



CITY COUNCIL MEETING

February 06, 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 January 16, 2024 City Council Work Session
 - B. Approve Minutes of January 16, 2024 City Council Meeting
 - C. Approve Vendor Claims and Payroll
 - D. Receive 4th Quarter 2023 Revenues and Expenditures as of December 31, 2023 as Presented
 - E. Appoint Arlo Vande Vegte as a Volunteer Research/Legal Assistant to the City Attorney and Special Counsel in the Matter of City of Long Lake v. City of Orono
 - F. Adopt Resolution No. 2024-07 Appointing Election Judges for the 2024 State Presidential Nomination Primary, Hennepin County Commissioner District 6 Special Primary, Hennepin County Commissioner District 6 Special General, State Primary, and State General Elections and Establishing an Absentee Ballot Board
 - G. Adopt Resolution No. 2024-03 Approving DISH Ground Lease and Crown Castle Consent to Install Contemplated Improvements
 - H. Adopt Resolution No. 2024-04 Accepting the Donation of Equipment Items to the City of Long Lake for the Long Lake Fire Department
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. Establish a Public Works Lead Maintenance Worker Position; Promote Don Laakkonen to the Position of Lead Maintenance Worker and Approve a Salary Step Increase

- B. Request for City Participation in the Purchase of Battery Powered Extrication Tools for the Long Lake Fire Department
- C. Reschedule March 5, 2024 City Council Meeting Due to PNP Election Day

NOTE: Tuesday, March 5 is Presidential Nomination Primary (PNP) Election Day in Minnesota. As the City Council regularly meets on the first and third Tuesday of each month, the Council's first meeting in March must be rescheduled (Minn. Stat. 204C.03, subd. 1). Staff recommends the City Council reschedule the meeting to either Wednesday, March 6 or Thursday, March 7.

- D. Updates Regarding Fire Department Matters

8. Other Business

9. Adjourn

UPCOMING MEETINGS & OTHER DATES OF NOTE

Tuesday, February 13 (6:30 pm) / Planning Commission Meeting

Monday, February 19 / City Offices Closed - Presidents' Day

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



**MINUTES
CITY COUNCIL WORK SESSION
January 16, 2024**

CALL TO ORDER

The meeting was called to order at 5:02 pm.

Present: Mayor: Charlie Miner; Council: Deirdre Kvale, Mike Feldmann, Jahn Dyvik (arrived to the meeting at 5:05 pm), and Gina Joyce

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

Absent: None

APPROVE AGENDA

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

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 Feldmann, seconded by Joyce, 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.

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

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.

ADJOURN

Hearing no objection, Mayor Miner adjourned the meeting by general consent at 6:33 pm.

Respectfully submitted,

Scott Weske
City Administrator



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

CALL TO ORDER

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

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

Staff Present: City Administrator: Scott Weske; City Attorney: John Thames; Public Works Director: Sean Diercks; and City Clerk: Jeanette Moeller

Absent: None

PLEDGE OF ALLEGIANCE

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

Mayor Miner offered the following comments and updates:

The City Council had met in a work session prior to the regular meeting that consisted of a closed session to discuss the Fire Services contract.

He stated that the full Council had attended the recent Pinning Ceremony for the Long Lake Fire Department.

Mayor Miner had also attended an Open House at the Hennepin County District Court and received updates on their staffing shortages and what has been going on in the court system.

APPROVE AGENDA

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

CONSENT AGENDA

The Consent Agenda consisted of the following:

- A. Approve Minutes of January 2, 2024 City Council Work Session Meeting
- B. Approve Minutes of January 2, 2024 City Council Meeting
- C. Approve Vendor Claims and Payroll

Council member Kvale inquired about the refund for the Aava Vetta escrow included on the claims paid list and questioned whether that meant everything had been completed.

City Clerk Moeller clarified that the closure of the escrow was for JMH and not Custom One Homes, and reminded the Council that two separate development agreements had been executed for that project. The escrow refund was for completion of site improvements by JMH only, and not for the building construction portion of the project.

A motion was made by Dyvik, seconded by Joyce, 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

Lease Between the City and the Lake Minnetonka Communications Commission for Use of Office Space in the City's Public Works Building

City Administrator Weske briefly reviewed the draft lease between the City and Lake Minnetonka Communications Commission (LMCC) and explained that it had been approved by City Attorney Thames.

Jim Lundberg, LMCC, indicated that they were excited to be able to move into the City's Public Works building and noted that their contractor was ready to begin work as soon as the lease was signed.

Council member Kvale noted that she would be recusing herself from voting on the lease because she is currently on the LMCC's Executive Committee.

A motion was made by Feldmann, seconded by Miner, to approve a contract lease between the City of Long Lake and the Lake Minnetonka Communications Commission (LMCC) to allow the LMCC to rent office space in the Public Works building located at 2145 Daniels Street, and to authorize the City Administrator to execute Said contract. Ayes: Feldmann, Miner, Dyvik, and Joyce. Abstained: Kvale. Motion carried.

Moeller mentioned that before Mr. Lundberg left the meeting, they had a little surprise for the Council. Together, she and Mr. Lundberg demonstrated that the Council meeting was actually live streaming as a test run, and the Council's future meetings would be able to be watched live. The LMCC worked on implementing the upgrade in partnership with Z-Systems and the City's own technical support. She explained that for future meetings, they'd be setting up their own Long Lake channel so they would not need to use the LMCC's channel. A few kinks still need to be worked out, but she shared her excitement for this new offering for the City.

Approve the Purchase of New Windows for the Public Works Facility at 2145 Daniels Street

Public Works Director Diercks recalled that the last time the Council had discussed replacing windows at Public Works, he had thought the contractor would be able to use the existing window frames and just replace the glass; however, after further inspection he has found that is not the case. He displayed photographs of the existing windows and frames that have areas that are rotted, most likely due to their age. He stated staff is recommending moving forward with the bid that was received from Empire Door & Glass for commercial storefront windows and advised that the vendor had indicated there would be about an eight-week turnaround so the windows should be installed by the end of March. He added that the vendor had requested a downpayment of 50% with the remainder of the contract amount to be due upon project completion.

Mayor Miner inquired about the funding source for the window replacements.

Weske responded that the funding would most likely come from Fund 462, the permanent revolving fund, and reminded the Council that Public Works operations have been under budget for the last two years.

A motion was made by Miner, seconded by Feldmann, to approve the purchase of new windows for the Public Works facility at 2145 Daniels Street from Empire Door & Glass at a cost of \$59,454.86, and authorize staff to issue the 50% downpayment. Ayes: all.

Review Duty Crew Implementation Strategic Plan and Receive Duty Crew Pilot Program Summary Statistics

Fire Chief Heiland verified that the Council had all received a copy of the Duty Crew Implementation Strategic Plan and a summary of the statistics from the pilot program in their meeting packets. He explained that in August, they had 47.83% of the shifts filled, their average duty crew response time was three minutes, and average on scene time was five minutes and 50 seconds. For September, 50.72% of shifts were filled, average in service time was two minutes 41 seconds, and average on scene time was eight minutes 12 seconds; for October, 83.33% of shifts were filled, average in service time was two minutes 42 seconds, and average on scene time was seven minutes; for November, 67.26% of shifts were filled, average in service time was two minutes 22 seconds, and average on scene time was six minutes 43 seconds; and for December, 58.33% of shifts were filled, average response time was two minutes 30 seconds, and the average on scene time was seven minutes 8 seconds.

Council member Dyvik recalled that he thought there was an event in October that may have skewed the overall average response time higher.

Heiland confirmed that there were a few of those types of situations sprinkled throughout the data set affecting overall response time.

Mayor observed that the number of shifts filled in December was down from prior months and asked if that had been due to the holidays.

Heiland agreed that it may have been because of the holidays but noted that all in all, there has been really good response with people signing up for shifts. He mentioned that January's numbers are looking good so far and he believes that the program has been shown to be a success. He commented that with their new leadership team in place, everyone has been in good spirits at the station.

Council member Dyvik indicated that the Fire Department budget had been approved assuming 60% participation for duty crew shifts, which is about where they have been landing. He asked if there was a time when the Department would stop paging out 'all calls' within the duty crew program.

Heiland confirmed that would be their goal, and they will also be looking more closely at the eight-minute in service time and work to identify ways to get out the door more quickly. He added that all calls would likely be permanent beginning July 1.

Council member Dyvik sought clarification on what was meant by 'permanent' since Chief Heiland had just confirmed that the goal was to stop doing all calls.

Heiland explained that he wasn't sure what would happen after July 1, 2024, because the Long Lake Fire Department will be losing a portion of the service area. He stated that because of that uncertainty, he wanted to keep their options open.

Mayor Miner noted that he felt the response times for the duty crew were impressive.

Heiland indicated that he had details for each call that can be reviewed in greater detail at the next Fire Advisory Board meeting.

In closing, Heiland expressed his appreciation to the City Council for attending the Department's recent Pinning Ceremony.

Review and Update of City Goals

Moeller recalled that typically the Council has a discussion on the City's goals once a year or every other year. She gave an overview of the goals and significant work items that had been accomplished in 2023 and reviewed new goals that had been identified for 2024 in the categories of Park and Trail Improvements, Development and Redevelopment Considerations, Public Safety/Streets/Utilities, City Building and Equipment, Ordinance Projects, Fiscal/Contractual Considerations, Fire Department/Future Fire Services, and Communications/Supporting Community.

Mayor Miner asked if there were any additional goals that the City Council would like to add to the list.

Council member Dyvik suggested adding something for a signaled crossing at Wurzer Trail.

Moeller responded that a pedestrian crossing signal for Wurzer Trail was still on the list and had not been taken off. She clarified that she had only read aloud the new goals and not the existing goals that had not yet been accomplished. She noted that the existing goals also reflected adding a crossing signal at Heather Lane, and questioned whether that goal should be amended.

Mayor and Council discussed the goals, areas of focus within the list, and language changes to certain goal items.

Diercks noted that implementation of a new phone system had not been included as an accomplishment for 2023 and suggested that it be added.

Mayor Miner added that City Goals information would be available on the City's website.

OTHER BUSINESS

Salting vs. Brining for City Streets - Council member Feldmann stated that he received a question regarding salting versus brining to treat winter ice on City streets, and also asking which process was more cost effective and better for the environment. Mayor Miner indicated that he had received some of those same questions. Diercks explained that brining is intended as a 'pre-treatment' before any winter precipitation falls and there is a narrow window when it will work. He shared some of the different factors that can hinder the effectiveness of the brine such as temperature and precipitation timing. He noted that he had spoken with Orono and the cost to just get their brining system in the door was about \$100,000. Orono indicated that they were willing to sell the brine to the City at a cost of \$0.20/gallon. Brining is great and has its use in specific spots, but he was not sure that Long Lake was the correct spot for it to be used, particularly taking into account the low City speed limits.

Public Works Staffing - Mayor Miner sought an update from staff on posting for the open Public Works positions. Diercks replied that he was hoping to post the positions for hiring in the next day or two. Moeller mentioned that there was a new section on the City's website for employment opportunities.

Long Lake Utopic Tales - Council member Dyvik gave a 'shout out' to long-time resident and former City Council member Liz Olson who had authored a book called '*Long Lake Utopic Tales*'. He reflected that he thought it was a very interesting read and outlined how the City began, has grown, and touches on businesses and landmarks in the City. He highlighted that one interesting piece of information he found in the book was that there was a time when the City did not have any City taxes. Moeller asked if the Council would be comfortable with the idea of her putting out a link to where those books can be purchased, because she believed the intent was for the profits to be a donation benefiting the Pioneer Museum. It was the consensus of the Council that Moeller was welcome to publish a link and information for people to be able to purchase the '*Long Lake Utopic Tales*' books.

Upcoming Meetings - Mayor Miner reminded the Council that the next Council and Work Session meetings would be held on February 6, 2024 and noted that the EDA may meet later in the month.

Recent Watermain Break - Diercks reported that a watermain break had occurred the previous week on Valley View Road. Mayor Miner voiced his appreciation that the contractor had left a low flow available so people had access to some water. Moeller shared that through this incident, she'd learned that the website was able to be modified in order to add emergency alerts, allowing staff to add a notification that would appear upon visiting the website.

ADJOURN

Hearing no objection, Mayor Miner adjourned the meeting by general consent at 7:50 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 / February 6, 2024

SUBJECT: Approve Vendor Claims and Payroll

Prepared By: Amanda Nowezki, Finance Director

Report Date: 1/31/2024

Recommended City Council Action

Staff recommends the following:

Motion to approve vendor claims paid in the amount of \$230,288.89 and electronic vendor payments in the amount of \$7,067.63 for a total amount of **\$237,356.52**; Gross City Employee payroll paid January 25 in the amount of **\$25,119.10**.

Overview / Background

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

Supporting Information

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



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*Check Summary Register©

Checks 70153-70206

Name	Check Date	Check Amt	
10100 GENERAL FUND CASH			
70153	CITY OF WAYZATA	1/12/2024	\$1,390.07 Prisoner Charges - June-Oct 2023
70154	Advanced Imaging Solutions	1/19/2024	\$117.31 Copier Contract Maint - Jan 2024
70155	ASPEN MILLS	1/19/2024	\$148.50 FD1 Uniforms - Leather Name Tags
70156	HAWKINS INC	1/19/2024	\$40.00 Water Chemicals - Chlorine Cylinder
70157	HIGH ROAD HEATING & COOLIN	1/19/2024	\$708.29 PW Furnace Repairs-Replaced Motor
70158	Kirvida Fire, Inc.	1/19/2024	\$6,759.93 FD1 Rescue #12 - Sterling; Oil Change/Filters
70159	LVC Companies	1/19/2024	\$205.00 Annual Fire Extg Service
70160	MN FIRE SERVICE CERT BOARD	1/19/2024	\$472.50 FirefighterII ReCert-Bullemer, Cotton, Frank, G
70161	MN VALLEY TESTING LAB	1/19/2024	\$48.50 Monthly Chlorine Report
70162	ODP Business Solutions, LLC	1/19/2024	\$295.92 PW Office Supplies - Deskpads, Pen, Sharpie
70163	MN LIFE INSURANCE CO	1/19/2024	\$15.00 LIFE INS - Feb 2023
70164	SENSAPHONE	1/19/2024	\$299.40 Well House 1 Monitoring - 2022 Annual Subscri
70165	SUMMIT FIRE PROTECTION, CO	1/19/2024	\$432.00 CH-Annual Sprinkler Inspections
70166	SUTTONS ADVANCED CLEANIN	1/19/2024	\$1,293.33 FD1 Cleaning Services - Jan 2024
70167	TIMESAVER OFF SITE	1/19/2024	\$325.00 01/02 City Council+ Worksession Mtg Minutes
70168	UnitedHealthcare	1/19/2024	\$3,260.37 MEDICAL INS - Feb 2024
70169	WASTE MANAGEMENT- of WIMN	1/19/2024	\$3,991.85 Recycling Services - Jan 2024
70170	BLUE LAGOON MARINE	1/24/2024	\$673.84 FD Boat Maint - Winterize
70171	CONWAY SHIELDS	1/24/2024	\$67.30 FD Helmet 6" Shield
70172	EHLERS AND ASSOCIATES	1/24/2024	\$450.00 Virginia Ave Redevelopment Costs-Dec
70173	LARKIN HOFFMAN	1/24/2024	\$12,928.00 FD CONTRACT DISPUTE W/ORONO - Dec 2
70174	MN DNR ECO- WATERS	1/24/2024	\$898.45 2023 Annual Water Use Fee
70175	PRISTINE LIGHTING	1/24/2024	\$1,100.00 Decorating Downtown City Poles-2023
70176	Telemetry and Process Controls	1/24/2024	\$4,161.64 Troubleshoot & Reprogram Well2 Start Relays
70177	TRIMBLE	1/24/2024	\$214.50 FD Dashcam Basic Bundle (Pmt 4 of 36)
70178	Xcel Energy	1/24/2024	\$6,279.76 Electricity 11/21/23-12/25/23 - FD1
70179	Xcel Energy	1/24/2024	\$1,832.87 Street Lights - Act #5156925594
70180	CITY OF WAYZATA	1/24/2024	\$27,673.00 Police Services - Feb 2023
70181	COLONIAL LIFE	1/24/2024	\$13.06 AD Insurance - Feb 2024
70182	DELTA DENTAL	1/24/2024	\$142.67 Dental Insurance - Feb 2024
70183	DVS RENEWAL	1/24/2024	\$20.25 2024 Lic Tab Renewal - Plate #186681
70184	ECM PUBLISHERS, INC.	1/24/2024	\$293.33 2/13 PH Zoning Ordinances Amendment
70185	EMPIRE DOOR & GLASS	1/24/2024	\$29,727.43 Down Payment-Replace 12 Windows at Public
70186	HENNEPIN COUNTY TREASURE	1/24/2024	\$1,558.99 TIF District 1655 (1-6) Costs
70187	LMCC-LAKE MINNETONKA COM	1/24/2024	\$225.00 Setup Live Streaming in City Hall
70188	League of MN Cities Ins Trust	1/24/2024	\$49,906.00 2024 Property/Casualty Insurance - Auto Fire
70189	MADISON NATIONAL LIFE	1/24/2024	\$82.00 STD Insurance - Feb 2024
70190	MEDIACOM	1/24/2024	\$400.00 PW Internet Services - (01/26/23-02/25/24)
70191	Metro West Inspection Svcs Inc	1/24/2024	\$55,183.14 Jan 2024 Permits
70192	MN DEPT OF PUBLIC SAFETY-E	1/24/2024	\$200.00 HazardoHazardous Materials Fee - Facility ID #
70193	MN State Fire Chiefs Assn.	1/24/2024	\$250.00 2024 FOTOS Conference - M. Heiland
70194	Performance Petroleum	1/24/2024	\$81.14 Purus MV32HYD 1/5 pail
70195	PERMATOP	1/24/2024	\$450.00 FD-Repair 2 Fire Truck Tarps
70196	SAFETY VEHICLE SOLUTIONS	1/24/2024	\$123.00 Ipad mount/case for PW meter reader Ipad
70197	SUMMIT FIRE PROTECTION, CO	1/24/2024	\$864.00 FD1-Annual Sprinkler Inspections
70198	ACROSS THE STREET PRODUC	1/31/2024	\$4,500.00 Certified Blue Card Instrutor Train the Trainer
70199	CENTERPOINT ENERGY	1/31/2024	\$25.18 Gas Charges - 25 Apple Glen Rd (12/18/23-1/1
70200	FASTSIGNS	1/31/2024	\$144.66 FD Helmet Tags/Board Plates
70201	Gear West	1/31/2024	\$100.00 REFUND Special Event Permit-Fat Bike Ride
70202	JEFFERSON FIRE & SAFETY INC	1/31/2024	\$401.02 FD Streamlight Vantage helmet lights
70203	ROLF ERICKSON	1/31/2024	\$3,104.70 Assessor Fees - Feb 2024
70204	TRIMBLE	1/31/2024	\$206.50 FD Dashcam Basic Bundle (Pmt 5 of 36)
70205	VALLEY-RICH CO. INC	1/31/2024	\$5,757.00 Watermain Break-80 Valleyview
70206	Xcel Energy	1/31/2024	\$447.49 Street Lights - 2129 W Wayzata Blvd



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Section 5C.

*Check Summary Register©

Checks 70153-70206

Name	Check Date	Check Amt
Total Checks		\$230,288.89



LONG LAKE, MN

***Check Detail Register©**

Checks 70153-70206

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
10100 GENERAL FUND CASH					
70153	01/12/24	CITY OF WAYZATA			
G 101-20200		Accounts Payable	\$1,390.07	100123	Prisoner Charges - June-Oct 2023
		Total	\$1,390.07		
70154	01/19/24	Advanced Imaging Solutions			
E 101-41500-4135		Copier Maintenance	\$64.00	INV322951	Copier Contract Maint - Jan 2024
E 101-41500-4135		Copier Maintenance	\$53.31	INV322951	Copier Contract Maint - 4TH QTR Overages
		Total	\$117.31		
70155	01/19/24	ASPEN MILLS			
E 205-42281-2410		Fire Department Uniforms	\$89.10	326438	FD1 Uniforms - Leather Name Tags
E 205-42285-2410		Fire Department Uniforms	\$59.40	326438	FD Uniforms - Leather Name Tags
		Total	\$148.50		
70156	01/19/24	HAWKINS INC			
E 601-49400-2160		Chemicals and Chem Pro	\$40.00	6665223	Water Chemicals - Chlorine Cylinder
		Total	\$40.00		
70157	01/19/24	HIGH ROAD HEATING & COOLING			
E 101-41942-4010		Bldg Maint & Repairs	\$0.00	40111100910	PW Furnace Repairs - Diagnostic Fee (WAIVED)
E 101-41942-4010		Bldg Maint & Repairs	\$708.29	40111143643	PW Furnace Repairs-Replaced Motor
		Total	\$708.29		
70158	01/19/24	Kirvida Fire, Inc.			
E 205-42285-4035		Heavy Truck Maint & Rep	\$1,176.87	12051	FD2 Engine #22 - Spartan; Oil Change/Filters
E 205-42281-4035		Heavy Truck Maint & Rep	\$990.68	12052	FD1 Engine #11 - Kenworth; Oil Change/Filters
E 205-42281-4035		Heavy Truck Maint & Rep	\$986.43	12053	FD1 Engine #21 - International; Oil Change/Filters
E 205-42281-4035		Heavy Truck Maint & Rep	\$885.78	12054	FD1 Tanker #11 - Frightliner; Oil Change/Filters
E 205-42285-4035		Heavy Truck Maint & Rep	\$745.23	12055	FD2 Tanker #12 - Sterling; Oil Change/Filters
E 205-42281-4035		Heavy Truck Maint & Rep	\$715.89	12056	FD1 Rescue #12 - Sterling; Oil Change/Filters
E 205-42285-4030		Light Truck Maint & Repair	\$608.87	12057	FD2 Rescue #21 - Ford F550; Oil Change/Filters
E 205-42281-4030		Light Truck Maint & Repair	\$411.68	12058	FD1 Utility #11 - Ford F350; Oil Change/Filters
E 205-42285-4030		Light Truck Maint & Repair	\$238.50	12059	FD2 Utility #21 - Ford F250; Oil Change/Filters
		Total	\$6,759.93		
70159	01/19/24	LVC Companies			
E 101-41942-4010		Bldg Maint & Repairs	\$205.00	132332	Annual Fire Extg Service
		Total	\$205.00		
70160	01/19/24	MN FIRE SERVICE CERT BOARD			
E 205-42281-2080		Training/Instruct Materials	\$288.75	12117	FirefighterII ReCert-Bullemer, Cotton, Frank, Gonsior, Grady, Hoster, Kanive, Kulseth, Loosbrock, Spinks
E 205-42285-2080		Training/Instruct Materials	\$157.50	12117	FirefighterII ReCert-Adams, Krahl, Rioux, Woychick, Wright
E 205-42281-2080		Training/Instruct Materials	\$26.25	12117	FD Int I and Off I ReCert-Farley
		Total	\$472.50		
70161	01/19/24	MN VALLEY TESTING LAB			
E 601-49400-3825		Water Testing Expense	\$48.50	1234626	Monthly Chlorine Report



LONG LAKE, MN

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***Check Detail Register©**

Checks 70153-70206

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
Total			\$48.50		
70162	01/19/24	ODP Business Solutions, LLC			
E 101-43050-2010		Office Supplies	\$50.61	34868503100	PW Office Supplies - Deskpad, Pen, Sharpie
E 101-41500-2010		Office Supplies	\$199.45	34868503100	CH Office Supplies - Paper
E 101-41940-3840		Custodial & Waste Remov	\$45.86	34868503100	CH Bathroom and Breakroom Supplies - Towels,
Total			\$295.92		
70163	01/19/24	MN LIFE INSURANCE CO			
E 101-41500-1310		Employer Paid Health	\$9.00	40120033	LIFE INS - Feb 2023
E 205-42280-1310		Employer Paid Health	\$3.00	40120033	LIFE INS - Feb 2023
E 101-43050-1310		Employer Paid Health	\$1.50	40120033	LIFE INS - Feb 2023
E 601-49400-1310		Employer Paid Health	\$0.60	40120033	LIFE INS - Feb 2023
E 602-49450-1310		Employer Paid Health	\$0.45	40120033	LIFE INS - Feb 2023
E 603-43150-1310		Employer Paid Health	\$0.45	40120033	LIFE INS - Feb 2023
Total			\$15.00		
70164	01/19/24	SENSAPHONE			
E 601-49400-4330		Dues and Subscriptions	\$299.40	32371-2024	Well House 1 Monitoring - 2022 Annual Subscription (00:07:F9:00:D5:24)
Total			\$299.40		
70165	01/19/24	SUMMIT FIRE PROTECTION, CO			
E 101-41940-4010		Bldg Maint & Repairs	\$432.00	130096775	CH-Annual Sprinkler Inspections
Total			\$432.00		
70166	01/19/24	SUTTONS ADVANCED CLEANING SRV			
E 205-42282-3840		Custodial & Waste Remov	\$570.00	6892	FD1 Cleaning Services - Jan 2024
E 205-42286-3840		Custodial & Waste Remov	\$433.33	6893	FD2 Cleaning Services - Jan 2024
E 101-41940-3840		Custodial & Waste Remov	\$290.00	6894	CH Cleaning Services - Jan 2024
Total			\$1,293.33		
70167	01/19/24	TIMESAVER OFF SITE			
E 101-41500-3000		Professional Svcs	\$325.00	M28854	01/02 City Council+ Worksession Mtg Minutes
Total			\$325.00		
70168	01/19/24	UnitedHealthcare			
E 101-41500-1310		Employer Paid Health	\$620.55	38515872247	MEDICAL INS - Feb 2024
E 101-43050-1310		Employer Paid Health	\$1,039.21	38515872247	MEDICAL INS - Feb 2024
E 601-49400-1310		Employer Paid Health	\$415.70	38515872247	MEDICAL INS - Feb 2024
E 602-49450-1310		Employer Paid Health	\$311.76	38515872247	MEDICAL INS - Feb 2024
E 603-43150-1310		Employer Paid Health	\$311.76	38515872247	MEDICAL INS - Feb 2024
G 101-21706		FlexPlan - Ins Prem	\$561.39	38515872247	MEDICAL INS - Feb 2024
Total			\$3,260.37		
70169	01/19/24	WASTE MANAGEMENT- of WIMN			
E 604-43200-3890		Res Curb Recycling	\$3,538.19	7874227-159	Recycling Services - Jan 2024
E 101-41942-3840		Custodial & Waste Remov	\$217.46	7875526-159	PW Trash Services - Jan 2024
E 205-42282-3840		Custodial & Waste Remov	\$118.81	7875527-159	FD1 Trash Services - Jan 2024
E 205-42286-3840		Custodial & Waste Remov	\$117.39	7875536-159	FD2 Trash Services - Jan 2024
Total			\$3,991.85		



LONG LAKE, MN

***Check Detail Register©**

Checks 70153-70206

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
70170	01/24/24	BLUE LAGOON MARINE			
	E 205-42281-4040	Equip Maint & Repair	\$336.92	233986	FD Boat Maint - Winterize
	E 205-42285-4040	Equip Maint & Repair	\$336.92	233986	FD Boat Maint - Winterize
		Total	\$673.84		
70171	01/24/24	CONWAY SHIELDS			
	E 205-42281-2415	Turn Out Gear	\$67.30	0516663	FD Helmet 6" Shield
		Total	\$67.30		
70172	01/24/24	EHLERS AND ASSOCIATES			
	G 700-29326	VirginiaAve/The Stax(Nrth	\$450.00	96297	Virginia Ave Redevelopment Costs-Dec
		Total	\$450.00		
70173	01/24/24	LARKIN HOFFMAN			
	E 101-42110-3120	Legal Fees - Civil	\$12,928.00	832985	FD CONTRACT DISPUTE W/ORONO - Dec 2023
		Total	\$12,928.00		
70174	01/24/24	MN DNR ECO- WATERS			
	E 601-49400-3000	Professional Svcs	\$898.45	1965-0980	2023 Annual Water Use Fee
		Total	\$898.45		
70175	01/24/24	PRISTINE LIGHTING			
	E 101-43100-2250	Landscaping Materials	\$1,100.00	531	Decorating Downtown City Poles-2023
		Total	\$1,100.00		
70176	01/24/24	Telemetry and Process Controls, Inc			
	E 601-49400-3000	Professional Svcs	\$4,161.64	116166	Troubleshoot & Reprogram Well2 Start Relays (SCADA)
		Total	\$4,161.64		
70177	01/24/24	TRIMBLE			
	E 205-42285-3225	Truck Communication Ser	\$8.00	30089228327	FD Dashcam Video On-Demand
	E 205-42281-3225	Truck Communication Ser	\$118.00	30089229900	FD Dashcam Basic Bundle (Pmt 4 of 36)
	E 205-42285-3225	Truck Communication Ser	\$88.50	30089229900	FD Dashcam Basic Bundle (Pmt 4 of 36)
		Total	\$214.50		
70178	01/24/24	Xcel Energy			
	E 101-41940-3810	Electricity Expense	\$209.63	859603671	Electricity 11/21/23-12/25/23 - CH
	E 205-42282-3810	Electricity Expense	\$930.30	859603671	Electricity 11/21/23-12/25/23 - FD1
	E 205-42286-3810	Electricity Expense	\$422.09	859603671	Electricity 11/21/23-12/25/23 - FD2
	E 101-41942-3810	Electricity Expense	\$1,107.27	859603671	Electricity 11/21/23-12/25/23 - PW
	E 101-43100-3815	Street Lighting Maint/Elect	\$354.68	859603671	Electricity 11/21/23-12/25/23 - Street Lights
	E 101-45200-3810	Electricity Expense	\$362.49	859603671	Electricity 11/21/23-12/25/23 - Parks
	E 601-49400-3810	Electricity Expense	\$2,508.81	859603671	Electricity 11/21/23-12/25/23 - WTR
	E 602-49450-3810	Electricity Expense	\$384.49	859603671	Electricity 11/21/23-12/25/23 - SWR
		Total	\$6,279.76		
70179	01/24/24	Xcel Energy			
	E 101-43100-3815	Street Lighting Maint/Elect	\$1,832.87	859425904	Street Lights - Act #5156925594
		Total	\$1,832.87		



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Checks 70153-70206

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
70180	01/24/24	CITY OF WAYZATA			
E 101-42110-3130		Subcontracted Police Svc	\$27,673.00	012224	Police Services - Feb 2023
		Total	\$27,673.00		
70181	01/24/24	COLONIAL LIFE			
G 101-21710		Other Deductions	\$13.06	43698310201	AD Insurance - Feb 2024
		Total	\$13.06		
70182	01/24/24	DELTA DENTAL			
E 101-41500-1310		Employer Paid Health	\$76.57	RIS00054635	Dental Insurance - Feb 2024
E 101-43050-1310		Employer Paid Health	\$63.80	RIS00054635	Dental Insurance - Feb 2024
E 601-49400-1310		Employer Paid Health	\$25.52	RIS00054635	Dental Insurance - Feb 2024
E 602-49450-1310		Employer Paid Health	\$19.14	RIS00054635	Dental Insurance - Feb 2024
E 603-43150-1310		Employer Paid Health	\$19.14	RIS00054635	Dental Insurance - Feb 2024
E 101-43050-1310		Employer Paid Health	(\$112.55)	RIS00054635	Dental Insurance - Feb 2024 (Matt)
G 101-21706		FlexPlan - Ins Prem	\$51.05	RIS00054635	Dental Insurance - Feb 2024
		Total	\$142.67		
70183	01/24/24	DVS RENEWAL			
E 101-43000-3355		Motor Vehicle Lic & Reg	\$20.25	186681	2024 Lic Tab Renewal - Plate #186681
		Total	\$20.25		
70184	01/24/24	ECM PUBLISHERS, INC.			
E 101-41500-3530		Ordinance Publication	\$37.13	981703	2/13 PH Zoning Ordinances Amendment
E 101-43050-3500		Printing/Binding	\$256.20	981755	Newspaper Ad-Job Positng PW
		Total	\$293.33		
70185	01/24/24	EMPIRE DOOR & GLASS			
E 101-41942-4010		Bldg Maint & Repairs	\$29,727.43	0197898-IN	Down Payment-Replace 12 Windows at Public Works
		Total	\$29,727.43		
70186	01/24/24	HENNEPIN COUNTY TREASURER			
E 385-47060-3060		County TIF Admin Fees	\$906.40	72-2023-AC	TIF District 1655 (1-6) Costs
E 380-47090-3060		County TIF Admin Fees	\$652.59	72-2023-AC	TIF District 1657 (1-9) Costs
		Total	\$1,558.99		
70187	01/24/24	LMCC-LAKE MINNETONKA COMMUNICATION			
E 101-41110-3000		Professional Svcs	\$225.00	1578	Setup Live Streaming in City Hall
		Total	\$225.00		
70188	01/24/24	League of MN Cities Ins Trust			
E 101-41500-3610		General Liability Ins	\$2,607.00	40007107-01	2024 Property/Casualty Insurance - Excess Ins
E 101-41500-3610		General Liability Ins	\$8,208.00	40007107-01	2024 Property/Casualty Insurance - Clerical Municipal Liability
E 101-41500-3610		General Liability Ins	\$6,151.00	40007107-01	2024 Property/Casualty Insurance - Umbrella
E 602-49450-3610		General Liability Ins	\$555.00	40007107-01	2024 Property/Casualty Insurance - Structures Sewer
E 601-49400-3610		General Liability Ins	\$3,181.00	40007107-01	2024 Property/Casualty Insurance - Structures Water
E 205-42280-3610		General Liability Ins	\$7,647.00	40007107-01	2024 Property/Casualty Insurance - Structures Fire Dept #1



