



CITY COUNCIL MEETING

August 07, 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 July 16, 2024 City Council Meeting

[B.](#) Approve Minutes of July 17, 2017 City Council Special Work Session Meeting

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

[D.](#) Accept the Retirement of Firefighter Erik Palmer From the Long Lake Fire Department

[E.](#) Adopt Resolution No. 2024-32 Appointing Simone Warner to the Position of Firefighter for the Long Lake Fire Department

[F.](#) Adopt Resolution No. 2024-33 Appointing Mitchell Neubauer to the Position of Firefighter for the Long Lake Fire Department

[G.](#) Final Acceptance of Builder Improvements for Aava Vetta Development

[H.](#) Adopt Resolution No. 2024-36 Approving the Participation of the Hennepin County Housing and Redevelopment Authority in an Affordable Housing Project With Homes Within Reach

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.](#) Approve Liquor Licenses for LLORO LLC (Katherine Stephens) DBA Bucks Pub

[B.](#) Approve Issuance of a Request for Proposals (RFP) for Recycling Services & City Facility Refuse Collection

8. Other Business

9. Adjourn

UPCOMING MEETINGS & OTHER DATES OF NOTE

Tuesday, August 13 (7:00 am - 8:00 pm) / State Primary Election

Tuesday, August 20 (5:00 pm) / EDA Meeting

Tuesday, August 20 (6:30 pm) / City Council Meeting



**MINUTES
CITY COUNCIL MEETING
July 16, 2024**

CALL TO ORDER

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

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

Staff Present: City Administrator: Scott Weske; Finance Director: Amanda Nowezki; Public Works Director: Sean Diercks; and City Clerk: Jeanette Moeller

Absent: Council: Gina Joyce (with prior notice)

PLEDGE OF ALLEGIANCE

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

Mayor Miner reported that the annual 'Buckhorn Days' celebration took place the previous Saturday and was a great event, despite the rain. He thanked the Long Lake Area Chamber of Commerce and the Orono Lions Club for their work to make the event a success. Mayor Miner also had recently participated in the Grand Opening Celebration for the Panoway Lakewalk in Wayzata.

APPROVE AGENDA

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

CONSENT AGENDA

The Consent Agenda consisted of the following:

- A. Approve Minutes of June 18, 2024 City Council Work Session Meeting
- B. Approve Minutes of June 18, 2024 City Council Meeting
- C. Approve Vendor Claims and Payroll
- D. Accept the Resignation of Firefighter Paul Bullemer from the Long Lake Fire Department
- E. Appointment of Matthew Fahrman to the Position of Full-time Public Works Maintenance Worker I
- F. Adopt Resolution No. 2024-31 Appointing Election Judges for the 2024 State Primary and General Elections and Establishing an Absentee Ballot Board
- G. Adopt Resolution No. 2024-28 Accepting a Donation to the Long Lake Fire Department in the Amount of \$2,500 From Centerpoint Energy

Mayor Miner pointed out that Consent Agenda Item D for acceptance of the resignation of firefighter Paul Bullemer was really a retirement after his completion of 20 years of service with the Fire Department. The Mayor conveyed that the City appreciated Mr. Bullemer's service and dedication to the community, and that he will be missed.

Mayor Miner voiced his gratitude to Centerpoint Energy for their donation to the Long Lake Fire Department as part of a Community Safety Grant that they had applied for. The donation will allow the Department to add CPR mannequins, AED trainers, and additional supplies for growing the Department's CPR education program. He expressed his appreciation to Training Chief Scott Spinks for his work in putting together the grant application.

A motion was made by Kvale, seconded by Dyvik, 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

A. Approve Special Event Permit Request for the 2024 LLFD Red Hot Run 5K

City Clerk Moeller indicated that the Long Lake Fire Relief Association had submitted a request for a Special Event Permit in order to hold their annual Red Hot Run 5K that will also include a 1K Fun Run on July 27, 2024 based out of Fire Station 1. She shared a few details about the event and route and encouraged people to consider participating in and supporting the run/walk.

Mayor Miner shared that he planned to run in the Red Hot Run 5K this year and invited other members of the Council to join him.

Moeller advised that an updated quorum notice will be posted that will cover Council attendance at all the upcoming events in the City.

A motion was made by Kvale, seconded by Miner, to adopt Resolution No. 2024-29 approving issuance of Special Event Permit #S2024-06 for the LLFD Red Hot Run 5K to be held on July 27, 2024, subject to conditions contained in the Special Event Permit approval letter. Ayes: all.

B. Receive 2nd Quarter 2024 Revenues and Expenditures

Finance Director Nowezki provided an overview of the City's fund account balances, including a cash summary report. She reported that all funds appear to be on track for the year's budget and highlighted that as the Council would see on the cash summary report, the City has been able to get almost all of the accounts they had been watching closely back into the 'black'. She explained that there were two accounts - debt service bond and CSAH 112 - that currently had negative balances, but those will both resolve during audit adjustments. Calling out a few significant expenditures, she recalled that Fund 101 was used for replacement all of the Public Works building windows as well as for the implementation of the SCADA system for well monitoring.

Council member Dyvik asked if the City would ever pay for upgrades to the Public Works building out of the Enterprise Funds.

Nowezki responded that the City could do so in the future, and commented that her current focus with the Enterprise Funds, specifically 602 and 603, had been to achieve healthy balances and work towards utility billing revenue covering costs and expenses for operations first.

Council member Dyvik noted that the City would also need those funds when they do road projects.

Nowezki referenced the cash report and pointed out that the City had established a separate Pavement Management Improvement Fund in order to separately track franchise fees. She mentioned that the fund balance was currently sitting at \$200,000.

Mayor Miner inquired about the Charitable Gambling Fund.

Nowezki explained that the Charitable Gambling Fund is the 10% portion of money that the City receives from gambling revenue generated at permitted locations in the City. The City has a very specific way that it can spend those funds, and she shared examples of how the City had used those funds in the past, such as annually donating portable restrooms for Buckhorn Days.

Nowezki commented that in 2024, the City implemented a new line item in revenue, reflected in utility bills, called the Metropolitan Council Sewer Treatment Fee and clarified that her goal for that change was to start letting residents know how much of their payments are going directly to the Metropolitan Council. She stated that the City had received notice that its 2025 Metropolitan Council bill would be increasing substantially, and she felt it was important to let residents know that the fee was not the City keeping their money as that revenue doesn't even cover one-tenth of the City's cost.

Council member Feldmann was supportive of having a separate line item for the Metropolitan Council Treatment Fee as it helps with transparency so residents can see what is happening.

Nowezki acknowledged that staff has a goal of maintaining transparency with what money the City is collecting and where it is going.

Council member Feldmann asked whether it was too soon to see what effect the City's I&I improvement projects may have had on Metropolitan Council billing to the City.

City Administrator Weske believed that unfortunately the Metropolitan Council bill had increased by about 38-39% for 2025.

Council member Kvale questioned if the Metropolitan Council offered any justification for such a large increase.

Weske replied that their response is that the increase is solely about flow.

Council member Dyvik asked about rules for checking private service lines for homes when they are sold.

Moeller replied that the City did not currently have a point of sale ordinance.

Council member Dyvik stated that he felt that was something the City should look into at some point.

Public Works Director Diercks clarified that the City has to ensure that their mains are in the condition they should be in before moving in that direction.

Council member Dyvik asked about the legal fees pertaining to fire contract enforcement activities and where they were being paid from.

Nowezki answered that the legal fees related to the Fire Department had been separated out from the City's regular legal fees so they could be tracked more easily.

Council member Kvale inquired about the Fire Department contract and noted that the budget was for \$94,747, but so far the City had paid 69% of that. She wondered whether that was just due to timing.

Nowezki responded that 2024 was unusual for the Fire Department contract because the contract amounts had changed for 3rd quarter due to Orono's service area changes. A restructure in rates had been necessary and unfortunately, in this situation, the percentages were not going to be 50/50.

Council member Kvale asked if that meant that there would be a shortfall.

Weske stated that it would be over budget by a little bit.

Nowezki added that she believes the numbers will come out pretty good as far as where they are on the contracts for Long Lake for revenue. She observed that there was a possibility that Long Lake had paid their portion during the 2nd quarter and because of her recent vacation plans, she had billed everyone early. She explained that the \$28,000 reflected actually represents 4th quarter funds.

Council member Dyvik asked about TIF district 1-9.

Nowezki indicated that TIF district 1-9 was a brand-new TIF district for The Stax project.

The Council asked questions about the status of the other TIF districts in the City.

Mayor Miner reflected that he was glad to see that the balances in the Water Fund and Sewer Fund were picking up.

Weske noted that the Surface Water Management Fund was also beginning to make money as well.

Council member Dyvik questioned how the City's current fund balances compared to the same time last year.

Nowezki stated that she could not say for sure, but she did feel that they were pretty much on track. She recalled that at the end of last year the City had been able to put money into their investment accounts and that had not been missed within the operating fund, which is why she felt that they are at least 'on par' or even a little bit above where they were last year.

Council member Dyvik commented that the City had not yet seen the real tax revenue from projects like Zvago, Aava Vetta, or The Stax as of yet.

Moeller agreed that the City would eventually start to see that revenue coming in.

Nowezki assured the Council that she was watching all of the funds closely and committed to let the Council know if she observed any issues. She added that unrealized gains for this year, so far, are around \$105,000.

A motion was made by Feldmann, seconded by Dyvik, to receive the 2nd Quarter 2024 revenues and expenditures as of June 30, 2024, as presented. Ayes: all.

C. Updates Regarding Fire Department Matters

Mayor Miner reiterated that the Red Hot Run was coming up at the end of the month. He informed Council that Hennepin County District Court Judge Miller issued her order that morning related to the City's request for attorney fees resulting from the case of City of Long Lake v. City of Orono. Judge Miller had ordered that the City of Orono pay the City of Long Lake just over \$81,000 in attorney fees, but the amount would not need to be paid until Orono's appeal has been completed. The Judge's order did not completely cover the City's legal fees, but it did reflect a majority of fees incurred. He advised that the next Fire Advisory Board meeting will be held on July 17, 2024 at which they plan to discuss the preliminary 2025 budget and also some dispatch issues that have taken place since the switchover when Orono took over covering a portion of their city on July 1, 2024.

Council member Dyvik asked about the Forest Lake Bay and North Arm Bay issue. He understood that the Long Lake Fire Department was intending to cover those areas, but he asked if there would be a modification to the contract that would make that clear.

Council member Feldmann inquired whether Orono had come back and officially requested to have that service area covered or if there was just an assumption that the Long Lake Fire Department would cover those areas.

Weske stated that he thought the recent letter Orono had written to Long Lake had indicated that Orono had those areas taken care of by another provider.

Mayor Miner confirmed there had been reference to Weske's comment in the letter, but the City was uncertain how 'rock solid' that was and was working through confirming that. He added that the Council will be having a Closed Session meeting during their special work session tomorrow night to discuss fire service contract issues, and encouraged everyone to read through Judge Miller's order which was available on the City's website.

OTHER BUSINESS

Dome Under New Ownership - Council member Dyvik shared that he had received an email from the Orono Westonka Soccer Club announcing the exciting news that they had purchased the dome property in Long Lake. His understanding was that the dome will become their main practice area as well as their headquarters, and he believes that they will have to get caught up on some things that the dome has been deficient on. Moeller confirmed they will need to be advised on the status of code related issues such as the parking lot, property maintenance, and signage requirements; however, staff has not yet had the opportunity to connect with the new owners and had learned about the purchase from a social media post. She stated that she hoped that the new owners will get in touch with the City and looked forward to a positive relationship in the future. Council member Dyvik indicated that the dome facility will be a great improvement over the facility that they were using in Mound.

