



CITY COUNCIL MEETING

January 02, 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 December 12, 2023 Special City Council Meeting
 - [B.](#) Approve Minutes of December 12, 2023 City Council Special Work Session
 - [C.](#) Receive Draft Minutes of December 19, 2023 Economic Development Authority Meeting
 - [D.](#) Approve Minutes of December 19, 2023 City Council Meeting
 - [E.](#) Approve Vendor Claims and Payroll
 - [F.](#) Adopt Resolution No. 2024-01 Approving Site Improvements for the Aava Vetta Development
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. Presentation Recognizing Grace Berbig, 'Letters of Love' Organization
 - [B.](#) Request by Bucks Pub (Katherine Stephens) for a Reduction in Project City SAC and WAC Charges
 - [C.](#) 2024 City Appointments
 - D. Updates and Discussion Regarding Fire Department Matters
8. **Other Business**
9. **Adjourn**

UPCOMING MEETINGS & OTHER DATES OF NOTE

Monday, January 1, 2024 / City Offices Closed - New Year's Day

Tuesday, January 9 (6:30 pm) / Planning Commission Meeting

Monday, January 15 / City Offices Closed - Martin Luther King Jr. Day
Tuesday, January 16 (5:00 pm) / City Council Work Session
Tuesday, January 16 (6:30 pm) / City Council Meeting



**MINUTES
CITY COUNCIL SPECIAL MEETING
December 12, 2023**

CALL TO ORDER

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

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

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

Absent: None

APPROVE AGENDA

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

BUSINESS ITEMS

Closed Session to Discuss the Performance of a Public Works Maintenance Worker

A motion was made by Kvale, seconded by Joyce, to move into a Closed Session pursuant to MN Stat. 13D.05, subd 3(a) to discuss the performance of a Public Works Maintenance Worker. Ayes: all.

A motion was made by Dyvik, seconded by Kvale, to end the Closed Session and move back into an open meeting. Ayes: all.

A motion was made by Kvale, seconded by Miner, to separate from City employment with Matthew Menard effective December 13, 2023 because he is unable to fulfill all of the obligations set forth in his employment contract. Ayes: all.

The Council discussed possible ways to advertise for the current openings in the Public Works Department and various details regarding the open positions.

City Attorney Thames summarized that the City Council had met in a Closed Session meeting held pursuant to MN Stat. 13D.05, subd 3(a) to discuss the performance of a Public Works Maintenance Worker, which resulted in the employment action the Council had just taken.

ADJOURN

Hearing no objection, Mayor Miner adjourned the special meeting by general consent at 5:28 pm.

Respectfully submitted,

Scott Weske
City Administrator



**MINUTES
CITY COUNCIL SPECIAL WORK SESSION
December 12, 2023**

CALL TO ORDER

The meeting was called to order at 5:35 pm.

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

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

Absent: None

APPROVE AGENDA

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

BUSINESS ITEMS

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

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

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

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

ADJOURN

Hearing no objection, Mayor Miner adjourned the meeting by general consent at 7:40 pm.

Respectfully submitted,

Scott Weske
City Administrator



**MINUTES
Economic Development Authority
December 19, 2023**

CALL TO ORDER

The Economic Development Authority meeting was called to order at 6:00 pm.

Present: Chair: Jahn Dyvik; Board: Deirdre Kvale, Mike Feldmann, Charlie Miner, Gina Joyce, Tim Hultmann, and Sahand Elmtalab

Staff Present: City Administrator/Executive Director: Scott Weske

Absent: None

PLEDGE OF ALLEGIANCE

APPROVE AGENDA

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

CONSENT AGENDA

The Consent Agenda consisted of the following:

- A. Approve Minutes of April 18, 2023 Economic Development Authority Meeting

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

OPEN CORRESPONDENCE

No one was in attendance to address the Economic Development Authority during Open Correspondence.

BUSINESS ITEMS

Recommendation to the City Council Regarding Reappointment of Economic Development Authority Member Sahand Elmtalab

Scott Weske, Executive Director, explained that Sahand Elmtalab has indicated an interest in being reappointed consistent with the EDA bylaws.

A motion was made by Dyvik, seconded by Feldmann, to recommend the City Council reappoint Sahand Elmtalab to serve as a resident at large member of the Economic Development Authority for a term effective January 1, 2024 through December 31, 2025. Ayes: all.

Extend Economic Development Authority Chair and Vice-Chair Officer Position Appointments

Executive Director Weske explained that this agenda item was essentially a housekeeping item to match the terms laid out in the bylaws.

Chair Dyvik noted that he did not think they should automatically just extend the terms of the current Chair and Vice-Chair if there were others interested in serving in that capacity. He stated that he was willing to continue to serve as Chair, but did not want to take that opportunity away from someone else.

Board member Feldmann stated that he agreed and was also willing to continue to serve as Vice-Chair, but would also be willing to step aside if someone else wanted that role.

A motion was made by Kvale, seconded by Hultmann, to extend the appointment of Board member Dyvik to serve as Chair and Board member Feldmann to serve as Vice-Chair. Ayes: all.

Updates from City Staff Regarding Parking Requirements and the Status of City-Owned Property at 1905 Wayzata Boulevard W.

Executive Director Weske explained that City Clerk Moeller had intended to be at the meeting to share with the EDA about this item, but she was unable to attend due to illness. He stated that his understanding was that the City was seeing interested parties want to put uses the property that do not comply with zoning standards such as building size and parking requirements, which somewhat limits the opportunities given the smaller size of the property. He mentioned the example of developing the property for a restaurant being a scenario creating parking issues, or even queue issues for a business like a coffee shop. City Clerk Moeller and Planning Consultant Rybak have taken a look at a handful of property uses in zoning code where parking may be somewhat restrictive and would be bringing back a recommendation to the Planning Commission and the City Council about the possibility of easing up on some of the existing restrictions.

The EDA discussed some possible areas where they may be opportunities for a more flexible approach to things such as shared parking between businesses.

OTHER BUSINESS

Land Adjacent to City Owned Parcel – Board member Miner reported that there is a sliver of land north of Fire Station 1 that seems to have been a bit of an anomaly with the County. He stated that the property’s status will be fixed and the sliver of land will become part of the bigger piece of land owned by the City, as it should have been originally recorded.

ADJOURN

Hearing no objection, Chair Dyvik adjourned the meeting by general consent at 6:22 pm.

Respectfully submitted,
Scott Weske, Executive Director



**MINUTES
CITY COUNCIL MEETING
December 19, 2023**

CALL TO ORDER

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

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

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

Absent: None

PLEDGE OF ALLEGIANCE

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

Mayor Miner offered the following comments and updates:

The Economic Development Authority had met immediately prior to the City Council meeting and had recommended the reappointment of Sahand Elmtalab to the EDA.

On December 11, Mayor Miner had attended a roundtable discussion sponsored by Representative Andrew Myers, at which most of the discussion centered around traffic safety issues along the Highway 7 corridor. Representative Myers had also held an event in Long Lake at the Caribou Coffee last Saturday, and Mayor Miner commented that there was good dialogue that happened at that get together.

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 December 5, 2023 City Council Meeting
- B. Approve Vendor Claims and Payroll
- C. Adopt Resolution No. 2023-49 Approving the Issuance (Renewal) of 2024 Tobacco License
- D. Adopt Resolution No. 2023-50 Approving the Issuance (Renewal) of 2024 Liquor Licenses
- E. Adopt Resolution No. 2023-51 Approving the Issuance (Renewal) of 2024 Residential and Commercial Refuse Hauler Licenses
- F. Adopt Resolution No. 2023-56 Approving Issuance of Special Event Permit #S2023-14 for the Orono Lions Club Snowball Open on February 3, 2024; and Authorize the Hennepin County Sheriff's Office Water Patrol to Permit the Event
- G. Confirm Appointment of Michael Decker to the Position of Seasonal Public Works Maintenance Worker for the City of Long Lake

- H. Authorize Payment of Partial Pay Request No. 2 to Valley Paving, Inc. in the amount of \$38,735.16
- ~~I. Adopt Resolution No. 2023-57 Approving Site Improvements for the Aava Vetta Development (Postponed to a Future Meeting)~~
- ~~J. Adopt Resolution No. 2023-58 Conditionally Appointing Alex. L. McCaherty to the position of Paid On-Call Firefighter for the City of Long Lake~~
- K. Adopt Resolution No. 2023-59 Conditionally Appointing John K. Brown to the position of Paid On-Call Firefighter for the City of long Lake
- L. Adopt Resolution No. 2023-60 Reappointing Donny Chillstrom to the Park Board for a new term effective January 1, 2024 through December 31, 2026
- M. Adopt Resolution No. 2023-61 Reappointing Sahand Elmtalab to the Economic Development Authority for a new term effective January 1, 2024 through December 31, 2025.

Mayor Miner explained that because he knows firefighter candidate Alex L. McCaherty personally, he planned to abstain from the vote on Consent Agenda Item J.

Council member Joyce asked if there was a back up plan for the Snowball Open if the lake was not frozen enough.

Mayor Miner confirmed that he'd spoken with Mr. Adams recently who assured him that he has some ideas as back up possibilities if the weather does not cooperate.

A motion was made by Kvale, seconded by Miner, to approve Consent Agenda Items A through H, and K through M, as presented. Ayes: all.

A motion was made by Feldmann, seconded by Joyce, to approve Consent Agenda Item J as presented. Ayes: Feldmann, Joyce, Kvale, and Dyvik. Abstained: Miner. Motion carried.

City Administrator Weske clarified that Consent Agenda Item I needed to be postponed for action until the next Council meeting as it had come to his attention that some rewording of the Resolution is necessary prior to approval.

A motion was made by Feldmann, seconded by Miner, to table Consent Agenda Item I. Ayes: all.

OPEN CORRESPONDENCE

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

BUSINESS ITEMS

Announcement of Holiday Home Decorating Contest Winners

Mayor Miner recalled that former Mayor Marty Schneider had begun the Holiday Home Decorating Contest, which has become a tradition that the City has continued. He stated that this year's contest judges had gone out last week to look at the homes who'd entered the contest under the two categories of either 'Clark Griswold' or 'Nostalgic'. Mayor Miner shared a presentation displaying the winning entries of this year's contest, which were:

Clark Griswold Category

3rd Place – Todd Dulin, 1984 Kennedy Lane

2nd Place – Bret Ostvolden, 266 Dupont Street

1st Place – Cindy Adams, 1130 Underhill Circle

Nostalgic Category

2nd Place – Lori Goodsell, 2206 Watertown Road

1st Place – Jim Benson, 55 Harrington Drive

Mayor Miner recognized the local businesses who helped provide prizes for the winners.