LONG LAKE, MN

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Checks 70153-70206

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 101-43050-3610		General Liability Ins	\$5,892.00	40007107-01	2024 Property/Casualty Insurance - Structures Public Works
E 101-43050-3610		General Liability Ins	\$400.00	40007107-01	2024 Property/Casualty Insurance - Structures Street Poles
E 101-41500-3610		General Liability Ins	\$2,950.00	40007107-01	2024 Property/Casualty Insurance - Structures City Hall
E 101-43050-3610		General Liability Ins	\$6,694.00	40007107-01	2024 Property/Casualty Insurance - Structures Parks
E 101-43000-3610		General Liability Ins	\$2,993.00	40007107-01	2024 Property/Casualty Insurance - Auto Public Works
E 205-42280-3610		General Liability Ins	\$2,628.00	40007107-01	2024 Property/Casualty Insurance - Auto Fire Dept
		Total	\$49,906.00		
70189	01/24/24	MADISON NATIONAL LIFE			
E 101-41500-1310		Employer Paid Health	\$49.20	1603990	STD Insurance - Feb 2024
E 205-42280-1310		Employer Paid Health	\$16.40	1603990	STD Insurance - Feb 2024
E 101-43050-1310		Employer Paid Health	\$8.20	1603990	STD Insurance - Feb 2024
E 601-49400-1310		Employer Paid Health	\$3.28	1603990	STD Insurance - Feb 2024
E 602-49450-1310		Employer Paid Health	\$2.46	1603990	STD Insurance - Feb 2024
E 603-43150-1310		Employer Paid Health	\$2.46	1603990	STD Insurance - Feb 2024
		Total	\$82.00		
70190	01/24/24	MEDIACOM			
E 101-41942-3275		Internet Access (Mediaco	\$150.00	011624	PW Internet Services - (01/26/23-02/25/24)
E 101-41940-3275		Internet Access (Mediaco	\$250.00	011624	CH Internet Services - (01/26/23-02/25/24)
		Total	\$400.00		
70191	01/24/24	Metro West Inspection Svcs Inc			
E 101-42400-3035		Bldg Inspection - Subcontr	\$55,183.14	012224	Jan 2024 Permits
		Total	\$55,183.14		
70192	01/24/24	MN DEPT OF PUBLIC SAFETY-EPCRA			
E 601-49400-4330		Dues and Subscriptions	\$100.00	M-135795	HazardoHazardous Materials Fee - Facility ID #4365
E 601-49400-4330		Dues and Subscriptions	\$100.00	M-135797	HazardoHazardous Materials Fee - Facility ID #4366
		Total	\$200.00		
70193	01/24/24	MN State Fire Chiefs Assn.			
E 205-42280-3350		Education / Conferences	\$250.00	7362	2024 FOTOS Conference - M. Heiland
		Total	\$250.00		
70194	01/24/24	Performance Petroleum			
E 101-43000-2150		Shop Supplies	\$81.14	E152813	Purus MV32HYD 1/5 pail
		Total	\$81.14		
70195	01/24/24	PERMATOP			
E 205-42281-4035		Heavy Truck Maint & Rep	\$450.00	20462	FD-Repair 2 Fire Truck Tarps
		Total	\$450.00		
70196	01/24/24	SAFETY VEHICLE SOLUTIONS			
E 601-49400-2270		Utility Maint Supplies	\$123.00	22114	Ipad mount/case for PW meter reader Ipad



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Checks 70153-70206

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
		Total	\$123.00		
70197	01/24/24	SUMMIT FIRE PROTECTION, CO			
E 205-42282-4010		Bldg Maint & Repairs	\$432.00	130097746	FD1-Annual Sprinkler Inspections
E 205-42286-4010		Bldg Maint & Repairs	\$432.00	133097313	FD2-Annual Sprinkler Inspections
		Total	\$864.00		
70198	01/31/24	ACROSS THE STREET PRODUCTIONS			
E 205-42280-3350		Education / Conferences	\$4,500.00	24595	Certified Blue Card Instrutor Train the Trainer - Spinks
		Total	\$4,500.00		
70199	01/31/24	CENTERPOINT ENERGY			
E 602-49450-3830		Natural Gas Expense	\$25.18	106679608-0	Gas Charges - 25 Apple Glen Rd (12/18/23-1/18/24)
		Total	\$25.18		
70200	01/31/24	FASTSIGNS			
E 205-42281-2410		Fire Department Uniforms	\$144.66	100-95477	FD Helmet Tags/Board Plates
		Total	\$144.66		
70201	01/31/24	Gear West			
R 101-32180		Other Licenses/Permits	\$100.00	45876	REFUND Special Event Permit-Fat Bike Ride
		Total	\$100.00		
70202	01/31/24	JEFFERSON FIRE & SAFETY INC			
E 205-42281-2415		Turn Out Gear	\$200.51	IN310827	FD Streamlight Vantage helmet lights
E 205-42285-2415		Turn Out Gear	\$200.51	IN310827	FD Streamlight Vantage helmet lights
		Total	\$401.02		
70203	01/31/24	ROLF ERICKSON			
E 101-41500-3025		Assessor Fees - Subconta	\$2,045.00	012224	Assessor Fees - Feb 2024
E 101-41500-3025		Assessor Fees - Subconta	\$423.88	012224	Adl Henn Cty Tech Fees - 2023
E 101-41500-3025		Assessor Fees - Subconta	\$635.82	012224	Henn Cty Tech Fees - 1st Qtr 2024
		Total	\$3,104.70		
70204	01/31/24	TRIMBLE			
E 205-42285-3225		Truck Communication Ser	\$88.50	30089231787	FD Dashcam Basic Bundle (Pmt 5 of 36)
E 205-42281-3225		Truck Communication Ser	\$118.00	30089231787	FD Dashcam Basic Bundle (Pmt 5 of 36)
		Total	\$206.50		
70205	01/31/24	VALLEY-RICH CO. INC			
E 601-49400-4065		Water Main Break	\$5,757.00	33025	Watermain Break-80 Valleyview
		Total	\$5,757.00		
70206	01/31/24	Xcel Energy			
E 101-43100-3815		Street Lighting Maint/Elect	\$46.15		Steet Lights - 1070 W Wayzata Blvd
E 101-43100-3815		Street Lighting Maint/Elect	\$88.50	862487399	Street Lights - 2129 W Wayzata Blvd
E 101-43100-3815		Street Lighting Maint/Elect	\$312.84	862487399	Street Lights - 1758 W Wayzata Blvd
		Total	\$447.49		
		10100	\$230,288.89		



LONG LAKE, MN

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Checks 70153-70206

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
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Fund Summary

10100 GENERAL FUND CASH

101 GENERAL FUND	\$177,407.45
205 FIRE DEPARTMENT	\$28,039.07
380 TAX INCREMENT # 1-9	\$652.59
385 TAX INCREMENT # 1-6	\$906.40
601 WATER FUND	\$17,662.90
602 SANITARY SEWER FUND	\$1,298.48
603 SURFACE WATER MGMT FUND	\$333.81
604 RECYCLING FUND	\$3,538.19
700 BUILDING PERMIT ESCROWS	\$450.00
	<hr/>
	\$230,288.89



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*Check Summary Register©

Checks 2901, 2906-2907

	Name	Check Date	Check Amt	
10100	GENERAL FUND CASH			
2901e	HEALTHPTNR-GROUP HLTH WO	1/16/2024	\$70.56	FD EAP-DEC 2023
2906e	SPEEDWAY LLC	1/24/2024	\$1,325.46	Fuel - Jan 2024
2907e	USBANK CREDIT CARD	1/25/2024	\$5,671.61	Jan 2024 CC
		Total Checks	\$7,067.63	



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Checks 2901, 2906-2907

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
10100 GENERAL FUND CASH					
2901 e	01/16/24	HEALTHPTNR-GROUP HLTH WORKSIT			
E 205-42280-1310		Employer Paid Health	\$70.56		FD EAP-DEC 2023
		Total	\$70.56		
2906 e	01/24/24	SPEEDWAY LLC			
E 101-43000-2120		Motor Fuels	\$898.30	94593730	PW Fuel - Jan 2024
E 205-42281-2120		Motor Fuels	\$427.16	94593730	FD Fuel - Jan 2024
		Total	\$1,325.46		
2907 e	01/25/24	USBANK CREDIT CARD			
E 101-43000-2210		Equipment Parts	\$197.53	012524	PW-Carquest; Hoses for 940 Loader
E 101-41942-3840		Custodial & Waste Remov	\$75.64	012524	PW-Ace; Paper Towel, Plates, Cleaning Wipes, Glass Cleaner
E 101-43000-2210		Equipment Parts	\$170.46	012524	PW-Carquest; Hoses for 940 Loader
E 101-43000-2210		Equipment Parts	\$200.62	012524	PW-Carquest; Hoses for 940 Loader
E 101-43050-4170		Uniforms	\$41.98	012524	PW-Amazon; Sean Work Pants
E 602-49450-2210		Equipment Parts	\$75.47	012524	PW-Carquest; Tank Engine Heater for Apple Glen Lift Station
E 101-41942-4010		Bldg Maint & Repairs	\$166.02	012524	PW-Amazon; LED Wall Pack Light for Public Works Building
E 601-49400-4330		Dues and Subscriptions	\$16.27	012524	PW-Amazon Prime
E 101-41942-4010		Bldg Maint & Repairs	\$123.20	012524	PW-Ace; Furnace Filters
E 101-43000-2150		Shop Supplies	\$26.01	012524	PW-Ace; Dish Soap
E 101-43000-2200		Repair & Maint/Supply	\$718.96	012524	PW-Lake Region Coop; 2 Front Tires for F550
E 101-41942-4010		Bldg Maint & Repairs	\$61.98	012524	PW-Ace; Mold Removal from PW Windows
E 205-42281-2150		Shop Supplies	\$10.84	012524	FD-Amazon; Mounting Tape 50/50
E 205-42285-2150		Shop Supplies	\$10.85	012524	FD-Amazon; Mounting Tape 50/50
E 205-42281-2150		Shop Supplies	\$9.97	012524	FD-Amazon; Heavy Duty Tape 50/50
E 205-42285-2150		Shop Supplies	\$9.98	012524	FD-Amazon; Heavy Duty Tape 50/50
E 205-42282-3840		Custodial & Waste Remov	\$39.04	012524	FD-Amazon; Cash Wash Brush 50/50
E 205-42286-3840		Custodial & Waste Remov	\$39.04	012524	FD-Amazon; Cash Wash Brush 50/50
E 205-42281-2010		Office Supplies	\$5.28	012524	FD-Amazon; Tape 50/50
E 205-42285-2010		Office Supplies	\$5.29	012524	FD-Amazon; Tape 50/50
E 205-42281-2190		Medical Supplies	\$40.91	012524	FD-Amazon; Fire Retardent Blanket 50/50
E 205-42285-2190		Medical Supplies	\$40.90	012524	FD-Amazon; Fire Retardent Blanket 50/50
E 205-42282-3840		Custodial & Waste Remov	\$9.21	012524	FD-Amazon; Washing Machine tablet 50/50
E 205-42286-3840		Custodial & Waste Remov	\$9.21	012524	FD-Amazon; Washing Machine tablet 50/50
E 205-42281-3350		Education / Conferences	\$575.00	012524	FD-MN State Colleges; Fire Instructor II Scott Spinks
E 205-42280-5710		Computer/Printer Replace	\$542.61	012524	FD-Best Buy; Admin Laptop
E 205-42282-3840		Custodial & Waste Remov	\$23.61	012524	FD-Amazon; Tide Pods and Paper Tray 50/50
E 205-42286-3840		Custodial & Waste Remov	\$23.61	012524	FD-Amazon; Tide Pods and Paper Tray 50/50
E 205-42286-3840		Custodial & Waste Remov	\$9.49	012524	FD-Amazon; Dish Spray 50/50
E 205-42282-3840		Custodial & Waste Remov	\$9.50	012524	FD-Amazon; Dish Spray 50/50
E 205-42280-3000		Professional Svcs	\$16.27	012524	FD-Amazon Prime
E 205-42281-2010		Office Supplies	\$75.96	012524	FD-Amazon; External Hard Drive
E 205-42281-3350		Education / Conferences	\$32.00	012524	FD-Coaching System
E 205-42282-3840		Custodial & Waste Remov	\$11.25	012524	FD-Amazon; Trash Bags
E 205-42282-3840		Custodial & Waste Remov	\$48.01	012524	FD-Amazon; Hand Soap, Letter Tray, Tissue 50/50



LONG LAKE, MN

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Checks 2901, 2906-2907

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 205-42286-3840		Custodial & Waste Remov	\$48.01	012524	FD-Amazon; Hand Soap, Letter Tray, Tissue 50/50
E 205-42282-2230		Bldg & Grnds Maint Suppli	\$35.99	012524	FD-Amazon; US Flag
E 205-42281-2190		Medical Supplies	\$16.27	012524	FD-Amazon; Hand Warmers
E 205-42285-2190		Medical Supplies	\$16.28	012524	FD-Amazon; Hand Warmers
E 205-42281-2010		Office Supplies	\$20.33	012524	FD-Amazon; Letter Tray
E 205-42281-2400		Small Tools and Minor Eq	\$25.69	012524	FD-Amazon; Cinch Straps 50/50
E 205-42285-2400		Small Tools and Minor Eq	\$25.70	012524	FD-Amazon; Cinch Straps 50/50
E 205-42280-4330		Dues and Subscriptions	(\$1.60)	012524	FD-Google Storage
E 205-42280-4330		Dues and Subscriptions	\$1.99	012524	FD-Google Storage
E 205-42280-4300		Miscellaneous	\$50.67	012524	FD-UPS Store; Ship Gas Monitors for Repair
E 101-41500-3090		Software Support	\$60.00	012524	CH-Google; Company Emails
E 101-42110-3120		Legal Fees - Civil	\$600.00	012524	CH-GAT+ Software; FD Email Search
E 101-41500-3090		Software Support	\$45.00	012524	CH-Constant Contact
E 205-42281-3235		Cty 800mhz Radio Admin	\$7.18	012524	FD-UPS Store; Return Pagers
E 205-42285-3235		Cty 800mhz Radio Admin	\$3.59	012524	FD-UPS Store; Return Pagers
E 101-41500-3350		Education / Conferences	\$399.46	012524	CH-Maddens On Gull Lake; Lodging for MCMA Conference
E 101-41500-3350		Education / Conferences	\$499.00	012524	CH-League of MN Cities; MCMA Conference
E 101-43050-3500		Printing/Binding	\$177.20	012524	PW; Wright County Journal Press; Newspaper Ad-Job Positng PW
E 101-43050-3500		Printing/Binding	\$168.88	012524	PW; Wright County Journal Press; Newspaper Ad-Job Positng PW
Total			\$5,671.61		
10100			\$7,067.63		

Fund Summary

10100 GENERAL FUND CASH

101 GENERAL FUND	\$4,630.24
205 FIRE DEPARTMENT	\$2,345.65
601 WATER FUND	\$16.27
602 SANITARY SEWER FUND	\$75.47
	<hr/>
	\$7,067.63



LONG LAKE, MN

Payroll Summary

Pay Group: 01 Bi-Weekly

Pay Periods: 2024(2)

Employee	Gross Wage	Federal Gross	State Gross	Federal Tax	State Tax	Local Tax	Social Security	Medicare	Retire	Tax Sheltered	Voluntary	Tips	Reimb.	Net Pay
000000287 DECKER JR, MICHAEL	1,611.95	1,611.95	1,611.95	116.90	80.24		99.94	23.37						1,291.50
000000243 DIERCKS, SEAN	3,967.63	3,711.03	3,711.03	575.39	222.97		245.99	57.53	256.60					2,609.15
000000286 HEILAND, MICHAEL	4,838.39	4,337.33	4,337.33	435.75	232.49			70.16	501.06					3,598.93
000000004 LAAKKONEN, DONALD A	3,356.68	2,768.92	2,768.92	368.12	125.83		191.32	44.74	316.88	270.88				2,038.91
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	3,029.81	3,029.81	352.33	179.50		200.98	47.00	211.84					2,250.00
000000214 WESKE, SCOTT	4,906.25	4,599.97	4,599.97	781.01	287.88		303.81	71.05	300.21	6.07				3,156.22

941 Deposit

Federal Tax	\$2,871.97
Medicare	\$720.06
Social Security	\$2,479.00
Advanced EIC	None
Total Deposit	\$6,071.03

Pay Summary

Gross	25,119.10
Federal Gross	23,036.00
State Gross	23,036.00
FICA Gross	19,991.98

Tax Summary

Federal Tax	2,871.97	
State Tax	1,256.34	
Local Tax		
FICA Ded/Ben	1,239.50	1,239.50
Medicare Ded/Ben	360.03	360.03

Others

Retirement	1,794.37
Tax-Sheltered	288.73
Voluntary	
Tips	0.00
Reimbursement	0.00
Net Pay (-tips)	17,308.16



CITY OF
LONG LAKE

City Council Agenda Report

City of Long Lake

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

MEETING DATE / February 6, 2024

SUBJECT: Receive 4th Quarter 2023 Revenues and Expenditures

Prepared By: Amanda Nowezki, Finance/Utilities Officer

Report Date: 1/31/2024

Recommended City Council Action

Staff recommends the following:

Motion to receive 4th Quarter 2023 Revenues and Expenditures as of December 31, 2023 as presented.

Overview / Background

For the Council’s awareness, snapshots of the City’s fund account balances are to be presented on a quarterly basis. Attached are 4th quarter 2023 revenue and expenditures for review.

Revenues: Fund-Revenue XXX-XXXXX

Expenses: Fund-Department-Expense XXX-XXXXX-XXXX

Notes: Numbered references are addressed at the bottom of each fund report - General Fund is on page 6, Water Fund is on page 8, Sewer Fund is on page 10, Surface Water Fund is on page 11, Recycling Fund is on page 12, Fire Dept Fund is on page 15.

Additional Commentary

These amounts represent unaudited/unadjusted numbers and will change with the completion of the 2023 audit. Almost all funds came in under budget for the year, with the exception of the General Fund, which is currently at 133% of the year’s budgeted expenses. Here are some important things to note regarding current revenue and expenses:

General Fund (101) Factors:

- Building inspection fees paid in relation to finaling Building, Plumbing and HVAC Mechanical permits that were issued (and paid for) in 2022 for large developments projects such as Zvago, The Stax, and Aava Vetta (first six-unit building).
- Public relations services and legal fees related to Fire Department negotiations.
- Implementation of a Fire Department Duty Crew.
- Design service fees for the development of a new City logo.
- Purchase of a new City website and an integrated Agendas & Meetings Management software solution.
- Replacement of a furnace at City Hall.
- The purchase of a street sweeper for Public Works.

Enterprise Funds (601/602/603) Notes:

- Enterprise funds are all close to breaking even, despite budgeted cash losses of over \$180,000.

- There was an increase in workers compensation premiums as a result of Public Works position reclassifications.

Fire Department Fund (205) Factors:

- The 2023 Fire Relief 2% State Aid money is expected to be received and disbursed to the Long Lake Relief Association in 2024.

Should you have any questions regarding any of the information contained in these reports, please contact me by email or phone prior to the Council meeting for any clarification.

Supporting Information

- 4th Quarter 2023 Budget Spreadsheets

2023 Quarterly Budget Spreadsheet-**General Fund (101)****AS OF: December 31, 2023**

	Budget	Year to Date	Difference	Percent of Budget
Total YTD Revenues	\$1,466,363.00	\$1,724,148.14	-\$257,785.14	117.6%
Total YTD Expenses	\$1,344,408.62	\$1,788,116.31	-\$443,707.69	133.0%
Total Profit/Loss	\$121,954.38	(\$63,968.17)		

Revenue	General	Budget	Year to Date	Remaining	% Revd.	Note:
101-31010	Current Ad Valorem Taxes	\$1,257,113.00	\$1,235,640.54	\$21,472.46	98.3%	
101-31020	Delinquent Ad Valorem Taxes	\$800.00	\$703.51	\$96.49	87.9%	
101-31030	Current Personal Prop	\$2,700.00	\$2,679.45	\$20.55	99.2%	
101-31040	Fiscal Disparities	\$60,500.00	\$60,472.03	\$27.97	100.0%	
101-31900	Penalties and Interest Del Tax	\$0.00	(\$378.39)	\$378.39	100.0%	
101-32110	Alcoholic Beverages	\$32,225.00	\$32,250.00	(\$25.00)	100.1%	
101-32180	Other Licenses/Permits	\$1,525.00	\$2,600.00	(\$1,075.00)	170.5%	
101-32181	Tobacco Licenses	\$600.00	\$750.00	(\$150.00)	125.0%	
101-32182	Refuse Haulers	\$1,350.00	\$750.00	\$600.00	55.6%	
101-32210	Building Permits	\$19,000.00	\$56,198.96	(\$37,198.96)	295.8%	[1]
101-32222	Plan Check Fee	\$4,000.00	\$41,987.41	(\$37,987.41)	1049.7%	[1]
101-32230	Plumbing Permits	\$1,500.00	\$15,301.97	(\$13,801.97)	1020.1%	[1]
101-32235	Heating / Mechanical Per	\$2,400.00	\$29,440.69	(\$27,040.69)	1226.7%	[1]
101-32240	Animal Licenses	\$1,100.00	\$105.00	\$995.00	9.5%	
101-32271	Sign Permits	\$600.00	\$375.00	\$225.00	62.5%	
101-33422	Other State Aid Grants	\$0.00	\$24,598.14	(\$24,598.14)	100.0%	[2]
101-33620	Other County Grants/Aid	\$0.00	\$9,099.00	(\$9,099.00)	100.0%	[3]
101-34001	Administrative Fees	\$200.00	\$0.00	\$200.00	0.0%	
101-34103	Rezoning and Subdivision	\$0.00	\$500.00	(\$500.00)	100.0%	
101-34106	Conditional Use Permit	\$0.00	\$500.00	(\$500.00)	100.0%	
101-34205	False Alarm Billings	\$0.00	\$650.00	(\$650.00)	100.0%	
101-34219	FD Admin Fees to LL	\$18,000.00	\$18,000.00	\$0.00	100.0%	
101-34780	Park Fees	\$1,500.00	\$1,620.00	(\$120.00)	108.0%	
101-34950	Other Revenues	\$100.00	\$0.00	\$100.00	0.0%	
101-34952	Rent- Public Works Facility	\$7,000.00	\$7,911.77	(\$911.77)	113.0%	
101-35100	Court Fines	\$13,000.00	\$13,308.99	(\$308.99)	102.4%	
101-36210	Interest Earnings	\$0.00	\$64,396.20	(\$64,396.20)	100.0%	[4]
101-36221	Verizon	\$40,100.00	\$41,942.52	(\$1,842.52)	104.6%	
101-36230	Contributions and Donations	\$300.00	\$1,800.00	(\$1,500.00)	600.0%	
101-36250	State Permit Surcharge	\$750.00	\$4,734.50	(\$3,984.50)	631.3%	[1]
101-36260	Refunds & Reimbursements	\$0.00	\$7,681.70	(\$7,681.70)	100.0%	[5]
101-39100	Sales of Land/Capital	\$0.00	\$48,529.15	(\$48,529.15)	100.0%	[6]
Revenues	Total	\$1,466,363.00	\$1,724,148.14	(\$257,785.14)	\$82.60	

Expense	City Council	Budget	Year to Date	Remaining	% Spent	NOTE:
101-41110-1040	Council/Plng Member Salaries	\$15,600.00	\$15,600.00	0.00	100.0%	
101-41110-1220	FICA	\$1,220.00	\$1,193.64	26.36	97.8%	
101-41110-1510	Workers Comp Insurance Prem	\$100.00	\$114.18	(14.18)	114.2%	
101-41110-3350	Education / Conferences	\$1,200.00	\$811.99	388.01	67.7%	
101-41110-3510	Legal Notices Publishing	\$200.00	\$170.00	30.00	85.0%	
101-41110-4330	Dues and Subscriptions	\$1,000.00	\$230.00	770.00	23.0%	
101-41110-4600	Recognition Expenditures	\$330.00	\$232.93	97.07	70.6%	
Total		\$19,650.00	\$18,352.74	\$1,297.26	93.4%	

Expenses	Elections	Budget	Year to Date	Remaining	% Spent	Note:
101-41410-1045	Temp Election Judge Pay	\$3,500.00	\$0.00	3,500.00	0.0%	
101-41410-2100	Operating Supplies	\$750.00	\$0.00	750.00	0.0%	
101-41410-3220	Postage	\$350.00	\$91.43	258.57	26.1%	
101-41410-3510	Legal Notices Publishing	\$1,500.00	\$0.00	1,500.00	0.0%	
101-41410-4040	Other Equip Maint & Repair	\$1,750.00	\$824.40	925.60	47.1%	
101-41410-4300	Miscellaneous	\$250.00	\$0.00	250.00	0.0%	
Total		\$8,100.00	\$915.83	\$7,184.17	11.3%	

Expenses	Administration	Budget	Year to Date	Remaining	% Spent	Note:
101-41500-1000	FT Admin Office Salaries	\$257,759.10	\$258,578.13	(819.03)	100.3%	
101-41500-1130	Insurance opt Out Pay	\$12,294.96	\$13,595.52	(1,300.56)	110.6%	
101-41500-1210	PERA	\$20,000.00	\$19,671.61	328.39	98.4%	
101-41500-1220	FICA	\$20,000.00	\$21,032.65	(1,032.65)	105.2%	
101-41500-1310	Employer Paid Health	\$10,447.68	\$10,182.59	265.09	97.5%	
101-41500-1510	Worker s Comp Insurance Prem	\$12,000.00	\$8,234.60	3,765.40	68.6%	[7]
101-41500-2010	Office Supplies	\$1,200.00	\$942.28	257.72	78.5%	
101-41500-2030	Printed Forms	\$500.00	\$903.78	(403.78)	180.8%	
101-41500-2080	Training/Instruct Materials	\$1,000.00	\$0.00	1,000.00	0.0%	
101-41500-3000	Professional Srvs	\$3,500.00	\$7,699.75	(4,199.75)	220.0%	[5]
101-41500-3010	Auditing and Accounting Services	\$40,000.00	\$21,778.00	18,222.00	54.4%	
101-41500-3025	Assessor Fees - Subcontracted	\$20,500.00	\$25,475.04	(4,975.04)	124.3%	
101-41500-3090	Software Support	\$6,200.00	\$10,832.29	(4,632.29)	174.7%	[9]
101-41500-3095	Computer Network Support	\$500.00	\$224.00	276.00	44.8%	
101-41500-3220	Postage	\$3,500.00	\$1,495.39	2,004.61	42.7%	
101-41500-3310	Travel / Mileage Reimbursement	\$250.00	\$238.06	11.94	95.2%	
101-41500-3350	Education / Conferences	\$1,000.00	\$881.54	118.46	88.2%	
101-41500-3500	Printing/Binding	\$250.00	\$2,298.86	(2,048.86)	919.5%	[10]
101-41500-3510	Legal Notices Publishing	\$750.00	\$795.01	(45.01)	106.0%	
101-41500-3520	General Notices and Pub Info	\$500.00	\$530.20	(30.20)	106.0%	
101-41500-3530	Ordinance Publication	\$200.00	\$132.00	68.00	66.0%	
101-41500-3550	Codification	\$3,000.00	\$2,710.00	290.00	90.3%	
101-41500-3610	General Liability Ins	\$41,000.00	\$33,207.00	7,793.00	81.0%	
101-41500-3700	Insurance Broker Fee	\$3,750.00	\$3,500.00	250.00	93.3%	
101-41500-4130	Postage Machine Maint	\$1,000.00	\$857.73	142.27	85.8%	
101-41500-4135	Copier Maintenance	\$1,000.00	\$1,105.83	(105.83)	110.6%	
101-41500-4140	Folder Inserter Machine	\$450.00	\$450.00	0.00	100.0%	
101-41500-4145	Bottled Water Service	\$500.00	\$131.70	368.30	26.3%	

101-41500-4300	Miscellaneous	\$425.00	\$130.00	295.00	30.6%
101-41500-4330	Dues and Subscriptions	\$2,940.00	\$4,057.30	(1,117.30)	138.0%
101-41500-4450	Food & Beverage (Mtgs/Trng)	\$0.00	\$622.21	(622.21)	100.0%
101-41500-5710	Computer/Printer Replacement	\$1,200.00	\$1,365.38	(165.38)	113.8%
Total		\$467,616.74	\$453,658.45	\$13,958.29	97.0%

[11]

Expenses	City Attorney	Budget	Year to Date	Remaining	% Spent	Note:
101-41610-3040	Legal Fees - Criminal	\$12,000.00	\$12,094.25	(94.25)	100.8%	
101-41610-3120	Legal Fees - Civil	\$25,000.00	\$21,031.34	3,968.66	84.1%	
Total		\$37,000.00	\$33,125.59	\$3,874.41	89.5%	

Expenses	Planning	Budget	Year to Date	Remaining	% Spent	Note:
101-41910-1040	Council/Planning Comm Salaries	\$6,300.00	\$1,375.00	4,925.00	21.8%	
101-41910-1220	FICA	\$0.00	\$105.18	(105.18)	100.0%	
101-41910-2010	Office Supplies	\$250.00	\$0.00	250.00	0.0%	
101-41910-3000	Professional Svcs	\$2,000.00	\$477.00	1,523.00	23.9%	
101-41910-3030	Engineering Fees	\$1,000.00	\$5,237.75	(4,237.75)	523.8%	[12]
101-41910-3032	General Planning	\$15,000.00	\$5,803.50	9,196.50	38.7%	
101-41910-3120	Legal Fees - Civil	\$100.00	\$0.00	100.00	0.0%	
101-41910-3350	Education / Conferences	\$250.00	\$0.00	250.00	0.0%	
101-41910-3500	Printing/Binding	\$100.00	\$0.00	100.00	0.0%	
101-41910-3510	Legal Notices Publishing	\$500.00	\$0.00	500.00	0.0%	
Total		\$25,500.00	\$12,998.43	\$12,501.57	51.0%	

Expenses	City Hall Facility	Budget	Year to Date	Remaining	% Spent	Note:
101-41940-2200	Repair/Maint Supply	\$200.00	\$212.00	(12.00)	106.0%	
101-41940-3000	Professional Svcs	\$2,100.00	\$3,992.80	(1,892.80)	190.1%	[13]
101-41940-3210	Telephone	\$3,000.00	\$3,017.23	(17.23)	100.6%	
101-41940-3275	Internet Access	\$600.00	\$500.00	100.00	83.3%	
101-41940-3810	Electricity Expense	\$3,400.00	\$2,570.29	829.71	75.6%	
101-41940-3820	City Utilities (Wat,Sew,Storm)	\$600.00	\$467.44	132.56	77.9%	
101-41940-3830	Natural Gas Expense	\$2,200.00	\$2,583.95	(383.95)	117.5%	
101-41940-3840	Custodial & Waste Removal	\$3,600.00	\$3,759.35	(159.35)	104.4%	
101-41940-4010	Bldg Maint & Repairs	\$2,000.00	\$7,064.22	(5,064.22)	353.2%	[14]
101-41940-4015	Grounds Maintenance	\$200.00	\$235.20	(35.20)	117.6%	
101-41940-5700	Office Equip and Furnishings	\$3,000.00	\$3,965.69	(965.69)	132.2%	[13]
Total		\$20,900.00	\$28,368.17	-\$7,468.17	135.7%	