Holbrook Park / Long Lake Creek Improvements Grant – Council member Dyvik reported that when he was at the Long Lake Waters Association booth at Buckhorn Days, he had seen a pamphlet from the Long Lake Creek Subwatershed Partnership that had included information about a Holbrook Park stormwater treatment project. The pamphlet referenced a grant that had been received. Diercks recalled that there had been discussions about it but he was unsure how far along it was. Council member Dyvik stated that the pamphlet says that the Minnehaha Creek Watershed District (MCWD) and

the City had secured grant funding. Weske explained that the MCWD received grant funds and the portion to be allocated for the City's project was rolled up inside of that. The funds would not come to the City because the MCWD would be the managing entity on behalf of the partnership. Council member Dyvik mentioned that there was also a report called the Long Lake Creek Roadmap that was about the current state of the watershed. He observed that the water in Long Lake this year is as clear as he has seen it in a long time, but there have also been a lot of weeds. Council member Kvale asked if the MCWD was planning to present information to the City. Council member Dyvik suggested the City invite them to an upcoming Council meeting for a presentation to potentially include a summary of the roadmap report as well. He noted that it may be a good idea to have an annual update from the MCWD.

Highlighting Comments in Judge's Order - Mayor Miner stated that he had neglected to mention one other thing during his Fire Services update. He read aloud a few sentences contained in Judge Miller's order regarding Orono contesting the rate Long Lake's attorney was charging, and explained that the rate was because they were not using a typical City Attorney and instead were using a litigator. The Judge upheld the City's decision to contract with a litigator as being appropriate given the nature of the legal actions. He repeated his encouragement for residents to read the entire order issued by Judge Miller.

Review of Meetings Attended – Mayor Miner reported that he and Weske had met the previous week with the new Metropolitan Council District 3 representative to discuss various issues, and a week or so before that, they had also met with new County Commissioner Heather Edelson. Lastly, Mayor Miner had recently met with the developer from The Stax project in the City who was very complimentary about his work with City staff on the project.

Concept for Former BP Site - Moeller had been in communication with someone local who has been working on a concept for the former BP site, and she was anticipating she would have something in hand either this week or next. She added that whatever she received would first be sent to the City's Planning Consultant for initial review and comment before coming to the EDA.

Night to Unite / Reschedule August 6 Council Meeting – Moeller advised that Night to Unite is coming up on August 6, 2024. As that date conflicts with a regularly scheduled City Council meeting, she wondered if the Council would want to reschedule that meeting.

A motion was made by Miner, seconded by Dyvik, to reschedule the August 6, 2024 City Council meeting to August 7, 2024 due to a conflict with Night to Unite. Ayes: all.

Retirement of Luke Laakkonen - Moeller shared how much she would miss Public Works employee Luke Laakkonen who will be retiring as of July 31, 2024. She stated that Luke has been very special to many at the City and as the years have gone on, he had become quite a warm and wonderful guy to work with. She reiterated that she would sincerely miss him and his sense of humor.

Well Emergency Repairs - Diercks indicated that as work was wrapping up on the completion of the SCADA system installation a few weeks ago, it had been noticed that Well #2 was having an issue with ratcheting. Staff had brought in a well expert to try to address the issue in order to extend equipment life long enough for the City to develop a plan to get things rebuilt in order to be proactive instead of reactive. Unfortunately that plan only lasted three weeks. When the well was restarted after running it for two weeks and shutting it down for one, it locked up and would not start. The well will need a complete rebuild and he projected that the repairs would cost between \$50,000 to \$60,000. The rebuild

will include both the motor and the pump and should take about two weeks to complete. Council member Kvale asked about the costs for a whole new well rather than rebuilding it. Diercks stated that the costs would double. Council member Kvale questioned whether it would better for the City to just install a whole new well. Diercks recommended proceeding with the rebuild because Well #1 is probably not too far behind Well #2 in upcoming repair needs due to its age. Well #1 will cost around \$100,000 to rebuild because it is a different kind of well. His original plan had been to put out an RFP over the winter for both wells, but because Well #2 had a complete failure, an emergency pull is necessary in order to get it back up and running. He added that he had reached out to Orono and in a worst case scenario situation, they will be able to get water from them. Council member Kvale asked how long the well would be offline and if the other well would be able to compensate for the difference. Diercks estimated that it would be offline for a few weeks during the repairs, and confirmed that the other well should be more than adequate to handle the demand. Mayor Miner asked if the cost for fixing Well #2 would come from the Water Fund. Nowezki confirmed that the repair expense would be allocated to the Water Fund and noted that while this was an unexpected expense, she was thankful that the City was in a situation where they could take care of it right away. Diercks noted that Public Works had four generators running yesterday for different power failures that had throughout the City following storms.

Maintaining Flowers - Council member Kvale mentioned that the flowers downtown look nice and thanked Public Works for taking care of the watering.

ADJOURN

Hearing no objection, Mayor Miner adjourned the meeting by general consent at 7:38 pm.

Respectfully submitted,

Scott Weske
City Administrator



MINUTES
CITY COUNCIL SPECIAL WORK SESSION
July 17, 2024

CALL TO ORDER

The meeting was called to order at 5:31 pm.

Present: Mayor: Charlie Miner; Council: Jahn Dyvik, Mike Feldmann, Gina Joyce (attended remotely via interactive technology), and Deirdre Kvale

Staff Present: City Administrator: Scott Weske; City Attorney: John Thames; Special Counsel: Chris Yetka; Fire Chief: Mike Heiland; and Assistant Chief: Cody Farley

Absent: None

APPROVE AGENDA

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

OPEN CORRESPONDENCE

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

BUSINESS ITEMS

Closed Session Pursuant to Minn. Stat. 13D.05, Subd. 3 (b): Discuss Enforcement Action Related to Fire Services Contract

A motion was made by Miner, seconded by Dyvik, to move the meeting into a Closed Session pursuant to Minn. Stat. 13D.05, subd. 3 (b) to discuss enforcement action related to the Fire Services contract. Ayes: all by roll call.

Council member Joyce departed the meeting early due to her designated public location for remote meeting attendance closing.

A motion was made by Feldmann, seconded by Dyvik, to exit the Closed Session. Ayes: all by roll call.

City Attorney Thames summarized that the City Council had just adjourned a Closed Session pursuant to Minn. Stat. 13D.05, subd. 3 (b) to discuss enforcement action related to the Fire Services contract, and staff and attorneys had been given direction.

OTHER BUSINESS

No other business was discussed.

ADJOURN

Hearing no objection, Mayor Miner adjourned the meeting by general consent at 7:23 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 / August 7, 2024

SUBJECT: Approve Vendor Claims and Payroll

Prepared By: Amanda Nowezki, Finance Director

Report Date: 7/31/2024

Recommended City Council Action

Staff recommends the following:

Motion to approve vendor claims paid in the amount of \$112,905.47 and electronic vendor payments in the amount of \$5,307.34 for a total amount of **\$118,212.81**; gross City Employee payroll paid July 25 in the amount of **\$29,914.12**.

Overview / Background

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

Supporting Information

- Listing of Claims Paid
- Electronic Vendor Payments
- Biweekly Payroll



LONG LAKE, MN

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Section 5C.

*Check Summary Register©

Checks 70564-70600

Name	Check Date	Check Amt	
10100 GENERAL FUND CASH			
70564	ACROSS THE STREET PRODUC	7/18/2024	\$412.46 Renew Blue Card Instructor Membership (Pror
70565	BIFFS, INC.	7/18/2024	\$530.00 Biff Rental-Holbrook Park
70566	EHLERS AND ASSOCIATES	7/18/2024	\$1,005.00 Continuing Disclosure Fee - 2024
70567	HAWKINS INC	7/18/2024	\$40.00 Water Chemicals - Chlorine Cylinder
70568	HIGH ROAD HEATING & COOLIN	7/18/2024	\$10,950.81 PW AC/Furnace Replacement
70569	LARKIN HOFFMAN	7/18/2024	\$11,957.00 FD CONTRACT DISPUTE W/ORONO - June 2
70570	JUDY MAHOWALD	7/18/2024	\$36.96 Refund Utility Overpayment, Act 01-000000021
70571	MN VALLEY TESTING LAB	7/18/2024	\$48.50 Monthly Chlorine Report
70572	MN LIFE INSURANCE CO	7/18/2024	\$30.20 LIFE INS - Aug 2024
70573	SHERWIN-WILLIAMS	7/18/2024	\$31.09 PW-Paint for Hydrants
70574	SUTTONS ADVANCED CLEANIN	7/18/2024	\$1,152.50 FD1 Cleaning Services - July 2024
70575	UnitedHealthcare	7/18/2024	\$4,939.16 MEDICAL INS - Aug 2024
70576	Xcel Energy	7/18/2024	\$5,906.82 Electricity 05/23/24-06/24/24 - CH
70577	75 INGLEWOOD LLC	7/30/2024	\$45.54 Refund Utility Overpayment, Act 01-000000230
70578	CENTERPOINT ENERGY	7/30/2024	\$25.04 Gas Charges - 25 Apple Glen Rd (6/20/24-7/19
70579	CITY OF WAYZATA	7/30/2024	\$27,673.00 Police Services - August 2024
70580	COLONIAL LIFE	7/30/2024	\$13.06 AD Insurance - Aug 2024
70581	DELTA DENTAL	7/30/2024	\$459.37 Dental Insurance - Aug 2024
70582	SEAN DIERCKS	7/30/2024	\$39.96 PW-Mulch for Vet Memorial (Purchased on Per
70583	ECM PUBLISHERS, INC.	7/30/2024	\$76.51 Public Notice - Election; Affidavits of Candidac
70584	FIRST NAT'L BANK OF ST PETER	7/30/2024	\$30,418.00 TIF PMT #1-6
70585	HAWKINS INC	7/30/2024	\$2,476.69 Water Chemicals - 135 Gal
70586	KELLYS TOWING LLC	7/30/2024	\$363.55 FD-TOWING CHIEFS C-1
70587	Kirvida Fire, Inc.	7/30/2024	\$392.48 FD2 Tanker #12 - Sterling; Batteries
70588	MADISON NATIONAL LIFE	7/30/2024	\$147.60 STD Insurance - Aug 2024
70589	MARTIN MARIETTA MATERIALS	7/30/2024	\$2,557.93 PW-MV4 Wear Rec Asphalt
70590	MEDIACOM	7/30/2024	\$400.00 Internet Services - (07/26/23-08/25/24)
70591	MIDWEST MACHINERY CO	7/30/2024	\$2,920.98 PW-John Deere Mower Repairs (Replaced cyli
70592	MN FIRE SERVICE CERT BOARD	7/30/2024	\$126.00 Firefighter I Cert Exam-A Gregg
70593	OLSEN CHAIN & CABLE	7/30/2024	\$484.61 Annual Hoist Inspection
70594	P3 Specialized Performance	7/30/2024	\$80.10 Refund Escrow-2465 W Wayzata Blvd
70595	RAILROAD MGMT CO III, LLC	7/30/2024	\$379.14 License Fees - Sewer Pipeline Crossing
70596	SUMMIT FIRE PROTECTION, CO	7/30/2024	\$1,568.37 FD1 Fire Extinguisher Inspection/Service
70597	TRIMBLE	7/30/2024	\$206.50 FD Dashcam Basic Bundle (Pmt 11 of 36)
70598	WASTE MANAGEMENT	7/30/2024	\$450.61 FD2 Trash Services-July 2024
70599	Westside Wholesale Tire	7/30/2024	\$4,286.76 FD1 Tanker #11 - Tires
70600	Xcel Energy	7/30/2024	\$273.17 Street Lights - 2129 W Wayzata Blvd
Total Checks			\$112,905.47



LONG LAKE, MN

Section 5C.

