



CITY COUNCIL MEETING

March 19, 2024 at 6:30 PM

City Hall Council Chambers – 450 Virginia Avenue, Long Lake, MN 55356

AGENDA

1. **Call to Order**

2. **Pledge of Allegiance**

3. **Mayor's Comments – Long Lake News, Meeting Review and Updates**

4. **Approve Agenda**

5. **Consent Agenda**

[A.](#) Approve Minutes of March 7, 2024 City Council Work Session

[B.](#) Approve Minutes of March 7, 2024 City Council Meeting

[C.](#) Approve Vendor Claims and Payroll

[D.](#) Approve Issuance of a 1 to 4 Day Temporary On Sale Liquor License for the Church of St. George's Festival of Music Event on Saturday, May 4, 2024

6. **Open Correspondence**

NOTE: Open Correspondence is an item on the agenda during which the public may address the City Council. **No formal action is taken by the City Council** and comments shall be limited to five minutes or less. *Open Correspondence comments may also be emailed to City staff by 12:00 noon on the date of the meeting.*

7. **Regular Business**

[A.](#) Resolution in Support of an Application to the MnDNR for an Outdoor Recreation Grant for the Holbrook Park Skate & Splash Plaza Project

[B.](#) Consider Approval of a Lease for Use of City Property With Veit & Company, Inc. for a Job Management Site

[C.](#) Consider Adoption of a Policy Regarding Mobile Food Unit(s) and Food Cart(s) on City Owned Property

D. Updates Regarding Fire Department Matters

8. **Other Business**

9. **Adjourn**

UPCOMING MEETINGS & OTHER DATES OF NOTE

Tuesday, April 2 (5:00 pm) / City Council Work Session

Tuesday, April 2 (6:30 pm) / City Council Meeting

Tuesday, April 9 (6:30 pm) / Planning Commission (May Be Cancelled)

Tuesday, April 16 (5:00 or 5:30 pm) / EDA Meeting or City Council Work Session

Tuesday, April 16 (6:30 pm) / City Council Meeting

Tuesday, April 30 / Special Primary Election Day (Hennepin County Commissioner District 6 Office)

Tuesday, May 14 / Special Election Day (Hennepin County Commissioner District 6 Office)



**MINUTES
CITY COUNCIL WORK SESSION
March 7, 2024**

CALL TO ORDER

The meeting was called to order at 5:04 pm.

Present: Mayor: Charlie Miner; Council: Jahn Dyvik, Mike Feldmann, Gina Joyce, and Deirdre Kvale

Staff Present: City Administrator: Scott Weske; and Public Works Director: Sean Diercks

Absent: None

APPROVE AGENDA

A motion was made by Joyce, seconded by Dyvik, to approve the agenda, as presented. Ayes: all.

OPEN CORRESPONDENCE

No one appeared to address the City Council during Open Correspondence.

BUSINESS ITEMS

Park Board Presentation: Discuss Outdoor Recreation Grant Application for the Conceptual Holbrook Park Skate and Splash Plaza Project

Mayor Miner welcomed Erika Leachman, Park Board Secretary; and Suzanne Caswell, Park Board Chair.

Park Board Chair Caswell shared that she felt that the Park Board had been a bit more aggressive this past year in allowing themselves to be more creative. She indicated the Board has been able to find a great grant opportunity for a 'Skate and Splash Plaza' project at Holbrook Park. She noted that Park Board Secretary Leachman was instrumental in burning the midnight oil in order to complete the grant application in time for consideration.

Park Board Secretary Leachman reported that she had begun serving on the Board about a year ago and explained that her day job involves grant writing as well as park and recreation planning. In 2023, the Park Board started tracking grant funds and cycles, reviewed City goals, and reviewed 2040 Comprehensive Plan documents. As part of this process, the Board worked to identify strong candidates for various park and trail projects and outlined some of the possible project ideas that they came up with during their discussion. The Board also is of the opinion that there may be a need for a refreshed park needs survey for the public and to find ways to increase the use of various park programs and events. She reviewed the key City goals that brought them to the potential project at Holbrook Park and outlined the current condition of the ice rink area within the park. She advised that they found there are some current issues related to the Holbrook Park ice rink including things like the current ice surface being exposed to the ground which can lead to inconsistent ice quality. She outlined the Outdoor Recreation Grant Program through the MnDNR which is designed to enhance local and community

parks. The grant matches up to 50% of the project costs and the local match can consist of a combination of cash and other elements such as in-kind labor, equipment usage, donations, and/or staff time. Applications are due by April 1, 2024 and require a resolution of support from whoever the local sponsoring agency would be. She presented specifics of the Park Board's proposal for a Skate and Splash Project which would essentially create an all-season recreation facility in the City and be the first of its kind in the area. She reviewed a diagram that laid out the project concept using an aerial view of the area; shared examples of other ice rink/splash pad combination facilities in other locations; and the general understanding of the cost/benefit considerations for this type of skate and splash facility. She highlighted a case study of Goat Hill Park in Eagan and how they were able to finance it through a public-private partnership. She pointed out some of the area organizations that have an interest in ice and a potential timeline for action on this proposed project. She concluded that the Park Board and City staff would only proceed with the grant application submittal with direction from the Council.

Mayor Miner thanked Board member Leachman for her presentation.

Council member Dyvik indicated that the Orono Youth Hockey Association has been talking to the City for a few years about finding a way to become partners and do something over at the rink. He asked if anyone from the Park Board had spoken with Orono Youth Hockey.

Board member Leachman responded that she'd thought about emailing them earlier today to see if they could come for the work session.

Council member Dyvik commented that he would like to see the City get together with them and have Board member Leachman give this presentation again because he thinks this may be great timing for what they have already been discussing. He volunteered to try to set up a time for Board member Leachman to give her presentation to the Orono Youth Hockey Association in order to hear their thoughts on a real plan rather than just standing out there brainstorming ideas.

The Council discussed the importance of being able to have open skate times, generate revenue, possible partnership organizations, and the importance of documenting any partnerships in writing so the expectations for all are clear.

Council member Kvale noted that the example used in the presentation was from Eagan and she encouraged the planning for this type of facility in Long Lake to be scaled to its population and demographics and not be the same as Eagan, which is a very different city.

Council member Joyce stated that she liked the idea of being able to use the space during the summer for a splash pad because not everyone has access to the lake.

Council members discussed the drainage system that would be necessary for a splash pad and how that could be combined with the needs for the ice rink; as well as various iterations and sizes for pleasure rinks and splash pad layouts.

Board member Leachman mentioned that one of the other grants available through the MnDNR is for local trails and one of the Board's ideas was to extend the internal park trail through the Long Lake owned property out to Willow Drive, but the problem they ran into was with City boundaries and the trail concept would require approval by Orono.

Council member Kvale asked if the City collected revenue from the use of the baseball field.

Weske confirmed that the City receives park rental fees for that use.

Council member Feldmann voiced that he likes the idea that the project would enhance the current use. He added that he does like the concept of having some revenue opportunities, but also stressed the importance of making sure that open skate access is maintained. He commented that he would like to see more about the finances and estimates of costs associated with this concept.

Public Works Director Diercks noted that there would not be detailed financial information available until the City decides what they actually want to do.

Council member Kvale reiterated that the examples shared in the presentation were from larger cities that had resources to staff the facilities. She asked if the City could have a splash pad that would be unstaffed. She expressed concern about the potential for a possible large cost for this type of facility in a smaller city such as Long Lake as well as the number of people who would actually use it.

Council member Joyce mentioned that another idea would be that if they held special events, like a movie night, they could encourage a \$5.00 donation towards the cost of it.

Board member Leachman observed that it looks like oftentimes, things like open skate are conducted unsupervised and they could have signage at the park to make it clear that users are skating at their own risk. She shared examples from other cities that had facilities on automatic timers with the times skating is allowed clearly outlined. At closing time, the lights would automatically turn off and the warming house door would be locked.

Council member Kvale stated that the City had never done that before and believes that it was not open if they did not have an attendant.

The Council discussed the difficulty the City has had in staffing the warming house in the past.

Board member Leachman noted that an advantage of being able to have a consistent schedule with this type of proposed facility is that they would also be able to guarantee work hours for employees because it wouldn't be dependent on weather conditions.

Council member Dyvik mentioned that once word gets out that the City has a rink that is refrigerated and maintained, he believes people will come to it.

Weske gave the example of the dog parks in the City and in Orono and noted that Long Lake's is free, but people are willing to pay money to go to Orono's because it is a nicer park. He believes this shows that people would be willing to pay for a nicer facility.

Mayor Miner noted that he thinks the next step would be to present this information to the Orono Youth Hockey and gauge their interest in partnering with the City.

Council member Dyvik noted that he can give them a call tomorrow and try to get things set up.

Council member Joyce reminded the Council that the grant application was due on April 1, 2024 and the next City Council meeting was March 19, 2024.

Council member Dyvik asked if the City needed to have a defined plan in order to apply for the grant.

Board member Leachman explained that the City would need to have an educated guess on what they were asking for and gave examples of what information she should be able to pull together for discussion at the next Council meeting.

Weske asked if the City would phase this project if that meant each phase would require a different grant application and be able to continue to reapply for those funds.

Board member Leachman confirmed that they could reapply with each phase; however, with phasing a project there could be some inefficiency in cost because they would be breaking it into smaller pieces. It would be more efficient to do it as one large project, but to City Administrator Weske's point, that requires a larger 'bite' up front. She stated that they could start with finding some 'low hanging fruit' initially in order to get something working and then they could go back and put all the bells and whistles in for the next phase.

Council member Kvale indicated that her opinion would be for it to be done in phases because she wasn't sure the City had enough funds.

Council member Dyvik noted that he believed the City would be able to combine efforts in order to fund the project through partnerships, fundraising or finding sponsors.

Council member Kvale noted that with so many unknown expenses, going all in would be of concern.

Diercks recalled that the majority of the City's funding for the improvements would be coming from the grant.

Council member Kvale responded that her understanding was that the City was supposed to match those funds.

Council member Joyce reminded the Council that matching funds do not have to just be cash and can be equipment, staff time, and funds from partners or fundraising.

Council member Kvale asked if Board member Leachman had a bid proposal for how much this would actually cost.

Board member Leachman reviewed the ballpark figure and noted that it was based upon the basic information she was able to obtain because there had not yet been design or specifications put together.

Council member Joyce noted that she thought there may be an opportunity to speak with a local business about a partnership as well because, for example, if they were to be the official skate rental, they may be interested. She gave the example of a shop located in downtown Grand Marais that just started renting skates and their business has been growing like gangbusters.

Weske shared other examples of ways the City can work with Orono Youth Hockey by agreeing to keep the pricing decent if they agree to staff the rink.

Board member Leachman suggested that the Council liken this to Little League where many times they are the ones that operate the concessions stands.

Council member Kvale reiterated that the City has had trouble staffing the warming house in the past.

Council member Dyvik observed that there would be a lot of details to be worked out. He asked if Board member Leachman may be available to present this information to the Orono Youth Hockey Association sometime next week.

Board member Leachman replied that she would love to present this information to them sometime in the near future.

Council member Dyvik indicated that he would expect there will be a lot of interest on their part in supporting this.

Board member Leachman noted that the grant requires that they state what their objectives are, but they do not need to have it all designed before submitting. The application could state that their objective is to accommodate pleasure skating as well as hockey league play, and it is not necessary to have all the details solved at this point in the planning process. She repeated that the City's in-kind matching can consist of the efforts by Public Works Director Diercks and his team, and every staff hour and piece of equipment that is used can be documented as part of the grant recording. She gave a brief overview of what had been included in the draft resolution language and mentioned that much of it is stock language from the grant and in compliance with state statute.

Council member Joyce suggested that this item be placed on the next Council agenda, and in the meantime, Board member Leachman and Council member Dyvik along with City staff can meet with the Orono Youth Hockey Association and see what their interest may be.

Mayor Miner agreed that would be a good approach, and may also offer a bit more time to flush out the financial information further.

Board member Leachman asked the Council to consider whether there may be other potential partners that the City should meet with, for example, the Orono High School, coaches, or the Chamber of Commerce.

Council member Joyce thanked Board member Leachman, Board member Caswell, and the Park Board for all the time they have put into this effort. She also expressed gratitude to Public Works Director Diercks for being their sounding board on many of the Park Board's brainstorming ideas.

OTHER BUSINESS

No other business was discussed.

ADJOURN

Hearing no objection, Mayor Miner adjourned the meeting by general consent at 6:26 pm.

Respectfully submitted,

Scott Weske
City Administrator



**MINUTES
CITY COUNCIL MEETING
March 7, 2024**

CALL TO ORDER

The meeting was called to order at 6:30pm.

Present: Mayor: Charlie Miner; Council: Jahn Dyvik, Mike Feldmann, Gina Joyce, and Deirdre Kvale

Staff Present: City Administrator: Scott Weske; City Attorney Thames; Public Works Director Diercks; Fire Chief Heiland

Absent: None

PLEDGE OF ALLEGIANCE

MAYOR’S COMMENTS – LONG LAKE NEWS, MEETING REVIEW AND UPDATES

Mayor Miner offered the following comments and updates:

Mayor Miner reported that the City Council met in a work session prior to the regular meeting at which a few members of the Park Board gave a presentation on an idea related to an Outdoor Recreation Grant application for a possible Holbrook Park Skate and Splash Pad project. The City Council will be discussing it further at their next meeting.

He noted that the Council’s meeting was being held on a Thursday because their usual meeting date was the same date as the Presidential Primary Election. He expressed his appreciation to City Clerk Moeller and the Election Judges for their efforts.

APPROVE AGENDA

A motion was made by Feldmann, seconded by Joyce, to approve the agenda as presented. Ayes: all.

CONSENT AGENDA

The Consent Agenda consisted of the following:

- A. Approve Minutes of February 20, 2024 City Council Work Session Meeting
- B. Approve Minutes of February 20, 2024 City Council Meeting
- C. Approve Vendor Claims and Payroll
- D. Accept the Resignation of Firefighter Justin Hinker from the Long Lake Fire Department
- E. Review and Consider Approval of the Construction Cooperative Agreement with Hennepin County for the County State Aid Highway (CSAH) 112 Project – Phase 3

Council member Kvale referred to Consent Agenda Item E and received clarification from Public Works Director Diercks and City Administrator Weske on a number of items pertaining to the Construction

Cooperative Agreement with the County, including the City's portion of the project cost, whether it had been reviewed by all parties, and whether the project cost had been budgeted.

Council and staff discussed details of the CSAH 112 Phase 3 project plans.

Council member Joyce referenced Consent Agenda Item D and asked if her recollection was correct that Justin Hinker was one of the firefighters who had testified that he would remain on both departments.

Fire Chief Heiland confirmed that was correct.

Council member Joyce noted that Mr. Hinker's resignation letter mentions several things including 'recent comments by Long Lake City Council members' being one of his reasons for leaving, and commented that she has no idea what that may be referencing.

Heiland responded that he was also unsure what Mr. Hinker was referencing. Mr. Hinker had originally stated that he would stay on the Long Lake Fire Department until July 1, 2024, but not beyond that date.

Council member Joyce indicated that although he may have said that, his resignation letter stated it would be effective February 16, 2024.

Mayor Miner also recalled that this was definitely a change from what Mr. Hinker had testified to, and agreed that he too had no idea about Mr. Hinker's reference to comments made by the Long Lake City Council either. He mentioned that it may have been something Mr. Hinker had 'heard' through a second or third hand source that may have been out of proportion to actual statements.

Heiland reiterated that he did not know the specifics behind that statement in Mr. Hinker's resignation letter.

Council member Joyce doubted that anyone on the Council had made the kind of comments Mr. Hinker referenced in his letter.

*A motion was made by Dyvik, seconded by Feldmann, to approve the Consent Agenda as presented.
Ayes: all.*

OPEN CORRESPONDENCE

No one was in attendance to address the City Council during Open Correspondence.

BUSINESS ITEMS

Long Lake Fire Department Annual Report – 2023 Year-End Review

Heiland presented the Fire Department's annual report for 2023. He outlined their mission and value statements; highlighted changes to the officer structure and leadership team; reviewed the updated organization chart for the Department; reviewed membership numbers, discussed firefighter certifications, and provided an update on the status of new firefighters; gave an overview of the facilities and equipment for Station 1 and Station 2; and shared call activity numbers broken down by category, pointing out noteworthy increases in call activity for 2023 versus the previous year; and responded to Council member questions regarding mutual aid calls.

He reviewed the responders per incident data, call hours per city, calls per month, and calls by day of the week for 2023 while answering Council member questions. He reminded the Council of the two

firefighters who had retired in 2023, Paul Kubista and Shane Gardner. He added that in 2023, Ben Carlson, Amanda Straka, Paul Morse, AJ Rewerts, and Veronica Vasina completed all their classes and came off of probationary status. Highland presented duty crew shift data from August through December and compared the shifts available versus those that were filled.

