



CITY COUNCIL MEETING

October 20, 2026 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. 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.*

6. Consent Agenda

A. Approve Minutes of October 6, 2026 City Council Work Session

B. Approve Minutes of October 6, 2026 City Council Meeting

C. Approve Vendor Claims and Payroll

D. Adopt Resolution No. 2026-46 Approving a Wage Step Increase for Administrative Assistant Julie Bjorklund

E. Accept the Resignation of Jason Kieper From the Position of Public Works Maintenance Worker I

7. Regular Business

A. Follow Up Regarding Ice Rink Area Proposals

8. Other Business

9. Adjourn

UPCOMING MEETINGS & OTHER DATES OF NOTE

Tuesday, November 3 / General Election Day

Tuesday, November 10 (5:00 pm) / City Council Work Session

Tuesday, November 10 (6:15 pm) / Long Lake Canvassing Board Meeting (City Council)

Tuesday, November 10 (6:30 pm) / City Council Meeting

Tuesday, November 24 (6:30 pm) / City Council Meeting

Thursday, November 26 / City Offices Closed - Thanksgiving

Friday, November 27 / City Offices Closed - Thanksgiving Weekend

In accordance with Minn. Stat. §13D.02, City Councilmember(s) may attend this meeting remotely by interactive technology. Members of the public may monitor the meeting in person or by watching the livestream on our YouTube channel at <https://www.youtube.com/@CityofLongLakeMN/streams>.



MINUTES
CITY COUNCIL WORK SESSION
October 6, 2026

CALL TO ORDER

The meeting was called to order at 5:34 pm.

Present: Mayor: Charlie Miner; Council: Jahn Dyvik (arrived at 5:41 pm), Mike Feldmann, Deirdre Kvale, and Todd Newcomer

Staff Present: City Administrator: Amanda Nowezki; and City Clerk: Jeanette Moeller

Absent: None

APPROVE AGENDA

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

OPEN CORRESPONDENCE

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

REGULAR BUSINESS

A. Discussion of Maintenance and Other Improvements to City Parks and Trails

City Administrator Nowezki outlined the work staff had done over the last few months on parks and trails related updates. She reviewed plans to replace regulatory signage; work that had been completed to regrade and landscape a connection trail at Holbrook Park; upcoming resurfacing of the tennis courts at Hardin Park; regrading of the existing ice rink area at Holbrook Park; and adding a new water connection within the ice rink area. She added that staff was looking for Council input on two other items. She shared background information and costs for replacing the City's outdoor refuse receptacles, and the possibility of purchasing a portable ice rink and maintenance package for Holbrook Park. She informed Council that staff had sent out a survey to residents welcoming their feedback on the ice rink area, and she'd asked City Clerk Moeller to share some of the results received thus far with the Council.

City Clerk Moeller reported that the survey link had been emailed to every address the City had for residential utility billing purposes, which was over 500 addresses. To date, the City has received 134 responses, and she pointed out that the Park Board has not had a chance to review the survey results yet. She had invited the Park Board to attend the Council's work session meeting. She gave a brief overview of some of the survey results and answers that were submitted about use of the rink space, skating hours, and the importance of warming house availability. She added that she wanted to review the survey results with the Park Board at their meeting next week.

Councilmember Dyvik asked why consideration for purchasing a portable ice rink was placed on the agenda before the information had been reviewed with the Park Board.

Nowezki responded that she had been working with Public Works and trying to find vendors that would offer a solution to help the City have ice this winter, and was advised that the opportunity to order a portable rink was on a limited timeframe if the City would want to have ice for 2026.

Moeller stated that the Park Board Chair had also emailed an objection to a rink proposal being placed on the Council's agenda before the Board had a chance to analyze the results of the survey, consider cost-benefit outcomes, and make their recommendation to the Council. She recalled that part of the reason staff chose to include it on the agenda was due to the opportunity to work with a vendor on a portable ice rink option before the timing window for the season was closed.

Nowezki informed Council that staff had been working to improve what can be controlled outside of climate conditions and gave the example of having the ice rink area graded, because that would help regardless of what decision is made about the hockey rink area, and also creating a water source in the area. She reviewed the proposals she'd received from Ice Time Minnesota for portable ice rink options.

The Council discussed proposals from Ice Time Minnesota, costs for portable ice rink scenarios, costs for ongoing maintenance of a portable rink for a skating season, the condition and potential costs for replacement of the existing hockey boards, and the anticipated cost of pouring a concrete pad.

Nowezki explained that she was seeking direction from Council on whether the City should look for a portable ice rink or a permanent ice rink.

Moeller reminded the Council that the Park Board would see the survey information and portable ice rink information at their meeting next week.

Park Board member Kelly Grady addressed the Council and explained that she would like to see the Board be able to take a look at the survey results so they could understand the ramifications of what this decision would mean and be able to provide City Council with a recommendation in advance. She asked that the Council follow the process in place for decisions that affect City parks by allowing the Park Board to look at this information and make a recommendation to the Council before a decision is made.

Moeller commented that the timing issue arose in relation to the opportunity with the portable ice rink vendor, and observed that the City did not need to move forward because they had the opportunity to and could rather just hold off until next year.

Grady asked if the City had considered the El Nino year weather projections for this winter, which would likely mean higher temperatures. She reiterated that she would like the City to follow the process and have the Park Board look at this information and make their recommendation before the Council moves forward.

Councilmember Dyvik asked if the Council could hold a special meeting after the Park Board meeting to try to make a decision about the opportunity for a portable ice rink.

Nowezki replied that could be possible and offered to ask the vendor to give them a few more days. She emphasized that Public Works staff would probably not be available to make ice this year, meaning that if the portable rink option doesn't move forward, the City will likely not have ice this winter.

OTHER BUSINESS

No other business was discussed.

ADJOURN

Hearing no objection, Mayor Miner adjourned the meeting by general consent at 6:30 pm.

Respectfully submitted,

Jeanette Moeller
City Clerk / Zoning Administrator



**MINUTES
CITY COUNCIL MEETING
October 6, 2026**

CALL TO ORDER

The meeting was called to order at 6:35 pm.

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

Staff Present: City Administrator: Amanda Nowezki; Public Works Director: Sean Diercks; and City Clerk/Zoning Administrator: 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 Council had met in a work session prior to the regular meeting during which they had discussed maintenance of and improvements to City parks and trails.

