



## CITY COUNCIL MEETING

July 16, 2024 at 6:30 PM

City Hall Council Chambers – 450 Virginia Avenue, Long Lake, MN 55356

### AGENDA

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

**NOTE:** Open Correspondence is an item on the agenda during which the public may address the City Council. **No formal action is taken by the City Council** and comments shall be limited to five minutes or less. *Open Correspondence comments may also be emailed to City staff by 12:00 noon on the date of the meeting.*
7. **Regular Business**
  - [A.](#) Approve Special Event Permit Request for the 2024 LLFD Red Hot Run 5K
  - [B.](#) Receive 2nd Quarter 2024 Revenues and Expenditures
  - C. Updates Regarding Fire Department Matters
8. **Other Business**
9. **Adjourn**

**UPCOMING MEETINGS & OTHER DATES OF NOTE**

Tuesday, July 16 (6:30 pm) / City Council Meeting

Wednesday, July 17 (5:30 pm) / Special City Council Work (Closed) Session

Monday, July 29 (5:30 pm) / Park Board Meeting at Dexter Park

Tuesday, August 6 (5:00 or 5:30 pm) / City Council Work Session

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

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



**MINUTES  
CITY COUNCIL WORK SESSION  
June 18, 2024**

**CALL TO ORDER**

The meeting was called to order at 5:46 pm.

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

**Staff Present:** City Administrator: Scott Weske; City Clerk: Jeanette Moeller; and Fire Chief: Mike Heiland

**Absent:** None

**APPROVE AGENDA**

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

**OPEN CORRESPONDENCE**

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

**BUSINESS ITEMS**

**Discussion of Continued Fire Services Related Matters**

Mayor Miner clarified that tonight’s meeting would not be a closed session.

The Council discussed the possibility of having a closed session meeting sometime in the nearby future, if the legal consultants would be available.

Mayor Miner indicated that the Council will be receiving an email from their legal special counsel in the next day or two that will provide details of what took place during the most recent mediation session. Mayor Miner and Council member Dyvik had attended the mediation session; however, once again, the two sides were not able to come to any type of agreement. A Listserv message may be sent in the coming days to offer residents a summary of what had occurred, but the message would not be able to give detailed information under the terms of mediation. He read aloud a portion of what he felt should be included in a Listserv message. He mentioned that Orono Mayor Walsh attended the mediation wearing shorts and flip flops, which he felt had set the tone for the City on how much respect he was choosing to give to the mediation efforts. He explained that City Administrator Weske had sent a letter to Orono about a month ago regarding the looming July 1, 2024 deadline and attempted to encourage Orono to allow for an extension of the contract because the Orono Fire Department would not actually be ready by that date. Orono had responded to the letter by indicating that they were not interested in pushing the date out a bit. He commented that now that mediation has ended, he believes the City, via City Administrator Weske, should respond to that letter and reviewed some of the correspondence that has been sent back and forth between the two cities.

Council member Dyvik admitted that he may have jumped the gun a bit when he responded to the letter that was sent by Orono City Administrator Edwards and shared that it had 'set him off' a bit because it was so full of untruthful statements. He clarified that the response he'd sent was just from him, but he hoped it had not muddied the waters and noted that perhaps he should have waited a bit so for an official statement to be sent from the City. He explained that he had just wanted to give his thoughts on the letter because there were lives at stake in this situation.

Council member Kvale voiced that she'd reviewed the agreement and contract for the fire services protection dated 2002 and found that it went into a lot of detail about command responsibilities, command in a fire emergency on arrival at the scene, operational responsibilities, and also covered liability insurance information. She observed that there are a lot of details in the contract including a provision for removing fire service area that has a notice requirement. She read aloud language from the contract agreement and recalled that Orono had provided notice on June 15, 2023 of a reduction in their fire services area coverage beginning July 1, 2024. She referenced 'Exhibit A' that was attached to the letter received by the City, which was a map that showed an entire area with several bodies of water included in it as the area Orono would be removing from the Long Lake fire services area. She explained that it was described as the area highlighted in orange of CAD zones 75F200 and 75F210. She noted that on June 10, 2024 the City received a letter from Orono documenting that Orono was not prepared to serve particular bodies of water within their service coverage area, and would like to add those areas back into the contract. Under the contract provision she had read aloud earlier, she reflected that the water body areas could be added back into the contract, but the recent notice was received outside of the required notice period to do so. She emphasized that for Long Lake to provide fire services, it should be under a contract. She indicated that the issue is a matter of public safety and believed that there could be discussion about waiving the notice requirement in order to allow Orono to add this back into the contract. She summarized that she felt this was really a contractual matter, and she believed that if Orono desires to add any area back in, it should happen within a formal process where it becomes part of the terms of the contract.

Council member Dyvik highlighted that in the letter from Orono, it was stated that they 'intended' the notification to be for the land areas only, and not intended to apply to the CAD zones on Lake Minnetonka itself.

Council member Kvale stated that she did not feel that 'intent' was part of the notice. Under the contract terms, Orono's recent letter is a request to add back in certain areas of the service area, and that is outside of the notice requirements. She pointed out that she felt their original notice in June of 2023 was clear that they wanted this entire area removed from the contract.

Council member Feldmann stated that he agreed that it was clear.

Council member Dyvik also agreed that he felt it had not Orono's intention originally to exclude those water areas, but now, because they do not have a boat, they do not have a choice. Within Orono's needs assessment that was presented to the City around the same time that the letter was sent to Long Lake, they said that they needed two boats to cover their water areas.

Council member Kvale reiterated that she felt the additional coverage needed to be brought back in under the terms of the contract.

Council member Dyvik recalled that he had asked the representatives from Orono when they would be taking over coverage of the water areas and their answer was that it would be in January of 2026.

Mayor Miner mentioned that there is some language about this situation included in a proposed draft response letter. He commented that he thinks the City needs to be clear about the fact that Long Lake is willing to cover the water areas because public safety is more important than a contract.

Council member Kvale reiterated that she felt the additional coverage needed to be handled through a contract because it will put Long Lake at risk for liability. From her perspective, Long Lake is willing to bring them back into the contract, but Orono needs to actually say that is what they desire. She noted that Orono could choose to make other arrangements and would not have to rely on the Long Lake Fire Department.

Council member Dyvik agreed that the Orono City Council should have to take official action and request that Long Lake Fire Department cover the subzones even though it was contractually beyond the notice requirement.

Council member Kvale stated that in light of the public safety implications, she would believe Long Lake was willing to waive the notice requirements.

Council member Feldmann added that what he had found frustrating is that the recent letter from Orono alleged that the City of Long Lake was the only one confused by this situation. He explained that he had reviewed an email thread involving Hennepin County Dispatch and it was very clear that it was only the City of Orono that knew of the intent for the water areas to continue to be covered by the Long Lake Fire Department.

Council member Dyvik advised that on May 30, 2024, Hennepin County Dispatch had sent an email that said, 'On July 1, the Forest Lake zone will transfer to Orono, correct?'. That statement confirmed the Hennepin County Dispatch office thought that on July 1, 2024, the Forest Lake Bay area was going to be covered by Orono. That email exchange was where the recent conversation had gotten started because the email went to Assistant Fire Chief Farley who then contacted Orono Fire Chief Van Eyll, asked what was going on, and was told that Long Lake Fire Department would be covering the water areas.

Council member Feldmann asserted that what he found baffling was that the reason this issue had been raised was because the Orono's fire leadership knew the inadequacies that the Orono Fire Department had and realized that Long Lake would have to cover the subzones.

Council member Dyvik indicated he had asked Assistant Fire Chief Farley about this assumption that Long Lake would have to cover the subzones at the recent Fire Advisory Board meeting and whether it was by default, and because he knew Orono did not have a boat, and his answer was 'yes'. He stressed that Long Lake was never told this information by Orono.

Council member Feldmann commented that Long Lake's Fire Department leadership was paying attention to this situation out of care for the residents, and the knowledge that the Orono Fire Department was not ready to cover the subzones.

Council member Dyvik voiced that essentially the idea appears to have been that the Long Lake Fire Department leadership were supposed to be mind readers and know Orono's intentions without them having to actually specifically say anything. He suspected that when they had given the original notice to remove their service area, they had expected to have a boat by now.

Council member Kvale repeated that in June 2023, Orono had clearly removed the entire CAD zone service areas, including the water within, because the areas were all included in the coverage exhibit highlighted in orange on the map they provided. This is a mistake that can be easily corrected by Orono.

Mayor Miner stated that he would like to get the draft letter sent from Long Lake to Orono tomorrow so it will be received well ahead of Orono's Council meeting.

City Clerk Moeller reminded the Council that both City offices will be closed on June 19, 2024 for the Juneteenth holiday.

Council member Kvale shared that she liked that there were three options laid out in the letter for Orono's consideration.

Mayor Miner explained that his thought with laying out the options proposed was that he did not want to give the suggestion, which has been the narrative coming from Orono, that Long Lake did not want to cover the water area subzones. He confirmed that Long Lake is more than willing to cover the areas but simply wishes that Long Lake would have been consulted about doing so before the last minute.

Council member Kvale reiterated that she would just like to see these areas covered under the contract.

Council member Dyvik suggested that Long Lake send a contract modification letter to Orono that states that Long Lake will cover these subzones and have them sign it.

City Administrator Weske observed that they could also say something like, 'per your letter, Long Lake is not contractually obligated to cover these two CAD subzones', and then outline three options for them moving forward. Long Lake could cover the impacted areas as a subcontracted service for a specified dollar amount and would not need to have Medina involved.

Council member Kvale clarified that she felt the additional coverage should be handled under the same terms as the current contract. She asked if Medina had signed the addendum to the contract for Station 2.

Weske recalled that the Station 2 addendum was passed by both parties. He pointed out that adding in service areas brings in more land to carry, thereby affecting the budget differently as more resources are needed. He explained that subtracting services areas was easier than adding in service areas.

Council member Kvale stated that she would support an addendum that references the original contract to add certain coverage service areas back in, if that is what Orono wants to do.

Council member Dyvik concluded that Orono seems to think the matter is a non-issue, but he would agree that the coverage needs to be reflected in a contract. He commented that it was important to note that Long Lake would not sacrifice public safety or leave people unprotected.

Council member Kvale reiterated that there is a contract and if Long Lake takes on this service area it would also be taking on additional liability. She gave the example of the City of Plymouth not having any obligation to come to Long Lake and provide fire services under mutual aid, and noted that mutual aid was very different than being the designated first responder.

Council member Feldmann inquired whether staff was aware of any areas where mutual aid was the first line of defense.

Fire Chief Heiland responded that there is auto aid, and gave an explanation of how auto aid worked. He offered the example of a call that came in near the Narrows Bridge in which Excelsior Fire District would be 'auto aided' to the area and would technically be the first alarm.

Council member Dyvik asked who decided what calls would be designated as auto aid.

Weske clarified that the designation is something that the Chiefs have already established together.

Council member Kvale questioned whether there were written agreements related to auto aid.

Heiland replied that there were written agreements and explained that arrangements have to go through Dispatch as well to ensure that the appropriate agencies are paged out.

Mayor Miner indicated that Orono Fire Chief Van Eyll had made a statement last week that they were auto aiding for tanker trucks.

Council member Kvale asked if a tanker truck was the type of vehicle that Orono Fire would need to respond to all of the fires in the areas that do not have hydrants.

Mayor Miner responded affirmatively and noted that tanker trucks from other fire departments would be the only tanker truck on scene until Orono has their tanker truck.

Council member Feldmann questioned what equipment Orono would actually have to cover fire services because they do not have a boat or a tanker truck.

Heiland confirmed that in addition to the tanker truck, they also currently do not have a rescue vehicle. Right now, Orono has stated that Long Lake would be in the first tanker group which is different than being auto aided.

Mayor Miner brought the conversation back to the draft letter to be sent to Orono and asked that the Council give their input if they had any strong opinions on what it should or should not contain. He asked that Council members email their comments to City Administrator Weske and City Attorney Thames by 12:00 noon on June 19, 2024. He emphasized that the overall tone of the letter needs to be that Long Lake would be there to help given that Orono was ill-prepared. He stated that he does not want to make it seem like Long Lake would not cover the subzone areas but agreed that Orono has to ask for it in writing, and also to have a contract in some shape or form. He reflected that he was unsure how they would be able to get a contract put together in nine business days since that is all that remains before the July 1, 2024 coverage shift.

Council member Kvale reminded the Council that there is already a contract and the service area subzones could be put back in under those terms. She indicated there is also a formula for assessing the costs of those services.

Council member Feldmann clarified that surface water has no property value assigned to it, so that formula may not work.

Mayor Miner wondered whether they may be able to come up with a cost per call scenario or something associated with the property IDs.

Heiland raised an example of being called to the North Arm boat launch to wait for someone to come in from the lake and asked if the intent was for Long Lake to handle those calls; and whether, for example, the Long Lake Fire Department would also be covering the shore. He stated that he would assume the answer to those questions would be 'yes', but that was just an assumption.

Council member Feldmann observed that the appropriate equipment and training has to be in place in order to operate for water safety, which carries a cost. He felt that Long Lake should really take a look at what that formula may look like.