Approve Purchase of a Used Snowplow for the Hyundai Wheel Loader

Public Works Director Diercks outlined the proposal for the purchase of a used snowplow. He provided a comparison of the pricing and attributes of buying new versus used equipment, and indicated that he was recommending moving forward with the used plow proposed.

Council member Dyvik pointed out the photo that showed the sides that extend on the used plow, and asked if the Hyundai wheel loader was strong enough to equip a plow of that size.

Diercks clarified that the used plow can extend out to 16 feet, whereas the new one that was reviewed only extends 12 feet. He added that if necessary, the side extensions on the used plow could be removed.

The Council discussed features of the plow, how it could be used in the City, the recent sale of surplus Public Works equipment, and funding the purchase through the General Fund.

A motion was made by Dyvik, seconded by Joyce, to approve the purchase of a used snowplow for the Hyundai wheel loader from Monte Motor Sales of Montevideo. Ayes: all.

Adoption of Final Payable 2024 Levy, City Budget, Capital Improvement Program, and Pay Plan Resolutions

Weske and Finance Director Nowezki reviewed details of the budget process, preliminary levy, and the truth in taxation hearing. They highlighted details within the budget including the increase in the General Fund between 2023 and 2024, changes to the Fire Department operations budget, employee salaries, overall revenues and expenses, status of the enterprise funds, worker’s compensation insurance premiums, and answered Council questions regarding the budget and various fund balances.

Council member Dyvik asked if they would be able to separate out the Fire Department budget and vote on it separately.

Weske responded that Council approval of the final City budget constitutes approval of the Fire Department budget.

Council member Dyvik suggested that the Council make that point clear within their motion.

A motion was made by Miner, seconded by Dyvik, to adopt Resolution No. 2023-52 establishing the Final Tax Levy Collectible in 2024. Ayes: all.

A motion was made by Dyvik, seconded by Miner, to adopt Resolution No. 2023-53 establishing the Final 2024 Total City Budget, which includes the 2024 budget for the Long Lake Fire Department that was recommended by the Fire Advisory Board. Ayes: all.

A motion was made by Joyce, seconded by Dyvik, to adopt Resolution No. 2023-54 establishing the 2024 Capital Improvement Plan (CIP). Ayes: all.

A motion was made by Miner, seconded by Feldmann, to adopt Resolution No. 2023-55 establishing the 2024 Pay Plan. Ayes: all.

Mayor Miner voiced his appreciation to City Administrator Weske and Finance Director Nowezki for their work on the City's finances.

Adoption of 2024 City Fee Schedule

Weske gave a brief overview of the proposed fee schedule for the City and answered Council questions.

A motion was made by Dyvik, seconded by Feldmann, to approve Ordinance No. 2023-05 adopting the 2024 Fee Schedule for the City of Long Lake and direct staff to publish a summary ordinance. Ayes: all.

Updates and Discussion Regarding Fire Department Matters

Mayor Miner reported that Orono had approved the Fire Department operating budget last week at their Council meeting and Medina had already approved the budget earlier in the month. He advised that the next future fire services meeting will be held in early January. He indicated that there had been a large fire call last night in Medina for a house fire and the Long Lake Fire Department had been able to assist the West Suburban Fire District in their efforts.

Mayor Miner advised that the City's next court mediation date with Orono is scheduled for January 30, 2024, and the next hearing date is set for February 1, 2024.

He also announced that as noted on the evening's Consent Agenda, the City had hired two new firefighters earlier in the meeting. Chief Heiland was not at tonight's Council meeting because he was meeting with the Wayzata Fire Department and filling them in on Long Lake's duty crew pilot program.

Council member Dyvik commented that he was very pleased that Orono had approved the budget for the Fire Department. He mentioned that he and Mayor Miner had drafted a letter to the firefighters that they were hoping could be from the entire Fire Advisory Board. They will be sending a draft of the letter to the Board members from the other cities expressing their pleasure with the 2024 budget being adopted by all three cities.

Weske stated that he had become aware that there is an opportunity for a fire services grant through the Minnesota Department of Public Safety and the State Fire Marshal's office; however, the application needs to be filed by December 31. Staff has been scrambling to get the application completed to meet the deadline. One of the items needed to accompany the application is a letter of support, and he suggested that the Council make a motion that authorizes Mayor Miner and staff to draft a letter of support for exploring a partnership with the City of Wayzata for fire services.

Mayor Miner explained that the deadline had come up so fast with this grant opportunity because they had only just learned about it about a month ago.

A motion was made by Dyvik, seconded by Feldmann, to authorize Mayor Miner and City staff to draft a letter of support signed by the Mayor for submission with the grant application through the Minnesota Department of Public Safety and the State Fire Marshal's office prior to the December 31, 2023 deadline. Ayes: all.

OTHER BUSINESS

Chamber Holiday Party – Council member Kvale reported that the Chamber of Commerce Holiday Open House celebration at the Red Rooster on December 13 experienced a really good turnout.

‘The Stax’ Open House – Council member Dyvik noted that he had attended the Open House at ‘The Stax’ project and was very impressed with the quality and design of the apartments. Later under Other Business, Mayor Miner added that he had also attended ‘The Stax’ Open House and mentioned that he had received compliments on their dealings with City staff.

Orono Youth Hockey – Council member Dyvik indicated that he and Weske had met with members of the Orono Youth Hockey Association at Holbrook Park to discuss ice needs and to brainstorm ways they can work together to benefit the community.

Reappointment of Board and Commission Members - Council member Dyvik asked if the reappointment of a current Board or Commission member meant there was not the opportunity for somebody else in the community to apply. Weske responded that would be a question for City Clerk Moeller to address because she would know how it was written in the bylaws. Council member Dyvik stated that he would like to know what the official policy is on this. He felt that when a current member was up for reappointment, they should be able to express interest in reappointment; however, the process should allow others that may be interested in an opportunity to apply as well. Mayor Miner suggested that this discussion be added to a future agenda.

Staff Compliments - Mayor Miner noted that he had also attended the Stax Open House and explained that he received compliments on their dealings with City staff.

Year Wrap Up - Council member Joyce expressed her appreciation to everyone for a great year. She reflected that even though it had been a difficult one, she is proud of what the City had been able to accomplish. She particularly had enjoyed working on the new logo design, and meeting more residents because of the issues that arose this past year. She gave thanks to residents for their support.

Holiday Hours - Mayor Miner reminded residents that City offices would be closed on December 22 and December 25, as well as on January 1, 2024.

ADJOURN

Hearing no objection, Mayor Miner adjourned the meeting by general consent at 8:28 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 / January 2, 2024

SUBJECT: Approve Vendor Claims and Payroll

Prepared By: Amanda Nowezki, Finance Director

Report Date: 12/28/2023

Recommended City Council Action

Staff recommends the following:

Motion to approve vendor claims paid in the amount of \$135,472.35 and electronic vendor payments in the amount of \$4,069.28 for a total amount of **\$139,541.63**; 4th quarter Planning Commission payroll in the amount of **\$525.00**; 4th quarter Fire Department payroll in the amount of **\$31,569.62**; and gross City Employee payroll paid December 28 in the amount of **\$22,693.29**.

Overview / Background

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

Supporting Information

- Listing of Claims Paid
- Electronic Vendor Payments
- 4th quarter Planning Commission Payroll
- 4th quarter Fire Department Payroll
- Biweekly Payroll



LONG LAKE, MN

12/28/23 11:37 AM

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Section 5E.

*Check Summary Register©

Checks 70078-70097

Name	Check Date	Check Amt	
10100 GENERAL FUND CASH			
70078	CALIBRATION AND CONTROLS, I	12/20/2023	\$775.00 Troubleshoot alternation of wells
70079	HAWKINS INC	12/20/2023	\$30.00 Water Chemicals - Chlorine Cylinder
70080	LARKIN HOFFMAN	12/20/2023	\$19,446.00 FD CONTRACT DISPUTE W/ORONO - Nov 2
70081	Monte Motor Sales	12/20/2023	\$7,000.00 Used Snowplow for the Hyundai Wheel Loader
70082	MN VALLEY TESTING LAB	12/20/2023	\$45.32 Monthly Chlorine Report
70083	Performance Petroleum	12/20/2023	\$79.52 Hydraulic Oil
70084	TIMESAVER OFF SITE	12/20/2023	\$196.75 12/5 City Council+ Worksession Mtg Minutes
70085	VALLEY PAVING	12/20/2023	\$38,735.16 2023 Pavement Rehabilitation Project - Pay Vo
70086	VALLEY-RICH CO. INC	12/20/2023	\$5,163.48 Watermain Break-Harden Park
70087	WSB & ASSOCIATES, INC	12/20/2023	\$8,958.46 General Engineering; Grand Ave bonding hand
70088	Xcel Energy	12/20/2023	\$5,816.83 Electricity 10/23/23-11/21/23-CH
70089	CENTERPOINT ENERGY	12/27/2023	\$22.73 Gas Charges - 25 Apple Glen Rd (11/17/23-12/
70090	CIVICPLUS LLC	12/27/2023	\$2,160.00 2023 Code Updates-Animals, Utilities, Snow R
70091	JEFFERSON FIRE & SAFETY INC	12/27/2023	\$624.68 Structure Gloves (x7)
70092	LAAKKONEN, DONALD A.	12/27/2023	\$52.76 Expense Reimb-Fuel for F550 in Montevideo
70093	MACQUEEN EMERGENCY GROU	12/27/2023	\$630.33 FD1 Helmet - Spinks
70094	Metro West Inspection Svcs Inc	12/27/2023	\$43,274.99 Dec 2023 Permits
70095	MN DEPT OF LABOR & INDUSTR	12/27/2023	\$1,759.20 2ND QTR 2023 BUILDING PERMIT SURCHA
70096	MN DEPT OF LABOR & INDUSTR	12/27/2023	\$660.48 3RD QTR 2023 BUILDING PERMIT SURCHA
70097	Xcel Energy	12/27/2023	\$40.66 Steet Lights - 1070 W Wayzata Blvd
Total Checks			\$135,472.35