Mayor Miner had represented the City last week at an Orono School District event where they opened a 75-year old time capsule, and he shared some of the items that were revealed when it was opened.

The Shoreline Fire Department had hosted their annual Fire Prevention Open House on Monday night.

APPROVE AGENDA

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

OPEN CORRESPONDENCE

Kelly Grady, 271 Greenhill Lane – Ms. Grady indicated that she was a candidate running for City Council. She had been doing some meet-and-greet events with residents and knocking on doors, and was observing some commonalities in some of the concerns that have been shared with her. Some of the subjects she has heard a lot about were e-bike usage, water quality, and keeping taxes low.

CONSENT AGENDA

The Consent Agenda consisted of the following:

- A. Approve Minutes of September 15, 2026 City Council Work Session
- B. Approve Minutes of September 15, 2026 City Council Meeting
- C. Approve Vendor Claims and Payroll
- D. Approve a Temporary On Sale Liquor License and an Application for Exempt Permit for the 2026 Day of the Dead Celebration at the Church of St. George

- E. Approve an Application for Exempt Permit for the Church of St. George to Conduct a Raffle at the Annual Holiday Boutique Event
- F. Adopt Resolution No. 2026-45 Approving Issuance of Special Event Permit #S2026-14 for the Birch's on the Lake Fun Run 5K and 10K on October 11, 2026
- G. Receive 3rd Quarter 2026 Revenues and Expenditures as of September 30, 2026

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

REGULAR BUSINESS

A. Public Hearing: Certification of Unpaid Delinquent City Utility Accounts and Services Invoices for Assessment/Collection

City Administrator Nowezki explained the process for certification of unpaid City utility accounts and noted that this was something the City did on an annual basis. The process allows for the City to collect delinquent charges along with an administrative fee on the following year's taxes. Residents were notified in September about the status of their accounts and have the opportunity to address the Council at tonight's public hearing or submit a written objection. Staff had not received any written objections, and are requesting the Council approve the resolution for the certification of any charges remain unpaid by November 20, 2026.

Mayor Miner opened the public hearing at 6:44 pm, and as there were no public comments, closed the public hearing.

A motion was made by Kvale, seconded by Miner, to adopt Resolution No. 2026-44 for the certification and collection of delinquent 2026 water and sewer utility service charges, recycling program fees, storm water charges, and legal pass-through charges.

Councilmember Dyvik questioned if the number of delinquent accounts was typical for Long Lake.

Nowezki replied that over the last few years, the City averaged about two to three delinquent accounts that warrant certification, and she believes that they will most likely end up in the same range before the November 20, 2026 deadline. She added that the City is willing to work on forms of payment plans with residents when needed.

Councilmember Dyvik asked if all the accounts were for residential properties.

Nowezki noted that one business was included on the list.

Ayes: all.

B. Approve the Purchase of Replacement Outdoor Refuse Receptacles

Nowezki indicated that staff was continuing to work on following through with implementing the updated City logo that had been approved a few years ago, and one item that still features the old logo is the outdoor refuse containers in the City's parks and along the trails. She presented the style of container the Park Board had recommended for purchase and reviewed cost and shipping details.

Councilmember Dyvik questioned whether the containers had lids or if they were just open.

Nowezki responded that during a review of several container styles with Public Works, she had been advised it would be best if the containers were open on the sides.

Councilmember Dyvik asked if having them open would cause problems with bees and other critters.

Public Works Director Diercks stated that the biggest issue would be water, but the containers will have holes drilled in the bottom.

Councilmember Feldmann inquired if the new containers would have the City's logo on them.

Nowezki explained that neither she nor the Park Board were recommending adding a logo because the containers would be able to last a long time and decals don't tend to hold up well.

Councilmember Dyvik asked if staff had considered not going all in on purchasing all the new containers at once in case they don't work as planned.

Nowezki stated that the Council could adjust the number of containers to be ordered and clarified that the only reason she had suggested replacing all 26 receptacles at the same time was due to the weight of them and to save on overall freight costs.

Diercks reflected that the price the City received for all 26 trash containers was a very good deal.

Councilmember Dyvik stated that it looked like City Administrator Nowezki was planning to buy some extra tops for the receptacles and suggested that she also order some extra liners at the same time.

A motion was made by Dyvik, seconded by Feldmann, to approve the purchase and replacement of 26 outdoor refuse receptacles and liners for \$21,630.

Councilmember Feldmann asked if staff needed additional budget funding to be able to purchase the extra liners and tops as discussed.

Nowezki clarified that she would not because the dollar amount for those items was low enough that she wouldn't require additional Council action.

Ayes: all.

C. Approve the Purchase of a New Portable Ice Rink System

Nowezki reported that the City had recently sent out a survey regarding the Holbrook Park ice rink area to residents in order to learn more about their priorities for the site; however, the Park Board hasn't had a chance to review the results and make an official recommendation to the Council. She gave a brief overview of the current issues and challenges with the existing ice rink, the difficulty in achieving and maintaining ice, and the option of moving forward with a portable ice rink system and maintenance contract in the City. She presented available sizes for portable rinks and touched on the anticipated cost of moving forward with replacing boards and installing a concrete surface to rehab the existing rink in its current configuration.

Mayor Miner asked whether there may be an option to have ice for the upcoming winter in the current rink space while paying a contractor to create and maintain it.

Councilmember Dyvik commented that with some grading already in the works for the area, it may be worth exploring that option.

Council and staff discussed costs associated portable versus permanent rink solutions, the use of the area as an off-leash dog park, the impact of the upcoming grading work, cost and maintenance of concrete slabs, staffing challenges within Public Works, the importance of running the options through the Park Board for their recommendation, size preferences and possibilities for upgrades if they decide on a portable rink, concern about the potential durability of the hockey boards, and possible options for the City to find a way to use contractors so the City can have ice this winter.

Mayor Miner added that something they hadn't yet touched on was the warming house, and observed that about 50% of the survey respondents said they would be more likely to use the rink if the building were open on a regular basis.

Nowezki noted that staff met today with a company that may offer a security solution for the City to be able to leave the warming house open more often, but she hasn't received pricing yet. She reminded the Council that it had been difficult to staff the warming house in the past.

