



CITY COUNCIL MEETING

May 21, 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 May 7, 2024 City Council Work Session

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

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

[D.](#) Approve the 2023 Pay Equity Report

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.](#) Accept Resignation of Public Works Lead Maintenance Worker Don “Luke” Laakkonen

[B.](#) Review Ordinance Regarding Definitions, Parking Regulations and the Storage of Boats, Trailers and Recreational Vehicles

8. Other Business

9. Adjourn

UPCOMING MEETINGS & OTHER DATES OF NOTE

Wednesday, May 29 (6:30 pm) / Follow-Up Forum: Long Lake Fire Service Updates Open House

Tuesday, June 4 (5:00 pm) / City Council Work Session

Tuesday, June 4 (6:30 pm) / City Council Meeting

Tuesday, June 11 (6:30 pm) / Planning Commission Meeting

Tuesday, June 18 (5:00 or 5:30 pm) / City Council Work Session or EDA Meeting, TBD

Tuesday, June 18 (6:30 pm) / City Council Meeting



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

CALL TO ORDER

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

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

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

Absent: None

APPROVE AGENDA

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

OPEN CORRESPONDENCE

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

BUSINESS ITEMS

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

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

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

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

OTHER BUSINESS

No other business was discussed.

ADJOURN

Hearing no objection, Mayor Miner adjourned the meeting by general consent at 6:28 pm.

Respectfully submitted,

Jeanette Moeller
City Clerk



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

CALL TO ORDER

The meeting was called to order at 6:31pm.

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

Staff Present: City Administrator: Scott Weske; and City Clerk: Jeanette Moeller

Absent: Council: Gina Joyce (with prior notice)

PLEDGE OF ALLEGIANCE

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

Mayor Miner offered the following comments and updates:

The Council had met in a work session prior to the regular meeting. The majority of the work session was held in Closed Session in order to discuss the matter of the City of Long Lake v. the City of Orono related to fire services contract enforcement activities.

Generally things have been fairly quiet around the City, but he observed that it has been nice to get out and enjoy the fresh air as the weather is warming up.

Mayor Miner also expressed his appreciation to City Clerk Moeller and the Election Judges for their hard work last week for the Hennepin County Commissioner District 6 special primary election. He indicated that the next election was coming up in a few weeks and encouraged residents to get out and vote for their County Commissioner.

APPROVE AGENDA

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

CONSENT AGENDA

The Consent Agenda consisted of the following:

- A. Approve Minutes of April 16, 2024 City Council Meeting
- B. Approve Vendor Claims and Payroll
- C. Adopt Resolution No. 2024-20 Approving Membership in the Hennepin County Fire Chiefs Association, Inc.

Regarding Consent Agenda Item B, Council member Kvale inquired about the employee reimbursement for Paul Morse.

City Administrator Weske explained that Paul Morse was a firefighter who had attended some reimbursable training.

Council member Kvale mentioned that it appeared the City's electrical expenses were pretty high.

Weske replied that he believes that the expenses were along the lines of the going rate and added that he expects that they will fluctuate a bit based on usage.

Council member Kvale highlighted a street light expense in the amount of \$1,900 and questioned whether that had been an expected expense for replacement.

Weske responded that he would have to revisit that question because he believed that expense incurred was for a general repair versus a replacement.

Council member Kvale commented that she'd noticed the City had made the final payment for the windows at the Public Works building.

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

OPEN CORRESPONDENCE

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

BUSINESS ITEMS

Updates Regarding Fire Department Matters

Mayor Miner reported that the Council had just finished Closed Session during their work session where they held discussions with their legal team regarding some enforcement action related to the fire services contract. There has been a fair amount of activity occurring in court over the last few weeks and on April 15, 2024, the City submitted the final billing amounts for recouping attorney fees related to the injunction that occurred in July 2023 and the subsequent first and second orders of contempt that occurred in November 2023 and March 2024. Per the court orders, the City will be reimbursed for these costs by the City of Orono. Orono has filed an appeal that will be reviewed by the Minnesota Court of Appeals sometime in the fall. Earlier today, he was advised about an amicus brief being filed by four former Orono Mayors who are contesting actions that have been taken by the City of Orono regarding the situation with the Fire Department. He advised that the City is continuing to have some discussions about possibilities with the City of Wayzata.

He recalled that an email was sent last week through the City ListServ regarding Fire Chief Heiland's annual report. The report is available via the City's website and includes the achievements of the Department in 2023 as well as details related to the budget.

The highlighted that the City Council is planning on hosting another fire services Open House at the end of May in order to bring residents up to speed on what has been occurring. He added that there will also be a big change coming on July 1, 2024 when the Orono Fire Department will apparently be taking over a portion of the service area, and more information on that should be coming soon.

Council member Feldmann commented that he felt the fact the Fire Department ended 2023 under budget was significant and impressive, especially given that they had experienced a higher number of calls over the previous year.

Mayor Miner agreed that it was impressive they'd come in under budget despite significantly higher call volume. He pointed out that there were also duty crews funded primarily by state public safety funds that had been made available to the City of Long Lake. He noted that Chief Heiland had just completed his first year of service to the Department.

Council member Dyvik recalled that Long Lake had also purchased a rescue truck and an engine for the Department, and questioned whether they would be arriving soon.

Weske stated that he believes both vehicles will arrive in the City in mid to late summer.

OTHER BUSINESS

Railing/Barrier Damage - Council member Dyvik had noticed a vehicle must've struck had hit the railing and concrete barrier along Wayzata Boulevard W near Primo Plates & Pours, and asked if that repair would be undertaken by the County. Weske replied that he would have to check to confirm, but believed that particular repair would be handled by the County.

Flag Raising Ceremony - Mayor Miner mentioned that on May 11, 2024 at 12:00 noon, the Pioneer Museum would be holding a flag ceremony to present the new Minnesota state flag.

Downtown Seasonal Displays - Weske reported that the hanging flower baskets for downtown are anticipated to arrive in about two weeks and should be able to go up right around Memorial Day. Council member Dyvik observed that the seasonal banners had been put up downtown. He recalled that the artist who had designed them had shared the idea of using local art from residents to update the banners, but after further discussion, that concept had turned out to be a bit more work than she had originally thought. The artist had suggested that the City hold some sort of contest for art submissions that could be considered for use on the banners. He indicated that he felt the banners were starting to look a bit faded and suggested that the City take time to start thinking about possible ideas to freshen them up for next year.

Letter to Orono - Mayor Miner advised that the Council had decided to send the City of Orono an updated offer letter related to fire services.

Election Review - City Clerk Moeller shared that there had been very low turnout for the recent special primary election, with just 5.6% of impacted voters of District 6 cities participating. Long Lake had only 50 voters appear at the primary. She reported that the next election to select a new County Commissioner will take place on May 14, 2024.

ADJOURN

Hearing no objection, Mayor Miner adjourned the meeting by general consent at 6:48 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 / May 21, 2024

SUBJECT: Approve Vendor Claims and Payroll

Prepared By: Amanda Nowezki, Finance Director

Report Date: 5/15/2024

Recommended City Council Action

Staff recommends the following:

Motion to approve vendor claims paid in the amount of \$79,473.20 and electronic vendor payments in the amount of \$1,525.69 for a total amount of **\$80,998.89**; April Fire Department payroll in the amount of **\$17,042.57**; gross City Employee payroll paid May 16 in the amount of **\$27,406.06**; and Hennepin County Commissioner Election Judge payroll in the amount of **\$695.50**.