LONG LAKE, MN

***Check Detail Register©**

Checks 70078-70097

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
10100 GENERAL FUND CASH					
70078	12/20/23	CALIBRATION AND CONTROLS, INC			
E 601-49400-4040		Equip Maint & Repair	\$775.00	23794	Troubleshoot alternation of wells
		Total	\$775.00		
70079	12/20/23	HAWKINS INC			
E 601-49400-2160		Chemicals and Chem Pro	\$30.00	6646441	Water Chemicals - Chlorine Cylinder
		Total	\$30.00		
70080	12/20/23	LARKIN HOFFMAN			
E 101-42110-3120		Legal Fees - Civil	\$19,446.00	831132	FD CONTRACT DISPUTE W/ORONO - Nov 2023
		Total	\$19,446.00		
70081	12/20/23	Monte Motor Sales			
E 101-43100-2245		Sand / Salt Plowing Materi	\$7,000.00	121923	Used Snowplow for the Hyundai Wheel Loader - Approved 121923
		Total	\$7,000.00		
70082	12/20/23	MN VALLEY TESTING LAB			
E 601-49400-3825		Water Testing Expense	\$45.32	1230978	Monthly Chlorine Report
		Total	\$45.32		
70083	12/20/23	Performance Petroleum			
E 101-43000-2150		Shop Supplies	\$79.52	152561	Hydraulic Oil
		Total	\$79.52		
70084	12/20/23	TIMESAVER OFF SITE			
E 101-41500-3000		Professional Svcs	\$196.75	M28780	12/5 City Council+ Worksession Mtg Minutes
		Total	\$196.75		
70085	12/20/23	VALLEY PAVING			
E 420-43121-4085		Pvmt Mgmt - Reconstructi	\$37,286.36	121223	2023 Pavement Rehabilitation Project - Pay Voucher 2
G 700-29322		Symes(Aava Vet) Dev:JM	\$1,448.80	121223	Replace curb and gutter for Aava Vetta (2023 PRP Pay Voucher 2)
		Total	\$38,735.16		
70086	12/20/23	VALLEY-RICH CO. INC			
E 601-49400-4065		Water Main Break	\$5,163.48	32847	Watermain Break-Harden Park
		Total	\$5,163.48		
70087	12/20/23	WSB & ASSOCIATES, INC			
G 700-29295		1948 Wayzata (Zvago) 20	\$1,407.71	R-015781-00	Zvago; Erosion Control Inspection, Prep & Landscaping Inspection, Mileage
G 700-29326		VirginiaAve/The Stax(Nrth	\$1,067.75	R-017904-00	The Stax; Erosion Control Inspection, Project Closeout
G 700-29324		Symes(Aava Vetta) Bld:C	\$649.50	R-019417-00	Aava Vetta; Erosion Control
G 700-29322		Symes(Aava Vet) Dev:JM	\$585.00	R-019417-00	Aava Vetta Dev; Project Closeout
E 101-41910-3032		General Planning	\$622.25	R-021104-00	General Planning/Zoning; Bank Sign, Sports Dome, Rv Fence questions, 2020 Grand, Parking, etc
G 700-29330		925 W Wayzata(Carlson)2	\$32.75	R-021104-00	General Planning/Zoning; Review Updated Submittal to Rory



LONG LAKE, MN

***Check Detail Register©**

Checks 70078-70097

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 101-41910-3030		Engineering Fees	\$1,509.50	R-021427-00	General Engineering; Grand Ave bonding handout, Xcel Easement, 2024 Map Cost Est
E 420-43121-3030		Engineering Fees	\$1,266.00	R-021815-00	2023 PMP; Pay Voucher #2
E 420-43121-3030		Engineering Fees	\$1,818.00	R-024054-00	2024 PMP; Coring, Project Assistant, Report Review
		Total	\$8,958.46		
70088	12/20/23	Xcel Energy			
E 101-41940-3810		Electricity Expense	\$172.46	855705637	Electricity 10/23/23-11/21/23-CH
E 205-42282-3810		Electricity Expense	\$939.64	855705637	Electricity 10/23/23-11/21/23-FD1
E 205-42286-3810		Electricity Expense	\$436.69	855705637	Electricity 10/23/23-11/21/23-FD2
E 101-41942-3810		Electricity Expense	\$1,013.86	855705637	Electricity 10/23/23-11/21/23-PW
E 101-43100-3815		Street Lighting Maint/Elect	\$306.97	855705637	Electricity 10/23/23-11/21/23-Street Lights
E 101-45200-3810		Electricity Expense	\$333.89	855705637	Electricity 10/23/23-11/21/23-Parks
E 601-49400-3810		Electricity Expense	\$2,255.79	855705637	Electricity 10/23/23-11/21/23-WTR
E 602-49450-3810		Electricity Expense	\$357.53	855705637	Electricity 10/23/23-11/21/23-SWR
		Total	\$5,816.83		
70089	12/27/23	CENTERPOINT ENERGY			
E 602-49450-3830		Natural Gas Expense	\$22.73	106679608-1	Gas Charges - 25 Apple Glen Rd (11/17/23-12/18/23)
		Total	\$22.73		
70090	12/27/23	CIVICPLUS LLC			
E 101-41500-3550		Codification	\$2,160.00	287432	2023 Code Updates-Animals, Utilities, Snow Removal, & MS4
		Total	\$2,160.00		
70091	12/27/23	JEFFERSON FIRE & SAFETY INC			
E 205-42285-2415		Turn Out Gear	\$624.68	IN309543	Structure Gloves (x7)
		Total	\$624.68		
70092	12/27/23	LAKKONEN, DONALD A.			
E 101-43000-2120		Motor Fuels	\$52.76	122123	Expense Reimb-Fuel for F550 in Montevideo
		Total	\$52.76		
70093	12/27/23	MACQUEEN EMERGENCY GROUP			
E 205-42281-2415		Turn Out Gear	\$630.33	P23464	FD1 Helmet - Spinks
		Total	\$630.33		
70094	12/27/23	Metro West Inspection Svcs Inc			
E 101-42400-3035		Bldg Inspection - Subcontr	\$43,274.99	3954	Dec 2023 Permits
		Total	\$43,274.99		
70095	12/27/23	MN DEPT OF LABOR & INDUSTRY			
E 101-42400-4055		MN Bldg Permit Surcharg	\$1,759.20	JUNE053105	2ND QTR 2023 BUILDING PERMIT SURCHARGE REPORT
		Total	\$1,759.20		
70096	12/27/23	MN DEPT OF LABOR & INDUSTRY			
E 101-42400-4055		MN Bldg Permit Surcharg	\$660.48	SEPT053105	3RD QTR 2023 BUILDING PERMIT SURCHARGE REPORT



LONG LAKE, MN

***Check Detail Register©**
Checks 70078-70097

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
			Total	\$660.48	
70097	12/27/23	Xcel Energy			
E 101-43100-3815		Street Lighting Maint/Elect	\$40.66	858367301	Steet Lights - 1070 W Wayzata Blvd
			Total	\$40.66	
10100			\$135,472.35		

Fund Summary

10100 GENERAL FUND CASH

101 GENERAL FUND	\$78,629.29
205 FIRE DEPARTMENT	\$2,631.34
420 PAVEMENT MGMT FUND	\$40,370.36
601 WATER FUND	\$8,269.59
602 SANITARY SEWER FUND	\$380.26
700 BUILDING PERMIT ESCROWS	\$5,191.51
	<u>\$135,472.35</u>



LONG LAKE, MN

12/28/23 12:05 PM

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Section 5E.

*Check Summary Register©

Checks 2885-2887

	Name	Check Date	Check Amt	
10100	GENERAL FUND CASH			
2885e	SPEEDWAY LLC	12/28/2023	\$1,503.99	Fuel - Dec 2023
2886e	HEALTHPTNR-GROUP HLTH WO	12/27/2023	\$70.56	FD EAP-Nov 2023
2887e	USBANK CREDIT CARD	12/28/2023	\$2,494.73	CC Purchases - Dec 2023
		Total Checks	\$4,069.28	