Councilmember Kvale asked if there may be a possibility for the City to purchase a used portable rink for a better price.

Nowezki offered to reach out to the vendor and ask if that may be another option for the City.

Councilmember Newcomer voiced that he didn't believe the Council was going to be able to decide on this in time for the upcoming winter and suggested that in the long run, he would like to see some kind of multi-use area that may be able to be used for other things such as pickleball.

A motion was made by Miner, seconded by Dyvik, to table consideration of the purchase of a portable ice rink system until the next City Council meeting to allow the Park Board to discuss options and make a recommendation. Ayes: Newcomer, Feldmann, Dyvik and Miner. Nay: Kvale. Motion carried.

D. Consider the Purchase of a 2010 Mack GU 712 Single Axle Plow Truck

Diercks indicated that the City had an opportunity to replace the City's 2004 Sterling plow truck with a 2010 Mack GU 712 in excellent condition. He explained some of the challenges with maintaining and finding replacement parts for the City's current truck due to the discontinuation of the Sterling brand that occurred in 2009. He presented information on the 2010 Mack truck, including background on its usage by the City of Hastings, mileage, and refurbishment and reconditioning that had been completed.

Council and staff commented on the existing plow truck, how the purchase would impact CIP budgeting, work and updates that have been done on the Mack truck, minor repairs it may need, and longevity expectations for the Mack truck.

A motion was made by Dyvik, seconded by Newcomer, to approve the purchase of a 2010 Mack GU 712 single-axle plow truck as quoted from Transwest Truck Sales of St. Michael, MN, in an amount not to exceed \$89,900 (including tax and license).

Diercks stated that the purchase price would be lower than what was included in the packet because there would also be some trade-in credit to apply to the purchase.

Nowezki noted that she had the updated quote information on her desk and offered to go retrieve it so she could share the updated amount with the Council. She brought the quote back to the Council chambers and advised that the final quote with the trade-in would be \$75,448.50.

Ayes: all.

OTHER BUSINESS

Fire Prevention Open House - Councilmember Feldmann stated that he had attended the Fire Department Open House, which was a great event.

Orono Football Update - Councilmember Dyvik congratulated the Orono football team for beating Zimmerman 49-7 last week and noted that they have a tough game ahead this week when they play Marshall.

Park Board Meeting Schedule - Mayor Miner asked if the Park Board had a routine meeting schedule. Moeller replied that the Park Board was currently meeting on a monthly basis and they establish their next meeting dates at each of their meetings. She mentioned that they may take the months of January and February off if they choose to do so.

Pioneer Museum Presentation - Mayor Miner had spoken with Bob Gasch from the Pioneer Museum last week, and he'd expressed interest in coming to a Council meeting to give a presentation on the Museum and some history of the area. He asked if staff could pencil that topic in for a future workshop or regular meeting. Moeller indicated she did not have contact information for Mr. Gasch but would be happy to schedule him for a future agenda. She would recommend his presentation be scheduled during a regular City Council meeting to offer the Pioneer Museum some public air time. She commented that she personally had visited the Pioneer Museum and found it delightfully charming.

Safe Trick or Treating Event - Councilmember Kvale asked if Moeller had heard any rumblings about a potential Chamber of Commerce Halloween event. Moeller confirmed that she had heard there was some interest in putting an event together, but she hadn't received anything concrete yet.

City Hall Updates - Nowezki reported that the City Hall building doors have been replaced and the exterior windows have been painted. Public Works also removed some of the overgrown trees and helped clean up the landscaping. The new back office conference room has been painted, and she invited the Council to come take a look after the meeting. Mayor Miner expressed appreciation to City staff for their hard work on all the improvements at City Hall and around the City over the last year or so.

Employee Handbook Project - Moeller shared that staff had finally completed a draft of an updated Employee Handbook and it has been thoroughly reviewed by the City Attorney. Staff intends to send out electronic copy of the document to Councilmembers sometime next week, with discussion of the handbook scheduled for the October 20, 2026 work session meeting. Nowezki added that staff was hoping that following the work session, the Employee Handbook could be officially approved by the Council in November.

Clerk Updates - Moeller noted that fall leaf pickup dates had been posted on the City website. She informed Council that she would be out of state at family events from October 8 through October 11,

and once back in the office on October 12, she'll be diving into election work because in-person early voting begins October 16.

Public Works Updates - Diercks reported that he had spoken with an MnDNR hydrologist earlier in the morning regarding adding sand to the beach at Nelson Lakeside Park. He noted that he had a lot of questions and would be expecting a few more back-and-forth conversations to take place before he had all the answers he would need. He observed that it would be a great time to add sand to the beach because the lake is currently low. The last time they'd added sand was around 2019, and they had done so by adding the sand on top of the lake ice, which he would prefer to avoid if possible. He had also spoken with state goose control program staff and learned that the process has dramatically changed from the past. He advised that he would need some time to dig into the information he'd received.

Diercks commented that he had spoken with the City's well contractor earlier today because Well #1 has been down for about a month and he hasn't seen much action by the contractor. He gave an overview of the information the contractor had shared with him about what they found when they pulled the well and what the next steps, timeline, and price for completion of the work on the well would be.

ADJOURN

Hearing no objection, Mayor Miner adjourned the meeting by general consent at 8:01 pm.

Respectfully submitted,

Jeanette Moeller
City Clerk / Zoning Administrator



CITY OF
LONG LAKE

City Council Agenda Report

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

MEETING DATE / October 20, 2026

SUBJECT: Approve Vendor Claims and Payroll

Prepared By: Amanda Nowezki, City Administrator

Report Date: 10/14/2026

Recommended City Council Action

Staff recommends the following:

Motion to approve vendor claims paid in the amount of \$255,412.63 and electronic vendor payments in the amount of \$2,775.45 for a total amount of **\$258,188.08**; gross City Employee payroll paid October 15 in the amount of **\$19,767.99**.

Overview / Background

On October 6, 2026, the City Council approved two expenditures that have since been processed: Check No. 72315, payable to Transwest Trucks, in the amount of \$75,448.50 for the purchase of a 2010 Mack plow truck, and Check No. 72316, payable to Barco Products, LLC, in the amount of \$22,161.63 for the acquisition of refuse receptacles.