Overview / Background

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

Supporting Information

- Listing of Claims Paid
- Electronic Vendor Payments
- Fire Department Payroll
- Biweekly Payroll
- Election Judge Payroll



LONG LAKE, MN

05/15/24 2:06 PM

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Section 5C.

*Check Summary Register©

Checks 70408-70442

Name	Check Date	Check Amt	
10100 GENERAL FUND CASH			
70408	SUTTONS ADVANCED CLEANIN	5/8/2024	\$290.00 Was Ck#70366
70409	Advanced Imaging Solutions	5/8/2024	\$64.00 Copier Contract Maint - May 2024
70410	CARSON, CLELLAND & SCHRED	5/8/2024	\$7,278.50 April Legal Fees-Criminal
70411	CENTERPOINT ENERGY	5/8/2024	\$1,482.17 Gas Charges - 450 Virginia
70412	CITY OF LONG LAKE	5/8/2024	\$493.88 April 2024 Utility Bills-450 Virginia Ave
70413	CITY OF ORONO	5/8/2024	\$190.15 FD2 - Water/Sewer Bill - 3770 Shoreline Dr (03
70414	CORE & MAIN LP	5/8/2024	\$256.67 PW-Red Paint
70415	GOPHER STATE ONE CALL	5/8/2024	\$67.50 April 2024 Locates
70416	HENNEPIN CTY INFO. TECH. DE	5/8/2024	\$2,057.53 PW Radio Fees-April 2024
70417	MACQUEEN	5/8/2024	\$705.74 PW Street Sweeper Actuator
70418	MID-AMERICAN RESEACH CHEM	5/8/2024	\$1,616.00 PW marking paint
70419	METROPOLITAN COUNCIL	5/8/2024	\$21,005.11 Waste Water Services - June 2024
70420	ODP Business Solutions, LLC	5/8/2024	\$324.07 CH Office Supplies-3 Hole Punch
70421	PERFORMANCE PLUS LLC	5/8/2024	\$243.00 FD Medical Exam, Mask Fit & PSA - P Bulleme
70422	Premium Waters, Inc.	5/8/2024	\$23.76 Bottled Water - May 2024
70423	WASTE MANAGEMENT- of WIMN	5/8/2024	\$4,098.67 Recycling Services-May 2024
70424	WRIGHT-HENNEPIN SECURITY	5/8/2024	\$251.60 May 2024 Security-450 Virginia Ave
70425	Xcel Energy	5/8/2024	\$285.63 Street Lights - 2129 W Wayzata Blvd
70426	TIMESAVER OFF SITE	5/14/2024	\$531.50 Was Ck#70356
70427	ECM PUBLISHERS, INC.	5/15/2024	\$38.26 5/15 PH Zoning Ordinances Amendment
70428	FAUL PSYCHOLOGICAL	5/15/2024	\$1,995.00 Pre-Employment Psych Screening-A Gregg
70429	FIRE SAFETY USA, INC.	5/15/2024	\$869.70 Foam (5 Gal Pails x3)
70430	FIRSTNET (AT&T)	5/15/2024	\$458.76 FD1 WIRELESS SERVICES (03/26/24-04/25/2
70431	KD & CO. RECYCLING INC.	5/15/2024	\$188.56 Premium Mix
70432	LARKIN HOFFMAN	5/15/2024	\$19,708.00 FD CONTRACT DISPUTE W/ORONO - April 2
70433	MACQUEEN	5/15/2024	\$268.00 FD Gear Repair-Coat Zipper, Pant Cleaning
70434	MEDIACOM	5/15/2024	\$939.11 FD1 Phone/ Internet Services - (5/7/24-6/6/24)
70435	MENARDS	5/15/2024	\$226.03 Supplies - Paint City Hall break room
70436	MN VALLEY TESTING LAB	5/15/2024	\$48.50 Monthly Chlorine Report
70437	NAVARRE MINNOCO	5/15/2024	\$96.73 FD FUEL - March/April 2024
70438	NORTH MEMORIAL EMS	5/15/2024	\$170.00 BLS Ecards
70439	SUTTONS ADVANCED CLEANIN	5/15/2024	\$1,293.33 CH Cleaning Services - May 2024
70440	UnitedHealthcare	5/15/2024	\$4,202.78 MEDICAL INS - June 2024
70441	Xcel Energy	5/15/2024	\$1,915.57 Street Lights - Act #5156925594
70442	Xcel Energy	5/15/2024	\$5,789.39 Electricity 03/24/24-04/24/24 - Sewer
Total Checks			\$79,473.20



LONG LAKE, MN

***Check Detail Register©**

Checks 70408-70442

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
10100 GENERAL FUND CASH					
70408	05/08/24	SUTTONS ADVANCED CLEANING SRV			
E 101-41940-3840		Custodial & Waste Remov	\$290.00	7013	CH Cleaning Services - April 2024
		Total	\$290.00		
70409	05/08/24	Advanced Imaging Solutions			
E 101-41500-4135		Copier Maintenance	\$64.00	INV330503	Copier Contract Maint - May 2024
		Total	\$64.00		
70410	05/08/24	CARSON, CLELLAND & SCHREDER			
E 101-42110-3120		Legal Fees - Civil	\$4,683.50	5441	April Legal Fees-FD Contract Dispute; litigation mtg, corr w/special council, Injunction and appeal issues, etc
E 101-41610-3120		Legal Fees - Civil	\$1,225.25	5441	April Legal Fees-Review easement issues, ROW authority, Licensing, construction agmt, title issue, etc
E 205-42280-3120		Legal Fees - Civil	\$232.00	5441	April Legal Fees-FD; review enfield contract, title issues, and correspondence
E 101-41610-3120		Legal Fees - Civil	\$137.75	5441	April Legal Fees-244 Harrington Vacation
E 101-41610-3040		Legal Fees - Criminal	\$1,000.00	5441	April Legal Fees-Criminal
		Total	\$7,278.50		
70411	05/08/24	CENTERPOINT ENERGY			
E 101-41940-3830		Natural Gas Expense	\$188.55	80000790651	Gas Charges - 450 Virginia
E 205-42282-3830		Natural Gas Expense	\$396.20	80000790651	Gas Charges - 340 Willow
E 205-42286-3830		Natural Gas Expense	\$154.96	80000790651	Gas Charges - 3770 Shoreline
E 101-41942-3830		Natural Gas Expense	\$575.97	80000790651	Gas Charges - 2145 Daniels
E 602-49450-3830		Natural Gas Expense	\$22.85	80000790651	Gas Charges - 2200 Watertown Rd
E 602-49450-3830		Natural Gas Expense	\$24.61	80000790651	Gas Charges - 250 Lindawood
E 101-45200-3830		Natural Gas Expense	\$119.03	80000790651	Gas Charges - 309 Harrington
		Total	\$1,482.17		
70412	05/08/24	CITY OF LONG LAKE			
E 101-41940-3820		City Utilities (Wat,Sew,Sto	\$55.58	052924	April 2024 Utility Bills-450 Virginia Ave
E 101-41942-3820		City Utilities (Wat,Sew,Sto	\$138.88	052924	April 2024 Utility Bills-2145 Daniels St
E 601-49400-3820		City Utilities (Wat,Sew,Sto	\$15.31	052924	April 2024 Utility Bills-1964 Orchard Ln
E 205-42282-3820		City Utilities (Wat,Sew,Sto	\$173.83	052924	April 2024 Utility Bills-340 Willow Dr
E 205-42282-3820		City Utilities (Wat,Sew,Sto	\$62.17	052924	April 2024 Utility Bills-340 Willow Dr (TruckFill 1051-00-6)
E 101-45200-3820		City Utilities (Wat,Sew,Sto	\$48.11	052924	April 2024 Utility Bills-350 Harrington Dr
		Total	\$493.88		
70413	05/08/24	CITY OF ORONO			
E 205-42286-3820		City Utilities (Wat,Sew,Sto	\$190.15	173770000-0	FD2 - Water/Sewer Bill - 3770 Shoreline Dr (03/27/24-04/29/24)
		Total	\$190.15		
70414	05/08/24	CORE & MAIN LP			
E 601-49400-2270		Utility Maint Supplies	\$256.67	U789502	PW-Red Paint
		Total	\$256.67		
70415	05/08/24	GOPHER STATE ONE CALL			