LONG LAKE, MN

***Check Detail Register©**

Checks 2885-2887

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
10100 GENERAL FUND CASH					
2885 e	12/28/23	SPEEDWAY LLC			
E 205-42281-2120		Motor Fuels	\$945.23	93947866	FD Fuel - Dec 2023
E 101-43000-2120		Motor Fuels	\$558.76	93947866	PW Fuel - Dec 2023
		Total	\$1,503.99		
2886 e	12/27/23	HEALTHPTNR-GROUP HLTH WORKSIT			
E 205-42281-1310		Employer Paid Health	\$35.28	9064100	FD EAP-Nov 2023
E 205-42285-1310		Employer Paid Health	\$35.28	9064100	FD EAP-Nov 2023
		Total	\$70.56		
2887 e	12/28/23	USBANK CREDIT CARD			
E 601-49400-3220		Postage	\$9.35	122523	PW-USPS; Mail water samples
E 101-43000-2150		Shop Supplies	\$48.93	122523	PW-Ace; Yellow Spray Paint for Snow Pusher
E 101-43000-2210		Equipment Parts	\$18.99	122523	PW-Ace; Snow Loader Sign Wheel
E 101-43000-2210		Equipment Parts	\$2.68	122523	PW-Ace; Snow Loader Sign Nuts & Bolts
E 101-45200-2150		Shop Supplies	\$97.64	122523	PW-Northern Tool; Extension Cord
E 101-43000-2150		Shop Supplies	\$15.17	122523	PW-Ace; Paint for Snow Pusher
E 601-49400-2210		Equipment Parts	\$48.82	122523	PW-Amazon; MRX Charger/Inverter
E 601-49400-2150		Shop Supplies	\$41.17	122523	PW-Ace; AA Batteries and Propane
E 601-49400-4330		Dues and Subscriptions	\$16.27	122523	PW-Amazon Prime
E 601-49400-2150		Shop Supplies	\$45.52	122523	PW-Spikes; Ice Melt
E 101-41940-4010		Bldg Maint & Repairs	\$36.97	122523	CH-Ace; Snow Shovel
E 601-49400-2210		Equipment Parts	\$26.04	122523	PW-Ace; Bibb Hose
E 205-42286-4010		Bldg Maint & Repairs	\$88.00	122523	FD-Ace; Knife Sharpening, plunger, WD40, Picture Hanger
E 205-42285-2215		SCBA Equipment Parts	\$35.51	122523	FD-Amazon; 12 pack of 123 Lithium Battery
E 205-42281-2215		SCBA Equipment Parts	\$33.42	122523	FD-Amazon; 12 pack of 123 Lithium Battery
E 205-42286-4010		Bldg Maint & Repairs	\$12.47	122523	FD-Ace; Nuts & Bolts, Tarp Strap, Hardware
E 205-42280-4330		Dues and Subscriptions	\$1.99	122523	FD-Google Storage
E 205-42280-4330		Dues and Subscriptions	\$16.27	122523	FD-Amazon Prime
E 205-42285-4030		Light Truck Maint & Repair	\$198.08	122523	FD-Teledyne Detcone; Instrument Charging/Comms Clip (x4)
E 205-42285-3225		Truck Communication Ser	\$45.56	122523	FD-Amazon; Cases for iPad
E 205-42280-2010		Office Supplies	\$43.36	122523	FD-Amazon; Red Envelopes for Christmas Cards
E 205-42280-4450		Food & Beverage (Mtgs/Tr	\$90.25	122523	FD-Wayzata Bar & Grill; Meeting
E 205-42286-3840		Custodial & Waste Remov	\$41.77	122523	FD-Amazon; Paper Towels
E 205-42280-2010		Office Supplies	\$158.45	122523	FD-Quantum Graphics
E 205-42286-3840		Custodial & Waste Remov	\$58.59	122523	FD-Amazon; Trash Bags
E 205-42285-4030		Light Truck Maint & Repair	\$707.61	122523	FD-Transport Graphics; C-3 Graphics replaced
E 101-41500-3090		Software Support	\$60.00	122523	CH-Google; Company Emails
E 101-41500-3090		Software Support	\$45.00	122523	CH-Constant Contact
E 101-41500-4450		Food & Beverage (Mtgs/Tr	\$115.84	122523	CH-Primo; Dinner for 12/12 Special City Council Work Session
E 101-41500-3090		Software Support	\$325.36	122523	CH-Zoom; Subscription
E 101-41500-3220		Postage	\$9.65	122523	CH-USPS; Postage for Liquor Lic Renewals
		Total	\$2,494.73		
10100			\$4,069.28		



LONG LAKE, MN

*Check Detail Register©

Checks 2885-2887

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
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Fund Summary

10100 GENERAL FUND CASH

101 GENERAL FUND	\$1,334.99
205 FIRE DEPARTMENT	\$2,547.12
601 WATER FUND	\$187.17
	<hr/>
	\$4,069.28



LONG LAKE, MN

Payroll Summary

Pay Group: 07 Planning Commission

Check Date: 12/21/2023 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			
000000265 ADAMS, ROGER	125.00	125.00	125.00				7.75	1.81						115.44
000000289 AXELSON, JUDD	100.00	100.00	100.00				6.20	1.45						92.35
000000279 GOODSSELL, LORI	100.00	100.00	100.00				6.20	1.45						92.35
000000103 SECORD, ANITA L.	100.00	100.00	100.00				6.20	1.45						92.35
000000268 SEE, VIRGINIA	100.00	100.00	100.00				6.20	1.45						92.35

941 Deposit

Federal Tax	None
Medicare	\$15.22
Social Security	\$65.10
Advanced EIC	None
Total Deposit	\$80.32

Pay Summary

Gross	525.00
Federal Gross	525.00
State Gross	525.00
FICA Gross	525.00

Tax Summary

Federal Tax		
State Tax		
Local Tax		
FICA Ded/Ben	32.55	32.55
Medicare Ded/Ben	7.61	7.61

Others

Retirement	
Tax-Sheltered	
Voluntary	
Tips	0.00
Reimbursement	0.00
Net Pay (-tips)	484.84



LONG LAKE, MN

Payroll Summary

Pay Groups: 05,03
Pay Periods: 2023(Dec)

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.	1,600.56	1,600.56	1,600.56	55.06	40.42		99.24	23.21						1,382.63
000000050 ALDRICH II, THOMAS C.	1,157.00	1,157.00	1,157.00				71.73	16.78						1,068.49
000000216 BERBIG, ZACHARY P.	767.00	767.00	767.00				47.55	11.12						708.33
000000095 BULLEMER, PAUL D.	665.18	665.18	665.18				41.24	9.65						614.29
000000281 CARLSON, BEN	494.00	494.00	494.00				30.63	7.16						456.21
000000154 COTTON, PATRICK J.	990.18	990.18	990.18				61.39	14.36						914.43
000000259 DAVIS, THOMAS	808.18	808.18	808.18				50.11	11.72						746.35
000000093 FARLEY, COLE	1,379.56	1,379.56	1,379.56	32.96			85.53	20.00						1,241.07
000000274 FAUE, JESSE	416.00	416.00	416.00				25.79	6.03						384.18
000000233 FRANK, BRYAN	780.00	780.00	780.00				48.36	11.31						720.33
000000160 GARDNER, SHANE B.	975.00	975.00	975.00		6.96		60.45	14.14						893.45
000000049 GOMAN, DAVID	598.00	598.00	598.00				37.08	8.67						552.25
000000177 GONSIOR, RYAN J.	1,132.56	1,132.56	1,132.56	8.26			70.22	16.42						1,037.66
000000229 GRADY, JOSHUA	559.00	559.00	559.00				34.66	8.11						516.23
000000278 HAYDEN, ADAM	533.00	533.00	533.00				33.05	7.73						492.22
000000194 HINKER, JUSTIN L.	598.00	598.00	598.00				37.08	8.67						552.25
000000226 HOSTER, RYAN	1,038.74	1,038.74	1,038.74				64.40	15.06						959.28
000000270 JOHNSRUD, MICHAEL	1,365.00	1,365.00	1,365.00	400.00	200.00		84.63	19.79						660.58
000000180 KANIVE, RYAN J.	908.74	908.74	908.74				56.34	13.18						839.22
000000112 KRAHL, JEFFREY C.	769.18	769.18	769.18				47.69	11.15						710.34
000000248 KULSETH, MATT	756.18	756.18	756.18				46.88	10.96						698.34
000000253 LOOSBROCK, RICHARD	780.00	780.00	780.00				48.36	11.31						720.33
000000275 MORSE, PAUL	1,092.00	1,092.00	1,092.00	4.20			67.70	15.83						1,004.27
000000196 PALMER, ERIK J.	403.00	403.00	403.00				24.99	5.84						372.17
000000223 PASZKIEWICZ, JOHN	1,033.64	1,033.64	1,033.64				64.09	14.99						954.56
000000277 REWERTS, ANTHONY	715.00	715.00	715.00				44.33	10.37						660.30
000000241 RHEA, CHRISTOPHER	429.00	429.00	429.00				26.60	6.22						396.18
000000232 RIOUX, SHAUN	936.00	936.00	936.00				58.03	13.57						864.40
000000190 ROTHSTEIN, DAVID J.	652.18	652.18	652.18				40.44	9.46						602.28
000000244 SEALS, JAMES	665.18	665.18	665.18				41.24	9.65						614.29
000000222 SMILEY, MATTHEW	990.18	990.18	990.18				61.39	14.36						914.43
000000212 SPINKS, SCOTT D.	968.64	968.64	968.64				60.06	14.05						894.53
000000276 STRAKA, AMANDA	1,066.00	1,066.00	1,066.00				66.09	15.46						984.45
000000282 SWEARINGEN, LANCE	702.00	702.00	702.00				43.52	10.18						648.30



LONG LAKE, MN

Payroll Summary

Pay Groups: 05,03
Pay Periods: 2023(Dec)

Employee	Gross Wage	Federal Gross	State Gross	Federal Tax	State Tax	Local Tax	Social Security	Medicare	Tax			Tips	Reimb.	Net Pay
									Retire	Sheltered	Voluntary			
000000260 THUNBERG, CALEB	234.00	234.00	234.00				14.51	3.39						216.10
000000280 VASINA, VERONICA	637.00	637.00	637.00				39.49	9.24						588.27
000000240 VEACH, BENJAMIN	767.00	767.00	767.00				47.55	11.12						708.33
000000118 WOYCHICK, TED J.	882.74	882.74	882.74				54.73	12.80						815.21
000000254 WRIGHT, KENNEDY	325.00	325.00	325.00				20.15	4.71						300.14

941 Deposit

Federal Tax	\$500.48
Medicare	\$915.54
Social Security	\$3,914.64
Advanced EIC	None
Total Deposit	\$5,330.66

Pay Summary

Gross	31,569.62
Federal Gross	31,569.62
State Gross	31,569.62
FICA Gross	31,569.62

Tax Summary

Federal Tax	500.48	
State Tax	247.38	
Local Tax		
FICA Ded/Ben	1,957.32	1,957.32
Medicare Ded/Ben	457.77	457.77

Others

Retirement	
Tax-Sheltered	
Voluntary	
Tips	0.00
Reimbursement	0.00
Net Pay (-tips)	28,406.67



LONG LAKE, MN

Payroll Summary

Pay Group: 01 Bi-Weekly

Pay Periods: 2023(26)

Employee	Gross Wage	Federal Gross	State Gross	Federal Tax	State Tax	Local Tax	Social Security	Medicare	Retire	Tax Sheltered	Voluntary	Tips	Reimb.	Net Pay
000000243 DIERCKS, SEAN	3,852.65	3,603.53	3,603.53	567.87	217.22		238.86	55.86	249.12					2,523.72
000000286 HEILAND, MICHAEL	4,714.58	4,228.13	4,228.13	444.00	228.35		1.24	68.36	486.45					3,486.18
000000004 LAAKKONEN, DONALD A	3,092.13	2,521.56	2,521.56	329.84	112.30		174.92	40.91	299.69	270.88				1,863.59
000000091 MOELLER, JEANETTE	3,103.45	2,889.95	2,889.95	239.87	124.80		191.68	44.83	201.72	11.78				2,288.77
000000252 NOWEZKI, AMANDA	3,155.68	2,949.43	2,949.43	132.01	172.74		195.65	45.76	206.25					2,403.27
000000214 WESKE, SCOTT	4,774.80	4,477.26	4,477.26	772.23	282.06		295.66	69.15	291.47	6.07				3,058.16

941 Deposit

Federal Tax	\$2,485.82
Medicare	\$649.74
Social Security	\$2,196.02
Advanced EIC	None
Total Deposit	\$5,331.58

Pay Summary

Gross	22,693.29
Federal Gross	20,669.86
State Gross	20,669.86
FICA Gross	17,709.98

Tax Summary

Federal Tax	2,485.82
State Tax	1,137.47
Local Tax	
FICA Ded/Ben	1,098.01
Medicare Ded/Ben	324.87

Others

Retirement	1,734.70
Tax-Sheltered	288.73
Voluntary	
Tips	0.00
Reimbursement	0.00
Net Pay (-tips)	15,623.69



CITY OF
LONG LAKE

City Council Agenda Report

City of Long Lake

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

MEETING DATE / January 2, 2024

SUBJECT: Final Acceptance of Public Site Improvements for Aava Vetta Development

Prepared By: Brad Reifsteck, City Engineer **Report Date:** 12/12/2023
Revisions By: John Thames, City Attorney

Recommended City Council Action

Staff recommends the following:

Motion to adopt Resolution No. 2024-01 approving Site Improvements for the Aava Vetta Development.