Supporting Information

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



CITY OF LONG LAKE

Section 6C.

10/14/2026 2:24 PM

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*Check Summary Register©

Checks 72294-72333

Name	Check Date	Check Amt	
10100 GENERAL FUND CASH			
72294 ADVANCED IMAGING SOLUTONS INC	10/06/26	\$188.69	Copier Contract Maint - 09/20/26-10/20/26
72295 Assured Security	10/06/26	\$17,922.46	CH Access Doors, w/New ADA Auto Operators Pmt 2 of 2
72296 BIFFS, INC.	10/06/26	\$820.29	Biff Rental - Hardin Park 09/02-09/29
72297 CARSON, CLELLAND & SCHREDER	10/06/26	\$3,030.00	Sept Legal Fees-Code Enforcement, Contract issues, Gamblin
72298 CENTERPOINT ENERGY	10/06/26	\$251.54	Gas Charges - (08/20/26-09/18/26) 450 Virginia Ave
72299 CITY OF LONG LAKE	10/06/26	\$385.02	Sept 2026 Utility Bill-450 Virginia Ave
72300 FIRSTNET (AT&T)	10/06/26	\$132.99	PW WIRELESS SERVICES (08/26/26-09/25/26)
72301 FLOCK SAFETY	10/06/26	\$1,000.00	Camera Protection Plan (x2)
72302 FISCHER LEADER RESOURCES	10/06/26	\$1,975.00	3rd & 4th Qtr 2026 - Leadership Development Mentoring (Aman
72303 GOPHER STATE ONE CALL	10/06/26	\$87.75	Sept 2026 Locates
72304 HAWKINS INC	10/06/26	\$4,444.48	Water Chemicals - 170 Gal
72305 METRO WEST INSPECTION SVCS INC	10/06/26	\$1,250.72	Sept 2026 Permits
72306 METROPOLITAN COUNCIL	10/06/26	\$36,218.83	Waste Water Services - Nov 2026
72307 ODP Business Solutions, LLC	10/06/26	\$46.30	CH Supplies; Bowls, Plates
72308 Premium Waters, Inc.	10/06/26	\$48.13	Bottled Water - Sept 2026
72309 SHORELINE FIRE DEPARTMENT	10/06/26	\$49,526.00	4th Qtr 2026 Fire Contract
72310 Cameron Smith & Emily Zaugg	10/06/26	\$429.85	Refund utility overpayment, Act 01-00000466-00-3
72311 TIMESAVER OFF SITE	10/06/26	\$302.50	09/30/26 City Council Meeting/Work Session Minutes
72312 TOLL GAS & WELDING SUPPLY	10/06/26	\$203.44	PW Shop Supplies- Nozzle
72313 WRIGHT-HENNEPIN SECURITY	10/06/26	\$125.80	Sept 2026 Security-450 Virginia Ave
72314 XCEL ENERGY	10/06/26	\$5,691.07	Electricity (08/20/26-09/21/26)-City Hall
72315 TRANSWEST TRUCKS SAVAGE	10/06/26	\$75,448.50	2010 MACK PLOW TRUCK - VIN 1M2AX02C2AM001275
72316 BARCO PRODUCTS, LLC	10/09/26	\$22,161.63	26 Refuse Receptacles and Liners for Parks & Trls (Aprvd 10/6/
72317 HENNEPIN CTY INFO. TECH. DEPT	10/09/26	\$89.94	PW Radio Fees-Sept 2026
72318 MN VALLEY TESTING LAB	10/09/26	\$59.96	Monthly Chlorine Report
72319 ODP Business Solutions, LLC	10/09/26	\$41.35	CH Custodial Supplies; Trash Liners
72320 Performance Petroleum	10/09/26	\$237.58	PW-Well 2 Generator Fuel
72321 SHERWIN-WILLIAMS	10/09/26	\$10.69	PW Paint Supplies
72322 TRANSWEST TRUCKS	10/09/26	\$4,393.88	2010 MACK PLOW TRUCK - Sales Tax (Exempt Does Not App
72323 ALL AROUND PROPERTY PRES	10/14/26	\$5,850.00	Nelson Lakeside Park Pavilion Repairs & Roof Replacement (I
72324 BARCO PRODUCTS, LLC	10/14/26	\$883.66	5 additional Refuse Lids
72325 CORE & MAIN LP	10/14/26	\$1,344.25	PW Utility Equipment-Valve Seat Assembly
72326 HAKANSON ANDERSON	10/14/26	\$1,778.24	Community Forest Grant; Application
72327 LAL TRUST & FOX LEGACY TRUST	10/14/26	\$72.13	Refund utility overpayment, Act 01-00000224-04-7
72328 MEDICA	10/14/26	\$3,803.08	MEDICAL INS - Nov 2026
72329 NUSS TRUCK & EQUIPMENT	10/14/26	\$1,385.59	Mack Plow - Software updates and Idle shut down reset
72330 SUTTONS ADVANCED CLEANING SRV	10/14/26	\$290.00	CH Cleaning Services - Oct 2026
72331 WASTE MANAGEMENT	10/14/26	\$6,491.04	Residential Recycling Services-Oct 2026
72332 WSB & ASSOCIATES, INC	10/14/26	\$4,950.25	Lead Service Line; Resident LSL Questions
72333 XCEL ENERGY	10/14/26	\$2,040.00	Street Lights - Act #5156925594
Total Checks		\$255,412.63	



CITY OF LONG LAKE

*Check Summary Register©

Checks 72294-72333

Section 6C.