Expenses	Public Works Facility	Budget	Year to Date	Remaining	% Spent	Note:
101-41942-2230	Bldg & Grnds Maint Supplies	\$1,500.00	\$13.18	1,486.82	0.9%	
101-41942-3000	Professional Svcs	\$2,100.00	\$694.80	1,405.20	33.1%	
101-41942-3210	Telephone	\$0.00	\$1,851.81	(1,851.81)	100.0%	
101-41942-3235	Cty 800mhz Radio Admin Fee	\$900.00	\$971.64	(71.64)	108.0%	
101-41942-3275	Internet Access	\$2,000.00	\$462.73	1,537.27	23.1%	
101-41942-3810	Electricity Expense	\$12,250.00	\$13,203.30	(953.30)	107.8%	
101-41942-3820	City Utilities (Wat,Sew,Storm)	\$800.00	\$1,243.28	(443.28)	155.4%	
101-41942-3830	Natural Gas Expense	\$9,500.00	\$11,301.84	(1,801.84)	119.0%	
101-41942-3840	Custodial & Waste Removal	\$1,700.00	\$1,308.33	391.67	77.0%	
101-41942-4010	Bldg. Maint & Repairs	\$5,400.00	\$1,757.03	3,642.97	32.5%	

101-41942-4015	Grounds Maintenance	\$500.00	\$60.76	439.24	12.2%
Total		\$36,650.00	\$32,868.70	\$3,781.30	89.7%

Expenses	Police/Fire Services	Budget	Year to Date	Remaining	% Spent	Note:
101-42110-1055	FD Duty Crew Pay	\$0.00	\$22,850.00	(22,850.00)	100.0%	[15]
101-42110-1220	FICA	\$0.00	\$1,748.17	(1,748.17)	100.0%	
101-42110-3000	Professional Svcs	\$0.00	\$19,999.00	(19,999.00)	100.0%	[16]
101-42110-3120	Legal Fees -Civil	\$0.00	\$158,512.59	(158,512.59)	100.0%	[17]
101-42110-3130	Subcontracted Police Svcs	\$322,400.00	\$322,404.00	(4.00)	100.0%	
101-42110-3135	Fire Department Contract	\$0.00	\$0.00	0.00	100.0%	
101-42110-3180	Adult Corrections	\$1,199.14	\$1,932.07	(732.93)	161.1%	
101-42110-4040	Other Equip Maint & Repair	\$0.00	\$6,163.20	(6,163.20)	100.0%	[5]
101-42280-3135	Fire Department Contract	\$64,054.00	\$69,467.00	(5,413.00)	108.5%	[18]
Total		\$387,653.14	\$603,076.03	-\$215,422.89	155.6%	

Expenses	Inspection Services	Budget	Year to Date	Remaining	% Spent	Note:
101-42400-2010	Office Supplies	\$100.00	\$0.00	100.00	0.0%	
101-42400-3000	Professional Svcs	\$647.52	\$0.00	647.52	0.0%	
101-42400-3035	Bldg. Inspection - Subcontract	\$23,800.42	\$125,725.90	(101,925.48)	528.3%	[1]
101-42400-4055	MN Bldg. Permit Surcharge Exp	\$2,176.99	\$4,530.14	(2,353.15)	208.1%	[1]
Total		\$26,724.93	\$130,256.04	-\$103,531.11	487.4%	

Expenses	Public Works Fleet	Budget	Year to Date	Remaining	% Spent	Note:
101-43000-2120	Motor Fuels	\$11,000.00	\$18,276.14	(7,276.14)	166.1%	
101-43000-2150	Shop Supplies	\$2,000.00	\$1,657.28	342.72	82.9%	
101-43000-2200	Repair/Maint Supply	\$1,500.00	\$1,032.47	467.53	68.8%	
101-43000-2210	Equipment Parts	\$5,500.00	\$11,400.10	(5,900.10)	207.3%	[19]
101-43000-2400	Small Tools and Minor Equip	\$1,200.00	\$450.41	749.59	37.5%	
101-43000-3000	Professional Svcs	\$1,500.00	\$279.50	1,220.50	18.6%	
101-43000-3355	Motor Vehicle Lic & Reg	\$400.00	\$0.00	400.00	0.0%	
101-43000-4040	Other Equip Maint & Repair	\$5,500.00	\$0.00	5,500.00	0.0%	
101-43000-4050	Office Equip Repair/Maint	\$100.00	\$0.00	100.00	0.0%	
101-43000-5000	Capital Outlay	\$12,244.36	\$63,941.75	(51,697.39)	522.2%	[19]
Total		\$40,944.36	\$97,037.65	-\$56,093.29	237.0%	

Expenses	Public Works Administration	Budget	Year to Date	Remaining	% Spent	Note:
101-43050-1010	FT Public Works Salaries	\$71,649.59	\$58,590.33	13,059.26	81.8%	
101-43050-1015	Part -Time PW Salaries	\$0.00	\$21,635.00	(21,635.00)	0.0%	
101-43050-1025	Public Works Overtime	\$5,000.00	\$1,564.04	3,435.96	31.3%	
101-43050-1210	PERA	\$5,015.47	\$4,588.80	426.67	91.5%	
101-43050-1220	FICA	\$5,481.19	\$6,174.18	(692.99)	112.6%	
101-43050-1310	Employer Paid Health	\$23,573.20	\$16,999.01	6,574.19	72.1%	
101-43050-1510	Work Comp Insurance	\$0.00	\$16,274.83	(16,274.83)	0.0%	[7]
101-43050-2010	Office Supplies	\$200.00	\$188.05	11.95	94.0%	
101-43050-2080	Training/Instruct Materials	\$500.00	\$16.00	484.00	3.2%	
101-43050-3350	Education / Conferences	\$750.00	\$0.00	750.00	0.0%	
101-43050-4170	Uniform	\$0.00	\$1,075.79	(1,075.79)	0.0%	
101-43050-4330	Dues and Subscriptions	\$0.00	\$16.12	(16.12)	0.0%	
Total		\$112,169.45	\$127,122.15	-\$14,952.70	113.3%	

Expenses	Streets-Public Works	Budget	Year to Date	Remaining	% Spent	Note:
101-43100-2240	Street Maint Materials	\$8,000.00	\$5,291.78	2,708.22	66.1%	
101-43100-2245	Sand / Salt Plowing Materials	\$6,000.00	\$6,063.08	(63.08)	101.1%	
101-43100-2250	Landscaping Materials	\$3,000.00	\$4,056.00	(1,056.00)	135.2%	
101-43100-2260	Sign Repair Materials	\$500.00	\$0.00	500.00	0.0%	
101-43100-3000	Professional Srvs	\$2,250.00	\$0.00	2,250.00	0.0%	
101-43100-3030	Engineering Fees	\$3,500.00	\$384.00	3,116.00	11.0%	
101-43100-3350	Education / Conferences	\$250.00	\$0.00	250.00	0.0%	
101-43100-3815	Street Lighting Maint/Elect	\$28,000.00	\$29,609.75	(1,609.75)	105.7%	
101-43100-3870	Street Sweeping	\$4,500.00	\$0.00	4,500.00	0.0%	
101-43100-4040	Other Equip Maint & Repair	\$1,800.00	\$1,030.22	769.78	57.2%	
101-43100-4045	Insurance Claim Expense	\$250.00	\$13,415.18	(13,165.18)	5366.1%	[20]
101-43100-4080	Pvmt Mgmt-Seal Coating/Patch	\$50,000.00	\$81,831.60	(31,831.60)	163.7%	
101-43100-4085	Pvmt Mgmt-Reconstruction	\$5,000.00	\$0.00	5,000.00	0.0%	
101-43100-4300	Miscellaneous	\$100.00	\$0.00	100.00	0.0%	
Total		\$113,150.00	\$141,681.61	-\$28,531.61	125.2%	

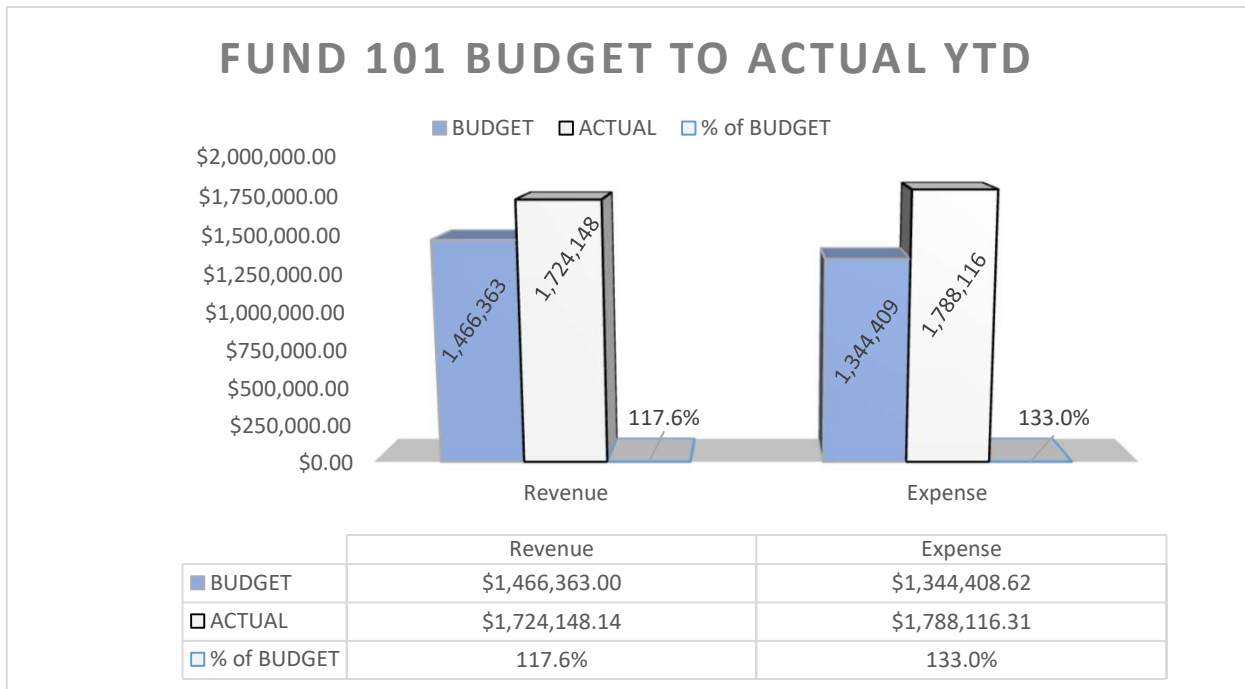
Expenses	Parks-Public Works	Budget	Year to Date	Remaining	% Spent	Note:
101-45200-1050	Rink Attendant Pay	\$1,800.00	\$0.00	1,800.00	0.0%	
101-45200-1210	PERA	\$2,000.00	\$0.00	2,000.00	0.0%	
101-45200-1220	FICA	\$2,000.00	\$0.00	2,000.00	0.0%	
101-45200-2150	Shop Supplies	\$250.00	\$329.00	(79.00)	131.6%	
101-45200-2200	Repair/Maint Supply	\$2,000.00	\$90.94	1,909.06	4.5%	
101-45200-2210	Equipment Parts	\$1,400.00	\$900.15	499.85	64.3%	
101-45200-2230	Bldg & Grnds Maint Supplies	\$4,000.00	\$2,758.42	1,241.58	69.0%	
101-45200-2250	Landscaping Materials	\$500.00	\$620.59	(120.59)	124.1%	
101-45200-2400	Small Tools and Minor Equip	\$400.00	\$646.85	(246.85)	161.7%	
101-45200-3000	Professional Srvs	\$3,000.00	\$1,180.00	1,820.00	39.3%	
101-45200-3350	Education / Conferences	\$0.00	\$200.00	(200.00)	100.0%	
101-45200-3810	Electricity Expense	\$3,500.00	\$4,089.33	(589.33)	116.8%	
101-45200-3820	City Utilities (Wat,Sew,Storm)	\$300.00	\$313.82	(13.82)	104.6%	
101-45200-3830	Natural Gas Expense	\$1,400.00	\$1,758.94	(358.94)	125.6%	
101-45200-3840	Custodial & Waste Removal	\$1,700.00	\$1,896.30	(196.30)	111.5%	
101-45200-3845	Lawn & Turf Maintenance	\$1,500.00	\$0.00	1,500.00	0.0%	
101-45200-3880	Portable Toilet Rental	\$3,600.00	\$3,870.58	(270.58)	107.5%	
101-45200-4010	Bldg Maint & Repairs	\$1,000.00	\$0.00	1,000.00	0.0%	
101-45200-4040	Other Equip Maint & Repair	\$2,500.00	\$0.00	2,500.00	0.0%	
101-45200-4150	Other Equipment Rentals	\$500.00	\$0.00	500.00	0.0%	
101-45200-5000	Capital Outlay	\$15,000.00	\$0.00	15,000.00	0.0%	
Total		\$48,350.00	\$18,654.92	\$29,695.08	38.6%	

Expenses	Inter Fund Transfers	Budget	Year to Date	Remaining	% Spent	Note:
101-49300-7222	Op Trsfr to Lake Quality (213)	\$0.00	\$5,000.00	(5,000.00)	100.0%	
101-49300-7241	Op Trsfr to Capital Fund (401)	\$0.00	\$0.00	0.00	100.0%	
101-49300-7243	Op Trsfr to Fire Cap (462)	\$0.00	\$60,000.00	(60,000.00)	100.0%	
101-49300-7245	Op trsf to Pavement Mgmt. (420)	\$0.00	\$25,000.00	(25,000.00)	100.0%	
Total		\$0.00	\$90,000.00	(90,000.00)	0.0%	

Expenses	Total	\$1,344,408.62	\$1,788,116.31	-\$443,707.69	133.0%	
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Ref Note:

- [1] Building Inspection costs to finalize 2022 permits for large development projects.
- [2] 2023 Public Safety Aid to offset Fire Dept Duty Crew pilot program and future fire capital
- [3] County Aid to Municipalities (CAM) for street patching project
- [4] Unearned/unrecognized Investment Interest
- [5] Purchase of License Plate Reader Camera for Wayzata Blvd W, pending partial reimbursement
- [6] Sale of City property at 2145/2165 Daniels Street and the sale of 2 Public Works vehicles
- [7] Increase in Work Comp premiums and reallocation of Pubic Works administration premiums
- [8] Logo design services and recording secretary services
- [9] New city website design and subscription
- [10] Printing services of new logo on merch, banner, business cards, etc.
- [11] Team building with council and city staff
- [12] Additional engineering services for Grand Ave bonding presentation, CSAH 112 review, and map creation
- [13] Council Chamber tech upgrades; connection pucks, power receptacles, projector feed, etc.
- [14] Replace furnace at City Hall
- [15] Fire Department Duty Crew pilot program
- [16] Hiring a public relations professional
- [17] Additional legal fees incurred on fire department negotiations
- [18] Repay 2022 fire contract overage
- [19] Purchase street sweeper/brushes for Public Works
- [20] Replace damaged light pole on Wayzata Blvd W, pending Insurance claim reimbursement



2023 Quarterly Budget Spreadsheet-Water Fund (601)

AS OF: December 31, 2023

	Budget	Year to Date	Difference	Percent of Budget
Total YTD Revenues	\$340,657.05	\$426,111.75	-\$85,454.70	125.1%
Total YTD Expenses	\$478,581.59	\$445,331.17	\$33,250.42	93.1%
Total Profit/Loss	(\$137,924.54)	(\$19,219.42)		

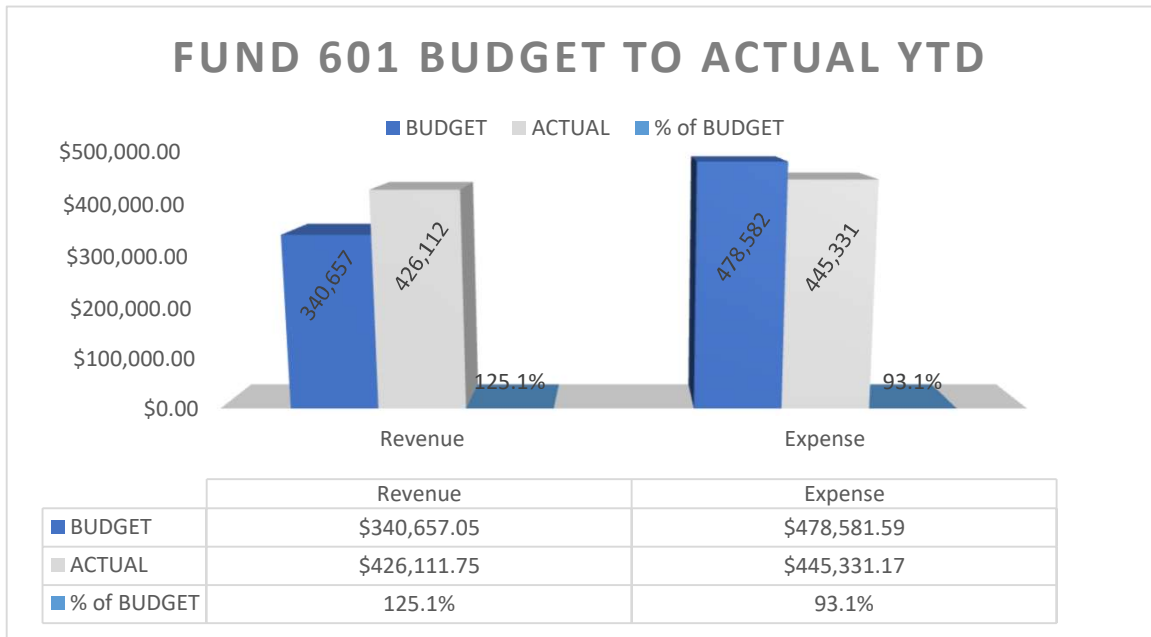
Revenue	Water Fund	Budget	Year to Date	Remaining	% Recvd	Note:
601-36101	Certified Del Utilities	\$1,578.62	\$141.90	1,436.72	9.0%	
601-36108	Levy #20417 Util Imp-Lndgs@LL	\$1,778.43	\$0.00	1,778.43	0.0%	
601-36210	Interest Earnings	\$0.00	\$46,784.23	(46,784.23)	100.0%	
601-37100	Water Billings	\$312,000.00	\$331,053.03	(19,053.03)	106.1%	
601-37105	Water Sales to Orono	\$13,000.00	\$15,450.57	(2,450.57)	118.9%	
601-37150	City WAC Hookup Fee	\$1,800.00	\$9,000.00	(7,200.00)	500.0%	[1]
601-37155	Water Tap Fee	\$1,800.00	\$0.00	1,800.00	0.0%	
601-37158	Water Meter Sales	\$0.00	\$14,227.88	(14,227.88)	100.0%	[2]
601-37160	Water Penalty	\$2,200.00	\$2,090.82	109.18	95.0%	
601-37170	MDH Water Test Fee	\$6,500.00	\$7,363.32	(863.32)	113.3%	
Revenues	Total	\$340,657.05	\$426,111.75	-\$85,454.70	125.1%	

Expenses	Water Fund	Budget	Year to Date	Remaining	% Spent	Note:
601-49400-1010	FT Public Works Salaries	\$71,649.60	\$57,058.46	14,591.14	79.6%	
601-49400-1025	Public Works Overtime	\$1,000.00	\$335.15	664.85	33.5%	
601-49400-1070	PW On-Call Pay	\$6,500.00	\$4,286.67	2,213.33	65.9%	
601-49400-1210	PERA	\$7,345.23	\$4,703.05	2,642.18	64.0%	
601-49400-1220	FICA	\$7,597.25	\$4,664.30	2,932.95	61.4%	
601-49400-1310	Employer Paid Health	\$7,395.51	\$6,922.56	472.95	93.6%	
601-49400-1510	Workers Comp Insurance Prem	\$3,500.00	\$8,137.42	(4,637.42)	232.5%	[3]
601-49400-2010	Office Supplies	\$1,005.50	\$160.32	845.18	15.9%	
601-49400-2150	Shop Supplies	\$1,000.00	\$194.67	805.33	19.5%	
601-49400-2160	Chemicals and Chem Products	\$20,000.00	\$30,721.23	(10,721.23)	153.6%	
601-49400-2205	Water Meter Purchases	\$2,500.00	\$14,969.20	(12,469.20)	598.8%	[2]
601-49400-2210	Equipment Parts	\$4,500.00	\$11,114.59	(6,614.59)	247.0%	[4]
601-49400-2270	Utility Maint Supplies	\$5,200.00	\$1,389.91	3,810.09	26.7%	
601-49400-2400	Small Tools and Minor Equip	\$200.00	\$0.00	200.00	0.0%	
601-49400-3000	Professional Srvs	\$1,200.00	\$7,958.20	(6,758.20)	663.2%	[5]
601-49400-3030	Engineering Fees	\$2,200.00	\$189.00	2,011.00	8.6%	
601-49400-3090	Software Support	\$2,000.00	\$5,344.48	(3,344.48)	267.2%	[6]
601-49400-3120	Legal Fees - Civil	\$500.00	\$0.00	500.00	0.0%	
601-49400-3210	Telephone	\$500.00	\$0.00	500.00	0.0%	
601-49400-3220	Postage	\$1,000.00	\$788.80	211.20	78.9%	
601-49400-3310	Travel / Mileage Reimbursement	\$60.00	\$145.41	(85.41)	242.4%	
601-49400-3350	Education / Conferences	\$800.00	\$680.00	120.00	85.0%	
601-49400-3500	Printing/Binding	\$200.00	\$0.00	200.00	0.0%	
601-49400-3510	Legal Notices Publishing	\$600.00	\$705.38	(105.38)	117.6%	
601-49400-3610	General Liability Ins	\$2,000.00	\$2,095.00	(95.00)	104.8%	

601-49400-3810	Electricity Expense	\$28,000.00	\$33,291.24	(5,291.24)	118.9%	
601-49400-3820	City Utilities (Wat,Sew,Storm)	\$345.00	\$1,346.22	(1,001.22)	390.2%	
601-49400-3825	Water Testing Expense	\$1,000.00	\$1,377.88	(377.88)	137.8%	
601-49400-3855	Gopher One Locates Expense	\$800.00	\$870.80	(70.80)	108.9%	
601-49400-4010	Bldg Maint & Repairs	\$550.00	\$1,067.06	(517.06)	194.0%	[7]
601-49400-4040	Other Equip Maint & Repair	\$10,000.00	\$10,189.99	(189.99)	101.9%	
601-49400-4065	Water Main Breaks	\$15,000.00	\$29,800.93	(14,800.93)	198.7%	
601-49400-4070	Sewer Easements	\$0.00	\$344.67	(344.67)	100.0%	
601-49400-4100	Rentals	\$300.00	\$0.00	300.00	0.0%	
601-49400-4170	Uniforms	\$500.00	\$0.00	500.00	0.0%	
601-49400-4300	Depreciation	\$134,620.00	\$99,060.00	35,560.00	73.6%	[8]
601-49400-4300	Miscellaneous	\$2,000.00	\$0.00	2,000.00	0.0%	
601-49400-4320	Utility Overpmts/Uncollectable	\$0.00	\$2,015.76	(2,015.76)	100.0%	
601-49400-4330	Dues and Subscriptions	\$600.00	\$596.57	3.43	99.4%	
601-49400-4400	MHD Water Act Fees Remitted	\$7,360.00	\$7,596.00	(236.00)	103.2%	
601-49400-6010	Debt Srv Bond Principal	\$95,026.00	\$71,120.00	23,906.00	74.8%	[8]
601-49400-6110	Bond Interest	\$32,000.00	\$24,080.25	7,919.75	75.3%	[8]
601-49400-6200	Fiscal Agent s Fees	\$27.50	\$10.00	17.50	36.4%	
Total		\$478,581.59	\$445,331.17	\$33,250.42	93.1%	

Ref Note:

- [1] City WAC fees received from CustomOne Homes, 2nd Aava Vetta building
- [2] Water meters sold to residents and developers
- [3] Increase in work comp premiums
- [4] Fire hydrant rebuild on Tealwood
- [5] Repair water tower wire from transformer to meter
- [6] Cloud based meter reading software (Neptune 360)
- [7] Well house #1 repairs
- [8] Year-end audit adjustments



2023 Quarterly Budget Spreadsheet-Sewer Fund (602)

AS OF: December 31, 2023

	Budget	Year to Date	Difference	Percent of Budget
Total YTD Revenues	\$446,000.00	\$505,358.09	-\$59,358.09	113.3%
Total YTD Expenses	\$571,680.11	\$488,186.09	\$83,494.02	85.4%
Total Profit/Loss	(\$125,680.11)	\$17,172.00		

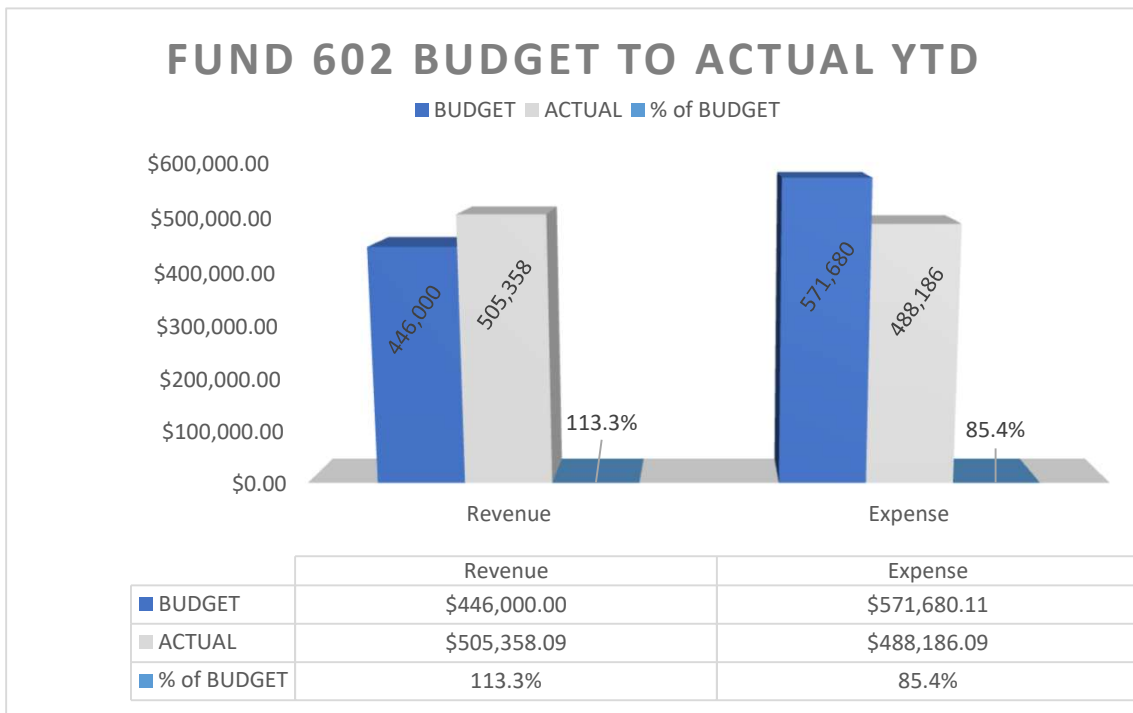
Revenue	Sewer Fund	Budget	Year to Date	Remaining	% Recvd	Note:
602-34401	Orono Sewerage Sales	\$23,000.00	\$28,110.14	(5,110.14)	122.2%	
602-36101	Certified Del Utilities	\$0.00	\$221.95	(221.95)	100.0%	
602-36210	Interest Earnings	\$0.00	\$3,087.80	(3,087.80)	100.0%	
602-36260	Refunds & Reimbursements	\$0.00	\$2,100.00	(2,100.00)	100.0%	
602-37200	Sanitary Sewer Billings	\$420,000.00	\$447,676.35	(27,676.35)	106.6%	
602-37250	City SAC Hookup Fee	\$0.00	\$9,000.00	(9,000.00)	100.0%	[1]
602-37251	MCES SAC Fee	\$0.00	\$12,425.00	(12,425.00)	100.0%	[1]
602-37260	Swr Penalty	\$3,000.00	\$2,736.85	263.15	91.2%	
Revenues	Total	\$446,000.00	\$505,358.09	-\$59,358.09	113.3%	

Expenses	Sewer Fund	Budget	Year to Date	Remaining	% Spent	Note:
602-49450-1010	FT Public Works Salaries	\$71,649.60	\$57,058.46	14,591.14	79.6%	
602-49450-1025	Public Works Overtime	\$1,000.00	\$335.15	664.85	33.5%	
602-49450-1070	PW On-Call Pay	\$6,500.00	\$4,286.61	2,213.39	65.9%	
602-49450-1210	PERA	\$7,300.00	\$4,703.13	2,596.87	64.4%	
602-49450-1220	FICA	\$7,300.00	\$4,770.20	2,529.80	65.3%	
602-49450-1310	Employer Paid Health	\$7,395.51	\$6,922.55	472.96	93.6%	
602-49450-1510	Workers Comp Insurance Prem	\$4,000.00	\$8,137.42	(4,137.42)	203.4%	[2]
602-49450-2150	Shop Supplies	\$500.00	\$20.94	479.06	4.2%	
602-49450-2210	Equipment Parts	\$2,100.00	\$144.88	1,955.12	6.9%	
602-49450-2270	Utility Maint Supplies	\$250.00	\$417.12	(167.12)	166.8%	
602-49450-2400	Small Tools and Minor Equip	\$200.00	\$27.98	172.02	14.0%	
602-49450-3000	Professional Svcs	\$4,000.00	\$0.00	4,000.00	0.0%	
602-49450-3010	Auditing and Acctg Services	\$2,000.00	\$0.00	2,000.00	0.0%	
602-49450-3030	Engineering Fees	\$1,000.00	\$195.00	805.00	19.5%	
602-49450-3090	Software Support	\$2,000.00	\$1,174.56	825.44	58.7%	
602-49450-3100	MCES (mthly) Sewer Treatment	\$250,000.00	\$247,616.04	2,383.96	99.0%	
602-49450-3120	Legan Fees-Civil	\$250.00	\$0.00	250.00	0.0%	
602-49450-3210	Telephone	\$500.00	\$0.00	500.00	0.0%	
602-49450-3220	Postage	\$1,000.00	\$750.00	250.00	75.0%	
602-49450-3230	Cell Phones	\$2,200.00	\$1,427.84	772.16	64.9%	
602-49450-3350	Education / Conferences	\$500.00	\$337.80	162.20	67.6%	
602-49450-3500	Printing/Binding	\$100.00	\$0.00	100.00	0.0%	
602-49450-3510	Legal Notices Publishing	\$125.00	\$108.38	16.62	0.0%	
602-49450-3610	General Liability Ins	\$3,000.00	\$366.00	2,634.00	12.2%	
602-49450-3810	Electricity Expense	\$5,000.00	\$4,880.07	119.93	97.6%	
602-49450-3830	Natural Gas Expense	\$900.00	\$819.35	80.65	91.0%	
602-49450-4040	Other Equip Maint & Repair	\$1,000.00	\$0.00	1,000.00	0.0%	

602-49450-4060	Clean/Televise Sewer Lines	\$25,000.00	\$0.00	25,000.00	0.0%	
602-49450-4070	Sewer Easements	\$500.00	\$1,120.41	(620.41)	224.1%	
602-49450-4170	Uniforms	\$500.00	\$0.00	500.00	0.0%	
602-49450-4200	Depreciation	\$50,000.00	\$70,725.00	(20,725.00)	141.5%	[3]
602-49450-4330	Dues and Subscriptions	\$1,500.00	\$1,098.20	401.80	73.2%	
602-49450-4410	MCES SAC Charge Expense	\$2,500.00	\$12,300.75	(9,800.75)	492.0%	[1]
602-49450-5000	Capital Outlay	\$50,000.00	\$0.00	50,000.00	0.0%	
602-49450-6010	Debt Srv Bond Principal	\$0.00	\$48,080.00	(48,080.00)	100.0%	[3]
602-49450-6110	Bond Interest	\$59,910.00	\$10,362.25	49,547.75	17.3%	[3]
Total		\$571,680.11	\$488,186.09	\$83,494.02	85.4%	