LONG LAKE, MN

***Check Detail Register©**

Checks 70408-70442

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 601-49400-3855		Gopher One Locates Expe	\$67.50	4040554	April 2024 Locates
		Total	\$67.50		
70416	05/08/24	HENNEPIN CTY INFO. TECH. DEPT			
E 101-41942-3235		Cty 800mhz Radio Admin	\$83.34	050224	PW Radio Fees-April 2024
E 205-42281-3285		Radio Lease	\$311.76	050224	FD Radio Lease-April 2024
E 205-42285-3285		Radio Lease	\$311.77	050224	FD Radio Lease-April 2024
E 205-42281-3235		Cty 800mhz Radio Admin	\$675.00	050224	FD Radio Fees-April 2024
E 205-42285-3235		Cty 800mhz Radio Admin	\$675.66	050224	FD Radio Fees-April 2024
		Total	\$2,057.53		
70417	05/08/24	MACQUEEN			
E 101-43000-2210		Equipment Parts	\$705.74	P53447	PW Street Sweeper Actuator
		Total	\$705.74		
70418	05/08/24	MID-AMERICAN RESEACH CHEMICAL			
E 601-49400-3855		Gopher One Locates Expe	\$348.00	0817588-IN	PW marking paint
E 101-43100-2240		Street Maint Materials	\$901.00	0817588-IN	PW paint
E 101-45200-2230		Bldg & Grnds Maint Suppli	\$367.00	0817588-IN	PW paint and wasp killer
		Total	\$1,616.00		
70419	05/08/24	METROPOLITAN COUNCIL			
E 602-49450-3100		MCES Sewer Treatment	\$21,005.11	1172566	Waste Water Services - June 2024
		Total	\$21,005.11		
70420	05/08/24	ODP Business Solutions, LLC			
E 101-41940-3840		Custodial & Waste Remov	\$91.89	36425851800	CH Office Supplies-Plates and Trash Bags
E 101-41500-2010		Office Supplies	\$33.97	36425931500	CH Office Supplies-3 Hole Punch
E 101-41940-3840		Custodial & Waste Remov	\$70.65	36425931600	CH Office Supplies-Hand Towels, TP
E 101-41500-2010		Office Supplies	\$110.27	36425931600	CH Office Supplies-File Folders, Address Labels, Folders
E 101-41940-3840		Custodial & Waste Remov	\$11.53	36425931700	CH Office Supplies-Coffee Cups
E 101-41940-3840		Custodial & Waste Remov	\$5.76	36425931700	CH Office Supplies-Coffee Cups
		Total	\$324.07		
70421	05/08/24	PERFORMANCE PLUS LLC			
E 205-42281-3050		Physicals / Other Medical	\$243.00	00060	FD Medical Exam, Mask Fit & PSA - P Bullemer
		Total	\$243.00		
70422	05/08/24	Premium Waters, Inc.			
E 101-41500-4145		Bottled Water Service	\$23.76	614689-04-24	Bottled Water - May 2024
		Total	\$23.76		
70423	05/08/24	WASTE MANAGEMENT			
E 604-43200-3890		Res Curb Recycling	\$3,644.08	7923945-159	Recycling Services-May 2024
E 101-45200-3840		Custodial & Waste Remov	\$217.91	7925211-159	PW/Parks Trash/Recycling Services-May 2024
E 205-42282-3840		Custodial & Waste Remov	\$119.05	7925212-159	FD1 Trash Services-May 2024
E 205-42286-3840		Custodial & Waste Remov	\$117.63	7925220-159	FD2 Trash Services-May 2024
		Total	\$4,098.67		
70424	05/08/24	WRIGHT-HENNEPIN SECURITY			



LONG LAKE, MN

***Check Detail Register©**

Checks 70408-70442

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 101-41940-3000		Professional Svcs	\$62.90	15016899239	May 2024 Security-450 Virginia Ave
E 101-41942-3000		Professional Svcs	\$62.90	15016899239	May 2024 Security-2145 Daniels St
E 205-42286-3000		Professional Svcs	\$62.90	15016899239	May 2024 Security-3770 Shoreline Dr
E 205-42282-3000		Professional Svcs	\$62.90	15016899239	May 2024 Security-340 Willow
		Total	\$251.60		
70425	05/08/24	Xcel Energy			
E 101-43100-3815		Street Lighting Maint/Elect	\$33.22	874766302	Street Lights - 1070 W Wayzata Blvd
E 101-43100-3815		Street Lighting Maint/Elect	\$65.73	874944928	Street Lights - 2129 W Wayzata Blvd
E 101-43100-3815		Street Lighting Maint/Elect	\$186.68	874944928	Street Lights - 1758 W Wayzata Blvd
		Total	\$285.63		
70426	05/14/24	TIMESAVER OFF SITE			
E 205-42280-3000		Professional Svcs	\$167.00	M29046	3/12 Fire Advisory Board Meeting Minutes
E 105-46500-3000		Professional Svcs	\$180.00	M29046	3/19 EDA Meeting Minutes
E 101-41500-3000		Professional Svcs	\$184.50	M29046	3/19 City Council Meeting Minutes
		Total	\$531.50		
70427	05/15/24	ECM PUBLISHERS, INC.			
E 101-41500-3530		Ordinance Publication	\$38.26	997140	5/15 PH Zoning Ordinances Amendment
		Total	\$38.26		
70428	05/15/24	FAUL PSYCHOLOGICAL			
E 205-42281-3000		Professional Svcs	\$665.00	1969	Pre-Employment Psych Screening-A Gregg
E 205-42285-3000		Professional Svcs	\$1,330.00	1969	Pre-Employment Psych Screening-R Bahneman & J. Morales-Garcia
		Total	\$1,995.00		
70429	05/15/24	FIRE SAFETY USA, INC.			
E 205-42281-2400		Small Tools and Minor Eq	\$469.70	186912	Foam (5 Gal Pails x3)
E 205-42285-2400		Small Tools and Minor Eq	\$400.00	186912	Foam (5 Gal Pails x3)
		Total	\$869.70		
70430	05/15/24	FIRSTNET (AT&T)			
E 205-42281-3225		Truck Communication Ser	\$305.84	X05032024	FD1 WIRELESS SERVICES (03/26/24-04/25/24)
E 205-42285-3225		Truck Communication Ser	\$114.69	X05032024	FD2 WIRELESS SERVICES (03/26/24-04/25/24)
E 601-49400-2270		Utility Maint Supplies	\$38.23	X05032024	PW WIRELESS SERVICES (03/26/24-04/25/24)
		Total	\$458.76		
70431	05/15/24	KD & CO. RECYCLING INC.			
E 101-43100-2240		Street Maint Materials	\$188.56	28287	Premium Mix
		Total	\$188.56		
70432	05/15/24	LARKIN HOFFMAN			
E 101-42110-3120		Legal Fees - Civil	\$19,708.00	838481	FD CONTRACT DISPUTE W/ORONO - April 2024
		Total	\$19,708.00		
70433	05/15/24	MACQUEEN			
E 205-42281-2415		Turn Out Gear	\$268.00	P29644	FD Gear Repair-Coat Zipper, Pant Cleaning
		Total	\$268.00		
70434	05/15/24	MEDIACOM			