Dyvik questioned how many shifts were made available for Station 1 versus Station 2.

Heiland explained that there were two shifts available at each station in the morning, and two shifts available in the afternoon. He provided clarification on calculations utilized to tighten up the schedule.

Dyvik noted that he thinks one of the things learned as part of the pilot program was that Chief Heiland may not be as available as he thought he would be for duty crew duties.

Heiland review in service to on-scene times for duty crews and recalled that their goal is to get out the door in under two minutes. By and large they are doing great at getting the trucks out the doors. He outlined training goals the Department has for backseat crew training, training at Station 2 at least one time per month, pumps and driving standards review, front right seat roles and responsibilities, producing in-house training videos, situational readiness response, career development roadmap, transition/continuity planning, duty officer program, and an outline of the duty crew program. He commended the top responders from Station 1 - Mike Johnsrud, Tom Aldrich, Paul Morse, Zach Berbig, and Cody Farley; and for Station 2 - AJ Rewerts, Chris Adams, Adam Hayden, Shane Gardner, and Ryan Gonsior. He reported that Tom Aldrich has reached 34 years of service as a firefighter, DJ Goman reached 22 years, Scott Spinks has served 10 years, JB Seals reached five years, and he had personally also reached 32 years of experience in 2023. He reminded the Council that on March 27, 2024 he will have been with the City for one year.

He reported the Fire Department's annual Department's Pancake Breakfast will be held on April 14, 2024, the Red Hot 5K Run is scheduled for July 29, 2024, the Fire Prevention Open House will be October 7, 2024, and the Slow Burn Brigade's Toy and Food Drive will take place on December 2, 2024.

Council member Dyvik referenced the slide for emergency call activity and observed that if you look at Long Lake, Medina, and Orono which are under the current contract, for those calls, Orono is at 77%. He noted that if you talk about the three cities and the formula that is being applied, that is where Orono has 77%. He referenced the slide that depicted firefighter years of service and pointed out the number of individuals that have zero to five years. Word continues to be that getting new volunteers is difficult and that the volunteer model is no longer working. He asked if this data suggested a different picture or if Long Lake was just different than the national average because they have a lot of new firefighters.

Heiland observed that the fact the Department had five individuals come off probation last year and have five more in process is great news for the City, but noted that while he is a bit surprised that there are that many, he is very pleased.

Dyvik stated that he was also pleased and noted that the biggest part depicted on the pie chart are firefighters who have 0-5 years of service.

Mayor Miner agreed that those numbers appeared promising, and one of the biggest questions was whether they would be able to be retained.

Council member Dyvik recalled that there had been talk that with the duty crews the Department wouldn't be continuing to have 'all calls', and asked if there was a plan to limit those types of calls moving forward, for example, to respond to a lift assist.

Heiland stated that when they are revisiting the duty crew program, they plan to try to identify two or three specific kinds of calls that they can adjust.

Council member Dyvik observed that if the Department could drop the number of firefighters responding to every call, then he would wonder if there could be an additional duty crew slot.

Heiland confirmed that could be possible. Another thing that needs to be determined is that as July 1, 2024 approaches they will need to revisit the paging structure.

Council and staff continued to discuss the paging structure as transition occurs, and in relationship to duty crews and the number of different paging tones that are available.

Council member Feldman referenced the slide that was labeled Emergency Call Breakdown, noted the 2023 emergency calls for rescue and emergency medical services were at 181, and asked if this number correlated with population or increased assisted living facilities.

Heiland responded that since he wasn't with the City in 2022, it was a bit hard for him to say why this number had increased, but he mentioned that this type of increase in medicals has been a trend everywhere.

Council member Feldmann had heard questions from residents about what the duty officer does and his understanding is that they are full med bag and are often the first one on site. He added that was often the case within the data he had reviewed. He noted that the duty officer could not throw water on a fire, but practically speaking, that person was getting to work on scene right away.

Heiland replied that Council member Feldmann was correct, and that person would also be responding right from their driveway.

Council member Feldmann mentioned that from the data he had reviewed, response times looked on average to be very fast, and with the medical calls component growing he felt like the effective delivery of the safety service is becoming more efficient as that is becoming more of a dominant factor.

Council member Kvale asked how the Fire Department coordinates medical calls, for example, with North Memorial, and noted that she assumed that sometimes they may be the first on the scene.

Heiland explained that it can be unpredictable. Sometimes they roll up and the ambulance is already there, while other times they arrive shortly after the Department.

Mayor Miner commented that Chief Heiland hadn't really covered the budget numbers in his presentation, but his understanding was that the Department pretty much stayed on budget in 2023. He reflected that was even more impressive because of the increase in calls from the previous year.

Heiland stated that he was pleased because they'd had to do a lot of work to get the trucks up to speed with things like replacing radios. He added that they were also able to get a lot of work done on the building and he is hopeful that they can match their budget success next year.

Mayor Miner asked if there were any updates on the truck and stated that he believed Excelsior was still waiting for their new engine.

Heiland replied that Excelsior had started building their new engine, which is a positive, and have informed him that the City should be able to take possession of their old engine in September.

Mayor Miner asked when they can expect to see Utility/Rescue 11.

Heiland believed the vehicle may come in the spring. The Department will be getting the dock out on Lake Minnetonka in the next week or so and will get the big boat out there. The Department's smaller boat is ready to go for the smaller sized lakes in the service area. They have also already gone through their grass fire equipment and have it ready to go.

Mayor Miner asked if Chief Heiland had given this same presentation to the Medina City Council.

Heiland confirmed that was correct, advised that he planned to visit Orono next week, and that he will present to Minnetonka Beach in April.

Council member Dyvik commented on the importance of stressing the point that the Department stayed on budget even with the 25% increase in calls.

Heiland expressed his appreciation to the Council for approving covering half of the combi tool because that made a huge difference to the guys in the Department. The Department is very thankful to the City for having their back, supporting them, and getting this tool provided a huge boost in morale.

Mayor Miner thanked Chief Heiland and the Department for their service. He noted that he feels Chief Heiland has done a really good job of building up morale in the Department as well as building up relationships with surrounding Fire Departments and Chiefs.

Council member Kvale noted that she had seen pictures that showed Chief Heiland had paid his respects to the fallen firefighter and Police officers in Burnsville. She asked if both Command vehicles had gone to show their support.

Heiland confirmed that Command 1 and Command 2 had been present, and they had also met up with Wayzata who had their Command vehicle, and they went down to travel together for the parade. He noted that it was a two hour and 45-minute service which was really well done and well attended.

Council member Kvale thanked Chief Heiland for representing the City in paying their respects to the fallen individuals.

Council member Joyce expressed her appreciation to Chief Heiland for a great year for the Department. She observed that there had been a lot thrown their way and she felt that the information he presented tonight spoke volumes because they are within the budget, everybody seems to be doing well, and the City is lucky to have this group of firefighters.

Heiland assured the Council that the Department would continue to give 100% in their efforts.

Updates Regarding Fire Department Matters

Mayor Miner indicated that the City used to participate regularly in future fire services planning meetings but those have been put on hold for the time being. He reported that Representative Andrew Myers is co-sponsoring and co-authoring legislation for creating a legislative task force on potential consolidation of Fire Departments, while Senator Kelly Morrison had co-authored similar legislation on the Senate side. Even though Representative Myers and Senator Morrison are from different political parties, they have joined together to sponsor legislation regarding this matter. The next Fire Advisory Board meeting will be held on March 12, 2024.

Council member Dyvik suggested that the Council discuss the request from Orono.

Mayor Miner reported that the City had received an email from Orono Council member Veach, and he and Council member Dyvik had met with her individually on March 3, 2024. The email she'd sent had been forwarded to the Council. Essentially she had put forth a request that staff sit down and meet to talk about potential options regarding Station 2 and service provided from that station. He reminded the Council that Orono has submitted a change of their fire service coverage area that will be effective July 1, 2024, and Orono Council member Veach was looking for ways that the two departments can continue to work together in some shape or form regarding serving the Station 2 area after that time.

Council member Kvale asked if it was proposed to be cooperative service or more the issue of access to the building.

Mayor Miner replied that he believed it was a combination of the two. She had not said so, but he believed part of her consideration may be that they have nine paid on-call firefighters that would serve their city from 4:00 pm to 6:00 am Monday through Friday and then weekends. Chief Heiland's presentation included numbers showing that about one-third of the firefighters show up at calls, so the request may relate to that and to Orono foreseeing challenges with being able to respond to calls in their city based on those numbers. He felt it would be a good idea for staff to sit down and talk about this. Chief Heiland had shared with him that there were a number of things that he felt need to be worked out between now and July 1, 2024. He explained that he felt that things were getting to the point where they needed to have some serious discussions.

Council member Kvale asked if this request from Orono was a specific ask to provide services under a contract.

Mayor Miner stated that he wouldn't say it was that specific.

Council member Dyvik stated that his understanding from his conversation with Orono Council member Veach was to sort of look at opportunities for shared use of Station 2 so both cities could operate. He stated that he believes she was asking for city staff, including both City Administrators and Chiefs, to meet and kind of talk things through.

Council member Joyce questioned whether these things of discussion topics should be something that happened in mediation.

Mayor Miner stated that he had mentioned that to Orono Councilmember Veach.

Council member Kvale stated that these requests seem like short-term solutions.

Council member Joyce stated that they also seem like they only benefit one side of the situation.

Council member Kvale questioned why they would parse it out and not talk about everything. She stated that they are currently challenging the City on attorney's fees, which is a short term ask for the City and she gets the feeling from Orono that they only want to discuss 'their' challenges and not Long Lake's challenges. She suggested that they put everything on the table and find a resolution to everything.

Council member Joyce stated that she agreed and explained that it feels like Orono wants to negotiate on an issue that they have created themselves.

Council member Dyvik agreed and stated that he had brought this up with Orono Council member Veach and got the impression that she wanted to take things bit by bit and show that they can work together on a smaller scale which may lead to something larger. He explained that he had communicated with her that he was skeptical that would be successful, but agreed that he didn't think talking would hurt. He clarified that he had not told her that he would direct staff to have these conversations, but would be okay with it. He reiterated that he believes she was asking if there may be a way for the two departments to have some type of shared use of Station 2.

Council member Kvale asked if that meant that two fire departments were operating under one station.

Council member Dyvik stated that was correct and had told Orono Councilmember Veach that sounded strange to him.

Council member Joyce stated that she also did not think it seemed very safe.

Council member Dyvik stated that this idea probably would not work, but there may be something else may come of having the conversation. He clarified that he did not want to say that they absolutely could not get together and talk.

Mayor Miner stated that he feels that operationally they need to have staff continue to have conversations with them, but would not say that it should be any kind of negotiation.

Council member Dyvik noted that anything that would be discussed at these meetings would have to come back before the Council.

Council member Joyce confirmed that meant that nothing could or would be committed to during those discussions.

Mayor Miner stated that in talking to City Administrator Weske recently he felt it would make sense to start with him and the Orono City Administrator having a conversation before getting the two Fire Chiefs involved.

Council member Kvale asked if anyone had spoken with the attorney and if this was something that he would recommend be done. She stated that to her it almost seems like it would be unsupervised mediation.

Council member Dyvik stated that he did not feel it would be a mediation.

Council member Kvale disagreed and noted that the point of the meetings would be to try to come to terms and solve issues.

Council member Dyvik noted that the point would not be to try to solve the whole big picture issues.

Council member Kvale reiterated that she would suggest that they do talk about the whole big picture.

Council member Dyvik stated that he had brought up that idea, but Orono Councilmember Veach was focused on just keeping it smaller.

Council member Joyce and Council member Kvale stated that Orono Councilmember Veach was just keeping in focused on what Orono wanted.

Council member Kvale reiterated that she felt it should all be brought in.

Council member Dyvik reiterated what he felt Orono Council member Veach's goal and focus would be for the meetings.

Council member Kvale asked what benefit the City of Long Lake would get from these meetings. She stated that it appears as though the City would be expected to make a concession.

Council member Joyce stated that she finds the whole topic to be a bit infuriating.

Council member Kvale stated that she felt that Long Lake should be able to also talk about what they want rather than only what Orono wants.

Council member Dyvik cautioned that he felt it would be a mistake for the City to say, no, they are not going to approve staff and the chiefs sitting down together to have a discussion because he doesn't think that would be a good look.

Council member Joyce stated that she is fine with having discussion, but she feels it should be part of mediation. She stated that she also wanted to make sure that the City was not making poor use of Chief Heiland's time.

Council member Dyvik noted that Orono Councilmember Veach had put a two-week deadline for the discussion to see if something may come of it.

Council member Joyce asked if there was a reason for the two weeks.

Mayor Miner had shared with Orono Council member Veach that he felt that was an unrealistic timeline. He stated that she had also wanted him to pass along the message that if anybody wanted to meet with her in person she was more than willing to do so.

Council member Kvale noted that the two cities were involved in litigation and repeated her question about what the City's attorney says about meeting, making concessions, or making statements in this type of meeting.

Council member Dyvik stated that he didn't think anything that would be discussed in those conversations would be a decision until it came back to the Council.

Council member Kvale stated that she was referring to statements or interests and if things are said that then end up used as testimony that, 'you said this', for example.

Council member Dyvik stated that he believes the judge thought there was some discussion happening and had encouraged that. He reiterated that he felt it would be a mistake for Long Lake to say that they were not willing to talk.

Mayor Miner stated that he thinks this is more operational and shared that he was concerned about what is on the horizon and noted that sometimes it seems like Long Lake is more worried about how this may impact the Orono residents that they currently serve than the Orono city council is. He explained that he wanted to make sure that Long Lake was not put into any kind of liability situation with the switchover that will occur and just make sure that they are a 'voice in the room'. He stated that he wasn't sure if Orono would reach out to the County about a CAD zone or if Long Lake was also involved in the decision/authorization. He stated that he wanted to make sure that Long Lake was part of those kinds of conversations and that they are not happening behind their backs.

Council member Joyce stated that if Orono wanted to 'undo' their decision, that was already an option.

Mayor Miner agreed and would like City Administrator Weske to bring that up in the conversations but noted that he believes he knows how that would be received by Orono.

Council member Joyce stated that putting egos aside, this is a public safety issue. If they do not have the staff and the facilities to do what they thought they could, then they can just come back under the contract.

Council member Feldmann commented that he thinks their numbers are concerning. If they have nine people and if statistically one-third of them show up, he voiced concern that potentially somebody could get hurt because there will be times they will not be able to roll the apparatus. He stated that this, to him, is a scary scenario and he would definitely want Orono to know that he feels it may be on the table to keep the department intact, as is.

Council member Dyvik stated that he had told Orono Council member Veach that was what should happen because he didn't think they would have a building by July 1, 2024.

Council member Joyce stated that in their testimony they said it wouldn't happen until August.

Council member Dyvik reiterated that he feels the motivation for Orono is to see if there was some way to share Station 2, which in his opinion, is not a solution, but noted that it may be possible to have discussions and end up with something positive.

Council member Feldmann stated that what they are proposing does not make any sense and noted that Long Lake's average response quantity is greater than the entirety of their paid on-call staff. He noted that there would be no symmetry in that relationship. He clarified that he was open to having conversations and communicating, but is skeptical.

Council member Dyvik agreed that he was also skeptical and had shared with Orono Councilmember Veach that he had little confidence that anything good would come out of this, but was not opposed to having staff getting together and talking.

Council member Kvale shared an example of the scenario with a shared facility and a call comes it and asked how they would respond, who would be the command officer. She stated that there should not be two different fire departments running the same calls with different management within the same building.

Council member Dyvik noted that it may be a short conversation.

Council member Feldmann stated that he would agree that the two sides should be communicating.

Council member Kvale repeated that she felt that everything should be on the table.

Council member Joyce stated that should be done with mediation.

Council member Dyvik explained that he saw this conversation as more about operations.

Mayor Miner noted that Judge Miller had not yet ruled on this which could also have an effect on this situation.

Council member Dyvik stated that there had been a suggestion made that once the shovel goes into the ground that Long Lake would lose some leverage and his response was that, in his opinion, he did not feel that the shovel was going to go into the ground.

Council member Joyce asked if that comment had been intended as a threat from Orono.

Council member Dyvik stated that he did not think it was a threat.

Weske explained that he had thrown the idea of the discussions just beginning with him and the Orono City Administrator because he can see things going sideways and getting muddy fairly quickly if the Chiefs were also in the room. He stated that he wants to understand the situation of the expectations before he takes time from Chief Heiland.