Ref Note:

- [1] SAC fees received from CustomOne Homes (Aava Vetta) and paid to Metropolitan Council
- [2] Increase in work comp premiums
- [3] Year-end audit adjustments



2023 Quarterly Budget Spreadsheet-Surface Water (603)

AS OF: December 31, 2023

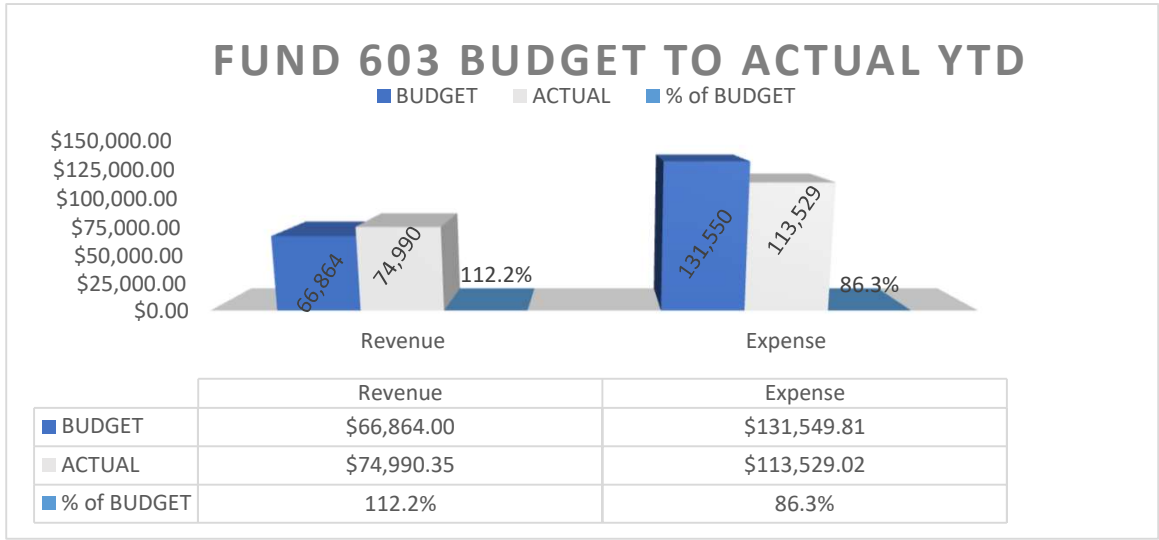
	Budget	Year to Date	Difference	Percent of Budget
Total YTD Revenues	\$66,864.00	\$74,990.35	-\$8,126.35	112.2%
Total YTD Expenses	\$131,549.81	\$113,529.02	\$18,020.79	86.3%
Total Profit/Loss	(\$64,685.81)	(\$38,538.67)		

Revenue	Surface Water Fund	Budget	Year to Date	Remaining	% Recvd	Note:
603-36210	Interest Earnings	\$0.00	\$3,153.16	(3,153.16)	100.0%	
603-37300	Surface Water Mgmt Billings	\$65,500.00	\$71,368.70	(5,868.70)	109.0%	
603-37360	SWM Penalty	\$1,200.00	\$468.49	731.51	39.0%	
603-39320	Premiums on Bonds Sold	\$164.00	\$0.00	\$164	0.0%	
Revenues	Total	\$66,864.00	\$74,990.35	-\$8,126.35	112.2%	

Expenses	Surface Water Fund	Budget	Year to Date	Remaining	% Spent	Note:
603-43150-1010	FT Public Works Salaries	\$71,649.59	\$57,058.46	14,591.13	79.6%	
603-43150-1210	PERA	\$5,375.44	\$4,356.35	1,019.09	81.0%	
603-43150-1220	FICA	\$5,140.27	\$4,323.27	817.00	84.1%	
603-43150-1310	Employer Paid Health	\$7,395.51	\$6,922.55	472.96	93.6%	
603-43150-2270	Utility Maint Supplies	\$500.00	\$0.00	500.00	0.0%	
603-43150-3030	Engineering Fees	\$6,000.00	\$0.00	6,000.00	0.0%	
603-43150-3090	Software Support	\$750.00	\$476.66	273.34	63.6%	
603-43150-3350	Education / Conferences	\$250.00	\$0.00	250.00	0.0%	
603-43150-3510	Legal Notices Publishing	\$50.00	\$0.00	50.00	0.0%	
603-43150-3870	Street Sweeping	\$3,500.00	\$0.00	3,500.00	0.0%	
603-43150-4040	Other Equip Maint & Repair	\$1,000.00	\$6,570.50	(5,570.50)	657.1%	[1]
603-43150-4160	Machinery Rentals	\$500.00	\$0.00	500.00	0.0%	
603-43150-4170	Uniforms	\$250.00	\$0.00	250.00	0.0%	
603-43150-4200	Depreciation	\$16,000.00	\$21,352.00	(5,352.00)	133.5%	[2]
603-43150-6010	Debt Srv Bond Principal	\$0.00	\$11,400.00	(11,400.00)	100.0%	[2]
603-43150-6110	Bond Interest	\$13,189.00	\$1,068.88	12,120.12	8.1%	
Total		\$131,549.81	\$113,529.02	\$18,020.79	86.3%	

Ref Note:

- [1] Catch basin repairs at 2445 W Industrial Blvd
- [2] Year-end audit adjustments



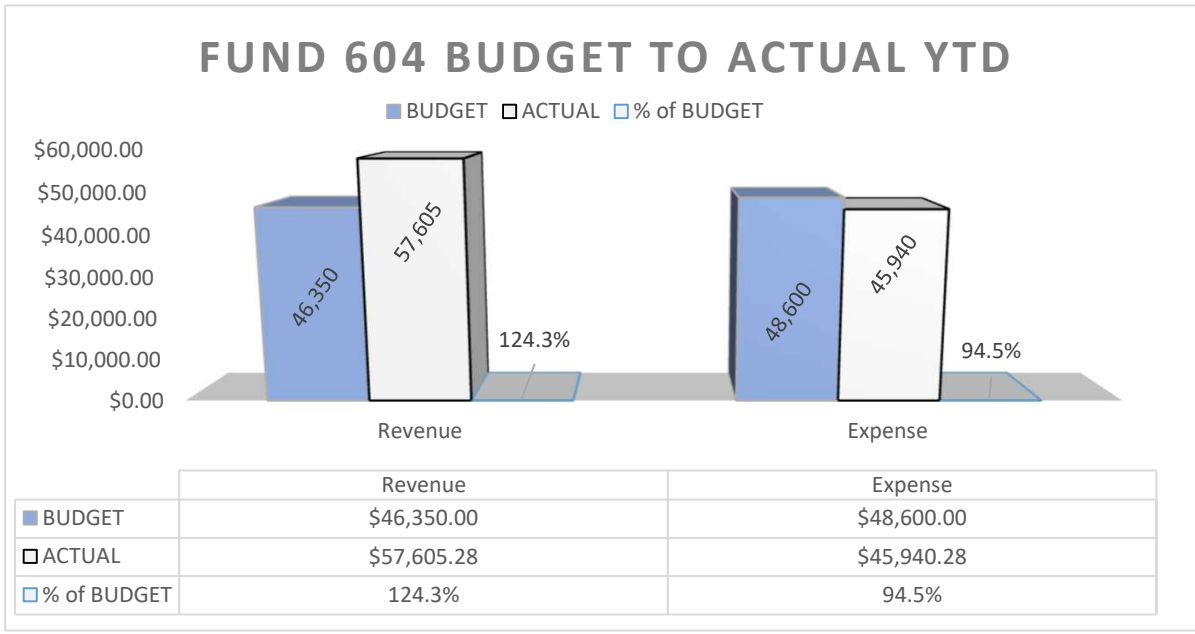
2023 Quarterly Budget Spreadsheet-Recycling Fund (604)

AS OF: December 31, 2023	Budget	Year to Date	Difference	Percent of Budget	Ref Note:
Total YTD Revenues	\$46,350.00	\$57,605.28	-\$11,255.28	124.3%	
Total YTD Expenses	\$48,600.00	\$45,940.28	\$2,659.72	94.5%	
Total Profit/Loss	(\$2,250.00)	\$11,665.00			

Revenue	Recycling Fund	Budget	Year to Date	Remaining	% Recvd	Note:
604-33640	Recycling Grant	\$0.00	\$3,706.40	(\$3,706)	0.0%	
604-37400	Res Recycling Billings	\$46,000.00	\$53,540.32	(7,540.32)	116.4%	
604-37460	Recycling Penalty	\$350.00	\$358.56	(8.56)	102.4%	
Revenues	Total	\$46,350.00	\$57,605.28	-\$11,255.28	124.3%	

Expenses	Recycling Fund	Budget	Year to Date	Remaining	% Spent	Note:
604-43200-3890	Res Curb Recycling	\$45,000.00	\$42,458.28	2,541.72	94.4%	
604-43200-3895	Soft Organic Waste	\$3,600.00	\$3,482.00	118.00	96.7%	
Total		\$48,600.00	\$45,940.28	\$2,659.72	94.5%	

Ref Note:



2023 Quarterly Budget Spreadsheet-Fire Dept (205)

AS OF: December 31, 2023

	Budget	Year to Date	Difference	Percent of Budget	Ref Note:
Total YTD Revenues	\$847,801.16	\$727,875.69	\$119,925.47	85.9%	
Total YTD Expenses	\$825,079.00	\$663,155.59	\$161,923.41	80.4%	
Total Profit/Loss	\$22,722.16	\$64,720.10			

Revenue	Fire Fund	Budget	Year to Date	Remaining	% Revd.	Note:
205-33402	FD Training Grants	\$4,000.00	\$12,396.75	(\$8,397)	309.9%	
205-33420	Fire Relief Assoc 2% State Aid	\$145,000.00	\$3,000.00	\$142,000	2.1%	[1]
204-34212	Orono Fire Contract Revenue	\$543,963.00	\$543,963.00	\$0	100.0%	
205-34214	Long Lake Fire Contract Revenue	\$64,054.00	\$64,054.00	\$0	100.0%	
205-34217	Medina Fire Contract Revenue	\$33,775.00	\$33,775.00	\$0	100.0%	
205-34218	Minnetonka Beach contract reeve	\$50,500.00	\$58,680.00	(\$8,180)	116.2%	
205-34220	FD Other Non-Contract Revenue	\$0.00	\$1,609.59	(\$1,610)	100.0%	
205-34951	Rent - Fire Dept.	\$6,509.16	\$4,387.35	\$2,122	67.4%	
205-36230	Contributions and Donations	\$0.00	\$200.00	(\$200)	100.0%	
205-39100	Sales of Land/Capital Assets	\$0.00	\$5,810.00	(\$5,810)	100.0%	
Revenues	Total	\$847,801.16	\$727,875.69	\$119,925.47	85.9%	

Expenses	Fire Fund	Budget	Year to Date	Remaining	% Spent	Note:
205-42280-1000	FT Admin Office Salaries	\$110,004.00	\$94,840.40	15,163.60	86.2%	
205-42280-1080	Fire Officer Pay	\$16,975.00	\$16,793.63	181.37	98.9%	
205-42280-1130	Insurance opt Out Pay	\$10,000.00	\$9,639.12	360.88	96.4%	
205-42280-1210	PERA	\$21,500.00	\$14,501.00	6,999.00	67.4%	
205-42280-1220	FICA	\$4,000.00	\$3,644.17	355.83	91.1%	
205-42280-1310	Employer Paid Health	\$4,625.00	\$245.15	4,379.85	5.3%	
205-42280-1510	Workers Comp Insurance Prem	\$40,000.00	\$40,604.75	(604.75)	101.5%	
205-42280-2010	Office Supplies	\$1,000.00	\$570.17	429.83	57.0%	
205-42280-2030	Printed Forms	\$500.00	\$465.09	34.91	93.0%	
205-42280-2080	Training/Instruct Materials	\$100.00	\$106.50	(6.50)	106.5%	
205-42280-2175	Fire Prevention Materials	\$1,200.00	\$1,488.98	(288.98)	124.1%	
205-42280-2180	Uniforms	\$500.00	\$731.17	(231.17)	146.2%	
205-42280-3000	Professional Svcs	\$2,000.00	\$2,072.63	(72.63)	103.6%	
205-42280-3010	Auditing and Accounting Services	\$4,000.00	\$7,500.00	(3,500.00)	187.5%	[2]
205-42280-3090	Software Support	\$2,500.00	\$8,973.65	(6,473.65)	358.9%	[3]
205-42280-3110	W.A.F.T.A	\$2,000.00	\$2,000.00	0.00	100.0%	
205-42280-3120	Legal Fees - Civil	\$2,000.00	\$550.50	1,449.50	27.5%	
205-42280-3150	LL Admin Fee	\$18,000.00	\$18,000.00	0.00	100.0%	
205-42280-3230	Cell Phones	\$2,250.00	\$1,572.92	677.08	69.9%	
205-42280-3350	Education / Conferences	\$4,000.00	\$4,131.60	(131.60)	103.3%	
205-42280-3355	Motor Vehicle Lic & Reg	\$0.00	\$27.67	(27.67)	100.0%	
205-42280-3610	General Liability Ins	\$9,500.00	\$9,155.00	345.00	96.4%	
205-42280-4045	Insurance Claim Expense	\$250.00	\$0.00	250.00	0.0%	
205-42280-4300	Miscellaneous	\$1,500.00	\$49.94	1,450.06	3.3%	
205-42280-4330	Dues and Subscriptions	\$2,500.00	\$2,334.28	165.72	93.4%	
205-42280-4450	Food & Beverage (Mtgs/Trng)	\$1,000.00	\$1,125.29	(125.29)	112.5%	

205-42280-4600	Recognition Expenditures	\$1,000.00	\$74.49	925.51	7.4%	
205-42280-5710	Computer/Printer Replacement	\$4,000.00	\$678.99	3,321.01	17.0%	
205-42280-5800	Other Equipment	\$4,000.00	\$0.00	4,000.00	0.0%	
205-42281-1065	Willow Fire Call Pay	\$47,000.00	\$62,781.52	(15,781.52)	133.6%	
205-42281-1075	Fire Fighter Training Pay	\$28,200.00	\$25,709.72	2,490.28	91.2%	
205-42281-1220	FICA	\$6,000.00	\$6,991.16	(991.16)	116.5%	
205-42281-1310	Employer Paid Health	\$635.00	\$540.96	94.04	85.2%	
205-42281-2080	Training/Instruct Materials	\$500.00	\$276.94	223.06	55.4%	
205-42281-2120	Motor Fuels	\$11,500.00	\$11,792.33	(292.33)	102.5%	
205-42281-2150	Shop Supplies	\$1,000.00	\$1,949.27	(949.27)	194.9%	[4]
205-42281-2160	Chemicals and Chem Products	\$750.00	\$0.00	750.00	0.0%	
205-42281-2190	Medical Supplies	\$1,000.00	\$3,289.11	(2,289.11)	328.9%	[5]
205-42281-2210	Equipment Parts	\$1,500.00	\$1,771.13	(271.13)	118.1%	
205-42281-2215	SCBA Equipment Parts	\$400.00	\$915.48	(515.48)	228.9%	[6]
205-42281-2400	Small Tools and Minor Equip	\$2,500.00	\$3,348.23	(848.23)	133.9%	
205-42281-2410	Protective Gear/Uniforms	\$5,000.00	\$8,328.20	(3,328.20)	166.6%	[7]
205-42281-2415	Turn Out Gear	\$18,000.00	\$20,200.59	(2,200.59)	112.2%	
205-42281-3000	Professional Srvs	\$3,500.00	\$3,427.73	72.27	97.9%	
205-42281-3050	Physicals / Other Medical	\$8,000.00	\$5,123.60	2,876.40	64.0%	
205-42281-3225	Truck Communication Services	\$0.00	\$977.77	(977.77)	100.0%	
205-42281-3230	Cell Phones	\$2,000.00	\$2,357.84	(357.84)	117.9%	
205-42281-3235	Cty 800mhz Radio Admin Fee	\$10,000.00	\$12,277.95	(2,277.95)	122.8%	
205-42281-3280	Pagers/Radios (Ancom)	\$2,000.00	\$9,143.94	(7,143.94)	457.2%	[8]
205-42281-3310	Travel / Mileage Reimb	\$500.00	\$462.43	37.57	92.5%	
205-42281-3350	Education / Conferences	\$10,000.00	\$10,550.23	(550.23)	105.5%	
205-42281-4030	Light Truck Maint & Repair	\$4,000.00	\$9,084.50	(5,084.50)	227.1%	[9]
205-42281-4035	Heavy Truck Maint & Repair	\$11,000.00	\$13,210.84	(2,210.84)	120.1%	
205-42281-4040	Equip Maint & Repair	\$2,500.00	\$2,266.04	233.96	90.6%	
205-42282-2230	Bldg & Grnds Maint Supplies	\$750.00	\$279.98	470.02	37.3%	
205-42282-3000	Professional Srvs	\$700.00	\$256.60	443.40	36.7%	
205-42282-3275	Internet Access (Mediacom)	\$8,250.00	\$7,985.93	264.07	96.8%	
205-42282-3810	Electricity Expense	\$10,000.00	\$12,113.92	(2,113.92)	121.1%	
205-42282-3820	City Utilities (Wat,Sew,Storm)	\$2,500.00	\$3,099.92	(599.92)	124.0%	
205-42282-3830	Natural Gas Expense	\$6,000.00	\$7,603.13	(1,603.13)	126.7%	
205-42282-3840	Custodial & Waste Removal	\$8,500.00	\$9,012.68	(512.68)	106.0%	
205-42282-3845	Lawn & Turf Maintenance	\$2,000.00	\$844.94	1,155.06	42.2%	
205-42282-4010	Bldg Maint & Repairs	\$15,000.00	\$5,115.57	9,884.43	34.1%	
205-42283-1240	State Fire Aid Pension Contri	\$145,000.00	\$3,000.00	142,000.00	2.1%	[1]
205-42285-1060	Navarre Fire Call Pay	\$29,850.00	\$29,860.17	(10.17)	100.0%	
205-42285-1075	Fire Fighter Training Pay	\$22,810.00	\$14,962.96	7,847.04	65.6%	
205-42285-1220	FICA	\$4,850.00	\$3,530.23	1,319.77	72.8%	
205-42285-1310	Employer Paid Health	\$330.00	\$305.76	24.24	92.7%	
205-42285-2080	Training/Instruct Materials	\$150.00	\$155.93	(5.93)	104.0%	
205-42285-2120	Motor Fuels	\$5,000.00	\$2,060.80	2,939.20	41.2%	
205-42285-2150	Shop Supplies	\$1,000.00	\$42.15	957.85	4.2%	
205-42285-2160	Chemicals and Chem Products	\$750.00	\$0.00	750.00	0.0%	
205-42285-2190	Medical Supplies	\$1,500.00	\$1,890.83	(390.83)	126.1%	[5]
205-42285-2210	Equipment Parts	\$1,500.00	\$1,126.11	373.89	75.1%	
205-42285-2215	SCBA Equipment Parts	\$300.00	\$917.55	(617.55)	305.9%	[6]

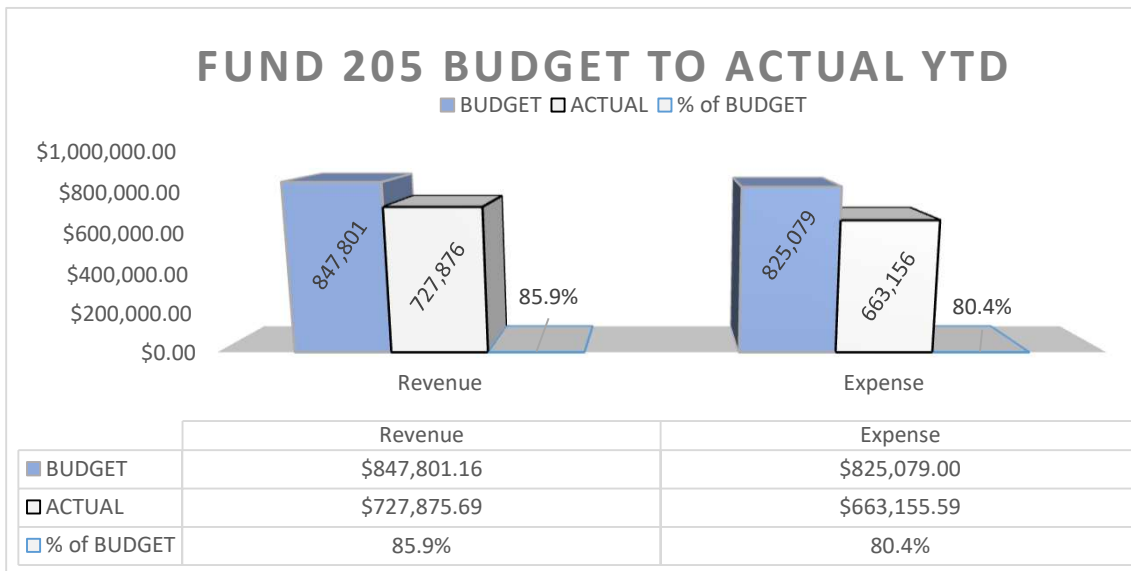
205-42285-2400	Small Tools and Minor Equip	\$4,000.00	\$3,940.80	59.20	98.5%
205-42285-2410	Protective Gear/Uniforms	\$5,000.00	\$7,369.43	(2,369.43)	147.4%
205-42285-2415	Turn Out Gear	\$14,000.00	\$15,241.17	(1,241.17)	108.9%
205-42285-3000	Professional Srvs	\$4,600.00	\$3,151.42	1,448.58	68.5%
205-42285-3050	Physicals / Other Medical	\$7,500.00	\$3,046.40	4,453.60	40.6%
205-42285-3225	Truck Communication Services	\$0.00	\$949.40	(949.40)	100.0%
205-42285-3230	Cell Phones	\$1,000.00	\$841.06	158.94	84.1%
205-42285-3235	Cty 800mhz Radio Admin Fee	\$6,000.00	\$7,568.83	(1,568.83)	126.1%
205-42285-3280	Pagers/Radios (Ancom)	\$2,500.00	\$6,852.36	(4,352.36)	274.1%
205-42285-3310	Travel / Mileage Reimb	\$500.00	\$477.70	22.30	95.5%
205-42285-3350	Education / Conferences	\$14,000.00	\$11,413.16	2,586.84	81.5%
205-42285-4030	Light Truck Maint & Repair	\$3,500.00	\$4,187.02	(687.02)	119.6%
205-42285-4035	Heavy Truck Maint & Repair	\$7,000.00	\$5,246.16	1,753.84	74.9%
205-42285-4040	Equip Maint & Repair	\$2,500.00	\$1,894.92	605.08	75.8%
205-42286-2230	Bldg & Grnds Maint Supplies	\$500.00	\$129.03	370.97	25.8%
205-42286-3000	Professional Srvs	\$700.00	\$952.70	(252.70)	136.1%
205-42286-3275	Internet Access (Mediacom)	\$6,750.00	\$6,468.01	281.99	95.8%
205-42286-3810	Electricity Expense	\$6,000.00	\$4,299.89	1,700.11	71.7%
205-42286-3820	City Utilities (Wat,Sew,Storm)	\$2,400.00	\$2,227.64	172.36	92.8%
205-42286-3830	Natural Gas Expense	\$4,000.00	\$3,675.86	324.14	91.9%
205-42286-3840	Custodial & Waste Removal	\$6,500.00	\$6,831.15	(331.15)	105.1%
205-42286-3845	Lawn & Turf Maintenance	\$1,500.00	\$0.00	1,500.00	0.0%
205-42286-4010	Bldg Maint & Repairs	\$9,500.00	\$3,571.72	5,928.28	37.6%
Total		\$825,079.00	\$663,155.59	\$161,923.41	80.4%

[7]

[8]

Ref Note:

- [1] The 2023 Fire Relief 2% State Aid was not yet received in 2023, but is expected in 2024.
- [2] Additional audit expenses related to the 2022/2023 GASB 67/68 report
- [3] Purchase of "TS Check It" for stations and vehicles
- [4] Station #1 car wash leak repair
- [5] Purchase automatic blood pressure monitors and CO2 detectors
- [6] Red SCBA Mask Bags (x25)
- [7] Fire Dept Tee Shirts (x160), Cargo Shorts (x42), and 1/4 Zip Fleece (x29)
- [8] Purchase Monitor VI VHF Pagers (x25)
- [9] Truck Repairs to Utility #11 and the Chiefs Tahoe





CITY OF
LONG LAKE

City Council Agenda Report

City of Long Lake

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

MEETING DATE / February 6, 2024

SUBJECT: Appointing Election Judges and Establishing an Absentee Ballot Board for All Elections in 2024

Prepared By: Jeanette Moeller, City Clerk

Report Date: 2/1/2024

Recommended City Council Action

Staff recommends the following:

Motion to adopt Resolution No. 2024-07 appointing election judges for the 2024 State Presidential Nomination Primary, Hennepin County Commissioner District 6 Special Primary, Hennepin County Commissioner District 6 Special General, State Primary, and State General Elections and establishing an Absentee Ballot Board.

Overview / Background

Minnesota Statute 204B.21 requires each municipality to adopt a resolution appointing Election Judges to serve at all elections in the City. Appointments must be made at least 25 days prior to the election during which the judges will serve.

Under the supervision of the City Clerk, Election Judges administer election procedures in the polling place. Their duties include opening and closing the polls; setting up and taking down voting equipment; registering and signing in voters; distributing ballots and assisting voters in the polling place; completing a variety of forms and reporting throughout election day; and recording and certifying vote totals.

The City of Long Lake is fortunate to have a number of qualified applicants who meet statutory eligibility requirements to serve as Election Judges, all of whom have worked together at some point to oversee the City's elections in past years. If approved, the Head Election Judge would be paid an hourly wage of \$11.50, and Election Judges would be paid \$11.00 (\$0.15 above minimum wage) an hour for their services. Staff recommends that the City Council appoint the Election Judges listed on the attached resolution.

Additionally, an Absentee Ballot Board is required to be established. An Absentee Ballot Board is an appointed board of Election Judges or election officials that processes returned absentee ballots. Though the majority of returned ballots for Hennepin County cities are processed by the Hennepin County Absentee Ballot Board on the City's behalf, a limited number of in person absentee ballots may be returned directly to City Hall. To meet the statutory requirements, staff recommends that both the City's election officials (the City Clerk, City Administrator) and Election Judges be appointed to the Absentee Ballot Board. The resolution also recognizes the role of Hennepin County's Absentee Ballot Board in processing returned absentee ballots for Long Lake by approving the Board, under the direction of the Hennepin County Elections Manager, to serve as the Long Lake Absentee Ballot Board as well.

Supporting Information

- Resolution No. 2024-07



**City Council
Resolution No. 2024-07**

A RESOLUTION APPOINTING THE 2024 STATE PRESIDENTIAL NOMINATION PRIMARY, HENNEPIN COUNTY COMMISSIONER DISTRICT 6 SPECIAL PRIMARY, HENNEPIN COUNTY COMMISSIONER DISTRICT 6 SPECIAL GENERAL, STATE PRIMARY, AND STATE GENERAL ELECTION JUDGES AND ESTABLISHING AN ABSENTEE BALLOT BOARD

WHEREAS, Minnesota Statute 204B.21, subd. 2, requires Election Judges for precincts in a municipality to be appointed by the governing body of the municipality at least 25 days before the election; and

WHEREAS, the City Clerk has submitted for approval a list of Election Judges to officiate at the Presidential Nomination Primary Election on March 5, 2024; a Special Primary Election on April 30, 2024, if needed, for the Hennepin County Commissioner District 6 open seat; a Special General Election on May 14, 2024 for the Hennepin County Commissioner District 6 open seat; a Primary Election on August 13, 2024; and the General Election on November 5, 2024; and

WHEREAS, the City Clerk has the authority to appoint additional Election Judges, if and where needed, to conduct any and all of the above-referenced elections; and

WHEREAS, Minnesota Statute 203B.121 requires establishment of an Absentee Ballot Board to facilitate the absentee process for an upcoming election; and

WHEREAS, City Hall serves as an absentee ballot center for the residents of Long Lake; and

WHEREAS, the City Clerk has the authority to appoint additional staff or Election Judges if required to assure sufficient staffing for the Absentee Ballot Board; and

WHEREAS, the individuals listed below meet the qualifications established by the State of Minnesota to serve as an Election Judge.

NOW, THEREFORE BE IT RESOLVED, that the City Council of the City of Long Lake, in accordance with State law, hereby appoints the following persons to serve as Election Judges and Absentee Ballot Board judges for the 2024 Presidential Nomination Primary, Special Primary, Special General, Primary and General Elections:

Donny Chillstrom
Patrick Dupont
Kelly Fegley
Nicole Fierce
Justin Koski
Anita Paster
Sally Skjaret (Head Judge)
Tim Szeliga

FURTHER, BE IT RESOLVED, that the City Council authorizes payment to Election Judges at an hourly wage of \$11.00 per hour; and to the Head Judge at an hourly wage of \$11.50 per hour during Election Judge training and time served on election days.

BE IT FINALLY RESOLVED, that the City Council also appoints City Election Officials to the Absentee Ballot Board, and approves all members appointed to the Hennepin County Absentee Ballot Board as authorized under Minnesota Statute 204B.21, subd. 2 under the direction of the Hennepin County Elections Manager to serve as members of the Long Lake Absentee Ballot Board.

Adopted by the City Council of the City of Long Lake this 6th day of February 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 / February 6, 2024

SUBJECT: Approval of DISH Ground Lease and Crown Castle Consent

Prepared By: John Thames, City Attorney

Report Date: 1/29/2024

Recommended City Council Action

Staff recommends the following:

Motion to adopt Resolution No. 2024-03, A Resolution Approving DISH Ground Lease and Crown Castle Consent to Install Contemplated Improvements.

Overview / Background

A portion of the City-owned property at the well house off of West Wayzata Boulevard is currently leased to Crown Castle for use as a cellular tower. Pursuant to the terms of that lease, Crown Castle is permitted to sublease space on the tower to other carriers. The lease dictates that the City is entitled to separately negotiate terms for any additional ground space to be rented. DISH has requested to collocate on the tower and has received permission from Crown Castle to do so. DISH requires a small amount of additional ground space for its operation.

Staff and the Tenant have negotiated a proposed rental amount for this ground space to be \$400/month, with 3% annual escalation. The proposed term of the lease is 24 years (4 year initial term, followed by 4, 5-year renewal options for Tenant). However, the lease is specifically conditioned on the validity of a lease with Crown Castle. The Crown Castle lease will expire in 2027 and must be extended for this lease to remain viable beyond that point. DISH and Crown Castle have already signed the attached lease and the same is submitted for Council approval. Should the City Council approve the lease, Crown Castle has concurrently requested that the City also approve the attached Consent Letter to permit Crown Castle to proceed with improvements to the tower which will make the collocation possible. Staff has asked for the City Engineer to confirm the accuracy of the description of equipment in the Consent, and staff will update the Council as to the City Engineer's opinion, at the meeting.

Presuming Engineer approval, staff recommends approval of Resolution No. 2024-03.

Supporting Information

- Resolution No. 2024-03
- DISH Ground Lease Agreement
- Crown Castle Consent Letter



**City Council
Resolution No. 2024-03**

**A RESOLUTION APPROVING DISH GROUND LEASE AND CROWN CASTLE CONSENT TO INSTALL
CONTEMPLATED IMPROVEMENTS**

WHEREAS, the City owns certain real property located at 1345 West Wayzata Boulevard (the “Property” and leases a portion of the Property to Crown Castle, the successor in interest to the original tenant, Sprint Spectrum L.P., a Delaware limited partnership, for use as a cellular tower; and

WHEREAS, the above referenced lease allows for collocation on the tower by other providers upon the consent of the City, and the City is further entitled to collect additional rent from such collocating providers to the extent they require additional ground space; and

WHEREAS, DISH Wireless, LLC, a Colorado limited liability company (“DISH”), has obtained consent from Crown Castle to collocate on the tower and has requested to lease additional ground space from the City; and

WHEREAS, the City Engineer has approved of the feasibility of the collocation and the City is willing to approve the collocation, pursuant to the terms of a new lease with DISH; and

WHEREAS, the City is further willing to consent to the installation of the contemplated improvements to the tower by Crown Castle.