LONG LAKE, MN

***Check Detail Register©**

Checks 70408-70442

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 205-42286-3275		Internet Access (Mediaco)	\$417.31	21510091560	FD2 Phone/ Internet Services - (5/7/24-6/6/24)
E 205-42282-3275		Internet Access (Mediaco)	\$521.80	21590000051	FD1 Phone/ Internet Services - (5/7/24-6/6/24)
		Total	\$939.11		
70435	05/15/24	MENARDS			
E 101-41940-4010		Bldg Maint & Repairs	\$98.88	6761	Supplies - Paint City Hall break room
E 101-45200-2250		Landscaping Materials	\$127.15	6761	Supplies - TurfBuilder, Scotts Sun & Shade
		Total	\$226.03		
70436	05/15/24	MN VALLEY TESTING LAB			
E 601-49400-3825		Water Testing Expense	\$48.50	1251394	Monthly Chlorine Report
		Total	\$48.50		
70437	05/15/24	NAVARRE MINNOCO			
E 205-42285-2120		Motor Fuels	\$96.73	050724	FD FUEL - March/April 2024
		Total	\$96.73		
70438	05/15/24	NORTH MEMORIAL EMS			
E 205-42281-3350		Education / Conferences	\$170.00	8885021-052	BLS Ecards
		Total	\$170.00		
70439	05/15/24	SUTTONS ADVANCED CLEANING SRV			
E 101-41940-3840		Custodial & Waste Remov	\$290.00	051424	CH Cleaning Services - May 2024
E 205-42282-3840		Custodial & Waste Remov	\$570.00	051424	FD1 Cleaning Services - May 2024
E 205-42286-3840		Custodial & Waste Remov	\$433.33	051424	FD2 Cleaning Services - May 2024
		Total	\$1,293.33		
70440	05/15/24	UnitedHealthcare			
E 101-41500-1310		Employer Paid Health	\$620.55	38515682119	MEDICAL INS - June 2024
E 101-43050-1310		Employer Paid Health	\$1,510.42	38515682119	MEDICAL INS - June 2024
E 601-49400-1310		Employer Paid Health	\$604.17	38515682119	MEDICAL INS - June 2024
E 602-49450-1310		Employer Paid Health	\$453.13	38515682119	MEDICAL INS - June 2024
E 603-43150-1310		Employer Paid Health	\$453.13	38515682119	MEDICAL INS - June 2024
G 101-21706		FlexPlan - Ins Prem	\$561.38	38515682119	MEDICAL INS - June 2024
		Total	\$4,202.78		
70441	05/15/24	Xcel Energy			
E 101-43100-3815		Street Lighting Maint/Elect	\$1,915.57	876074583	Street Lights - Act #5156925594
		Total	\$1,915.57		
70442	05/15/24	Xcel Energy			
E 101-41940-3810		Electricity Expense	\$168.13	876196855	Electricity 03/24/24-04/24/24 - CH
E 205-42282-3810		Electricity Expense	\$899.79	876196855	Electricity 03/24/24-04/24/24 - FD1
E 205-42286-3810		Electricity Expense	\$350.63	876196855	Electricity 03/24/24-04/24/24 - FD2
E 101-41942-3810		Electricity Expense	\$863.39	876196855	Electricity 03/24/24-04/24/24 - PW
E 101-43100-3815		Street Lighting Maint/Elect	\$270.85	876196855	Electricity 03/24/24-04/24/24 - Street Lights
E 101-45200-3810		Electricity Expense	\$275.67	876196855	Electricity 03/24/24-04/24/24 - Parks
E 601-49400-3810		Electricity Expense	\$2,465.81	876196855	Electricity 03/24/24-04/24/24 - Water
E 602-49450-3810		Electricity Expense	\$495.12	876196855	Electricity 03/24/24-04/24/24 - Sewer
		Total	\$5,789.39		



LONG LAKE, MN

***Check Detail Register©**
Checks 70408-70442

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
			10100	\$79,473.20	

Fund Summary

10100 GENERAL FUND CASH

101 GENERAL FUND	\$38,382.18
105 ECONOMIC DEVELOPMENT	\$180.00
205 FIRE DEPARTMENT	\$10,968.80
601 WATER FUND	\$3,844.19
602 SANITARY SEWER FUND	\$22,000.82
603 SURFACE WATER MGMT FUND	\$453.13
604 RECYCLING FUND	\$3,644.08
	\$79,473.20



LONG LAKE, MN

05/15/24 2:15 PM

Page 1

Section 5C.

*Check Summary Register©

Checks 2971-2974

	Name	Check Date	Check Amt	
10100	GENERAL FUND CASH			
2971e	MN DEPT OF REVENUE	5/1/2024	\$625.00	April 2024 Sales Tax
2972e	PSN UTILITY ONLINE BILLING	5/3/2024	\$289.90	BILL PAY FEE - APRIL 2024 (FREE CKS)
2973e	POSTALIA	5/3/2024	\$500.00	Postage
2974e	NAPA Auto Parts	5/3/2024	\$110.79	Napa purchases - April 2024
		Total Checks	\$1,525.69	



LONG LAKE, MN

***Check Detail Register©**
Checks 2971-2974

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
10100 GENERAL FUND CASH					
2971 e	05/01/24	MN DEPT OF REVENUE			
G 601-20801		Sales Tax Payable	\$625.00	043024	April 2024 Sales Tax
		Total	\$625.00		
2972 e	05/03/24	PSN UTILITY ONLINE BILLING			
E 601-49400-3090		Software Support	\$144.95	294081	BILL PAY FEE - APRIL 2024 (FREE CKS)
E 602-49450-3090		Software Support	\$144.95	294081	BILL PAY FEE - APRIL 2024 (FREE CKS)
		Total	\$289.90		
2973 e	05/03/24	POSTALIA			
E 601-49400-3220		Postage	\$255.00	050324	Postage
E 602-49450-3220		Postage	\$245.00	050324	Postage
		Total	\$500.00		
2974 e	05/03/24	NAPA Auto Parts			
E 101-43000-2400		Small Tools and Minor Eq	(\$15.78)	3270-593939	PW-Return Ball Joint Tool, Purchased 0 Ring
E 101-43000-2150		Shop Supplies	\$35.28	3270-595427	PW-Shop Towels
E 101-43000-2400		Small Tools and Minor Eq	\$16.45	3270-595854	PW-Ball Joint Tool
E 205-42285-2150		Shop Supplies	\$9.79	3270-596091	FD-Purple Power Floor Cleaner
E 101-43000-2150		Shop Supplies	\$43.08	3270-596230	PW-Penetrating Oil for Shop
E 101-43000-2150		Shop Supplies	\$12.86	3270-596506	PW-Hand Soap for Shop
E 101-43000-2400		Small Tools and Minor Eq	\$9.11	3270-596641	PW-Impact Socket
		Total	\$110.79		
		10100	\$1,525.69		