Council member Dyvik stated that he believes that is probably a good approach but there will eventually need to be discussions between the two Chiefs about things like when the CAD zones are pulled.

Council member Joyce stated that she would stress and reiterate to Orono that there is an option to come back into the contract because safety is more important than whatever this is.

Mayor Miner asked if Chief Heiland has gotten any information from the County on how long it would take them to reprogram the CAD zones.

Heiland stated that the main thing about changing the CAD zones is they have to have a specific date so they cannot say July 1, 2024 and then, 'oh wait, we actually want it to be September 1, 2024.'

Council member Dyvik asked what would happen if they pull out those CAD zones for July 1, 2024 and now Orono is not ready to serve.

Heiland stated that he does not know if Orono would even have a fire department ID# at that time.

Council member Joyce stated that was a good point because they were not even technically a fire department.

Heiland stated that getting that ID# is square one before the CAD zones can be changed. He stated that the State does not recognize them as a department and noted that Orono said, in court, that they would have this ID# by July 1, 2024.

Council member Kvale noted that they are talking and negotiating, but much of this is on Orono's end and whether they will actually be ready to go in changing the CAD zones. She stated that she felt it was sort of on them to figure this out and articulate to everyone when they will actually be fully ready to go.

Council member Joyce noted that she did not think they would admit that they weren't ready until the last minute.

Council member Dyvik explained that another thing that came up in his discussion was the idea of doing joint training with Long Lake and Orono.

Heiland responded that he did not see that happening.

Council member Joyce stated that she did not feel that Orono wanted to be a partner with Long Lake unless it benefits Orono. She noted that recently a topic had come up and the statement was made by Orono that they couldn't talk to Long Lake because they were under litigation which is why she questions why it is okay for Orono Councilmember Veach to talk to Long Lake in this situation.

Council member Feldmann stated that it is very frustrating and noted that he still has outstanding e-mails where it says that Orono Councilmember Veach was not granted permission to talk to him about questions he has had since last July. He stated that both Orono Fire Chief Van Eyll and Orono Councilmember Veach will not talk to him and stated that it appears that they are selectively talking which he finds very frustrating and shows an asymmetric relationship.

Council member Kvale explained that was why she had suggested putting everything on the table and not just the hand selected ones.

Heiland stated that was why he agreed with Council member Joyce from a public safety standpoint and the CAD zones because the Department will respond to that area no matter what until they hear otherwise. He stated that he feels that Orono keeps referring to this as a 'transfer' and Long Lake looks at it as a 'takeover'.

Mayor Miner agreed which is why it is hard to have a mindset of training together when there is a feeling of betrayal.

Council member Joyce stated that the majority of Orono's Fire Department consists of Long Lake firefighters.

Weske noted that means that they are actually already training with the City.

Mayor Miner agreed and noted that he felt that they were trying to get away from having their firefighters attend training two nights per week. He stated that is how it is when you work for two

different departments and noted that they would also need to meet each departments percentage of calls which may put the firefighters in a difficult position.

Council member Joyce stated that the firefighters had all testified that it would be no problem.

Heiland stated that the firefighters would not be giving 100% of their time to one organization and would be splitting it.

Council member Feldmann agreed and explained that even though the number is the same, they will have two sets of constraints that they will have to satisfy which makes it much more difficult.

Council member Kvale noted that there were firefighters who were on both Orono and Long Lake's Fire Departments, Orono could make the decision that the training they received in Long Lake counted and satisfied the requirements for Orono.

Mayor Miner noted that he believes that may be Orono Chief Van Eyll's plan.

Council member Feldmann stated that would mean that fundamentally, Orono would not be training their own people.

Council member Dyvik asked if there were specific training requirement and if it could be from another department.

Heiland stated that there were definitely were requirements and explained that for people he knows that serve on two different departments, such as Minnetonka and Long Lake, and the requirement is that they have to attend 50% of the trainings for each department. He noted that there are times where EMT trainings at other stations that certification can be used at another stations. He stressed that each department has a specific amount of training requirements that need to be met. He stated that saying that they training with a different department would not necessarily translate. He explained that part of training is also building a team and working together and having guys go off to a different department for training does not build a team.

Council member Kvale asked if Orono has firefighters that are not members of the Long Lake Fire Department.

Weske stated that he did not believe they had any paid on-call that were not members of the Long Lake Fire Department. He noted that he believes he has gotten enough information and feedback from the Council to have a conversation with the Orono City Administrator.

Council member Joyce reiterated that she really hopes that Orono considers coming back under the contract if it doesn't look like it will work out a they had planned.

Council member Feldmann stated that he agreed and his concern is about the actual ability to perform as of July 1, 2024 and to remember that there are real people on the receiving end of these services and this was not a game.

Heiland agreed and stated that public safety should come first.

Discuss and Consider Adoption of a Resolution Related to Fire Station 2 Use

Weske indicated that the staff report outlines the history and timelines with regard to Station 2 concerns over the last year or so and explained that this agenda item was intended to memorialize the City's position that they do not agree or consent to Orono's proposed construction next to Station 2. He gave a brief overview of the history and timeline outlined in the staff report.

Council member Feldmann asked about the 'accessory structure' and observed that his understanding from the court hearing was that a secondary building on a lot is secondary to the principal use on the lot, but somehow Orono was saying that it was an accessory structure to a building that was many miles away.

Weske recalled it had come out during the hearing that the proposed structure was supposed to be an accessory use to their Public Works building. The City did receive a letter from Orono's attorney saying that they have applicable agreement where it would be administratively approved.

Council member Joyce asked if that meant it would be administratively approved despite their City Code.

Mayor Miner clarified that he felt they were saying that it wasn't in violation of any applicable agreement or their code, and Long Lake's attorney stated that he takes strong issue with that and it is obviously a violation of the contract. He noted that it was also incongruent with their own city ordinances according to the interpretation of Long Lake's attorney. Not every hinderance or issue was listed in the draft Resolution, but it had been prepared in consultation with the City's legal team to address the more serious issues. The City had not been officially asked to give their approval to Orono's plans, but he felt it was important for the Council to adopt this Resolution prior to their Council meeting. He reported that at their last meeting, Orono had originally had an item on their Council agenda regarding construction of an accessory garage structure right next to Station 2, which was pulled the Friday afternoon prior to their meeting. He reiterated that because it is slated to be on the agenda at their next meeting, it is important to make the City's opinion known and that as Judge Miller has ruled, the contract gives the City authority over that property. Recognizing that the City did not approve of their current plans and they would be violating the contract if they proceeded without Long Lake's consent, the action would also violate Judge Miller's very clear orders.

Council member Kvale voiced that she had read through the proposed Resolution and liked it. She thanked Mayor Miner for taking this on and working to prepare it.

Mayor Miner shared that one development from earlier today is that Long Lake's objection appears to have had an effect and Orono may be backing down on their plans to construct at Station 2. Legal counsel had advised they had heard there was a call with the Judge today, and Orono's attorney had indicated that they have another plan in place for constructing a temporary facility on some other property. Even if that is accurate, he still believed it was still important for the City to adopt this Resolution.

Council member Kvale asked if this latest information also changed the recent request by Orono Council member Veach regarding Station 2 and if that meant it was also off the table.

Council member Dyvik did not think it meant it was off the table because he believes her hope was still for some type of shared use of the existing Station 2 property.

A motion was made by Kvale, seconded by Miner, to adopt Resolution No. 2024-12 expressing the City of Long Lake’s position that it does not agree or consent to the proposed construction of a Orono Fire Structure at Station 2 located at 3770 Shoreline Drive, and direct the City Administrator or his designee to email a signed copy of said Resolution to Orono’s City Administrator and City Attorney with a request that it be provided to all Orono City Council members prior to their March 11, 2024 meeting. Ayes: all.

OTHER BUSINESS

Highway 12 Safety – Council member Feldmann had attended the Highway 12 Safety Coalition meeting. He outlined some of the demonstration products that were brought forward and suggested that the City may want to look at ways certain items may be able to be used in the City. There was also discussion about a car fire that had occurred on Highway 12 and the need for a four-point turn. He asked if Chief Heiland knew more about that situation but explained that MnDOT is aware of the issue that they ran into. Heiland had spoken with MnDOT about the concern before and thought they were pretty receptive to his feedback on what could be done to fix that situation.

Food Truck Inquiry, BP Lot Ideas – Council member Dyvik stated that he knows a Chick-Fil-a franchise owner who is interested in parking a food truck in the City. Weske replied that City Clerk Moeller and City Planner Rybak were looking to find a way to permit this use. Council member Dyvik believed the food truck’s proposal would be to park at the old BP lot on Monday and Tuesday evenings and see how it went. Mayor Miner added that the Long Lake Garden Club has been very energetic and has lots of ideas for the BP parcel. Weske had communicated with the Garden Club that the Council would like to see their plans and added that he believed at least one of their plan iterations had a space set aside for food trucks. Mayor Miner noted that there is an EDA meeting scheduled for March 19, 2024 and suggested that this may be something they discuss at that meeting.

State of the City Address – Mayor Miner encouraged people to take time to watch the current ‘State of the City’ address that was recently published.

Park Board Grant Work - Council member Joyce acknowledged what a great job the Park Board has done in looking for possible grants and observed that Park Commissioner Leachman has put a ton of time into those efforts. Council member Dyvik suggested that the City may want to find other grant opportunities to potentially utilize Park Board member Leachman’s background and experience.

Meeting Schedule Reminders, Upcoming Closed Session - Mayor Miner reminded the Council that there would be EDA and City Council meetings on March 19, 2024. Council member Joyce added that there was also the potential for a closed session meeting on March 20, 2024. Mayor Miner confirmed Council member Joyce was correct, assuming the City receives information regarding the outcome of City of Long Lake v. City of Orono by that date. Council member Kvale asked if today’s hearing with the Judge had been a regularly scheduled hearing or if it was something that had come up unannounced. Mayor Miner clarified that it had come up having been previously unscheduled. His understanding was that it had come up at the request of Orono because they were wondering about the ETA on the Judge’s ruling, and Long Lake’s legal counsel was part of that conversation. Council member Dyvik asked if they had gotten information on the ETA of the ruling. Mayor Miner replied that they had not, but Orono requested to submit documentation by next Wednesday regarding the Resolution he believes they are planning to adopt at their next meeting.

ADJOURN

Hearing no objection, Mayor Miner adjourned the meeting by general consent at 8:25 pm.

Respectfully submitted,

Scott Weske
City Administrator



CITY OF
LONG LAKE

City Council Agenda Report

City of Long Lake

450 Virginia Avenue, PO Box 606
Long Lake, MN 55356

MEETING DATE / March 19, 2024

SUBJECT: Approve Vendor Claims and Payroll

Prepared By: Amanda Nowezki, Finance Director

Report Date: 3/13/2024

Recommended City Council Action

Staff recommends the following:

Motion to approve vendor claims paid in the amount of \$173,347.79 and electronic vendor payments in the amount of \$2,729.85 for a total amount of **\$176,077.64**; February Fire Department Duty Crew payroll in the amount of **\$4,275.00**; March City Council monthly payroll in the amount of **\$1,300.00**; gross City Employee payroll paid March 7 in the amount of **\$24,901.04**; 1st quarter Planning Commission payroll in the amount of **\$1,050.00**; and March PNP Election Judge payroll in the amount of **\$1,005.00**.

Overview / Background

No noteworthy commentary to report regarding vendor claims to be approved.

Supporting Information

- Listing of Claims Paid
- Electronic Vendor Payments
- Fire Department Duty Crew payroll
- City Council Payroll
- Biweekly Payroll
- Planning Commission Payroll
- PNP Election Judge Payroll



LONG LAKE, MN

03/13/24 3:23 PM

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Section 5C.

*Check Summary Register©

Checks 70276-70310

Name	Check Date	Check Amt	
10100 GENERAL FUND CASH			
70276	Ancom Communications Inc	3/7/2024	\$549.00 FD Minitor VI VHF Pager Pkg - Serial #1365ZY
70277	ASPEN MILLS	3/7/2024	\$50.70 FD Uniforms - Officer Pins Gold Bugles/Velcro
70278	BOUND TREE MEDICAL, LLC.	3/7/2024	\$452.35 FD1 Medical Supplies-Tape, Pad, Sponge, Em
70279	CARSON, CLELLAND & SCHRED	3/7/2024	\$6,586.13 Feb Legal Fees-Criminal
70280	CENTERPOINT ENERGY	3/7/2024	\$3,194.95 Gas Charges - 450 Virginia
70281	CITY OF LONG LAKE	3/7/2024	\$442.74 Feb 2024 Utility Bills-450 Virginia
70282	GOPHER STATE ONE CALL	3/7/2024	\$14.85 Feb 2024 Locates
70283	HENNEPIN CTY INFO. TECH. DE	3/7/2024	\$2,196.43 PW Radio Fees-Feb 2024
70284	IRS - DIRECT DEPOSIT	3/7/2024	\$198.94 Federal Tax Withholding
70285	LARKIN HOFFMAN	3/7/2024	\$21,017.92 FD CONTRACT DISPUTE W/ORONO - Feb 2
70286	MARSH & MCLENNAN AGENCY L	3/7/2024	\$3,500.00 2024 Agency Fee Renewal
70287	METROPOLITAN COUNCIL	3/7/2024	\$21,005.11 Waste Water Services - April 2024
70288	ODP Business Solutions, LLC	3/7/2024	\$131.05 CH Breakroom Supplies - Bowls & Cutlery
70289	Premium Waters, Inc.	3/7/2024	\$23.76 Bottled Water - March 2024
70290	PSN UTILITY ONLINE BILLING	3/7/2024	\$262.55 BILL PAY FEE - Feb 2024 (FREE CKS)
70291	TIMESAVER OFF SITE	3/7/2024	\$246.00 2/20 City Council+ Worksession Mtg Minutes
70292	TRIMBLE	3/7/2024	\$21.00 FD Dashcam Video On-Demand
70293	WRIGHT-HENNEPIN SECURITY	3/7/2024	\$251.60 March 2024 Security-450 Virginia
70294	Xcel Energy	3/7/2024	\$132.85 Steet Lights - 1070 W Wayzata Blvd
70295	ZOLL Medical Corporation	3/7/2024	\$572.00 FD ResQPod CPR Supplies
70296	CITY OF LONG LAKE	3/13/2024	\$3,888.20 Refund 10.06% of 2023 Contract Surplus to Lo
70297	CITY OF MEDINA	3/13/2024	\$1,924.77 Refund 4.98% of 2023 Contract Surplus to Me
70298	CITY OF ORONO	3/13/2024	\$189.94 FD2 - Water/Sewer Bill - 3770 Shoreline Dr (01
70299	CITY OF ORONO	3/13/2024	\$32,759.82 Refund 84.76% of 2023 Contract Surplus to Or
70300	CLAREY'S SAFETY EQUIPMENT	3/13/2024	\$1,254.83 Repair new pump and Sensors
70301	FIRST NAT'L BANK OF ST PETER	3/13/2024	\$30,418.00 TIF PMT #1-6
70302	FIRSTNET (AT&T)	3/13/2024	\$468.21 WIRELESS SERVICES (1/25/24-02/25/24)
70303	MACQUEEN EMERGENCY GROU	3/13/2024	\$19,988.65 FD1 Turn Out Gear (x3)
70304	MEDIACOM	3/13/2024	\$940.45 FD1 Phone/ Internet Services - (3/8/24-4/7/24)
70305	ODP Business Solutions, LLC	3/13/2024	\$695.96 CH Desk Chairs (Jeanette & Amanda)
70306	SUTTONS ADVANCED CLEANIN	3/13/2024	\$1,223.33 CH Cleaning Services - March 2024 (less one
70307	WASTE MANAGEMENT- of WIMN	3/13/2024	\$4,100.13 Recycling Services - March 2024
70308	WSB & ASSOCIATES, INC	3/13/2024	\$6,857.24 Symes; Env compliance and inspection report
70309	Xcel Energy	3/13/2024	\$1,776.64 Street Lights - Act #5156925594
70310	Xcel Energy	3/13/2024	\$6,011.69 Electricity 01/25/24-02/26/24-CH
Total Checks			\$173,347.79