NOW THEREFORE, BE IT RESOLVED, that the City Council of the City of Long Lake hereby approves the DISH Ground Lease and Crown Castle Consent letter and authorizes the Mayor and Administrator to execute both.

Adopted by the City Council of the City of Long Lake this 6th day of February, 2024.

BY:

Charlie Miner, Mayor

ATTEST:

Jeanette Moeller, City Clerk

GROUND LEASE AGREEMENT

Between

City of Long Lake, a Minnesota municipal corporation

and

DISH Wireless, LLC, a Colorado limited liability company

Dated: _____, 2023

GROUND LEASE AGREEMENT

THIS GROUND LEASE AGREEMENT (this "Agreement" or this "Lease"), is effective as of the latter signature date hereof (the "**Effective Date**") between the City of Long Lake, a Minnesota municipal corporation located at 450 Virginia Avenue, Long Lake, Minnesota 55356 ("Landlord") and DISH Wireless L.L.C., a Colorado limited liability company having a place of business at 9601 S. Meridian Blvd., Englewood, Colorado 80112 ("Tenant") Landlord and Tenant are sometimes collectively referred to herein as the "parties" or each a "party".

WHEREAS, Landlord is the owner of certain real property located at 1345 West Wayzata Boulevard in Hennepin County, Minnesota, legally described in **Exhibit A** attached hereto (the "Subject Property"); and

WHEREAS, Landlord has entered into that certain Site Lease Agreement, dated June 18, 2002, in which a portion of the Subject Property is currently being leased to the successors in interest to Sprint Spectrum L.P., a Delaware limited partnership (such successors the "Tower Tenant" and such agreement the "Sprint Lease Agreement") for the purposes of maintaining and implementing Antenna Facilities, as defined therein; and

WHEREAS, pursuant to the Sprint Lease Agreement, the Tower Tenant is currently leasing a portion of the Subject Property, legally described in **Exhibit B** (the "Sprint Leased Property") through June 17, 2027; and

WHEREAS, the Sprint Lease Agreement contemplates potential colocation of additional providers on the Subject Property and specifies that any collocating tenant must agree to lease terms with the Tower Tenant for the lease of any space on the Antenna Facilities, and must separately agree to lease terms with Landlord for the lease of any additional ground space at or adjacent to the Subject Property; and

WHEREAS, Tenant intends to colocate on the above described Antenna Facilities on the Subject Property and desires to lease from Landlord additional ground space on the Subject Property totaling approximately thirty (30) square feet, (such ground space the "Leased Premises"); and

WHEREAS, Landlord is willing to lease to Tenant the Lease Premises, pursuant to the terms and conditions set forth in this Agreement.

NOW, THEREFORE, for good and valuable consideration, the Parties agree as follows:

1. Leased Premises. Subject to the terms and conditions of this Agreement, Landlord hereby leases to Tenant and Tenant leases from Landlord a portion of the Subject Property, specifically described in **Exhibit C** (the "Leased Premises"), located in the City of Long Lake, in the County of Hennepin, State of Minnesota. Maintenance of the Leased Premises shall be the responsibility of Tenant. The rights conferred within the portion of the Leased

Premises identified in **Exhibit C** as "Proposed Access/Utility Easement" shall be non-exclusive, shall be limited to the term of this Agreement, and Tenant's use of such easement areas shall be limited to use for access and utility purposes related to the purpose and intent of this Agreement. The rights conferred within the portion of the Leased Premises identified in **Exhibit C** as "Proposed Utility Easement" shall be non-exclusive, shall be limited to the term of this Agreement, and Tenant's use of such easement areas shall be limited to use for utility purposes related to the purpose and intent of this Agreement. Landlord shall have no obligation to maintain any portion of the Leased Premises for Tenant and the parties specifically agree (without limitation) that Landlord shall have no obligation to remove snow or ice from any portion thereon, whether inside or outside of the established fencing on the Subject Property.

2. Term.

- a. The term of this Agreement shall commence on the first (1st) day of the month following the commencement of Tenant's Installation (the "Commencement Date") and shall end on the fourth anniversary of the Commencement Date, unless terminated earlier, pursuant to the terms herein ("the Initial Term").
- b. Tenant's right to lease the Leased Premises is contingent upon the Sprint Lease Agreement being in full force and effect at all times during the term. In the event that the Sprint Lease Agreement is cancelled, terminated, or expires during the term of this Agreement, this Agreement shall also cancel, terminate or expire on the same date.
- c. Provided the Sprint Lease Agreement is in full force and effect, the Initial Term shall automatically be extended for up to four (4) additional five (5) year terms (each 5-year term, a "Renewal Term") unless Tenant elects, in Tenant's sole and absolute discretion, to terminate the lease at the end of the then-current term by giving Landlord written Notice at least ninety (90) days prior to the end of the then-current term.

3. Rent.

- a. Commencing on the Commencement Date, the rent payable from Tenant to Landlord pursuant to the Agreement shall be four hundred dollars and no cents (\$400.00) per month (the "Rent"). Rent shall increase by three percent (3%) annually, with such escalation annually commencing on the anniversary of the Commencement Date.
- b. Time of Payments. The Rent shall be paid monthly, by the fifth (5th) day of each month of the year. Tenant shall pay a late fee of \$100.00 if the Rent is not paid within the first fifteen (15) days of each month of the year. Tenant and Landlord agree that the first Rent payment (the "Initial Rent Payment") shall be made within sixty (60) business days of the Commencement Date, with subsequent Rent payable

by the fifth day of each month. The Initial Rent Payment shall include all Rent due from the Commencement Date to the date of payment.

- c. Taxes. In addition to the annual rent, Tenant further agrees to timely pay its pro rata share of any real estate taxes or personal property taxes as a result of this Lease, in lieu of real estate taxes required by any governmental body having jurisdiction over the Property, following receipt of an invoice for such taxes together with reasonable supporting documentation evidencing the amounts owed that are directly attributable to Tenant's equipment or Tenant's use and occupancy of the Leased Premises. Tenant shall have the right, at its sole option and sole cost and expense, to appeal, challenge or seek modification of any tax assessment or billing for which Tenant is wholly or partly responsible for payment. Landlord shall reasonably cooperate with Tenant at Tenant's expense in filing, prosecuting and perfecting any appeal or challenge to taxes as set forth in the preceding sentence, including but not limited to, executing any consent, appeal or other similar document. In the event that as a result of any appeal or challenge by Tenant, there is a reduction, credit or repayment received by the Landlord for any taxes previously paid by Tenant, Landlord agrees to promptly reimburse to Tenant the amount of said reduction, credit or repayment. In the event that Tenant does not have the standing rights to pursue a good faith and reasonable dispute of any taxes under this paragraph, Landlord will pursue, or provide Tenant with authority to pursue, such dispute at Tenant's sole cost and expense upon written request of Tenant.
- d. Miscellaneous. Tenant shall reimburse Landlord for all reasonable actual costs associated with preparing and reviewing this Agreement and approving Tenant's application, including but not limited to all attorneys' fees, staff, and administrative review time and third party consultant fees and expenses. All undisputed fees and invoices must be paid within 30 days after Landlord sends Tenant an invoice for the same together with reasonable supporting documentation evidencing such fees (the substance and form of which shall be reasonably satisfactory to Tenant). Should Tenant reasonably dispute any portion of an invoice, Tenant shall provide written notice of the dispute to Landlord, within thirty (30) days of receipt, or such dispute shall be deemed waived. Tenant shall promptly and timely pay all undisputed portions of any invoice. This process for addressing disputed invoices shall be referred to in this Agreement as the "Invoice Dispute Procedure". Landlord may utilize an Escrow Agreement to facilitate the reimbursement process which Escrow Agreement shall be in a form and substance acceptable to Landlord. The Parties hereby acknowledge that Tenant has already paid to Landlord escrow in the amount of Five Thousand and No/100 Dollars (\$5,000.00) for review of this Agreement and evaluation of Tenant's proposed construction.
4. Governmental Approval Contingency.
- a. Tenant Application. Tenant's right to use the Leased Premises is expressly made contingent upon its obtaining all the certificates, permits, zoning and other approvals that may be required by any federal, state, or local authority

("Governmental Approvals") as well as Tenant's obtaining written consent from the Tower Tenant.

- b. Non-approval. In the event that any application necessary under Subparagraph 4(a) above is finally rejected or any certificate, permit, license, or approval issued to Tenant is cancelled, expires, lapses, or otherwise withdrawn or terminated by any Governmental authority or by Tower Tenant so that Tenant, in its sole discretion, will be unable to use the Leased Premises for its intended purposes, Tenant shall have the right to terminate the Lease. However, Tenant shall reimburse Landlord for any actual costs incurred in the review of the application pursuant to Subparagraph 3(d) above. Notice of Tenant's exercise of its right to terminate shall be given to Landlord in writing by certified mail, return receipt requested, and shall be effective upon receipt of such notice by Landlord as evidenced by the return receipt, or on such later date as specified in the notice by Tenant.

5. Tenant's Use.

- a. User Priority. Tenant agrees that the following priorities of use, in descending order, shall apply in the event of communication interference or other conflict while this Agreement is in effect, and Tenant's use shall be subordinate accordingly:
1. Landlord's use, solely as it has to do with public safety, law enforcement, fire, and ambulance services;
 2. Public safety agencies, including law enforcement, fire, and ambulance services, that are not part of the Landlord;
 3. Other governmental agencies where use is related to public safety.
 4. Landlord's other uses established prior to any new or adjusted use by Tenant.
 5. Tower Tenant's use.
 6. Tenant's use.

Except for the priority users listed above, Landlord agrees that Landlord will not cause interference that is measurable in accordance with industry standards to the then existing equipment of Tenant.

- b. Purposes. Tenant shall use the Leased Premises only for the purpose of installing, maintaining, and operating Landlord-approved communications facilities for providing radio and wireless telecommunication services, which Tenant is legally authorized to provide to the public. Landlord and Tenant shall comply with all applicable ordinances, statues and regulations of local, state and federal government agencies. Tenant further agrees to be bound by any applicable ordinances, statutes and regulations which are enacted after execution of this Agreement.
- c. Construction. Tenant may install wireless facilities and supporting ground equipment in accordance with the previously approved plans and specifications,

captured in **Exhibit D** (the "Communication Facilities") and shall comply with all applicable zoning and permitting requirements.

- d. Operation. Tenant shall have the right, at its sole cost and expense, to operate and maintain the Communication Facilities on the Leased Premises in accordance with good engineering practices, and with all applicable FCC rules and regulations. Tenant shall provide thirty (30) days' written notice to Landlord of any proposed structural design modifications to the Communication Facilities along with related plans and specifications. Any damage done to the Leased Premises or other Landlord or Tower Tenant property during modification or during operations, shall be repaired at Tenant's expense as soon as reasonably possible and within sixty (60) days after notification of damage. The Communication Facilities shall remain the exclusive property of the Tenant, unless transferred to Landlord.
- e. Maintenance, Improvement Expenses. All modification to the Leased Premises and all improvements made for Tenant's benefit shall be at the Tenant's expense and such improvements, including structures, antenna, transmission equipment, facilities and other equipment, shall be maintained in a good state of repair, at least equal to the standard of maintenance of the Landlord's or Tower Tenant's facilities on or adjacent to the Leased Premises, and secured by Tenant.
- f. Replacements, Updates, and Modifications. Tenant may not add to or alter the Communication Facilities set forth in **Exhibit D** without providing written notice of the same to Landlord, obtaining Landlord's written consent, and complying with all applicable zoning and permitting requirements. Tenant shall notify and provide detailed plans and specifications to Landlord for any such proposed modification of use, together with any other information reasonably requested by Landlord regarding such requested modification, including but not limited to, a technical study, if applicable, carried out at Tenant's expense. Tenant agrees to reimburse Landlord, within thirty (30) days of receipt of an invoice from Landlord, for all undisputed costs incurred by Landlord in connection with any review of such request, including but not limited to plan review, structural review, site meetings, inspection time, and as-built updating because of Tenant's changes, including attorneys' fees for drafting and/or reviewing documents. Tenant shall follow the above-defined Invoice Dispute Procedure to address any disputed portions of an invoice. Landlord may require Tenant to post an escrow to cover anticipated costs of Landlord's review and utilize an escrow agreement to facilitate the reimbursement process. Such an escrow agreement shall be in a form and substance acceptable to Landlord. Landlord shall have no obligation to commence review until any required escrow is posted by Tenant. Landlord shall not unreasonably withhold consent for, nor charge additional rent for, any modification proposals which replace or alter the Communication Facilities in such a way that satisfies all of the following: The modification 1) is compliant with all applicable law; and 2) does not encroach upon other real or personal property; and 3) does not expand, intensify, or alter the Communication Facilities to occupy more or new space, volume, or effective project area; and 4) is not of greater height or weight, nor does

it decrease Landlord's leasable space on the Subject Property (such a proposed modification a "Like-for-Like Modification"). If Landlord reasonably determines that a proposed modification does not qualify as a Like-for-Like Modification, Landlord shall retain full, unqualified and sole discretion to approve or deny the application and charge additional rent for the same. If Landlord consents to Tenant's use of additional property or structural design or equipment modifications or improvements, the parties will negotiate the amount of additional rent, if any, for the additional use. If the Landlord consents, the parties will also facilitate the exchange and review of as-built drawings and construction plans in a manner and form prescribed by Landlord. Landlord will use commercially reasonable efforts to timely review and process Tenant's modification applications.

- g. Drawings. Upon written request by Landlord, Tenant shall provide Landlord with as-built drawings of the equipment and improvements installed on the Leased Premises, which show the actual location of all Communication Facilities. Said drawings shall be accompanied by a complete and detailed inventory of all equipment, personal property, and Communication Facilities actually placed on the Leased Premises.
- h. No Interference. Tenant shall, at its own expense, maintain any equipment on or attached to the Leased Premises in a safe condition, in good repair and in a manner reasonably suitable to Landlord so as not to conflict with the use of the surrounding premises by Landlord.
- i. Access, Notice. Tenant, at all times during this Agreement but subject to the consent of Tower Tenant, shall have access to the Leased Premises in order to install, operate and maintain its Communication Facilities, subject to the terms of this Agreement and applicable federal, state, and local law. Tenant shall notify Landlord and Tower Tenant of scheduled work to the Communication Facilities at least forty-eight (48) hours in advance of the start of the scheduled work. In the case of the need for emergency work to the Communication Facilities, Tenant shall notify Landlord as soon as practicable after commencement of the work.
- j. Payment of Utilities. Tenant shall separately meter charges for the consumption of electricity and other utilities associated with its use of the Leased Premises and the Antenna Facilities and shall promptly pay all costs associated therewith.
- k. Noise. All Communication Facilities shall be constructed and operated in such a manner as to minimize the amount of noise impacts to nearby properties and be in compliance with applicable State and local noise abatement standards as may be amended from time to time. All generators on the Property must be certified to meet State and local emissions standards and include sound attenuation and enclosure, as well as secondary fuel containment. Tenant will, at its own expense, install noise mitigation equipment or a buffer to meet State noise standards, if necessary.

6. Emergency Facilities. In the event of a natural or manmade disaster, in order to protect the health, welfare, and safety of the community, Tenant may erect additional Communication Facilities and install additional equipment on a temporary basis on the Leased Premises to assure continuation of service. Such temporary operation shall not exceed ninety (90) days unless Tenant obtains written approval from Landlord, which written approval shall not be unreasonably withheld, conditioned or delayed.

7. Defense and Indemnification.
 - a. General. Tenant agrees to defend, indemnify and hold harmless Landlord and its elected officials, officers, employees, agents, and representatives, from and against any and all claims, costs, losses, expenses, demands, actions, or causes of action, including reasonable attorneys' fees and other costs and expenses of litigation, which may be asserted against or incurred by Landlord or for which Landlord may be liable in the performance of this Agreement arising from Tenant's installation, maintenance, and operation of its Communication Facilities or Tenant's use of the Leased Premises, except those which arise from the negligence, willful misconduct, of Landlord. Tenant shall defend all claims arising out of the installation, operation, use, maintenance, repair, removal, or presence of Tenant's Communication Facilities, equipment and related facilities on the Leased Premises. Landlord agrees to defend, indemnify and hold Tenant and its officers, employees, agents, and representatives harmless from any and all costs (including reasonable attorneys' fees) and claims of liability or loss which arise out of Landlord's use of the Leased Premises except those which arise from the negligence, willful misconduct, or other fault of Tenant.

 - b. Hazardous Materials. Without limiting the scope of Subparagraph 7(a) above, Tenant will be solely responsible for and will defend, indemnify, and hold Landlord, its agents, and employees harmless from and against any and all claims, costs, and liabilities, including reasonable attorneys' fees and costs, to the extent resulting from Tenant's violation of any applicable environmental or employee health and safety laws or to the extent that Tenant causes a release of any Hazardous Materials. For purposes of this Agreement, "Hazardous Materials" shall be interpreted broadly and specifically includes, without limitation, asbestos, fuel, batteries or any hazardous substance, waste, or materials as defined in any federal, state, or local environmental or safety law or regulations including, but not limited to CERCLA. Notwithstanding the foregoing, Tenant will not be liable for any Hazardous Materials on the Leased Premises that were present prior to the Effective Date. Landlord will defend, indemnify, and hold Tenant, its agents, and employees harmless from and against any and all claims, costs, and liabilities, including reasonable attorneys' fees and costs, arising out of or in connection with the cleanup or restoration of the Leased Premises resulting from Landlord's introduction of Hazardous Materials to the premises.

 - c. Tenant's Warranty. Tenant represents and warrants that its use of the Leased Premises will not generate and Tenant will not illegally store or dispose of on the

Leased Premises, nor transport to or over the Leased Premises, any Hazardous Materials, unless Tenant specifically informs Landlord thereof in writing twenty-four (24) hours prior to such storage, disposal or transport, or otherwise as soon as Tenant becomes aware of the existence of Hazardous Materials on the Leased Premises. The obligations of this Section 7 shall survive the expiration or other terminations of this Agreement. Tenant shall be allowed to store reasonable quantities of batteries in good working order which are not damaged, leaking, or otherwise compromised on the Leased Premises to provide backup power to Tenant's equipment on the Subject Property.

8. Insurance.

- a. Worker's Compensation. Tenant must maintain Workers' Compensation insurance in compliance with all applicable state statutory limits. The policy shall also provide Employer's Liability coverage with limits of not less than \$1,000,000 bodily injury each accident, \$1,500,000 bodily injury by disease, policy limit, and \$1,000,000 bodily injury by disease, each employee. These limits may be satisfied by a combination with an umbrella or excess liability policy, provided coverage afforded by the umbrella or excess policy is no less than the underlying workers' compensation insurance.
- b. General Liability. Tenant must maintain an occurrence form Commercial General Liability coverage. Such coverage shall include, but not be limited to, bodily injury, property damage – broad form, and personal injury for the hazards of premises/operation, broad form contractual, independent contracts, and products/completed operation.

Tenant must maintain aforementioned Commercial General Liability Coverage with limits of liability not less than \$1,500,000 each occurrence; \$1,500,000 personal and advertising injury; \$2,000,000 general aggregate, and \$2,000,000 products and completed operations aggregate. These limits may be satisfied by the comprehensive general liability coverage or in combination with an umbrella or excess liability policy, provided coverage afforded by the umbrella or excess policy is no less than the underlying commercial general liability coverage.

The City of Long Lake will be named as Additional Insured. Additional insured coverage shall apply as Primary insurance and Non Contributory with respect to the City of Long Lake. Additionally, Landlord requires that Tenant carry completed operations insurance per Minnesota statute. Any contractor retained by Tenant shall obtain from its insurers a waiver of subrogation in favor of the City of Long Lake with respect to losses arising out of or in connection with any work to be performed on the Leased Premises.

- c. Automobile Liability. Tenant must carry automobile liability coverage. Coverage shall afford total liability limits for bodily injury liability and property damage liability in the amount of \$1,500,000 per accident. The liability limits may be

afforded under a Commercial Policy, or in combination with an Umbrella or Excess Liability Policy provided coverage of ridges afforded by the Umbrella Excess Policy is no less than the underlying Commercial Auto Liability coverage.

Coverage shall be provided for bodily injury and property damage for the ownership use, maintenance or operation of all owned, non-owned and hired automobiles.

The Commercial Automobile Policy shall include at least statutory personal injury protection, uninsured motorists and underinsured motorists' coverage.

- d. Tenant's Property Insurance. Tenant must keep in force during the term of this Agreement a policy covering damages to its property at the Leased Premises. The amount of coverage shall be sufficient to replace the damaged property, loss of use and comply with any ordinance or law requirements.
- e. Additional Insured – Certificate of Insurance. Tenant shall provide, upon written request by Landlord, evidence of the required insurance in the form of a Certificate of Insurance issued by a company (rated A- or better) by Best Insurance Guide, licensed to do business in the state of Minnesota, which includes all coverages required in this Section 8. Tenants will name Landlord as an Additional Insured on the General Liability and Commercial Automobile Liability Policies. The certifications shall also provide the coverage may not be cancelled without 30 days' prior written notice to Landlord. Failure to maintain all of the insurance policies required by this Section 8 shall amount to a material breach of Tenant's obligations under this Agreement and shall empower Landlord to terminate the Agreement immediately and without cost to Landlord. In the event of a non-renewal or material change to the policies required by this Section 8, Tenant shall provide to Landlord 30 days' written notice of this event and an updated certificate of insurance demonstrating the required coverage.
- f. Waiver of Claims; Subrogation. Each of Landlord and Tenant hereby releases the other from any and all liability or responsibility to the other or anyone claiming through or under it by way of subrogation or otherwise for any loss or damage that may occur to the Leased Premises or the Subject Property or any improvements thereto, or any property of such party therein, by reason of fire or any other cause which could be insured against under the terms of standard fire and extended coverage (all-risk) insurance policies, regardless of cause or origin, including fault or negligence of the other party hereto, or anyone for whom such party may be responsible. Each party shall cause each insurance policy obtained by it to provide that the insurer waives all right of recovery by way of subrogation against either party hereto in connection with damage covered by such policy. The releases in this Section 8 will be effective whether or not the loss was actually covered by insurance. Tenant assumes all risk of loss or damage of Tenant's property or leasehold improvements within the Leased Premises or the Subject Property, including any loss or damage caused by water leakage, fire, windstorm, explosion,

theft, act of any other tenant, or other cause. Landlord will not be liable to Tenant, or its employees, for loss of or damage to any property in or at the Leased Premises or the Subject Property, nor shall Landlord be responsible for any actions of Tower Tenant.

9. Damage or Destruction. If the Leased Premises, the Subject Property, or the Antenna Facilities is destroyed or damaged, so as, in Tenant's reasonable judgment, to hinder its effective use of the Communication Facilities, Tenant may elect to terminate this Agreement upon thirty (30) days' written notice to the Landlord.
10. Lease Termination.
 - a. Events of Termination. Except as otherwise provided herein, this Agreement may be terminated (the "**Termination Date**") as follows:
 - (i) by either party upon a default of any covenant or term hereof by the other party, which default is not cured within sixty (60) days of receipt of written notice of default to the other party (without, however, limiting any other rights of the parties pursuant to any other provisions hereof) unless such default may not reasonably be cured within a 60-day period in which case, this Agreement may not be terminated if the defaulting party commences action to cure the default within such 60-day period and proceeds with due diligence to fully cure the default;
 - (ii) by Tenant immediately upon notice to Landlord if it is unable to obtain or maintain any license, permit or other governmental approval necessary for the construction and/or operation of the Communication Facilities or Tenant's business;
 - (iii) by Tenant if changes in law prohibit Tenant's ability to operate Tenant's Communication Facilities or reasonably obtainable replacement equipment the Leased Premises;
 - (iv) by Tenant if Landlord or a third party installs any structure, equipment, or other item on the Antenna Facilities or the Subject Property, which blocks, hinders, limits, or prevents Tenant from being able to use Tenant's Communication Facilities for Tenant's Use;
 - (v) by Tenant upon ninety (90) days' prior written notice to Landlord due to the expiration or bona fide and good faith termination, directly attributable to Tower Tenant and not due to default by Tenant, of all of Tenant's rights to utilize Tower Tenant's Antenna Facilities on the Subject Property;
 - (vi) Landlord for cause upon Tenant's failure to maintain valid insurance policies under Section 8 of this Agreement.

- (vii) this Agreement shall immediately terminate upon the termination, expiration, or cancellation of the Sprint Lease Agreement.
- b. Notice of Termination. The parties shall give notice of termination in writing by first class U.S. mail, certified mail, or personal service. Notices shall be deemed delivered upon acknowledgment or three days after the date of mailing, whichever occurs first. All rentals paid pursuant to this Agreement prior to said termination date shall be retained by Landlord.
- c. Tenant's Liability for Early Termination. If this Agreement is terminated by Landlord pursuant to Section 10(a)(i) or if Tenant terminates this Agreement other than as expressly provided in the Agreement (each an "Early Termination Event"), Tenant shall be obligated to immediately pay to Landlord all then earned and outstanding Rent plus a termination fee equal to twelve (12) months' rent at then current rate (the "Early Termination Fee"). This liability shall be in addition to any other Tenant liability for breach of the terms of this Agreement.
- d. Site Restoration. Tenant shall have ninety (90) days from the Termination Date or Expiration of the Lease, to remove its Communication Facilities, and related equipment from the Leased Premises, repair the site and restore the surface of the Leased Premises to the condition existing prior to the Effective Date, except for normal wear and tear and damage by the elements, unless a different agreement is reached, in writing, between Tenant and Landlord. In the event that Tenant's Communication Facilities, and related equipment are not removed within 90 days, Landlord may remove the same, at Tenant's expense. If Tenant fails to remove the Communication Facilities or any other improvements within 90 days, Tenant shall pay to Landlord, notwithstanding the termination of this Lease, rent in an amount equal to 150% of the amount of applicable Rent that would have been due for the period of time that the Communication Facilities remain on the Property. If this failure occurs after the expiration of the Term, Tenant shall pay to Landlord 150% of the amount of applicable Rent for the last three months' of the Term of the Agreement. This 150% holdover fee shall be applied in addition to any applicable Early Termination Fee.
11. Limitation of Liability. Except for the indemnification pursuant to Paragraph 7, neither Party shall be liable to the other, or any of their respective agents, representatives, or employees for any lost revenue, lost profits, loss of technology, rights or services, incidental, punitive, indirect, special or consequential damages, loss of data, or interruption or loss of use of service, even if advised of the possibility of such damages, whether under theory of contract, tort (including negligence), strict liability or otherwise.
12. Assignment. This Agreement, and rights thereunder, may be sold, assigned, or transferred at any time by Tenant to Tenant's parent, principal, affiliates, wholly-owned subsidiaries, wholly owned subsidiaries of its parent or any entity which acquires substantially all of the Tenant's assets in the market defined by the Federal Communications Commission in which the assets are located by reason of a merger, acquisition, or other business reorganization, without notice to or the consent of Landlord. As to other parties, this

Agreement may not be sold, assigned, or transferred without the written consent of the Landlord, such consent not to be unreasonably withheld or delayed. Upon consent to assignment the party to which this Agreement is assigned must agree to be bound by all terms of this Agreement or such assignment shall be invalid. For purposes of this paragraph, an "affiliate" or "subsidiary" means an entity, which directly or indirectly controls or is controlled by Tenant, or any entity directly or indirectly under common control with Tenant.

- 13. Condemnation. In the event the whole of the Leased Premises is taken by eminent domain, the Agreement shall terminate as of the date title to the Leased Premises vests in the condemning authority. In the event a portion of the Leased Premises is taken by eminent domain, either party shall have the right to terminate this Agreement as of said date of title transfer, by giving thirty (30) days written notice to the other party. In the event of any taking under the power of eminent domain, Landlord and Tenant shall be entitled to receive and retain such separate award and portions of lump sum awards as may be allocated to their respective interests in any condemnation proceedings, or as may be otherwise agreed. Termination of this Agreement shall not affect the right of the parties to such awards.
- 14. Enforcement and Attorneys' Fees. In the event that either party to this Agreement shall litigate a claim or bring claim in arbitration to enforce any rights hereunder, the prevailing party shall be entitled to recover costs and reasonable attorneys' fees incurred as a result to such claim.
- 15. Notices. All notices hereunder must be in writing and shall be deemed validly given if delivered personally or if sent by certified mail, return receipt requested, or by overnight courier, or by first class U.S. mail addressed as follows (or any other address that the party to be notified may have designated to the sender by like notice):

If to Landlord, to: City of Long Lake
 Attention: City Administrator
 450 Virginia Avenue
 P.O. Box 606
 Long Lake, MN 55356

With Copy to: John J. Thames, City Attorney
 6300 Shingle Creek Parkway, Suite 305
 Minneapolis, MN 55430

If to Tenant, to: DISH Wireless, LLC
 Attention: Lease Administration / MNMSP00373A
 5701 South Santa Fe Drive
 Littleton, CO 80120

16. Authority. Each of the individuals executing this Agreement on behalf of the Tenant or the Landlord represents to the other party that such individual is authorized to do so by requisite action of the party to this Agreement.
17. Binding Effect. This Agreement shall run with the Subject Property. This Agreement shall extend to and bind the heirs, personal representatives, successors and assigns of the parties hereto.
18. Complete Lease; Amendments. This Agreement constitutes the entire agreement and understanding of the parties and supersedes all offers, negotiations, and other agreements of any kind. There are no representations or understandings of any kind not set forth herein. Any modification of or amendment to this Agreement must be in writing and executed by both parties.
19. Governing Law; Jurisdiction. This Agreement shall be construed in accordance with the laws of the State of Minnesota. Further, in the event that either party to this Agreement shall litigate a claim or bring claim in arbitration to enforce any rights hereunder, that claim shall be handled in Hennepin County, Minnesota. Any such litigation shall be handled by the Hennepin County District Court.
20. Severability. If any term of this Agreement is found be void or invalid, such invalidity shall not affect the remaining terms of this Agreement, which shall continue in full force and effect.
21. Memorandum. Upon a request of either party, the parties agree to promptly execute and deliver a recordable memorandum of this Agreement.
22. Brokers. If either party is represented by a real estate broker in this transaction, that party shall be responsible for any fee due to such broker and shall hold the other party harmless from any claims for commission by such broker.
23. Counterparts. This Agreement may be signed in counterparts by the parties hereto each of which counterparts shall be considered an original.
24. Survival. The provisions of this Agreement relating to defense and indemnification from one party to the other party shall survive any termination or expiration of this Agreement. Additionally, any provisions of this Agreement which require performance subsequent to the termination or expiration of this Agreement including, without limitation, restoration obligations shall also survive such termination or expiration.
25. Force Majeure. Notwithstanding anything to the contrary in this Agreement, neither Party shall be liable to the other Party for nonperformance or delay in performance of any of its obligations under this Agreement due to causes beyond its reasonable control, including, without limitation, strikes, lockouts, pandemics, labor troubles, acts of God, accidents, technical failure, governmental restrictions, insurrections, riots, enemy act, war, civil commotion, fire, explosion, flood, windstorm, earthquake, natural disaster or other casualty ("Force Majeure"). Upon the occurrence of a Force Majeure condition, the affected Party shall immediately notify the other Party with as much detail as possible and shall promptly

inform the other Party of any further developments. Immediately after the Force Majeure event is removed or abates, the affected Party shall perform such obligations with all due speed. Neither Party shall be deemed in default of this Agreement to the extent that a delay or other breach is due to or related to a Force Majeure event. A proportion of the Rent herein reserved, according to the extent that such Force Majeure event shall interfere with the full enjoyment and use of the Premises, shall be suspended and abated from the date of commencement of such Force Majeure event until the date that such Force Majeure event subsides, provided reasonable documentation of that specific interference with use is disclosed to the other Party. If such Force Majeure event prevents the affected Party from performing its obligations under this Agreement, in whole or in part, for a period of forty-five (45) or more days, then the other Party may terminate this Agreement immediately upon Notice to the affected Party. Notwithstanding the foregoing, Landlord and Tenant acknowledge and agree that this Agreement is entered into during the global COVID-19 pandemic, but the present status of the COVID-19 pandemic does not, absent significant changes in circumstances, amount to a present event of Force Majeure as defined herein.