Overview / Background

The City of Long Lake entered into an Agreement with JMH Symes Street LLC (“Developer”) for site improvements for the development known as Aava Vetta located at the intersection of Lake Street and Symes Street in the City of Long Lake.

The Developer asserts that it has completed on and adjacent to the Property the grading, underground utilities, stormwater facilities and roadway improvements (“Improvements”) in conformance with the final plans approved by the City and requests that the public improvements be accepted by the City of Long Lake. The Developer requests that Developer’s Letter of Credit and unused escrow be released. The Developer will provide a two-year maintenance bond to secure the improvements, per the Development Agreement.

The City Engineer has reviewed the terms of the Development Agreement, the final plans, and Developer’s work and has determined that the improvements have been installed properly and meet the City’s standards and specifications. Correspondingly, staff and the City Engineer recommend approval of Resolution No. 2024-01, which accepts the improvements and releases the sureties which are no longer needed.

Supporting Information

- Resolution No. 2024-01



**City Council
Resolution No. 2024-01**

**A RESOLUTION APPROVING AND ACCEPTING CERTAIN PUBLIC SITE IMPROVEMENTS
FOR THE AAVA VETTA DEVELOPMENT**

WHEREAS, The City of Long Lake (“City”), entered a contract for Site Improvements (“Development Agreement”), with JMH Symes Street LLC (“Developer”) for a private development known as Aava Vetta (“Property”) in the City of Long Lake, Minnesota; and

WHEREAS, the Developer asserts that it has completed on and adjacent to the Property the grading, underground utilities, stormwater facilities and roadway improvements (“Improvements”) in conformance with the final plans approved by the City and requests that the public improvements be accepted by the City of Long Lake; and

WHEREAS, the Developer has further requested that the Letter of Credit posted by Developer to secure Developer’s performance of project obligations as well as any unused and unneeded escrow funds posted by Developer be released; and

WHEREAS, the City Engineer has inspected the Improvements and examined their compliance with the final plans and City standards, determined the same to have been installed in compliance with the final plans and City standards, determined that the Letter of Credit and any unused and unneeded escrow funds are no longer necessary to secure Developer’s performance, and recommends that the City formally accept the Improvements, subject to certain conditions, and release Developer’s Letter of Credit and any unused and unneeded escrow funds which are not required to secure Developer’s compliance with the terms of the Development Agreement; and

NOW THEREFORE, BE IT RESOLVED, that the City Council of the City of Long Lake hereby approves of and accepts the Improvements, subject to the following:

1. The responsibility of ongoing maintenance of the Developer Improvements that were not identified to benefit the public shall be assigned to the property owner or the Homeowner’s Association as assigned within the covenants.
2. The City shall not be responsible for any ongoing maintenance of any private Developer Improvements, including stormwater improvements, that are not expressly dedicated to the public through the Final Plat or other executed agreements or easements.
3. The Developer shall provide a two-year maintenance bond, in a form acceptable to the City and in compliance with the Development Agreement, to cover the installed Improvements.
4. The Developer shall pay all fees and delinquent escrow balances and the balance of any remaining escrow shall be returned to Developer.
5. Upon payment of all fees and escrow balances as well as the posting of a compliant maintenance bond, the City shall release Developer’s Letter of Credit.

6. The Developer shall remain in compliance with all terms of the Development Agreement.

Adopted by the City Council of the City of Long Lake this 2nd day of January, 2024.

BY:

Charlie Miner, Mayor

ATTEST:

Jeanette Moeller, City Clerk



CITY OF
LONG LAKE

City Council Agenda Report

City of Long Lake

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

MEETING DATE / January 2, 2024

SUBJECT: Request by Bucks Pub (Katherine Stephens) for a Reduction in Project City SAC and WAC Charges

Prepared By: Jeanette Moeller, City Clerk

Report Date: 12/28/2023

Recommended City Council Action

Staff recommends the following:

Motion to adopt Resolution No. 2024-02 approving a reduction in City Sewer Availability Charges and Water Availability Charges for Bucks Pub to be located at 2067 Wayzata Boulevard W.

Overview / Background

When a residential, commercial, industrial or institutional property first connects to the regional wastewater/sewer system, the Metropolitan Council Environmental Services (MCES) division imposes a Sewer Availability Charge (SAC). This fee is paid to the City by the local business or property owner the fee is required of, and the City is required to make payment of the fee as a “pass-through” to Metropolitan Council. MCES also charges SAC when a business grows or a property changes use or is improved in a way that creates more demand on the wastewater system. MCES reviews plans for projects and issues determinations of SAC units to be charged and paid. Metropolitan Council’s SAC fee for 2024 is \$2,485 per unit.

Additionally, the City has a policy of charging one Sewer Availability Charge (City SAC) and one Water Availability Charge (City WAC) per each MCES SAC unit required to be paid. For 2024, the City SAC fee is \$1,800 per MCES SAC unit, and the City WAC fee is \$1,800 per MCES SAC unit. The City Council may make a redetermination of the number of City SAC and City WAC units to be assessed to a property or project to more accurately reflect the benefit to be conferred upon the property, and/or to take into account the actual quantity of water that will be consumed on the premises. No Building Permit may be issued unless MCES SAC, City SAC and City WAC charges have been paid to the City.

In preparation for the Bucks Pub restaurant project to be located at 2067 Wayzata Boulevard W (previously the site of the Lotus Garden restaurant), plans were submitted to MCES in order to obtain their required SAC determination. MCES issued a letter dated November 29, 2023 and determined that 3 SAC units would be required for the new restaurant at the property. Accordingly, following City policy, 3 City SAC and 3 City WAC would also be assessed. A breakdown of MCES and City SAC and WAC fees based upon this determination would be:

MCES SAC - 3 units at \$2,485/unit.....	\$7,455
City SAC - 1 unit per each MCES SAC unit at \$1,800/unit = 3 units	\$5,400
<u>City WAC - 1 unit per each MCES SAC unit at \$1,800/unit = 3 units</u>	<u>\$5,400</u>
<i>TOTAL SAC/WAC FOR PROJECT</i>	<i>\$18,255</i>

The MCES determination is final and was based solely on calculating square footage of the overall space being used for a food and drink establishment.

Katherine Stephens, applicant for the Bucks Pub restaurant, has requested the City consider a reduction in the City SAC and City WAC units that would be assessed to the project. Staff is supportive of Ms. Stephens’ request and finds that a reduction in City SAC and City WAC may be more reflective of the project’s benefit and impact to the property at 2067 Wayzata Boulevard W.

Previous requests for a consideration of City SAC and City WAC fee reductions for projects including Birch’s on the Lake and Carbone’s Pizzeria resulted in the Council ultimately reducing City SAC and WAC fees by half or more for those projects. Recognizing that Bucks Pub would be occupying an existing restaurant space but not tripling the former restaurant’s seating options, staff suggests following a similar model in this circumstance and would propose reducing City SAC and City WAC units for the project to one of each.

MCES SAC - 3 units at \$2,485/unit.....	\$7,455
City SAC - 1 unit at \$1,800/unit.....	\$1,800
City WAC - 1 unit at \$1,800/unit.....	\$1,800
<i>TOTAL SAC/WAC FOR PROJECT</i>	\$11,055

Staff recommends the City Council consider adoption of Resolution No. 2024-02 reducing City SAC and City WAC charges as described above. Please note that these fees are not related to water and sewer utility usage billings. As with all properties, the business would be billed for usage consistent with the current fee schedule for utility billing.

Supporting Information

- Resolution No. 2024-02
- MCES SAC determination letter for Carbone’s project dated November 29, 2023
- Letter from Katherine Stephens on behalf of Bucks Pub dated December 27, 2023 requesting consideration of a City SAC and WAC reduction



**City Council
Resolution No. 2024-02**

A RESOLUTION APPROVING A REDUCTION IN CITY SEWER AVAILABILITY CHARGES AND WATER AVAILABILITY CHARGES FOR BUCK'S PUB, 2067 WAYZATA BOULEVARD W

WHEREAS, the Metropolitan Council Environmental Services (MCES) Division imposes a Sewer Availability Charge (SAC) when a residential, commercial, industrial or institutional property connects to the regional wastewater/sewer system, and charges SAC when a business grows or changes use in a way that creates more demand on the wastewater system; and

WHEREAS, the City of Long Lake owns and operates utility infrastructure including water, sewer, and stormwater collection and treatment systems for the benefit of its citizens; and

WHEREAS, the City has determined that Sewer Availability Charges (SAC) and Water Availability Charges (WAC) related to new development or redevelopment are necessary to provide for the operational and capital needs of the system; and

WHEREAS, in preparation for the Bucks Pub project to be located at 2067 Wayzata Boulevard W (in place of restaurant Lotus Garden), plans were submitted to MCES in order to obtain their required SAC determination, and MCES subsequently issued a letter dated November 29, 2023 in which they determined 3 SAC unit charges would be required to be paid to MCES for the updated new restaurant use of the property; and

WHEREAS, the City's policy is to charge one City SAC and one City WAC per each MCES SAC unit required to be paid, however, the City Council may reduce the number of City SAC and City WAC units to be assessed to a property to more accurately reflect the benefit to be conferred on the property, and/or to take into account water consumption of the premises; and

WHEREAS, Katherine Stephens, applicant for the Bucks Pub project for 2067 Wayzata Boulevard W, has requested the City consider a reduction from the 3 City SAC and 3 City WAC units which would be required for the proposed project; and

WHEREAS, the City has authorized City SAC and City WAC unit reductions for new businesses previously as a means to support economic development within the community.