LONG LAKE, MN

***Check Detail Register©**

Checks 70276-70310

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
10100 GENERAL FUND CASH					
70276	03/07/24	Ancom Communications Inc			
E 205-42281-3280		Pagers/Radios Repairs &	\$549.00	120049	FD Minitor VI VHF Pager Pkg - Serial #1365ZY2518
		Total	\$549.00		
70277	03/07/24	ASPEN MILLS			
E 205-42281-2410		Fire Department Uniforms	\$50.70	328807	FD Uniforms - Officer Pins Gold Bugles/Velcro Lettering
		Total	\$50.70		
70278	03/07/24	BOUND TREE MEDICAL, LLC.			
E 205-42281-2190		Medical Supplies	\$219.80	85263793	FD1 Medical Supplies-Tape, Pad, Sponge, Emergency Blanket
E 205-42285-2190		Medical Supplies	\$219.80	85263793	FD2 Medical Supplies-Tape, Pad, Sponge, Emergency Blanket
E 205-42281-2190		Medical Supplies	\$12.75	85263794	FD Medical Supplies-Hot Pack
		Total	\$452.35		
70279	03/07/24	CARSON, CLELLAND & SCHREDER			
E 101-42110-3120		Legal Fees - Civil	\$2,486.75	5166	Feb Legal Fees-FD Contract Dispute; Station 2 code review, contempt hearing,
E 205-42280-3120		Legal Fees - Civil	\$355.25	5166	Feb Legal Fees-FD HR Issue and review of Station 2 use issues and plans
G 700-29299		445 Willow TMobile Tower	\$605.38	5166	Feb Legal Fees-Tmobile lease exhibits, review final draft of lease
E 101-41610-3120		Legal Fees - Civil	\$1,703.75	5166	Feb Legal Fees-Open Mtg Issue, ESST, CSAH112 terms, Council mtgs, Coop agreement
G 700-29328		1345 Wayzata Blvd-DISH	\$210.25	5166	Feb Legal Fees-Dish; Review Bldg permit plans, Finalized Lease, Corr w/Rep & Clerk
G 700-29330		925 W Wayzata(Carlson)2	\$224.75	5166	Feb Legal Fees-Wilds on Wayzata; Review Plat proposal, code, and zoning compliance issues
E 101-41610-3040		Legal Fees - Criminal	\$1,000.00	5166	Feb Legal Fees-Criminal
		Total	\$6,586.13		
70280	03/07/24	CENTERPOINT ENERGY			
E 101-41940-3830		Natural Gas Expense	\$357.09	8000079651-	Gas Charges - 450 Virginia
E 205-42282-3830		Natural Gas Expense	\$947.48	8000079651-	Gas Charges - 340 N Willow
E 205-42286-3830		Natural Gas Expense	\$404.82	8000079651-	Gas Charges - 3770 Shoreline
E 101-41942-3830		Natural Gas Expense	\$1,203.79	8000079651-	Gas Charges - 2145 Daniels
E 602-49450-3830		Natural Gas Expense	\$23.19	8000079651-	Gas Charges - 2200 Watertown Rd
E 602-49450-3830		Natural Gas Expense	\$25.28	8000079651-	Gas Charges - 250 Lindawood
E 101-45200-3830		Natural Gas Expense	\$233.30	8000079651-	Gas Charges - 309 Harrington
		Total	\$3,194.95		
70281	03/07/24	CITY OF LONG LAKE			
E 101-41940-3820		City Utilities (Wat,Sew,Sto	\$43.85	030124	Feb 2024 Utility Bills-450 Virginia
E 101-41942-3820		City Utilities (Wat,Sew,Sto	\$138.88	030124	Feb 2024 Utility Bills-2145 Daniels
E 601-49400-3820		City Utilities (Wat,Sew,Sto	\$15.31	030124	Feb 2024 Utility Bills-1964 Orchard Ln
E 205-42282-3820		City Utilities (Wat,Sew,Sto	\$150.37	030124	Feb 2024 Utility Bills - 340 Willow Dr
E 205-42282-3820		City Utilities (Wat,Sew,Sto	\$58.28	030124	Feb 2024 Utility Bills - 340 Willow Dr (TruckFill 1051-00-6)
E 101-45200-3820		City Utilities (Wat,Sew,Sto	\$36.05	030124	Feb 2024 Utility Bills - 350 Harrington



LONG LAKE, MN

***Check Detail Register©**

Checks 70276-70310

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
			Total	\$442.74	
70282	03/07/24	GOPHER STATE ONE CALL			
E 601-49400-3855		Gopher One Locates Expe	\$14.85	4020554	Feb 2024 Locates
			Total	\$14.85	
70283	03/07/24	HENNEPIN CTY INFO. TECH. DEPT			
E 205-42281-3235		Cty 800mhz Radio Admin	\$1,267.86	1000223490	FD Radio Fees-Feb 2024
E 205-42285-3235		Cty 800mhz Radio Admin	\$845.23	1000223490	FD Radio Fees-Feb 2024
E 101-41942-3235		Cty 800mhz Radio Admin	\$83.34	1000223523	PW Radio Fees-Feb 2024
			Total	\$2,196.43	
70284	03/07/24	IRS - DIRECT DEPOSIT			
G 101-21703		Soc Security Tax w/h	\$161.20		Federal Tax Withholding
G 101-21709		Medicare Tax w/h	\$37.74		Federal Tax Withholding
			Total	\$198.94	
70285	03/07/24	LARKIN HOFFMAN			
E 101-42110-3120		Legal Fees - Civil	\$14,173.50	835138	FD CONTRACT DISPUTE W/ORONO - Feb 2024
E 101-42110-3120		Legal Fees - Civil	\$6,844.42	835138	FD CONTRACT DISPUTE W/ORONO (COSTS)- Feb 2024
			Total	\$21,017.92	
70286	03/07/24	MARSH & MCLENNAN AGENCY LLC			
E 101-41500-3700		Insurance Broker Fee	\$3,500.00	2606563	2024 Agency Fee Renewal
			Total	\$3,500.00	
70287	03/07/24	METROPOLITAN COUNCIL			
E 602-49450-3100		MCES (mthly) Sewer Trea	\$21,005.11	1169426	Waste Water Services - April 2024
			Total	\$21,005.11	
70288	03/07/24	ODP Business Solutions, LLC			
E 101-41940-3840		Custodial & Waste Remov	\$47.34	35643920300	CH Breakroom Supplies - Bowls & Cutlery
E 101-41500-2010		Office Supplies	\$40.22	35643920300	CH Office Supplies-Labels and tape
E 101-41410-2100		Operating Supplies	\$43.49	35643920500	Election Supplies-Round Labels
			Total	\$131.05	
70289	03/07/24	Premium Waters, Inc.			
E 101-41500-4145		Bottled Water Service	\$23.76	614689-02-24	Bottled Water - March 2024
			Total	\$23.76	
70290	03/07/24	PSN UTILITY ONLINE BILLING			
E 601-49400-3090		Software Support	\$91.30	291251	BILL PAY FEE - Feb 2024 (FREE CKS)
E 602-49450-3090		Software Support	\$171.25	291251	BILL PAY FEE - Feb 2024 (FREE CKS)
			Total	\$262.55	
70291	03/07/24	TIMESAVER OFF SITE			
E 101-41500-3000		Professional Srvs	\$246.00	M28964	2/20 City Council+ Worksession Mtg Minutes
			Total	\$246.00	
70292	03/07/24	TRIMBLE			
E 205-42281-3225		Truck Communication Ser	\$21.00	30089234005	FD Dashcam Video On-Demand



LONG LAKE, MN

***Check Detail Register©**

Checks 70276-70310

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
Total			\$21.00		
70293	03/07/24	WRIGHT-HENNEPIN SECURITY			
E 101-41940-3000		Professional Srvs	\$62.90	15016899239	March 2024 Security-450 Virginia
E 101-41942-3000		Professional Srvs	\$62.90	15016899239	March 2024 Security-2145 Daniels St
E 205-42286-3000		Professional Srvs	\$62.90	15016899239	March 2024 Security-3770 Shoreline Dr
E 205-42282-3000		Professional Srvs	\$62.90	15016899239	March 2024 Security-340 Willow
Total			\$251.60		
70294	03/07/24	Xcel Energy			
E 101-43100-3815		Street Lighting Maint/Elect	\$13.00	866539026	Steet Lights - 1070 W Wayzata Blvd
E 101-43100-3815		Street Lighting Maint/Elect	\$26.00	866666101	Street Lights - 2129 W Wayzata Blvd
E 101-43100-3815		Street Lighting Maint/Elect	\$93.85	866666101	Street Lights - 1758 W Wayzata Blvd
Total			\$132.85		
70295	03/07/24	ZOLL Medical Corporation			
E 205-42281-2190		Medical Supplies	\$262.00	3923358	FD ResQPod CPR Supplies
E 205-42285-2190		Medical Supplies	\$262.00	3923358	FD ResQPod CPR Supplies
E 205-42281-2190		Medical Supplies	\$48.00	3923358	FD Suction Cup for ACD-CPR device
Total			\$572.00		
70296	03/13/24	CITY OF LONG LAKE			
E 205-42283-4920		Contract Surplus Refund	\$3,888.20	FAB031224	Refund 10.06% of 2023 Contract Surplus to Long Lake
Total			\$3,888.20		
70297	03/13/24	CITY OF MEDINA			
E 205-42283-4920		Contract Surplus Refund	\$1,924.77	FAB031224	Refund 4.98% of 2023 Contract Surplus to Medina
Total			\$1,924.77		
70298	03/13/24	CITY OF ORONO			
E 205-42286-3820		City Utilities (Wat,Sew,Sto)	\$189.94	1-737700-00	FD2 - Water/Sewer Bill - 3770 Shoreline Dr (01/29/24-03/05/24)
Total			\$189.94		
70299	03/13/24	CITY OF ORONO			
E 205-42283-4920		Contract Surplus Refund	\$32,759.82	FAB031224	Refund 84.76% of 2023 Contract Surplus to Orono
Total			\$32,759.82		
70300	03/13/24	CLAREY'S SAFETY EQUIPMENT			
E 205-42285-4035		Heavy Truck Maint & Rep	\$1,254.83	210154	Repair new pump and Sensors
Total			\$1,254.83		
70301	03/13/24	FIRST NAT'L BANK OF ST PETER			
E 385-47060-3055		Developer TIF Note Paym	\$30,418.00	605472801-2	TIF PMT #1-6
Total			\$30,418.00		
70302	03/13/24	FIRSTNET (AT&T)			
E 205-42281-3225		Truck Communication Ser	\$229.38	X03032024	WIRELESS SERVICES (1/25/24-02/25/24)
E 205-42285-3225		Truck Communication Ser	\$152.92	X03032024	WIRELESS SERVICES (1/25/24-02/25/24)
E 601-49400-2270		Utility Maint Supplies	\$38.23	X03032024	PW Meter Reading Ipad (1/25/24-02/25/24)
E 205-42285-3225		Truck Communication Ser	\$47.68	X03032024	WIRELESS SERVICES (1/25/24-02/25/24)



LONG LAKE, MN

***Check Detail Register©**

Checks 70276-70310

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
			Total	\$468.21	
70303	03/13/24	MACQUEEN EMERGENCY GROUP			
E 205-42281-2415		Turn Out Gear	\$11,993.19	P27031	FD1 Turn Out Gear (x3)
E 205-42285-2415		Turn Out Gear	\$7,995.46	P27031	FD2 Turn Out Gear (x2)
			Total	\$19,988.65	
70304	03/13/24	MEDIACOM			
E 205-42286-3275		Internet Access (Mediaco	\$417.82	510091560-0	FD2 Phone/ Internet Services - (3/8/24-4/7/24)
E 205-42282-3275		Internet Access (Mediaco	\$522.63	900000051-0	FD1 Phone/ Internet Services - (3/8/24-4/7/24)
			Total	\$940.45	
70305	03/13/24	ODP Business Solutions, LLC			
E 101-41940-5700		Office Equip and Furnishin	\$695.96	35643869700	CH Desk Chairs (Jeanette & Amanda)
			Total	\$695.96	
70306	03/13/24	SUTTONS ADVANCED CLEANING SRV			
E 101-41940-3840		Custodial & Waste Remov	\$220.00	6980	CH Cleaning Services - March 2024 (less one week)
E 205-42282-3840		Custodial & Waste Remov	\$570.00	6981	FD1 Cleaning Services - March 2024
E 205-42286-3840		Custodial & Waste Remov	\$433.33	6982	FD2 Cleaning Services - March 2024
			Total	\$1,223.33	
70307	03/13/24	WASTE MANAGEMENT- of WIMN			
E 604-43200-3890		Res Curb Recycling	\$3,644.08	7899959-159	Recycling Services - March 2024
E 101-41942-3840		Custodial & Waste Remov	\$218.60	7901217-159	PW Trash Services - March 2024
E 205-42282-3840		Custodial & Waste Remov	\$119.43	7901218-159	FD1 Trash Services - March 2024
E 205-42286-3840		Custodial & Waste Remov	\$118.02	7901226-159	FD2 Trash Services - March 2024
			Total	\$4,100.13	
70308	03/13/24	WSB & ASSOCIATES, INC			
G 700-29295		1948 Wayzata (Zvago) 20	\$14.74	R-015781-00	Zvago; Jan Mileage Exp
G 700-29324		Symes(Aava Vetta) Bld:C	\$360.00	R-019417-00	Symes; Env compliance and inspection report
E 101-41910-3030		Engineering Fees	\$1,207.50	R-023717-00	General Engineering; Lead Service Line (LSL) Proposal/review
E 101-41910-3032		General Planning	\$1,842.50	R-023772-00	General Planning; Ordinance Amendments, Met Council, 1905 W Wayzata
G 700-29330		925 W Wayzata(Carlson)2	\$1,742.00	R-023772-00	Wilds on Wayzata; Review Application and Plat/Updated plans
E 420-43121-3030		Engineering Fees	\$1,690.50	R-024054-00	2024 PMP; Drone Surveys and photogrammetric processing
			Total	\$6,857.24	
70309	03/13/24	Xcel Energy			
E 101-43100-3815		Street Lighting Maint/Elect	\$1,776.64	867437492	Street Lights - Act #5156925594
			Total	\$1,776.64	
70310	03/13/24	Xcel Energy			
E 101-41940-3810		Electricity Expense	\$200.45	867644234	Electricity 01/25/24-02/26/24-CH
E 205-42282-3810		Electricity Expense	\$960.25	867644234	Electricity 01/25/24-02/26/24-FD1
E 205-42286-3810		Electricity Expense	\$435.29	867644234	Electricity 01/25/24-02/26/24-FD2
E 101-41942-3810		Electricity Expense	\$966.95	867644234	Electricity 01/25/24-02/26/24-PW



LONG LAKE, MN

***Check Detail Register©**

Checks 70276-70310

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 101-43100-3815		Street Lighting Maint/Elect	\$326.04	867644234	Electricity 01/25/24-02/26/24-Street Lights
E 101-45200-3810		Electricity Expense	\$320.75	867644234	Electricity 01/25/24-02/26/24-Parks
E 601-49400-3810		Electricity Expense	\$2,425.23	867644234	Electricity 01/25/24-02/26/24-WTR
E 602-49450-3810		Electricity Expense	\$376.73	867644234	Electricity 01/25/24-02/26/24-SWR
		Total	\$6,011.69		
		10100	\$173,347.79		

Fund Summary

10100 GENERAL FUND CASH

101 GENERAL FUND	\$40,438.51
205 FIRE DEPARTMENT	\$69,813.10
385 TAX INCREMENT # 1-6	\$30,418.00
420 PAVEMENT MGMT IMPROVEMENT FUND	\$1,690.50
601 WATER FUND	\$2,584.92
602 SANITARY SEWER FUND	\$21,601.56
604 RECYCLING FUND	\$3,644.08
700 BUILDING PERMIT ESCROWS	\$3,157.12
	\$173,347.79



LONG LAKE, MN

03/13/24 3:30 PM

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Section 5C.