Mayor Miner asked if Long Lake should propose a formula within the letter.

Council member Feldmann agreed with Council member Kvale that the additional coverage areas need to be handled under the contract terms, but he felt they would have to wait to see what that formula may look like.

Heiland asked if the current contract was still valid.

Council member Kvale confirmed that it was still valid and would end on December 31, 2025.

Council member Feldmann stated that the contract was still valid, but with Orono's removal of this service area, they had removed something that they now want to bring back in.

Council member Kvale reiterated that Long Lake would likely waive contract notice requirements to facilitate adding the subzones back in, in light of public safety implications.

Council member Feldmann indicated that the question would then be what the cost would be for servicing those subzones.

Council member Joyce reflected that she thought the overall message of the draft letter was well done.

**OTHER BUSINESS**

No other business was discussed.

**ADJOURN**

*Hearing no objection, Mayor Miner adjourned the meeting by general consent at 6:25 pm.*

Respectfully submitted,

Scott Weske  
City Administrator





**MINUTES  
CITY COUNCIL MEETING  
June 18, 2024**

**CALL TO ORDER**

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

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

**Staff Present:** City Administrator: Scott Weske; Fire Chief: Mike Heiland; and City Clerk: Jeanette Moeller

**Absent:** Council: Gina Joyce (with prior notice)

**PLEDGE OF ALLEGIANCE**

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

Mayor Miner reported that he had attended the Wayzata Crime Prevention Coalition meeting last week where they discussed preparations for the annual Night to Unite coming up in August. He added that the Wayzata Police Department is doing well with their staffing, and they would be attending some City events throughout the summer.

**APPROVE AGENDA**

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

**CONSENT AGENDA**

The Consent Agenda consisted of the following:

- A. Approve Minutes of June 4, 2024 City Council Work Session Meeting
- B. Approve Minutes of June 4, 2024 City Council Meeting
- C. Approve Vendor Claims and Payroll
- D. Adopt Resolution No. 2024-25 Promoting Michael Decker from Public Works Seasonal Maintenance Worker for the position of Public Works Maintenance Worker I; Authorize Payment for Required Entry Level Driver Training Certification Course from Class A Leasing Driving School
- E. Accept the Resignation of Firefighter James (JB) Seals from the Long Lake Fire Department
- F. Adopt Resolution No. 2024-23 Approving Issuance of Special Event Permit #S2024-03 for Corn Days 2024 on August 10, 2024; Approve Issuance of a Noise Variance Permit for Live Entertainment; Approve Issuance of a 1 to 4 Day Temporary On-Sale Liquor License; and Approve an Application for Exemption for Gambling Activities at Corn Days
- G. Adopt Resolution No. 2024-22 Approving Issuance of Special Event Permit #S2024-04 for the 50<sup>th</sup> Annual Corn Days Parade on August 10, 2024
- H. Adopt Resolution No. 2024-24 Approving Issuance of Special Event Permit #S2024-05 for Buckhorn Days 2024 on July 13, 2024; Approve Issuance of a 1 to 4 Day Temporary On-Sale Liquor License; Approve Issuance of a Noise Variance Permit for Announcements and Live Entertainment

- I. Adopt Resolution No. 2024-27 Approving the Second Amendment to Assessment Agreement Between the City of Long Lake, the Long Lake EDA, and the Long Lake Townhomes, LLC, and Authorizing the Mayor and Administrator to Execute the Amendment

Mayor Miner congratulated Michael Decker for his promotion to Public Works Maintenance Worker I and thanked firefighter JB Seals for his over six years of serving the community on the Fire Department.

Council member Kvale shared that she wanted to give a ‘shout out’ to City Clerk Moeller for arranging to have the Wayzata Police Department being involved in community outreach during the upcoming Buckhorn Days event.

She also observed that there was a large invoice for WSB in the claims paid packet and asked if most of that would end up being reimbursed.

City Clerk Moeller advised that there have been a lot of inspections happening because there are quite a few projects in the process of closing out; therefore, a significant portion of the invoice activity would be reimbursable.

Council member Kvale asked for details on the Dome line item referenced on the invoice.

Moeller clarified that a zoning verification letter had been requested in preparation for a sale of the Dome property. The City collects a fee for preparation of zoning verification letters, and this particular letter was complex to prepare and had been outsourced to WSB due to a number of zoning violations at the property. Typically City staff prepares responses to zoning verification letter requests, but does outsource the more complicated ones as necessary.

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

## **OPEN CORRESPONDENCE**

**Maria Veach, Corn Days Committee** – Ms. Veach expressed her appreciation to the City for its support of Corn Days and added that it would be the 50<sup>th</sup> year for the event. The planning committee has revamped and reinvigorated the event with more food, more drinks, and a larger parade. She gave a brief overview of some of the activities that would be available during the event.

## **BUSINESS ITEMS**

### **Cancel July 2, 2024 City Council Meeting**

Moeller offered that due to holiday and travel plans, the Council could consider cancelling the July 2, 2024 City Council meeting. She confirmed that there was not any pending business that would preclude the cancellation.

*A motion was made by Miner, seconded by Feldmann, to cancel the July 2, 2024 City Council meeting.  
Ayes: all.*

### **Highlighting Upcoming Community Events**

Moeller provided a brief overview of the upcoming community events that were approved as part of the Consent Agenda.

*Buckhorn Days* will be held on July 13, 2024 in Nelson Lakeside Park, with the car show moved to the Pioneer Museum grounds. Moeller outlined some of the vendors, activities, and live entertainment that will be available during the event. She mentioned that there would not be a water ski show or fireworks at the event this year.

*Corn Days* will be held on August 10, 2024 from 12:00 noon to 10:00 pm at the Church of St George. Moeller reminded the Council that this would be the 50<sup>th</sup> anniversary of the event and reviewed a few of the activities and entertainment options that would be available. She pointed out that the full event schedule would be available on the event website at [www.corndays.com](http://www.corndays.com). Additionally, the Long Lake Area Chamber of Commerce will be holding the annual *Corn Days Parade* at 12:00 noon. She asked if the Council would be interested in riding in the Fire Department Studebaker during the parade.

Council members were in agreement that they were interested in participating in the parade again, and Council member Dyvik volunteered to serve as the Council member point of contact for their vehicle.

#### **Updates Regarding Fire Department Matters**

Mayor Miner advised that there were a fair amount of updates from activity over the last few weeks related to the Fire Department. The City had participated in the third session of court ordered mediation with the City of Orono on June 17 with a new mediator. There was really no resolution from that mediation meeting. The City will be sending out a ListServ message updating residents, but he added that neither side can share specific details regarding what was discussed during mediation.

Council member Kvale asked who had represented the City of Orono during the mediation.

Mayor Miner responded that Council member Johnson and Mayor Walsh had represented Orono. He reflected that he was a bit taken aback that Orono Mayor Walsh chose to wear shorts and flip flops to the mediation session. He was not clear on whether there would be any additional mediation sessions.

He indicated that the City has been communicating back and forth a bit with the City of Orono regarding a modification that may be needed to Orono's service area from what they had originally outlined in June of 2023. He noted that there had been an open Fire Forum meeting on May 30, 2024 that was available to be viewed on the City's website and encouraged residents to watch it if they had been unable to attend. During the presentation at the Fire Forum, there was a slide that mentioned that the City of Orono did not have a boat. The next day, the City had learned about an email exchange that had occurred which had been initiated by Hennepin County Sheriff's Dispatch that had asked for more information as there was confusion about who would be covering the lake areas within the CAD zones Orono Fire would be covering. This issue was raised at a Fire Advisory Board meeting on June 4, and a recording of that candid discussion is available on the City's website. The Long Lake City Council had also met following the Fire Advisory Board meeting on June 4, and to the Council's surprise, a news story ran on KSTP news later that evening about the fire services situation. At their June 10 meeting, the Orono City Council also held a fair amount of discussion about the coverage area topic. The City of Long Lake had sent a letter to the Orono City Administrator pointing out that the two bays in Lake Minnetonka at issue were fully enclosed on the coverage map that was sent to Long Lake in June of 2023, were apparently not going to be covered by the Orono Fire Department, and addressed the request that they be covered by the Long Lake Fire Department. The City wants to make sure that this coverage change is enacted legally and contractually, and will be following up with the City of Orono.

Council member Dyvik displayed maps of the areas being discussed and recalled that at the June 10 Orono City Council meeting, Orono Mayor Walsh made several statements about the importance of having fire protection readiness, otherwise it puts their “residents at risk”. He then went on to comment about the question that Council member Dyvik had brought up at the Fire Advisory Board meeting regarding coverage of two Lake Minnetonka bays, Forest Lake and North Arm Bay, that fall entirely inside the response zone that Orono stated they would take over starting July 1. That zone was defined in a letter that came to Long Lake in June 2023. Subsequently, Long Lake had since learned on May 30, 2024, only three weeks ago, that Orono was expecting the Long Lake Fire Department to cover those two bay area sub zones within their calling area. Mayor Walsh said at Orono’s last Council meeting that the only people who were confused about the new coverage agreement starting July 1 were the Long Lake City Council. In fact, he called out Mayor Miner and Council member Dyvik in particular as being confused and not aware enough to ask our Long Lake Fire Department who “clearly knew” that the LLFD was supposed to cover Forest Lake and North Arm Bay. Mayor Walsh had stated that all that was needed was for Long Lake representatives to call their firefighters to get the answer, and indicated the situation was a matter of communication. Council member Dyvik found it ironic that Mayor Walsh said the situation was a matter of communication, since to him, that would appear to be the very thing that Orono lacks – or at least, perhaps honest communication.

Council member Dyvik commented that he would normally ignore Mayor Walsh’s outrageous lies on social media and at Orono Council meetings, but since he had called Council member Dyvik out, he intended to respond. In a letter Long Lake received from Administrator Adam Edwards on behalf of the City of Orono, Mr Edwards wrote that “While this seems to have been clear to Orono, Orono Fire, Long Lake Fire and Hennepin County, it does not appear to have been clear to the Long Lake City Council.” This is the same messaging that Mayor Walsh voiced at Orono’s Council meeting. To share the truth, Council member Dyvik informed the public that there was never a formal communication from Orono to the LLFD, the LLFD Fire Chief, the Long Lake City Administrator, Long Lake Mayor, or City Council regarding the LLFD responding to the bay areas. The letter that was received in June 2023 stated, “Beginning July 1, 2024, the City Fire Service Area for the City of Orono shall be as depicted in the map attached as Exhibit A. The area of Orono removed from the LLFD service area is identified by orange highlighter and consists of CAD zones 75F200 and 75F210.” He showed that the Exhibit A they provided was a map with their orange highlighted boundary around CAD zones 75F200 and 75F210, in full. Then, in their recent letter of June 2024, Orono stated that “The intention of the notification was for the land areas only, and not intended to apply to the Computer Aided Dispatch (CAD) Zones specific to Lake Minnetonka itself.” They attached a new map with the subzones for the bay areas newly shown separately. Nothing in the first letter of June 2023 stated that intention, and nothing had been communicated to Long Lake regarding the coverage area since then and prior to May 30, 2024. Orono also indicated that even Hennepin County had known their intentions. That also is a lie. An email from Hennepin County Dispatch to the LLFD on May 30 stated, “ On July 1, Forest Lake zone will transfer to Orono correct?” That email from Hennepin County Dispatch led to the question of intention from the LLFD to Orono Fire. It was only then that Orono’s Fire Chief responded that the bay areas should be covered by the LLFD. Neither the LLFD nor Hennepin County were clear on the intention prior to May 30. Had there not been email correspondence that day, it would likely still be unknown.

At the recent Fire Advisory Board meeting, it was stated by Assistant Fire Chief Farley that he “assumed” that LLFD would be covering the bays within Orono’s response zone. If Mayor Walsh had listened to the recording, he would have heard Council member Dyvik ask Assistant Chief Farley if that assumption was only by default because he was aware OFD doesn’t have a boat, and Assistant Chief Farley had responded affirmatively. There was never any communication from Orono to Long Lake regarding the matter of separating out the bay areas, and a contract can’t be exercised by assumptions.

Now, Council member Dyvik stated that it is his belief Orono was trying to cover up the situation and quietly sweep it under the rug; however, now that the matter has been exposed, they are working to make it sound as if the bay coverage concern is such a minor detail. Even the Orono Fire Chief tried to diminish the importance of these areas by saying there are hardly any calls in those subzones. Council member Dyvik indicated he would say, that doesn't matter. One call is too many if someone isn't there to respond. He also recalled that regarding intentions, when the Orono Fire Chief presented his needs assessment last year around the same time as they sent Long Lake the letter that removed their call area, his needs assessment stated that OFD not only needs one boat, but rather would need two boats to effectively respond to all of their water zones.

At the end of his comments at their last Council meeting, Orono's Mayor Walsh stated that Long Lake should focus on its own Fire Department rather than worrying about what Orono is doing. Council member Dyvik commented that he would respond to that by saying that Long Lake's concern about the situation is indeed related to looking out for Long Lake. That's why there are two contempt orders against Orono, not for starting their own Fire Department, but for violating their contract with Long Lake and trying to dismantle the LLFD.