Fund Summary

10100 GENERAL FUND CASH

101 GENERAL FUND	\$101.00
205 FIRE DEPARTMENT	\$9.79
601 WATER FUND	\$1,024.95
602 SANITARY SEWER FUND	\$389.95
	\$1,525.69



LONG LAKE, MN

Payroll Summary

Pay Group: 02 Fire Department

Check Date: 5/10/2024 per. 5

Employee	Gross Wage	Federal Gross	State Gross	Federal Tax	State Tax	Local Tax	Social Security	Medicare	Tax			Tips	Reimb.	Net Pay
									Retire	Sheltered	Voluntary			
000000153 ADAMS, CHRISTOPHER D.	313.00	313.00	313.00				19.41	4.54						289.05
000000050 ALDRICH II, THOMAS C.	566.45	566.45	566.45				35.12	8.21						523.12
000000216 BERBIG, ZACHARY P.	616.25	616.25	616.25				38.21	8.94						569.10
000000291 BROWN, JOHN	187.80	187.80	187.80				11.64	2.72						173.44
000000095 BULLEMER, PAUL D.	173.02	173.02	173.02				10.73	2.51						159.78
000000281 CARLSON, BEN	187.80	187.80	187.80				11.64	2.72						173.44
000000154 COTTON, PATRICK J.	266.92	266.92	266.92				16.55	3.87						246.50
000000259 DAVIS, THOMAS	503.00	503.00	503.00	0.30	6.96		31.19	7.29						457.26
000000093 FARLEY, COLE	562.93	562.93	562.93	6.29			34.90	8.16						513.58
000000274 FAUE, JESSE	250.40	250.40	250.40				15.52	3.63						231.25
000000233 FRANK, BRYAN	359.95	359.95	359.95				22.32	5.22						332.41
000000049 GOMAN, DAVID	344.30	344.30	344.30				21.35	4.99						317.96
000000177 GONSIOR, RYAN J.	444.03	444.03	444.03				27.53	6.44						410.06
000000229 GRADY, JOSHUA	250.40	250.40	250.40				15.52	3.63						231.25
000000293 GREGG, AIDAN	359.95	359.95	359.95				22.32	5.22						332.41
000000278 HAYDEN, ADAM	164.33	164.33	164.33				10.19	2.38						151.76
000000226 HOSTER, RYAN	497.16	497.16	497.16				30.82	7.21						459.13
000000270 JOHNSRUD, MICHAEL	644.70	644.70	644.70	166.67	83.33		39.97	9.35						345.38
000000180 KANIVE, RYAN J.	313.00	313.00	313.00				19.41	4.54						289.05
000000112 KRAHL, JEFFREY C.	195.12	195.12	195.12				12.10	2.83						180.19
000000248 KULSETH, MATT	172.15	172.15	172.15				10.67	2.50						158.98
000000253 LOOSBROCK, RICHARD	539.73	539.73	539.73				33.46	7.83						498.44
000000290 MCCAHERTY, ALEX	187.80	187.80	187.80				11.64	2.72						173.44
000000275 MORSE, PAUL	1,487.35	1,487.35	1,487.35	120.07	41.05		92.22	21.57						1,212.44
000000196 PALMER, ERIK J.	189.33	189.33	189.33				11.74	2.75						174.84
000000223 PASZKIEWICZ, JOHN	594.23	594.23	594.23				36.84	8.62						548.77
000000277 REWERTS, ANTHONY	329.52	329.52	329.52				20.43	4.78						304.31
000000241 RHEA, CHRISTOPHER	187.80	187.80	187.80				11.64	2.72						173.44
000000190 ROTHSTEIN, DAVID J.	156.50	156.50	156.50				9.70	2.27						144.53
000000244 SEALS, JAMES	328.65	328.65	328.65				20.38	4.77						303.50
000000222 SMILEY, MATTHEW	375.09	375.09	375.09				23.26	5.44						346.39
000000212 SPINKS, SCOTT D.	1,664.46	1,664.46	1,664.46	57.98	35.54		103.20	24.13						1,443.61
000000276 STRAKA, AMANDA	1,468.19	1,468.19	1,468.19	156.22	34.81		91.03	21.29						1,164.84
000000282 SWEARINGEN, LANCE	266.05	266.05	266.05				16.50	3.86						245.69



LONG LAKE, MN

Payroll Summary

Pay Group: 02 Fire Department

Check Date: 5/10/2024 per. 5

Employee	Gross Wage	Federal Gross	State Gross	Federal Tax	State Tax	Local Tax	Social Security	Medicare	Tax			Tips	Reimb.	Net Pay
									Retire	Sheltered	Voluntary			
000000280 VASINA, VERONICA	594.10	594.10	594.10	15.11	11.22		36.83	8.61						522.33
000000240 VEACH, BENJAMIN	445.52	445.52	445.52				27.62	6.46						411.44
000000118 WOYCHICK, TED J.	526.94	526.94	526.94				32.67	7.64						486.63
000000254 WRIGHT, KENNEDY	328.65	328.65	328.65				20.38	4.77						303.50

941 Deposit

Federal Tax	\$522.64
Medicare	\$494.26
Social Security	\$2,113.30
Advanced EIC	None
Total Deposit	\$3,130.20

Pay Summary

Gross	17,042.57
Federal Gross	17,042.57
State Gross	17,042.57
FICA Gross	17,042.57

Tax Summary

Federal Tax	522.64	
State Tax	212.91	
Local Tax		
FICA Ded/Ben	1,056.65	1,056.65
Medicare Ded/Ben	247.13	247.13

Others

Retirement	
Tax-Sheltered	
Voluntary	
Tips	0.00
Reimbursement	0.00
Net Pay (-tips)	15,003.24



LONG LAKE, MN

Payroll Summary

Pay Group: 01 Bi-Weekly
Check Date: 5/16/2024 per. 10

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	1,596.50	1,596.50	1,596.50	115.04	79.18		98.98	23.15						1,280.15
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	4,925.05	4,413.76	4,413.76	452.57	237.68			71.41	511.29					3,652.10
000000004 LAAKKONEN, DONALD A	3,173.85	2,597.97	2,597.97	330.51	114.21		179.98	42.09	305.00	270.88				1,931.18
000000292 MACKEY, NOAH	2,398.58	2,243.97	2,243.97	192.74	123.21		148.71	34.78	154.61					1,744.53
000000091 MOELLER, JEANETTE	3,196.55	2,976.99	2,976.99	242.47	127.43		197.46	46.18	207.78	11.78				2,363.45
000000252 NOWEZKI, AMANDA	3,241.65	2,999.81	2,999.81	242.13	209.70		200.98	47.00	241.84					2,300.00
000000214 WESKE, SCOTT	4,906.25	4,599.97	4,599.97	787.23	287.88		303.81	71.05	300.21	6.07				3,150.00