07/31/24 11:03 AM

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*Check Detail Register©

Checks 70564-70600

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
10100 GENERAL FUND CASH					
70564	07/18/24	ACROSS THE STREET PRODUCTIONS			
E 205-42285-2080		Training/Instruct Materials	\$412.46	25084	Renew Blue Card Instructor Membership (Prorated)
		Total	\$412.46		
70565	07/18/24	BIFFS, INC.			
E 101-45200-3880		Portable Toilet Rental	\$91.00	W974510	Biff Rental-Holbrook Park
E 101-45200-3880		Portable Toilet Rental	\$91.00	W974511	Biff Rental-Hardin Park
E 101-45200-3880		Portable Toilet Rental	\$257.00	W974512	Biff Rental-Nelson Lakeside Beach
E 101-45200-3880		Portable Toilet Rental	\$91.00	W974513	Biff Rental-Dexter Park
		Total	\$530.00		
70566	07/18/24	EHLERS AND ASSOCIATES			
G 700-29326		VirginiaAve/The Stax(Nrth	\$155.00	98225	Virginia Ave-Review updated MAA and resolutions with TIF attorney
E 101-41500-3010		Auditing and Actg Service	\$850.00	98226	Continuing Disclosure Fee - 2024
		Total	\$1,005.00		
70567	07/18/24	HAWKINS INC			
E 601-49400-2160		Chemicals and Chem Pro	\$40.00	6807761	Water Chemicals - Chlorine Cylinder
		Total	\$40.00		
70568	07/18/24	HIGH ROAD HEATING & COOLING			
E 101-41942-4010		Bldg Maint & Repairs	\$10,950.81	11755	PW AC/Furnace Replacement
		Total	\$10,950.81		
70569	07/18/24	LARKIN HOFFMAN			
E 101-42110-3120		Legal Fees - Civil	\$11,957.00	842020	FD CONTRACT DISPUTE W/ORONO - June 2024
		Total	\$11,957.00		
70570	07/18/24	JUDY MAHOWALD			
E 601-49400-4320		Utility Overpmts/Uncollect	\$36.96	21-02-4	Refund Utility Overpayment, Act 01-000000021-02-4
		Total	\$36.96		
70571	07/18/24	MN VALLEY TESTING LAB			
E 601-49400-3825		Water Testing Expense	\$48.50	1260863	Monthly Chlorine Report
		Total	\$48.50		
70572	07/18/24	MN LIFE INSURANCE CO			
E 101-41500-1310		Employer Paid Health	\$9.00	071524	LIFE INS - Aug 2024
E 205-42280-1310		Employer Paid Health	\$3.00	071524	LIFE INS - Aug 2024
E 101-43050-1310		Employer Paid Health	\$7.50	071524	LIFE INS - Aug 2024
E 601-49400-1310		Employer Paid Health	\$3.00	071524	LIFE INS - Aug 2024
E 602-49450-1310		Employer Paid Health	\$2.25	071524	LIFE INS - Aug 2024
E 603-43150-1310		Employer Paid Health	\$2.25	071524	LIFE INS - Aug 2024
G 101-21710		Other Deductions	\$3.20	071524	LIFE INS - Aug 2024
		Total	\$30.20		
70573	07/18/24	SHERWIN-WILLIAMS			
E 601-49400-2150		Shop Supplies	\$31.09	4294-6	PW-Paint for Hydrants



LONG LAKE, MN

Section 5C.

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*Check Detail Register©

Checks 70564-70600

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
Total			\$31.09		
70574	07/18/24	SUTTONS ADVANCED CLEANING SRV			
E 101-41940-3840		Custodial & Waste Remov	\$290.00	7162	CH Cleaning Services - July 2024
E 205-42282-3840		Custodial & Waste Remov	\$570.00	7163	FD1 Cleaning Services - July 2024
E 205-42286-3840		Custodial & Waste Remov	\$292.50	7164	FD2 Cleaning Services - July 2024
Total			\$1,152.50		
70575	07/18/24	UnitedHealthcare			
E 101-41500-1310		Employer Paid Health	\$620.55	38515456407	MEDICAL INS - Aug 2024
E 101-43050-1310		Employer Paid Health	\$1,878.62	38515456407	MEDICAL INS - Aug 2024
E 601-49400-1310		Employer Paid Health	\$751.44	38515456407	MEDICAL INS - Aug 2024
E 602-49450-1310		Employer Paid Health	\$563.58	38515456407	MEDICAL INS - Aug 2024
E 603-43150-1310		Employer Paid Health	\$563.58	38515456407	MEDICAL INS - Aug 2024
G 101-21706		FlexPlan - Ins Prem	\$561.39	38515456407	MEDICAL INS - Aug 2024
Total			\$4,939.16		
70576	07/18/24	Xcel Energy			
E 101-41940-3810		Electricity Expense	\$102.03	884353763	Electricity 05/23/24-06/24/24 - CH
E 205-42282-3810		Electricity Expense	\$789.38	884353763	Electricity 05/23/24-06/24/24 - FD1
E 205-42286-3810		Electricity Expense	\$133.20	884353763	Electricity 05/23/24-06/24/24 - FD2
E 101-41942-3810		Electricity Expense	\$848.95	884353763	Electricity 05/23/24-06/24/24 - PW
E 101-43100-3815		Street Lighting Maint/Elect	\$225.37	884353763	Electricity 05/23/24-06/24/24-Street Lights
E 101-45200-3810		Electricity Expense	\$441.43	884353763	Electricity 05/23/24-06/24/24-Parks
E 601-49400-3810		Electricity Expense	\$2,768.28	884353763	Electricity 05/23/24-06/24/24-WTR
E 602-49450-3810		Electricity Expense	\$598.18	884353763	Electricity 05/23/24-06/24/24-SWR
Total			\$5,906.82		
70577	07/30/24	75 INGLEWOOD LLC			
E 601-49400-4320		Utility Overpmts/Uncollect	\$45.54	230-02-0	Refund Utility Overpayment, Act 01-000000230-02-0
Total			\$45.54		
70578	07/30/24	CENTERPOINT ENERGY			
E 602-49450-3830		Natural Gas Expense	\$25.04	072324	Gas Charges - 25 Apple Glen Rd (6/20/24-7/19/24)
Total			\$25.04		
70579	07/30/24	CITY OF WAYZATA			
E 101-42110-3130		Subcontracted Police Svc	\$27,673.00	072524	Police Services - August 2024
Total			\$27,673.00		
70580	07/30/24	COLONIAL LIFE			
G 101-21710		Other Deductions	\$13.06	43698310801	AD Insurance - Aug 2024
Total			\$13.06		
70581	07/30/24	DELTA DENTAL			
E 101-41500-1310		Employer Paid Health	\$76.57	RIS00058680	Dental Insurance - Aug 2024
E 101-43050-1310		Employer Paid Health	\$153.11	RIS00058680	Dental Insurance - Aug 2024
E 601-49400-1310		Employer Paid Health	\$61.24	RIS00058680	Dental Insurance - Aug 2024
E 602-49450-1310		Employer Paid Health	\$45.94	RIS00058680	Dental Insurance - Aug 2024
E 603-43150-1310		Employer Paid Health	\$45.94	RIS00058680	Dental Insurance - Aug 2024



LONG LAKE, MN

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Checks 70564-70600

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
G 101-21706		FlexPlan - Ins Prem	\$76.57	RIS00058680	Dental Insurance - Aug 2024
		Total	\$459.37		
70582	07/30/24	SEAN DIERCKS			
E 101-45200-4040		Equip Maint & Repair	\$39.96	7394711	PW-Mulch for Vet Memorial (Purchased on Personal CC)
		Total	\$39.96		
70583	07/30/24	ECM PUBLISHERS, INC.			
E 101-41410-3510		Legal Notices Publishing	\$76.51	1008353	Public Notice - Election; Affidavits of Candidacy
		Total	\$76.51		
70584	07/30/24	FIRST NAT'L BANK OF ST PETER			
E 385-47060-3055		Developer TIF Note Paym	\$30,418.00	606472801-0	TIF PMT #1-6
		Total	\$30,418.00		
70585	07/30/24	HAWKINS INC			
E 601-49400-2160		Chemicals and Chem Pro	\$2,476.69	6821397	Water Chemicals - 135 Gal
		Total	\$2,476.69		
70586	07/30/24	KELLYS TOWING LLC			
E 205-42281-4030		Light Truck Maint & Repair	\$363.55	08325	FD-TOWING CHIEFS C-1
		Total	\$363.55		
70587	07/30/24	Kirvida Fire, Inc.			
E 205-42285-4035		Heavy Truck Maint & Rep	\$392.48	12500	FD2 Tanker #12 - Sterling; Batteries
		Total	\$392.48		
70588	07/30/24	MADISON NATIONAL LIFE			
E 101-41500-1310		Employer Paid Health	\$49.20	1637487	STD Insurance - Aug 2024
E 205-42280-1310		Employer Paid Health	\$16.40	1637487	STD Insurance - Aug 2024
E 101-43050-1310		Employer Paid Health	\$41.00	1637487	STD Insurance - Aug 2024
E 601-49400-1310		Employer Paid Health	\$16.40	1637487	STD Insurance - Aug 2024
E 602-49450-1310		Employer Paid Health	\$12.30	1637487	STD Insurance - Aug 2024
E 603-43150-1310		Employer Paid Health	\$12.30	1637487	STD Insurance - Aug 2024
		Total	\$147.60		
70589	07/30/24	MARTIN MARIETTA MATERIALS			
E 601-49400-4065		Water Main Break	\$1,210.56	43049329	PW-MV4 Wear Rec Asphalt
E 101-43100-2240		Street Maint Materials	\$528.74	43129371	PW-MV4 Wear Rec Asphalt
E 101-43100-2240		Street Maint Materials	\$818.63	43129395	PW-MV4 Wear Rec Asphalt
		Total	\$2,557.93		
70590	07/30/24	MEDIACOM			
E 101-41942-3275		Internet Access (Mediaco	\$150.00	073024	Internet Services - (07/26/23-08/25/24)
E 101-41940-3275		Internet Access (Mediaco	\$250.00	073024	Internet Services - (07/26/23-08/25/24)
		Total	\$400.00		
70591	07/30/24	MIDWEST MACHINERY CO			
E 101-43000-4040		Equip Maint & Repair	\$1,258.64	10123969	PW-John Deere Mower Repairs (Replaced cylinder head, 2 hoses, oil pressure sender, etc0
E 101-45200-2200		Repair & Maint/Supply	\$1,258.64	10123969	PW-John Deere Mower Repairs