Council member Dyvik also addressed a few other comments that had been made by other Orono Council members related to mutual aid, adding that the comments felt nonsensical to them as they were not relevant to the situation at hand. One of the Orono Council members had stated that in the Police Department, Orono Police provides significant mutual aid to Long Lake, which sort of subsidizes the coverage provided by the Wayzata Police Department. Council member Dyvik recalled that a few years ago the City had pulled some numbers to look at data related to mutual aid and found that mutual aid went both ways and the numbers were pretty balanced; therefore, it was not like Long Lake was getting some type of 'freebie' from Orono. He added that this same Orono Council member also started talking about the issue of the two bays and using mutual aid to make the case about why wouldn't Long Lake provide mutual aid. Council member Dyvik clarified that the Orono Council member's statement was conflating mutual aid with first response. Obviously the LLFD would provide mutual aid and will cover the affected bay areas because they would not leave somebody unprotected, but Council member Dyvik also believed that the coverage should be established under contractual terms. There needs to be a primary responder who responds and then mutual aid would be called out as needed, but that is not what will be occurring in this instance. An area was identified that Orono said they were going to cover, and now Long Lake had learned at the eleventh hour that they would not be covering the area in full and instead would expect Long Lake to cover certain areas within Orono's response zone, which is not a mutual aid issue. An Orono Council member had also made a comment at their last meeting that Long Lake would not have a seat at the table in any future Fire Department arrangements. Council member Dyvik voiced that the Council member's comment was also nonsensical and that he had kept changing numbers in his partnership percentage examples. Council member Dyvik reminded this Orono Council member that their neighbors to the south within the Excelsior Fire District were: Shorewood, population 7,600; Deephaven, population 3,800; Excelsior, population 2,300; Tonka Bay, population 1,500; and Greenwood, population 700; have made a fire district arrangement work. In fact, he noted that Greenwood has 4% of the combined district's population and not only has a seat at the table, but has an equal seat as all cities have equal representation.

Council member Kvale recalled that the City entered into an agreement on October 15, 2002 with the City of Orono, and the City of Medina, and that agreement spells out a lot of different responsibilities, including if they were to go to a fire command responsibility. She read aloud from the agreement which stated that, "subject to the terms of the agreement, the Fire Chief of Long Lake or the Chief's designee

shall have sole and exclusive right and responsibility to prescribe the manner and method of giving the alarm for fire within the total fire service area.” She also referred to requirements for liability insurance, operational responsibilities, and explained that her point would be that Long Lake provides fire service through the Long Lake Fire Department based on the terms of the agreement. There are terms to define how the LLFD will respond, and she referenced Provision 21 of the agreement which identifies procedures to either increase or reduce the fire service area. She read aloud a portion of the provision that stated, “During the period of the agreement a contracting city may request that its city fire service area be reduced or increased in size. Such a request must be made prior to July 1 of the contracting year to allow time for preparing the annual fire service budget for the succeeding contract year.” She reviewed that Long Lake had received a notice from the City of Orono in June 2023 that cited this provision and said that “accordingly, the City of Orono hereby specifies and notifies the City of Long Lake that beginning July 1, 2024, the city fire service area for Orono shall be depicted as in the map attached as Exhibit A. The area of Orono removed from the Long Lake Fire Department service area is identified in orange highlighter and consists of CAD zone 75F200 and 75F210.” She noted that the map was still being displayed on the screen that Council member Dyvik had shared. The area Orono had highlighted was effectively removed from the contract and the notice was not ambiguous – the service area was fully circled and Long Lake was given notice that it was being removed from the contract. Subsequently, the City had received a letter from Orono that they wanted to add service areas back into the contract for coverage of Forest Lake Bay and North Arm Bay. Council member Kvale indicated that Orono wants to add those areas back into the contract and according to Provision 21, they can do so, but they need to give the required notice. While Orono is outside of the notice period for doing so and would technically have to wait until next year, in the interest of public safety, Long Lake could choose to waive the notice requirement. If Orono desires to add coverage of the bays back in to the contract because they are unable to service those portions of their response area, it needs to be clearly identified that they want the bay areas added back in, and it should be done according to the contract. She emphasized the importance of establishing clear terms regarding who is responsible for what, and she also felt that a request by Orono to add service areas back into the contract should go through Medina as well.

Council member Feldmann voiced a desire to address comments made previously regarding numbers Orono had presented, noting that some had been ridiculous. Focusing on the present, he reflected that there were a few things said recently that he believed were worth speaking to, such as the comment that Long Lake should focus on their own Fire Department and not the Orono Fire Department. He stated that he’d read through the email exchange between Hennepin County Dispatch and LLFD leadership. In doing so, it was very clear that in the June 2023 letter Orono sent to Long Lake, everybody understood Orono’s intent as it was communicated; however, there is now confusion on everyone’s part. He mentioned that a contract is not about ‘intent’, but about what is actually stated in the contract. The Long Lake Fire Department leadership actually understood the Orono Fire Department’s lack of preparation, which kind of saved the situation for Orono because there is at least somebody who can be paged that is capable of responding. Council member Feldmann appreciated the Long Lake Fire Department’s leadership for their understanding of what is going on and wanting to cover residents within Long Lake, but also in the neighboring communities. He observed that as Council member Kvale had pointed out, Long Lake does need to focus on the fact that this is a contract and Orono removed the impacted service areas. One other thing he had picked up on when he’d listened to the audio of the Fire Advisory Board meeting was that a statement was made by Orono Fire Chief Van Eyll that ‘hardly any calls’ happen in the bay zones. Council member Feldmann voiced that, to him, it was very disappointing to hear that type of logic existed because that mentality should not be the mentality of public safety. He indicated that the Department is there to cover those risks and mitigate them for the communities they serve, and not to make a decision to dismiss a location based on how

many calls came in from the area. He reiterated that this comment from Orono Fire Chief Van Eyll was very disappointing for him from someone who is in a position related to fire and safety leadership.

Mayor Miner agreed that some of the comments have been very disheartening to hear. He was glad that the Hennepin County Sheriff's Dispatch supervisor noticed the issue; and expressed concern about the possible situation that could have arisen, for example, on July 4, 2024 when they would have been having trouble figuring out which Fire Department should be dispatched to a boat fire. He noted that this would be the last Council meeting prior to July 1, 2024 and despite the City beating this drum for the last few months, things are now down to the wire. He shared his concern about what Orono is doing and their lack of focus on public safety in this matter as July 1, 2024 approaches, adding that two or three members of the Orono City Council have been making statements publicly that they are 'ready to go', are 'all set', and were 'fully prepared, equipped, and staffed', which is really not true. He suggested that if they were responsible in caring for the safety of their citizens, they would push this date back a bit. Long Lake has been sending letters to Orono such as the letter sent by City Administrator Weske dated June 7, 2024 when the boat issue was raised. He pointed out that the deadline was approaching and Orono was still awaiting equipment, including a tanker truck. Long Lake has been offering, and almost begging for them to at least extend the coverage change date by a bit of time in order to give them time to be more fully prepared, but they have not chosen to take the City up on these offers. Orono Mayor Walsh has been sending out Facebook posts over the last several weeks saying things like "this is going to be the best service the area has ever had", which is such a misnomer because it is untruthful and sends mixed messaging to residents. Mayor Miner stated that he has been in public safety for about 35 years, beginning with the Orono Police Department, and spreading misinformation about public safety is something that is really disheartening for him to see in the community. He felt the most important function of government was public safety - not the other things like pickleball courts, picnic shelters, or other similar issues that seem to be a higher priority for Orono. The Orono Fire Department is taking over service on July 1, 2024 in an area that is frequently referred to as the Navarre/Casco Point area, but is really about one-third of the southwestern corner of their city. He mentioned that only about a one-third of the area that they are taking over has fire hydrants, which means that two-thirds of the area does not have fire hydrants available. He explained that the only way to fight a fire without fire hydrants is with tanker trucks, and this issue was brought up at the last Orono City Council meeting. Orono Fire Chief Van Eyll had indicated that they were fully set up and ready to go for July 1, 2024, but when a Council member starting drilling down on that and asked more specific questions about whether the Department would have everything they needed by July 1, the response from Chief Van Eyll was initially 'hopefully'. When this Council member continued to bear down on that issue and asked for more details about when the trucks would arrive, there was a more candid response which was that their tanker truck was due to arrive on June 30, which would be the day before they are taking over service. Mayor Miner mentioned that he has run Police car fleets, has never had a Police car show up on time, and noted that he knew that the same was true for fire trucks. Fire trucks, particularly in the post-pandemic era, never show up on time, which means that the Orono truck is almost guaranteed not to arrive on June 30, 2024. Orono Fire Chief Van Eyll's response when questioned more closely was that they would rely on other departments for mutual aid and auto aid. Mayor Miner stressed that he felt that any Fire Department that is going into service should be prepared from the start to provide that service, including having the appropriate equipment and not just automatically relying on other departments. He stated that the Orono Fire Department also does not have a medical or rescue vehicle, and Orono Fire Chief Van Eyll had confirmed the vehicle was not due to arrive until the end of July or August. He reiterated that the initial statement by Orono Fire Chief Van Eyll was that the vehicles would 'hopefully' be delivered and ready by July 1, 2024, but now they are learning that it is actually likely the end of July or August. He added that this delay was not their fault - Long Lake had ordered the same exact rescue truck well over a year ago and that has also not arrived yet because

everything is just taking longer. He indicated that he was not trying to be critical of Orono for equipment delivery delays because they have no control over that, but they do have control over their ability to extend the fire coverage date change and buy some time in order to allow them to be fully prepared to protect their residents, businesses, and members of the community. He wished Orono would do so as it would be such a simple thing for them to do and would involve no shame. He felt it was ridiculous for Orono to continually say that they set this date in June of 2023 and no matter what the circumstances are, they are going to go ahead and continue using that date. He gave the example of a military action, where adjustments are made when necessary due to weather and equipment. While this is not a military action, when you have foresight, you are able to make adjustments accordingly. He recalled that there have already been points raised by the Council about the fact that Orono does not have a boat and will not have one on July 1, even though in their needs assessment presented last June, there was a statement made that in 2024 they would begin the process of acquiring two fire boats to serve their Fire Department. Aside from the equipment aspect, there is also the personnel aspect related to firefighters. Within the needs assessment completed in June of 2023, Orono had established that when they began service on July 1, 2024, they would have 18 paid on-call firefighters and they only have 11 paid on-call firefighters currently. This subject was also covered at the Fire Forum meeting, and only nine of those firefighters are already trained, with two being brand new. Additionally, Mayor Miner had recently heard that one of the new firefighters may be considering resigning from the department which would bring their total number of firefighters down to 10. Mayor Miner concluded this would mean that on average, three firefighters would be able to turn up for a call between 10:00 pm and 6:00 am that Orono would be responsible for responding to. The coverage would be a bit better during the daytime as there will be two duty crew members responding who would be backed up by the nine paid on-call firefighters from Orono. He did not feel those numbers were enough to be sufficient. He listed off examples where their numbers may not provide enough firefighters responding such as in the event of car accidents with injuries or structure fires. He quoted from Orono's needs assessment which stated that "the first five minutes of an incident will dictate how the next five hours will go". He clarified that he believed the importance of that statement is that Orono would not have a tanker truck on the scene or the adequate number of firefighters needed. He shared that part of the ongoing conversation between the City and Orono for the last six years has been the concept of why Long Lake wouldn't just simply become a customer of the Orono Fire Department, close down the Long Lake Fire Department, and turn it over to Orono. He reflected that the examples he just shared were a clear-cut case of why Long Lake would not do that, because they are not even being honest with their own residents or business owners about their lack of preparedness or having the needed equipment. Mayor Miner's feeling is that they if they cannot expect Orono to be candid with their residents, they certainly cannot expect them to be candid with Long Lake, and he imagined that other cities that would consider having fire service provided by Orono would think the same thing. He commented that his intent was not to go on a bashing session against the City of Orono, which Orono had essentially had done to Long Lake at their recent Council meeting; however, he felt that Long Lake has always tried to be the 'nice people' that were public safety minded in this situation. He reiterated that he just wished that Orono would take advantage of the City's offer to extend the coverage date by a few months in order for them to be able to get everything ready to go, be able to do more training, and also to get the equipment that they need to be able to put out fires and respond to car accidents. Orono will really only have one engine that can be used to respond because they are going to use a fire engine to respond to medical calls, which means that if they are doing that and another call comes in, he does not see a way for them to respond other than completely by mutual aid. He indicated that the Long Lake Fire Department has several vehicles that can be used to respond to a multi-incident scenario, which is not an uncommon occurrence, and Orono simply does not have the equipment to be able to respond to multiple calls at the same time. He voiced that he had just wanted to touch on some of the frustrations he has had with this situation as well as the looming July 1 deadline. Long Lake will be sending a letter to Orono by the



end of the week regarding the boat issue; but it was his desire to be able to share one last plea for Orono to do what is right for public safety for their residents and businesses, hit the pause button for a bit, and there would be no shame in making that decision.