26. Tower Tenant Consent Required. This Agreement shall not take effect nor be valid and enforceable without the endorsed consent of the above-identified Tower Tenant.

[Signatures on pages to follow]

IN WITNESS WHEREOF, the parties hereto have set their hands the day and year first above written.

LANDLORD:

CITY OF LONG LAKE, a Minnesota municipal corporation

By: _____
Charlie Miner

Its: Mayor

By: _____
Scott Weske

Its: Administrator

STATE OF MINNESOTA)
) ss
COUNTY OF HENNEPIN)

The foregoing instrument was acknowledged before me this _____ day of _____, 2023 by Charlie Miner, the Mayor, and Scott Weske, the City Administrator, of the City of Long Lake, Minnesota, on behalf of said municipal corporation.

Notary Public

TENANT:

DISH WIRELESS, LLC
a Colorado limited liability company

By: *Satish Sharma*
Satish Sharma
Executive VP
DISH Wireless

(printed name)

STATE OF Colorado
COUNTY OF Arapahoe) ss

The foregoing instrument was acknowledged before me this 2nd day of January, 2025 by Satish Sharma the EMP of DISH Wireless, LLC, a Colorado limited liability company, on behalf of said limited liability company.

DENISE FULLER
Notary Public
State of Colorado
Notary ID # 20004019620
My Commission Expires 08-18-2024

[Signature]
Notary Public

CONSENT OF TOWER TENANT

TOWER TENANT:

Global Signal Acquisitions III LLC

By: [Signature]

CHRISTOPHER ROBY
(printed name)

STATE OF Arizona)
) ss
COUNTY OF Maricopa)

The foregoing instrument was acknowledged before me this 18th day of December, 2023 by CHRISTOPHER ROBY, the REAL ESTATE SUPERVISOR, of GSA III, LLC, a LLC, on behalf of said LLC.

Clarice S Gauer
Notary Public

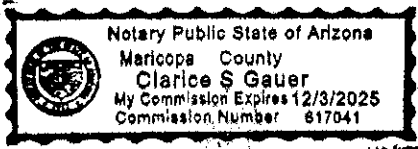


EXHIBIT A
(Subject Property Description)

Property Address: 1345 Wayzata Boulevard W, Long Lake, Minnesota 55356

Parcel Identification Number: 35-118-23-31-0038

Legal Description of the Property:

Tract A, Registered Land Survey No. 1159, Office of the Registrar of Titles, Hennepin County, Minnesota.

EXHIBIT B
(The "Sprint Leased Property")

All that part of the following:

Tract A, Registered Land Survey No. 1159, files of Registrar of Titles, County of Hennepin.

Described as follows:

Commencing at the Southeast corner of said Tract A; thence North 01 degrees 19 minutes 48 seconds West, assumed bearing along the East line of said Tract A, a distance of 30.74 feet to the point of beginning of the Lease Premises Site to be described; thence South 88 degrees 40 minutes 12 seconds West, a distance of 15.00 feet to a point hereinafter referred to as Point A; thence continuing South 88 degrees 40 minutes 12 seconds West, a distance of 15.00 feet; thence North 01 degrees 19 minutes 48 seconds West, a distance of 30.00 feet; thence North 88 degrees 40 minutes 12 seconds East, a distance of 30.00 feet; thence South 01 degrees 19 minutes 48 seconds East, a distance of 30.00 feet; thence South 01 degrees 19 minutes 48 seconds East, a distance of 30.00 feet to the point of beginning.

Together with a 20.00 foot easement for access and utility purposes, over, under and across the above described property, the centerline of which is described as follows:

Beginning at the above described Point A; thence South 01 degrees 19 minutes 48 seconds East, a distance of 10.00 feet; thence South 88 degrees 40 minutes 12 seconds West, a distance of 64.57 feet; thence North 07 degrees 39 minutes 51 seconds West, a distance of 79.75 feet to the southerly Right of Way line of US Trunk Highway No. 12 and said centerline there terminating.

The sidelines of said easement are to be prolonged or shortened to terminate at the said southerly Right of Way line of US Trunk Highway No. 12.

EXHIBIT C
(the "Leased Premises")

PROPOSED LEASE AREA #1

A PARCEL OF LAND, BEING A PART OF AND LYING ENTIRELY WITHIN TRACT "A" PER REGISTERED LAND SURVEY NO. 1159 IN GOVERNMENT LOT 3, OF SECTION 35, TOWNSHIP 118 NORTH, RANGE 23 WEST, HENNEPIN COUNTY, MINNESOTA, AND IS MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE NORTHEAST CORNER OF SAID TRACT "A";

THENCE ALONG AND UPON THE EASTERLY LINE OF SAID TRACT A, SOUTH 03°12'31" EAST, A DISTANCE OF 66.51 FEET;

THENCE LEAVING SAID EASTERLY LINE, NORTH 90°00'00" WEST, A DISTANCE OF 8.77 FEET, TO THE SOUTHEAST CORNER OF PROPOSED ACCESS/UTILITY EASEMENT;

THENCE LEAVING SAID SOUTHEAST CORNER, NORTH 27°22'14" WEST, A DISTANCE OF 4.35 FEET, TO THE POINT-OF-BEGINNING;

THENCE NORTH 90°00'00" WEST, A DISTANCE OF 5.00 FEET (L17);

THENCE NORTH 00°00'00" EAST, A DISTANCE OF 3.00 FEET (L18);

THENCE SOUTH 90°00'00" EAST, A DISTANCE OF 5.00 FEET (L19);

THENCE SOUTH 00°00'00" WEST, A DISTANCE OF 3.00 FEET (L20), TO THE POINT-OF-BEGINNING;

CONTAINING 15 SQUARE FEET (0.0003 ACRES) MORE OR LESS.

SUBJECT TO INGRESS AND EGRESS, EXISTING OVERHEAD POWER LINE, AND ALL EASEMENTS, RESERVATIONS OR RESTRICTIONS OF RECORD, IF ANY.

PROPOSED LEASE AREA #2

A PARCEL OF LAND, BEING A PART OF AND LYING ENTIRELY WITHIN TRACT "A" PER REGISTERED LAND SURVEY NO. 1159 IN GOVERNMENT LOT 3, OF SECTION 35, TOWNSHIP 118 NORTH, RANGE 23 WEST, HENNEPIN COUNTY, MINNESOTA, AND IS MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE NORTHEAST CORNER OF SAID TRACT "A";

THENCE ALONG AND UPON THE EASTERLY LINE OF SAID TRACT A, SOUTH 03°12'31" EAST, A DISTANCE OF 66.51 FEET;

THENCE LEAVING SAID EASTERLY LINE, NORTH 90°00'00" WEST, A DISTANCE OF 8.77 FEET, TO THE SOUTHEAST CORNER OF PROPOSED ACCESS/UTILITY EASEMENT;

THENCE ALONG AND UPON THE SOUTHERLY LINE OF SAID ACCESS/UTILITY EASEMENT CONTINUING NORTH 90°00'00" WEST, A DISTANCE OF 15.88 FEET (L1);

THENCE NORTH 53°46'48" WEST, A DISTANCE OF 11.95 FEET (L2);

THENCE LEAVING SAID SOUTHERLY LINE, NORTH 84°23'17" EAST, A DISTANCE OF 3.82 FEET, TO THE POINT-OF-BEGINNING;

THENCE SOUTH 90°00'00" EAST, A DISTANCE OF 3.00 FEET (L21);

THENCE SOUTH 00°00'00" WEST, A DISTANCE OF 3.00 FEET (L22);

THENCE NORTH 90°00'00" WEST, A DISTANCE OF 3.00 FEET (L23);

THENCE NORTH 00°00'00" EAST, A DISTANCE OF 3.00 FEET (L24), TO THE POINT-OF-BEGINNING;

CONTAINING 9 SQUARE FEET (0.0002 ACRES) MORE OR LESS.

SUBJECT TO INGRESS AND EGRESS, EXISTING OVERHEAD POWER LINE, AND ALL EASEMENTS, RESERVATIONS OR RESTRICTIONS OF RECORD, IF ANY.

PROPOSED ACCESS/UTILITY EASEMENT

A 12 FOOT WIDE PARCEL OF LAND, BEING A PART OF AND LYING ENTIRELY WITHIN TRACT "A" PER REGISTERED LAND SURVEY NO. 1159 IN GOVERNMENT LOT 3, OF SECTION 35, TOWNSHIP 118 NORTH, RANGE 23 WEST, HENNEPIN COUNTY, MINNESOTA, AND IS MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE NORTHEAST CORNER OF SAID TRACT "A";

THENCE ALONG AND UPON THE EASTERLY LINE OF SAID TRACT A, SOUTH 03°12'31" EAST, A DISTANCE OF 66.51 FEET;

THENCE LEAVING SAID EASTERLY LINE, NORTH 90°00'00" WEST, A DISTANCE OF 8.77 FEET, TO THE POINT-OF-BEGINNING;

THENCE CONTINUING NORTH 90°00'00" WEST, A DISTANCE OF 15.88 FEET (L1);

THENCE NORTH 53°46'48" WEST, A DISTANCE OF 11.95 FEET (L2);

THENCE NORTH 90°00'00" WEST, A DISTANCE OF 48.18 FEET (L3);

THENCE NORTH 12°33'11" WEST, A DISTANCE OF 55.77 FEET (L4), TO A POINT ON THE SOUTHERLY RIGHT-OF-WAY LINE OF WAYZATA BOULEVARD W.;

THENCE ALONG AND UPON SAID SOUTHERLY RIGHT-OF-WAY LINE, NORTH 86°54'28" EAST, A DISTANCE OF 12.17 FEET (L5);

THENCE LEAVING SAID RIGHT-OF-WAY LINE, SOUTH 12°33'11" EAST, A DISTANCE OF 44.15 FEET (L6);

THENCE SOUTH 90°00'00" EAST, A DISTANCE OF 42.48 FEET (L7);

THENCE SOUTH 53°46'48" EAST, A DISTANCE OF 11.95 FEET (L8);

THENCE SOUTH 90°00'00" EAST, A DISTANCE OF 11.96 FEET (L9);

THENCE SOUTH 00°00'00" EAST, A DISTANCE OF 12.00 FEET (L10), TO THE POINT-OF-BEGINNING;

CONTAINING 1,454 SQUARE FEET (0.03 ACRES) MORE OR LESS.

THE SIDELINES OF SAID EASEMENT ARE TO BE PROLONGED OR SHORTENED SO AS TO TERMINATE ON SOUTH RIGHT-OF-WAY LINE. SUBJECT TO INGRESS AND EGRESS, EXISTING OVERHEAD POWER LINE, AND ALL EASEMENTS, RESERVATIONS OR RESTRICTIONS OF RECORD, IF ANY.

PROPOSED UTILITY EASEMENT

A 6 FOOT WIDE PARCEL OF LAND, BEING A PART OF AND LYING ENTIRELY WITHIN TRACT "A" PER REGISTERED LAND SURVEY NO. 1159 IN GOVERNMENT LOT 3, OF SECTION 35, TOWNSHIP 118 NORTH, RANGE 23 WEST, HENNEPIN COUNTY, MINNESOTA, AND IS MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE NORTHEAST CORNER OF SAID TRACT "A";

THENCE ALONG AND UPON THE EASTERLY LINE OF SAID TRACT A, SOUTH 03°12'31" EAST, A DISTANCE OF 66.51 FEET;

THENCE LEAVING SAID EASTERLY LINE, NORTH 90°00'00" WEST, A DISTANCE OF 8.77 FEET, TO THE SOUTHEAST CORNER OF PROPOSED ACCESS/UTILITY EASEMENT;

THENCE ALONG AND UPON THE SOUTHERLY LINE OF SAID ACCESS/UTILITY EASEMENT CONTINUING NORTH 90°00'00" WEST, A DISTANCE OF 15.88 FEET (L1);

THENCE NORTH 53°46'48" WEST, A DISTANCE OF 1.80 FEET, TO THE POINT-OF-BEGINNING;

THENCE LEAVING SAID SOUTHERLY LINE OF PROPOSED ACCESS/UTILITY EASEMENT, NORTH 90°00'00" WEST, A DISTANCE OF 61.18 FEET (L11);

THENCE NORTH 12°33'11" WEST, A DISTANCE OF 61.58 FEET (L12), TO A POINT ON THE SOUTHERLY RIGHT-OF-WAY LINE OF WAYZATA BOULEVARD W.;

THENCE ALONG AND UPON SAID SOUTHERLY RIGHT-OF-WAY LINE, NORTH 86°54'28" EAST, A DISTANCE OF 6.08 FEET (L13), TO THE NORTHWEST CORNER OF PROPOSED ACCESS/UTILITY EASEMENT;

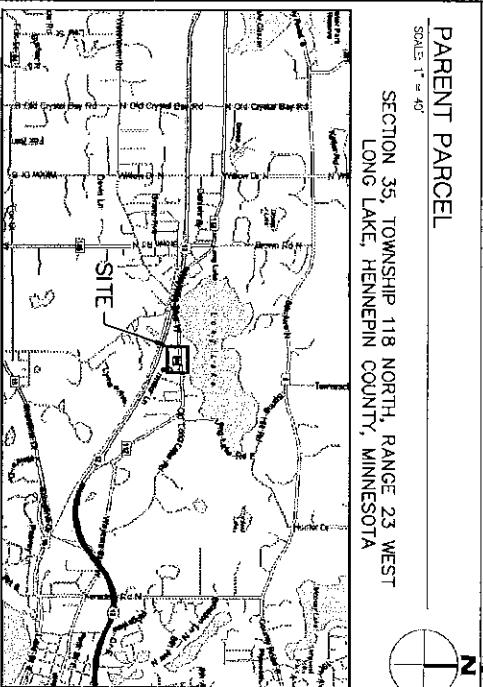
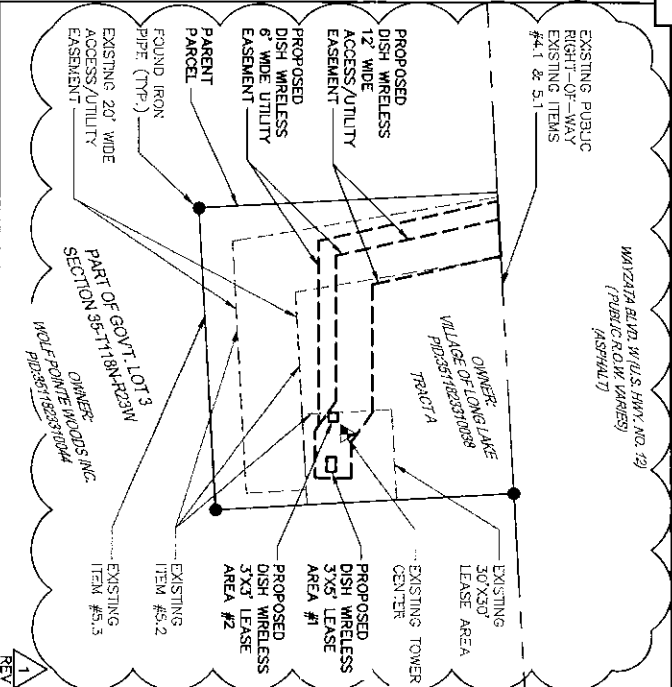
THENCE LEAVING SAID RIGHT-OF-WAY LINE, ALONG AND UPON THE WESTERLY LINE OF PROPOSED ACCESS/UTILITY EASEMENT SOUTH 12°33'11" EAST, A DISTANCE OF 55.77 FEET (L14);

THENCE SOUTH 90°00'00" EAST, A DISTANCE OF 48.18 FEET (L15);

THENCE SOUTH 53°46'48" EAST, A DISTANCE OF 10.15 FEET (L16), TO THE POINT-OF-BEGINNING;

CONTAINING 680 SQUARE FEET (0.02 ACRES) MORE OR LESS.

THE SIDELINES OF SAID EASEMENT ARE TO BE PROLONGED OR SHORTENED SO AS TO TERMINATE ON SOUTH RIGHT-OF-WAY LINE. SUBJECT TO INGRESS AND EGRESS, EXISTING OVERHEAD POWER LINE, AND ALL EASEMENTS, RESERVATIONS OR RESTRICTIONS OF RECORD, IF ANY.



DESCRIPTION OF PARENT PARCEL

(PER WARRANTY DEED RECORDED IN THE HENNEPIN COUNTY RECORDERS' OFFICE IN INSTRUMENT NO. 829331.)
 TRACT A REGISTERED LAND SURVEY NO. 1159, OFFICE OF THE REGISTRAR OF TITLES, HENNEPIN COUNTY, MINNESOTA.

EASEMENTS, RIGHTS OF WAY, AND OTHER RECORDED DOCUMENTS

- 4.1 CONDEMNATION OF CERTAIN LANDS FOR TRUNK HIGHWAY PURPOSES BY WAYZATA HOLDING COMPANY, ET AL TO STATE OF MINNESOTA AND COUNTY OF HENNEPIN, DATED JULY 17, 1930, RECORDED JULY 24, 1930, IN INSTRUMENT NO. 1603010. (AS SHOWN ON SUR-1)
- 5.1 HENNEPIN COUNTY STATE AID HIGHWAY NO. 112, PLAT 98 RECORDED OCTOBER 24, 2013, IN INSTRUMENT NO. 109127489. (AS SHOWN ON SUR-1)
- 5.2 MEMORANDUM OF SITE LEASE AGREEMENT BETWEEN CITY OF LONG LAKE AND SPRINT SPECTRUM L.P., DATED SEPTEMBER 25, 2001, RECORDED OCTOBER 17, 2002, IN INSTRUMENT NO. 3617399. (AS SHOWN ON SUR-1)
- 5.3 LAND SURVEY RECORDED AUGUST 20, 1965, IN INSTRUMENT NO. 1139. (AS SHOWN ON SUR-1)

TOWER INFORMATION

EXISTING TOWER TYPE	HEIGHT
MONOPOLE	110.0'

SURVEYORS NOTES

BEARINGS ARE BASED ON THE MINNESOTA STATE PLANE COORDINATE SYSTEM, HENNEPIN COUNTY ZONE (MINNESOTA DOT) FROM GPS EQUIPMENT.
 SURVEY WORK FOR THIS SITE WAS PERFORMED IN ADVERSE CONDITIONS WITH DEEP SNOW. LOCATION OF IMPROVEMENTS MAY BE IMPACTED BY THE DEPTH OF THE SNOW AT THE TIME OF VISIT.

SITE BENCHMARK

BM SOUTHWEST CORNER OF CONCRETE SLAB TOWER CENTER.
 -ELEVATION= 960.86' (NAVD 88)

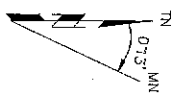
SITE SURVEY

PROPERTY OWNERS: VILLAGE OF LONG LAKE

TN= TRUE NORTH
 MN=MAGNETIC NORTH
 (MAGNETIC DECLINATION TAKEN FROM NATIONAL GEODETIC SURVEY WEB SITE FOR THIS AREA, 03/09/2023) CHANGING BY 0° 3' W/YEAR (PLUS OR MINUS 0° 25')

GEOGRAPHIC COORDINATES

COORDINATE	VALUE	UNIT
LATITUDE:	44°59'04.30"	NA083
LONGITUDE:	93°33'25.23"	NA083
SITE ELEVATION:	961 FEET	NAVD88



UTILITY NOTE

THE LOCATIONS OF UTILITY MAINS, STRUCTURES, AND SERVICE CONNECTIONS PLOTTED ON THIS DRAWING ARE APPROXIMATE ONLY AND WERE OBTAINED FROM RECORDS MADE AVAILABLE TO SURVEYOR THERE MAY BE OTHER EXISTING UTILITY MAINS, STRUCTURES, AND SERVICE CONNECTIONS NOT KNOWN TO SURVEYOR AND NOT SHOWN ON THIS DRAWING.

GENERAL NOTES

THIS PARCEL IS ZONED INST-INSTITUTIONAL DISTRICT; CITY OF LONG LAKE JURISDICTION.

SETBACKS: FRONT = 35'; REAR = 25'; SIDE = 20'.

ACCORDING TO THE FLOOD INSURANCE RATE MAP COMMUNITY-PANEL NUMBER 270303000R, PUBLISHED BY THE FEDERAL EMERGENCY MANAGEMENT AGENCY AND WITH AN EFFECTIVE DATE OF 11/04/2016, THIS SITE APPEARS TO BE LOCATED IN ZONE X (AREAS DETERMINED TO BE OUTSIDE THE 1% ANNUAL CHANCE FLOODPLAIN) TO THE BEST OF THE SURVEYOR'S KNOWLEDGE AND BELIEF. THE SURVEYOR DOES NOT CERTIFY THAT REVERSED FLOODPLAIN INFORMATION HAS NOT BEEN PUBLISHED BY THE FEDERAL EMERGENCY MANAGEMENT AGENCY OR SOME OTHER SOURCE.

A FULL BOUNDARY SURVEY WAS NOT PERFORMED ON THE PARENT PARCEL SHOWN ON THIS SHEET. ONLY MONUMENTS SHOWN AS "FOUND" WERE USED TO DESCRIBE THE EASEMENTS AND LEASE AREA.

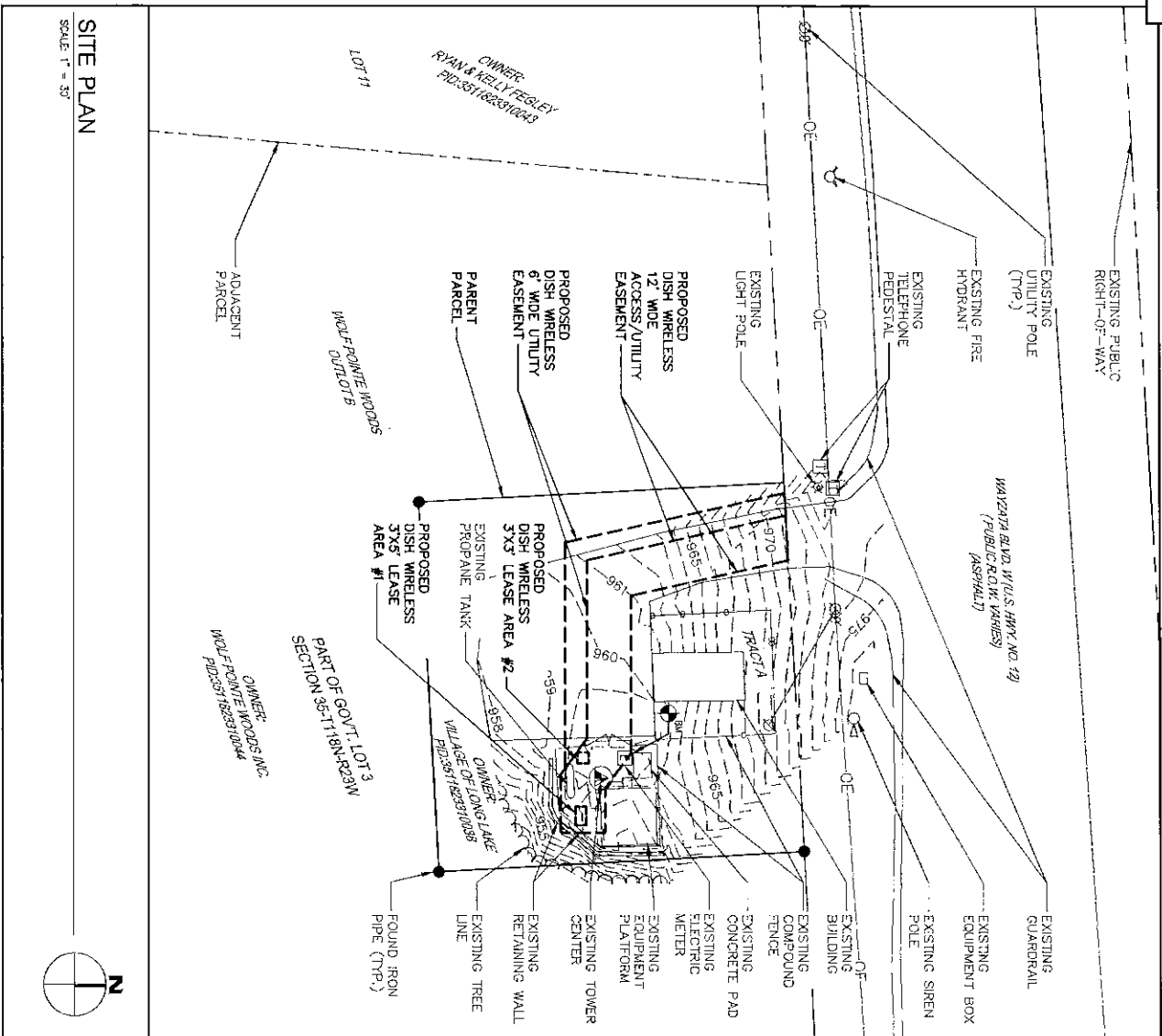
THIS SURVEY WAS PREPARED WITH THE AID OF A TITLE COMMITMENT PREPARED BY THE TITLE INSURANCE COMPANY OF MINNESOTA, INC. THE EFFECTIVE DATE OF THE TITLE COMMITMENT IS 07/23/2023 WHICH SHOWS DEEDS CHAIN OF TITLE TAXES, AND EASEMENTS OF RECORDED DESCRIBED PARENT PARCEL.

REGISTERED LAND SURVEYOR
 MINNESOTA
 Ross R. Waizer
 45334
 7/29/23

1. I HEREBY CERTIFY THAT THIS LAND SURVEYING DOCUMENT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A REGISTERED LAND SURVEYOR UNDER THE LAWS OF THE STATE OF MINNESOTA.
 DATE: _____
 SIGNATURE: *Ross R. Waizer*
 LICENSE NUMBER: 45334
 AT UNDER GENERAL STATE OF MINN. STAT. § 179.01, SURV-1, SURV-2, SURV-3, SURV-4, SURV-5

MINNSP00373A 1345 WAYZATA BLVD. W LONG LAKE, MN 55356 - 1 HENNEPIN COUNTY EXISTING MONOPOLE	PROJ # 22-14-49	DWG BY: DKC	CHKD BY: WCB
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A 02/10/23 50% INT. REVIEW	DKC
B 02/10/23 50% REVIEW	DKC
C 03/06/23 90% INT. REVIEW	DKC
D 03/07/23 90% REVIEW	OKC
0 06/05/23 FINALS	DKC
1 07/18/23 CLIENT CHANGES	DKC

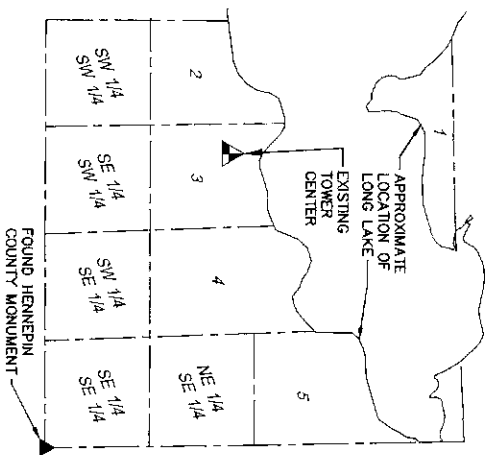


SITE PLAN
SCALE: 1" = 33'



GENERAL LEGEND

- BENCH MARK
- TELEPHONE PEDISTAL
- LIGHT POST
- FIRE HYDRANT
- SIREN POLE
- UTILITY POLE W/TRANSFORMER
- TOWER CENTERLINE
- UTILITY POLE
- EXISTING STRUCTURE
- ELECTRIC - OVERHEAD
- MINOR CONTOUR
- MAJOR CONTOUR



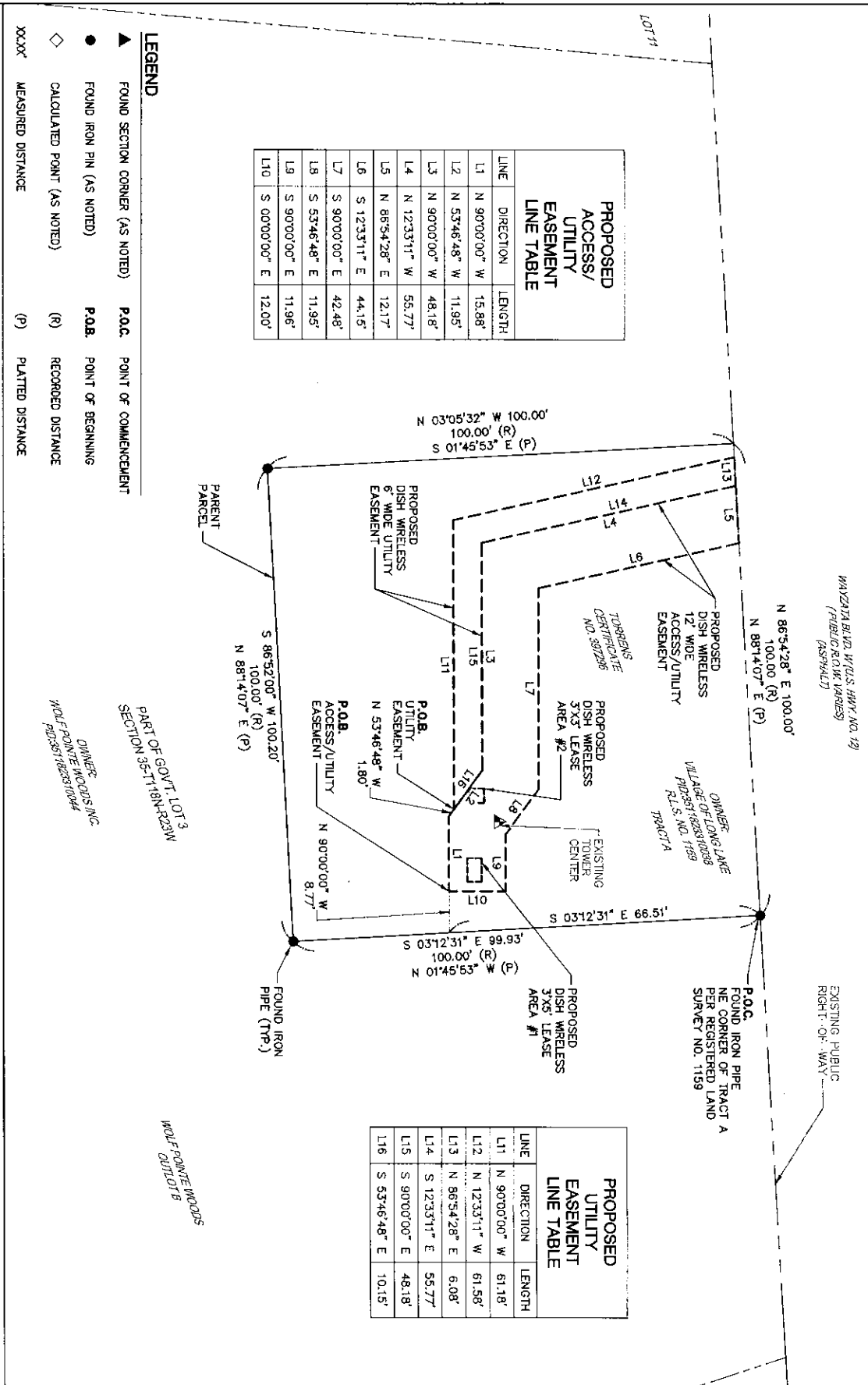
SECTION 35 - T188N - R23W
SCALE: 1" = 1500'