10/14/2022 2:24 PM

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Name	Check Date	Check Amt
10100 GENERAL FUND CASH		
101 GENERAL FUND		\$77,152.79
430 FLEET CAPITAL FUND		\$79,842.38
440 CITY FACILITIES CAPITAL FUND		\$17,922.46
452 PARKS/TRAILS CAPITAL FUND		\$21,630.00
601 WATER FUND		\$10,539.37
602 SANITARY SEWER FUND		\$41,206.49
603 SURFACE WATER MGMT FUND		\$218.10
604 RECYCLING FUND		\$6,491.04
700 BUILDING PERMIT ESCROWS		\$410.00
		\$255,412.63



CITY OF LONG LAKE

***Check Detail Register©**

Checks 72294-72333

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
10100 GENERAL FUND CASH					
72294	10/06/26	ADVANCED IMAGING SOLUTONS INC			
E 101-41500-4125		Copier Lease	\$188.69	591985346	Copier Contract Maint - 09/20/26-10/20/26
		Total	\$188.69		
72295	10/06/26	Assured Security			
E 440-41940-4010		Building Maintenance & R	\$17,922.46	P251313	CH Access Doors, w/New ADA Auto Operators Pmt 2 of 2
		Total	\$17,922.46		
72296	10/06/26	BIFFS, INC.			
E 101-45200-3880		Portable Toilet Rental	\$111.00	INV321279	Biff Rental - Holbrook Park 09/02-09/29
E 101-45200-3880		Portable Toilet Rental	\$111.00	INV321280	Biff Rental - Hardin Park 09/02-09/29
E 101-45200-3880		Portable Toilet Rental	\$487.29	INV321281	Biff Rental - Nelson Lakeside Park 09/02-09/29
E 101-45200-3880		Portable Toilet Rental	\$111.00	INV321282	Biff Rental - Dexter Park 09/02-09/29
		Total	\$820.29		
72297	10/06/26	CARSON, CLELLAND & SCHREDER			
E 101-41610-3120		Legal Fees - Civil	\$1,335.00	10486	Sept Legal Fees-Code Enforcement, Contract issues, Gambling Funds, Etc
E 101-41610-3040		Legal Fees - Criminal	\$1,200.00	10486	Sept Legal Fees-Criminal
G 700-29317		2465 W Wayzata(Westoka	\$187.50	10486	Sept Legal Fees-Hennepin Youth Grant Application Review
E 101-41910-3030		Engineering Fees	\$307.50	10486	Sept Legal Fees-WSB Contract and Task Order Review
		Total	\$3,030.00		
72298	10/06/26	CENTERPOINT ENERGY			
E 101-41940-3830		Natural Gas Expense	\$53.00	80000790651	Gas Charges - (08/20/26-09/18/26) 450 Virginia Ave
E 101-41942-3830		Natural Gas Expense	\$131.66	80000790651	Gas Charges - (08/20/26-09/18/26) 2145 Daniels St
E 602-49450-3830		Natural Gas Expense	\$45.88	80000790651	Gas Charges - (08/20/26-09/18/26) Swr
E 101-45200-3830		Natural Gas Expense	\$21.00	80000790651	Gas Charges - (08/20/26-09/18/26) Parks
		Total	\$251.54		
72299	10/06/26	CITY OF LONG LAKE			
E 101-41940-3820		City Utilities (Wtr,Swr,Stor	\$81.18	100226	Sept 2026 Utility Bill-450 Virginia Ave
E 101-41942-3820		City Utilities (Wtr,Swr,Stor	\$179.32	100226	Sept 2026 Utility Bill-2145 Daniels St
E 601-49400-3820		City Utilities (Wtr,Swr,Stor	\$56.82	100226	Sept 2026 Utility Bill-1964 Orchard Ln
E 101-45200-3820		City Utilities (Wtr,Swr,Stor	\$67.70	100226	Sept 2026 Utility Bill-350 Harrington
		Total	\$385.02		
72300	10/06/26	FIRSTNET (AT&T)			
E 101-43050-3230		Cell Phones	\$93.26	X10032026	PW WIRELESS SERVICES (08/26/26-09/25/26)
E 601-49400-3090		Software Support	\$39.73	X10032026	PW WIRELESS SERVICES (08/26/26-09/25/26)
		Total	\$132.99		
72301	10/06/26	FLOCK SAFETY			
E 101-42110-4040		Equipment Maintenance/R	\$1,000.00	100126	Camera Protection Plan (x2)
		Total	\$1,000.00		
72302	10/06/26	FISCHER LEADER RESOURCES			



CITY OF LONG LAKE

***Check Detail Register©**

Checks 72294-72333

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 101-41500-2080		Training/Instruction Materi	\$1,975.00	1033-26	3rd & 4th Qtr 2026 - Leadership Development Mentoring (Amanda)
		Total	\$1,975.00		
72303	10/06/26	GOPHER STATE ONE CALL			
E 601-49400-3855		Gopher One Locates Expe	\$87.75	6090559	Sept 2026 Locates
		Total	\$87.75		
72304	10/06/26	HAWKINS INC			
E 601-49400-2160		Chemicals and Chem Pro	\$4,444.48	7584280	Water Chemicals - 170 Gal
		Total	\$4,444.48		
72305	10/06/26	METRO WEST INSPECTION SVCS INC			
E 101-42400-3035		Bldg Inspection - Subcontr	\$1,250.72	5205	Sept 2026 Permits
		Total	\$1,250.72		
72306	10/06/26	METROPOLITAN COUNCIL			
E 602-49450-3100		MCES Sewer Treatment	\$36,218.83	5104	Waste Water Services - Nov 2026
		Total	\$36,218.83		
72307	10/06/26	ODP Business Solutions, LLC			
E 101-41500-4450		Food & Beverage (Mtgs/Tr	\$46.30	48301697700	CH Supplies; Bowls, Plates
		Total	\$46.30		
72308	10/06/26	Premium Waters, Inc.			
E 101-41500-4145		Bottled Water Service	\$48.13	311703053	Bottled Water - Sept 2026
		Total	\$48.13		
72309	10/06/26	SHORELINE FIRE DEPARTMENT			
E 101-42110-3135		Fire Department Services	\$44,712.50	2026-14	4th Qtr 2026 Fire Contract
E 101-42110-3135		Fire Department Services	\$4,813.50	2026-14	4th Qtr 2026 Fire CIP Contract
		Total	\$49,526.00		
72310	10/06/26	Cameron Smith & Emily Zaugg			
E 601-49400-4320		Utility Overpmts/Uncollect	\$429.85	466-00-3	Refund utility overpayment, Act 01-00000466-00-3
		Total	\$429.85		
72311	10/06/26	TIMESAVER OFF SITE			
E 101-41500-3000		Professional Services	\$302.50	33036	09/30/26 City Council Meeting/Work Session Minutes
		Total	\$302.50		
72312	10/06/26	TOLL GAS & WELDING SUPPLY			
E 101-43050-2150		Shop Supplies	\$53.44	0010683656	PW Shop Supplies- Nozzle
E 101-43050-4170		Uniforms	\$150.00	0010683656	PW Shop Supplies-Weldmark Helmet
		Total	\$203.44		
72313	10/06/26	WRIGHT-HENNEPIN SECURITY			
E 101-41940-3000		Professional Services	\$62.90	15016899239	Sept 2026 Security-450 Virginia Ave
E 101-41942-3000		Professional Services	\$62.90	15016899239	Sept 2026 Security-2145 Daniels St
		Total	\$125.80		
72314	10/06/26	XCEL ENERGY			