## **OTHER BUSINESS**

**Fire Chief Updates** - Fire Chief Heiland informed the Council that there are two firefighters that completed their Firefighter 1, Firefighter 2, and Hazmat training and were preparing for their EMR training. There is one firefighter who is currently in Firefighter 1 training, and another individual that lives in Tonka Bay who just passed their background and medical checks as well as the psych evaluation and is ready to respond to Station 2. Another firefighter has passed the background check and is just waiting on the medical check. He noted that there are three firefighters that have been fingerprinted and are awaiting their background checks. Additionally, they had received one application that is still outstanding for the background check process. Chief Heiland also shared that next Monday, Excelsior will bring out their engine that the City will be purchasing in order for it to be used in a training drill, so they will be able to 'kick the tires' and have a chance to look it over. Council member Kvale questioned when that engine would officially be delivered to the Department. Chief Heiland anticipated that it should happen sometime in September when Excelsior's new truck is delivered. He advised that the Department is about halfway through their hose testing, with duty crews working hard on the task. He noted that he will be meeting with Wayzata again on June 21, 2024 in order to get the two Fire Departments together to discuss some future possibilities regarding working together. The Wayzata Art Experience will be held this coming weekend and the Long Lake Fire Department will send a few people over on Friday and Saturday to work with the Wayzata Fire Department for standby services at the event. Wayzata is also having a picnic for their firefighters on July 18, so the Long Lake Fire Department will also be doing stand-by at their station for that event as well.

Mayor Miner had noticed that there seemed to have been a lot of calls throughout the month of June. Chief Heiland responded that higher call volume is pretty typical for the current time of year and added that July is usually the busiest month of the year. Council member Dyvik mentioned that he believed there had also been two calls to the bay areas that were discussed earlier in the meeting. Chief Heiland confirmed there were two calls to the Forest Lake Bay and North Arm Bay areas.

Chief Heiland indicated that if all the pending firefighters make it through the screening/training process and are hired, the Department will have 47 firefighters. Council member Kvale asked if the new firefighter that lives in Tonka Bay also served on the Excelsior Fire District. Chief Heiland replied that he was a member of the Excelsior Fire District Department which meant he was trained and ready to go. He shared that he had served with him for about three months while he was at Excelsior and had found him to be a really great guy. Council member Dyvik stated that he felt this was good thing because the City needs more duty crew participation at Station 2.

**Meeting and Holiday Notes** - Mayor Miner reminded everyone that the City offices would be closed on June 19, 2024 in honor of the Juneteenth holiday. As the Council had voted earlier in the meeting to cancel the July 2, 2024 regular City Council meeting, their next meeting would be July 16, 2024. He added that he would leave it in staff's hands to determine whether they needed to also hold a work session or closed session on that night as well.

**Revisiting Draft Letter to Orono, Coverage Area Changes** - Council member Dyvik asked whether the Council needed to provide staff direction on the letter being sent to Orono if Council's intent would be to request a signed contract modification regarding adding the bay areas back into the contract. Council

member Kvale emphasized that she felt it was important to do so and reiterated that it would be good to have a defined contract as coverage for the bays would be an addition to the current contract terms. Council member Dyvik repeated that there has currently been no documentation about Orono's intent for the LLFD to cover the bays within their CAD zones, other than the email conversation between Orono Fire Chief Van Eyll and County Dispatch. Council member Kvale indicated that there are terms that need to be outlined and she felt there should be an addendum to the current contract. She understood that there may be an issue with how the City charges for the added coverage, but stated that it should partly be calculated based on call volume and property values as that is what the formula in the agreement is based on. She mentioned that if Council members were available, it may not be a bad idea for the Council to hold a work session the following week in order to discuss some of those details. Council member Dyvik reflected that he thought there would need to be some kind of different arrangement utilized to calculate a contract fee because he did not believe these particular areas could follow the formula exactly. Moeller cautioned that the Council would probably not be able to get something in contract form to Orono before their next meeting, so there would likely not be any possibility of Orono taking action on the issue prior to the July 1 coverage date. Mayor Miner noted that the City needed to get the letter to Orono prior to their next meeting, but Long Lake would not have a response from them prior to holding a work session meeting. Moeller observed that Long Lake also cannot anticipate what the response from Orono may be, and was a bit uncertain whether holding an additional work session meeting the following Monday night would accomplish anything in time.

Mayor Miner asked if staff was clear about what they have heard from the Council and would be able to work with the City Attorney to make final letter revisions. City Administrator Weske clarified that his understanding was that the Council would be giving feedback on the draft letter and then he would work with City Attorney Thames to send the letter out to Orono by the end of the day on Thursday. Mayor Miner had captured a few things discussed during the work session that he would send to staff along with a few suggestions on items to add to the letter. He encouraged staff to ask City Attorney Thames if he believed another closed session meeting would be warranted in the next few weeks.

Council member Kvale commented that there is kind of a sticky issue in looking at how Hennepin County will page out calls to the bay areas because if Long Lake is not contractually obligated to respond, she did not think that the Long Lake Fire Department should be the first Fire Department paged for areas that they are not covering. Council member Feldmann responded that the Long Lake Fire Department should get called, while Council member Dyvik observed that he did not believe there was any other option. Council member Kvale clarified that contractually, the Long Lake Fire Department did not have an obligation to respond. Council member Dyvik replied that he understood that, but he felt it was a matter of public safety. Council member Feldmann asked if Council member Kvale was saying that the Long Lake Fire Department should not be on the first page, but that the Orono Fire Department should get paged and then they can hit the mutual aid button. Council member Kvale confirmed that was her thought process and reiterated that Orono had contractually removed the bay areas. Mayor Miner added that he would assume the paging had already been programmed. Council member Kvale reiterated that she felt that Long Lake should say that they are not technically the primary responder and should not be first to be paged. It was her opinion that that the City should actually notify Hennepin County that they have no legal obligation to respond because the bay areas had specifically been pulled by Orono. She questioned why they even have a contract or a notice requirement if the terms were not meant to be followed.

Moeller clarified that she believes that Council member Kvale was stating that the Long Lake Fire Department should respond, but only via mutual or auto aid. Council member Kvale confirmed that was her point. Council member Feldmann voiced that he appreciated the clarification because otherwise it

may have sounded a bit harsh - public safety is number one so they need to make sure it is covered. He believed the point being made by Council member Kvale was that the reality is that Orono extracted this area and the contract says that Long Lake has no obligation to respond. Long Lake knows that Orono is not ready and cannot do this, but also knows that these are real people and lives at stake in this area, so he therefore Long Lake needed to be the 'adults in the room' and respond to the bay areas. He understood Council member Kvale's idea to have it be paged out to Orono and then have it become mutual aid, but felt that practically speaking that may be too hard to do with short notice.

Council member Kvale repeated her point that the City should send a notice to Hennepin County that right now, Long Lake was not under contract to respond to the bay areas, and Dispatch should be directed to assign Orono Fire Department as the first page for those calls with the Long Lake Fire Department paged as mutual aid or auto aid partners. She voiced concern about liability issues. Weske confirmed that as of right now, with Long Lake Fire Department as the primary, the liability would fall upon them as the responsible party. He added that if paging was established as auto aid or mutual aid, his understanding is that the primary would have primary liability. Council member Kvale asked if it would even be under the City's liability insurance because the areas of concern were removed from the contract. Weske responded that is why it may be advisable to have the subject subzones changed to an auto or mutual aid. He noted that he did not think it would take much to make that change to paging for the two sub CAD zones in question, but was not certain.

Council member Dyvik asked if they could speak to Dispatch and ask what it would take to make Orono the primary page, but the Long Lake Fire Department would respond by auto or mutual aid right away. Fire Chief Heiland clarified that it could be set up so the Long Lake Fire Department is auto aided on the first page. Council member Dyvik indicated that as of right now, Dispatch has it set up that starting on July 1, 2024, calls for the bay area subzones will be paged to the Long Lake Fire Department. He commented that what he thinks Council member Kvale is proposing would not change the response times to the area because the Long Lake Fire Department will respond, but they would not be considered the primary; therefore, this approach would not put public safety at risk, while also reflecting that the bay coverage is not under contract. Council member Kvale noted that her idea would be that the Long Lake Fire Department would respond, but would not be primarily responsible, as outlined in the contract. Council member Dyvik commented that if the paging is handled this way, it would not require a contract modification because the City would be saying that they would honor Orono's request from June of 2023 to pull that service area, and would respond with mutual aid for those calls.

Council members held discussion regarding the use of auto/mutual aid and their concerns about it being used as a primary response mechanism.

Chief Heiland stated that he would have to check and see what it would take to get the two bay area CAD subzones switched to Orono Fire Department as the primary and Long Lake Fire Department as mutual or auto aid.

Mayor Miner asked staff to work out these details and figure out the best way to handle this alongside City Attorney Thames. He stressed that the main thing to remember is that every second counts. There cannot be any ambiguity on who is responding, and the response needs to be able to take place immediately and not be delayed.

**ADJOURN**

*Hearing no objection, Mayor Miner adjourned the meeting by general consent at 7:44 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 / July 16, 2024**

**SUBJECT:** Approve Vendor Claims and Payroll

**Prepared By:** Amanda Nowezki, Finance Director

**Report Date:** 7/10/2024

### Recommended City Council Action

Staff recommends the following:

Motion to approve vendor claims paid in the amount of \$202,334.89 and electronic vendor payments in the amount of \$5,610.68 for a total amount of **\$207,945.57**; July City Council monthly payroll in the amount of **\$1,300.00**; June Fire Department monthly payroll in the amount of **\$20,386.14**; and gross City Employee payroll paid June 27 in the amount of **\$28,064.55** and July 11 in the amount of **\$28,864.44**.

### Overview / Background

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

### Supporting Information

- Listing of Claims Paid
- Electronic Vendor Payments
- City Council Payroll
- Fire Department Payroll
- Biweekly Payroll (x2)



**LONG LAKE, MN**

07/10/24 3:49 PM

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Section 5C.

**\*Check Summary Register©**

Checks 70502-70563

Name	Check Date	Check Amt	
<b>10100 GENERAL FUND CASH</b>			
70502	AMERICAN MAILING MACHINES	6/24/2024	\$500.00 Postage/Folder Inserter Maint Agreements 08/
70503	BIFFS, INC.	6/24/2024	\$605.00 Biff Rental-Nelson Lakeside
70504	COLONIAL LIFE	6/24/2024	\$13.06 AD Insurance - June 2024
70505	DELTA DENTAL	6/24/2024	\$306.26 Dental Insurance - July 2024
70506	ECM PUBLISHERS, INC.	6/24/2024	\$541.90 Newspaper Ad-Job Positing PW (6/8)
70507	EHLERS AND ASSOCIATES	6/24/2024	\$1,550.00 Virginia Ave-Review/Discuss MAA Issues with
70508	HAWKINS INC	6/24/2024	\$40.00 Water Chemicals - Chlorine Cylinder
70509	Hennepin County Treasurer	6/24/2024	\$44,822.19 CSAH 112 Reconstuction-Phase 3 - Engineerin
70510	SUSAN KLEIN	6/24/2024	\$60.00 PARK PERMIT REFUND-Nelson Lakeside 6/2
70511	LARKIN HOFFMAN	6/24/2024	\$19,812.50 FD CONTRACT DISPUTE W/ORONO - May 2
70512	LONG LAKE FIRE DEPARTMENT	6/24/2024	\$28,962.00 3rd Qtr 2024 Fire Contract
70513	MADISON NATIONAL LIFE	6/24/2024	\$114.80 STD Insurance - July 2024
70514	MEDIACOM	6/24/2024	\$400.00 CH Internet Services - (06/26/23-07/25/24)
70515	MN FIRE SERVICE CERT BOARD	6/24/2024	\$136.50 FD Instructor II Cert Exam-S Spinks
70516	MN TRUCK & TRAILER SCHOOL	6/24/2024	\$3,480.00 PW CDL Class B for Mike Decker
70517	MN VALLEY TESTING LAB	6/24/2024	\$48.50 Monthly Chlorine Report
70518	NORSKE ELECTRIC, INC	6/24/2024	\$230.00 Install Red On-Air light in Counil Chambers
70519	PROLAWNS	6/24/2024	\$139.00 Seasonal Lawn Care Application Program - Ste
70520	MN LIFE INSURANCE CO	6/24/2024	\$21.00 LIFE INS - July 2024
70521	SENSAPHONE	6/24/2024	\$299.40 Lift Station Monitoring - 2022 Annual Subscripti
70522	TIMESAVER OFF SITE	6/24/2024	\$392.75 6/4 Fire Advisory Board Meeting Minutes (Audi
70523	TOXALERT, INC.	6/24/2024	\$250.00 FD1 Annual Gas Detection System
70524	TRAUT COMPANIES	6/24/2024	\$500.00 Well 2 Service Call
70525	UnitedHealthcare	6/24/2024	\$4,202.78 MEDICAL INS - July 2024
70526	USPS POSTMASTER	6/24/2024	\$342.00 PO Box 606 12 Mth Renewal Fee 07/01/24-06/
70527	Westside Wholesale Tire	6/24/2024	\$602.28 PW Toolcat Tire Repair
70528	GREGOR FARM & GREENHOUS	7/2/2024	\$3,080.00 Was Ck#70447
70529	ABDO LLP	7/10/2024	\$900.00 2023 AUDIT-State Audit Report Filing
70530	Advanced Imaging Solutions	7/10/2024	\$221.07 Copier Contract Maint - July 2024
70531	BIFFS, INC.	7/10/2024	\$455.00 Buckhorn Days Biff Rentals
70532	BOUND TREE MEDICAL, LLC.	7/10/2024	\$339.34 FD Medical Supplies-Hyfin Chest Seal, Eye Wa
70533	CARSON, CLELLAND & SCHRED	7/10/2024	\$10,649.75 June Legal Fees-FD Contract dispute; mediatio
70534	CENTERPOINT ENERGY	7/10/2024	\$442.10 Gas Charges - 25 Apple Glen Rd (5/20/24-6/20
70535	CITY OF LONG LAKE	7/10/2024	\$764.88 June 2024 Utility Bills-450 Virginia Ave
70536	CITY OF ORONO	7/10/2024	\$190.15 FD2 - Water/Sewer Bill - 3770 Shoreline Dr (05
70537	CITY OF ORONO	7/10/2024	\$63.02 FD1 - Storm Wtr Bill - 340 Willow (04/01/24-06/
70538	CITY OF WAYZATA	7/10/2024	\$27,673.00 Police Services - July 2024
70539	FIRE	7/10/2024	\$1,000.00 FD1-Car Fire Simulator
70540	FIRSTNET (AT&T)	7/10/2024	\$458.76 FD1 WIRELESS SERVICES (05/26/24-06/25/2
70541	GOPHER STATE ONE CALL	7/10/2024	\$44.55 June 2024 Locates
70542	GRAINGER	7/10/2024	\$89.49 PW Fluorescent Lights and Safety Glasses
70543	HAWKINS INC	7/10/2024	\$5,311.08 Water Chemicals - 255 Gal
70544	HEALTHPARTNERS OCCUPATIO	7/10/2024	\$839.00 Fire Dept Medical Exam - J Morales Garcia
70545	HENNEPIN CTY INFO. TECH. DE	7/10/2024	\$1,892.30 FD1 Radio Fees-June 2024
70546	HENNEPIN CTY INFO. TECH. DE	7/10/2024	\$83.34 PW Radio Fees-June 2024
70547	KODIAK Power Solutions	7/10/2024	\$771.50 FD1 Annual Generator Service
70548	LOCALITY MEDIA, INC	7/10/2024	\$3,184.00 FD Tracking Software (Assets, Training, Etc)
70549	MEDIACOM	7/10/2024	\$779.21 FD1 Phone/ Internet Services - (7/7/24-8/6/24)
70550	Metro West Inspection Svcs Inc	7/10/2024	\$376.54 June 2024 Permits
70551	METROPOLITAN COUNCIL	7/10/2024	\$21,005.11 Waste Water Services - Aug 2024
70552	NAVARRA MINNOCO	7/10/2024	\$192.38 FD FUEL - May/June 2024
70553	OTTEN BROS. Nursey & Lndscpng	7/10/2024	\$575.76 Garden Club Purchases
70554	Premium Waters, Inc.	7/10/2024	\$18.90 Bottled Water - June 2024
70555	RAILROAD MGMT CO III, LLC	7/10/2024	\$379.14 License Fees - Water Pipeline Crossing