941 Deposit

Federal Tax	\$2,938.08
Medicare	\$786.38
Social Security	\$2,751.82
Advanced EIC	None
Total Deposit	\$6,476.28

Pay Summary

Gross	27,406.06
Federal Gross	25,140.00
State Gross	25,140.00
FICA Gross	22,192.28

Tax Summary

Federal Tax	2,938.08
State Tax	1,402.26
Local Tax	
FICA Ded/Ben	1,375.91
Medicare Ded/Ben	393.19

Others

Retirement	1,977.33
Tax-Sheltered	288.73
Voluntary	
Tips	0.00
Reimbursement	0.00
Net Pay (-tips)	19,030.56



LONG LAKE, MN

Payroll Summary

Pay Group: 25 Election Judges

Check Date: 5/16/2024 per. 3

Employee	Gross Wage	Federal Gross	State Gross	Federal Tax	State Tax	Local Tax	Social Security	Medicare	Tax			Tips	Reimb.	Net Pay
									Retire	Sheltered	Voluntary			
000000283 DUPONT, PATRICK	176.00	176.00	176.00											176.00
000000258 FIERCE, NICOLE	170.50	170.50	170.50											170.50
000000261 KOSKI, JUSTIN	0.00	0.00	0.00											0.00
000000245 SKJARET, SARAH SALLY	184.00	184.00	184.00											184.00
000000084 SZELIGA, TIMOTHY L.	165.00	165.00	165.00											165.00

941 Deposit

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

Pay Summary

Gross	695.50
Federal Gross	695.50
State Gross	695.50
FICA Gross	0.00

Tax Summary

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

Others

Retirement	
Tax-Sheltered	
Voluntary	
Tips	0.00
Reimbursement	0.00
Net Pay (-tips)	695.50



CITY OF
LONG LAKE

City Council Agenda Report

City of Long Lake

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

MEETING DATE / May 21, 2024

SUBJECT: 2023 Pay Equity Report

Prepared By: Scott Weske, City Administrator

Report Date: 05/07/2024

Recommended City Council Action

Staff recommends the following:

Motion to approve the 2023 Pay Equity Report.

Overview / Background

Every three years the City is required to submit a Pay Equity Report to the State Department of Employee Relations (DOER) to demonstrate compliance with the requirements of the State Pay Equity Act. The Pay Equity Act requires that reasonable pay relationships be maintained between job classes regardless of the gender of the incumbents of those job classes. The City’s Pay Equity Report is attached.

Minnesota Management and Budget requires the Pay Equity Implementation Report to be submitted electronically using their pay equity software. The software also computes compliance data based on information entered by the local jurisdiction. Based on the State’s criteria and reports generated by the pay equity software, it appears the City is in compliance with the requirements of the Pay Equity Act. After formal review of the Pay Equity Implementation Report, the City will receive a notice of compliance.

Supporting Information

- 2023 Pay Equity Report



Minnesota Pay Equity Management System - Long Lake(23-No Submission)

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Compliance Report

Jurisdiction: Long Lake

Report Year: 2020

Case:4 - Private (Jur Only)

Contact:	Name	Title	Phone	Email
	Scott Weske	City Administrator	952-473-6961	sweske@longlakemn.gov

The statistical analysis, salary range and exceptional service pay test results are shown below. Part I is general information from your pay equity Report data. Parts II, III and IV give you the test results.

For more detail on each test, refer to the guidebook.

I. GENERAL JOB CLASS INFORMATION

	Male Classes	Female Classes	Balanced Classes	All Job Classes
# Job Classes	4	2	0	6
# Employees	6	2	0	8
Avg.Max Monthly Pay Per Employee	6,805.33	5,938.50		6,588.63

II. STATISTICAL ANALYSIS TEST

A. UNDERPAYMENT RATIO = 100.00 *	Male Classes	Female Classes
a. # at or above Predicted Pay	2	1
b. # Below Predicted Pay	2	1
c. TOTAL	4	2
d. % Below Predicted Pay (b divided by c = d)	50.00	50.00

*(Result is % of male classes below predicted pay divided by % of female classes below predicted pay.)

B. T-test Results

Degrees of Freedom (DF) = 6	Value of T = 1.363
--------------------------------	--------------------

- a. Avg.diff.in pay from predicted pay for male jobs = \$2
- b. Avg.diff.in pay from predicted pay for female jobs = (\$1,416)

III. SALARY RANGE TEST = 100.00% (Result is A divided by B)

- A. Avg.# of years to max salary for male jobs = 7.00
- B. Avg.# of years to max salary for female jobs = 7.00

IV. EXCEPTIONAL SERVICE PAY TEST = 0.00% (Result is B divided by A)

- A. % of male classes receiving ESP 0.00 *
 - B. % of female classes receiving ESP 0.00
- *(If 20% or less, test result will be 0.00)

[View Another Case](#)

We have worked to ensure this product is accessible and compliant with the standard WCAG 2.0 level AA. We have tested accessibility using the JAWS software from Freedom Scientific. We found it to work correctly for us. If you find errors in accessibility, please let us know at pay.equity@state.mn.us so that we can follow up. Thank you.

Edit Job	Add/Delete Job	Job Nbr	Title	Males	Females	Non-Binary	Points	Min Sal	Max Sal	Yrs
Edit	Delete	2	Public Works Maint Wkr/Lab	3	0	0	158	4432.00	5153.00	7.00
Edit	Delete	3	City Clerk	0	1	0	230	5783.00	6724.00	7.00
Edit	Delete	9	Finance Director	0	1	0	342	4432.00	5153.00	7.00
Edit	Delete	6	Public Works Director	1	0	0	451	7141.00	8304.00	7.00
Edit	Delete	8	Fire Chief	1	0	0	472	7843.00	8938.00	7.00
Edit	Delete	7	City Administrator	1	0	0	486	7155.00	8131.00	7.00
Edit	Add									



Minnesota Pay Equity Management System - Long Lake(23-No Submission)

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Reports-->

Compliance Report

Jurisdiction: Long Lake

Report Year: 2023

Case:1 - Private (Jur Only)

Contact:	Name	Title	Phone	Email
	Dominique Murray	Pay Equity Coordinat	651-259-3805	dominique.murray@state.mn.us
	Scott Weske	City Administrator	952-473-6961	sweske@longlakemn.gov

The statistical analysis, salary range and exceptional service pay test results are shown below. Part I is general information from your pay equity Report data. Parts II, III and IV give you the test results.

For more detail on each test, refer to the guidebook.