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Checks 70564-70600

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 101-43000-2210		Equipment Parts	\$403.70	10138569	PW-John Deere Mower Parts (Oil Filter, Tire, Etc)
		Total	\$2,920.98		
70592	07/30/24	MN FIRE SERVICE CERT BOARD			
E 205-42281-3350		Education / Conferences	\$126.00	13034	Firefighter I Cert Exam-A Gregg
		Total	\$126.00		
70593	07/30/24	OLSEN CHAIN & CABLE			
E 101-41942-4010		Bldg Maint & Repairs	\$484.61	718254	Annual Hoist Inspection
		Total	\$484.61		
70594	07/30/24	P3 Specialized Performance			
G 700-29317		2465 W Wayzata(P3 Dom	\$80.10	700-29317	Refund Escrow-2465 W Wayzata Blvd
		Total	\$80.10		
70595	07/30/24	RAILROAD MGMT CO III, LLC			
E 602-49450-4070		Water/Sewer Easements	\$379.14	508845	License Fees - Sewer Pipeline Crossing
		Total	\$379.14		
70596	07/30/24	SUMMIT FIRE PROTECTION, CO			
E 205-42282-4010		Bldg Maint & Repairs	\$760.77	2126593	FD1 Fire Extinguisher Inspection/Service
E 205-42286-4010		Bldg Maint & Repairs	\$807.60	2186460	FD2 Fire Extinguisher Inspection/Service
		Total	\$1,568.37		
70597	07/30/24	TRIMBLE			
E 205-42281-3225		Truck Communication Ser	\$118.00	30089243086	FD Dashcam Basic Bundle (Pmt 11 of 36)
E 205-42285-3225		Truck Communication Ser	\$88.50	30089243086	FD Dashcam Basic Bundle (Pmt 11 of 36)
		Total	\$206.50		
70598	07/30/24	WASTE MANAGEMENT			
E 101-45200-3840		Custodial & Waste Remov	\$215.99	7950523-159	PW Trash Services-July 2024
E 205-42282-3840		Custodial & Waste Remov	\$118.01	7950524-159	FD1 Trash Services-July 2024
E 205-42286-3840		Custodial & Waste Remov	\$116.61	7950531-159	FD2 Trash Services-July 2024
		Total	\$450.61		
70599	07/30/24	Westside Wholesale Tire			
E 205-42281-4035		Heavy Truck Maint & Rep	\$4,286.76	948112	FD1 Tanker #11 - Tires
		Total	\$4,286.76		
70600	07/30/24	Xcel Energy			
E 101-43100-3815		Street Lighting Maint/Elect	\$48.62	887063911	Street Lights - 1070 W Wayzata Blvd
E 101-43100-3815		Street Lighting Maint/Elect	\$54.74	887307030	Street Lights - 2129 W Wayzata Blvd
E 101-43100-3815		Street Lighting Maint/Elect	\$169.81	887307030	Street Lights - 1758 W Wayzata Blvd
		Total	\$273.17		
10100			\$112,905.47		



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Checks 70564-70600

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
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Fund Summary

10100 GENERAL FUND CASH

101 GENERAL FUND	\$63,116.95
205 FIRE DEPARTMENT	\$9,395.22
385 TAX INCREMENT # 1-6	\$30,418.00
601 WATER FUND	\$7,489.70
602 SANITARY SEWER FUND	\$1,626.43
603 SURFACE WATER MGMT FUND	\$624.07
700 BUILDING PERMIT ESCROWS	\$235.10
	\$112,905.47



LONG LAKE, MN

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*Check Summary Register©

Checks 3019, 3024-3025

Name		Check Date	Check Amt	
10100 GENERAL FUND CASH				
3019e	HEALTHPTNR-GROUP HLTH	7/17/2024	\$63.00	FD EAP-July 2024
3024e	SPEEDWAY LLC	8/14/2024	\$2,352.46	FD Fuel - July 2024
3025e	USBANK CREDIT CARD	7/25/2024	\$2,891.88	CC Purchases - July 2024
		Total Checks	\$5,307.34	



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Checks 3019, 3024-3025

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
10100 GENERAL FUND CASH					
3019 e	07/17/24	HEALTHPTNR-GROUP HLTH			
E 205-42280-1310		Employer Paid Health	\$63.00	7058112	FD EAP-July 2024
		Total	\$63.00		
3024 e	08/14/24	SPEEDWAY LLC			
E 205-42281-2120		Motor Fuels	\$957.17	98480312	FD Fuel - July 2024
E 101-43000-2120		Motor Fuels	\$1,395.29	98480312	FD Fuel - July 2024
		Total	\$2,352.46		
3025 e	07/25/24	USBANK CREDIT CARD			
E 101-43000-2210		Equipment Parts	\$7.59	072524	PW-Napa; Zero Turn Fuel Filter
E 101-43000-2210		Equipment Parts	\$14.84	072524	PW-Napa; Zero Turn Spark Plugs
E 101-43050-4170		Uniforms	\$39.99	072524	PW-Menards; Jeans for Sean
E 101-43000-2210		Equipment Parts	\$12.99	072524	PW-Ace;
E 101-43000-2120		Motor Fuels	\$89.12	072524	PW-Orono Station; Fuel
E 101-43000-2120		Motor Fuels	\$48.75	072524	PW-Orono Station; Fuel for Mowers
E 205-42281-2010		Office Supplies	\$85.13	072524	FD-Walmart; Toner Cartridge
E 205-42282-3840		Custodial & Waste Remov	\$25.21	072524	FD-Amazon; TP
E 205-42285-2400		Small Tools and Minor Eq	\$31.98	072524	FD-Amazon; Boat Rope
E 205-42285-2400		Small Tools and Minor Eq	\$64.88	072524	FD-Amazon; Boat Dock Bumper
E 205-42281-2120		Motor Fuels	\$57.77	072524	FD-Youngstedts Excelsior; Fuel
E 205-42280-4450		Food & Beverage (Mtgs/Tr	\$180.82	072524	FD-Lunds; Chiefs Dinner (To be reimbursed by Fire Relief)
E 205-42281-2120		Motor Fuels	\$75.35	072524	FD-Lakeshore Market Excelsior; Fuel
E 205-42285-2120		Motor Fuels	\$75.20	072524	FD-Your Boat Club; Boat Fuel
E 205-42285-2120		Motor Fuels	\$44.07	072524	FD-Your Boat Club; Boat Fuel
E 205-42281-3350		Education / Conferences	(\$600.00)	072524	FD-MN State Colleges
E 205-42285-2120		Motor Fuels	\$33.53	072524	FD-Your Boat Club; Boat Fuel
E 205-42286-2230		Bldg & Grnds Maint Suppli	\$111.84	072524	FD-Amazon; Air Filter
E 205-42280-4330		Dues and Subscriptions	\$14.99	072524	FD-Amazon; Prime Membership
E 205-42282-3840		Custodial & Waste Remov	\$29.12	072524	FD-Amazon; Paper Towels
E 205-42282-4010		Bldg Maint & Repairs	\$706.90	072524	FD-Shamrock Group; Ice Machine Repairs
E 205-42281-4040		Equip Maint & Repair	\$30.99	072524	FD-Ace; Saw Sharpening
E 205-42281-2175		Fire Prevention Materials	\$34.24	072524	FD-Amazon; Inflatable Fire Hydrant Sprinkler
E 205-42281-2010		Office Supplies	\$36.42	072524	FD-Amazon; Office Clock
E 205-42281-2410		Fire Department Uniforms	\$786.25	072524	FD-Westbroad; Hats (25)
E 205-42285-2410		Fire Department Uniforms	\$786.25	072524	FD-Westbroad; Hats (25)
E 205-42281-2080		Training/Instruct Materials	(\$378.29)	072524	FD-AED Plus Trainer (TO BE REFUNDED FROM APRIL)
E 205-42282-3840		Custodial & Waste Remov	\$12.97	072524	FD-Amazon; Trash Bags
E 101-41500-3090		Software Support	\$72.00	072524	CH-Google; Company Emails
E 101-41500-4300		Miscellaneous	\$69.99	072524	CH-Amazon; DISPUTED CHARGE
E 101-41500-4300		Miscellaneous	\$49.00	072524	CH-Hennepin Cty; Document Recording Fee for Easement Vacation 244 Harrington
E 101-41500-4450		Food & Beverage (Mtgs/Tr	\$2.99	072524	CH-Lunds; Water for Closed Work Session Mtg
E 101-41940-3210		Telephone	\$77.24	072524	CH-Nextivia VOIP Phone Service
E 101-41500-4450		Food & Beverage (Mtgs/Tr	\$161.76	072524	CH-AI Chile Street Food; Dinner for Closed Work Session Mtg
		Total	\$2,891.88		



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Checks 3019, 3024-3025

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
10100			\$5,307.34		

Fund Summary

10100 GENERAL FUND CASH

101 GENERAL FUND	\$2,041.55
205 FIRE DEPARTMENT	\$3,265.79
	\$5,307.34



LONG LAKE, MN

Payroll Summary

Pay Group: 01 Bi-Weekly

Pay Periods: 2024(15)

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	2,398.58	2,243.17	2,243.17	192.64	123.16		148.66	34.77	154.61	0.80				1,743.94
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
000000295 FAHRMAN, MATTHEW	628.82	587.95	587.95		2.65		38.99	9.12	40.87					537.19
000000288 FELDMANN, TYSE	973.35	973.35	973.35	40.99	42.87		60.35	14.11						815.03
000000286 HEILAND, MICHAEL	4,925.05	4,413.76	4,413.76	452.57	237.68			71.41	511.29					3,652.10
000000004 LAAKKONEN, DONALD A	3,277.66	2,695.03	2,695.03	351.87	120.81		186.42	43.60	311.75	270.88				1,992.33
000000292 MACKEY, NOAH	2,398.58	2,243.97	2,243.97	192.74	123.21		148.71	34.78	154.61					1,744.53
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	787.23	287.88		303.81	71.05	300.21	6.07				3,150.00

941 Deposit

Federal Tax	\$3,078.03
Medicare	\$859.10
Social Security	\$3,062.74
Advanced EIC	None
Total Deposit	\$6,999.87

Pay Summary

Gross	29,914.12
Federal Gross	27,445.03
State Gross	27,445.03
FICA Gross	24,699.54

Tax Summary

Federal Tax	3,078.03	
State Tax	1,498.36	
Local Tax		
FICA Ded/Ben	1,531.37	1,531.37
Medicare Ded/Ben	429.55	429.55

Others

Retirement	2,179.56
Tax-Sheltered	289.53
Voluntary	
Tips	0.00
Reimbursement	0.00
Net Pay (-tips)	20,907.72



CITY OF
LONG LAKE

City Council Agenda Report

City of Long Lake

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

MEETING DATE / August 7, 2024

SUBJECT: Acceptance of Erik Palmer's Retirement

Prepared By: Amanda Straka, Firefighter

Report Date: 7/22/2024

Recommended City Council Action

Staff recommends the following:

Motion to accept the retirement of Firefighter Erik Palmer.

Overview / Background

After 13 years of service within the Long Lake Fire Department, Erik Palmer is retiring.

Supporting Information

- Erik Palmer's Retirement Letter

Chief Heiland,

This is my formal letter as to my retirement from the Long Lake Fire Department effective July 22nd, 2024.

This is the hardest letter I have ever had to write. I won't draw this out with multiple paragraphs, but I will say this.

I love and respect each and every one of my brothers and sisters on the LLFD. You have been and always will be a part of my family. I wish you all the best of luck and safety in the years to come. There is no way we won't be connected in the future.

I hope you respect my decision.

Stay Safe,

Erik Palmer



CITY OF
LONG LAKE

City Council Agenda Report

City of Long Lake

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

MEETING DATE / August 7, 2024

SUBJECT: Acceptance of Hiring Firefighter Applicant – Simone Warner

Prepared By: Amanda Straka, Firefighter

Report Date: 7/22/2024

Recommended City Council Action

Staff recommends the following:

Motion to adopt Resolution No. 2024-32 appointing Simone Warner as a Long Lake Firefighter.