*Check Summary Register©

Checks 2927-2929, 2936

	Name	Check Date	Check Amt	
10100	GENERAL FUND CASH			
2927e	USBANK CREDIT CARD	2/28/2024	\$1,979.85	Feb 2024 CC
2928e	MN DEPT OF REVENUE	3/1/2024	\$544.00	Feb 2024 Sales Tax
2929e	CUSTOMER PAYMENT	2/28/2024	\$100.00	Returned Check
2936e	NAPA Auto Parts	3/5/2024	\$106.00	Feb 2024 NAPA Purchases
		Total Checks	\$2,729.85	



LONG LAKE, MN

***Check Detail Register©**

Checks 2927-2929, 2936

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
10100 GENERAL FUND CASH					
2927 e	02/28/24	USBANK CREDIT CARD			
E 101-43000-2150		Shop Supplies	\$7.98	022624	PW-Ace; Air Plug
E 601-49400-3350		Education / Conferences	\$137.50	022624	PW-MN RWA Conference Registration for Luke Laakonen
E 602-49450-3350		Education / Conferences	\$137.50	022624	PW-MN RWA Conference Registration for Luke Laakonen
E 602-49450-4330		Dues and Subscriptions	\$1.00	022624	PW-USC Arrest information for MNUJ
E 101-45200-2150		Shop Supplies	\$24.41	022624	PW-Ace; Chain Saw Oil
E 601-49400-3220		Postage	\$9.25	022624	PW-USPS; Water Samples
E 205-42281-2120		Motor Fuels	\$62.59	022624	FD-Lakeshore Market; C1 Fuel
E 205-42280-4450		Food & Beverage (Mtgs/Tr	\$17.73	022624	FD-2 Dope Chicks; Court Lunch
E 205-42280-3350		Education / Conferences	\$376.64	022624	FD-Arrowhead;Lodging for Chief Conference
E 205-42281-2120		Motor Fuels	\$63.60	022624	FD-Holiday; C1 Fuel
E 205-42282-2230		Bldg & Grnds Maint Suppli	\$260.46	022624	FD-Home Depot; Wood for 2nd Floor Training
E 205-42281-4030		Light Truck Maint & Repair	\$151.06	022624	FD-Amazon; Battery Charger
E 205-42285-2400		Small Tools and Minor Eq	\$70.96	022624	FD-Amazon; Stop/Slow sign
E 205-42280-4330		Dues and Subscriptions	\$16.27	022624	FD-Amazon Prime
E 205-42286-3840		Custodial & Waste Remov	\$61.29	022624	FD-Amazon; Paper Towels
E 205-42281-2120		Motor Fuels	\$60.88	022624	FD-Lakeshore Market; C1 Fuel
E 205-42282-3840		Custodial & Waste Remov	\$82.47	022624	FD-Amazon; Water Filter
E 205-42281-4030		Light Truck Maint & Repair	\$11.94	022624	FD-Youngstedts; Car Wash
E 205-42282-3840		Custodial & Waste Remov	\$41.77	022624	FD-Amazon; Paper Towels
E 205-42281-2400		Small Tools and Minor Eq	\$35.26	022624	FD-Amazon; Batteries
E 205-42285-2400		Small Tools and Minor Eq	\$33.98	022624	FD-Amazon; Batteries
E 101-41500-3090		Software Support	\$60.00	022624	CH-Google; Company Emails
E 205-42280-4300		Miscellaneous	\$116.29	022624	FD-UPS Store; Ship sold radios to cottonwood
E 101-41500-3090		Software Support	\$52.00	022624	CH-Constant Contact
E 101-41940-3210		Telephone	\$65.40	022624	CH-Nextivia VOIP Phone Service
E 101-41942-3210		Telephone	\$21.62	022624	PW-Nextivia VOIP Phone Service
		Total	\$1,979.85		
2928 e	03/01/24	MN DEPT OF REVENUE			
G 601-20801		Sales Tax Payable	\$544.00		Feb 2024 Sales Tax
		Total	\$544.00		
2929 e	02/28/24	CUSTOMER PAYMENT			
E 601-49400-4320		Utility Overpmts/Uncollect	\$100.00	3489	Returned Check-01-00000048-00-1
		Total	\$100.00		
2936 e	03/05/24	NAPA Auto Parts			
E 101-43000-2210		Equipment Parts	\$14.50	3270-591456	PW-Toolcat tail light bulb
E 101-43000-2400		Small Tools and Minor Eq	\$67.62	3270-591823	PW-Ratchet Wrench for shop
E 205-42281-2150		Shop Supplies	\$23.88	3270-593055	FD-Brake Fluid, Oil, Motor Tune-up
		Total	\$106.00		
		10100	\$2,729.85		



LONG LAKE, MN

*Check Detail Register©

Checks 2927-2929, 2936

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
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Fund Summary

10100 GENERAL FUND CASH

101 GENERAL FUND	\$313.53
205 FIRE DEPARTMENT	\$1,487.07
601 WATER FUND	\$790.75
602 SANITARY SEWER FUND	\$138.50
	<hr/>
	\$2,729.85



LONG LAKE, MN

Payroll Summary

Pay Group: 02 Fire Department

Check Date: 3/7/2024 per. 3

Employee	Gross Wage	Federal Gross	State Gross	Federal Tax	State Tax	Local Tax	Social Security	Medicare	Tax			Tips	Reimb.	Net Pay
									Retire	Sheltered	Voluntary			
000000216 BERBIG, ZACHARY P.	250.00	250.00	250.00				15.50	3.63						230.87
000000281 CARLSON, BEN	50.00	50.00	50.00				3.10	0.73						46.17
000000259 DAVIS, THOMAS	75.00	75.00	75.00				4.65	1.09						69.26
000000093 FARLEY, COLE	300.00	300.00	300.00	6.92			18.60	4.35						270.13
000000233 FRANK, BRYAN	300.00	300.00	300.00	6.92	6.84		18.60	4.35						263.29
000000177 GONSIOR, RYAN J.	200.00	200.00	200.00				12.40	2.90						184.70
000000226 HOSTER, RYAN	200.00	200.00	200.00				12.40	2.90						184.70
000000180 KANIVE, RYAN J.	50.00	50.00	50.00				3.10	0.73						46.17
000000275 MORSE, PAUL	950.00	950.00	950.00	77.38	22.02		58.90	13.78						777.92
000000223 PASZKIEWICZ, JOHN	50.00	50.00	50.00				3.10	0.73						46.17
000000222 SMILEY, MATTHEW	50.00	50.00	50.00				3.10	0.73						46.17
000000212 SPINKS, SCOTT D.	850.00	850.00	850.00	4.23	6.79		52.70	12.33						773.95
000000276 STRAKA, AMANDA	800.00	800.00	800.00	117.31	13.99		49.60	11.60						607.50
000000282 SWEARINGEN, LANCE	50.00	50.00	50.00				3.10	0.73						46.17
000000280 VASINA, VERONICA	100.00	100.00	100.00				6.20	1.45						92.35

941 Deposit

Federal Tax	\$212.76
Medicare	\$124.06
Social Security	\$530.10
Advanced EIC	None
Total Deposit	\$866.92

Pay Summary

Gross	4,275.00
Federal Gross	4,275.00
State Gross	4,275.00
FICA Gross	4,275.00

Tax Summary

Federal Tax	212.76
State Tax	49.64
Local Tax	
FICA Ded/Ben	265.05
Medicare Ded/Ben	62.03

Others

Retirement	
Tax-Sheltered	
Voluntary	
Tips	0.00
Reimbursement	0.00
Net Pay (-tips)	3,685.52



LONG LAKE, MN

Payroll Summary

Pay Group: 06 City Council

Check Date: 3/7/2024 per. 3

Employee	Gross Wage	Federal Gross	State Gross	Federal Tax	State Tax	Local Tax	Social Security	Medicare	Tax			Tips	Reimb.	Net Pay
									Retire	Sheltered	Voluntary			
000000219 DYVIK, JAHN	250.00	250.00	250.00				15.50	3.63						230.87
000000264 FELDMANN, MICHAEL	250.00	250.00	250.00				15.50	3.63						230.87
000000263 JOYCE, GINA	250.00	250.00	250.00				15.50	3.63						230.87
000000247 KVALE, DEIRDRE	250.00	250.00	250.00				15.50	3.63						230.87
000000246 MINER, CHARLES	300.00	300.00	300.00				18.60	4.35						277.05

941 Deposit

Federal Tax	None
Medicare	\$37.74
Social Security	\$161.20
Advanced EIC	None
Total Deposit	\$198.94

Pay Summary

Gross	1,300.00
Federal Gross	1,300.00
State Gross	1,300.00
FICA Gross	1,300.00

Tax Summary

Federal Tax		
State Tax		
Local Tax		
FICA Ded/Ben	80.60	80.60
Medicare Ded/Ben	18.87	18.87

Others

Retirement	
Tax-Sheltered	
Voluntary	
Tips	0.00
Reimbursement	0.00
Net Pay (-tips)	1,200.53



LONG LAKE, MN

Payroll Summary

Pay Group: 01 Bi-Weekly
Check Date: 3/7/2024 per. 5

Employee	Gross Wage	Federal Gross	State Gross	Federal Tax	State Tax	Local Tax	Social Security	Medicare	Retire	Tax Sheltered	Voluntary	Tips	Reimb.	Net Pay
000000287 DECKER JR, MICHAEL	1,565.60	1,565.60	1,565.60	111.33	77.08		97.07	22.70						1,257.42
000000243 DIERCKS, SEAN	3,967.63	3,711.03	3,711.03	575.39	222.97		245.99	57.53	256.60					2,609.15
000000286 HEILAND, MICHAEL	4,838.39	4,337.33	4,337.33	435.75	232.49			70.16	501.06					3,598.93
000000004 LAAKKONEN, DONALD A	3,184.97	2,608.37	2,608.37	332.80	114.92		180.67	42.25	305.72	270.88				1,937.73
000000091 MOELLER, JEANETTE	3,196.55	2,976.99	2,976.99	242.47	127.43		197.46	46.18	207.78	11.78				2,363.45
000000252 NOWEZKI, AMANDA	3,241.65	2,999.81	2,999.81	242.13	209.70		200.98	47.00	241.84					2,300.00
000000214 WESKE, SCOTT	4,906.25	4,599.97	4,599.97	781.01	287.88		303.81	71.05	300.21	6.07				3,156.22

941 Deposit

Federal Tax	\$2,720.88
Medicare	\$713.74
Social Security	\$2,451.96
Advanced EIC	None
Total Deposit	\$5,886.58

Pay Summary

Gross	24,901.04
Federal Gross	22,799.10
State Gross	22,799.10
FICA Gross	19,773.92

Tax Summary

Federal Tax	2,720.88
State Tax	1,272.47
Local Tax	
FICA Ded/Ben	1,225.98
Medicare Ded/Ben	356.87

Others

Retirement	1,813.21
Tax-Sheltered	288.73
Voluntary	
Tips	0.00
Reimbursement	0.00
Net Pay (-tips)	17,222.90



LONG LAKE, MN

Payroll Summary

Pay Group: 07 Planning Commission

Check Date: 3/14/2024 per. 1

Employee	Gross Wage	Federal Gross	State Gross	Federal Tax	State Tax	Local Tax	Social Security	Medicare	Tax			Tips	Reimb.	Net Pay
									Retire	Sheltered	Voluntary			
000000265 ADAMS, ROGER	250.00	250.00	250.00				15.50	3.63						230.87
000000289 AXELSON, JUDD	200.00	200.00	200.00				12.40	2.90						184.70
000000279 GOODSSELL, LORI	200.00	200.00	200.00				12.40	2.90						184.70
000000103 SECORD, ANITA L.	200.00	200.00	200.00				12.40	2.90						184.70
000000268 SEE, VIRGINIA	200.00	200.00	200.00				12.40	2.90						184.70

941 Deposit

Federal Tax	None
Medicare	\$30.46
Social Security	\$130.20
Advanced EIC	None
Total Deposit	\$160.66

Pay Summary

Gross	1,050.00
Federal Gross	1,050.00
State Gross	1,050.00
FICA Gross	1,050.00

Tax Summary

Federal Tax		
State Tax		
Local Tax		
FICA Ded/Ben	65.10	65.10
Medicare Ded/Ben	15.23	15.23

Others

Retirement	
Tax-Sheltered	
Voluntary	
Tips	0.00
Reimbursement	0.00
Net Pay (-tips)	969.67



LONG LAKE, MN

Payroll Summary

Pay Group: 25 Election Judges

Check Date: 3/13/2024 per. 2024

Employee	Gross Wage	Federal Gross	State Gross	Federal Tax	State Tax	Local Tax	Social Security	Medicare	Retire	Tax Sheltered	Voluntary	Tips	Reimb.	Net Pay
000000283 DUPONT, PATRICK	198.00	198.00	198.00											198.00
000000258 FIERCE, NICOLE	214.50	214.50	214.50											214.50
000000261 KOSKI, JUSTIN	187.00	187.00	187.00											187.00
000000245 SKJARET, SARAH SALLY	218.50	218.50	218.50											218.50
000000084 SZELIGA, TIMOTHY L.	187.00	187.00	187.00											187.00

941 Deposit

Federal Tax	None
Medicare	None
Social Security	None
Advanced EIC	None
Total Deposit	None

Pay Summary

Gross	1,005.00
Federal Gross	1,005.00
State Gross	1,005.00
FICA Gross	0.00

Tax Summary

Federal Tax	
State Tax	
Local Tax	
FICA Ded/Ben	0.00
Medicare Ded/Ben	0.00

Others

Retirement	
Tax-Sheltered	
Voluntary	
Tips	0.00
Reimbursement	0.00
Net Pay (-tips)	1,005.00



CITY OF
LONG LAKE

City Council Agenda Report

City of Long Lake

450 Virginia Avenue, PO Box 606
Long Lake, MN 55356

MEETING DATE / March 19, 2024

SUBJECT: Temporary On Sale Liquor License Request for the Church of St. George’s Annual Festival of Music Event

Prepared By: Jeanette Moeller, City Clerk

Report Date: 3/12/2024

Recommended City Council Action

Staff recommends the following:

Motion to approve issuance of a 1 to 4 Day Temporary On Sale Liquor License for the Church of St. George to allow the sale/service of alcoholic beverages during the Church’s Festival of Music event on Saturday, May 4, 2024.

Overview / Background

The Church of St. George has submitted an application for a 1 to 4 Day Temporary On Sale Liquor License to permit sale/service of alcoholic beverages at their annual Festival of Music. The Church’s event will be held on Saturday, May 4 beginning at 5:00 pm in the St. George Community Center, and will feature a dinner as well as music performances by the Church’s cherub, teen and adult choirs.

Staff recommends approval of the temporary liquor license as requested.

Supporting Information

- Application for 1 to 4 Day Temporary On Sale Liquor License form
- Introductory letter dated March 6, 2024
- Church of St. George 2024 Festival of Music event announcement flier



Minnesota Department of Public Safety
Alcohol and Gambling Enforcement Division
445 Minnesota Street, Suite 1600, St. Paul, MN 55101
651-201-7507 TTY 651-282-6555

Section 5D.

**APPLICATION AND PERMIT FOR A 1 DAY
TO 4 DAY TEMPORARY ON-SALE LIQUOR LICENSE**

Name of organization Date of organization Tax exempt number

Organization Address (No PO Boxes) City State Zip Code

Name of person making application Business phone Home phone

Date(s) of event Type of organization Microdistillery Small Brewer
 Club Charitable Religious Other non-profit

Organization officer's name City State Zip Code

Organization officer's name City State Zip Code

Organization officer's name City State Zip Code

Location where permit will be used. If an outdoor area, describe.

* The parish community center

If the applicant will contract for intoxicating liquor service give the name and address of the liquor license providing the service.

If the applicant will carry liquor liability insurance please provide the carrier's name and amount of coverage.

* Catholic Mutual Limited Liquor Liability \$500,000

APPROVAL

APPLICATION MUST BE APPROVED BY CITY OR COUNTY BEFORE SUBMITTING TO ALCOHOL AND GAMBLING ENFORCEMENT

CITY OF LONG LAKE

City or County approving the license

\$25.00

Fee Amount

Event in conjunction with a community festival Yes No

1,743

Current population of city

Jeanette Moeller, City Clerk

Please Print Name of City Clerk or County Official

Date Approved

5/4/2024

Permit Date

jmoeller@longlakemn.gov

City or County E-mail Address

Jmoeller

Signature City Clerk or County Official

CLERKS NOTICE: Submit this form to Alcohol and Gambling Enforcement Division 30 days prior to event

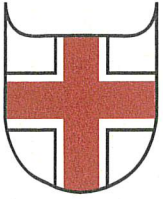
No Temp Applications faxed or mailed. Only emailed.

ONE SUBMISSION PER EMAIL, APPLICATION ONLY.

PLEASE PROVIDE A VALID E-MAIL ADDRESS FOR THE CITY/COUNTY AS ALL TEMPORARY

PERMIT APPROVALS WILL BE SENT BACK VIA EMAIL. E-MAIL THE APPLICATION SIGNED BY

CITY/COUNTY TO AGE.TEMPORARYAPPLICATION@STATE.MN.US



THE CHURCH OF ST. GEORGE

Section 5D.

133 NORTH BROWN ROAD • LONG LAKE, MINNESOTA 55356 • (952) 473-1247

March 6, 2024

Jeanette Moeller
City of Long Lake
450 Virginia Avenue
Long Lake, MN 55356

Dear Jeanette,

I am submitting our parish's application for a liquor license for this year's Festival of Music. Enclosed are the event flier, liquor license application and liquor license fee. I very much appreciate your assisting us through this process.

The Festival of Music will be held in the Community Center of the Church of St. George on Saturday, May 4th from 5pm-8:00pm, with dinner served until 7:00pm. The event will include dinner and musical performances by the St. George Music Ministry. Alcohol will be available for purchase and IDs will be checked.

