote accepted.

Hoffman Road Slope Failure Update – Justin Gese

At this time SEH is reaching out for bids to complete the work. SEH is also reaching out to the county to see if this is something they can share the cost on.

Heritage Hall

Proposed Plumbing Work – Update

The bathrooms have been completed and the drinking fountain is in the process of being worked on. The toilets were replaced with pressure assist toilets, the urinal got a sensor flush installed, and the faucets were all replaced with sensor faucets. Before the rest of the work can be completed on the drinking fountain it needs an electrical inspection and the drywall needs to be patched. The City received a quote from Fresh Paint for the wall patching in the total of \$850.00. This will be covered under the Covid-19 relief funds. A motion was made by Councilmember Lindner to accept the quote for wall patching in the amount of \$850.00, seconded by Councilmember Cacioppo. Voice vote taken, all voted yes, motion passes, quote accepted.

Security Camera Installation Update

At this time the City is waiting on the materials and will set up a date to install them. The computer that was ordered through Roseville IT is not set to arrive until October. The computer will be located in the front office near the clerks desk.

Corporate Mechanical Automation Update

The City is waiting on Corporate Mechanical to get the equipment to make the updates. Once those are in stock Corporate Mechanical will schedule a time to come out and make the updates. Councilmember Lindner asked Corporate Mechanical for training for himself and the City Clerk so that we know how to operate the new building automation.

Outdoor Lighting Update

NEI is waiting on the equipment to arrive, and at this time it is showing a delivery date of September. Once the equipment has arrived NEI will call to set up a date to come and complete the work.

Office Update – Counter and Cabinet Proposal

Councilmember Lindner gave an overview of the quote that was received from the same company that did our other countertops and cabinetry in the office. To put in an additional countertop and cabinets above and below, a quote in the amount of \$5,480.00 was given. Councilmember Lindner made a motion to accept the quote for the countertop and cabinets in the amount of \$5,480.00, seconded by Councilmember Cacioppo. Voice vote taken, all voted yes, motion passes, quote accepted.

Internal Management Update

The City Clerk is in the process of making the Ordinances and permits more user friendly on the website, and is working on records management in the office and on the computer files. The City is looking into the option of giving the City Clerk a stipend for health insurance, Councilmember Johnson will do the research on different insurance options for the City Clerk, on what amount should be set for a reasonable stipend.

2022 Preliminary Budget Discussion

City Treasurer Tom Kelly gave an overview of the 2022 preliminary budget for the City of Gem Lake. The 2022 preliminary property tax levy is proposed at \$588,063, which is a 9.24% increase over 2021 certified preliminary property tax levy. The 2022 preliminary property tax levy consists of a debt levy of \$87,285.00 (a decrease from 2021 preliminary debt levy of \$2,656.00) and the general operating levy of \$500,778.00 (an increase of 11.69% over 2021 preliminary tax levy).

The following changes were made from the 2021 adopted budget as a basis for the 2022 proposed preliminary property tax levy:

1. Based on the 2015 Refunding Bond schedule the debt levy for 2022 is set for \$79,480.00. In addition, in 2018, the City issued bonds for the improvements on Scheuneman Road and the 2022 debt levy for this issue is \$7,805. The two of these debt levies makes up the City's 2022 debt levy of \$87,285.
2. Licenses and Permits decreased \$1,400 due to less building activity.
3. Added \$7,000 for small cities aid from the state.
4. City Council contingency was left at \$10,000.
5. Clerk/General Government increased 8.45% to reflect added expenditures on new city clerk, includes the City's PRA contribution (\$2,145) and additional training (conference registrations \$1,500).
6. Police budget was increased 10.85% to \$95,000 based on the City of White Bear Lake's budget.
7. The cost of fire services could increase 14.40% to \$29,343.00 based on the City of White Bear Lake's budget.
8. Road Maintenance budget includes \$20,000 for trimming boulevard trees.
9. Salt/sand remain at \$17,000 and snow plowing contract increased from \$18,500 to \$20,000.

10. Included a park maintenance budget of \$5,000 for maintaining park area of the Villas of Gem Lake.
11. The 2020 budget includes \$25,000.00 for future improvements.
12. Revenue and other expenditure line items adjusted based on past history.

These changes result in the City proposed preliminary tax levy of \$588,063 for 2022. This compares to 2021 preliminary levy of \$538,308.00 and 2021 final levy of \$535,476.00. Using a 2022 property tax levy of \$588,063.00 and the City's 2022 tax capacity (\$1,426,695.00) and median valued home (\$335,850.00) for Gem lake, that median valued home, that property would pay 2022 City property taxes of \$1,255.66 compared to 2021 preliminary levy of \$1,136.94 (an increase of \$118.72) and the 2021 final levy amount of \$1,130.79 (an increase of \$124.87).