Overview / Background

Simone Warner has submitted her application, passed her LLFD interview panel, and background check/fingerprinting.

Supporting Information

- Resolution No. 2024-32



**City Council
Resolution No. 2024-32**

**A RESOLUTION APPOINTING A CANDIDATE TO THE POSITION OF PAID ON CALL FIREFIGHTER
FOR THE CITY OF LONG LAKE**

WHEREAS, the City of Long Lake requires the services of an effective Fire Department; and

WHEREAS, applicant Simone Warner has met the minimum requirements for the position of paid on call firefighter and has completed a background check, social media check, reference check and an oral interview with Fire Department firefighter members.

NOW THEREFORE, BE IT RESOLVED, that the City Council of the City of Long Lake hereby appoints Simone Warner to the position of paid on call firefighter responding to Station 1 for the City of Long Lake, contingent upon passing the required medical exam, psychological evaluation, pre-employment drug screening, physical agility test, and the successful completion of a probationary period.

Adopted by the City Council of the City of Long Lake this 7th day of August 2024.

BY:

Charlie Miner, Mayor

ATTEST:

Jeanette Moeller, City Clerk



CITY OF
LONG LAKE

City Council Agenda Report

City of Long Lake

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

MEETING DATE / August 7, 2024

SUBJECT: Acceptance of Hiring Firefighter Applicant – Mitchell Neubauer

Prepared By: Amanda Straka, Firefighter

Report Date: 7/22/2024

Recommended City Council Action

Staff recommends the following:

Motion to adopt Resolution No. 2024-33 appointing Mitchell Neubauer as a Long Lake Firefighter.

Overview / Background

Mitchell Neubauer has submitted his application, passed his LLFD interview panel, and background check/fingerprinting.

Supporting Information

- Resolution No. 2024-33



**City Council
Resolution No. 2024-33**

**A RESOLUTION APPOINTING A CANDIDATE TO THE POSITION OF PAID ON CALL FIREFIGHTER
FOR THE CITY OF LONG LAKE**

WHEREAS, the City of Long Lake requires the services of an effective Fire Department; and

WHEREAS, applicant Mitchell Neubauer has met the minimum requirements for the position of paid on call firefighter and has completed a background check, social media check, reference check and an oral interview with Fire Department firefighter members.

NOW THEREFORE, BE IT RESOLVED, that the City Council of the City of Long Lake hereby appoints Mitchell Neubauer to the position of paid on call firefighter responding to Station 2 for the City of Long Lake, contingent upon passing the required medical exam, psychological evaluation, pre-employment drug screening, physical agility test, and the successful completion of a probationary period.

Adopted by the City Council of the City of Long Lake this 7th day of August 2024.

BY:

Charlie Miner, Mayor

ATTEST:

Jeanette Moeller, City Clerk



CITY OF
LONG LAKE

City Council Agenda Report

City of Long Lake

450 Virginia Avenue, PO Box 606

Long Lake, MN 55356

MEETING DATE / August 7, 2024

SUBJECT: Final Acceptance of Builder Improvements for Aava Vetta Development

Prepared By: Jeff Oliver, City Engineer

Report Date: 7/16/2024

Recommended City Council Action

Staff recommends the following:

Motion to adopt Resolution No. 2024-34 approving Building Improvements for the Aava Vetta Development.

Overview / Background

The City of Long Lake entered into a Site Development Agreement with Custom One Homes (“Builder”) for building improvements for the development known as Aava Vetta located at the intersection of Lake Street and Symes Street in the City of Long Lake.

The Builder is requesting that the City of Long Lake determine they have fulfilled the terms of the Development Agreement.

The City Engineer has reviewed the terms of the Development Agreement and has determined that the improvements have been installed and meet the City’s standards and specifications.

The City Engineer further recommends that the Builder post a 24-month Maintenance Bond in the amount of \$20,000 in the form of a bond, letter of credit, or cash deposit to insure repair during the warranty period if needed. Once the Maintenance Bond has been received and is on file at City Hall, the Builder’s Letter of Credit may be released in full.

Staff recommends approval of Resolution No. 2024-34.

Supporting Information

- Resolution No. 2024-34



**City Council
Resolution No. 2024-34**

A RESOLUTION APPROVING SITE IMPROVEMENTS FOR THE AAVA VETTA DEVELOPMENT

WHEREAS, The City of Long Lake ("City"), entered a contract for Site Improvements ("Contract"), with Custom One Homes ("Builder") for a private development known as Aava Vetta ("Property") in the City of Long Lake, Minnesota; and

WHEREAS, the Developer completed on the Subject Property the construction of townhomes improvements ("Improvements") in conformance with the final plans approved by the City, and requests that the improvements be accepted by the City of Long Lake; and

WHEREAS, the Builder requests that the City of Long Lake determine that the Builder has fulfilled the terms of the Development Agreement.

NOW THEREFORE, BE IT RESOLVED, that the City Council of the City of Long Lake hereby approves Site Development Improvements complete with the following findings:

1. The City Engineer has reviewed the terms of the Development Agreement and has determined that the improvements have been installed and meet the City's standards and specifications.
2. The responsibility of ongoing maintenance of the Builder Improvements that were not identified to benefit the public shall be assigned to the property owner or the Homeowner's Association as assigned within the covenants.
3. The City shall not be responsible for any ongoing maintenance of any private Builder Improvements, including stormwater improvements, that are not expressly dedicated to the public through the Final Plat or other executed agreements or easements.
4. The Builder shall post a Maintenance Bond in the amount of \$20,000.00 for a period of 24 months after the acceptance of the improvements to insure repair of the improvements.

Adopted by the City Council of the City of Long Lake this 7th day of August 2024.

BY:

Charlie Miner, Mayor

ATTEST:

Jeanette Moeller, City Clerk



CITY OF
LONG LAKE

City Council Agenda Report

City of Long Lake

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

MEETING DATE / August 7, 2024

SUBJECT: Resolution Approving the Participation of the Hennepin County Housing and Redevelopment Authority in an Affordable Housing Project with Homes Within Reach

Prepared By: Scott Weske, City Administrator

Report Date: 8/07/2024

Recommended City Council Action

Staff recommends the following:

Motion to adopt Resolution No. 2024-36 approving the participation of the Hennepin County Housing and Redevelopment Authority in an affordable housing project with Homes Within Reach.

Overview / Background

Hennepin County Housing and Redevelopment Authority (HCHRA) has approved a Homeownership Assistance Program loan for West Hennepin Affordable Housing Land Trust (WHAHLT), dba Homes Within Reach, contingent upon the Long Lake City Council's consent to the HCHRA's participation in the project.

WHAHLT will use the loan funds to purchase one or more homes for the WHALT program one or more of which may be located within the City of Long Lake and the rest in suburban Hennepin County. The loan funds will operate to preserve the supply of affordable housing in the city by ensuring long-term affordability of the purchased homes.

The Affordable Housing Incentive Fund from the HCHRA will complete the financing required for the project to go forward.

Supporting Information

- Resolution No. 2024-36
- Homes Within Reach Annual Report
- Homes Within Reach – How the Community Land Trust Works handout
- Homes Within Reach brochure



City Council
Resolution No. 2024-36

A RESOLUTION APPROVING THE PARTICIPATION OF THE HENNEPIN COUNTY HOUSING AND REDEVELOPMENT AUTHORITY IN AN AFFORDABLE HOUSING PROJECT WITH HOMES WITHIN REACH

WHEREAS, the Hennepin County Housing and Redevelopment Authority (HCHRA) has approved a Homeownership Assistance Program loan for West Hennepin Affordable Housing Land Trust (WHAHLT), dba Homes Within Reach, contingent upon the Long Lake City Council's consent to the HCHRA's participation in the project; and

WHEREAS, WHAHLT will use the loan funds to purchase one or more homes for the WHALT program one or more of which may be located within the City of Long Lake and the rest in suburban Hennepin County. The loan funds will operate to preserve the supply of affordable housing in the city by ensuring long-term affordability of the purchased homes; and

WHEREAS, the Affordable Housing Incentive Fund from the HCHRA will complete the financing required for the project to go forward.

NOW THEREFORE, BE IT RESOLVED that the City Council of the City of Long Lake, Minnesota does hereby approve the participation of the Hennepin County Housing and Redevelopment Authority in the project above-mentioned for the limited purpose of providing financial support to the project; and

BE IT FURTHER RESOLVED that nothing in this Resolution is intended to create an obligation of the City to assist the project, nor shall the City be in any way responsible for any financing obligation or agreement of the HCHRA with respect to its provision of financial assistance to the project; endorse the merits of the projects to be undertaken; and

BE IT FURTHER RESOLVED that nothing in this Resolution is intended to endorse the merits of the Projects to be undertaken.

Adopted by the City Council of the City of Long Lake this 7th day of August 2024.

BY:

Charlie Miner, Mayor

ATTEST:

Jeanette Moeller, City Clerk



GREETINGS FROM THE PRESIDENT

I am pleased to share that Homes Within Reach continued to grow in 2022, adding 13 new properties in 6 communities and managed 3 resales. Year end there were 186 homes held in trust to 186.

The successes of 2022 are due to how we worked together as a Board and partnered with communities to adapt to the current economic challenges and struggles affecting so many people. Our Board conducted bi-monthly business meetings over Zoom and specific initiatives were carried out by small subcommittees focused on continued growth of the organization through innovative partnerships with communities and like minded organizations.

As we entered 2022, housing inventory was low and mortgage rates were rising. Moderate to low income households were being priced out of the market. Those determined to become homeowners looked to Community Land Trusts to achieve their dream. Homes Within Reach saw a significant uptick in inquiries and interest in our program.

Today, our partnerships with communities and industry partners is stronger than ever; they keep growing in opportunity and strength. Much of this growth is due to our Executive Director's creative approach and outreach to media, funders, and community leaders. 2023 is proving to be another great year as dedicated board members, staff, and partners work together to achieve this new year's forecast of 20 homes.

Your continues support is vital in sustaining our mission to transform people's lives through homeownership.

Sincerely,
NOEL KLINNERT

As Homes Within Reach moves forward, we welcome you to follow our progress via our web site - www.homeswithinreach.org or on Facebook @homeswithinreachmn

Our Vision

To transform people's lives through homeownership.

Our Mission

To use the Community Land Trust practice to create and preserve affordable homeownership for families in suburban Hennepin County.