LONG LAKE, MN

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Section 5C.

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\*Check Summary Register©

Checks 70502-70563

	Name	Check Date	Check Amt	
70556	SHERWIN-WILLIAMS	7/10/2024	\$6.79	CH Paint Supplies
70557	TIMESAVER OFF SITE	7/10/2024	\$411.25	6/18 City Council+ Worksession Mtg Minutes
70558	TRIMBLE	7/10/2024	\$206.50	FD Dashcam Basic Bundle (Pmt 10 of 36)
70559	WASTE MANAGEMENT	7/10/2024	\$3,644.08	Recycling Services-July 2024
70560	WRIGHT-HENNEPIN SECURITY	7/10/2024	\$251.60	July 2024 Security-450 Virginia Ave
70561	WSB & ASSOCIATES, INC	7/10/2024	\$5,662.09	General Engineering; Perry's email, LOC reduc
70562	Xcel Energy	7/10/2024	\$229.60	Steet Lights - 1070 W Wayzata Blvd
70563	Xcel Energy	7/10/2024	\$1,771.69	Street Lights - Act #5156925594
	<b>Total Checks</b>		<b>\$202,334.89</b>	



## LONG LAKE, MN

**\*Check Detail Register©**

Checks 70502-70563

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
<b>10100 GENERAL FUND CASH</b>					
<b>70502</b>	06/24/24	<b>AMERICAN MAILING MACHINES</b>			
E 101-41500-4140		Folder Inserter Machine M	\$500.00	IN121412	Postage/Folder Inserter Maint Agreements 08/12/24-08/11/25
		Total	\$500.00		
<b>70503</b>	06/24/24	<b>BIFFS, INC.</b>			
E 101-45200-3880		Portable Toilet Rental	\$166.00	W969739	Biff Rental-Holbrook Park (+ Broken Vent Stack \$75)
E 101-45200-3880		Portable Toilet Rental	\$91.00	W969740	Biff Rental-Hardin Park
E 101-45200-3880		Portable Toilet Rental	\$257.00	W969741	Biff Rental-Nelson Lakeside
E 101-45200-3880		Portable Toilet Rental	\$91.00	W969742	Biff Rental-Dexter Park
		Total	\$605.00		
<b>70504</b>	06/24/24	<b>COLONIAL LIFE</b>			
G 101-21710		Other Deductions	\$13.06	43698310701	AD Insurance - June 2024
		Total	\$13.06		
<b>70505</b>	06/24/24	<b>DELTA DENTAL</b>			
E 101-41500-1310		Employer Paid Health	\$76.57	RIS00057936	Dental Insurance - July 2024
E 101-43050-1310		Employer Paid Health	\$89.32	RIS00057936	Dental Insurance - July 2024
E 601-49400-1310		Employer Paid Health	\$35.73	RIS00057936	Dental Insurance - July 2024
E 602-49450-1310		Employer Paid Health	\$26.80	RIS00057936	Dental Insurance - July 2024
E 603-43150-1310		Employer Paid Health	\$26.80	RIS00057936	Dental Insurance - July 2024
G 101-21706		FlexPlan - Ins Prem	\$51.04	RIS00057936	Dental Insurance - July 2024
		Total	\$306.26		
<b>70506</b>	06/24/24	<b>ECM PUBLISHERS, INC.</b>			
E 101-41500-3530		Ordinance Publication	\$263.50	1001704	Ordinance 2024-01 Parking & RV Storage Requirements
E 101-43050-3500		Printing/Binding	\$149.20	1001740	Newspaper Ad-Job Positng PW (6/1)
E 101-43050-3500		Printing/Binding	\$129.20	1002571	Newspaper Ad-Job Positng PW (6/8)
		Total	\$541.90		
<b>70507</b>	06/24/24	<b>EHLERS AND ASSOCIATES</b>			
G 700-29326		VirginiaAve/The Stax(Nrth	\$1,550.00	97906	Virginia Ave-Review/Discuss MAA Issues with county
		Total	\$1,550.00		
<b>70508</b>	06/24/24	<b>HAWKINS INC</b>			
E 601-49400-2160		Chemicals and Chem Pro	\$40.00	6783688	Water Chemicals - Chlorine Cylinder
		Total	\$40.00		
<b>70509</b>	06/24/24	<b>Hennepin County Treasurer</b>			
E 406-49420-3030		Engineering Fees	\$4,408.74	1000228201	CSAH 112 Reconstuction-Phase 3 - Engineering
E 406-49420-5315		Construction Contract	\$36,739.50	1000228201	CSAH 112 Reconstuction-Phase 3 - Construction
E 406-49420-5305		Other Project Costs	\$3,673.95	1000228201	CSAH 112 Reconstuction-Phase 3 - Construction Administration
		Total	\$44,822.19		
<b>70510</b>	06/24/24	<b>SUSAN KLEIN</b>			
R 101-34780		Park Fees	\$60.00	021224	PARK PERMIT REFUND-Nelson Lakeside 6/22





## LONG LAKE, MN

**\*Check Detail Register©**

Checks 70502-70563

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
		Total		\$60.00	
<b>70511</b>	06/24/24	<b>LARKIN HOFFMAN</b>			
E 101-42110-3120		Legal Fees - Civil	\$19,812.50	840692	FD CONTRACT DISPUTE W/ORONO - May 2024
		Total	\$19,812.50		
<b>70512</b>	06/24/24	<b>LONG LAKE FIRE DEPARTMENT</b>			
E 101-42110-3135		Fire Department Services	\$28,962.00	20240020	3rd Qtr 2024 Fire Contract
		Total	\$28,962.00		
<b>70513</b>	06/24/24	<b>MADISON NATIONAL LIFE</b>			
E 101-41500-1310		Employer Paid Health	\$49.20	1631829	STD Insurance - July 2024
E 205-42280-1310		Employer Paid Health	\$16.40	1631829	STD Insurance - July 2024
E 101-43050-1310		Employer Paid Health	\$24.60	1631829	STD Insurance - July 2024
E 601-49400-1310		Employer Paid Health	\$9.84	1631829	STD Insurance - July 2024
E 602-49450-1310		Employer Paid Health	\$7.38	1631829	STD Insurance - July 2024
E 603-43150-1310		Employer Paid Health	\$7.38	1631829	STD Insurance - July 2024
		Total	\$114.80		
<b>70514</b>	06/24/24	<b>MEDIACOM</b>			
E 101-41940-3275		Internet Access (Mediaco)	\$250.00	590091308	CH Internet Services - (06/26/23-07/25/24)
E 101-41942-3275		Internet Access (Mediaco)	\$150.00	590091308	PW Internet Services - (06/26/23-07/25/24)
		Total	\$400.00		
<b>70515</b>	06/24/24	<b>MN FIRE SERVICE CERT BOARD</b>			
E 205-42281-3350		Education / Conferences	\$136.50	12896	FD Instructor II Cert Exam-S Spinks
		Total	\$136.50		
<b>70516</b>	06/24/24	<b>MN TRUCK &amp; TRAILER SCHOOL</b>			
E 101-43050-3350		Education / Conferences	\$3,480.00	061124	PW CDL Class B for Mike Decker
		Total	\$3,480.00		
<b>70517</b>	06/24/24	<b>MN VALLEY TESTING LAB</b>			
E 601-49400-3825		Water Testing Expense	\$48.50	1256587	Monthly Chlorine Report
		Total	\$48.50		
<b>70518</b>	06/24/24	<b>NORSKE ELECTRIC, INC</b>			
E 101-41110-1040		Council/Plng Member Sala	\$230.00	19522751	Install Red On-Air light in Council Chambers
		Total	\$230.00		
<b>70519</b>	06/24/24	<b>PROLAWNS</b>			
E 205-42282-3845		Lawn & Turf Maintenance	\$139.00	43432	Seasonal Lawn Care Application Program - Step 1 of 5
		Total	\$139.00		
<b>70520</b>	06/24/24	<b>MN LIFE INSURANCE CO</b>			
E 101-41500-1310		Employer Paid Health	\$9.00	41660034	LIFE INS - July 2024
E 205-42280-1310		Employer Paid Health	\$3.00	41660034	LIFE INS - July 2024
E 101-43050-1310		Employer Paid Health	\$4.50	41660034	LIFE INS - July 2024
E 601-49400-1310		Employer Paid Health	\$1.80	41660034	LIFE INS - July 2024
E 602-49450-1310		Employer Paid Health	\$1.35	41660034	LIFE INS - July 2024
E 603-43150-1310		Employer Paid Health	\$1.35	41660034	LIFE INS - July 2024