<p>SHEET NUMBER SUR-2</p>	<p>MNMSFP00373A 1345 WAYZATA BLVD. W LONG LAKE, MN 55358 - HENNEPIN COUNTY EXISTING MONOPOLE</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>A</td><td>02/10/23</td><td>50% INT. REVIEW</td><td>DKC</td></tr> <tr><td>B</td><td>02/10/23</td><td>60% REVIEW</td><td>DKC</td></tr> <tr><td>C</td><td>03/06/23</td><td>90% INT. REVIEW</td><td>DKC</td></tr> <tr><td>D</td><td>03/07/23</td><td>90% REVIEW</td><td>DKC</td></tr> <tr><td>0</td><td>06/05/23</td><td>FINALS</td><td>DKC</td></tr> <tr><td>1</td><td>07/18/23</td><td>CLIENT CHANGES</td><td>DKC</td></tr> </table>	A	02/10/23	50% INT. REVIEW	DKC	B	02/10/23	60% REVIEW	DKC	C	03/06/23	90% INT. REVIEW	DKC	D	03/07/23	90% REVIEW	DKC	0	06/05/23	FINALS	DKC	1	07/18/23	CLIENT CHANGES	DKC	 <small>Public Works Bureau</small>	
A	02/10/23	50% INT. REVIEW	DKC																									
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D	03/07/23	90% REVIEW	DKC																									
0	06/05/23	FINALS	DKC																									
1	07/18/23	CLIENT CHANGES	DKC																									
<p>PROJ #: 22-14-49 DWG BY: DKC CHKD BY: WCB</p>		<p>DATE: 07/18/23</p>																										

LINE	DIRECTION	LENGTH
L1	N 90°00'00" W	15.88'
L2	N 53°46'48" W	11.95'
L3	N 90°00'00" W	48.18'
L4	N 12°33'11" W	55.77'
L5	N 86°54'28" E	12.17'
L6	S 12°33'11" E	44.15'
L7	S 90°00'00" E	42.48'
L8	S 53°46'48" E	11.95'
L9	S 90°00'00" E	11.96'
L10	S 00°00'00" E	12.00'

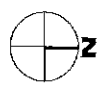
LINE	DIRECTION	LENGTH
L11	N 90°00'00" W	61.18'
L12	N 12°33'11" W	61.58'
L13	N 86°54'28" E	6.08'
L14	S 12°33'11" E	55.77'
L15	S 90°00'00" E	48.18'
L16	S 53°46'48" E	10.15'



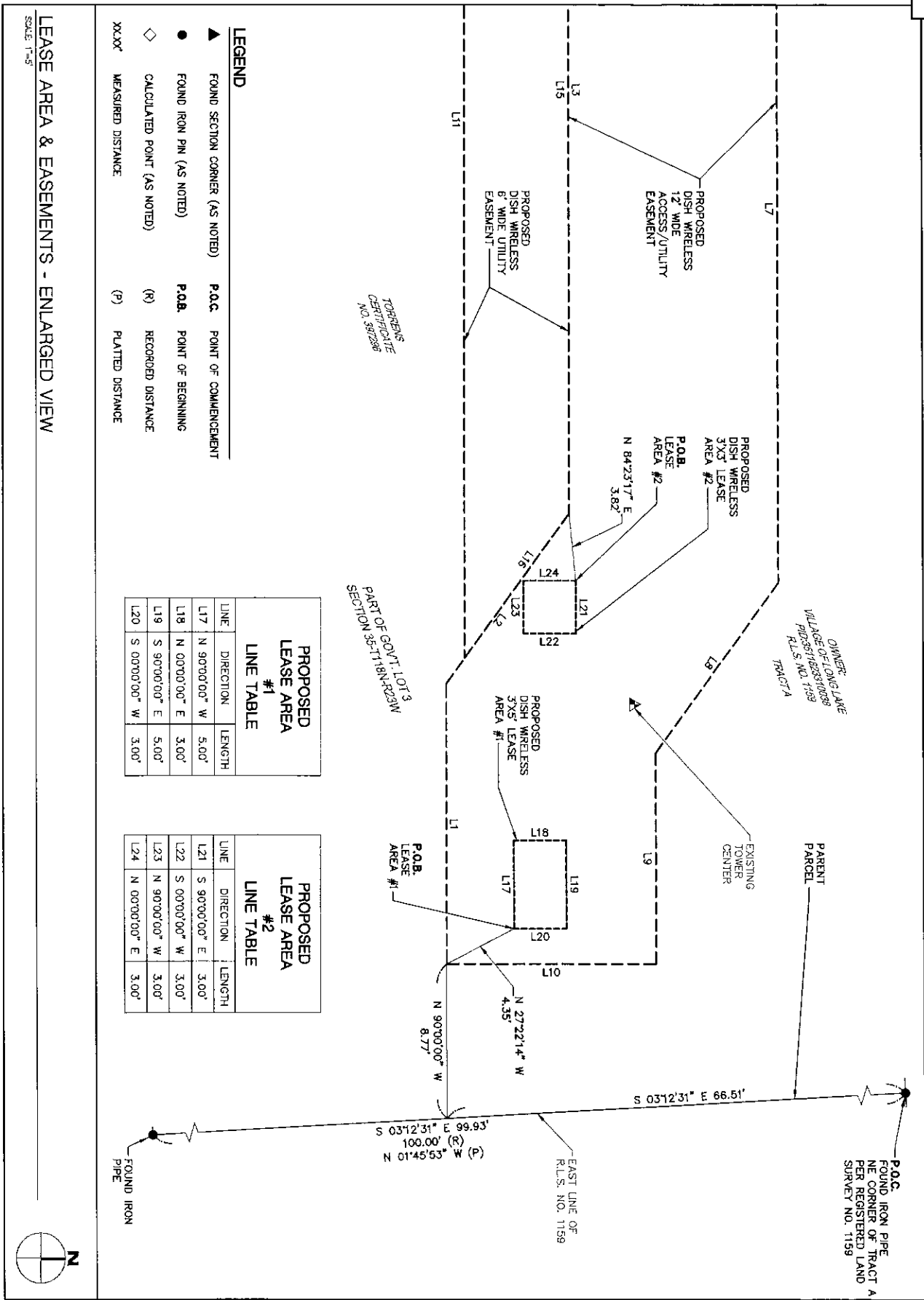
- LEGEND**
- ▲ FOUND SECTION CORNER (AS NOTED) P.O.C. POINT OF COMMENCEMENT
 - FOUND IRON PIN (AS NOTED) P.O.B. POINT OF BEGINNING
 - ◇ CALCULATED POINT (AS NOTED) (R) RECORDED DISTANCE
 - XXXX MEASURED DISTANCE (P) PLATTED DISTANCE

LEASE AREA & EASEMENTS

SCALE 1" = 20'



SHEET NUMBER SUR-3	MNMSP00373A 1345 WAYZATA BLVD. W LONG LAKE, MN 55356 - HENNEPIN COUNTY EXISTING MONOPOLE	<table border="1"> <tr><td>A 02/10/23</td><td>50% INT. REVIEW</td><td>DKC</td></tr> <tr><td>B 02/10/23</td><td>50% REVIEW</td><td>DKC</td></tr> <tr><td>C 03/08/23</td><td>90% INT. REVIEW</td><td>DKC</td></tr> <tr><td>D 03/07/23</td><td>90% REVIEW</td><td>DKC</td></tr> <tr><td>0 06/05/23</td><td>FINALS</td><td>DKC</td></tr> <tr><td>1 07/18/23</td><td>CLIENT CHANGES</td><td>DKC</td></tr> </table>	A 02/10/23	50% INT. REVIEW	DKC	B 02/10/23	50% REVIEW	DKC	C 03/08/23	90% INT. REVIEW	DKC	D 03/07/23	90% REVIEW	DKC	0 06/05/23	FINALS	DKC	1 07/18/23	CLIENT CHANGES	DKC		
A 02/10/23	50% INT. REVIEW	DKC																				
B 02/10/23	50% REVIEW	DKC																				
C 03/08/23	90% INT. REVIEW	DKC																				
D 03/07/23	90% REVIEW	DKC																				
0 06/05/23	FINALS	DKC																				
1 07/18/23	CLIENT CHANGES	DKC																				
PROJ # 22-14-49 DWG BY: DKC CHKD BY: WCB		Risk outside the triangle.																				



LEGEND

▲	FOUND SECTION CORNER (AS NOTED)	P.O.C.	POINT OF COMMENCEMENT
●	FOUND IRON PIN (AS NOTED)	P.O.B.	POINT OF BEGINNING
◇	CALCULATED POINT (AS NOTED)	(R)	RECORDED DISTANCE
XXX'X'	MEASURED DISTANCE	(P)	PLATTED DISTANCE

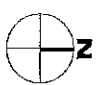
PROPOSED LEASE AREA #1

LINE	DIRECTION	LENGTH
L17	N 90°00'00" W	5.00'
L18	N 00°00'00" E	3.00'
L19	S 90°00'00" E	5.00'
L20	S 00°00'00" W	3.00'

PROPOSED LEASE AREA #2

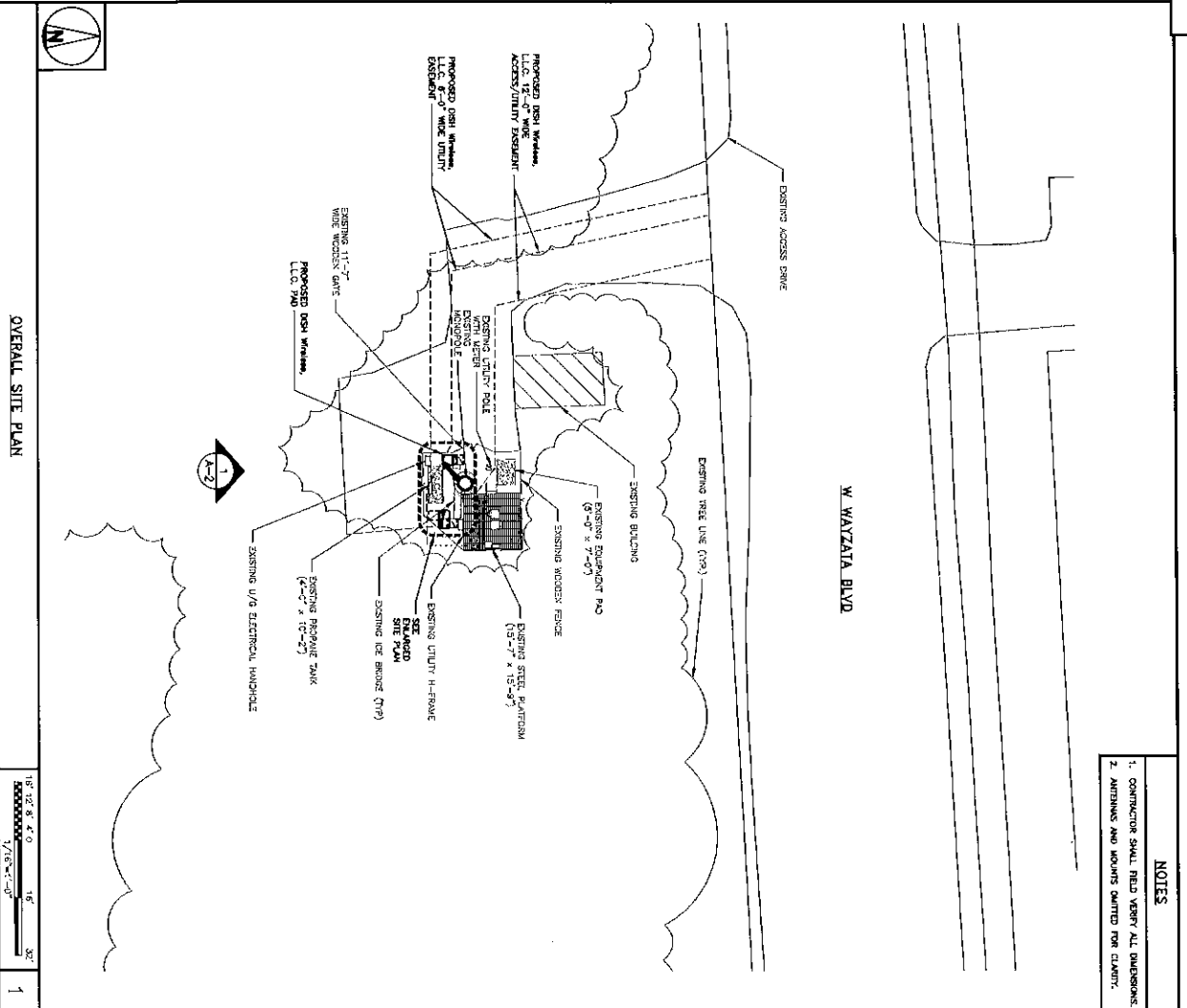
LINE	DIRECTION	LENGTH
L21	S 90°00'00" E	3.00'
L22	S 00°00'00" W	3.00'
L23	N 90°00'00" W	3.00'
L24	N 00°00'00" E	3.00'

LEASE AREA & EASEMENTS - ENLARGED VIEW
SCALE: 1"=5'

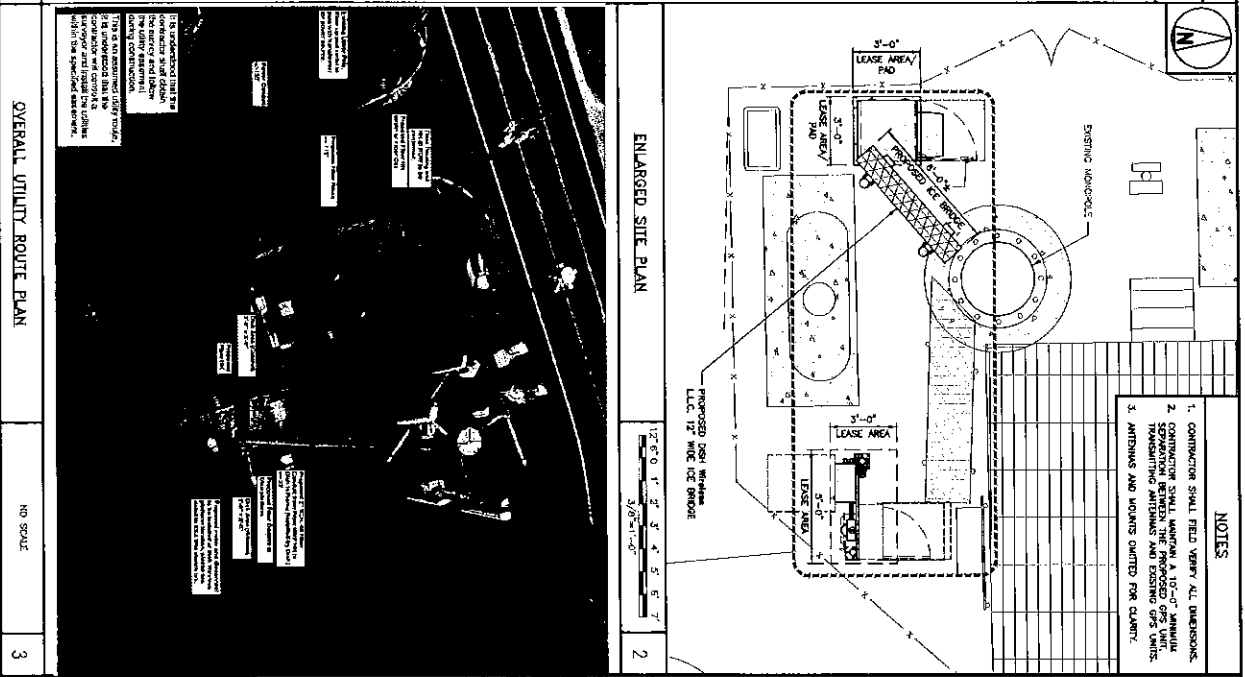


SHEET TITLE LEASE AREA & EASEMENTS SUR-4	MNMSP00373A 1345 WAYZATA BLVD. W LONG LAKE, MN 55356 - HENNEPIN COUNTY EXISTING MONOPOLE	A 02/10/23 50% INT. REVIEW DKC B 02/10/23 50% REVIEW DKC C 03/06/23 90% INT. REVIEW DKC D 03/07/23 90% REVIEW DKC O 06/05/23 FINALS DKC 1 07/18/23 CLIENT CHANGES DKC		
	PROJ # 22-14-49 DWG BY: DKC CHKD BY: WCB	P.O.C. FOUND IRON PIPE NE CORNER OF TRACT A PER REGISTERED LAND SURVEY NO. 1159 EAST LINE OF R.L.S. NO. 1159 S 03°12'31" E 66.51' S 03°12'31" E 99.93' 100.00' (R) N 01°45'53" W (P) N 27°22'14" W 4.35' N 90°00'00" W 8.77' N 84°23'17" E 3.82' P.O.B. LEASE AREA #2 P.O.B. LEASE AREA #1 EXISTING TOWER CENTER PARENT PARCEL OWNER: VILLAGE OF LONG LAKE P105871823/10029 P.L.S. NO. 1159 TRACT A PART OF GOV'T LOT 3 SECTION 35-118N-423W TORRENS CERTIFICATE NO. 387296		

EXHIBIT D
(the approved "Communication Facilities")



- NOTES**
1. CONTRACTOR SHALL VERIFY ALL DIMENSIONS.
 2. ANTENNAS AND MOUNTS SUITED FOR CLIENT.



- NOTES**
1. CONTRACTOR SHALL VERIFY ALL DIMENSIONS.
 2. CONTRACTOR SHALL MAINTAIN A 10'-0\"/>
 - 3. ANTENNAS AND MOUNTS SUITED FOR CLIENT.

5701 SOUTH SAWYER DRIVE
LITTLEROCK, SD 57120

Kimley»Horn

421 PATERFALE ST. SUITE 800
RAVENHILL, NC 27501

IF A INDICATION OF LAW FOR THE PROFESSION, AND/OR A LICENSED PROFESSIONAL ENGINEER, HAS BEEN REVOKED, SUSPENDED, OR OTHERWISE LIMITED IN ANY MANNER, THE ENGINEER SHALL BE RESPONSIBLE FOR NOTIFYING THE BOARD OF ENGINEERS TO REVOKE THE DOCUMENT.

DRAWN BY: [] CHECKED BY: [] APPROVED BY: []
 DATE: []
 REVISION # []

CONSTRUCTION DOCUMENTS

REV	DATE	DESCRIPTION
1	04/23/2022	ISSUED FOR REVIEW
2	05/07/2022	ISSUED FOR CONSTRUCTION
3	05/17/2022	ISSUED FOR CLIENT
4	06/29/2022	ISSUED FOR CLIENT

AAE PROJECT NUMBER: KHOLE-26709
 DISH Wireless L.L.C.
 PROJECT INFORMATION:
 MNHSP00373A
 1345 W. WATZATA BLVD
 LONG LAKE, MN 55356

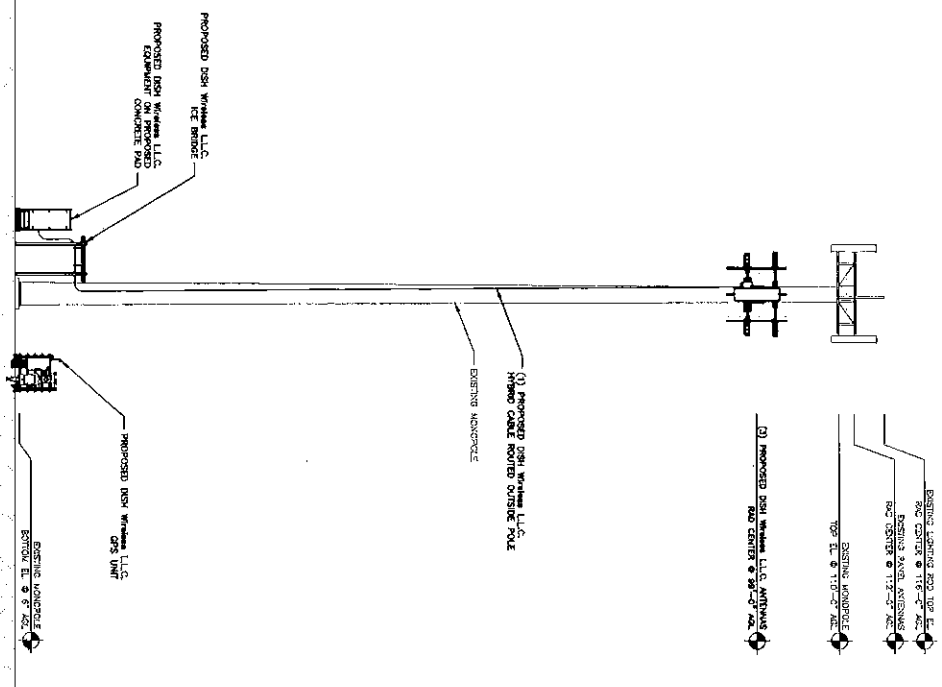
SHEET TITLE: OVERALL AND ENLARGED SITE PLAN
 SHEET NUMBER: A-1

DISH Wireless L.L.C. TEMPLATE VERSION 46 - 02/21/2022

OVERALL SITE PLAN 1/8"=1'-0" 1

OVERALL UTILITY ROUTE PLAN NO SCALE 3

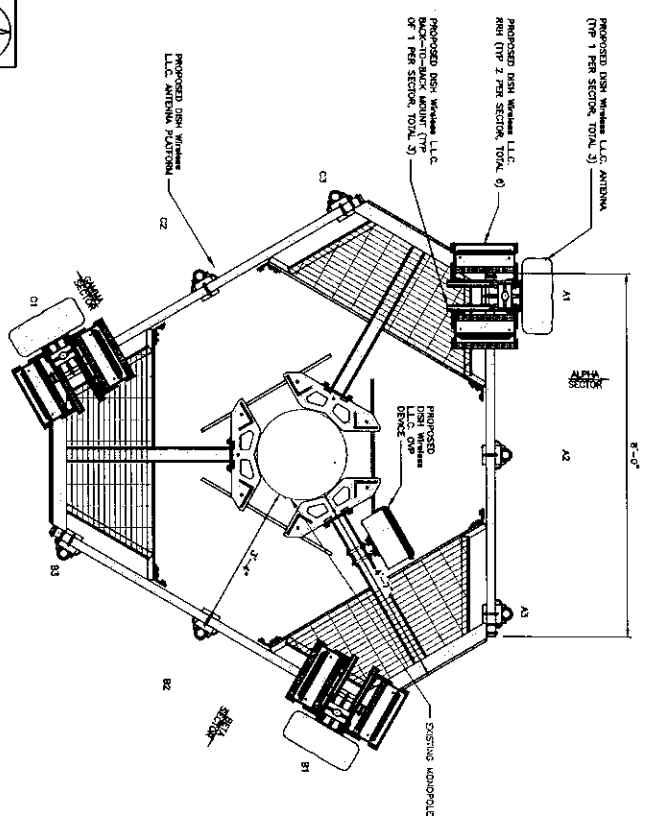
- NOTES**
1. CONTRACTOR SHALL FIELD VERIFY ALL DIMENSIONS.
 2. ANTENNA AND LOW PERL SPECIFICATIONS REFER TO PERL FOR ALL PERL DETAILS.
 3. EXISTING EQUIPMENT AND RINGS QUOTED FOR COST.



PROPOSED SOUTH ELEVATION



1



ANTENNA LAYOUT



2

SECTOR POS.	EXISTING OR PROPOSED	MANUFACTURER - MODEL	TECH	AZIMUTH	HGT	FEED LINE TYPE	TRANSMISSION CABLE	MANUFACTURER - MODEL	TECH	POS.	MANUFACTURER - MODEL
A1	PROPOSED	COMBOCORE - FTV-658-42	5G	0°	98'-0"	(1) HIGH-CAPACITY (HCP) (150-47 LEMO)	SHARED W/ALPHA	FLUENT - 7A06023-8B04	5G	A2	SHARED W/ALPHA
A2	PROPOSED	COMBOCORE - FTV-658-42	5G	0°	98'-0"	(1) HIGH-CAPACITY (HCP) (150-47 LEMO)	SHARED W/ALPHA	FLUENT - 7A06023-8B04	5G	A2	SHARED W/ALPHA
A3	PROPOSED	COMBOCORE - FTV-658-42	5G	120°	97'-0"	(1) HIGH-CAPACITY (HCP) (150-47 LEMO)	SHARED W/ALPHA	FLUENT - 7A06023-8B04	5G	B2	SHARED W/ALPHA
B1	PROPOSED	COMBOCORE - FTV-658-42	5G	120°	97'-0"	(1) HIGH-CAPACITY (HCP) (150-47 LEMO)	SHARED W/ALPHA	FLUENT - 7A06023-8B04	5G	B2	SHARED W/ALPHA
B2	PROPOSED	COMBOCORE - FTV-658-42	5G	240°	97'-0"	(1) HIGH-CAPACITY (HCP) (150-47 LEMO)	SHARED W/ALPHA	FLUENT - 7A06023-8B04	5G	C2	SHARED W/ALPHA
B3	PROPOSED	COMBOCORE - FTV-658-42	5G	240°	97'-0"	(1) HIGH-CAPACITY (HCP) (150-47 LEMO)	SHARED W/ALPHA	FLUENT - 7A06023-8B04	5G	C2	SHARED W/ALPHA
C1	PROPOSED	COMBOCORE - FTV-658-42	5G	240°	97'-0"	(1) HIGH-CAPACITY (HCP) (150-47 LEMO)	SHARED W/ALPHA	FLUENT - 7A06023-8B04	5G	C2	SHARED W/ALPHA
C2	PROPOSED	COMBOCORE - FTV-658-42	5G	240°	97'-0"	(1) HIGH-CAPACITY (HCP) (150-47 LEMO)	SHARED W/ALPHA	FLUENT - 7A06023-8B04	5G	C2	SHARED W/ALPHA
C3	PROPOSED	COMBOCORE - FTV-658-42	5G	240°	97'-0"	(1) HIGH-CAPACITY (HCP) (150-47 LEMO)	SHARED W/ALPHA	FLUENT - 7A06023-8B04	5G	C2	SHARED W/ALPHA

- NOTES**
1. CONTRACTOR TO REFER TO PERL CONSTRUCTION PERMITS FOR ALL PERL DETAILS.
 2. EQUIPMENT CHANGES MUST BE APPROVED AND REMAIN IN COMPLIANCE WITH THE PROPOSED DESIGN AND STRUCTURAL ANALYSIS.

ANTENNA SCHEDULE

NO SCALE

3

Kimley|Horn

421 FACTORVILLE ST., SUITE 600
FALLS CHURCH, VA 22031

517578

MICHAEL L. OGLESBY

LICENSED PROFESSIONAL ENGINEER

STATE OF MINNESOTA

3/27/2023
3/27/2023
3/27/2023

DATE DESCRIPTION

1. 3/27/2023: ISSUED FOR PERMIT

2. 3/27/2023: REVISED FOR CONSTRUCTION

3. 3/27/2023: REVISED FOR CLARITY

IT IS A TRUE AND CORRECT COPY OF THE ORIGINAL DRAWING AS SUBMITTED TO THE CITY OF MINNEAPOLIS FOR REVIEW AND APPROVAL.

DRAWING BY: [REDACTED] CHECKED BY: [REDACTED] DATE: [REDACTED]

DATE: [REDACTED]

CONSTRUCTION DOCUMENTS

SUBMITTALS

REV	DATE	DESCRIPTION
1	3/27/2023	ISSUED FOR PERMIT
2	3/27/2023	REVISED FOR CONSTRUCTION
3	3/27/2023	REVISED FOR CLARITY

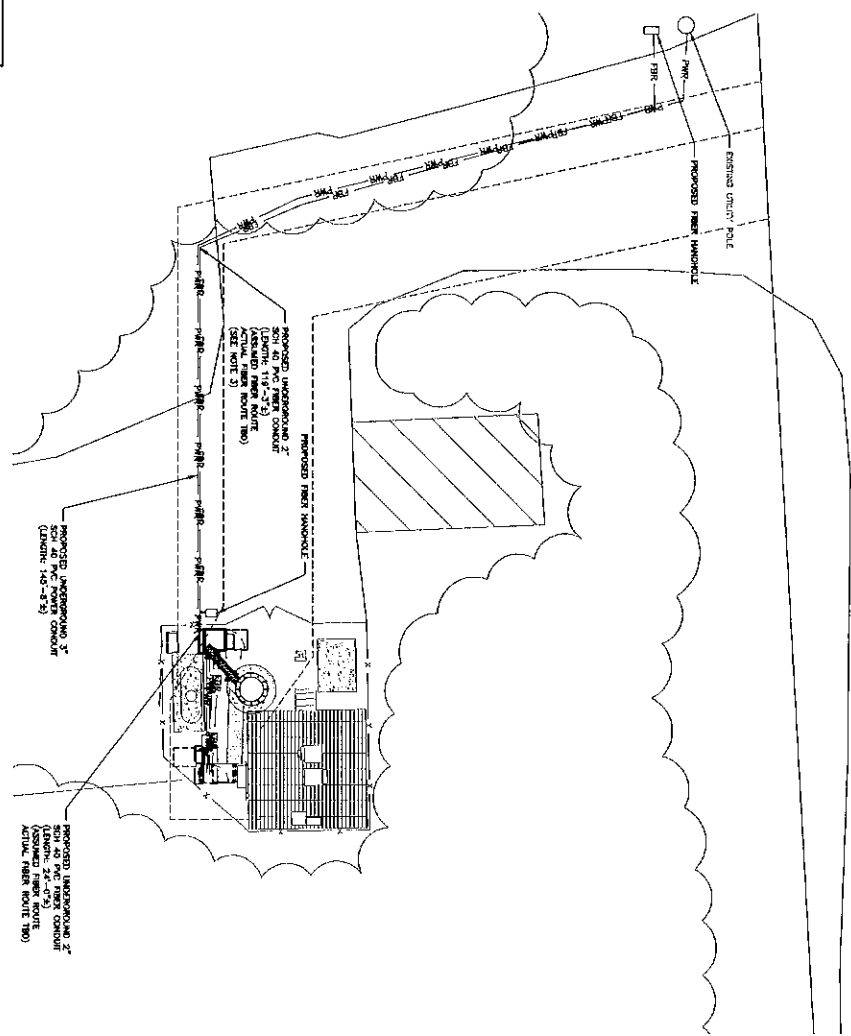
A&E PROJECT NUMBER: KHCLE-26109

DSH Wireless LLC
PROJECT INFORMATION
1345 W. WATZLA BLVD
LONG LAKE, MN 55356

SHEET TITLE: ELEVATION, ANTENNA LAYOUT AND SCHEDULE

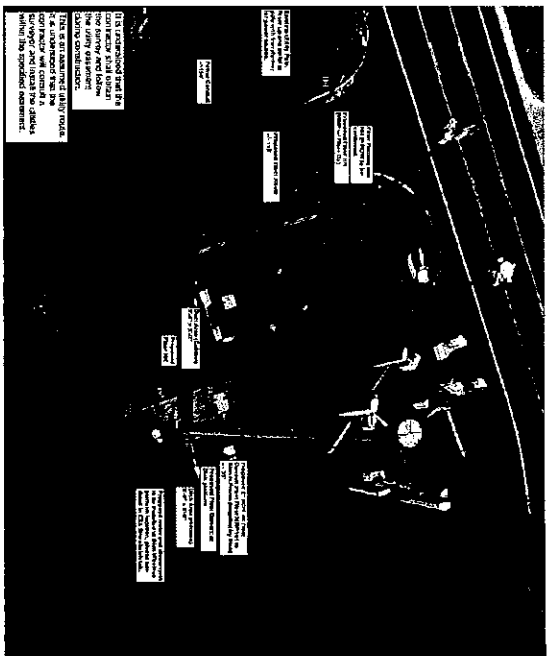
SHEET NUMBER: A-2

- NOTES**
- CONTRACTOR SHALL FIELD VERIFY ALL PROPOSED UNDERGROUND UTILITY CONDUIT ROUTE.
 - ANNUNCIATORS AND MOUNTS DATED FOR CLARITY.
 - DUE TO UTILITY EXISTENT RIGHTS SPECIFIED IN THE GROUND LOGS, CUSTOMER MAY INSTALL EQUIPMENT WITHIN SPECIFIED UTILITY EXISTENT AREA. "THAT" AND "THEY" PATH DEPICTED ON A-1 AND E-1 REPRESENT PLANNED ROUTING BASED ON BEST AVAILABLE INFORMATION INCLUDING BUT NOT LIMITED TO A SURVEY, DIGGINGS, METES AND BOUNDS, FIELD LOCATE AND FIELD LOG EXISTING PATHS. IF EXISTING PATHS IS MATERIALLY INCONSISTENT WITH "THAT" AND "THEY" PATHS DEPICTED ON A-1 AND E-1 AND SAID VARIANCE IS NOT NOTED ON CON, PLEASE NOTIFY TOWER OWNER AS FURTHER COORDINATION MAY BE NEEDED.