I. GENERAL JOB CLASS INFORMATION

	Male Classes	Female Classes	Balanced Classes	All Job Classes
# Job Classes	4	2	0	6
# Employees	6	2	0	8
Avg.Max Monthly Pay Per Employee	7,447.33	5,811.50		7,038.38

II. STATISTICAL ANALYSIS TEST

A. UNDERPAYMENT RATIO = 100.00 *	Male Classes	Female Classes
a. # at or above Predicted Pay	2	1
b. # Below Predicted Pay	2	1
c. TOTAL	4	2
d. % Below Predicted Pay (b divided by c = d)	50.00	50.00

*(Result is % of male classes below predicted pay divided by % of female classes below predicted pay.)

B. T-test Results

Degrees of Freedom (DF) = 6	Value of T = -1.987
--------------------------------	---------------------

a. Avg.diff.in pay from predicted pay for male jobs = \$5

b. Avg.diff.in pay from predicted pay for female jobs = \$681

III. SALARY RANGE TEST = 100.00% (Result is A divided by B)

A. Avg.# of years to max salary for male jobs = 7.00

B. Avg.# of years to max salary for female jobs = 7.00

IV. EXCEPTIONAL SERVICE PAY TEST = 0.00% (Result is B divided by A)

A. % of male classes receiving ESP 0.00 *

B. % of female classes receiving ESP 0.00

*(If 20% or less, test result will be 0.00)

[Go To Implementation Form](#)

[View Another Case](#)

We have worked to ensure this product is accessible and compliant with the standard WCAG 2.0 level AA. We have tested accessibility using the JAWS software from Freedom Scientific. We found it to work correctly for us. If you find errors in accessibility, please let us know at pay.equity@state.mn.us so that we can follow up. Thank you.



CITY OF
LONG LAKE

City Council Agenda Report

City of Long Lake

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

MEETING DATE / May 21, 2024

SUBJECT: Accept Resignation of Public Works Lead Maintenance Worker Don “Luke” Laakkonen

Prepared By: Jeanette Moeller, City Clerk

Report Date: 5/15/2024

Recommended City Council Action

Staff (regrettably) recommends the following:

Motion to accept the resignation of Public Works Lead Maintenance Worker Don “Luke” Laakkonen.

Overview / Background

Don “Luke” Laakkonen was appointed as a Maintenance Worker for the City of Long Lake by the City Council on April 16, 1985, and began his employment on May 1, 1985. After 39 years of truly outstanding service, his last day of employment will be Wednesday, July 31. His letter of retirement from his position with the City dated May 6, 2024 is attached for formal acceptance by the City Council.

Luke has always been a “go-to” guy ... he’s the one you know you can ask for help, and he’ll be right there to help you, or will even beat you to the punch and do it for you. He’s quiet, but when you get him talking, he has a great sense of humor even on the tough days. He works hard, he’s reliable and steady, and he’s been patient and willing even when we’re doing our best to make him crazy. Losing that steel trap memory of his and all those years of accumulated knowledge that have benefited us daily will be a difficult change for us to adjust to.

We will deeply miss Luke, and wish him every happiness in his retirement! May the fishing be plentiful wherever he goes.

Supporting Information

- Retirement letter submitted by Public Works Lead Maintenance Worker Don “Luke” Laakkonen

May 6, 2024

Dear City Staff, City Council & Long Lake Residents,

I, Don (known as "Luke") Laakkonen will be retiring from service to the City of Long Lake on July 31, 2024. After 39 years, I feel it's time for a change for myself and for the City. I've enjoyed working here, and during my time with Long Lake, I've worked hard and always tried to make the best decisions while being mindful of the City and the community.

Thank you, and best wishes to you all.

Sincerely,

A handwritten signature in black ink that reads "Don G. Laakkonen". The signature is written in a cursive style with a large initial 'D'.

Don "Luke" Laakkonen



CITY OF
LONG LAKE

City Council Agenda Report

City of Long Lake

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

MEETING DATE / May 21, 2024

SUBJECT: Review Ordinance Regarding Definitions, Parking Regulations and the Storage of Boats, Trailers and Recreational Vehicles

Prepared By: Hannah Rybak, City Planner

Report Date: 5/16/2024

Recommended City Council Action

At their February 13, 2024, the Planning Commission held the public hearing and voted unanimously to recommend the following:

Motion to adopt Ordinance No. 2024-01 amending Sections 2, 19 and 21 of the Long Lake Zoning Ordinance to update definitions, correct code references, provide standards for the storage of boats, trailers and recreational vehicles, limit the number of passenger vehicles stored on residential properties and adjust parking space requirements for several land uses.

Staff notes that this package of proposed Ordinance amendments will have no impact on the enforcement process that the City utilizes. Code enforcement is done on a complaint basis, not proactive enforcement. Codifying the regulations related to storage of recreational vehicles and number of passenger vehicles stored outside on a residential lot will allow the City to effectively respond to complaints and enforce reasonable property maintenance where needed. Currently the lack of clear regulations inhibits that process.

Overview

Staff offers draft Ordinance 2024-01 for City Council consideration. Sections 1 through 3 of the Ordinance remain unchanged from the February version. These sections pertain to correcting code references, and parking space requirements for restaurants, service establishments and retail. These were discussed at length in February and recommended for adoption.

Sections 4-6 were drafted based on the discussion at the April 16, 2024 City Council meeting. The proposed definitions and regulations related to recreational and passenger vehicle parking were fine tuned based on feedback from the City Council.

The Planning Commission held the public hearing on sections 4-6 and recommended adoption of Ordinance 2024-01.

Ordinance Section 4 – Definitions

The City Council requested that some of the terms used in the Ordinance be better defined. Staff offers the following definitions for consideration:

New Definitions:

Commercial Equipment. Any equipment, including trailers, used for commercial purposes, including but not limited to, alteration, demolition, construction, maintenance, or excavation of a building, structure or property.

Commercial Vehicle. A vehicle used for commercial purposes either greater than eight feet (8') in height or greater than twenty-two feet (22) in length, including, but not limited to: boom trucks, cargo trucks, dump trucks, farm implements, firetrucks, ambulances, limousines, hearses, semitractor trailers, trucks equipped with tanks and tow trucks.

Driveway. A paved area leading from a public or private road to a house or garage.

Passenger Vehicle. A four-wheeled passenger automobile, generally utilized for private transportation, such as a sedan, pickup truck, or van.

Amended Definition:

Recreational Vehicle and Equipment. Includes, but is not limited to, operable and licensed, as required by the state, travel trailers, chassis mounted campers, motor homes, tent trailers, slide in campers, and converted buses; snowmobiles and trailers, boats/watercraft and trailers, all-terrain vehicles, motorcycles and utility trailers. A fish house, boat, snowmobile or other recreational vehicle when stored or kept on a trailer shall be considered as one recreational vehicle.

Ordinance Section 5 – Exterior Storage in Residential Districts

It was discovered that there is an existing provision in the Zoning Ordinance that requires recreational vehicles and equipment to be stored at least five feet from side and rear lot lines. The City Council would like the draft ordinance below to be consistent with that existing regulation. The remainder of this provision remains unchanged from the February version.

Section 19, Subd. 18 Exterior Storage in Residential Districts. All materials and equipment shall be stored within a building or fully screened so as not to be visible from adjoining properties, except for the following:

- A. Clothesline poles and wires.
- B. Not more than three (3) recreational vehicles and equipment, subject to the following regulations:
 1. Recreational vehicles and equipment must be owned by and/or registered to the owner or current occupant of the property it is located on.
 2. Storage in the front yard is permissible, only when located on a driveway.
 3. Storage in the rear or interior side yard is permissible, if stored at least five (5) feet from any interior side or rear property line.
 4. Storage in the corner side yard is permissible, only when the item is stored directly along the exterior wall of the principal structure or a detached garage.