Our Core Values

- Belief in homeownership
- Bringing stability into people's lives
- Creating value for communities and families

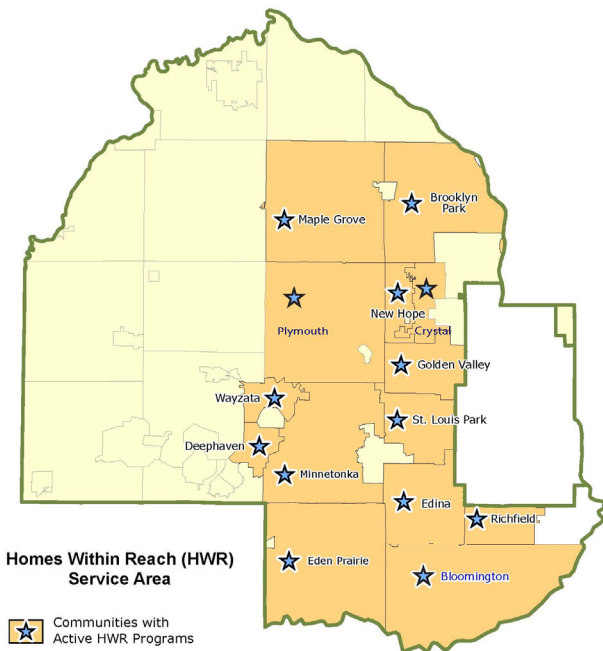
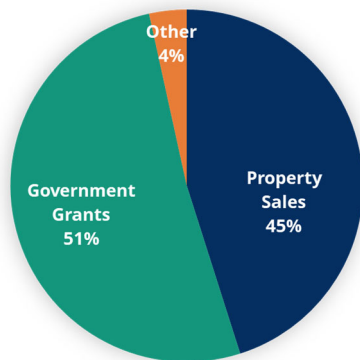


Donors Make Housing Production a Reality

2022 Financials

Section 5H.

2022 HWR Support & Revenue



Statement of Activities & Changes in Net Assets

Support & Revenue

Grants, Contributions & Other Revenue	\$ 3,302,228
Ground Lease Fees	64,087
Property Sales	2,803,600
Interest	6,833

Total Support and Revenue

2022	2021
\$ 3,302,228	\$ 2,784,216
64,087	59,944
2,803,600	2,277,500
6,833	575
\$ 6,176,748	\$ 5,122,235

Expenses

Property Costs	3,596,105
Program Services	148,563
Management & General	147,089
Fund Raising	32,697

Total Expenses

Increase in Net Assets

3,596,105	3,173,528
148,563	127,200
147,089	114,864
32,697	36,624
3,924,454	3,452,216
\$ 2,252,294	\$ 1,670,019

Statement of Financial Position as of December 31

Assets

Cash	\$ 869,250
Accounts Receivable	-
Grants Receivable	823,800
Prepaid Expense	3,204
Properties to be Sold	4,074,753
Security deposit	1,700
Equipment, net of depreciation	353
Right of use asset, net	54,035
Land in Trust	19,282,800

Total Assets

2022	2021
\$ 869,250	\$ 419,722
-	390
823,800	534,911
3,204	3,791
4,074,753	1,962,401
1,700	-
353	602
54,035	-
19,282,800	17,076,800
\$ 25,109,895	\$ 20,298,617

Liabilities and Net Assets

Accrued Expenses	\$ 1,307,100
Loans	4,176,756
Total Liabilities	5,483,856
Net Assets	19,626,039
Total Liabilities and Net Assets	\$ 25,109,895

\$ 1,307,100	\$ 446,937
4,176,756	2,477,935
5,483,856	2,924,872
19,626,039	17,373,745
\$ 25,109,895	\$ 20,298,617

2022 FUNDERS AND DONORS

City of Bloomington
City of Eden Prairie
City of Edina
City of Maple Grove
City of Minnetonka
City of Plymouth
City of Richfield
City of St. Louis Park
Bremer Bank
David Hansen Law PLC
Gainey, Carla

Geiwitz, Alan
Hennepin County HRA
HOME Partnership
Klennert, Noel
Lang, Gregory
Metropolitan Council
Minnesota Bank & Trust
MN Housing
Nystuen, Gerald
Olson, Marney
Otto Bremer Foundation
Rogge, Daniel

Schmidt, Steve
Steingas, Mark & Joan
Siskin, Vicki
White-Scherber, Winnie
Xcel Energy

2022 BOARD OF DIRECTORS

Barrett Anderson
Belete Aeba
Jessica Brue
Pat Gleason
Dan Johnson
Noel Klennert
Steve Schmidt
Brad Wiersum

Brenda Lano-Wolke
Executive Director



Follow Us on Facebook!
@homeswithinreach



How the Community Land Trust Works?

West Hennepin Affordable Housing Land Trust

West Hennepin Affordable Housing Land Trust dba Homes Within Reach is a Community Land Trust.

A Community Land Trust organization is a -

- Nonprofit organization
- Formed to hold title to land to preserve its long-term affordability
- Receives public and private donations of land or monies, to purchase land on which housing exists or can be built
- The homes are sold to low-to-moderate income workforce families
- The CLT retains ownership of the land and provides a long-term ground lease to homebuyers to secure their rights to use the land
- The CLT retains a long-term option to re-purchase the homes at a formula-driven purchase price when homeowners later decide to sell & move.

CLT Practice
<i>Affordability is made permanent through the use of a 99-year renewable Ground Lease.</i>
<i>The land trust model guarantees that every subsequent homebuyer will be of low-to-moderate income.</i>
<i>The investment is never lost. The affordability recycles with each new homeowner.</i>
<i>Provides support for first-time homebuyers.</i>

The Community Land Trust (CLT) is one vehicle that allows homeownership to be affordable for low-to-moderate income workforce families.

Two key components driving the interest in Community Land Trusts are

- ☑ **A Social Component:** Promoting homeownership for low to moderate income families
- ☑ **A Financial Component:** Protecting the public's investment in affordable homeownership

A Community Land Trust (CLT) establishes affordability by removing the value of the land from the mortgage equation to create initial affordability resulting in savings of principal and interest and in down payment and closing costs.

The CLT retains ownership of the land and enters into a 99-year ground lease with the leaseholder-homeowner. Therefore, each affordable home will offer affordable homeownership to 6-9 families throughout the life of the lease.

The CLT leaseholder-homeowner pays property tax on both the home and the land, and secures the rights to use the land via a Ground Lease.

Federal, State, City and private contributions fund project costs - land acquisition, buyer assistance, rehab, and holding costs.

A CLT ensures permanent affordability of the home through two provisions found in the Ground Lease.

- ☑ The first is a pricing formula that provides the owner with a fair amount of equity (25%-35%), while ensuring the sale price for subsequent low-to-moderate income households is affordable.
- ☑ The second provision requires the homeowner to sell to another low-to-moderate income household. Also, the provisions ensure the home continues to be affordable with each sale.

A CLT leaseholder-homeowner receives benefits similar to non-CLT homeowners such as the ability to build equity, the federal mortgage interest and property tax deduction and the ability to pass on the lease interest and home to their heirs.

The following Chart provides an example of how a Community Land Trust creates initial and permanent affordability (99 years plus). The example compares the difference in affordability after ten years under the CLT and conventional model.

Affordability Comparison

Affordability Comparison			CLT Model	Conventional Model
Acquisition costs				
	Market Value Land		\$ 170,000	\$ 170,000
	Market Value Home		\$ 200,000	\$ 200,000
	Total		\$ 370,000	\$ 370,000
Subsidy				
	Subsidy/Affordability Gap		\$ 245,000	\$ -
	Sale Price		\$ 200,000	\$ 370,000
Housing Costs				
	Principal and Interest	¹	\$ 1,264	\$ 2,262
	Property Taxes		\$ 334	\$ 334
	Homeowner Insurance		\$ 150	\$ 150
	Land Lease Fee		\$ 30	n/a
	Total Monthly Principal, Interest, Taxes, Insurance		\$ 1,778	\$ 2,746
	Down Payment		\$ 1,000	\$ 18,500
	Closing Costs		\$ 4,628	\$ 6,292
Market Value After 10 Years				
	Market Value Home		\$ 232,108	n/a
	Market Value Land and Home		n/a	\$ 429,400
	Increase in Value ²		\$ 32,108	\$ 59,400
Sale Price Calculation after 10 Years				
	Percentage of Appreciation to Owner		35%	100%
	Owners Share of Appreciation		\$ 11,238	\$ 59,400
	New Sale Price of Home		\$ 211,238	\$ 429,400
¹	Mortgage Interest Rate 7%, Term 30 years,			
²	Annual average increase in market value 1.5%			

The chart above demonstrates that after ten years, the CLT home sells for \$211,238 as opposed to \$429,400 under the conventional model, thereby preserving the initial investment and preserving the affordability.

Two factors ensure the permanent affordability: the land has been permanently removed from the speculative market, the homeowner receives only a percentage of the appreciation of the home when they decide to sell. In the above example, the owner receives 35% or \$11,238, based on a formula that is standard among CLTs (25-35%) across the United States, where the homeowner receives only a portion of the appreciation in order to make the home affordable for each subsequent sale.

Why buy from Homes Within Reach?

- You purchase the house but not the land, reducing the cost of the home.
- You lease the land from West Hennepin Affordable Housing Land Trust, dba Homes Within Reach, for 99 years at a nominal fee. The lease interest is inheritable and renewable for an additional 99 years.
- You can sell the home to another family at or below 80% of the area median income.
- You build equity and can deduct the mortgage interest and your property taxes on your annual federal income tax.

Program Guidelines

You're a candidate if you meet these overall criteria.

- You plan to purchase a home in suburban Hennepin County.
- You have a stable and reliable source or sources of income.
- Your annual household income is less than the program income limits.

For the latest guidelines, visit us at

www.homeswithinreach.org

or call us at 952-401-7071.

About Us

*We are a non-profit,
community-based organization that
creates and preserves affordable
homeownership opportunities for working
households in suburban Hennepin County.*



We give families the opportunity to purchase a home in the cities where they work and live.



By preserving affordable homes, the program maximizes the public and private investment being made in workforce housing.

We are supported by public and private partnerships, all joined by the belief in transforming people's lives through homeownership.

Homes Within Reach

West Hennepin Affordable Housing Land Trust

952-401-7071

952-224-2857 (fax)

www.homeswithinreach.org

info@homeswithinreach.org

Follow Us on Facebook!

@homeswithinreachmn

5101 Thimsen Ave., Suite 202

Minnetonka, MN 55345



Affordable Housing Section 5H. for Working Families

*Transforming lives
through homeownership*



West Hennepin Affordable Housing Land Trust

Think you don't earn enough to buy a home? Think Again!

At Homes Within Reach (HWR), we help working families purchase their own homes at affordable prices.

How? HWR utilizes the Community Land Trust model which removes the cost of the land from the mortgage equation thereby reducing the mortgage, down payment and closing costs.



HWR is a non-profit, community-based program that provides affordable homeownership in suburban Hennepin County through the Community Land Trust model.

The program is primarily funded by local, state and federal government, private foundations, religious organizations and other donors in order to purchase single-family properties and sell the home to qualified buyers.

Your home is just a few steps away.

- 1.** Complete and submit an application. *It's available at:*
www.HomesWithinReach.org
- 2.** Meet with us to learn about the Community Land Trust Program.
- 3.** Meet with a land-trust qualified loan officer to apply for a mortgage.
- 4.** Meet with Homes Within Reach Resident Committee.
- 5.** After selecting a home, you'll meet with an attorney to review your ground lease to ensure all of your questions are answered.
- 6.** Complete the closing... and move in.

Welcome Home!



"Owing our home is a complete dream come true. It's our new beginning."

Ashley & Dan, HWR homeowners



"As a new home buyer, we looked for over a year at all our options to find a home we could afford and were very happy when we found the community land trust program called Homes Within Reach."

Melissa, HWR homeowner

"As a school bus driver I would never have been able to get a house without your program... I want to thank HWR for helping people with low income to afford their dream home."

John, HWR homeowner

We help make the dream of homeownership... ...your dream!

"I discovered HWR several years after a divorce and health challenge compelled me to start looking for a home for me and my two boys. I had no real options until a friend told me about HWR, so I did my homework and realized their program could work for us. A few months after my first meeting with the staff, we moved into a great Minnetonka neighborhood, and it's been home ever since."