## LONG LAKE, MN

**\*Check Detail Register©**

Checks 70502-70563

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
		Total	\$21.00		
<b>70521</b>	06/24/24	<b>SENSAPHONE</b>			
E 602-49450-4330		Dues and Subscriptions	\$299.40	061724	Lift Station Monitoring - 2022 Annual Subscription (00:07:F9:00:84:4B)
		Total	\$299.40		
<b>70522</b>	06/24/24	<b>TIMESAVER OFF SITE</b>			
E 205-42280-3000		Professional Svcs	\$225.75	M29255	6/4 Fire Advisory Board Meeting Minutes (Audio/Draft Minutes)
E 101-41500-3000		Professional Svcs	\$167.00	M29255	6/4 City Council Meeting Minutes
		Total	\$392.75		
<b>70523</b>	06/24/24	<b>TOXALERT, INC.</b>			
E 205-42282-4010		Bldg Maint & Repairs	\$250.00	33015	FD1 Annual Gas Detection System
		Total	\$250.00		
<b>70524</b>	06/24/24	<b>TRAUT COMPANIES</b>			
E 601-49400-3000		Professional Svcs	\$500.00	370250	Well 2 Service Call
		Total	\$500.00		
<b>70525</b>	06/24/24	<b>UnitedHealthcare</b>			
E 101-41500-1310		Employer Paid Health	\$620.55	38515177469	MEDICAL INS - July 2024
E 101-43050-1310		Employer Paid Health	\$1,510.42	38515177469	MEDICAL INS - July 2024
E 601-49400-1310		Employer Paid Health	\$604.17	38515177469	MEDICAL INS - July 2024
E 602-49450-1310		Employer Paid Health	\$453.13	38515177469	MEDICAL INS - July 2024
E 603-43150-1310		Employer Paid Health	\$453.13	38515177469	MEDICAL INS - July 2024
G 101-21706		FlexPlan - Ins Prem	\$561.38	38515177469	MEDICAL INS - July 2024
		Total	\$4,202.78		
<b>70526</b>	06/24/24	<b>USPS POSTMASTER</b>			
E 101-41500-3220		Postage	\$342.00	606-2024	PO Box 606 12 Mth Renewal Fee 07/01/24-06/30/25
		Total	\$342.00		
<b>70527</b>	06/24/24	<b>Westside Wholesale Tire</b>			
E 101-43000-2210		Equipment Parts	\$602.28	945777	PW Toolcat Tire Repair
		Total	\$602.28		
<b>70528</b>	07/02/24	<b>GREGOR FARM &amp; GREENHOUSE</b>			
E 101-43100-2250		Landscaping Materials	\$3,080.00	7979	23" Hanging Baskets-Wayzata Blvd (x32)
		Total	\$3,080.00		
<b>70529</b>	07/10/24	<b>ABDO LLP</b>			
E 101-41500-3010		Auditing and Actg Service	\$900.00	493428	2023 AUDIT-State Audit Report Filing
		Total	\$900.00		
<b>70530</b>	07/10/24	<b>Advanced Imaging Solutions</b>			
E 101-41910-2010		Office Supplies	\$14.76	INV332009	Copier Toner Freight
E 101-41910-2010		Office Supplies	\$13.11	INV334262	Copier Toner Disposal Freight
E 101-41500-4135		Copier Maintenance	\$64.00	INV334468	Copier Contract Maint - July 2024
E 101-41500-4135		Copier Maintenance	\$129.20	INV334468	Copier Contract Maint - 2ND QTR OVERAGES



## LONG LAKE, MN

**\*Check Detail Register©**

Checks 70502-70563

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
			Total	\$221.07	
<b>70531</b>	07/10/24	<b>BIFFS, INC.</b>			
E 225-49000-4905		Buckhorn Days	\$455.00	INV20429	Buckhorn Days Biff Rentals
			Total	\$455.00	
<b>70532</b>	07/10/24	<b>BOUND TREE MEDICAL, LLC.</b>			
E 205-42281-2190		Medical Supplies	\$105.00	85381159	FD Medical Supplies-Hyfin Chest Seal, Eye Wash, Neosporin
E 205-42285-2190		Medical Supplies	\$148.00	85381159	FD Medical Supplies-Hyfin Chest Seal, Eye Wash, Neosporin
E 205-42281-2190		Medical Supplies	\$86.34	85385415	FD Medical Supplies-Neosporin
			Total	\$339.34	
<b>70533</b>	07/10/24	<b>CARSON, CLELLAND &amp; SCHREDER</b>			
E 101-42110-3120		Legal Fees - Civil	\$6,358.25	5805	June Legal Fees-FD Contract dispute; mediation, service area notice, city corr review, Counter Offer
E 205-42280-3120		Legal Fees - Civil	\$1,518.88	5805	June Legal Fees-FD HR Issues; Resignation, ESST for fire fighters, hiring a Fire Assistant, Etc
E 101-41610-3120		Legal Fees - Civil	\$1,315.87	5805	June Legal Fees-PW Staff hiring, assessment service agreement, well issues, review packet,Etc.
G 700-29330		925 W Wayzata(Carlson)2	\$116.00	5805	June Legal Fees-Review applicants questions
G 700-29324		Symes(Aava Vetta) Bld:C	\$72.50	5805	June Legal Fees-Review LOC release request and review development agreement
G 700-29326		VirginiaAve/The Stax(Nrth	\$268.25	5805	June Legal Fees-Conf with engineer re: LOC release, review TIF, bond valuation, etc
E 101-41610-3040		Legal Fees - Criminal	\$1,000.00	5805	June Legal Fees-Criminal
			Total	\$10,649.75	
<b>70534</b>	07/10/24	<b>CENTERPOINT ENERGY</b>			
E 602-49450-3830		Natural Gas Expense	\$22.99	10667960-8-6	Gas Charges - 25 Apple Glen Rd (5/20/24-6/20/24)
E 101-41940-3830		Natural Gas Expense	\$57.79	80000790651	Gas Charges - 450 Virginia
E 205-42282-3830		Natural Gas Expense	\$113.27	80000790651	Gas Charges - 340 N Willow
E 205-42286-3830		Natural Gas Expense	\$39.85	80000790651	Gas Charges - 3770 Shoreline
E 101-41942-3830		Natural Gas Expense	\$138.29	80000790651	Gas Charges - 2145 Daniels
E 602-49450-3830		Natural Gas Expense	\$22.99	80000790651	Gas Charges - 2200 Watertown Rd
E 602-49450-3830		Natural Gas Expense	\$25.82	80000790651	Gas Charges - 250 Lindawood
E 101-45200-3830		Natural Gas Expense	\$21.10	80000790651	Gas Charges - 309 Harrington
			Total	\$442.10	
<b>70535</b>	07/10/24	<b>CITY OF LONG LAKE</b>			
E 101-41940-3820		City Utilities (Wat,Sew,Sto	\$55.58	070324	June 2024 Utility Bills-450 Virginia Ave
E 101-41942-3820		City Utilities (Wat,Sew,Sto	\$150.61	070324	June 2024 Utility Bills-2145 Daniels St
E 601-49400-3820		City Utilities (Wat,Sew,Sto	\$289.51	070324	June 2024 Utility Bills-1964 Orchard Ln
E 205-42282-3820		City Utilities (Wat,Sew,Sto	\$167.07	070324	June 2024 Utility Bills-340 Willow Dr
E 205-42282-3820		City Utilities (Wat,Sew,Sto	\$66.06	070324	June 2024 Utility Bills-340 Willow Dr (TruckFill 1051-00-6)
E 101-45200-3820		City Utilities (Wat,Sew,Sto	\$36.05	070324	June 2024 Utility Bills-350 Harrington Dr
			Total	\$764.88	
<b>70536</b>	07/10/24	<b>CITY OF ORONO</b>			
E 205-42286-3820		City Utilities (Wat,Sew,Sto	\$190.15	173770000-0	FD2 - Water/Sewer Bill - 3770 Shoreline Dr (05/28/24-06/26/24)



## LONG LAKE, MN

**\*Check Detail Register©**

Checks 70502-70563

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
		Total	\$190.15		
<b>70537</b>	07/10/24	<b>CITY OF ORONO</b>			
E 205-42282-3820		City Utilities (Wat,Sew,Sto	\$63.02	480340000-0	FD1 - Storm Wtr Bill - 340 Willow (04/01/24-06/30/24)
		Total	\$63.02		
<b>70538</b>	07/10/24	<b>CITY OF WAYZATA</b>			
E 101-42110-3130		Subcontracted Police Svc	\$27,673.00	062524	Police Services - July 2024
		Total	\$27,673.00		
<b>70539</b>	07/10/24	<b>FIRE</b>			
E 205-42281-2080		Training/Instruct Materials	\$500.00	6870	FD1-Car Fire Simulator
E 205-42285-2080		Training/Instruct Materials	\$500.00	6870	FD2-Car Fire Simulator
		Total	\$1,000.00		
<b>70540</b>	07/10/24	<b>FIRSTNET (AT&amp;T)</b>			
E 205-42281-3225		Truck Communication Ser	\$305.84	X07032024	FD1 WIRELESS SERVICES (05/26/24-06/25/24)
E 205-42285-3225		Truck Communication Ser	\$114.69	X07032024	FD2 WIRELESS SERVICES (05/26/24-06/25/24)
E 601-49400-2270		Utility Maint Supplies	\$38.23	X07032024	PW WIRELESS SERVICES (05/26/24-06/25/24)
		Total	\$458.76		
<b>70541</b>	07/10/24	<b>GOPHER STATE ONE CALL</b>			
E 601-49400-3855		Gopher One Locates Expe	\$44.55	4060553	June 2024 Locates
		Total	\$44.55		
<b>70542</b>	07/10/24	<b>GRAINGER</b>			
E 101-41942-4010		Bldg Maint & Repairs	\$89.49	9161871521	PW Fluorescent Lights and Safety Glasses
		Total	\$89.49		
<b>70543</b>	07/10/24	<b>HAWKINS INC</b>			
E 601-49400-2160		Chemicals and Chem Pro	\$5,311.08	6800529	Water Chemicals - 255 Gal
		Total	\$5,311.08		
<b>70544</b>	07/10/24	<b>HEALTHPARTNERS OCCUPATIONAL MED</b>			
E 205-42285-3050		Physicals / Other Medical	\$839.00	15655	Fire Dept Medical Exam - J Morales Garcia
		Total	\$839.00		
<b>70545</b>	07/10/24	<b>HENNEPIN CTY INFO. TECH. DEPT</b>			
E 205-42281-3285		Radio Lease	\$270.82	1000228615	FD1 Radio Fees-June 2024
E 205-42285-3285		Radio Lease	\$270.82	1000228615	FD2 Radio Fees-June 2024
E 205-42281-3235		Cty 800mhz Radio Admin	\$810.00	1000228615	FD1 Radio Fees-June 2024
E 205-42285-3235		Cty 800mhz Radio Admin	\$540.66	1000228615	FD2 Radio Fees-June 2024
		Total	\$1,892.30		
<b>70546</b>	07/10/24	<b>HENNEPIN CTY INFO. TECH. DEPT</b>			
E 101-41942-3235		Cty 800mhz Radio Admin	\$83.34	1000228645	PW Radio Fees-June 2024
		Total	\$83.34		
<b>70547</b>	07/10/24	<b>KODIAK Power Solutions</b>			
E 205-42282-4010		Bldg Maint & Repairs	\$471.50	15246790	FD1 Annual Generator Service
E 205-42286-4010		Bldg Maint & Repairs	\$300.00	15247564	FD2 Annual Generator Service



## LONG LAKE, MN

**\*Check Detail Register©**

Checks 70502-70563

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
		Total	\$771.50		
<b>70548</b>	07/10/24	<b>LOCALITY MEDIA, INC</b>			
E 205-42280-3090		Software Support	\$3,184.00	1947	FD Tracking Software (Assets, Training, Etc)
		Total	\$3,184.00		
<b>70549</b>	07/10/24	<b>MEDIACOM</b>			
E 205-42282-3275		Internet Access (Mediaco)	\$441.85	062724	FD1 Phone/ Internet Services - (7/7/24-8/6/24)
E 205-42286-3275		Internet Access (Mediaco)	\$337.36	062724	FD2 Phone/ Internet Services - (7/7/24-8/6/24)
		Total	\$779.21		
<b>70550</b>	07/10/24	<b>Metro West Inspection Svcs Inc</b>			
E 101-42400-3035		Bldg Inspection - Subcontr	\$376.54	4195	June 2024 Permits
		Total	\$376.54		
<b>70551</b>	07/10/24	<b>METROPOLITAN COUNCIL</b>			
E 602-49450-3100		MCES Sewer Treatment	\$21,005.11	1175413	Waste Water Services - Aug 2024
		Total	\$21,005.11		
<b>70552</b>	07/10/24	<b>NAVARRE MINNOCO</b>			
E 205-42285-2120		Motor Fuels	\$192.38	070524	FD FUEL - May/June 2024
		Total	\$192.38		
<b>70553</b>	07/10/24	<b>OTTEN BROS. Nursey &amp; Lndscpng</b>			
E 101-45200-2250		Landscaping Materials	\$575.76	5205-0724	Garden Club Purchases
		Total	\$575.76		
<b>70554</b>	07/10/24	<b>Premium Waters, Inc.</b>			
E 101-41500-4145		Bottled Water Service	\$14.58	310144181	Bottled Water - June 2024
E 101-41500-4145		Bottled Water Service	\$4.32	310182849	Bottled Water - June 2024
		Total	\$18.90		
<b>70555</b>	07/10/24	<b>RAILROAD MGMT CO III, LLC</b>			
E 601-49400-4070		Water/Sewer Easements	\$379.14	507014	License Fees - Water Pipeline Crossing
		Total	\$379.14		
<b>70556</b>	07/10/24	<b>SHERWIN-WILLIAMS</b>			
E 101-41940-2200		Repair & Maint/Supply	\$6.79	9473-6	CH Paint Supplies
		Total	\$6.79		
<b>70557</b>	07/10/24	<b>TIMESAVER OFF SITE</b>			
E 101-41500-3000		Professional Svcs	\$276.50	M29294	6/18 City Council+ Worksession Mtg Minutes
E 105-46500-3000		Professional Svcs	\$134.75	M29294	6/18 EDA Mtg
		Total	\$411.25		
<b>70558</b>	07/10/24	<b>TRIMBLE</b>			
E 205-42281-3225		Truck Communication Ser	\$118.00	30089241393	FD Dashcam Basic Bundle (Pmt 10 of 36)
E 205-42285-3225		Truck Communication Ser	\$88.50	30089241393	FD Dashcam Basic Bundle (Pmt 10 of 36)
		Total	\$206.50		
<b>70559</b>	07/10/24	<b>WASTE MANAGEMENT</b>			
E 604-43200-3890		Res Curb Recycling	\$3,644.08	7949259-159	Recycling Services-July 2024