CITY OF LONG LAKE

***Check Detail Register©**

Checks 72294-72333

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 101-41940-3810		Electricity Expense	\$291.37	996883186	Electricity (08/20/26-09/21/26)-City Hall
E 101-41942-3810		Electricity Expense	\$1,040.71	996883186	Electricity (08/20/26-09/21/26)-Public Works
E 101-43100-3815		Street Lighting Maint/Elect	\$297.00	996883186	Electricity (08/20/26-09/21/26)-Street Lights
E 101-45200-3810		Electricity Expense	\$162.04	996883186	Electricity (08/20/26-09/21/26)-Parks
E 601-49400-3810		Electricity Expense	\$3,476.02	996883186	Electricity (08/20/26-09/21/26)-Water
E 602-49450-3810		Electricity Expense	\$423.93	996883186	Electricity (08/20/26-09/21/26)-Sewer
		Total	\$5,691.07		
72315	10/06/26	TRANSWEST TRUCKS			
E 430-48110-5000		Capital Outlay	\$75,448.50	DE-20146	2010 MACK PLOW TRUCK - VIN 1M2AX02C2AM001275
		Total	\$75,448.50		
72316	10/09/26	BARCO PRODUCTS, LLC			
E 452-48200-5030		Park Development & Upgr	\$21,630.00	SORCO1122	26 Refuse Receptacles and Liners for Parks & Trls (Aprvd 10/6/26)
E 101-45200-3840		Custodial & Waste Remov	\$531.63	SORCO1122	5 additional Refuse Liners
		Total	\$22,161.63		
72317	10/09/26	HENNEPIN CTY INFO. TECH. DEPT			
E 101-41942-3235		Radios (Cty 800mhz)	\$89.94	1000274424	PW Radio Fees-Sept 2026
		Total	\$89.94		
72318	10/09/26	MN VALLEY TESTING LAB			
E 601-49400-3825		Water Testing/Reporting E	\$59.96	1379789	Monthly Chlorine Report
		Total	\$59.96		
72319	10/09/26	ODP Business Solutions, LLC			
E 101-41940-3840		Custodial & Waste Remov	\$41.35	48301697800	CH Custodial Supplies; Trash Liners
		Total	\$41.35		
72320	10/09/26	Performance Petroleum			
E 601-49400-3831		Generator Fuel Expense	\$237.58	E161894	PW-Well 2 Generator Fuel
		Total	\$237.58		
72321	10/09/26	SHERWIN-WILLIAMS			
E 101-45200-4015		Grounds Maintenance	\$10.69	52650147730	PW Paint Supplies
		Total	\$10.69		
72322	10/09/26	TRANSWEST TRUCKS			
E 430-48110-5000		Capital Outlay	\$4,393.88	100926	2010 MACK PLOW TRUCK - Sales Tax (Exempt Does Not Apply)
		Total	\$4,393.88		
72323	10/14/26	ALL AROUND PROPERTY PRES			
E 101-43100-4045		Insurance Claim Expense	\$5,850.00	101226	Nelson Lakeside Park Pavilion Repairs & Roof Replacement (Insurance Claim) (Pmt 1 of 2)
		Total	\$5,850.00		
72324	10/14/26	BARCO PRODUCTS, LLC			
E 101-45200-3840		Custodial & Waste Remov	\$883.66	SORCO1124	5 additional Refuse Lids
		Total	\$883.66		



CITY OF LONG LAKE

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*Check Detail Register©

Checks 72294-72333

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
72325	10/14/26	CORE & MAIN LP			
E 601-49400-4040		Equipment Maintenance/R	\$1,344.25	V000072923	PW Utility Equipment-Valve Seat Assembly
		Total	\$1,344.25		
72326	10/14/26	HAKANSON ANDERSON			
E 101-41910-3030		Engineering Fees	\$1,150.00	58383	Community Forest Grant; Application
E 101-41910-3030		Engineering Fees	\$628.24	58383	General Engineering; Staff Meeting
		Total	\$1,778.24		
72327	10/14/26	LAL TRUST & FOX LEGACY TRUST			
E 601-49400-4320		Utility Overpmts/Uncollect	\$72.13	224-04-7	Refund utility overpayment, Act 01-00000224-04-7
		Total	\$72.13		
72328	10/14/26	MEDICA			
E 101-41500-1310		Employer Paid Health Insu	\$1,623.91	88510713687	MEDICAL INS - Nov 2026
E 101-43050-1310		Employer Paid Health Insu	\$1,049.30	88510713687	MEDICAL INS - Nov 2026
E 601-49400-1310		Employer Paid Health Insu	\$290.80	88510713687	MEDICAL INS - Nov 2026
E 602-49450-1310		Employer Paid Health Insu	\$218.10	88510713687	MEDICAL INS - Nov 2026
E 603-43150-1310		Employer Paid Health Insu	\$218.10	88510713687	MEDICAL INS - Nov 2026
G 101-21706		FlexPlan - Ins Prem	\$402.87	88510713687	MEDICAL INS - Nov 2026
		Total	\$3,803.08		
72329	10/14/26	NUSS TRUCK & EQUIPMENT			
E 101-43100-4040		Equipment Maintenance/R	\$1,385.59	SWO086171-	Mack Plow - Software updates and Idle shut down reset
		Total	\$1,385.59		
72330	10/14/26	SUTTONS ADVANCED CLEANING SRV			
E 101-41940-3840		Custodial & Waste Remov	\$290.00	8383	CH Cleaning Services - Oct 2026
		Total	\$290.00		
72331	10/14/26	WASTE MANAGEMENT			
E 604-43200-3890		Res Curb Recycling	\$3,886.51	8332247-159	Residential Recycling Services-Oct 2026
E 604-43200-3895		Res Organic Recycling	\$2,604.53	8332247-159	Organics Recycling Services-Oct 2026
		Total	\$6,491.04		
72332	10/14/26	WSB & ASSOCIATES, INC			
E 101-41910-3030		Engineering Fees	\$156.50	R-031349-00	Lead Service Line; Resident LSL Questions
E 101-41910-3032		General Planning	\$271.50	R-031349-00	Planning; Fence Permit, 47 Apple Glen, 455 Willow
G 700-29287		1040 Old LongLake(Lot4)	\$222.50	R-031349-00	1040 Old Long Lake- Lot 4; NPDES Inspections
E 602-49450-3030		Engineering Fees	\$4,299.75	R-031349-00	Sanitary Sewer Lining; Final Design Addendum 2, Add #2 Specs, Bidding, Etc
		Total	\$4,950.25		
72333	10/14/26	XCEL ENERGY			
E 101-43100-3815		Street Lighting Maint/Elect	\$2,040.00	997905665	Street Lights - Act #5156925594
		Total	\$2,040.00		
		10100	\$255,412.63		