Donation of Charitable Gambling Funds

Mayor Artig-Swomley proposed three (3) donations of Charitable Gambling Funds to the Council. The first two donations proposed are for Willow Lane Elementary, a \$500.00 check used at their discretion for children in need, and then another maximum of \$500.00 in school supplies. Willow Lane sent over a list of requested items that would be greatly appreciated. The City Clerk and Mayor would buy the supplies and deliver them to the school as soon as possible. The third proposed donation is to the White Bear Lake Area Food Shelf in the amount of \$1,500.00. The total of the donations is \$2,500.00. Councilmember Lindner made a motion to approve the donation amounts to Willow Lane Elementary and the White Bear Lake Area Food Shelf in the amount totaling \$2,500.00, seconded by Councilmember Cacioppo. Voice vote taken, all voted yes, motion passes, donations approved.

MS-4 Report

A public hearing will be scheduled for the September 21, 2021 City Council Meeting.

VLAWMO Annual Report

VLAWMO Administrator Phil Belfiori gave an overview of the Past and possible future efforts between VLAWMO and the City of Gem Lake. Gem Lake currently holds both the chair for board (Jim Lindner) and technical (Gloria Tessier). Currently 94% of Gem Lake's land are within VLAWMO boundaries. In 2018 VLAWMO petitioned the MPCA to delist Gem Lake from the Impaired Waters list. Some possible future partnerships/projects are Scheuneman Road water management study with SEH, partnership with the Golf Course and Rush Line partnership. Seminars will be available online on the website or in-person.

Use of Credit Cards for Permit Fees/Other

Mayor Artig-Swomley proposed to the Council that we get into the 21st century and begin accepting cards for payment towards permits and other items. White Bear Township uses the credit card processor First Data and there is a 3.8% processing fee on each transaction. Councilmember Linder made a motion to start the process of accepting cards for permits and other items, seconded by Councilmember Cacioppo. Voice vote taken, all voted yes, motions passes, the City will reach out to First Data to get this in motion.

Mayor Artig-Swomley also suggested that the City get a credit card to use for additional supplies purchases that we do not order from Innovative. The city would adopt the Townships purchasing credit card policy and make slight adjustments where needed. The city would receive up to three (3) credit cards, two (2) employee cards and one (1) City card. The two (2) employee cards would have the Mayor and City Clerk's name listed on them. The one specifically listed as the City of Gem Lake would be available for the City Treasurer to use or other Councilmembers when needed. Councilmember Lindner made a motion to have the City apply for a credit card for additional purchases that may be needed, seconded by Councilmember Cacioppo. Voice vote taken, all voted yes, motion passes, the City Clerk will start the process of applying for a City credit card.

Archery Deer Hunting Ordinance

Possible Changes

Mayor Artig-Swomley gave a review of the proposed language changes and additions discussed at the May 10, 2021 Workshop. The revised Ordinance will be put on the Gem Lake website after final approval in September.

Request for 30 Day Moratorium on Permits

Due to the late notice for the Public Hearing on the Archery topic, Mayor Artig-Swomley would like to request a 30 day moratorium on Archery Hunting permits in the City of Gem Lake. A Public Hearing is scheduled for the September 21, 2021 City Council Meeting. Councilmember Lindner made a motion to grant a 30 day moratorium on Archery Hunting permits in Gem Lake, seconded by Councilmember Cacioppo. Voice vote taken, all voted yes, motion passes, 30 day moratorium granted.

September Public Hearing

A public Hearing has been scheduled for the September 21, 2021 City Council Meeting to discuss the proposed changes to Ordinance No. 124 B.

Proposed Changes to Ordinances Regarding Truck Farming for Section 8.3 of Consolidated Land Use Ordinance

Following a Public Hearing, discussion, and a motion at the City of Gem Lake Planning Commission Meeting on August 3, 2021, the Planning Commission recommends approval of the following change in Section 8.3.1 D) of the Consolidated Land Use Ordinance No. 131. Delete in Section 8.3 Conditional & Interim Uses “8.3.1 D) The harboring and housing of agricultural animals on lots greater than one (1.0) acre. Replace in Section 8.3 Conditional & Interim Uses “8.3.1 D) **Truck gardening and other commercial horticultural uses and/or** the harboring and housing of agricultural animals on lots greater than one (1.0) acre.”

The proposed language is in further support of the recent changes to 5.1, 5.3 and 7.3 of the Consolidated Land Use Ordinance No. 131 that followed a Public Hearing, discussion, and formal motion approved at the July 6, 2021 Planning Commission Meeting and action taken at the City Council Meeting on July 20, 2021. Councilmember Lindner made a motion to approve the recommended changes to Section 8.3 of the Consolidated Land Use Ordinance No. 131, seconded by Councilmember Cacioppo. Voice vote taken, all voted yes, motion passes, changes approved.