## LONG LAKE, MN

## \*Check Detail Register©

Checks 70502-70563

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
Total			\$3,644.08		
<b>70560</b>	07/10/24	<b>WRIGHT-HENNEPIN SECURITY</b>			
E 101-41940-3000		Professional Srvs	\$62.90	15016899239	July 2024 Security-450 Virginia Ave
E 101-41942-3000		Professional Srvs	\$62.90	15016899239	July 2024 Security-2145 Daniels St
E 205-42286-3000		Professional Srvs	\$62.90	15016899239	July 2024 Security-3770 Shoreline Dr
E 205-42282-3000		Professional Srvs	\$62.90	15016899239	July 2024 Security-340 Willow Dr
Total			\$251.60		
<b>70561</b>	07/10/24	<b>WSB &amp; ASSOCIATES, INC</b>			
G 700-29295		1948 Wayzata (Zvago) 20	\$102.09	R-015781-00	Zvago; Erosion Control Inspections
G 700-29324		Symes(Aava Vetta) Bld:C	\$85.00	R-019417-00	Symes; Erosion Control Inspections
E 101-41910-3030		Engineering Fees	\$1,760.00	R-023717-00	General Engineering; Perry's email, LOC reduction/punch lists, Lindawood, Etc
E 101-41910-3032		General Planning	\$262.50	R-023772-00	General Planning; 250 Lindawood, Zoning questions, Stauber site plan, BP review
G 700-29330		925 W Wayzata(Carlson)2	\$75.00	R-023772-00	Wilds on Wayzata; Review Application-Emails to Gina and coordination with Henn Co
G 700-29326		VirginiaAve/The Stax(Nrth	\$2,642.50	R-023772-00	The Stax; LOC Release Review-Inspection,Punch list, Mtgs, Etc
G 700-29324		Symes(Aava Vetta) Bld:C	\$735.00	R-023772-00	Symes(AavaVetta); LOC Reduction-Punch List, phone calls, Etc
Total			\$5,662.09		
<b>70562</b>	07/10/24	<b>Xcel Energy</b>			
E 101-43100-3815		Street Lighting Maint/Elect	\$50.04	883023503	Steet Lights - 1070 W Wayzata Blvd
E 101-43100-3815		Street Lighting Maint/Elect	\$29.58	883233041	Steet Lights - 2129 W Wayzata Blvd
E 101-43100-3815		Street Lighting Maint/Elect	\$149.98	883233041	Steet Lights - 1758 W Wayzata Blvd
Total			\$229.60		
<b>70563</b>	07/10/24	<b>Xcel Energy</b>			
E 101-43100-3815		Street Lighting Maint/Elect	\$1,771.69	884244357	Street Lights - Act #5156925594
Total			\$1,771.69		
<b>10100</b>			<b>\$202,334.89</b>		

## Fund Summary

**10100 GENERAL FUND CASH**

101 GENERAL FUND	\$105,296.84
105 ECONOMIC DEVELOPMENT	\$134.75
205 FIRE DEPARTMENT	\$12,679.51
225 CHARITABLE GAMBLING	\$455.00
406 CSAH 112 CAPITAL FUND	\$44,822.19
601 WATER FUND	\$7,302.55
602 SANITARY SEWER FUND	\$21,864.97
603 SURFACE WATER MGMT FUND	\$488.66
604 RECYCLING FUND	\$3,644.08
700 BUILDING PERMIT ESCROWS	\$5,646.34
	\$202,334.89



LONG LAKE, MN

07/10/24 3:58 PM

Section 5C.

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\*Check Summary Register©

Checks 3001-3003, 3008-3011

Name	Check Date	Check Amt	
<b>10100 GENERAL FUND CASH</b>			
3001e	HEALTHPTNR-GROUP HLTH	6/20/2024	\$63.00 FD EAP-June 2024
3002e	USBANK CREDIT CARD	6/24/2024	\$1,792.31 June CC Purchases
3003e	SPEEDWAY LLC	6/24/2024	\$1,928.56 FD Fuel - June 2024
3008e	MN DEPT OF REVENUE	7/2/2024	\$719.00 June 2024 Sales Tax
3009e	PSN UTILITY ONLINE BILLING	7/5/2024	\$286.05 BILL PAY FEE - JUNE 2024 (FREE CKS)
3010e	POSTALIA	7/5/2024	\$500.00 Postage-July 2024
3011e	NAPA Auto Parts	7/5/2024	\$321.76 June 2024 Purchases
<b>Total Checks</b>			<b>\$5,610.68</b>



## LONG LAKE, MN

**\*Check Detail Register©**

Checks 3001-3003, 3008-3011

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
<b>10100 GENERAL FUND CASH</b>					
<b>3001 e</b>	06/20/24	<b>HEALTHPTNR-GROUP HLTH</b>			
E 205-42280-1310		Employer Paid Health	\$63.00	7053109	FD EAP-June 2024
		Total	\$63.00		
<b>3002 e</b>	06/24/24	<b>USBANK CREDIT CARD</b>			
E 101-45200-2400		Small Tools and Minor Eq	\$83.92	062524	PW-Ace; Swim Beach Anchor and Spring Snap
E 101-45200-2230		Bldg & Grnds Maint Suppli	\$64.98	062524	PW-Ace; Park Weed Killer
E 101-41940-4010		Bldg Maint & Repairs	\$26.02	062524	CH-Ace; Paint Rollers for Break Room
E 101-41942-4015		Grounds Maintenance	\$44.04	062524	PW-Ace; Weed Killer
E 205-42282-3840		Custodial & Waste Remov	\$16.88	062524	FD-Amazon; Dish Soap
E 205-42285-2400		Small Tools and Minor Eq	\$29.95	062524	FD-Amazon; Ear Plugs
E 205-42281-2010		Office Supplies	\$27.99	062524	FD-Amazon; Magnetic File Holder
E 205-42281-2400		Small Tools and Minor Eq	\$19.97	062524	FD-Amazon; Tamper Seals for Fire Extingusher
E 205-42281-4030		Light Truck Maint & Repair	\$15.65	062524	FD-Youngstedts Car Wash
E 205-42280-4330		Dues and Subscriptions	\$14.99	062524	FD-Amazon; Membership
E 205-42280-4300		Miscellaneous	\$36.00	062524	FD-Government Center Parking
E 205-42281-4040		Equip Maint & Repair	\$99.99	062524	FD-Amazon; Heavy Duty Casters
E 205-42280-4330		Dues and Subscriptions	\$7.58	062524	FD-Microsoft 365
E 205-42282-4010		Bldg Maint & Repairs	\$39.99	062524	FD-Amazon; Americn Flag
E 205-42280-4450		Food & Beverage (Mtg/Tr	\$56.31	062524	FD-Lunds; Wayzata Meeting Breakfast
E 205-42282-4010		Bldg Maint & Repairs	\$68.31	062524	FD-Amazon; Saline Wound Wash
E 205-42282-3840		Custodial & Waste Remov	\$36.95	062524	FD-Amazon; Paper Towels
E 205-42281-3350		Education / Conferences	\$600.00	062524	FD-MN State Colleges; Fire Apparatus Operator-A Straka
E 101-43050-3500		Printing/Binding	\$353.78	062524	PW; Wright County Journal Press; Newspaper Ad-Job Positng PW
E 101-41500-3090		Software Support	\$72.00	062524	CH-Google; Company Emails
E 101-41940-3210		Telephone	\$77.01	062524	CH-Nextivia VOIP Phone Service
		Total	\$1,792.31		
<b>3003 e</b>	06/24/24	<b>SPEEDWAY LLC</b>			
E 205-42281-2120		Motor Fuels	\$855.13	97856962	FD Fuel - June 2024
E 101-43000-2120		Motor Fuels	\$1,073.43	97856962	FD Fuel - June 2024
		Total	\$1,928.56		
<b>3008 e</b>	07/02/24	<b>MN DEPT OF REVENUE</b>			
G 601-20801		Sales Tax Payable	\$719.00	063024	June 2024 Sales Tax
		Total	\$719.00		
<b>3009 e</b>	07/05/24	<b>PSN UTILITY ONLINE BILLING</b>			
E 601-49400-3090		Software Support	\$143.03	296888	BILL PAY FEE - JUNE 2024 (FREE CKS)
E 602-49450-3090		Software Support	\$143.02	296888	BILL PAY FEE - JUNE 2024 (FREE CKS)
		Total	\$286.05		
<b>3010 e</b>	07/05/24	<b>POSTALIA</b>			
E 601-49400-3220		Postage	\$176.00	10433	Postage-July 2024
E 602-49450-3220		Postage	\$176.00	10433	Postage-July 2024
E 101-41500-3220		Postage	\$148.00	10433	Postage-July 2024
		Total	\$500.00		





LONG LAKE, MN

**\*Check Detail Register©**

Checks 3001-3003, 3008-3011

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
<b>3011 e</b>	07/05/24	<b>NAPA Auto Parts</b>			
E 101-43000-4300		Miscellaneous	\$66.22	14305046-06	June 2024 Purchases
E 205-42285-2150		Shop Supplies	\$5.48	3270-600113	FD-Electrical Tape
E 205-42285-2120		Motor Fuels	\$18.98	3270-600692	FD1-Oil Mix
E 205-42281-2120		Motor Fuels	\$27.52	3270-600692	FD2-Oil Mix
E 101-43000-2200		Repair & Maint/Supply	\$41.46	3270-601027	PW-Oil and Filter
E 101-43000-2200		Repair & Maint/Supply	\$41.46	3270-601060	PW-Oil and Filter
E 101-43000-2200		Repair & Maint/Supply	\$18.32	3270-601083	PW-Antifreeze
E 101-43000-2200		Repair & Maint/Supply	\$7.66	3270-601272	PW-Spark Plug for the push lawn mower
E 101-43000-2200		Repair & Maint/Supply	\$94.66	3270-602114	PW-Oil and Filter for Ford F-550
		Total			
			\$321.76		
		<b>10100</b>	\$5,610.68		

Fund Summary

**10100 GENERAL FUND CASH**

101 GENERAL FUND	\$2,212.96
205 FIRE DEPARTMENT	\$2,040.67
601 WATER FUND	\$1,038.03
602 SANITARY SEWER FUND	\$319.02
	\$5,610.68



**LONG LAKE, MN**

**Payroll Summary**

**Pay Group: 06 City Council**

**Check Date: 7/11/2024 per. 7**

Employee	Gross Wage	Federal Gross	State Gross	Federal Tax	State Tax	Local Tax	Social Security	Medicare	Tax			Tips	Reimb.	Net Pay
									Retire	Sheltered	Voluntary			
000000219 DYVIK, JAHN	250.00	250.00	250.00				15.50	3.63						230.87
000000264 FELDMANN, MICHAEL	250.00	250.00	250.00				15.50	3.63						230.87
000000263 JOYCE, GINA	250.00	250.00	250.00				15.50	3.63						230.87
000000247 KVALE, DEIRDRE	250.00	250.00	250.00				15.50	3.63						230.87
000000246 MINER, CHARLES	300.00	300.00	300.00				18.60	4.35						277.05

**941 Deposit**

Federal Tax	None
Medicare	\$37.74
Social Security	\$161.20
Advanced EIC	None
Total Deposit	\$198.94

**Pay Summary**

Gross	1,300.00
Federal Gross	1,300.00
State Gross	1,300.00
FICA Gross	1,300.00

**Tax Summary**

Federal Tax		
State Tax		
Local Tax		
FICA Ded/Ben	80.60	80.60
Medicare Ded/Ben	18.87	18.87

**Others**

Retirement	
Tax-Sheltered	
Voluntary	
Tips	0.00
Reimbursement	0.00
Net Pay (-tips)	1,200.53