The Event Coordinator is:

Nuriel Abdenur: 952-473-1247 X106, Parish Staff, Church of St. George

You may also contact:

Sara Dore: 952-473-1247 X 101, Parish Staff, Church of St. George

Thank you for your assistance. Let me know if you need any further information.

Many thanks and God Bless,

Sara Dore
Parish Secretary

THE CHURCH OF ST. GEORGE
MUSIC MINISTRY PRESENTS OUR
FESTIVAL OF MUSIC:



COME CHEER
FOR THE CHERUB,
TEEN, & ADULT CHOIRS

& ENJOY FOOD WITH YOUR FAMILY.

SATURDAY, MAY 4

5 PM DINNER | 5:45-7 PM SHOW

TICKETS: \$15 ADULT

\$7 CHILDREN (AGES 4-12)

3 & UNDER FREE



CITY OF
LONG LAKE

City Council Agenda Report

City of Long Lake

450 Virginia Avenue, PO Box 606
Long Lake, MN 55356

MEETING DATE / March 19, 2024

SUBJECT: Resolution in Support of an Application to the MnDNR for an Outdoor Recreation Grant for the Holbrook Park Skate & Splash Plaza Project

Prepared By: Jeanette Moeller, City Clerk

Report Date: 3/12/2024

Recommended City Council Action

Staff recommends the following:

Motion to adopt Resolution No. 2024-13 in support of an application to the MnDNR for an Outdoor Recreation Grant for the Holbrook Park Skate & Splash Plaza project.

Overview / Background

In recent months, the City's Park Board has been actively working to identify opportunities to apply for grants that may enable the development/redevelopment of park facilities to enhance the City's recreational offerings and achieve certain established City goals with regard to parks and trails. As part of this review, the Board began to focus on improvements to Holbrook Park that would address significant issues the City has continually experienced from a skating facilities maintenance perspective, and that would potentially result in a stronger all-season recreation presence.

Park Board member and Secretary officer Erika Leachman, along with Park Board Chair Suzanne Caswell, have spearheaded an initiative on the Park Board's behalf (and largely drawing upon the expertise of Board member Leachman) to pursue applying for a Minnesota Department of Natural Resources (MnDNR) Outdoor Recreation Grant for a 'Holbrook Park Skate & Splash Plaza' project. This concept was presented to the City Council in detail at the Council's March 7, 2024 work session meeting. Please refer to the attached memorandum and images prepared by Board member Leachman for a detailed description of the Park Board's intent and request at this time.

In order to meet the grant submission deadline of April 1, 2024, at this time, the Park Board is asking the Council consider adoption of a Resolution in support of an application to the MnDNR for an Outdoor Recreation Grant to continue to pursue design and development of the Holbrook Park Skate & Splash Plaza project. The proposed Resolution is a requirement of the grant application process.

Park Board members will be in attendance at the March 19 City Council meeting to provide updated information on discussions with the Orono Youth Hockey Association and to share additional work completed towards development of facts, figures, and more conceptual designs.

Supporting Information

- Resolution No. 2024-13
- Memorandum from Park Board Secretary Erika Leachman dated February 29, 2024
- Project concept imagery



**City Council
Resolution No. 2024-13**

A RESOLUTION IN SUPPORT OF AN APPLICATION TO THE MINNESOTA DEPARTMENT OF NATURAL RESOURCES FOR AN OUTDOOR RECREATION GRANT FOR THE HOLBROOK PARK SKATE & SPLASH PLAZA PROJECT

WHEREAS, the City of Long Lake 2040 Comprehensive Plan identifies Holbrook Park as a public park serving diverse recreation needs; and

WHEREAS, Holbrook Park is owned and maintained by the City to provide approximately 8.7 acres of community parkland, including a public outdoor ice rink and a warming house open seasonally during the colder months; and

WHEREAS, the Holbrook Park seasonal ice rink is unpaved and the ice surface is directly exposed to the ground; as a result, soil temperature variation and moisture accumulation lead to inconsistent ice quality; and

WHEREAS, inconsistent ice quality at the Holbrook Park ice rink results in puddles, bumps, and rough patches which make skating difficult and potentially hazardous to the public, shortens the skating season, damages the park's natural environment, and results in cost-inefficient maintenance and materials requirements; and

WHEREAS, the current flooding system for the rink is inefficient and requires significant manual labor efforts and hours by the City's Public Works Department during the skating season;

WHEREAS, the City Council has established goals to guide ongoing efforts toward "making life better, together", including improvements to the Holbrook Park outdoor ice rink facilities to enhance the quality and accessibility of this important recreation facility, and desires to partner with community organizations such as the Orono Youth Hockey Association to revitalize and activate the facility; and

WHEREAS, the Holbrook Park Skate & Splash Plaza Project would replace the existing ice rink with a combined outdoor refrigerated ice rink with a splash pad and gathering area to revitalize and activate Holbrook Park and maximize the use and value of existing onsite facilities, including an adjacent warming house and existing rink lights; and

WHEREAS, the City of Long Lake does not have a Capital Improvement Program for local parks, open spaces, or trails at this time, however, maintenance and improvements are made on an as-needed basis and funded by the City's General Fund as supplemented by other funding sources; and

WHEREAS, the City Council has reviewed the concept Holbrook Park Skate & Splash Plaza project and the proposed grant application at both their March 7, 2024 Work Session and March 19, 2024

regular City Council meetings, with the project clearly listed as a topic for review on published and distributed meeting agendas; and

WHEREAS, the City Council is committed to directly engaging the general public, including residents in the neighborhoods adjacent to Holbrook Park, to provide the opportunity to review and comment on the proposed project during public meetings throughout the final design phase, with notice to be mailed to adjacent neighborhoods as well as published in the City’s official newspaper, via the City Listserv email subscriber list, and on the City’s social media page.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Long Lake hereby supports and sponsors the Holbrook Park Skate & Splash Plaza Project as identified in the Outdoor Recreation Grant application to be submitted on April 1, 2024, and authorizes Scott Weske, City Administrator, to apply to the Department of Natural Resources for funding of this project on behalf of the City; and

BE IT FURTHER RESOLVED, that the City maintains an adequate Conflict of Interest Policy and, throughout the term of the contract, will monitor and report any actual or potential conflicts of interest to the State, upon discovery; and

BE IT FURTHER RESOLVED, that the City has the legal authority to apply for financial assistance, and has the financial capability to meet the match requirement (if any) and ensure adequate construction, operation, maintenance, and replacement of the proposed project for its design life; and

BE IT FURTHER RESOLVED, that the City has not incurred any development costs and has not entered into a written purchase agreement to acquire the property described in the Cost Breakdown section included with the City’s application; and

BE IT FURTHER RESOLVED, that the City has or will acquire fee title or permanent easement over all the land described in the boundary map or recreational site plan included in the application; and

BE IT FURTHER RESOLVED, that upon approval of its application by the State, the City may enter into an agreement with the State for the above-referenced project; and certifies that it intends to comply with all applicable laws and regulations as stated in a grant agreement including dedicating the park property for uses consistent with the funding grant program into perpetuity; and

BE IT FURTHER RESOLVED, that the City Council of the City of Long Lake hereby authorizes the Mayor and City Administrator to execute such agreements as necessary to implement the Project on behalf of the City.

Adopted by the City Council of the City of Long Lake this 19th day of March 2024.

ATTEST:

BY:

Jeanette Moeller, City Clerk

Charlie Miner, Mayor



Park Board

Memorandum

TO: Long Lake City Council

FROM: Erika Leachman, Park Board Secretary

DATE: February 29, 2024

RE: Outdoor Recreation Grant for the Conceptual Holbrook Park Skate & Splash Plaza Project

On behalf of the City of Long Lake (City) Park Board, this memorandum was prepared to engage the City Council in support of conceptual improvements envisioned for Holbrook Park and provide information about grant funding opportunities through Minnesota’s Outdoor Recreation Grant Program. The Park Board is seeking Council support to proceed with an application to this grant program to partially fund the design and construction of the Holbrook Park Skate & Splash Project (Project). Below, information about the Park Board’s efforts on this opportunity, a summary of the Outdoor Recreation Grant Program, and a conceptual description of the Project are presented for consideration and discussion.

Background

The Park Board is a five-member advisory board appointed by the City Council to provide recommendations and guidance related to parks, trails, and recreation areas within the city. A key role for the Park Board is to advise on the development, management, operation, and maintenance of the existing parks, trails, and recreation areas to ensure these spaces are well-maintained and serve the community effectively. If there are specific properties needed or desired to complete a comprehensive parks and recreation system in Long Lake, the Park Board makes recommendations to the City Council.

During the Park Board’s regular meetings in December 2023 and February 2024, members discussed potential park and trail improvement projects in the City that could be supported through grant funding. Potential park projects were considered that are reasonably achievable within existing City-owned properties and help achieve long-held City goals. Through these discussions, improvements to the Holbrook Park ice rink area were discussed relative to the following City goals:

1. Upgrade the gravel trail at Holbrook Park and install a paved asphalt trail.

2. Work to attract rink attendant staff for the Holbrook Park warming house to ensure the facility is staffed during winter skating seasons.
3. Continue to explore opportunities to partner with Orono Youth Hockey for rink usage, potentially including an exchange of rink use for staffing assistance, while recognizing that any arrangement should limit the impact on public open skate hours
4. Research and consider alternatives to improve upon the current flooding system for Holbrook Park rink facilities.
5. Repair ice rink boards and posts, machine grade the rink area, and repaint the Warming House.
6. Consider exploring opportunities to partner with Orono Youth Hockey on possible rink facility improvements.

Key Issues for Holbrook Park Recreation Facilities

Holbrook Park provides a variety of recreation facilities, including a ballfield, half basketball court, a playground, and the existing unpaved ice rink area, as well as paved and unpaved trails. The ice rink area is aging and underutilized for several reasons. In the winter, the Holbrook Park seasonal ice rink is unpaved and the ice surface is directly exposed to the ground; as a result, soil temperature variation and moisture accumulation lead to inconsistent ice quality. Inconsistent ice quality at the Holbrook Park ice rink results in puddles, bumps, and rough patches, which make skating difficult and potentially hazardous to the public, shortens the skating season, damages the park’s natural environment, and results in cost-inefficient maintenance and materials requirements. Further, as the rink area lies on natural turf with no piping or refrigeration, flooding the ~17,000 square-foot lawn area seasonally requires substantial manual effort and resources from the City’s Public Works Department. In the summer, the rink area serves as an off-leash dog area that is unshaded and has no improvements to support high-quality or diverse dog recreation. The safety barriers/boards are also aging wood and installed permanently, which prevents flexible or secondary use of the area during transitional seasons or when conditions do not support the primary users of the space.



Holbrook Park has several needed improvements, including upgrading the existing outdoor ice rink, activating the existing warming house, and completing the internal paved trail to expand accessibility for all ages and abilities within the park.

Additionally, the park's internal trail system limits accessibility and use due to inconsistent paving and discontinuity with the neighborhood's sidewalks and trails.

The Park Board is aware of the strong interest in the community in upgrading the Holbrook Park ice rink area to provide reliable, cold season-long ice that supports both pleasure skating and competitive hockey for youth and adults. In particular, Orono Youth Hockey historically has advocated for a permanent outdoor ice rink that is maintained continuously through the winter sports season. Aside from Holbrook Park, there are no other public outdoor ice rinks in the Long Lake area.



Internal trails in Holbrook Park provide important pedestrian connections to surrounding neighborhoods and the City's trail system, but the trails are inconsistently paved and provide limited ADA access.

The Morrison (Orono) Ice Arena provides an indoor ice rink and Wayzata provides the nearest seasonal outdoor ice rink. When the existing Holbrook Park ice area cannot be maintained with suitable ice or warm weather prevents ice from persisting seasonally, the need for an improved recreation facility to support these essential winter recreation activities becomes clear. Further, the Park Board is aware of a strong interest in more options for cooling during warm summer seasons, both locally and in the region. The Long Lake area does not have an outdoor swimming pool or splash pad/zone, and only Nelson Park on Long Lake provides the opportunity for water play and cooling in the City. As of the 2020 U.S. Census, nearly 20 percent of Long Lake residents are children, indicating the need for additional options for summer season water play and cooling. Currently, the nearest outdoor water play recreation facilities are located in Wayzata and Delano.

Overview of the Outdoor Recreation Grant Program

In December 2023, the Minnesota Department of Natural Resources (DNR) released grant application materials for the Outdoor Recreation Program Grant. The goal of this grant program is to increase and enhance outdoor recreation facilities in local and community parks. Many recreation facilities are eligible for funding under the program, including skating rinks and internal park trails. The program provides matching grants to local government for up to 50 percent of the cost of the total project cost. The maximum grant award is \$350,000 (for a total project cost of \$700,000). The local match can consist of cash; the value of materials, labor, and equipment usage by the local sponsor; donations; or any combination thereof. Applications are due on April 1, 2024, and require a resolution of support from the sponsoring local agency.

The Park Board members can offer volunteer effort to prepare an application for one project to the Outdoor Recreation Grant Program in April 2024. Future cycles of this grant program, or new cycles for other programs, could present additional opportunities to fund additional improvements. The Park Board will continue to track and report back to the City Council regarding potential grant programs that could be suitable to fund City park projects.

Overview of the Conceptual Skate & Splash Project at Holbrook Park (Phase I)

In alignment with City goals and the General Plan 2040, as well as the Outdoor Recreation Grant Program goals, the Project's objective would be to dramatically enhance the quality and accessibility of outdoor recreation facilities for a wide range of users locally and regionally during all seasons while enhancing access to existing amenities within Holbrook Park. Key Project goals are to revitalize and activate Holbrook Park and maximize the use and value of existing onsite facilities, including an adjacent warming house that provides ADA-accessible restrooms, water fountains, seating, shade, and a concession stand, as well as two existing rink lights to support night skating and events.

To foster a working discussion, this section provides a conceptual description of the Project based on a preliminary review of City plans and goals; however, as a concept, **all components are subject to review and refinement prior to design and construction.**

As a first phase, the Project would replace and realign the existing unpaved outdoor seasonal ice skating area with a permanent all-season recreation facility. In its place, a new facility would ingeniously combine an outdoor refrigerated ice rink with a splash plaza and community picnic patio (see Figure 2 for examples of ice rink/splash pad combination facilities). The outdoor, open-air recreational facility would support ice skating, youth and adult hockey, and special events (e.g., broomball tournaments, skating lessons, or demonstrations) during colder months. During warmer months, the facility would transform into a surfaced gathering area providing a splash plaza/cooling center, patio and gathering area, and seating. The Project could also include a small covered stage or platform to support sports scorekeeping/announcing, picnicking, parties, roller skating, and special events such as movies in the park or small community music performances.



The Project would create an all-season recreation facility in Long Lake, the first of its kind in the area, combining a winter refrigerated ice rink with a summertime splash plaza. This combination has been successful in many community parks, including Lawrence Plaza in Bentonville, AR (pictured), where community events such as outdoor movies occur concurrent with the recreational activities. See Figure 2 for additional examples.

To substantially improve the quality, diversity, and value of Holbrook Park to all, the Project could include the following components (see Figure 1):

- Remove the existing rink boards and structures.
- Realign the rink/splash plaza site to interact with the existing warming house and lie closer to the existing trail and parking area; and reseed any disturbed natural turf in the site's playing field area to restore its natural features and recreational value.
- Extend the existing water and electrical utility lines to the rink site and install site drainage as needed.
- Install a regulation-sized (approximately 200-foot-long by 85-foot-wide) refrigerated outdoor rink and splash plaza using poured concrete overlying refrigeration and water pipes connected to an onsite cooler.
- Install bleachers/seating and stone/concrete fire pits adjacent to the rink/splash plaza.
- Install safety barriers as needed around the rink/splash pad site; consider removable barriers to support access during the summer season.
- Construct a low-profile covered stage/platform at the northern end of the rink/splash plaza site equipped with electricity and lighting to support the scoreboard and announcements.
- Install landscaping, lighting, and signage, including native species, shade trees for areas to the west of the rink/splash pad area, LED path lights and rink/splash pad lights to support evening use, and safety/use rules and guidelines.
- Pave new trail and patio connections to the existing warming house/concessions stand, existing paved trail, and parking lot at the eastern and southern sides of the rink/splash pad site. Permeable, anti-slip paving options would be prioritized.
- Pave the entire extent of the 1,400-foot-long park trail circling the ballfield and connect this path to the new trail and patio connections serving the rink/splash plaza.

Future Conceptual Improvements at Holbrook Park (Phase 2)

While not included in this Project for grant purposes, future phases could easily build upon this Project, including:

- Expanding the ice rink to create dedicated pleasure skating areas and/or a skating loop trail in addition to the regulation-sized hockey rink.
- Reestablishing the off-leash dog park with amenities (e.g., water, dog bags, fencing), signage, and terrain for dog recreation.
- Installing a cover/structure over the rink to protect the facility from damage and provide shade and/or heat and lighting for users seasonally.
- Developing additional trails to connect the park to additional neighborhoods.