Jennifer, HWR homeowner

"When we rented, we lived on a very busy street and couldn't enjoy the backyard. Now we live on a quiet street and our children can go outside and play."

Sara & Chris, HWR homeowners



CITY OF
LONG LAKE

City Council Agenda Report

City of Long Lake

450 Virginia Avenue, PO Box 606

Long Lake, MN 55356

MEETING DATE / August 7, 2024

SUBJECT: Approve Liquor Licenses for LLORO LLC (Katherine Stephens) DBA Bucks Pub

Prepared By: Jeanette Moeller, City Clerk

Report Date: 7/31/2024

Recommended City Council Action

Staff recommends the following:

Motion to adopt Resolution No. 2024-35 approving issuance of liquor licenses for LLORO LLC doing business as Bucks Pub, subject to conditions contained in said Resolution.

Overview / Background

Katherine Stephens, LLORO LLC, submitted a complete application for On Sale Intoxicating and Sunday Sales Liquor Licenses at the end of January 2024 for a new restaurant, Bucks Pub, to be located at 2067 Wayzata Boulevard W, Suite 2. A background investigation was subsequently completed by the Wayzata Police Department as required by City ordinance. Background checks included a driver's license and warrant check, Minnesota and Hennepin County criminal history checks, and a review of credit reporting for proof of financial responsibility. The Wayzata Police Department has no objection to issuance of the licenses requested.

It should be noted that due to a lengthy construction delay related to the state's plumbing review for the restaurant project, the applicant now anticipates opening Bucks Pub sometime in September. Staff recommends adoption of the proposed Resolution to approve issuance of the Liquor Licenses as requested. The applicant will be responsible to submit required insurance documentation for LLORO LLC dba Bucks Pub, and to pay liquor license fees prorated to reflect the remainder of the 2024 license year.

Supporting Information

- Resolution No. 2024-35
- Copy of WPD background checklist
- Copy of Alcohol Background Investigation sheet (from City license application)



**City Council
Resolution No. 2024-35**

**A RESOLUTION APPROVING ISSUANCE OF LIQUOR LICENSES FOR LORO LLC CORPORATION
DOING BUSINESS AS BUCKS PUB**

WHEREAS, the City of Long Lake has adopted an Ordinance regulating the sale of alcoholic beverages and products; and

WHEREAS, Katherine Stephens, owner and officer of LORO LLC doing business as Bucks Pub, has made application for the following:

On Sale Intoxicating Liquor License
Sunday Sales Intoxicating Liquor License
 LORO LLC dba Bucks Pub
 2067 Wayzata Boulevard W, Suite 2
 Long Lake, MN 55356

AND WHEREAS, Bucks Pub will be an establishment defined as a 'restaurant' pursuant to the City Code of Ordinances, Chapter 4, Article I, Section 4-1 (Definitions); and

WHEREAS, a background investigation of Ms. Stephens has been completed by the Wayzata Police Department as required by City ordinance, and they have no objection to issuance of the licenses requested.

NOW THEREFORE, BE IT RESOLVED, that the City Council of the City of Long Lake, Minnesota, does hereby approve the issuance of Liquor Licenses as above-mentioned to LORO LLC dba Bucks Pub conditioned upon receipt of applicable license fees and current insurance documentation required per City ordinance.

Adopted by the City Council of the City of Long Lake this 7th day of August 2024.

BY:

 Charlie Miner, Mayor

ATTEST:

 Jeanette Moeller, City Clerk



WAYZATA POLICE DEPARTMENT

Proudly Serving Wayzata and Long Lake

600 Rice Street

Wayzata, MN 55391

(952) 404-5340

Fax: (952) 404-5359

Confidentiality Notice: The information provided below may contain confidential and/or private data. Dissemination of the information must be pursuant to Minnesota Data Practice Act.

Case Number: 23009962

Background Checklist

Applicant's Name and DOB: Katherine Anne Purdy Stephens 1/8/79

Aliases: Katherine Anne Purdy

Driver's License Status: ☒ Valid ☐ Not Valid ☐ No License ☐ Out of State License

Criminal History:

☒ No Criminal History Data Found

☐ Misdemeanor Conviction

☐ Gross Misdemeanor Conviction

☐ Felony Conviction

☐ Other

Summary:

All checks done for both names

Updated Nov 2023

**** FOR OFFICE USE ONLY ****
Alcohol Background Investigation

Applicant Katherine Anne Purdy Steffen **DOB** 1/8/79

Type: ☒ New ☐ Renewal
 On Sale Intoxicating (OSI), Off Sale Intoxicating (OFSI), Wine (W), On Sale 3.2% (OS3.2), Off Sale 3.2% (OF3.2),
 On Sale Sunday (OSS), Temporary (T), Club (CLB)

Licensee _____ **Operating Manager** _____

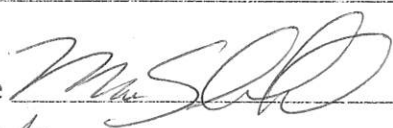
Other _____

CRIMINAL HISTORY CHECKS COMPLETED

	RUN BY:	REVIEWED BY:
MINNESOTA CRIMINAL HISTORY	EH	
HENNEPIN COUNTY CRIMINAL	EH	
WARRANTS	EH	
PERSONAL/BUSINESS REFERENCE CHECKS		
CREDIT REPORTING	DL/EH	
OTHER STATE, COUNTY, CITY:	-	

NOTHING WAS FOUND TO PRECLUDE ISSUANCE OF THIS PERMIT: Correct

FURTHER CONSIDERATION SHOULD BE TAKEN: _____

Chief of Police 

Investigator Emily Haddock

Date 1/26/24

Date 1/26/24



CITY OF
LONG LAKE

City Council Agenda Report

City of Long Lake

450 Virginia Avenue, PO Box 606

Long Lake, MN 55356

MEETING DATE / August 7, 2024

SUBJECT: Approve Issuance of a Request for Proposals (RFP) for Recycling Services & City Facility Refuse Collection

Prepared By: Jeanette Moeller, City Clerk

Report Date: 7/31/2024

Recommended City Council Action

Staff recommends the following:

Motion to approve the Request for Proposals (RFP) for Recycling Services & City Facility Refuse Collection as presented, and to authorize the release of the RFP effective August 8, 2024.

Overview / Background

The City's current curbside recycling services contract with Waste Management was approved as a five-year contract extension in early December 2019 to continue services for calendar years 2020 through 2024. With the contract due to expire at the end of December this year, staff has prepared the attached Request for Proposals (RFP) for the Council's consideration to invite the City's responsible licensed refuse haulers to quote:

- Providing biweekly City-wide residential recycling collection at all individual residences, and at multi-family complexes/buildings on an opt in basis;
- Providing refuse and recycling collection for designated City buildings and facilities at no charge; and
- A bid alternate for providing a City wide organics collection service.

The City has been contracting with Waste Management since January 2012, following issuance of the last RFP for curbside recycling collection services at the end of 2011. Staff has had a wonderful working relationship with the Waste Management team over the years, and has sincere appreciation for their services. The decision to prepare an RFP was largely due to not having done so in over a decade, by the complexities that have occurred as a result of Hennepin County's organics mandate, and by rising costs in the City's refuse collection contracts for City buildings/facilities.

The attached RFP for Recycling Services & City Facility Refuse Collection has been reviewed and edited by the City Attorney, and staff is recommending the City Council consider approving release of the RFP as prepared.

Supporting Information

- Request for Proposals (RFP) for Recycling Services & City Facility Refuse Collection



Request for Proposals (RFP)

Recycling Services & City Facility Refuse Collection

INTRODUCTION

The City of Long Lake is requesting proposals from qualified, responsible, City licensed refuse haulers to provide services for the curbside collection and disposal/processing of single sort residential recycling, for the collection of refuse and recyclables from City-designated buildings and/or park facilities, and for organics recycling as a proposal alternate.

For the purposes of this RFP, a licensed refuse hauler is *responsible* if they possess the experience, facilities, reputation, financial resources and are fully capable of performing the services requested by this RFP; and if they have operated without incurring any operational violation notices from the City or any other notice of license violations as a result of operations in the City within the three (3) year period prior to issuance of this RFP.

The term of the contract shall begin on January 1, 2025 and continue for a period of five (5) years from the date of issuance, unless terminated earlier. Six (6) months prior to the end of the contract period, the selected hauler shall procure a renewal proposal for the City's review and consideration of approval.

The selected hauler shall procure, at its own expense, all licenses, permits or other rights required for the provision of services contemplated by the agreement.

SCHEDULE

All dates and times in the following schedule are subject to change. Please contact the City Clerk for schedule updates and/or instruction changes to this RFP.

- August 7, 2024 – RFP Approved/Authorized by City Council
- August 8, 2024 – RFP Released
- September 6, 2024 – Completed Proposals Due by 3:00 pm
- September 17, 2024 – Recommendation on Award of Contract Presented to City Council

CONTACT FOR RFP COMMUNICATION

All communications about this RFP after its release shall be in writing, via email, exclusively through the City's designated contact person:

Jeanette Moeller, City Clerk

jmoeller@longlakemn.gov

INSTRUCTIONS FOR SUBMISSION

The deadline for submitting proposals is September 6, 2024 at 3:00 pm. Late proposals will not be accepted. Completed proposals must be emailed to jmoeller@longlakemn.gov. Proposals are required to be submitted in .pdf format; hard copies are not required.

CLASSIFICATION OF DATA WITHIN PROPOSALS

Immediately after the deadline for proposals to be submitted, only the company names of proposers submitting proposals will be made public consistent with the Minnesota Government Data Practices Act (Minn. Stat. 13.591, subd. 3(b)). All proposal documents shall be held as private or nonpublic until completion of the selection process.

CITY ROUTES

Collection routes shall be established by the selected contractor and shall be subject to review and approval by the City.

AMENDMENT TO THE SCOPE OF SERVICES

The City may, at its own discretion, add services to or delete services from the scope of work described in this RFP packet. The City will notify prospective proposers of any such amendments via email correspondence or through direct negotiation(s) with the selected proposer.

BACKGROUND INFORMATION

The City has a population of approximately 1,900 residents. This contract will service approximately 636 individual residences, and three (3) apartment complexes comprised of a total of approximately 66 multi-family residential units. Additional multi-family unit complexes may “opt-in” to participate in the City’s curbside recycling services contract in the future on a voluntary basis. Further residential development for the duration of the contract is likely to be limited to a small number of new residences, as only a few lots are available for development at this time. The contract would also service City facilities and parks.

REFUSE AND RECYCLABLES COLLECTION FROM CITY BUILDINGS AND PARK FACILITIES

Refuse collection from certain City buildings and park facilities, as requested by the City, shall be provided weekly at no charge. Waste dumpsters will be provided at Long Lake Public Works (6-yard dumpster), Long Lake Fire Station 1 (2-yard dumpster), and Long Lake Fire Station 2 (2-yard dumpster). The City reserves the right to add refuse collection at other City facilities or parks in the future on an as needed basis, and at no charge to the City.

Recycling collection from certain City buildings and park facilities, as requested by the City, shall be provided biweekly at no charge. Recycling collection shall occur according to the City’s residential recycling collection schedule. Recycling carts must be provided at Long Lake City Hall (96-gallon) and Long Lake Public Works (64-gallon). The City reserves the right to add recycling collection at other City facilities or parks in the future on an as needed basis, and at no charge to the City.