0581 Wireless L.L.C. TEMPLATE VERSION 48 - 02/21/2022

- DC POWER WIRING SHALL BE COLOR CODED AT EACH END FOR IDENTIFYING +24V AND -48V CONDUCTORS. RED WIRINGS SHALL DENOTE +24V AND BLUE WIRINGS SHALL DENOTE -48V.**
- CONTRACTOR SHALL VERIFY THE EXISTING CONDITIONS PRIOR TO SUBMITTING A BID. ANY QUESTIONS ARISING DURING THE BID PERIOD IN REGARDS TO THE CONTRACTOR'S INQUIRIES, THE SCOPE OF WORK, OR ANY OTHER ISSUE RELATED TO THIS PROJECT SHALL BE BROUGHT UP DURING THE BID PERIOD WITH THE PROJECT MANAGER FOR CONSIDERATION. NOT AFTER THE CONTRACT HAS BEEN AWARDED.
 - ALL ELECTRICAL WORK SHALL BE DONE IN ACCORDANCE WITH CURRENT NATIONAL ELECTRICAL CODES AND ALL REQUIREMENTS TO MEET THESE STANDARDS.
 - LOCATION OF EQUIPMENT, CONDUIT AND DEVICES SHOWN ON THE DRAWINGS ARE APPROXIMATE AND SHALL BE CORROBORATED WITH FIELD SURVEYS PRIOR TO CONSTRUCTION.
 - CONDUIT ROUTING SHALL BE COORDINATED WITH THE MECHANICAL EQUIPMENT TO AVOID LOCATION CONFLICTS. REPORT WITH THE MECHANICAL CONTRACTOR AND COMPANY AS REQUIRED.
 - CONTRACTOR SHALL PROVIDE ALL BREAKERS, CIRCUITS AND CIRCUITS AS REQUIRED FOR A COMPLETE SYSTEM.
 - CONTRACTOR SHALL PROVIDE PULL BOXES AND JUNCTION BOXES AS REQUIRED BY THE NEC ARTICLE 314.
 - CONTRACTOR SHALL PROVIDE ALL STRAIN RELIEF AND CABLE SUPPORTS FOR ALL CABLE ASSEMBLIES.
 - INSULATION SHALL BE IN ACCORDANCE WITH MANUFACTURER'S SPECIFICATIONS AND RECOMMENDATIONS.
 - ALL DISCONNECTS AND CONTROL PANELS SHALL BE PROVIDED WITH STRAINERS, SERVICE HUBS, RINGS, INSULATING EQUIPMENT CONTROLLED, BRANCH CIRCUITS INSTALLED OIL AND PANEL FIELD LOCATIONS PER FROM.
 - INSTALL AN EQUIPMENT GROUNDING CONDUCTOR IN ALL COMPARTS FOR THE SPECIFICATIONS AND NEC 250.
 - ALL DISCONNECTS AND CONTROL PANELS SHALL BE PROVIDED WITH STRAINERS, SERVICE HUBS, RINGS, AND ALL DISCONNECT SWITCHES, AND EQUIPMENT CABINETS, BE PROVIDED WITH ALL NEARBY DEVICES, FIELD WIRING, AND ALL ALL NEW MATERIAL SHALL HAVE A ULL LABEL.
 - ALL NEW MATERIAL SHALL HAVE A ULL LABEL.
 - PANEL SCHEDULE LOADS AND CIRCUIT ARRANGEMENTS REFLECT POST-CONSTRUCTION EQUIPMENT.
 - CONTRACTOR SHALL BE RESPONSIBLE FOR AS-BUILT PANEL SCHEDULE AND SITE DRAWINGS.
 - ALL TIEBACKS IN COMPOUND TO BE HAND DUG



ELECTRICAL NOTES

NO SCALE

2

NO SCALE

3

5701 SOUTH SANTA FE DRIVE
LITTLETON, CO 80120

421 PRAETORIUM DRIVE, SUITE 600
FALCON, CO 80729

CONSTRUCTION DOCUMENTS	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>REV#</td> <td>DATE</td> <td>DESCRIPTION</td> </tr> <tr> <td>1</td> <td>06/20/2023</td> <td>ISSUED FOR PERMIT</td> </tr> <tr> <td>2</td> <td>07/27/2023</td> <td>ISSUED FOR CONSTRUCTION</td> </tr> <tr> <td>3</td> <td>07/18/2023</td> <td>ISSUED FOR CLARITY</td> </tr> <tr> <td>4</td> <td>06/26/2023</td> <td>ISSUED FOR CLARITY</td> </tr> </table>	REV#	DATE	DESCRIPTION	1	06/20/2023	ISSUED FOR PERMIT	2	07/27/2023	ISSUED FOR CONSTRUCTION	3	07/18/2023	ISSUED FOR CLARITY	4	06/26/2023	ISSUED FOR CLARITY
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<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>PROJECT NUMBER: KHCL-26109</td> </tr> <tr> <td>PROJECT INFORMATION: MNASPRO0373A</td> </tr> <tr> <td>1345 W. WATZATA BLVD</td> </tr> <tr> <td>LONG LAKE, MN 55356</td> </tr> <tr> <td>SHEET TITLE: ELECTRICAL/FIBER ROUTE PLAN AND NOTES</td> </tr> <tr> <td>SHEET NUMBER: E-1</td> </tr> </table>		PROJECT NUMBER: KHCL-26109	PROJECT INFORMATION: MNASPRO0373A	1345 W. WATZATA BLVD	LONG LAKE, MN 55356	SHEET TITLE: ELECTRICAL/FIBER ROUTE PLAN AND NOTES	SHEET NUMBER: E-1									
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SHEET NUMBER: E-1																



1505 Westlake Ave N, Suite 800
Seattle, WA 98109

Phone: (206) 734-9449
Email: Eric.Burt@crowncastle.com
www.crowncastle.com

January 24, 2024

VIA email

CITY OF LONG LAKE
450 VIRGINIA AVE
PO BOX 606
LONG LAKE, MN 55356

Re: BU 878504 / "F1/LONG LAKE/DISASTER SIREN TO" / 1345 W. Wayzata Blvd., LONG LAKE, MN 55356
("Site")

Site Lease Agreement, dated June 18, 2002, as it may have been amended and assigned ("Lease")
Consent for modifications

Dear CITY OF LONG LAKE,

I am reaching out to you on behalf of Global Signal Acquisitions III LLC ("Lessee") in order to obtain your consent as may be required by the Lease.

In order to better serve the public and minimize the number of towers in an area where this property is located, DISH Network intends to install equipment at the wireless communication facility (the "Modification").

Scope of work: Dish 5G- Dish proposes to add (3) antennas, (6) RRU, (1) OVP and (1) hybrid.

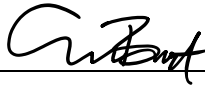
Please provide your consent **as soon as possible** by signing below and returning to Eric.Burt@crowncastle.com so that we may install DISH Network's equipment as permitted under the Lease.

Please see the enclosed supplemental materials, as may be required by the Lease. If you have any questions concerning this request, please contact Eric Burt at (206) 734-9449 or Eric.Burt@crowncastle.com

Sincerely,

Agreed and accepted _____

(Date)



Eric Burt
Real Estate Specialist

(Lessor's signature)

(Lessor's name and title)

[Enclosures]

P.S. Please indicate below if you are interested in learning more about removing the obligation for you to sign these consent letters and receive a notice letter instead.

(check here) Yes, I'm interested in learning more.



CITY OF
LONG LAKE

City Council Agenda Report

City of Long Lake

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

MEETING DATE / February 6, 2024

SUBJECT: Resolution Accepting the Donation of Equipment Items to the Long Lake Fire Department

Prepared By: Mike Heiland, Fire Chief / JM

Report Date: 1/30/2024

Recommended City Council Action

Staff recommends the following:

Motion to adopt Resolution No. 2024-04 accepting the donation of two car fire blankets, a blue forcible entry training door, four adjustable step chocks, and new folding tables and chairs to the City of Long Lake for the Long Lake Fire Department.

Overview / Background

The Long Lake Firefighters Relief Association is purchasing two car fire blankets for electric vehicles (cost not to exceed \$6,000), a blue forcible entry training door (\$9,305), four adjustable step chocks (\$243 each for a total of \$972), and new folding tables and chairs for Fire Department events (approximately \$10,000) from their Second Call Fund. They in turn are donating or have already donated these equipment items to the City for the Long Lake Fire Department to own and utilize. Donations may be accepted by formal action of the City Council.

Supporting Information

- Resolution No. 2024-04



**City Council
Resolution No. 2024-04**

**A RESOLUTION ACCEPTING THE DONATION OF EQUIPMENT ITEMS TO THE
CITY OF LONG LAKE FOR THE LONG LAKE FIRE DEPARTMENT**

WHEREAS, the Long Lake Firefighters Relief Association has purchased two car fire blankets for electric vehicles (cost not to exceed \$6,000), a blue forcible entry training door (\$9,305), four adjustable step chocks (\$243 each for a total of \$972), and new folding tables and chairs for Fire Department events (cost not to exceed \$10,000) from their Second Call Fund for the Long Lake Fire Department; and

WHEREAS, the above donation of equipment items to the City of Long Lake for use by the Long Lake Fire Department must be approved by the City Council; and

WHEREAS, the City of Long Lake and its Fire Department sincerely appreciate the Long Lake Firefighters Relief Association’s generous donation through its Second Call Fund.

NOW THEREFORE, BE IT RESOLVED, by the City Council of the City of Long Lake, Minnesota that the City Council does hereby accept the donation of two car fire blankets for electric vehicles (cost not to exceed \$6,000), a blue forcible entry training door (\$9,305), four adjustable step chocks (\$243 each for a total of \$972), and new folding tables and chairs for Fire Department events (cost not to exceed \$10,000) from the Long Lake Firefighters Relief Association.

Adopted by the City Council of the City of Long Lake this 6th day of February, 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 / February 6, 2024

SUBJECT: Establish a Public Works Lead Maintenance Worker Position; Promote Don Laakkonen to the Position of Lead Maintenance Worker and Approve a Salary Step Increase

Prepared By: Sean Diercks, Public Works Director

Report Date: 1/31/2024

Recommended City Council Action

Staff recommends the following:

Motion to adopt Resolution No. 2024-05 establishing the position of Public Works Lead Maintenance Worker and amending the City’s 2024 Salary Plan.

Motion to adopt Resolution No. 2024-06 promoting Don Laakkonen to the position of Public Works Lead Maintenance Worker and approving a salary increase.

Overview / Background

In 2020, at the recommendation of City staff, the City Council approved the restructuring of Public Works maintenance worker staff to add an employee to the department, and to create separate Maintenance Worker I (entry level) and Maintenance Worker II positions. This change and the need for a fourth employee was recognized primarily due to the fact that work load demands for the Department were (and remain) ever-increasing, and the City was moving away from some of the prior contracted out services (City wide mowing, street sweeping) etc. and to bring those operations in-house. Additionally, the fourth Public Works full-time employee was intended to add some relief to the after hours on-call schedule, allowing employees to go from being on-call 17 times a year to 12 times a year.

The City hired two new full time Maintenance Worker I’s at that time, and also saw a retirement of a 45-year veteran within the department. In June 2021, one of the newer employees quit, leaving the Department down a staff member. This position still remains unfilled. During the winter of 2022-2023, we experienced the third snowiest winter in recorded history. This was followed by three major construction projects starting at the same time and running through the end of 2023, which left a very high work demand on the remaining staff. As a Department, we have managed to continue onward and work through all the challenges. In December 2023, the second new hire of 2020 was terminated and that position remains unfilled at this time. In January 2024, City staff reposted the positions, advertised in different newspapers to target a wider candidate pool, and staff is waiting to see if we get any new qualified applicants by the application deadline of February 7.

As 2023 was coming to an end, I was reflecting upon how we as a City could reward our one remaining full time Maintenance Worker II employee for his outstanding performance, attitude, and dedication to the City in helping us to keep everything afloat; while at the same time, evaluating and looking ahead to determine how we could be prepared moving forward once the Public Works Department is (hopefully) fully staffed. The idea of a Lead Maintenance Worker position came to mind and would be a very good fit for Don “Luke” Laakkonen, who has been employed with Long Lake Public Works since May of 1985.

The new Lead position proposed will be the Maintenance Workers’ team leader, giving day to day leadership and direction to the staff. The Lead will also be accountable for making sure that the employees have all the required equipment and tools needed to perform their jobs. In addition, the Lead will be responsible for all new-hire training, teaching employees how to operate equipment and software within the department and mentoring them as they gain a more in-depth understanding of job responsibilities within the Department, while relying on experience and judgment to accomplish assigned tasks consistent with organizational goals.

Staff has reviewed Mr. Laakkonen’s current compensation and reviewed the 2024 Salary Plan for all Public Works maintenance employees, and is recommending the following salary range for the Lead Maintenance Worker position proposed:

2024	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
Maintenance Worker I - <u>Hourly</u> <i>Non-Exempt, Accrues Overtime</i>	\$27.34	\$27.97	\$28.61	\$29.24	\$29.88	\$30.51	\$31.15	\$31.79
Maintenance Worker II - <u>Hourly</u> <i>Non-Exempt, Accrues Overtime</i>	\$31.10	\$31.83	\$32.55	\$33.27	\$34.00	\$34.72	\$35.44	\$36.17
NEW - Lead Maintenance Worker - <u>Salaried</u> <i>Exempt, No Overtime Pay</i>	\$70,520	\$72,160	\$73,800	\$75,440	\$77,080	\$78,720	\$80,360	\$82,000

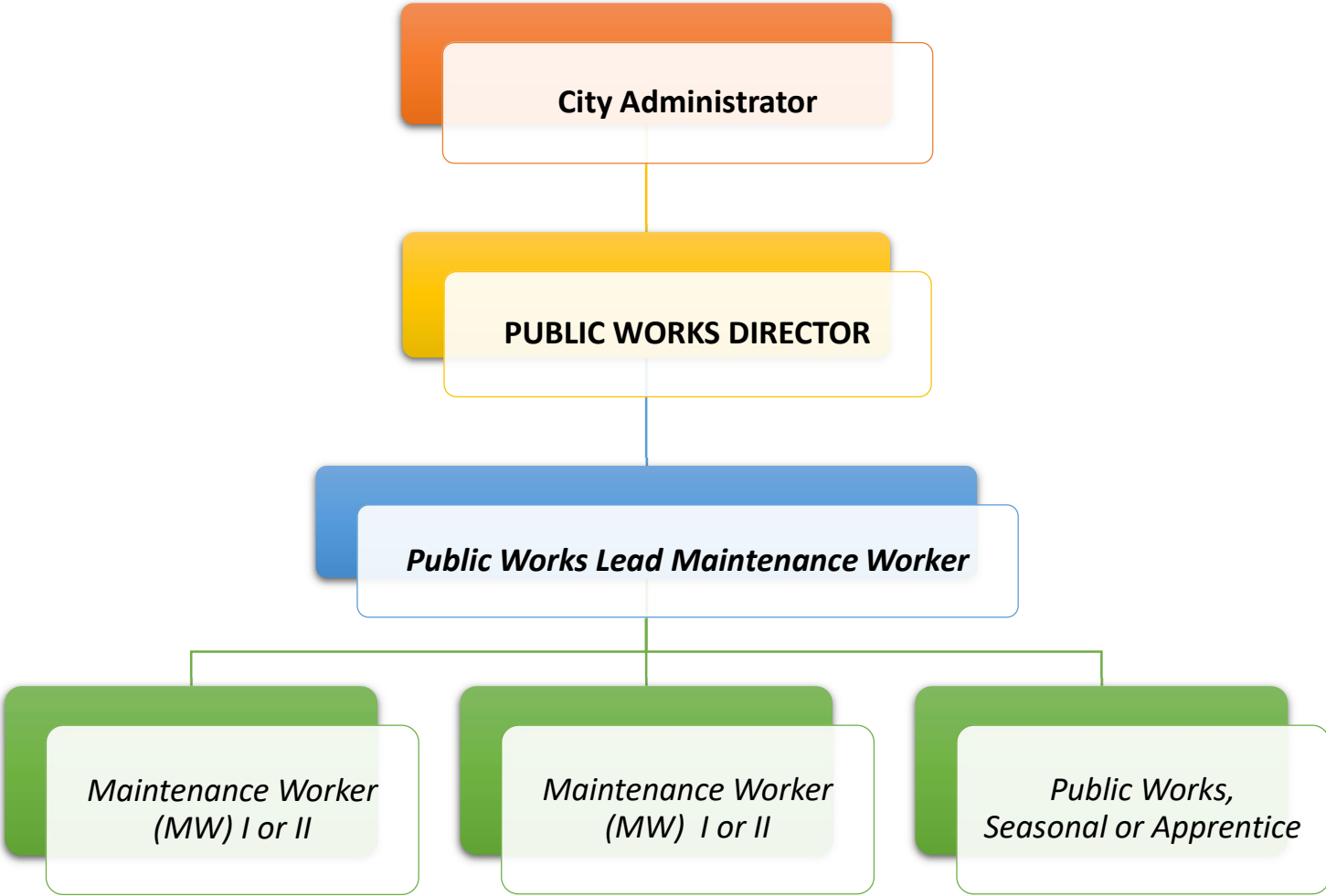
Staff is recommending that Mr. Laakkonen be promoted to the position of Public Works Lead Maintenance Worker, and that due to his many years of committed and outstanding service, his vast knowledge of and experience with the City’s Public Works Department, his salary be established at Step 8 of the pay range above. With this action, Mr. Laakkonen would become a salaried employee and no longer be eligible for overtime pay; however, per the Position Description, he would accrue seven hours of vacation for each on-call shift worked.

It should be noted that this action does not necessarily represent a significant budget impact. In his current Maintenance Worker II position, Mr. Laakkonen was budgeted to earn a salary of just under \$81,000 for the year 2024.

Supporting Information

- Public Works Department Organizational Chart
- Resolution No. 2024-05
- Resolution No. 2024-06
- Personnel Action Form
- Public Works Lead Maintenance Worker Position Description

Public Works Organizational Chart





City Council
Resolution No. 2024-05

A RESOLUTION ESTABLISHING THE POSITION OF PUBLIC WORKS LEAD MAINTENANCE WORKER AND AMENDING THE 2024 SALARY PLAN

WHEREAS, the City Administrator and Public Works Director are tasked with evaluating the staffing needs for the Public Works Department on an ongoing basis; and

WHEREAS, with a desire to promote an outstanding long-time employee within the Public Works Department, and to implement a staff heirarchy to better assist the Public Works Director in mentoring Maintenance Worker staff, a Position Description has been prepared for a new Public Works Lead Maintenance Worker position, dated January 29, 2024, to establish the requirements, duties, and expectations of an employee working for the City of Long Lake in this capacity; and

WHEREAS, upon a detailed review of the current 2024 Salary Plan and City benefits, staff recommends the salary for the Public Works Lead Maintenance Worker be established as follows:

Table with 9 columns: 2024, Step 1, Step 2, Step 3, Step 4, Step 5, Step 6, Step 7, Step 8. Row 1: Lead Maintenance Worker - Salaried, Exempt, No Overtime Pay. Values range from \$70,520 to \$82,000.

NOW, THEREFORE BE IT RESOLVED, by the City Council of the City of Long Lake, Minnesota that the Position Description dated January 29, 2024 for the Public Works Lead Maintenance Worker is hereby approved and the position is established.

FURTHER, BE IT RESOLVED, that the City's 2024 Salary Plan is hereby amended to include the salary range as set forth above for the Public Works Lead Maintenance Worker employment position.

Adopted by the City Council of the City of Long Lake this 6th day of February 2024.

BY:

Charlie Miner, Mayor

ATTEST:

Jeanette Moeller, City Clerk



**City Council
Resolution No. 2024-06**

**A RESOLUTION PROMOTING DON LAAKKONEN TO THE POSITION OF PUBLIC WORKS LEAD
MAINTENANCE WORKER AND APPROVING A SALARY INCREASE**

WHEREAS, Mr. Laakkonen was appointed to the position of Maintenance Worker in 1985, and subsequently began his employment with the City on May 1 of that year; and

WHEREAS, the Public Works Director is tasked with evaluating the performance of the employees in his Department, and recommending whether or not if any adjustments should be made to an employee’s compensation; and

WHEREAS, at their February 6, 2024 meeting, the Long Lake City Council approved establishing the position of Public Works Lead Maintenance Worker and amended the City’s 2024 Salary Plan to include a salary range for the position; and

WHEREAS, the Public Works Director continues to be very satisfied with Mr. Laakkonen’s excellent attitude, dedication, and performance and would recommend the City Council ratify the Public Works Director’s finding that he has earned a promotion and has demonstrated the ability to perform all the duties required of the Public Works Lead Maintenance Worker, as well as approve a salary increase.

NOW, THEREFORE BE IT RESOLVED, by the City Council of the City of Long Lake, Minnesota that Public Works Maintenance Worker II Don Laakkonen is hereby promoted to the position of Lead Maintenance Worker and his salary is increased to \$82,000 or Step 8 of the 2024 Salary Plan effective February 6, 2024.

Adopted by the City Council of the City of Long Lake this 6th day of February 2024.

BY:

Charlie Miner, Mayor

ATTEST:

Jeanette Moeller, City Clerk



Personnel Action Form

City of Long Lake
450 Virginia Avenue
PO Box 606
Long Lake, MN 55356
Phone: (952) 473-6961

Section 7A.

Employee Information / Personnel Action

Employee's Name: Don Laakkonen Department: Public Works

1. Type of Action: Appointment - Probationary Seasonal / Temporary
 Personnel Action - Performance Evaluation Disciplinary

Status: Regular Full Time Regular Part Time Seasonal Employee

Benefits: Full - Health, Life, Dental Insurance, etc.
 Partial - Prorated Sick / Vacation Leave
 None

Exempt From PERA? No Yes (if yes, see reverse side)

Other Actions (Not Appointments) -

COLA Increase Merit Pay Resignation Reclassification
 Step Increase Promotion Retirement Other _____
 Transfer Dismissal Suspension _____

	PRESENT STATUS	PROPOSED STATUS
2. Position Classification (Title)	Maintenance Worker II	Maintenance Worker Lead
3. Salary Step	8	8
4. Wage (or Bonus)	\$36.17	Salaried \$82,000
5. Reason for Action	Promotion to Maintenance Worker Lead position	

6. Effective Date February 6, 2024

7. SIGNATURES


STAFF SIGNATURE

1-31-2024
Date


DEPARTMENT HEAD SIGNATURE

1-31-2024
Date


CITY ADMINISTRATOR SIGNATURE

1-31-2024
Date

Position Title: Public Works Lead Maintenance Worker, Full-Time
Department: Public Works
Accountable to: Public Works Director

PRIMARY OBJECTIVE:

Lead Maintenance Worker is a salaried (exempt) position that provides leadership and guidance; leads a team of maintenance workers on daily maintenance operations with a focus on achieving efficiently run projects, and operational functions; trains all new hires; performs manual work in construction, operations, maintenance, and repair of City infrastructure and facilities; assigns work detail to department employees; and reports to the Director on a regular basis (daily/weekly) on conditions relative to operations, safety, and day to day activities within the department.

ESSENTIAL DUTIES & RESPONSIBILITIES:

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by this position. The employee in this position may be requested to perform job-related tasks other than those specifically presented in this description.

1. Performs, assigns, and oversees a variety of daily construction, operational and maintenance activities in the completion of assigned departmental services and operations, which includes drinking water production/distribution systems, sanitary sewer collection systems, stormwater collection systems, parks, city facilities, streets, and other manual Public Works labor responsibilities.
2. Operates a wide variety of hand and small power tools and such equipment such as push mowers, weed eaters, shovels, rakes, trucks, pick axes, and various other equipment in support of a variety of maintenance and construction operations.
3. Performs one on one training sessions with new hires focusing on teaching how to complete Maintenance Worker tasks, and how to operate equipment and software within the department while gaining a more in depth understanding of job responsibilities consistent with organizational goals.
4. Water/wastewater utility functions: assigns, and assists in performing tasks pertinent to the overall operations, construction and maintenance and repair of well houses, lift stations, water tower, water/wastewater mains, manholes, vaults, curb stops, water services, valves, fire hydrants and meters, such as uncovering buried pipelines and cutting and measuring pipe.
5. Operates valves on water lines to isolate leaking sections. Repairs leaks or breaks in the distribution or collection system. Assists in operating collection equipment to clear obstructions. Replaces and repairs manholes and assist in utility locating.
6. Streets/Public Works Duties: Assigns, and assists in directing traffic around work site and assembles appropriate barricades. Cleans and repairs streets, street signs, alleys, gutters and drains. Shovels and spreads sealer and asphalt and operates an asphalt roller.

7. Performs, and assigns, overall grounds/parks maintenance duties, which includes mowing grass, operating a weed eater, removing and trimming shrubbery, raking leaves and removing trash.
8. Assembles and disassembles traffic control pylons, barriers and signs. Assists with traffic control activities.
9. Cleans debris from ditches, culverts, and creek beds. Collects and hauls trash, garbage, debris, dirt, sand and gravel. Power washes trash containers.
10. Performs additional construction and maintenance tasks such as grading, pouring concrete, asphalt spreading, and filling potholes, and general grounds maintenance.
11. Works with and around heavy construction equipment. Completes and assists in strenuous repair, installation or construction activities.
12. When assigned to stormwater collection duties, performs, overall general maintenance tasks, which include pouring concrete to repair drainage structures and pipes and performing maintenance and construction duties. Assists in installation of erosion control products. In accordance with the city MS4 stormwater regulations.
13. Operates hand tools, medium and light equipment such as tractors, riding mowers, jack hammers, cement mixers, chain saws and various other equipment in support of a variety of maintenance and construction operations.
14. Performs other duties as assigned or apparent.
15. Maintains the on-call scheduling.
16. It is expected that Lead Maintenance Worker position will share in the on-call shifts with the other Public Works employees. As a result of sharing in the on-call shift schedule, the Lead Maintenance Worker will accrue seven hours of vacation time in lieu of payment for each on-call shift worked.
17. Assists in snow removal of City streets, City parking lots, trails, sidewalks, and maintains access to City well houses, water tower, lift stations, and fire hydrants. Assists with snow removal operation on State, County, and City right of way.
18. Maintains and repairs the Public Works fleet of equipment, including fabrication and welding.
19. Adheres to assigned work schedule as outlined in the City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Policies.
20. Assists Director with investigations and resolutions.
21. Provides feedback to the Director.

MINIMUM JOB REQUIREMENTS:

High school diploma/GED.

Bachelors or Associates Degree in Instrumentation Technology, or, a minimum of five years Public Works maintenance experience.

Complete knowledge and understanding of the drinking water distribution system and sanitary sewer collection system.

Must be at least 18 years of age.

OTHER REQUIREMENTS

Must possess a valid Class B Minnesota Driver's License with air brakes or be able to obtain within six months.

Must be able to operate heavy equipment such as a pick-up, backhoe, skid loader, dump truck, etc.

Possession of a current Class "C" drinking water treatment license issued by the Minnesota Department of Health, and a "SD" sanitary sewer collections license issued by the Minnesota Pollution Control Agency, is required.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Operation and maintenance of power-driven equipment.
- Operations and practices of water/wastewater/stormwater distribution and collection systems.
- Operations and practices of Public Works responsibilities.
- Methods and techniques of general construction, maintenance and repair related to Public Works.
- Occupational hazards and standard safety practices.
- General departmental goals, policies, and regulations.
- Proper techniques and uses of a variety of hand tools and power tools.
- Pertinent federal, state and City laws, codes and regulations.

Skill in:

- Prioritizing work activities.
- Observation and decision-making.
- Organization and time management.
- Operating assigned equipment.
- Reading blue prints, maps, shop drawings, and "as-builts"

Ability to:

- Coordinate, motivate and schedule work for the Department
- Perform a variety of skilled construction and maintenance tasks.
- Perform strenuous manual labor tasks related to assigned responsibilities.
- Promote good safety practices to the team.
- Contributes to the upkeep and updating of required records.
- Interpret and explain City policies and procedures.
- Understand oral and written instructions.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Maintains due regard for the safety and welfare of self and other employees.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Heavy Work: Depending on assignment, positions in this classification typically exert up to 100 pounds of force occasionally, up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee regularly works indoors and outdoors year-round in an extreme variety of weather.

Depending on the assignment, this position's classification typically requires touching, talking, hearing, seeing, grasping, standing, stooping, kneeling, crouching, reaching, walking, repetitive motions, climbing, balancing, pushing, pulling and lifting; depending on assignment. Employees may be exposed to moving mechanical parts, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, intense noises, gases, vibrations, and work place restrictions.

EXAMPLES OF PERFORMANCE CRITERIA

- Establishes effective working relationships with others.
- Relies on experience and judgement to accomplish assigned goals with limited supervision.
- Maintains due regard for the safety and welfare of self and other employees.
- Receives/gives direction in a business-like and professional manner.
- Communicates effectively orally and in writing.

SELECTION GUIDELINES

Formal application and resume; review of education and experience; oral interview; background check, final selection. NOTE: Appointees will be subject to completion of a standard probationary period.

The examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The position description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

DRAFT



CITY OF
LONG LAKE

City Council Agenda Report

City of Long Lake

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

MEETING DATE / February 6, 2024

SUBJECT: Request for City Participation in the Purchase of Battery Powered Extrication Tools for the Long Lake Fire Department

Prepared By: Mike Heiland, Fire Chief / JM

Report Date: 2/1/2024

Recommended City Council Action

Staff recommends the following:

Motion to authorize a City contribution in the amount of \$_____ towards the purchase of battery powered extrication tools and batteries for U11.

Motion to adopt Resolution No. 2024-08 accepting a donation from the Long Lake Firefighters Relief Association to the City of Long Lake for the purchase of battery powered extrication tools for the Long Lake Fire Department.

Overview / Background

The Long Lake Firefighters Relief Association has expressed a desire to replace the Long Lake Fire Department's current hydraulic extrication tools for U11 with new M28 battery powered extrication tools and extra backup batteries. As the anticipated cost of the equipment is expected to total \$13,437, the Relief Association is requesting the City consider participating and jointly funding the purchase.

Staff recommends the City Council discuss the Relief Association's request and determine an amount that the City would be willing to contribute towards the purchase. The City's contribution would be allocated to the Fire Capital Fund (Fund 462) which currently has a cash balance of \$196,137.73. With the City's contribution amount determined, the Relief Association would provide a donation to cover the remainder of the purchase cost. Additionally, the Long Lake Firefighters Relief Association's donation to the City for the purchase of the extrication tools for the Fire Department must be accepted by Resolution.

Supporting Information

- Resolution No. 2024-08



**City Council
Resolution No. 2024-08**

A RESOLUTION ACCEPTING A DONATION FROM THE LONG LAKE FIREFIGHTERS RELIEF ASSOCIATION TO THE CITY OF LONG LAKE FOR THE PURCHASE OF BATTERY POWERED EXTRICATION TOOLS FOR THE LONG LAKE FIRE DEPARTMENT

WHEREAS, the Long Lake Firefighters Relief Association is donating \$_____ to fund the purchase of M28 battery powered extrication tools along with two extra batteries to replace older hydraulic tools for the Long Lake Fire Department U11 vehicle; and

WHEREAS, the City of Long Lake is jointly participating in the purchase of the above-referenced extrication tools; and

WHEREAS, the above donation for the purchase of equipment items to the City of Long Lake for use by the Long Lake Fire Department must be approved by the City Council; and

WHEREAS, the City of Long Lake and its Fire Department sincerely appreciate the Long Lake Firefighters Relief Association’s generous donation through its Second Call Fund.

NOW THEREFORE, BE IT RESOLVED, by the City Council of the City of Long Lake, Minnesota that the City Council does hereby accept the donation from the Long Lake Firefighters Relief Association in the amount of \$_____ to the City of Long Lake for the purchase of M28 battery powered extrication tools and extra batteries to equip the Long Lake Fire Department’s U11 vehicle.

Adopted by the City Council of the City of Long Lake this 6th day of February, 2024.

BY:

Charlie Miner, Mayor

ATTEST:

Jeanette Moeller, City Clerk