CITY OF LONG LAKE

***Check Detail Register©**

Checks 72294-72333

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
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Fund Summary**10100 GENERAL FUND CASH**

101 GENERAL FUND	\$77,152.79
430 FLEET CAPITAL FUND	\$79,842.38
440 CITY FACILITIES CAPITAL FUND	\$17,922.46
452 PARKS/TRAILS CAPITAL FUND	\$21,630.00
601 WATER FUND	\$10,539.37
602 SANITARY SEWER FUND	\$41,206.49
603 SURFACE WATER MGMT FUND	\$218.10
604 RECYCLING FUND	\$6,491.04
700 BUILDING PERMIT ESCROWS	\$410.00
	<hr/>
	\$255,412.63



CITY OF LONG LAKE

Section 6C.

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*Check Summary Register©

Checks 3505-3509

Name		Check Date	Check Amt	
10100 GENERAL FUND CASH				
3505e	MN DEPT OF REVENUE	09/30/26	\$803.00	Sept 2026 Sales Tax
3506e	MN UNEMPLOYMENT INSURANCE	10/01/26	\$1,074.08	3rd Qtr 2026 MN Paid Leave-City Staff
3507e	MN UNEMPLOYMENT INSURANCE	10/01/26	\$43.47	3rd Qtr 2026 MN Paid Leave- Elected Officials/Judges
3508e	POSTALIA	10/02/26	\$500.00	Postage-Oct 2026
3509e	PSN UTILITY ONLINE BILLING	10/05/26	\$354.90	BILL PAY FEE - Sept 2026
Total Checks			\$2,775.45	
10100 GENERAL FUND CASH				
101 GENERAL FUND			\$1,217.55	
601 WATER FUND			\$1,180.45	
602 SANITARY SEWER FUND			\$377.45	
			\$2,775.45	



CITY OF LONG LAKE

***Check Detail Register©**

Checks 3505-3509

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
10100 GENERAL FUND CASH					
3505 e	09/30/26	MN DEPT OF REVENUE			
G 601-20801		Sales Tax Payable	\$803.00	093026	Sept 2026 Sales Tax
		Total	\$803.00		
3506 e	10/01/26	MN UNEMPLOYMENT INSURANCE			
G 101-21708		MN Paid Leave Tax w/h	\$1,074.08	093026	3rd Qtr 2026 MN Paid Leave-City Staff
		Total	\$1,074.08		
3507 e	10/01/26	MN UNEMPLOYMENT INSURANCE			
G 101-21708		MN Paid Leave Tax w/h	\$43.47	093026-1	3rd Qtr 2026 MN Paid Leave- Elected Officials/Judges
		Total	\$43.47		
3508 e	10/02/26	POSTALIA			
E 601-49400-3220		Postage	\$200.00	100226	Postage-Oct 2026
E 602-49450-3220		Postage	\$200.00	100226	Postage-Oct 2026
E 101-41500-3220		Postage	\$100.00	100226	Postage-Oct 2026
		Total	\$500.00		
3509 e	10/05/26	PSN UTILITY ONLINE BILLING			
E 601-49400-3090		Software Support	\$177.45	330907	BILL PAY FEE - Sept 2026
E 602-49450-3090		Software Support	\$177.45	330907	BILL PAY FEE - Sept 2026
		Total	\$354.90		
		10100	\$2,775.45		

Fund Summary**10100 GENERAL FUND CASH**

101 GENERAL FUND	\$1,217.55
601 WATER FUND	\$1,180.45
602 SANITARY SEWER FUND	\$377.45
	<u>\$2,775.45</u>



CITY OF LONG LAKE

10/12/2026 Section 6C.

Page 1

Payroll Summary

Pay Group: 01 Bi-Weekly
Check Date: 10/15/2026 per. 21

Employee	Gross Wage	Federal Gross	State Gross	Federal Tax	State Tax	Local Tax	Social Security	Medicare	Retire	Tax Sheltered	Non-Tax Sheltered	Tips	Reimb.	Net
000000309 BJORKLUND, JULIE	1,901.60	1,778.00	1,778.00	129.51	90.03		117.90	27.57	123.60		8.37			1,404.62
000000287 DECKER JR, MICHAEL	2,086.29	1,951.98	1,951.98	175.39	101.86		129.35	30.25	134.31		9.63			1,505.50
000000243 DIERCKS, SEAN	4,188.04	3,915.82	3,915.82	594.63	235.41		259.66	60.73	272.22		18.43			2,746.96
000000306 KIEPER, JASON	3,252.77	3,070.62	3,070.62	260.32	143.20		201.67	47.17	182.15		14.31			2,403.95
000000091 MOELLER, JEANETTE	3,768.98	3,326.05	3,326.05	271.13	146.70		221.40	51.78	244.98	197.95	16.58			2,618.46
000000252 NOWEZKI, AMANDA	4,570.31	4,080.68	4,080.68	762.71	251.00		282.38	66.04	523.91	15.72	51.13			2,617.42

941 Deposit

Federal Tax	\$2,193.69
Medicare	\$567.08
Social Security	\$2,424.72
Advanced EIC	None
Total Deposit	\$5,185.49