NOW THEREFORE, BE IT RESOLVED, that the City Council of the City of Long Lake hereby approves a reduction in City SAC and City WAC for the Bucks Pub project to be located at 2067 Wayzata Boulevard W to 1 City SAC and 1 City WAC units, to be paid for in full along with MCES SAC charges prior to issuance of any permit for the project.

Adopted by the City Council of the City of Long Lake this 2nd day of January, 2024.

BY:

Charlie Miner, Mayor

ATTEST:

Jeanette Moeller, City Clerk

Date of Determination: 11/29/23

Determination Expiration: 11/29/25

Greetings!

Please see the determination below.

Project Name: Buck's Pub
Project Address: 2067 West Wayzata Boulevard
Suite #/Campus: Unit 2 & 3
City Name: Long Lake
Applicant: Clay Quiring, Amcon Construction

Special Notes: It is the Council's understanding there will be no outdoor seating. If at any time outdoor seating is added, a determination is required.

Charge Calculation:

Food & Drink: 2773 sq. ft. @ 300 sq. ft. / SAC = 9.24

Total Charge: 9.24

Credit Calculation:

Long Lake Garden (Non-Conforming GSF 09/02)
Food & Drink: 1920 sq. ft. @ 300 sq. ft. / SAC = 6.40

Total Credit: 6.40

Net SAC: 2.84 = **3 SAC Due**

The business information was provided to MCES by the applicant at this time. It is the City's responsibility to substantiate the business use and size at the time of the final inspection. If there is a change in use or size, a redetermination will need to be made. If you have any questions email me at: toni.janzig@metc.state.mn.us.

Thank you,

Toni Janzig

SAC Technician

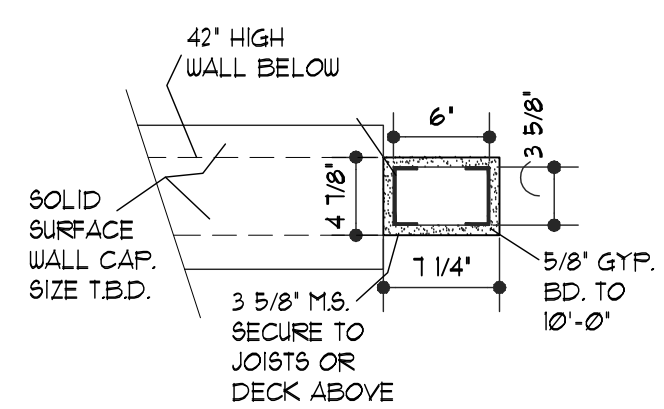
Please visit our SAC website by going to: <http://www.metrocouncil.org/SACprogram>

DEMO LEGEND	
①	REMOVE ALL DASHED STRUCTURES, DOORS, PLUMBING FIXTURES
②	REMOVE ALL FLOOR FINISH MATERIALS U.D.N.
③	REMOVE ALL CEILING FINISH MATERIALS- A.C.T., GYP. BD. SOFFITS U.D.N.

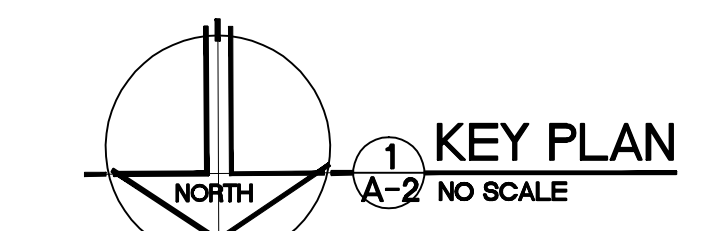
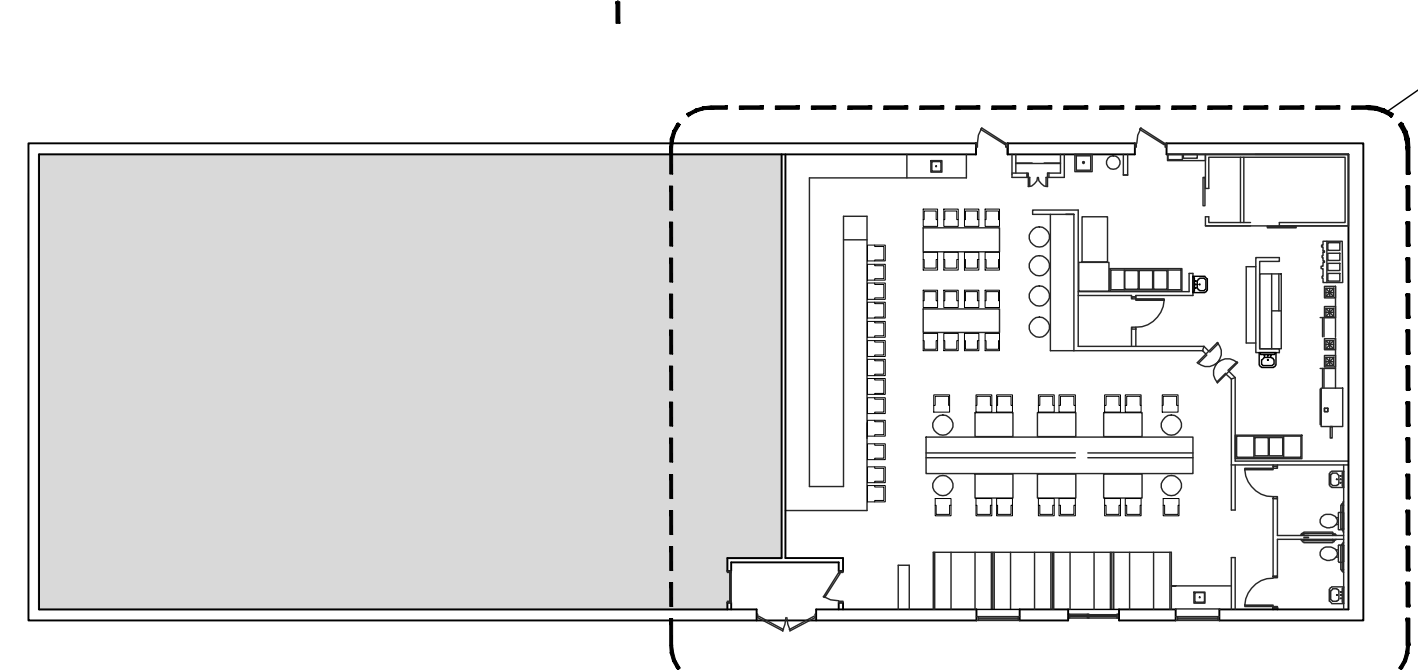
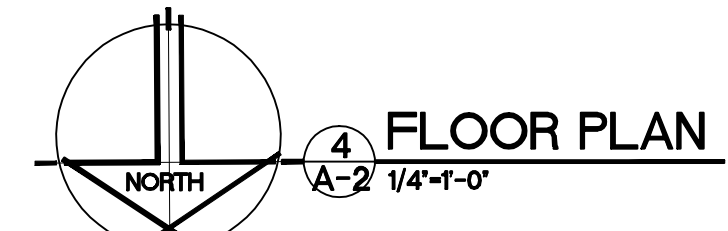
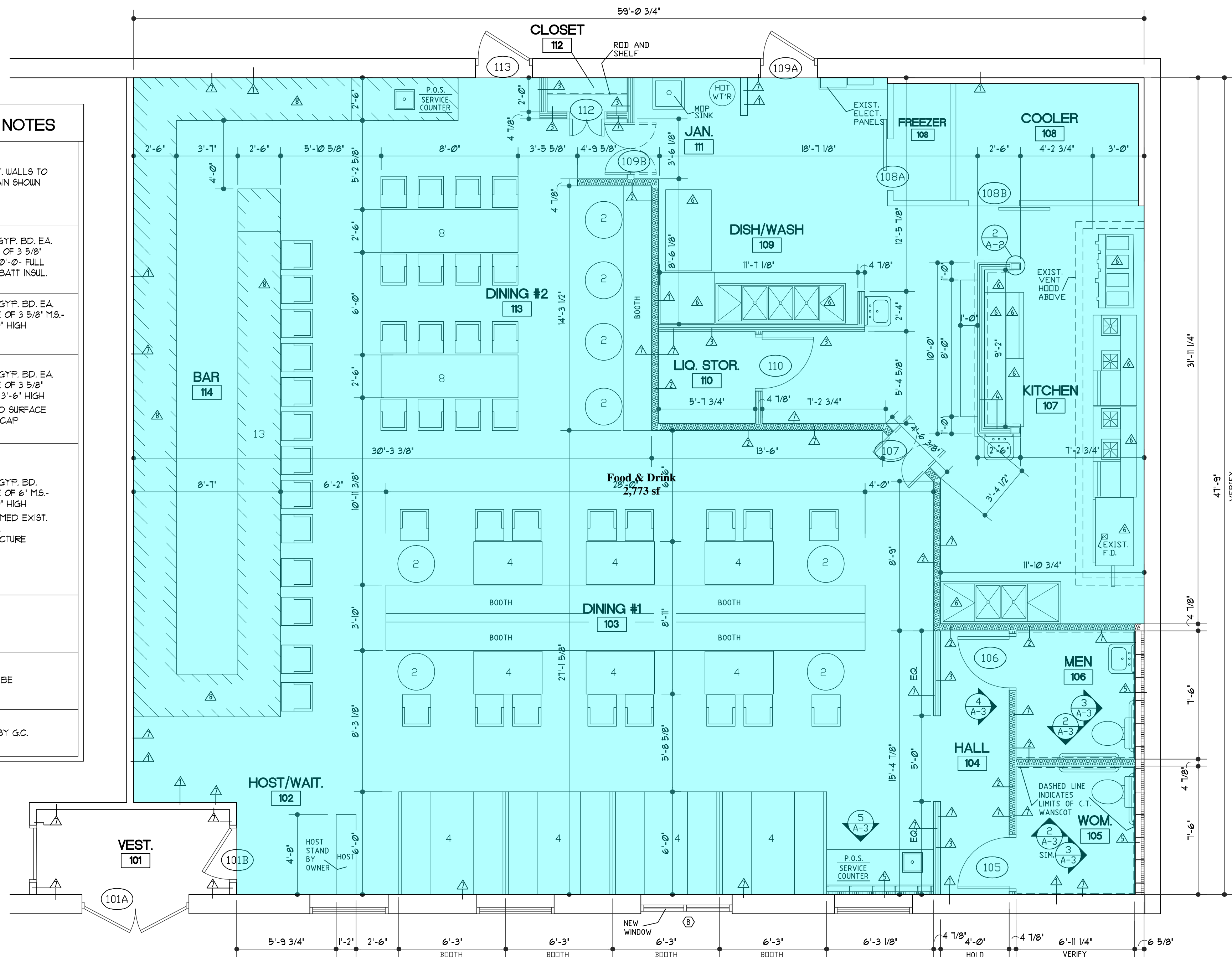
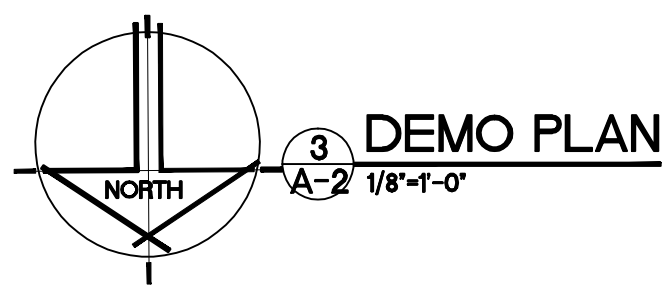
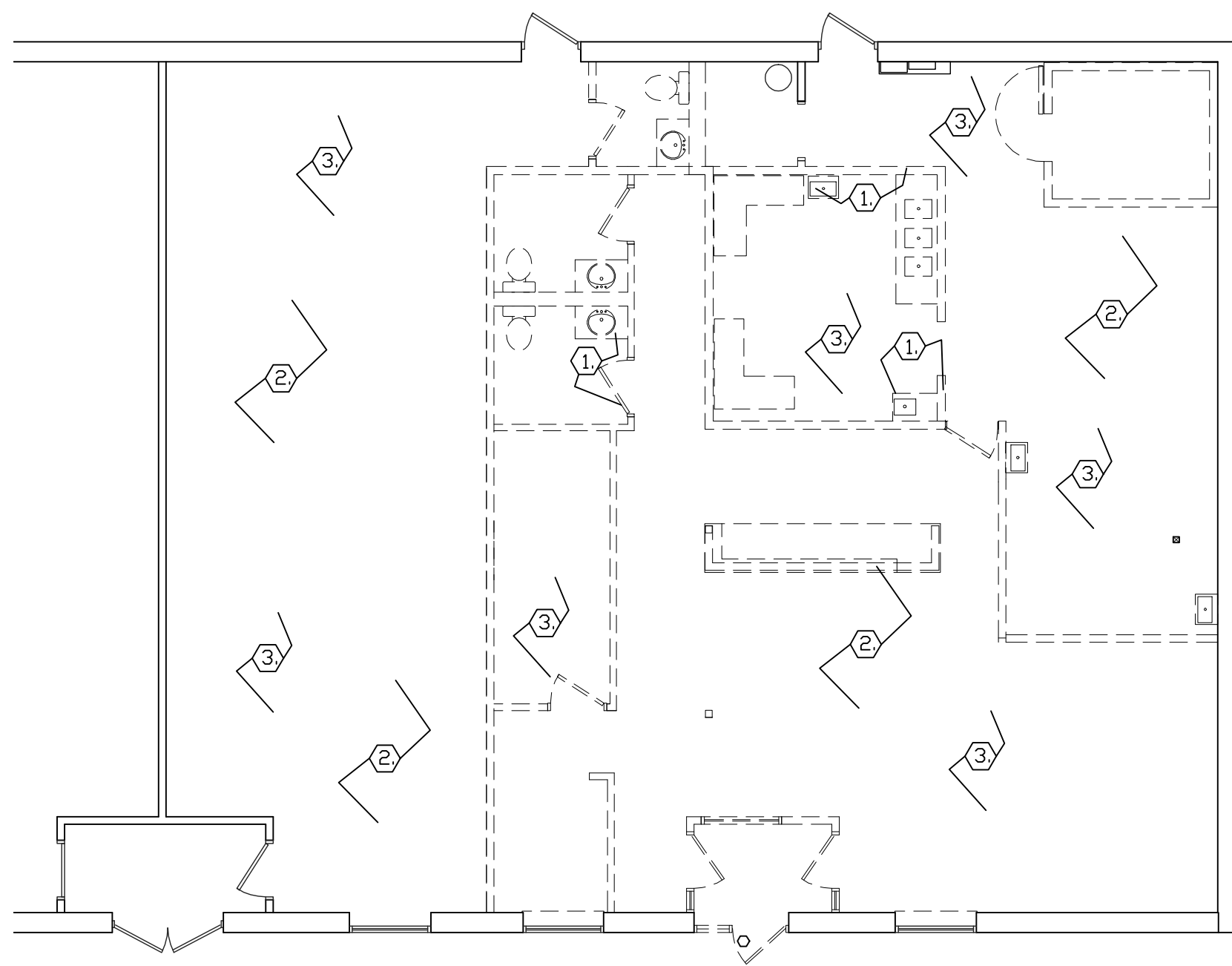
WALL LEGEND AND PLAN NOTES