CUP Request for Accessory Building on Hillary Farm Property

Following a Public Hearing, discussion, and a motion at the City of Gem Lake Planning Commission Meeting on August 3, 2021, the Planning Commission recommends approval of the CUP request for 5 Hillary Farm Lane. The request is based on a conservative interpretation of the Land Use Ordinance, suggesting the outbuilding building could technically be considered a second outbuilding due to the consolidation of lots over time. The proposed outbuilding will result a smaller footprint and less impactful use that what would have been expected prior to the combination of lots. It has been designed to match the appearance of the main house and pool house. The purpose of the building will be for storage of property maintenance and gardening equipment. The current garage is considered an attached structure. Due to terrain changes and trees the outbuilding will not create a visual impact of building density. The design conforms to the Hillary Farm HOA requirements and has received preliminary HOA approval contingent on City approval. Councilmember Lindner made a motion to approve the CUP for 5 Hillary Farm Lane, seconded by Councilmember Cacioppo. Voice vote taken, all voted yes, motion passes, CUP request is approved.

Business Cards and Email Addresses for Council Members – Update

At this time two of the five City Council Members have gotten their emails up and running. Councilmember Johnson is going to set time to get his up and running on August 18, 2021. Once all Council Members get them up and running business card will be ordered.

Gem Lake Emergency Plan

Mayor Artig-Swomley drafted up a short City Emergency Plan, which is in line with the Ramsey County Plan. Most cities in Ramsey County have adopted the county's extensive plan as their own, and written overlay documents, such as the one presented, to add supplemental information about law enforcement, fire and safety contracts and data about municipal leadership and local Emergency Operations Centers. In all cases, the county plan would supersede Gem Lake's plan when an emergency occurs that cannot be handled quickly by local police and fire resources. In 2005 we signed on to the Ramsey County's Emergency Plan. A link to the Ramsey County Plan, as well as the City's overlay plan, will be posted to our website. There is a possibility of holding a workshop on emergency management situations later in the year. Councilmember Cacioppo will be going to in person training on the continuity of operations plan review on August 25, 2021. Councilmember Lindner made a motion to accept the Gem Lake Emergency Plan, seconded by Councilmember Cacioppo. Voice vote taken, all voted yes, motion passes, Gem Lake Emergency Plan accepted.

Joint Cooperation Agreement with Ramsey County Housing and Redevelopment

Ramsey County has sent an amendment to the Joint Cooperation Agreement that the City of Gem Lake needs to sign off on, and all other cities in Ramsey County. In Gem Lake they have funded three (3) projects in the near past

- A firstHOME buyer bought a house in Gem Lake (\$15,000 in 2020)
- NewTrax Improvements (\$75,000 in 2015)
- Single Family Rehab (\$18,000 in 2009)

Councilmember Lindner made a motion to sign the amended agreement, seconded by Councilmember Cacioppo. Voice vote taken, all voted yes, motion passes, amendment approved for signature.

Community Outreach to Other Cities and Government Bodies

Mayor Artig-Swomley stated that the City is still in the process of building bridges with surrounding cities and government agencies. City Clerk has been assigned to work with the Ramsey County Election Board, Councilmember Amlee has been assigned to work with Rush Line, Councilmember Lindner has been assigned to work with the City of Vadnais Heights, Councilmember Cacioppo has been assigned to work with the Ramsey County Sheriff Department and Mayor Artig-Swomley has been assigned to work with White Bear Township and team up with Councilmember Cacioppo working with the Ramsey County Sheriff Department. Councilmember Johnson has been assigned to the City of White Bear Lake, including the Police and Fire Departments. Councilmember Linder attended a Vadnais Heights Council Meeting recently and gave a report to the Council.

Claims

Councilmember Lindner made a motion to pay the bills, seconded by Councilmember Cacioppo. Voice vote taken, all voted yes, motion passes, bills will be paid.

Monthly Financial Reports

July Financials were submitted for review. No questions from City Council.

Presentations from the public, 2 minutes maximum

Kim Anderson-Uzpen asked if we could help verify the boundaries of the public land, Mayor Artig-Swomley let her know that she emailed her on the question earlier in the day. Kim is also requesting some equipment to complete the work on the public land such as clippers and rakes which would be stored at city hall. Councilmember Linder made a motion to authorize the equipment purchases needed based on City Council approval, seconded by Councilmember Cacioppo. Voice vote taken, all voted yes, motion passes, equipment can be purchased based on City Council approval first.

Open Items for Council Members to Bring Up

Councilmember Cacioppo stated that if the DNR calls to ask about a deer population survey to say yes.

Future Council Meetings

City Council, Tuesday September 21, 2021, Workshop, Monday September 13, 2021 canceled.

Adjournment

Being there no further business, following a motion from Councilmember Lindner, seconded by Councilmember Cacioppo, the meeting adjourned at 8:54 p.m.

Respectfully submitted, Melissa Lawrence