Pay Summary

Gross	19,767.99
Federal Gross	18,123.15
State Gross	18,123.15
FICA Gross	19,554.32

Tax Summary

Federal Tax	2,193.69	
State Tax	968.20	
Local Tax		
FICA Ded/Ben	1,212.36	1,212.36
Medicare Ded/Ben	283.54	283.54

Others

Retirement	1,481.17
Tax-Sheltered	213.67
Voluntary	118.45
Tips	0.00
Reimbursement	0.00
Net	13,296.91



CITY OF
LONG LAKE

City Council Agenda Report

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

MEETING DATE / October 20, 2026

SUBJECT: Six-Month Performance Evaluation for Administrative Assistant Julie Bjorklund and Resolution Approving a Wage Step Increase

Prepared By: Jeanette Moeller, City Clerk

Report Date: 10/14/2026

Recommended City Council Action

Staff recommends the following:

Motion to adopt Resolution No. 2026-46 approving a wage step increase for Administrative Assistant Julie Bjorklund from Step 1 to Step 2 of the Salary Pay Plan due to having a satisfactory performance review.

Overview / Background

All administrative employees hired by the City of Long Lake are hired as probationary employees and serve a six-month probationary period. Performance of an administrative position hire is evaluated and reviewed with the employee at the end of their probationary period; and a recommendation is made to the City Council as to whether or not the employee's performance is satisfactory and if any adjustments should be made to their compensation. Future performance evaluations are conducted on employee annual anniversaries.

Julie Bjorklund was appointed to the position of Administrative Assistant on April 7, 2026 and subsequently began her employment on April 13. Her six-month performance evaluation was conducted on October 13, 2026. Supervisory staff have determined that Ms. Bjorklund's performance has been consistently positive thus far, and staff is recommending Ms. Bjorklund receive a one-step wage increase from Step 1 to Step 2 of the Salary Pay Plan for her position.

Supporting Information

- Resolution No. 2026-46
- Personnel Action Form



**City Council
Resolution No. 2026-46**

**A RESOLUTION APPROVING A WAGE STEP INCREASE FOR
ADMINISTRATIVE ASSISTANT JULIE BJORKLUND**

WHEREAS, Administrative Assistant Julie Bjorklund received a satisfactory job performance review in conjunction with her six-month performance evaluation, and is therefore eligible for a scheduled wage step increase; and

WHEREAS, Ms. Bjorklund was appointed by City Council to the position of Administrative Assistant on April 7, 2026 at the Step 1 wage rate for her position, and she began her employment with the City on April 13; and

WHEREAS, Ms. Bjorklund's six-month performance review was conducted by the City Clerk on October 13, 2026, and in recognition of her positive job performance during her first six months of employment with the City, staff recommends Ms. Bjorklund receive a salary step increase from Step 1 to Step 2 for her position to become effective on the date of her six-month anniversary.

NOW THEREFORE, BE IT RESOLVED, by the City Council of the City of Long Lake, Minnesota that the wage for Administrative Assistant Julie Bjorklund is hereby increased from Step 1 to Step 2 of the Salary Pay Plan effective October 13, 2026.

Adopted by the City Council of the City of Long Lake this 20th day of October 2026.

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

City Hall Phone / 952-473-6961

Section 6D.

COMPLETED FORM TO BE SIGNED BY THE EMPLOYEE,
DEPARTMENT HEAD, AND CITY ADMINISTRATOR

Provide a copy of this fully signed Personnel Action Form to the
employee, and place the original in the employee's personnel file.

Employee Information

Employee's Name Julie Bjorklund Department Administration

Position Title Administrative Assistant Supervisor City Clerk

Employee Status - ☒ Regular Full-Time ☐ Regular Part-Time ☐ Seasonal / Temporary

Personnel Action

Please check all that apply and complete applicable form fields below.

Personnel Action - ☐ New Employee ☐ Probationary Status ☐ Probation Extension
☒ Performance Review
☒ Salary Step Increase: Current Step/Wage - Step 1 - \$23.77 / Hour
New Step/Wage - Step 2 - \$24.33 / Hour
☐ Promotion: New Position Title - _____
☐ Disciplinary ☐ Suspension ☐ Dismissal / Termination
☐ Resignation ☐ Retirement
☐ Other _____

Employee's Hire / Anniversary Date - Start Date: 4/13/2026 Effective Date - 10/13/2026

Additional Comments / Reason for Action

In her first six months of employment, Julie has displayed a positive attitude while learning on the job. She's proven herself to be reliable, enthusiastic, and supportive of her fellow City Hall and Public Works staff. She's been diligent in checking Public Works' correspondence and has consistently communicated messages or requests that need follow up. She's been friendly, welcoming, and patient in her interactions with front desk walk-in traffic. We expect Julie will continue to improve as her confidence grows both in the duties of her position, and in her place as an important member of our team.

Signatures

Employee Signature Julie Bjorklund

Date 10/13/26

Supervisor Signature Mallory

Date 10/13/24

City Administrator Signature [Signature]

Date 10/12/26



CITY OF
LONG LAKE

City Council Agenda Report

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

MEETING DATE / October 20, 2026

SUBJECT: Accept the Resignation of a Public Works Maintenance Worker

Prepared By: Jeanette Moeller, City Clerk

Report Date: 10/15/2026

Recommended City Council Action

Staff recommends the following:

Motion to accept the resignation of Jason Kieper from the position of Public Works Maintenance Worker I for the City of Long Lake.

Overview / Background

On Thursday, October 15, Public Works Maintenance Worker I Jason Kieper submitted a letter informing staff of his intent to resign from his position effective Thursday, October 29, 2026.

Mr. Kieper began his probationary employment with the City on January 26, 2026, and he had not yet met the requirements for appointment to regular employee status.

Mr. Kieper's letter of resignation is attached for formal acceptance by the City Council.

Supporting Information

- Resignation letter from Jason Kieper dated October 15, 2026

October 15, 2026

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

RE: Notice of Resignation

Please accept this letter as my formal resignation from my position as Public Works Maintenance Worker I with the City of Long Lake. My last day of employment will be Thursday, October 29, 2026.

I appreciate the opportunity to have worked for the City.

Thank you,

A handwritten signature in black ink, appearing to read 'Jason Kieper', with a stylized flourish at the end.

Jason Kieper
Phone / 612-247-1577