①		EXIST. WALLS TO REMAIN SHOWN THIS
②		5/8" GYP. BD. EA. FACE OF 3 5/8" M.S.-10'-0" FULL TH-K BATT INSUL.
③		5/8" GYP. BD. EA. FACE OF 3 5/8" M.S.-10'-0" HIGH
④		5/8" GYP. BD. EA. FACE OF 3 5/8" M.S.-3'-6" HIGH SOLID SURFACE TOP CAP
⑤		5/8" GYP. BD. EA. FACE OF 6" M.S.-10'-0" HIGH ASSUMED EXIST. WALL STRUCTURE
⑥		KITCHEN EQUIPMENT BY OWNER AND INSTALLED BY KITCHEN SUPPLIER. MEP CONNECTIONS BY G.C.
⑦		ALL NEW AND EXIST. GYP. BD. WALLS TO BE PAINTED WHITE
⑧		BAR SUPPLIED BY OWNER- INSTALLED BY G.C. MEP CONNECTIONS BY G.C.

WALL DETAIL
A-2 1'-0"



SEATING COUNT	
BAR	13
DINING	72
TOTAL	85



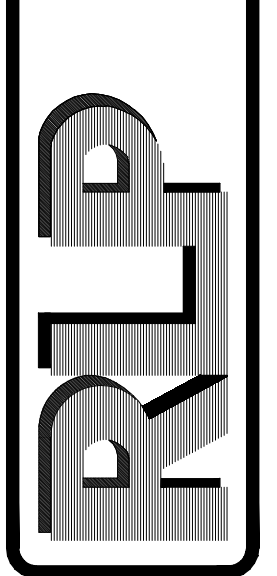
Date: 11-03-23
Comm. No: 2522
Drawn By: WP
Checked By: K.P.P.

Revisions	No.	Date

ARCHITECTS INC. is not responsible for any errors or omissions in this drawing or report prepared by the architect or any other professional under the supervision and that I am a duly licensed professional under the laws of the State of Minnesota.
K.P.P.
11-11-2023

PROPOSED
BUCKS PUB
2067 West Wayzata Blvd
Long Lake, Minnesota

ARCHITECTS INC.
7873 Somerset Ct. Woodbury, MN 55225
riparchitects@aol.com
Phone: (651) 631-3767
CELL: (612) 599-7964





December 27, 2023
Long Lake City Council

To Whom it May Concern:

I recently submitted a Building Permit Application for a new restaurant in Long Lake, Bucks Pub, to move into the Liquor Barn strip mall located at 2067 Wayzata Boulevard W (a land use application was previously approved for my parking configuration). As part of that application process, I submitted to the Metropolitan Council for the required SAC determination based on the floor plan of the new restaurant. On November 29, the Metropolitan Council issued their determination and found that 2.84 (3) SAC units would be due for my project and Building Permit to proceed - at **\$2,485.00** per unit, that adds **\$7,455.00** to the cost of my Building Permit.

I'm aware that typically the City charges 1 SAC unit fee and 1 WAC unit fee per each Metropolitan Council SAC fee found to be due. In this case, that would mean 3 City SAC and 3 City WAC charges in addition to the Metropolitan Council SAC fees - thereby adding another **\$18,255.00** to my Building Permit cost.

Recognizing there has already been a restaurant occupying space, the City of Long Lake staff advised me to submit a petition to ask the City Council for a reduction in the City SAC and WAC units due to 1 of each unit.

My restaurant will have a little additional seating than prior restaurants in the space, and I'd absolutely agree that Bucks Pub will have somewhat of an increased water/sewer use over previous restaurants. However, the seating won't be increased to 3 times what's occupied the previous space; therefore, the impact is extremely unlikely to do the same.

I'm excited for this opportunity and am enthusiastically looking forward to opening Bucks Pub and to becoming a part of the Long Lake business community. I respectfully (and hopefully) ask that the City Council please consider a reduction in the City SAC and WAC units to be applied to my Building Permit to 1 of each unit.

Thank you in advance for your consideration. Please feel free to reach out with any questions or concerns.