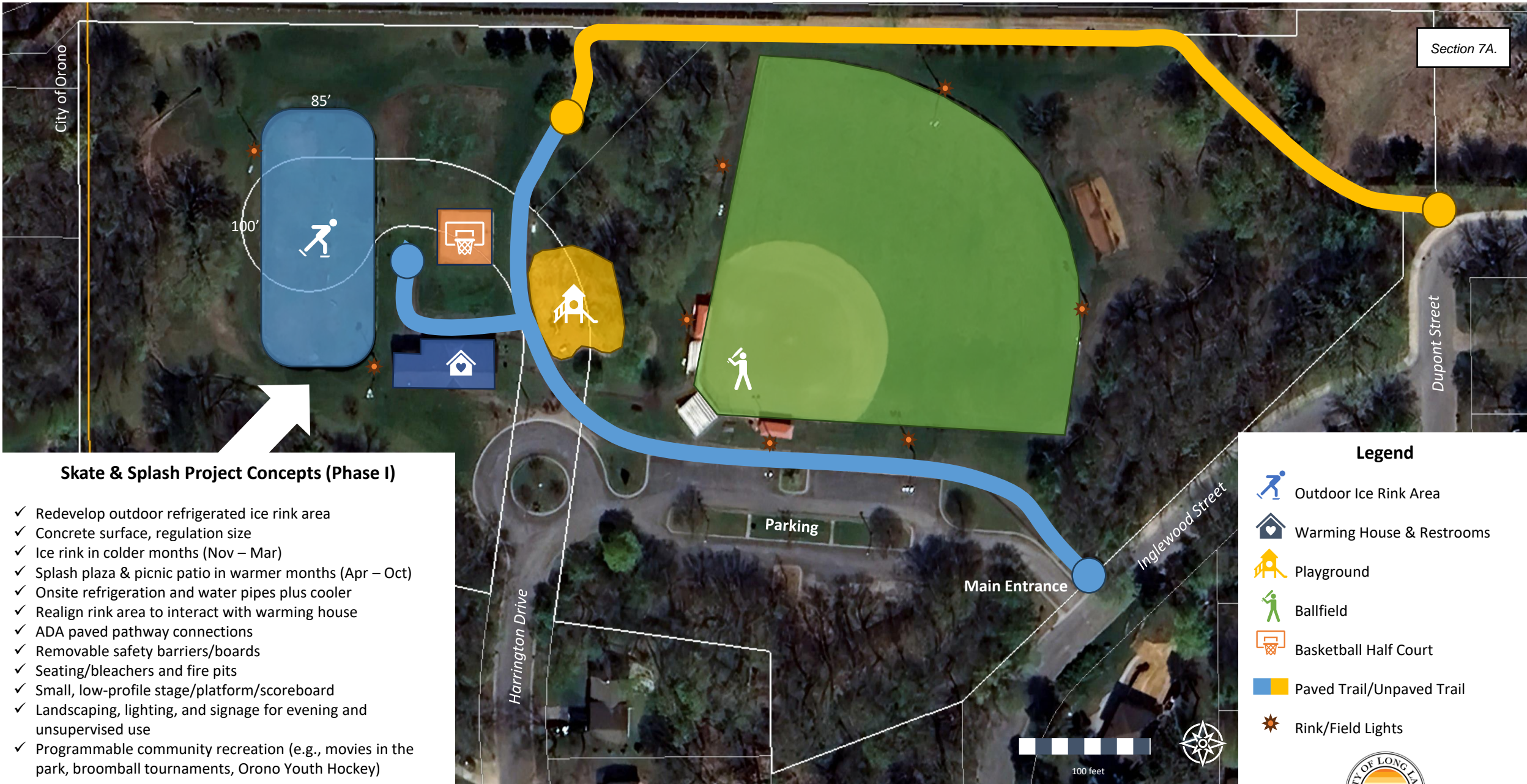
Conclusions and Recommendations

The Park Board is excited to present the concepts discussed above and hear feedback from the community and the Council. The Park Board has concluded that the Project would be an excellent candidate for grant funding under the Outdoor Recreation Grant Program to create a vibrant public space for active recreation, nature-based play, and community gatherings that cater to a diverse range of recreational needs, abilities, and activities. The Park Board recommends that the City Council consider the concepts and options presented to determine if the City could support the grant application for this Project. The Park Board would proceed with the application submittal only at the direction of the Council.

Enclosed:

Figure 1. Holbrook Park Skate & Splash Project Concept Map

Figure 2. Example Outdoor Ice Rink/Splash Pad Facilities



Skate & Splash Project Concepts (Phase I)

- ✓ Redevelop outdoor refrigerated ice rink area
- ✓ Concrete surface, regulation size
- ✓ Ice rink in colder months (Nov – Mar)
- ✓ Splash plaza & picnic patio in warmer months (Apr – Oct)
- ✓ Onsite refrigeration and water pipes plus cooler
- ✓ Realign rink area to interact with warming house
- ✓ ADA paved pathway connections
- ✓ Removable safety barriers/boards
- ✓ Seating/bleachers and fire pits
- ✓ Small, low-profile stage/platform/scoreboard
- ✓ Landscaping, lighting, and signage for evening and unsupervised use
- ✓ Programmable community recreation (e.g., movies in the park, broomball tournaments, Orono Youth Hockey)

Legend

- Outdoor Ice Rink Area
- Warming House & Restrooms
- Playground
- Ballfield
- Basketball Half Court
- Paved Trail/Unpaved Trail
- Rink/Field Lights



Cone Park
Sioux City, IA

Sherbourne Park
Toronto

Lancaster Park
Obetz, OH

Logie Park
Lindsay, ON





CITY OF
LONG LAKE

City Council Agenda Report

City of Long Lake

450 Virginia Avenue, PO Box 606
Long Lake, MN 55356

MEETING DATE / March 19, 2024

SUBJECT: Consider Approval of a Lease for Use of City Property With Veit & Company, Inc. for a Job Management Site

Prepared By: Scott Weske, City Administrator

Report Date: 3/13/2024

Recommended City Council Action

Staff recommends the following:

Motion to approve the Lease for Use of City Property with Veit & Company, Inc. to utilize City owned land located at 2445 Industrial Boulevard W as a job management site related to the CSAH 112 Phase 3 project, subject to final revisions by the City Attorney; and authorize the City Administrator to execute the agreement.

Overview / Background

As part of the CSAH 112 Phase 3 project, Veit & Company is in need of a space where their team can park job trailers during construction. These trailers are used to house the needs of the management team and to provide the ability to conduct meetings while monitoring day to day operations. Veit & Company is interested in leasing City owned property at 2445 Industrial Boulevard W (behind the P3 sports dome) for this purpose.

Staff has negotiated a lease price to be \$1,000 per month. The initial term of the lease is eight months beginning March 20, 2024 and continuing through November 20, 2024, with lease terms allowing an option to extend monthly for an additional three months.

At the time of writing this report, the City Attorney has not been able to review the proposed agreement. Staff will continue to update the draft copy and will provide the latest copy at the Council meeting.

Supporting Information

- Job Management Site Lease with Veit & Company, Inc. (subject to City Attorney review)

LEASE FOR USE OF CITY PROPERTY

THIS LEASE FOR USE OF CITY PROPERTY (the "Lease") is made and entered into effective as of March 20, 2024 (the "Effective Date"), by and between the City of Long Lake ("Landlord"), whose address is 450 Virginia Avenue, Long Lake, Minnesota 55356, and Veit & Company, Inc., ("Tenant"), whose address is 14000 Veit Place, Rogers, MN, 55374. Landlord and Tenant are sometimes collectively referred to herein as the "parties" or each a "party".

RECITALS

WHEREAS, Landlord is the owner of the real property located at 2445 Industrial Boulevard W, Long Lake, Minnesota and described as Lot 4 and 6, Block 2, Long Lake West Industrial Park (PID No. 33-118-23-14-0019) (the "Property"); and

WHEREAS, Landlord is the owner of the Property; and

WHEREAS, Tenant desires to lease a portion of the Property, as defined herein (the "Premises") to use as job management site related to the construction of the CSAH 112 Phase 3 Project, and the City is willing to lease the Premises to Tenant upon such terms and conditions as are expressed herein.

NOW, THEREFORE, Landlord and Tenant hereby covenant and agree as follows:

PREMISES. Landlord does hereby lease to Tenant, and Tenant does hereby rent from Landlord, upon the terms and conditions set forth herein, the Premises, which is located at 2445 Industrial Boulevard W. The Premises is described in Exhibit A, attached hereto and made a part hereof.

TERM.

Initial Term. The initial term of this Lease shall commence on the Effective Date and terminate on November 20, 2024 (the "Initial Term"), unless earlier terminated as provided herein.

Renewal Term(s). The term of this Lease shall automatically renew on the same terms and conditions herein, for up to three (3) additional periods of one (1) month each (each a "Renewal Term"), unless earlier terminated as provided for herein.

Termination. During the Initial Term, this Lease may be terminated by either party, for any reason or no reason, upon one month's written notice to the other party. During any Renewal Term, this lease may be terminated by either party, for any reason or no reason, upon thirty (30) days' notice to the other party. During the Term of this Lease, either party may also terminate this Lease immediately, based upon a breach of the terms herein (such termination a "Termination for Cause"). However, a Termination for Cause shall not take effect until after the breaching party has been provided notice of the breach and a thirty (30) day opportunity to cure. Those aspects of this Lease which are intended by their nature to survive termination, shall so survive. This shall include, without limitation, Indemnity, Liens, Assignment and Subletting, Tenant's Liability, Compliance with Laws, and Applicable Law, and all subparagraphs thereof.

The Initial Term and all Renewal Term(s) are collectively referred to herein as the "Term".

LAWN CARE AND SNOW REMOVAL. Landlord will be responsible for all snow removal; and for maintaining the surrounding property, including lawn care, surrounding the Premises.

UTILITIES. All utilities associated with the Premises will be the responsibility of the Tenant.

RENT.

Base Rent. Base rent shall be payable in advance on or before the 20th day of each and every month and continuing during the Term. Tenant shall pay to Landlord "Base Rent" for the Premises of one thousand and no/100 dollars (\$1,000) per month.

Late Payment Fee. If Tenant fails to pay Rent, or any installment thereof, by the 20th day of the month in which such payment is due and payable, Tenant shall automatically be assessed and shall pay, as additional rent and not as a penalty, a late charge equivalent to five percent (5%) of the amount of such late payment.

LIENS. Tenant shall not suffer or permit any statements of mechanic's or other liens to be filed against the Premises or any part thereof by reason of work, labor, services, or materials supplied or claimed to have been supplied to Tenant or anyone holding the Premises or any part thereof through or under Tenant. If any such lien shall at any time be filed against the Premises, Tenant shall cause the same to be promptly discharged of record or shall deposit with the court an amount equal to one hundred twenty-five percent (125%) of the amount claimed, within thirty (30) days after the date of actual notice to Tenant of filing the same. If Tenant shall fail to discharge such lien or to deposit such amount within such period, then, in addition to any other right or remedy of Landlord, Landlord may, but shall not be obligated to, discharge the same either by paying the amount claimed to be due or by procuring the discharge of such lien by deposit in court or by giving security or in such other manner as is, or may be, prescribed by law. Any amount paid by Landlord for any of the aforesaid purposes, and all reasonable expenses of Landlord, including reasonable attorneys' fees, in or about procuring the discharge of such lien, and all necessary disbursements in connection therewith, together with interest thereon at the lower of the maximum rate allowed by applicable law or the rate of twelve percent (12%) per annum from the date of payment. Nothing herein contained shall imply any consent or agreement on the part of Landlord to subject Landlord's estate to liability under any mechanic's lien law.

ASSIGNMENT AND SUBLETTING.

Transfers Prohibited. Tenant shall not assign or transfer any of its rights under this Lease or sublease any part of the Premises. Any assignment or subletting of the Premises is prohibited without the individualized written consent of Landlord.

DEFAULTS OF TENANT AND LANDLORD'S REMEDIES.

Event of Default. The occurrence of any one or more of the following events shall constitute an "Event of Default" under this Lease:

Failure to Pay Base Rent or Other Rent Owed. Tenant shall fail to timely pay any amount of Base Rent or other rent due hereunder, and such failure shall continue uncured for more than five (5) days after receipt of notice thereof from Landlord.

Failure to Perform. Tenant shall fail to perform any other covenant of this Lease and Tenant does not cure or reasonably commence and proceed diligently to cure such failure within twenty (20) days after receipt of notice thereof from Landlord.

Bankruptcy. If during the Term: (i) Tenant shall make an assignment for the benefit of creditors; or (ii) Tenant files a voluntary petition under the Bankruptcy Code of the United States or any state statute similar thereto, or Tenant be adjudged insolvent or bankrupt pursuant to an involuntary petition; (iii) a receiver or trustee is appointed for the property of Tenant by reason of insolvency of Tenant; (iv) any department of the state or federal government, or any officer thereof duly authorized, takes possession of the business or property of Tenant by reason of the insolvency of Tenant; (v) Tenant continues in possession without the appointment of a receiver or trustee under Chapter 11 of the Bankruptcy Code; or (vi) Tenant is the subject of any petition or proceeding related to relief from creditors.

Remedies. If an Event of Default occurs, Landlord may at any time thereafter:

Terminate this Lease. Terminate this Lease, and upon such termination, Tenant shall quit and surrender the Premises to Landlord, but Tenant shall remain liable as provided in this Lease;

Re-Enter the Premises. Landlord or Landlord's agents and servants may, immediately or at any time after and Event of Default by Tenant, re-enter the Premises and remove all persons and any or all property therefrom, either by summary dispossession proceedings or by any suitable action or proceedings at law or by force or otherwise and repossess and enjoy said Premises, together with all additions, alterations, and improvements thereto, without such re-entry and repossession working forfeiture or waiver of the rents to be paid and the covenants to be performed by Tenant during the Term hereof; and/or

Re-Let the Premises. Upon the expiration of the Term by reason of any of the events described herein, or under any provision of law now or hereafter in force by reason of or based upon or arising out of a default under or a breach of this Lease on the part of Tenant (except where such breach or default is determined by a court of competent jurisdiction to be justified because of Landlord's acts or omissions), Landlord may, at its option, at any time and from time to time, relet the Premises, or any part thereof, for the account of Tenant or otherwise, and receive and collect the rents therefore, applying the same first to the payment of such expenses as Landlord may have incurred in recovering possession of the Premises, including legal expenses and attorneys' fees, and for putting the same into good order or condition or preparing or altering the same for re-rental and all other expenses, commissions, and charges paid, assumed or incurred by Landlord in reletting the Premises and then to the fulfillment of the covenants of Tenant hereunder. Any such reletting herein provided for may be for the remainder of the Term as originally granted or for a longer or shorter period.

Tenant's Liability. If this Lease is terminated and/or the Premises is re-entered by Landlord pursuant to a default by Tenant of the terms and conditions of this Lease, whether or not the Premises, or any part thereof, is re-let, Tenant shall pay to Landlord the Base Rent and

the Additional Rent required to be paid by Tenant up to the time of such termination of this Lease, and thereafter Tenant shall, if required by Landlord, pay to Landlord until the end of the Term the equivalent of the amount of all the Base Rent and Additional Rent required herein less the net proceeds of reletting, if any. Landlord shall have the election, in place and stead of holding Tenant so liable, forthwith to recover against Tenant, as damages for loss of the bargain and not as penalty, an aggregate sum which, at the time of such termination or such recovery of possession by Landlord, as the case may be, represents the then present worth of the excess, if any, of the aggregate of the Rent payable by Tenant hereunder that would have accrued for the balance of the Term, over the aggregate rental value of the Premises for the balance of such Term.

Cumulative Remedies. The specified remedies to which Landlord may resort under the terms of this Lease are cumulative and are not intended to be exclusive of any other remedies or means of redress to which Landlord may be lawfully entitled in case of any breach or threatened breach by Tenant of any provision of this Lease. A receipt by Landlord of Base Rent or Additional Rent, including payment of Base Rent or Additional Rent by Tenant's receiver, trustee in bankruptcy, creditor, or assignee, with or without knowledge of a breach of any covenant hereof (other than the covenant for the payment of such Base Rent or Additional Rent), shall not be deemed a waiver of such breach. In addition to other remedies provided in this Lease, Landlord shall be entitled to the restraint by injunction for the violation or attempted or threatened violation of the covenants, conditions, or provisions of this Lease.

