

**City of Gem Lake
City Council Meeting – June 20, 2023
Meeting Minutes**

Mayor Gretchen Artig-Swomley called the meeting to order at 7:00 p.m. Councilmembers Jim Lindner, Len Cacioppo, Laurel Amlee and Ben Johnson were present. Also present: City Attorney Kevin Beck, Acting City Clerk Melissa Lawrence, White Bear Emergency Food Shelf Executive Director Perry Petersen, MMKR CPA Jim Eichten, and residents Paul Emeott and Brent Messing.

June 20, 2023 Agenda

A motion was introduced by Councilmember Linder to accept the agenda, seconded by Councilmember Cacioppo. Voice vote taken, all voted yes, motion passes, agenda accepted.

Minutes

A motion was introduced by Councilmember Lindner, seconded by Councilmember Cacioppo to approve the May 16, 2023, City Council Meeting Minutes. Voice vote taken, all voted yes, motion passes, agenda accepted.

A motion was introduced by Councilmember Lindner, seconded by Councilmember Amlee to accept the June 13, 2023, Planning Commission Meeting Minutes. Voice vote taken, all voted yes, motion passes, agenda accepted.

Special Presentation

2022 Audit Presentation

MMKR CPA James Eichten gave a report on the 2022 Audit that was conducted on the City of Gem Lake. Based on MMKR's audit of the City's financial statements for the year ended December 31, 2022:

- Financial Audit
 - MMKR has issued an unmodified opinion on the City's basic financial statements.
- Internal Control and Compliance - Financial Audit
 - Internal control over financial reporting Finding 2022-001 – Limited Segregation of Duties
 - No instances of noncompliance
- MN Legal Compliance
 - No Minnesota Legal Compliance findings reported

As a part of MMKR's audit of the City's financial statements for the year ended December 31, 2022, MMKR performed procedures to follow-up on the findings and recommendations that resulted from the prior year audit. The prior auditor reported the following findings that are no longer findings in the current year audit of the City:

- Minnesota Statutes require prompt payment of local government bills within a standard payment period of 35 days from the receipt of goods and services for governing boards that meet at least once a month. If such obligations are not paid within the appropriate time period, local governments must pay interest on the unpaid obligations at the rate of 1.5 percent per month or part of a month. One of twenty-five disbursements tested was not paid within the statutory time limit. This is not a finding in the current year.
- Minnesota Statutes require where a claim for money due on goods or services furnished can be itemized in the ordinary course of business, the person claiming payment, or the claimant's agent, shall prepare the claim in written items. One of twenty-eight disbursements tested did not have a claim in writing to support the payment made. This is not a finding in the current year.

Councilmember Linder introduced a motion to accept the 2022 audit, seconded by Councilmember Cacioppo. Voice vote taken, all voted yes, motion passes, 2022 audit accepted.

White Bear Area Food Shelf – Perry Petersen (Executive Director)

Executive Director Perry Petersen shared with the council how much the need for the food shelf has grown since COVID began. The White Bear Area Food Shelf has served as a critical resource for families experiencing food insecurity since 1977. Providing food and support to over 1,800 families each month, they work toward eliminating barriers that have traditionally limited access to healthy food for families living on a low or fixed income.

Consent Agenda

Resolution #2023-010 June 2023 Donation to White Bear Lake Area Food Shelf

Resolution #2023-011 June 2023 Capital Budget Request for 2024

Monthly Financial Report(s)

1st Quarter Financial Report

Claims

All items on the consent agenda were reviewed by the Council. Councilmember Lindner introduced a motion to approve all the items listed on the consent agenda as is, seconded by Councilmember Cacioppo. Voice vote taken, all voted yes, motion passes, consent agenda is approved.

Committee Reports

No one from the Commission was able to attend the City Council meeting to give a report. The Mayor shared that the Commission has been continuing to work on the Nuisance Ordinance and are hoping to have a draft to submit to the Council at the July meeting.

Old Business

Newsletter

The next copy of the Newsletter will include topics such as the audit, scholarship winner, VLAWMO information on Gem Lake, Gem Lake trail signs and cleanup day results.

Joint City Clean-Up Day Results

The joint event was successful. Twelve (12) Gem Lake residents took advantage of the event, one of which who made three (3) trips. The City plans to partner with White Bear Township again next year and will try to promote the event even more to get more participation.

Tessier Road Condition Strategy

At this time no quotes have been received for the job on Tessier Road. White Bear Township Public Works is in the process of getting these. Once the quotes have been received the City will be informed and the Council will have the opportunity to vote on which contractor the City would like to use. Quotes are being received for reconstruction with concrete curbs and with asphalt curbs.