Katherine Stephens
Managing Member
LLORO LLC dba Bucks Pub
Mobile: 612-916-0416
Email: Kapstephens@yahoo.com



CITY OF
LONG LAKE

City Council Agenda Report

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

MEETING DATE / January 2, 2024

SUBJECT: 2024 City Appointments

Prepared By: Jeanette Moeller, City Clerk

Report Date: 12/26/2023

Recommended City Council Action

Staff recommends the following:

Motion to adopt the City of Long Lake 2024 Appointments Worksheet, including the following appointments:

- Council member Dyvik to the position of Mayor Pro-Tempore;
- Council members _____ and _____ to the Fire Advisory Committee, with Council member _____ as alternate;
- Council member _____ and City Administrator Weske to the Long Lake Fire Relief Board of Trustees;
- Council members _____ and _____ to the Utility Agreements Subcommittee;
- Council member _____ as the Park Board Liaison;
- Council member _____ as the Planning Commission Liaison;
- Council member _____ as the Chamber of Commerce Liaison;
- Council member _____ as the Long Lake Waters Association Liaison;
- Council member _____ as the Long Lake Garden Club Liaison;
- Council member _____ to the Lake Minnetonka Communications Commission;
- Council members _____ and _____ to the Highway 12 Safety Coalition;
- Council member _____ as the Wayzata Crime Prevention Coalition Liaison.

Overview / Background

The City Council annually makes appointments for City committees and positions at their first meeting in January for the year ahead. A review of open positions or areas for discussion follows.

- **Mayor Pro-Tempore**
A member of the City Council must be appointed to the position of Mayor Pro-Tempore at the first meeting of the year. The role of this individual is to serve in the capacity of Mayor should the Mayor be unavailable to do so. Historically, the Mayor has recommended his/her appointee, to be voted on by the Council.

Mayor Miner has selected Council member Dyvik to continue serving as Mayor Pro-Tempore in 2023.

▪ **Fire Advisory Committee / Future Fire Services Planning Group**

The Fire Advisory Committee is comprised of staff and elected officials from Long Lake, Orono and Medina. At this time, the Long Lake Fire Department (LLFD) provides fire service to areas of the cities of Orono and Medina by contractual agreement. The LLFD also provides fire service to Minnetonka Beach by a separate contractual agreement. The Fire Advisory Committee meets periodically throughout the year to address contract related items, including establishing the Long Lake Fire Department's annual budget. Two Council members are appointed to this committee annually, and an alternate may be appointed to serve as needed in the absence of an appointee. Mayor Miner and Council member Dyvik served in 2023, with Council member Feldmann appointed to serve as an alternate. Long Lake's representatives to this committee are also attending Future Fire Services planning group meetings.

▪ **Long Lake Fire Relief Board of Trustees**

Per Minn. Stat. 424A.04 and the Long Lake Fire Relief Association's bylaws, the Board of Trustees must consist of nine members - six members elected by the membership, and three drawn from officials of the municipality served by the Fire Department. The three municipal trustees must be one elected official and one elected or appointed municipal official (the City Administrator), both of whom must be annually designated by the municipal governing board; and the Fire Chief. Staff recommends the appointment of a City Council member along with City Administrator Weske to the Long Lake Fire Relief Association Board of Trustees. Fire Chief Heiland remains a de-facto member with no appointing action needed.

▪ **Utility Agreements Subcommittee**

The two Council members appointed to the Utility Agreements Subcommittee (meeting on an as needed basis) would be working with staff through the process of reviewing past utility agreements and in the continued negotiation and development of a new joint master sewer and water agreement between the cities of Long Lake and Orono for those Orono properties connected to Long Lake water and/or sewer. Mayor Miner and Council member Kvale held these subcommittee positions in 2023.

▪ **Park Board Liaison**

The City Council member appointed to this position will attend Park Board meetings and report on the Board's activities to the City Council. Council member Joyce held this position in 2023.

▪ **Planning Commission Liaison**

The City Council member appointed to this position attends Planning Commission meetings and reports on the Planning Commission's activities to the City Council. Council member Feldmann held this position in 2023.

▪ **Chamber of Commerce Liaison**

The City Council member appointed to this position attends Long Lake Area Chamber of Commerce meetings and reports on the Chamber's news and activities to the City Council. Council member Kvale held this position in 2023.

▪ **Long Lake Waters Association Liaison**

The City Council member appointed to this position attends Long Lake Waters Association meetings/presentations, and reports on the organization's activities to the City Council. Council member Joyce served as Long Lake Waters Association Liaison in 2023.

▪ **Long Lake Garden Club Liaison**

Staff recommends the City Council consider appointing a member to serve as the Council's liaison to the Long Lake Garden Club (LLGC). Staff would work with the appointed Council member to advise them of the

budget constraints for any LLGC projects and ongoing maintenance of areas. This position would also help serve as a liaison between the LLGC and City staff.

- **Lake Minnetonka Communications Commission
2 MEMBERS - 1 CITY COUNCIL AND 1 RESIDENT**

The Commission typically meets on the second Thursday of scheduled months (approximately four times per year), with meetings beginning at 5:30 pm. The City is currently seeking a new resident representative to the LMCC, though this position has historically been difficult to fill and it may take some time to find another interested resident. Additionally, one individual from the City Council should be appointed to fill the City Council member seat. This position was held by Council member Kvale in 2023.

- **Highway 12 Safety Coalition**

The Highway 12 Safety Coalition is a collaborative effort between staff and elected representatives of cities located along the Highway 12 corridor; county governments; and MnDOT to identify issues related to improving the safety of transportation along Highway 12. Two Council members are invited to be appointed to this committee, which has typically met twice a year at a minimum. Coalition bylaws indicate that more meetings may be scheduled on an as needed basis. Mayor Miner and Council member Feldmann served in this capacity in 2023.

- **Wayzata Crime Prevention Coalition – Council Liaison**

The Wayzata Crime Prevention Coalition (WCPC) is a volunteer organization supporting the Wayzata Police Department in their efforts to educate and alert citizens and businesses about criminal activities within the communities of Wayzata and Long Lake. Current Long Lake community representatives on the Coalition include resident Tim Hultmann (also currently a WCPC Board member serving a term through the end of 2024), resident Bryan Miller, and Gopher Ace business owner Mark Schaefer. Their continued participation in the organization has been referenced on the 2024 Appointments Worksheet. In 2023, Mayor Miner served as a WCPC Liaison on behalf of the City Council. The Council member appointed to this position for 2024 would attend WCPC meetings periodically and report on the group's activities to the City Council.

- **Planning Commission Chair and Chair Pro-Tempore**

Members of the Planning Commission must be appointed by the City Council to serve as the Chair and Chair Pro-Tempore for the year 2024. Staff is recommending that action to appoint these positions be delayed at this time in order to offer the Planning Commission an opportunity to make their recommendations for appointment during their first meeting in January 2024.

- **Park Board Chair and Secretary**

Members of the Park Board must be appointed by the City Council to serve as the Chair and Secretary for the year 2024. Staff is recommending that action to appoint these positions be delayed at this time in order for the Park Board to have an opportunity to make their recommendations for appointment during their first meeting in 2024.

- **EDA Chair and Vice-Chair**

Different from the Planning Commission and Park Board, members of the EDA must be selected by the EDA to serve as the Chair and Vice-Chair for the year 2024; however, per the EDA bylaws, this appointment does not require ratification by the City Council. The EDA voted at their December 19, 2023 meeting to extend the terms of the current EDA Chair and Vice-Chair positions until the EDA meets as-needed in 2024, at which time selection of the officer positions will be reviewed in the event any changes are desired at that time.

Supporting Information

- 2024 City Appointments Worksheet



CITY OF
LONG LAKE

2024 APPOINTMENTS WORKSHEET / Revised January 2024

POSITION	APPOINTMENT(S)
Mayor Pro-Tempore	Council Member: Jahn Dyvik
City Treasurer	City Administrator: Scott Weske
Official Depositories	MidCountry Bank (Formerly Lake Community Bank); Oppenheimer & Co., Inc.
Official Newspaper	'The Laker Pioneer'
Fire Advisory Committee 2 FROM CITY COUNCIL	Council Members: _____ and _____ (_____, Alternate as Needed)
Long Lake Fire Relief Board of Trustees 1 FROM CITY COUNCIL, CITY ADMINISTRATOR, FIRE CHIEF (DE-FACTO MEMBER)	Council Member: _____; City Administrator: Scott Weske; and Fire Chief: Mike Heiland
Utility Agreements Subcommittee 2 FROM CITY COUNCIL	Council Members: _____ and _____
Park Board Liaison FROM CITY COUNCIL	Council Member: _____
Planning Commission Liaison FROM CITY COUNCIL	Council Member: _____
Chamber of Commerce FROM CITY COUNCIL	Council Member: _____
Long Lake Waters Association Liaison FROM CITY COUNCIL	Council Member: _____
Long Lake Garden Club Liaison FROM CITY COUNCIL	Council Member: _____
LMCC Cable Commissioners 2 MEMBERS - 1 CITY COUNCIL, 1 RESIDENT	Council Member: _____ Resident Member: _____
Highway 12 Safety Coalition 2 FROM CITY COUNCIL	Council Members: _____ and _____
Wayzata Crime Prevention Coalition FROM CITY COUNCIL	Council Member Liaison: _____ Resident Members: Bryan Miller, Tim Hultmann Business Member: Mark Schaefer, Gopher Ace Hardware

Economic Development Authority Chair	Board Member: Jahn Dyvik
Economic Development Authority Vice-Chair	Board Member: Mike Feldmann
Economic Development Authority Executive Director	City Administrator: Scott Weske
Planning Commission Chair	Commissioner: To Be Determined
Planning Commission Chair Pro-Tempore	Commissioner: To Be Determined
Park Board Chair	Board Member: To Be Determined
Park Board Secretary	Board Member: To Be Determined
City Attorney	Carson, Clelland & Schreder / John Thames
Prosecuting Attorney	Carson, Clelland & Schreder / David Ross
City Auditor	Abdo
City Engineer	WSB & Associates Inc. / Brad Reifsteck
City Planner	WSB & Associates Inc. / Hannah Rybak
City Assessor	Southwest Assessing / Rolf Erickson
Weed Inspector	Mayor: Charlie Miner
Assistant Weed Inspector	Public Works Director: Sean Diercks
Building Official	Metro West Inspection Services, Inc. / Todd Geske
City Forester	Public Works Director: Sean Diercks