No “overage” or “contaminated load” charges may be added to these facilities for either refuse or recycling collection. In the event there is a recurring issue with overages or contaminated loads, the contractor must inform the City so the issue may be resolved.

SERVICE SUMMARY

The City of Long Lake is seeking proposals from qualified companies to provide single-sort residential recycling and organics recycling services. The City requests that a bid to provide organics recycling services for the entire City be provided as a bid alternate. Currently, the City requires all haulers to offer

organics collection services, however, the City is considering removing this requirement in favor of nominating a single organics collection provider. The list of contract services includes:

- City-wide, every other week on Tuesdays (offset by one day following designated holidays), residential recyclables collection service and delivery to materials recovery facility.
- City-wide, every other week on Tuesdays (offset by one day following designated holidays), recyclables collection service from designated City buildings at no charge to the City.
- Weekly refuse collection service from designated City facilities and parks for and delivery to a refuse processing facility.
- City-wide, weekly, residential organics recycling collection service and delivery to composting facility (bid alternate).
- Public education materials and services by the contractor, to include producing annual calendars for residents documenting collection dates.

COLLECTION ACTIVITIES SCHEDULE

The selected hauler shall engage in all residential and City buildings/facilities recycling collection activities within the City on Tuesday of every other week (i.e. biweekly); however, in those weeks where a legal holiday is recognized on a Monday, residential recycling collection activities may occur on either Tuesday or Wednesday for the holiday week only. All residential recycling collection activities may only occur between the hours of 7:00 am and 10:00 pm on collection days.

The selected hauler shall provide weekly refuse collection at designated City buildings/facilities on a weekday each week. Refuse collection may only occur between the hours of 7:00 am and 10:00 pm on collection days.

RECYCLING COLLECTION & PROCESSING

Recycling single sort collection and processing system requirements include, but are not limited to:

- Collection of residential recyclables biweekly on Tuesdays from 64-gallon or 96-gallon wheeled carts.
- Pricing per residence served must be the same for either cart size, and include additional wheeled carts for residences served by the contract at no extra charge.
- Carts are required to be provided by the contractor, and residential customers may request service or replacement for any damaged carts at no charge.
- Collection of recyclables from multi-family apartment complexes biweekly on Tuesdays from either multiple wheeled carts or a larger single sort container provided by the hauler.
- Residential recycling collected from Long Lake under this contract are required to be kept separate from other materials. Loads of Long Lake recyclables shall be weighed on designated scales and weights shall be reported to the City on a monthly basis.
- The selected contractor agrees to provide resources and education for the preparation and setting out of recyclables.

ORGANICS COLLECTION & COMPOSTING – BID ALTERNATE

A hauler responding to this RFP is encouraged, but not required, to include pricing for City-wide residential organics collection as a bid alternate. The terms of this bid alternate are that acceptable organics shall be collected City-wide one time per week from each participating residential unit on a

weekday to be agreed upon by the hauler and the City. The hauler is required to provide appropriate organics collection containers for all City residences, to include larger containers for those multi-family residential complexes who have “opted in” for organics collection. All services must be delivered in compliance with applicable local, Hennepin County, and state law.

FUEL SURCHARGE, ENVIRONMENTAL FEES & SALES TAX

No fuel surcharge, environmental fees, or sales tax shall be applied to services offered through this RFP. All costs shall be incorporated into the monthly rates.

CITY/CONTRACTOR COMMUNICATIONS

Through the duration of the contract, the contractor shall maintain a designated single contact person who has sufficient authority to resolve contract related issues with City staff. The contractor must also maintain a local operations supervisor for City staff to contact in the event of day-to-day concerns. Contact information for these individuals must be provided to the City Clerk.

CUSTOMER SERVICE

The contractor will be expected to communicate directly with City of Long Lake residents/customers, both individually and from a mass communications perspective. The City’s communication channels should not be viewed as the primary means for customers to receive information from the contractor. The City should be involved in customer service issues as a rare exception.

ANNUAL REPORTING PROVIDED TO THE CITY

The contractor shall furnish monthly and annual reports to the City that provide the breakdown of monthly and annual totals for the year on the total number of recycling and organics (bid alternate) customers and tonnages collected; a monthly and annual summary of the recycling material collected and tonnages for each material; the monthly and annual total number of recycling and organics customers; and any other information required for the City to complete the Hennepin County Annual Recycling Report.

CONTRACTOR BILLING AND FEES

The contractor’s submitted proposal should reflect the City billing residents directly – the contractor will be billing the City based upon the number of individual and multi-family residences to be served by recycling collection and organics collection (bid alternate) services. Billing may not be based upon the number of carts. It is anticipated that a number of residential units will opt for multiple recycling carts.

All proposers shall submit the required Proposal Form. Rates must be as identified in the Proposal Form, unless otherwise negotiated with and agreed to by the City. The Proposal Form will be the basis for the final terms of the City’s approved rate schedule.

Any attempt by the contractor to increase any rate or fee without City approval during the term of the contract shall be null and void. Fee decreases may be implemented by the contractor without City approval, but must be reported to the City Clerk at least two weeks prior to the decrease becoming effective.

ACCIDENT PREVENTION

The contractor shall comply with the safety provisions of all applicable laws, regulations and building codes, including, without limitation, the installation and maintenance of safeguards on machinery and equipment. The contractor shall immediately notify the City of any release of vehicle fluids (e.g. fuel, coolant, hydraulic fluid, brake fluid, etc.) or load contents onto City or County streets or otherwise into the environment. The contractor shall be responsible for the immediate remediation of any and all release of fluid or spills of load contents to the City's satisfaction and standards.

DAMAGE TO PROPERTY

The contractor shall take necessary precautions to protect public and private property during the performance of this contract, and shall repair or replace any private or public property damaged by the contractor. Such property damage must be addressed within 48 hours. If the contractor fails to make repairs or to make arrangements for repairs, the City may, but shall not be obligated to, repair or replace such damaged property and the contractor shall fully reimburse the City for any reasonable incurred expenses within 10 days.

VEHICLES AND VEHICLE WEIGHT RESTRICTIONS

The contractor's vehicles shall be operated in accordance with applicable laws of the State of Minnesota and local ordinances.

All recycling and organics collection vehicles shall be restricted to a maximum weight on any single axle of 10,000 pounds (City ordinance).

Refuse collection vehicles servicing dumpsters located at designated City buildings, facilities and/or parks shall be restricted to a maximum weight on any single axle of 14,000 pounds; however, if traveling on any residential streets, refuse collection vehicles shall be restricted to a maximum weight on any single axle of 10,000 pounds (City ordinance).

PERFORMANCE BOND

The City will require a performance bond to be kept in surety for an amount no less than \$25,000. The bond shall be kept in full force and effect at all times for the duration of the five-year contract period.

The contractor agrees to provide and maintain liability insurance, including general liability, automobile liability, and loading/unloading liability with the following minimum coverages:

- (a) \$300,000 when the claim is one for death by wrongful act or omission and \$300,000 to any claimant in any other case; and
- (b) \$1,000,000 for any number of claims arising out of a single occurrence; or
- (c) Twice the limits provided in clauses (a) and (b) above when the claim arises out of the release or threatened release of a hazardous substance, whether the claim is brought under Minn. Stat. sections 115B.01 to 115B.15 or under any other law; and
- (d) Worker's Compensation (statutory).

Such policies shall provide for a 30-day notice by the insurance company to the City of any changes, cancellations or lapses of such policies. The City will require the contractor to acquire commercial automobile liability insurance in accordance with applicable laws.

The selected hauler shall provide sufficient evidence that all required insurances are available and have been purchased.

INDEMNIFICATION

By submitting a proposal in response to this RFP, the contractor agrees to generally indemnify and hold the City harmless in the performance of any activities identified in this RFP. To the maximum extent permitted by law, the contractor will also indemnify, defend and hold the City harmless with regard to CERCLA.

DATA PRACTICES ACT

Pursuant to Minn. Stat. 13.05, subd. 11, all of the data created, collected, received, stored, used, maintained, or disseminated by the contractor in performing this contract is subject to the requirements of the Minnesota Government Data Practices Act, Minn. Stat. Chapter 13, and the contractor must comply with those requirements as if it were a government entity. The remedies in Minn. Stat. 13.08 apply to the contractor. The contractor does not have a duty to provide access to public data to the public if the data is available from the City, except as required by the terms of this contract.

LEGAL INTERPRETATION & VENUE

The contract to be awarded shall be interpreted according to Minnesota law. Any action between the City and the contractor should be located in Hennepin County, Minnesota.

PROPOSAL CONTENT

The hauler must submit .pdf copies of proposals to the City Clerk, Jeanette Moeller, at jmoeller@longlakemn.gov. Hard copies are not required, but may be delivered to Long Lake City Hall, 450 Virginia Avenue (if mailing by USPS, include PO Box 606), Long Lake, MN 55356 by no later than 3:00 pm on September 6, 2024.

Price Proposals & Primary Point of Contact

Price proposals shall be submitted on the enclosed Proposal Form. The Proposal Form also must be completed with information for one or more primary contact(s) who would be assigned to facilitate the City's contract on an ongoing basis.

Narrative

Haulers submitting proposals requested to submit a narrative discussing their company's experience, supervision and staffing levels, and equipment available to perform collection services.

Professional Qualifications

Provide three (3) municipal client references for similar services performed within the past three years. Provide copies of business license, including Hennepin County licensing, and certifications.

Public Education Materials

Haulers should submit examples of public education materials used for recyclable and organics collection, and define the frequency in which the public education materials are distributed to customers.

SELECTION & REVIEW

Selection of the most qualified responsible contractor will be based on the proposal submitted for recycling collection. The proposal for organics collection will also be considered as an alternate. Only City of Long Lake licensed residential haulers are eligible to submit a proposal for review. Other consideration will be given to the hauler's qualifications and ability to perform the work including, but not limited to:

- City staff's experiences working with the hauler while licensed to service Long Lake customers.
- The hauler's references and reputation in other communities.
- The hauler's customer service philosophy and procedures.
- Comprehensiveness of items collected for recycling and composting.
- Company history and experience.
- Financial stability.
- Supervision, staffing, and equipment.
- Long-term access to disposal and processing facilities.
- Demonstration of efficient road routes, minimizing truck traffic mileage.
- Quality and frequency of public education materials.

Recycling Services Contract Proposal Form

Hauler Company Name _____

Address _____

City, State, Zip _____

Local Customer Service Phone # _____

1. Primary Contact Name _____

Position _____ Direct Phone _____

Email _____

2. Additional Contact Name _____

Position _____ Direct Phone _____

Email _____

	2025 Monthly Rate (Year 1)	2026 Monthly Rate (Year 2)	2027 Monthly Rate (Year 3)	2028 Monthly Rate (Year 4)	2029 Monthly Rate (Year 5)
Recycling Collection					
Biweekly Per Residence					
Biweekly Per Multi-Family Unit (Apartment Complexes)*					
Weekly Refuse Collection at City Facilities	No Charge	No Charge	No Charge	No Charge	No Charge
Organics Collection Bid Alternate					
Weekly Per Residence					
Weekly Per Multi-Family Unit (Apartment Complexes)*					
Describe the organics collection method proposed _____					

* Multi-family apartment complexes may have multiple buildings with differing numbers of units in each building. Pricing on a 'per multi-family unit' basis for an equitable formula to utilize in charging multi-family buildings/complexes for services who opt in to the City's contract.

I am authorized to submit this proposal on behalf of the hauler/company above-referenced.

Signature _____

Date _____

Printed Name _____