CONDITION OF PREMISES AT TERMINATION. At the termination of this Lease by lapse of time or otherwise, Tenant shall return the Premises in as good a condition as when Tenant took possession, excepting only ordinary wear and tear, and subject to the terms of the "Tenant Improvements" Section set forth below.

USE OF PREMISES. The Premises shall be used as a job management site and for uses ancillary thereto. Tenant shall not use or occupy the Premises or knowingly permit the Premises to be used or occupied in any manner that would cause the Premises or cause the value or usefulness of the Premises or any part thereof to substantially diminish (reasonable wear and tear excepted) or that would constitute a public or private nuisance or waste, or that would disturb Landlord's use of the remainder of the Property. Tenant shall promptly, upon discovery of any such use or violation, take all necessary steps to compel the discontinuance of such use and/or violation.

COMPLIANCE WITH LAWS.

General. Tenant, at its sole expense, shall promptly comply with all laws, ordinances and requirements of federal, state, county, and municipal authorities relating to Tenant's use and occupation of the Premises, and with any lawful order or direction of any public officer relating to Tenant's use and occupation of the Premises during the Term.

Permits. Tenant shall comply with all permits, licenses, and similar authorizations to use the Premises for the aforesaid purpose required by any governmental authority having jurisdiction over the use thereof.

Environmental Laws. Tenant represents, warrants and covenants to Landlord that its use of the Premises shall remain in compliance with all applicable federal, state and local laws, ordinances, and regulations and rules (including consent decrees and administrative orders) presently in force or hereinafter enacted relating to environmental quality; storage,

generation, manufacture, contamination, and clean-up of hazardous material; public health and safety; and protection of the environment; all as amended and modified from time to time (collectively, the "Environmental Laws"). All governmental permits relating to the use or operation of the Premises required by the applicable Environmental Laws are and will remain in effect, and Tenant will comply with same. For the purposes of this Lease, the term "hazardous material" shall mean and include all hazardous and toxic substances, waste or materials, any pollutant or contaminant, including, without limitations, PCBs, asbestos, asbestos-containing material, petroleum and petroleum-based products, and raw materials that are included or regulated by any Environmental Laws or that would pose a health, safety or environmental risk.

LANDLORD'S ACCESS TO PREMISES.

Inspection. Tenant shall permit Landlord and the authorized representatives of Landlord to enter the Premises at all times during usual business hours for the purpose of inspecting the same and making any necessary repairs to comply with any laws, ordinances, rules, regulations, or requirements of any public authority or of the Board of Fire Underwriters or any similar board. Nothing herein shall imply any duty upon the part of Landlord to do any such work that, under any provision of this Lease, Tenant may be required to perform, and the performance thereof by Landlord shall not constitute a waiver of Tenant's default in failing to perform the same. Landlord may, during the progress of any work in the Premises, reasonably keep and store upon the Premises all necessary materials, tools, and equipment. Landlord shall not, in any event, be liable for inconvenience, annoyance, disturbance, loss of business, or other damage to Tenant by reason of making repairs or the performance of any work in the Premises, or on account of bringing materials, supplies, and equipment onto or through the Premises during the course thereof, and the obligations of Tenant under this Lease shall not hereby be affected in any manner whatsoever. Landlord shall, however, in connection with doing of any such work cause as little inconvenience, annoyance, disturbance, loss of business, or other damage to Tenant as may reasonably be possible in the circumstances.

INDEMNITY. Tenant shall indemnify, defend and hold harmless Landlord from and against any and all claims by or on behalf of any person(s), firm(s), and/or corporation(s) arising from the conduct or management of or from any work or thing whatsoever done in, on, or about the Premises by Tenant, its agents, consultants, employees, vendors, independent contractors, clients, or licensees, and will further indemnify, defend and hold Landlord harmless against and from any and all claims arising during the Term from any condition of the Premises or from any condition of any street, curb, or sidewalk adjoining the Premises, or of any passageways or spaces therein or appurtenant thereto, to the extent the condition of the Premises or other designated areas directly resulted from the Tenant's use, or directly from the use of its agents, consultants, employees, vendors, independent contractors, clients, or licensees, or arising from breach or default on the part of Tenant in the performance of any covenant or agreement on the part of Tenant to be performed, pursuant to the terms of this Lease, or arising from any act of negligence of Tenant, or any of its agents, consultants, employees, vendors, independent contractors or licensees, or arising from any accident, injury or damage whatsoever caused by Tenant, or any of its agents, consultants, employees, vendors, independent contractors, clients, or licensees, to any person, firm or corporation during the Term, in or about the Premises, or upon or under the sidewalks and the land adjacent thereto, and from and against all costs, reasonable attorneys' fees, expenses, and liabilities incurred in or about any such claim or action or proceeding brought thereon; and in case any action or proceeding is brought against Landlord by reason of any such claim, Tenant, upon notice from

Landlord, shall resist or defend such action or proceeding by counsel reasonably satisfactory to Landlord.

NOTICES. Any notice, election, request, or other communication herein required or permitted to be given or served shall be delivered to the other party hereto (with receipt obtained therefrom), or mailed by United States certified mail, return receipt requested, postage prepaid, properly addressed to such other party at the following address:

If to Landlord: City of Long Lake
Attn: City Administrator
450 Virginia Avenue
PO Box 606
Long Lake, MN 55356

If to Tenant: Veit & Company, Inc.
14000 Veit Place
Rogers, MN, 55374

Unless and until changed by notice as herein provided, notices and communications shall be addressed to the above-listed addresses. Each such mailed notice or communication shall be deemed to have been given to, or served upon the property to which addressed, (i) on the date the same is personally delivered or (ii) on the date set forth in the certified receipt. All payments required to be paid to Landlord by this Lease shall be made to Landlord at the address designated above, or as may be hereafter designated.

TENANT IMPROVEMENTS. Tenant may make reasonable improvements to the Premises to facilitate Tenant's intended use. However, all such improvements shall be subject to the reasonable approval of Landlord. Upon installation, any approved improvements to the Premises which are fixtures shall become a part of the Premises and the property of Landlord. Upon the termination, cancellation or expiration of this Lease, all such approved fixture improvements shall remain with the Premises.

MISCELLANEOUS.

Applicable Law. The parties acknowledge that this Lease is subject to the provisions of applicable federal, state and local laws and regulations. Any obligation, duty or provision under this Lease that conflicts with any provision of applicable federal, state or local laws or regulations, is to that extent void. This Lease has been made, and its validity, performance and effect shall be determined, in accordance with the internal laws of the State of Minnesota. Any action to enforce the terms of this Lease shall be brought in a court of competent jurisdiction within Hennepin County, Minnesota.

Entire Agreement and Modification. This writing contains the entire agreement between the parties, and there are no other terms, obligations, covenants, representations, statements, or conditions, oral or otherwise, of any kind whatsoever. Any agreement hereafter made shall be ineffective to change, modify, discharge, or effect an abandonment of this Lease in whole or in part unless such agreement is in writing and signed by the party against whom enforcement of the change, modification, discharge, or abandonment is sought.

Waiver. The waiver of either party of a breach or violation of, or failure of either party to enforce any provision of this Lease shall not operate or be construed as a waiver of any

subsequent breach or violation or relinquishment of any rights hereunder, and no waiver by Landlord of any provision of this Lease shall be deemed to have been made unless expressed in writing and signed by Landlord.

Release of Landlord. If Landlord sells or otherwise transfers all of its interest in the Premises, Landlord shall, without further action by any party, be released and discharged from any further obligation or duty under this Lease, and no claim or demand upon Landlord shall thereafter be made by Tenant arising out of any obligation or duty of Landlord hereunder.

Severability. If any part of this Lease or the application thereof to any person or circumstances is, to any extent, invalid or unenforceable under applicable law, the remainder thereof and the application of such terms, provisions, and condition to persons or circumstances other than those as to whom it is invalid or unenforceable shall not be affected thereby, and this Lease an all the terms, provisions, and conditions hereof shall, in all other respects, continue to be effective and to be complied with to the full extent permitted by law.

Binding Effect. All of the covenants, conditions, and agreements herein contained shall extend to, be binding upon, and inure to the benefit of the parties hereto and their respective successors and assigns.

Counterparts/Execution: This Lease may be signed in any number of counterparts and each such counterpart shall be deemed an original for all purposes and all such counterparts shall collectively constitute one instrument. For purposes of execution of this Lease, facsimile or PDF of an electronically scanned signature shall be effective as originals.

[Signatures on following page]

IN WITNESS WHEREOF, the parties have executed this Lease the day and year first above written.

LANDLORD:

CITY OF LONG LAKE

By _____
City Administrator

Date _____

TENANT:

VEIT & COMPANY, INC.

By _____
Its _____

Date _____

EXHIBIT A
(the "Premises" Description)

Approximately 2.14 acres of land located at 2445 Industrial Boulevard W, Property Identification Number 3311823140019; legally described as Lot 4, Block 2, Long Lake West Industrial Park.



CITY OF
LONG LAKE

City Council Agenda Report

City of Long Lake

450 Virginia Avenue, PO Box 606
Long Lake, MN 55356

MEETING DATE / March 19, 2024

SUBJECT: Consider Adoption of a Policy Regarding Mobile Food Unit(s) and Food Cart(s) on City Owned Property

Prepared By: Jeanette Moeller, City Clerk

Report Date: 3/12/2024

Recommended City Council Action

Staff recommends the following:

Motion to adopt the 'Policy Regarding Mobile Food Unit(s) and Food Cart(s) on City Owned Property', subject to final revisions by the City Attorney.

Overview / Background

Over the past couple of years, City staff and officials have periodically been contacted by individual food truck owners/operators who have had an interest in utilizing City property as a retail location. While the 1905 Wayzata Boulevard W property has been of particular interest, inquiries have also been received regarding locating at Nelson Lakeside Park.

Though staff's long term focus will be on updating the City's Code of Ordinance to fully address peddlers, solicitors, and mobile food vendors on both public and private property, staff consulted with the City Attorney to determine whether a policy document could be used as a tool to regulate and allow individual Mobile Food Units (MFU's) and Food Cart(s) on City owned property. City Attorney Thames confirmed that a policy could be adopted and employed for this purpose, provided it solely focused on City owned property use.

Staff has prepared the attached 'Policy Regarding Mobile Food Unit(s) and Food Cart(s) on City Owned Property' document, which would accomplish the following:

- Allows MFU or food cart owner/operators to apply to the City for a Special Event permit to enable them to operate at a City owned property for no more than 21 dates in a calendar year, consistent with state statute. Applicants would be subject to the Special Event Permit fee of \$125.00, and would be required to pay a \$25.00 per date site occupation fee prior to the start of permitted operations.
- A Special Event Permit for an individual MFU or food cart to locate on City property would be able to be approved administratively by City staff. Copies of all necessary State and County licensing would be required to be submitted with a Special Event Permit application, along with a Certificate of Insurance listing the City as an additional insured.
- Establishes operating procedures for MFUs or food carts on City property, including limits on sales hours (7:00 am to 9:00 pm), stating that no alcoholic beverages may be sold or consumed on City property, allowing for a sandwich board sign to be placed on site, addressing waste generated by the MFU or food cart, etc.

It should be noted that the proposed policy is not intended to address MFUs and food carts operating as vendors and as a component of larger community or private events on City owned property. In those situations, an event organizer's Special Event Permit application must include information about the presence and location of MFUs or food carts. Those events would continue to require all staff review and City Council approval.

At the time this report was prepared for the City Council's meeting informational packet, the City Attorney was unavailable to review the proposed policy document. Staff recommends the City Council consider adoption of the policy while allowing for final revisions to be made by the City Attorney.

Supporting Information

- Policy Regarding Mobile Food Unit(s) and Food Cart(s) on City Owned Property (subject to City Attorney review and revision)



City of Long Lake
Policy Regarding Mobile Food Unit(s) and Food Cart(s) on
City Owned Property

Date of Adoption: March 19, 2024

Policy Revised:

I. Purpose

The City of Long Lake sets forth the following rules and regulations for Mobile Food Unit and Food Cart operation, including food trucks, on City owned property. For the purpose of this policy, a Mobile Food Unit is defined as a food and beverage service establishment that is a vehicle mounted unit, either motorized or trailered, operating no more than 21 days annually at any one place. A Food Cart means a food and beverage service establishment that is a nonmotorized vehicle self-propelled by the operator. This policy applies to individual MFU or Food Cart applications to occupy City owned property only, and is not applicable to Special Events of which MFUs and/or Food Carts are one component of the overall event plan.

II. Procedure / Policy

- a. **Permit/Fee Requirements.** An MFU or Food Cart owner/operator may make application to the City of Long Lake for a Special Event Permit to allow operation at a City owned property for no more than 21 dates in a calendar year. In addition to the Special Event Permit fee, an MFU or Food Cart owner/operator will be required to pay a \$25.00 per date site occupation fee in advance of the start of any permitted operations.

A Special Event Permit application must be accompanied by a copy of the MFU or Food Cart's Minnesota Department of Health and/or Minnesota Department of Agriculture license, Hennepin County license, and a copy of the operator's Certificate of Insurance with the City of Long Lake listed as an additional insured.

The City Council authorizes Special Event Permit applications solely for individual MFUs or Food Carts on City property to be approved administratively by the City Clerk; however, applicants must allow for up to two weeks for processing. No more than three MFUs and Food Carts in combination will be permitted and authorized to operate at the City's property located at 1905 Wayzata Boulevard W at any one time. All other City owned properties will be limited to no more than two MFUs and Food Carts permitted and authorized to operate at any one time.

- b. **Performance Standards.** An MFU owner/operator is subject to the following performance standards:
1. The MFU or Food Cart must be licensed by the Minnesota Department of Health, Minnesota Department of Agriculture, and the Hennepin County Public Health Department as required under Minnesota State law. Licenses must be visibly displayed at all times while in operation.
 2. All State Fire Code requirements applicable to MFUs or Food Carts must be met at all times. Permitted units may be subject to inspections by the City's Building Official or Fire Chief.
 3. MFUs or Food Carts on City property may only conduct sales between the hours of 7:00 am and 9:00 pm.
 4. The owner/operator of the MFU or Food Cart shall be responsible for the conduct of their employees and agents while in operation.
 5. No alcoholic beverages may be sold or consumed on City property.
 6. Waste generated by the MFU or Food Cart must be transported off of the City owned property and disposed of in accordance with all Federal, State, and City of Long Lake regulations. The owner/operator must provide trash receptacles for customers' use and keep the site in a neat and orderly fashion, free from litter, refuse, debris, junk or other waste which results in offensive odors or unsightly conditions. Neither grey water, wastewater, nor any other substance, may be deposited into City stormwater drains or onto the ground.
 7. An MFU or Food Cart is not required to obtain a sign permit from the City; however, only one sandwich board style sign is permitted per unit and may not exceed 12 square feet in size. Signage may not be permanently installed or affixed to City property. The allowed sign must *be placed on the ground* and within 15 feet of the MFU or Food Cart. The sign must not be placed in a manner that hinders passage upon any sidewalk; must not be placed upon any street; and must not obstruct any traffic sight lines.
 8. An MFU or Food Cart permitted under this Policy to occupy City owned property may not be parked in a manner to hinder passage upon any sidewalk; must not park upon any street or on any turf; may not obstruct any traffic sight lines at any time; and may not obstruct or park on any designated handicapped parking spaces or painted accessibility features. If permitted to operate in Nelson Lakeside Park, no MFU or food cart may park in the fenced boat trailer parking area along Lake Street.
 9. MFUs or Food Carts and any associated equipment must be maintained and operated in a safe, working condition at all times and in a manner which minimizes noise, exhaust and odors impacting the public and surrounding public and private properties so as not to create a public or private nuisance. The operation of any MFU or Food Cart which fails to meet the standards of safety established by the laws of the State or the City; operates in a manner that creates a threat to the health, safety and welfare of the

public; or fails to obey a lawful order of law enforcement or licensing personnel, shall be discontinued until such time as the deficiency is addressed and eliminated.

10. An MFU or Food Cart is subject to inspection by City officials and the City's public safety personnel. A failure to meet any of the requirements outlined under this Policy shall result in an immediate order to correct or cease operations by the City's public safety personnel.
- c. **MFUs or Food Carts at Special/Community Events.** This Policy does not apply to circumstances in which MFUs or Food Carts are operating as vendors and as one component of a larger community or private event on City owned property. In those situations, an event organizer's Special Event Permit must include information about the presence and location of MFUs or Food Carts as part of their event permit application to the City, and the organizer's Special Event Permit requires approval of the City Council prior to issuance by City staff. Any MFUs or Food Carts participating in a larger permitted Special Event must be licensed by the Minnesota Department of Health, Minnesota Department of Agriculture, and the Hennepin County Public Health Department as required under Minnesota State law.