Irrigation Request Update

White Bear Township's Executive Committee is on board with putting in an irrigation system at Heritage Hall. Acting City Clerk Melissa Lawrence is in the process of requesting a second quote for the project. Councilmember Lindner doesn't feel that an irrigation system is necessary and that it is ok for the yard to be a little crunchy.

Councilmember Cacioppo introduced a motion to present the irrigation requests to White Bear Township, seconded by Mayor Artig-Swomley. Voice vote taken 4 voted yes and 1 voted no. Councilmember Lindner is opposed to putting in an irrigation system. Based on majority the motion is approved and irrigation quotes will be presented to White Bear Township.

Website Updates

Acting City Clerk Melissa Lawrence has made some updates to the City website. Under the "Contact" tab a "Report a Concern" tab has been added and forms for residents to fill out for any concerns they may have. The website is always being updated to make it easier for those that visit it.

New Business

Public Safety Aid Grant

Senator Heather Gustafson sent an email out to all Ramsey County Cities informing them about a tax omnibus bill being passed which will grant \$300 million in public safety aid to every city, county, and Tribal nation in Minnesota. The City of Gem Lake has been granted \$23,368.00. The money may be used to provide public safety, including but not limited to community violence prevention and intervention programs, community engagement, mental health crisis responses, victim services, training programs, first responder wellness, or to pay other personnel or equipment costs.

THC Discussion – Kevin Beck

City Attorney Kevin Beck shared with the Council that a bill was recently passed giving local units of government the authority to create an interim ordinance that may regulate, restrict, or prohibit the operation of a cannabis business within the jurisdiction of a portion thereof until January 1, 2025. The Council would like to pass the interim ordinance and create a moratorium to give the Council a chance to study the concept some more. Mayor Artig-Swomley requested the Acting City Clerk to publish a public hearing notice for next month's meeting.

County Road E Corridor Update

The City of White Bear Lake applied for a grant through Ramsey County that was approved. Meetings will begin shortly to discuss the next steps.

Nuisance Ordinance Update

There are several different issues in Gem Lake currently that the City is trying to address with the help of City Code Enforcement Officer Mike Johnson. Several visits have been made to one house in particular. At this time the City is working on creating enough language to better enforce the current nuisance ordinance.

Due to the amount of complaints the City has received Councilmember Cacioppo believes it may be a good idea to change the rental license terms from a biennial license to an annual license. Councilmember Cacioppo introduced a motion to consider changing the term for all future rental licenses from 24 to 12 months, seconded by Councilmember Lindner. Voice vote taken, all voted yes, motion passes, a vote will be taken at the July Council meeting to approve the requested ordinance and licensing change.

Future Charitable Gambling Donations

White Bear Lake Emergency Food Shelf

Mayor Artig-Swomley suggested that the Council make a donation in July in the amount of \$1500.00 to the White Bear Lake Emergency Food Shelf. Mayor Artig-Swomley introduced a motion to request a donation in the amount of \$1500.00 for the White Bear Lake Emergency Food Shelf, seconded by Councilmember Lindner. Voice vote taken, all voted yes, motion passes, Acting City Clerk will request a donation to be approved at the July City Council meeting.

Community Outreach to Other Cities and Government Bodies

The Acting City Clerk is continuing to develop relationships with other members of the surrounding cities. Still working with Vadnais Heights on the Villas utility costs. Currently an issue has been raised regarding a water lake level lawsuit.

A deer management meeting will take place on Tuesday, July 25, from 9:00 a.m. – 12:00 p.m. Councilmember Lindner has volunteered to attend and Councilmember Johnson would like to attend as well if his schedule permits.

Presentations from the Public, 2 minutes maximum

Resident Brent Messing would like to encourage more enforcement on our neighbors along Scheuneman and enforce current ordinances, not just create new ones.

Open Items for Council Members to Bring Up

Councilmember Lindner brought up an issue regarding on street parking during the school year and how it affects school bus stops. Councilmember Lindner was curious if parking could be restricted near bus stops or during certain times of the day. City Attorney Kevin Beck said signage isn't necessary along Scheuneman, but it would certainly help.

Future Council Meetings

City Council, Tuesday, July 18, 2023, Workshop, Monday, July 10, 2023 is CANCELED.

Attendance Inquiry

At this time all in attendance will be at the July meeting. Councilmember Amlee will not be here for the August meeting.

Adjournment

Being there no further business, following a motion from Councilmember Lindner, seconded by Councilmember Cacioppo, the meeting adjourned at 8:50 p.m.

Respectfully submitted, Melissa Lawrence