Ordinance Section 6 – Parking and Use Restrictions

While discussing recreational vehicles and equipment with the City Council, the topic of number of allowable passenger vehicles came up. Currently, Long Lake does not have a limit on the number of passenger vehicles that may be stored outdoors on a residential property. Generally, cities in MN limit residential properties to no more than four passenger vehicles stored outdoors. The City Council requested that Long Lake add that provision to the Ordinance.

Section 21, Subd. 6 Parking and Use Restrictions

5. Residential Parking Limit. No more than four (4) licensed and operable passenger vehicles per dwelling unit shall be stored outdoors on any single or two-family residential property.

Supporting Information

- Ordinance No. 2024-01



**City of Long Lake
Hennepin County, Minnesota
Ordinance No. 2024-01**

An Ordinance Amending Sections 2, 19 and 21 of the Long Lake Zoning Ordinance to Update Definitions, Correct Code References, Provide Standards for the Storage of Boats, Trailers and Recreational Vehicles, Limit the Number of Passenger Vehicles Stored on Residential Properties and Adjust Parking Space Requirements for Several Land Uses

The City Council of the City of Long Lake does hereby ordain as follows:

Section 1. The Long Lake Zoning Ordinance, Section 19, Subd. 9 is hereby amended as follows. Additions are underlined, and deletions are shown with a ~~striketrough~~:

D. Standards for Business and Industrial District Fences. Property line fences in all Business Districts shall be six (6) feet in height and Industrial Districts shall be (8) feet in height, except as otherwise provided herein. The following standards shall also apply:

4. Fences on all corner lots erected within thirty (30) feet of the intersecting property line shall be subject to Section 19, Subd. ~~8-11~~ of this Ordinance.

Section 2. The Long Lake Zoning Ordinance, Section 19, Subd. 10, is hereby amended as follows. Additions are underlined, and deletions are shown with a ~~striketrough~~:

Required Screening. The fencing and landscaping required by this Ordinance shall be subject to Section 19, Subd. ~~6-9~~ and shall consist of either a fence or a green belt planting strip.

Section 3. The Long Lake Zoning Ordinance, Section 21, Subd. 7 is hereby amended as follows. Additions are underlined, and deletions are shown with a ~~striketrough~~:

Number of Spaces Required. The following minimum number of off street parking spaces shall be provided and maintained by ownership, easement and/or lease for and during the life of the respective uses hereinafter set forth:

M. Drive-Thru/~~Fast In-Convenience~~ Food. ~~At least one~~ One parking space for every ~~each two three~~ each seats, ~~or one space per 40 s.f. of dining area, and one space for each 80 s.f. of kitchen area,~~ plus five stacking spaces for the first pick-up window and two stacking spaces for each additional window.

AA. Restaurants, Cafes, Private Clubs Serving Food and/or Drinks, Bars, On-Sale Nightclubs. ~~At least one~~ (1) space for every ~~each two three~~ each seats. ~~or one space for each forty (40) square feet of gross floor area of dining and bar area and one (1) space for each eighty (80) square feet of kitchen area.~~

BB. ~~Retail Sales and Service Businesses with Fifty (50) Percent or More of Gross Floor Area Devoted to Storage, Warehouses, and/or Industry.~~ At least eight (8) spaces or one (1) space for each two hundred (200) square feet devoted to public sales or

~~service plus one (1) space for each five hundred (500) square feet of storage area; or at least eight (8) spaces or one (1) space for each employee on the maximum shift, whichever is appropriate. Service Establishment. One (1) space for each two-hundred-fifty (250) square feet of floor area.~~

CC. Retail Store and Service Establishment. At least ~~o~~One (1) off-street parking space for each three hundred (300) square feet of floor area.

Section 4. The Long Lake Zoning Ordinance, Section 2, is hereby amended to remove the “Subd.” formatting for each definition and as follows. Additions are underlined, and deletions are shown with a ~~strikethrough~~:

Commercial Equipment. Any equipment, including trailers, used for commercial purposes, including but not limited to, alteration, demolition, construction, maintenance, or excavation of a building, structure or property.

Commercial Vehicle. A vehicle used for commercial purposes either greater than eight feet (8') in height or greater than twenty-two feet (22) in length, including, but not limited to: boom trucks, cargo trucks, dump trucks, farm implements, firetrucks, ambulances, limousines, hearses, semitractor trailers, trucks equipped with tanks and tow trucks.

Driveway. A paved area leading from a public or private road to a house or garage.

Passenger Vehicle. A four-wheeled passenger automobile, generally utilized for private transportation, such as a sedan, pickup truck, or van.

~~Recreational Vehicle. A vehicle that is built on a single chassis, is 400 square feet or less when measured at the largest projection, is designed to be self-propelled or permanently towable by a light duty truck, and is designed primarily not for use as a permanent dwelling but as temporary living quarters for recreational, camping, travel, or seasonal use. The term recreational vehicle shall be synonymous with the term travel trailer/travel vehicle.~~

Recreational Vehicle and Equipment. Includes, but is not limited to, operable and licensed, as required by the state, travel trailers, chassis mounted campers, motor homes, tent trailers, slide in campers, and converted buses; snowmobiles and trailers, boats/watercraft and trailers, all-terrain vehicles, motorcycles and utility trailers. A fish house, boat, snowmobile or other recreational vehicle when stored or kept on a trailer shall be considered as one recreational vehicle.

Section 5. The Long Lake Zoning Ordinance, Section 19, Subd. 18 is hereby amended as follows. Additions are underlined, and deletions are shown with a ~~strikethrough~~:

Exterior Storage in Residential Districts. All materials and equipment except as provided for in Sections 7 through 16 of this Ordinance shall be stored within a building or fully screened, so as not to be visible from adjoining properties, except for the following:

A. Clothes line pole and wires.

- B. Not more than three (3) ~~two (2)~~ recreational vehicles and equipment, subject to the following regulations:
 - 1. Recreational vehicles and equipment must be owned by and/or registered to the owner or current occupant of the property it is located on.
 - 2. Storage in the front yard is permissible, only when located on a driveway.
 - 3. Storage in the rear or interior side yard is permissible, if stored at least five (5) feet from any interior side or rear property line.
 - 4. Storage in the corner side yard is permissible, only when the item is stored directly along the exterior wall of the principal structure or a detached garage.

Section 6. The Long Lake Zoning Ordinance, Section 21, Subd. 6 is hereby amended as follows. Additions are underlined, and deletions are shown with a ~~strike through~~:

5. Residential Parking Limit. No more than four (4) licensed and operable passenger vehicles per dwelling unit shall be stored outdoors on any single or two-family residential property.

Section 7. Effective Date. This Ordinance shall be effective upon adoption and publication according to law.

Adopted by the City Council of the City of Long Lake this 21st day of May, 2024.

Date of Adoption:	May 21, 2024
Date of Publication:	June 1, 2024
Effective Date:	June 1, 2024

ATTEST:

BY:

Jeanette Moeller, City Clerk

Charlie Miner, Mayor