**LONG LAKE, MN**

**Payroll Summary**

**Pay Group: 02 Fire Department**

**Check Date: 7/10/2024 per. 7**

Employee	Gross Wage	Federal Gross	State Gross	Federal Tax	State Tax	Local Tax	Social Security	Medicare	Tax			Tips	Reimb.	Net Pay
									Retire	Sheltered	Voluntary			
00000153 ADAMS, CHRISTOPHER D.	328.65	328.65	328.65				20.38	4.77						303.50
00000050 ALDRICH II, THOMAS C.	891.65	891.65	891.65				55.28	12.93						823.44
00000216 BERBIG, ZACHARY P.	544.30	544.30	544.30				33.75	7.89						502.66
00000291 BROWN, JOHN	266.05	266.05	266.05				16.50	3.86						245.69
00000095 BULLEMER, PAUL D.	79.12	79.12	79.12				4.90	1.15						73.07
00000281 CARLSON, BEN	234.75	234.75	234.75				14.55	3.40						216.80
00000154 COTTON, PATRICK J.	501.67	501.67	501.67				31.10	7.27						463.30
00000259 DAVIS, THOMAS	345.17	345.17	345.17				21.40	5.00						318.77
00000093 FARLEY, COLE	506.63	506.63	506.63	0.66			31.41	7.35						467.21
00000274 FAUE, JESSE	453.85	453.85	453.85		4.33		28.14	6.58						414.80
00000233 FRANK, BRYAN	741.65	741.65	741.65	35.83	25.97		45.98	10.75						623.12
00000049 GOMAN, DAVID	422.55	422.55	422.55				26.20	6.13						390.22
00000177 GONSIOR, RYAN J.	594.03	594.03	594.03	12.42			36.83	8.61						536.17
00000229 GRADY, JOSHUA	344.30	344.30	344.30				21.35	4.99						317.96
00000293 GREGG, AIDAN	431.70	431.70	431.70		3.14		26.76	6.26						395.54
00000278 HAYDEN, ADAM	350.40	350.40	350.40				21.72	5.08						323.60
00000226 HOSTER, RYAN	644.11	644.11	644.11				39.94	9.34						594.83
00000270 JOHNSRUD, MICHAEL	926.40	926.40	926.40	387.64	182.73		57.44	13.43						285.16
00000180 KANIVE, RYAN J.	234.75	234.75	234.75				14.55	3.40						216.80
00000112 KRAHL, JEFFREY C.	422.04	422.04	422.04				26.17	6.12						389.75
00000248 KULSETH, MATT	313.00	313.00	313.00				19.41	4.54						289.05
00000253 LOOSBROCK, RICHARD	532.10	532.10	532.10				32.99	7.72						491.39
00000290 MCCAHERTY, ALEX	325.40	325.40	325.40				20.18	4.72						300.50
00000294 MORALES-GARCIA, JUAN	148.68	148.68	148.68	100.00			9.22	2.16						37.30
00000275 MORSE, PAUL	636.02	636.02	636.02	31.10			39.43	9.22						556.27
00000196 PALMER, ERIK J.	297.35	297.35	297.35				18.44	4.31						274.60
00000223 PASZKIEWICZ, JOHN	725.73	725.73	725.73				45.00	10.52						670.21
00000277 REWERTS, ANTHONY	536.02	536.02	536.02	3.60			33.23	7.77						491.42
00000241 RHEA, CHRISTOPHER	438.20	438.20	438.20				27.17	6.35						404.68
00000232 RIOUX, SHAUN	46.95	46.95	46.95				2.91	0.68						43.36
00000190 ROTHSTEIN, DAVID J.	469.50	469.50	469.50				29.11	6.81						433.58
00000222 SMILEY, MATTHEW	656.79	656.79	656.79				40.72	9.52						606.55
00000212 SPINKS, SCOTT D.	1,484.88	1,484.88	1,484.88	36.23	23.91		92.06	21.53						1,311.15
00000276 STRAKA, AMANDA	1,443.39	1,443.39	1,443.39	147.00	29.88		89.49	20.93						1,156.09



**LONG LAKE, MN**

**Payroll Summary**

**Pay Group: 02 Fire Department**

**Check Date: 7/10/2024 per. 7**

Employee	Gross Wage	Federal Gross	State Gross	Federal Tax	State Tax	Local Tax	Social Security	Medicare	Tax			Tips	Reimb.	Net Pay
									Retire	Sheltered	Voluntary			
000000282 SWEARINGEN, LANCE	732.10	732.10	732.10				45.39	10.62						676.09
000000280 VASINA, VERONICA	681.70	681.70	681.70	16.46	11.95		42.26	9.88						601.15
000000240 VEACH, BENJAMIN	343.79	343.79	343.79				21.32	4.98						317.49
000000118 WOYCHICK, TED J.	676.94	676.94	676.94	60.00	25.00		41.97	9.82						540.15
000000254 WRIGHT, KENNEDY	633.83	633.83	633.83				39.30	9.19						585.34

**941 Deposit**

Federal Tax	\$830.94
Medicare	\$591.16
Social Security	\$2,527.90
Advanced EIC	None
<b>Total Deposit</b>	<b>\$3,950.00</b>

**Pay Summary**

Gross	20,386.14
Federal Gross	20,386.14
State Gross	20,386.14
FICA Gross	20,386.14

**Tax Summary**

Federal Tax	830.94	
State Tax	306.91	
Local Tax		
FICA Ded/Ben	1,263.95	1,263.95
Medicare Ded/Ben	295.58	295.58

**Others**

Retirement	
Tax-Sheltered	
Voluntary	
Tips	0.00
Reimbursement	0.00
<b>Net Pay (-tips)</b>	<b>17,688.76</b>



**LONG LAKE, MN**

**Payroll Summary**

**Pay Group: 01 Bi-Weekly**  
**Check Date: 6/27/2024 per. 13**

Employee	Gross Wage	Federal Gross	State Gross	Federal Tax	State Tax	Local Tax	Social Security	Medicare	Retire	Tax Sheltered	Voluntary	Tips	Reimb.	Net Pay
000000287 DECKER JR, MICHAEL	1,407.44	1,315.96	1,315.96	81.38	61.20		87.26	20.41	91.48					1,065.71
000000243 DIERCKS, SEAN	3,967.63	3,711.03	3,711.03	575.39	222.97		245.99	57.53	256.60					2,609.15
000000288 FELDMANN, TYSE	847.55	847.55	847.55	28.41	36.14		52.55	12.29						718.16
000000286 HEILAND, MICHAEL	4,925.05	4,413.76	4,413.76	452.57	237.68			71.41	511.29					3,652.10
000000004 LAAKKONEN, DONALD A	3,173.85	2,597.97	2,597.97	330.51	114.21		179.98	42.09	305.00	270.88				1,931.18
000000292 MACKEY, NOAH	2,398.58	2,243.97	2,243.97	192.74	123.21		148.71	34.78	154.61					1,744.53
000000091 MOELLER, JEANETTE	3,196.55	2,976.99	2,976.99	242.47	127.43		197.46	46.18	207.78	11.78				2,363.45
000000252 NOWEZKI, AMANDA	3,241.65	2,999.81	2,999.81	242.13	209.70		200.98	47.00	241.84					2,300.00
000000214 WESKE, SCOTT	4,906.25	4,599.97	4,599.97	787.23	287.88		303.81	71.05	300.21	6.07				3,150.00

**941 Deposit**

Federal Tax	\$2,932.83
Medicare	\$805.48
Social Security	\$2,833.48
Advanced EIC	None
Total Deposit	\$6,571.79

**Pay Summary**

Gross	28,064.55
Federal Gross	25,707.01
State Gross	25,707.01
FICA Gross	22,850.77

**Tax Summary**

Federal Tax	2,932.83	
State Tax	1,420.42	
Local Tax		
FICA Ded/Ben	1,416.74	1,416.74
Medicare Ded/Ben	402.74	402.74

**Others**

Retirement	2,068.81
Tax-Sheltered	288.73
Voluntary	
Tips	0.00
Reimbursement	0.00
Net Pay (-tips)	19,534.28



**LONG LAKE, MN**

**Payroll Summary**

**Pay Group: 01 Bi-Weekly**  
**Check Date: 7/11/2024 per. 14**

Employee	Gross Wage	Federal Gross	State Gross	Federal Tax	State Tax	Local Tax	Social Security	Medicare	Retire	Tax Sheltered	Voluntary	Tips	Reimb.	Net Pay
000000287 DECKER JR, MICHAEL	2,207.20	2,065.03	2,065.03	171.27	111.04		136.85	32.00	142.17					1,613.87
000000243 DIERCKS, SEAN	3,967.63	3,711.03	3,711.03	575.39	222.97		245.99	57.53	256.60					2,609.15
000000288 FELDMANN, TYSE	1,009.40	1,009.40	1,009.40	44.59	44.79		62.58	14.64						842.80
000000286 HEILAND, MICHAEL	4,925.05	4,413.76	4,413.76	452.57	237.68			71.41	511.29					3,652.10
000000004 LAAKKONEN, DONALD A	3,203.51	2,625.70	2,625.70	336.62	116.09		181.82	42.52	306.93	270.88				1,948.65
000000292 MACKEY, NOAH	2,207.20	2,065.03	2,065.03	171.26	111.04		136.85	32.00	142.17					1,613.88
000000091 MOELLER, JEANETTE	3,196.55	2,976.99	2,976.99	242.47	127.43		197.46	46.18	207.78	11.78				2,363.45
000000252 NOWEZKI, AMANDA	3,241.65	2,999.81	2,999.81	242.13	209.70		200.98	47.00	241.84					2,300.00
000000214 WESKE, SCOTT	4,906.25	4,599.97	4,599.97	787.23	287.88		303.81	71.05	300.21	6.07				3,150.00

**941 Deposit**

Federal Tax	\$3,023.53
Medicare	\$828.66
Social Security	\$2,932.68
Advanced EIC	None
Total Deposit	\$6,784.87

**Pay Summary**

Gross	28,864.44
Federal Gross	26,466.72
State Gross	26,466.72
FICA Gross	23,650.66

**Tax Summary**

Federal Tax	3,023.53	
State Tax	1,468.62	
Local Tax		
FICA Ded/Ben	1,466.34	1,466.34
Medicare Ded/Ben	414.33	414.33

**Others**

Retirement	2,108.99
Tax-Sheltered	288.73
Voluntary	
Tips	0.00
Reimbursement	0.00
Net Pay (-tips)	20,093.90



CITY OF  
**LONG LAKE**

## City Council Agenda Report

### City of Long Lake

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

**MEETING DATE / July 16, 2024**

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**SUBJECT:** Acceptance of Paul Bullemer's Retirement

**Prepared By:** Amanda Straka, Firefighter

**Report Date:** 7/03/2024

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### Recommended City Council Action

Staff recommends the following:

Motion to accept the retirement of Firefighter Paul Bullemer.

### Overview / Background

After 20 years of service within the Long Lake Fire Department, Paul Bullemer is retiring.

### Supporting Information

- Item 1 – Paul Bullemer’s Retirement Letter

**PAUL BULLEMER**

Long Lake Firefighter

612-518-4800

paul.bullemer@longlakefire.org  
269 north brown rd, long lake, mn

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June, 28 2024

**Long Lake Fire Department**

To whom it may concern,

This official letter represents notification of my retirement with the Long Lake Fire Department and my last day to take effect on the 30th of June 2024.

It has been a pleasure serving alongside all of you and supporting this community over the last 20 years.

Sincerely,

Paul Bullemer







CITY OF  
**LONG LAKE**

## City Council Agenda Report

### City of Long Lake

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

**MEETING DATE / July 16, 2024**

**SUBJECT:** Appointment of Matthew Fahrman to the Position of Full-Time Public Works Maintenance Worker I

**Prepared By:** Sean Diercks, Public Works Director

**Report Date:** 7/10/2024

### Recommended City Council Action

Staff recommends the following:

Motion to adopt Resolution No. 2024-30 appointing Matthew Fahrman to the position of full-time Public Works Maintenance Worker I for the City of Long Lake.

### Overview / Background

An interview panel comprised of City Administrator Weske, Public Works Director Diercks, and Public Works Lead Maintenance Worker Laakkonen met on July 10 to interview candidate Matthew Fahrman for a full time Public Works Maintenance Worker I position. The interview process included a question and answer period, followed by a basic Public Works skills assessment consisting of dump truck operation and front end loader operation, and some minor fabrication skills. Upon the post-interview discussion, the interview panel agreed to extend a conditional offer of employment to Mr. Fahrman pending a successful background check as performed by the Wayzata Police Department, and City Council approval.

The attached offer letter was extended to and accepted by Mr. Fahrman, contingent on receiving a successful background check, and City Council approval.

### Supporting Information

- Resolution No. 2024-30
- Employment offer letter to Matthew Fahrman dated July 10, 2024
- Employment History excerpt from City Employment Application



**City Council  
Resolution No. 2024-30**

**A RESOLUTION APPOINTING MATTHEW FAHRMAN TO THE POSITION OF  
PUBLIC WORKS MAINTENANCE WORKER I**

**WHEREAS**, the City Council has previously established the position of full-time Public Works Maintenance Worker I; and

**WHEREAS**, the City of Long Lake has advertised, solicited applications and interviewed a finalist for the position; and

**WHEREAS**, upon completing a review of his employment application and an interview, City staff finds Matthew Fahrman to be qualified to fill the position based on his knowledge, skills, abilities and experience; and

**WHEREAS**, a conditional offer of employment has been extended to and accepted by Mr. Fahrman contingent upon a successful background check as performed by the Wayzata Police Department, and upon approval by the Long Lake City Council.

**NOW THEREFORE, BE IT RESOLVED**, that the City Council of the City of Long Lake, Minnesota does hereby appoint Matthew Farhman to the position of full-time Public Works Maintenance Worker I subject to the terms and conditions of the employment offer letter dated July 10, 2024, all applicable City personnel policies, displaying an ability to continually meet the requirements of the position description, and contingent upon receiving satisfactory background check results.

Adopted by the City Council of the City of Long Lake this 16<sup>th</sup> day of July 2024.

BY:

\_\_\_\_\_  
Charlie Miner, Mayor

ATTEST:

\_\_\_\_\_  
Jeanette Moeller, City Clerk



July 10, 2024

Matthew Fahrman  
1679 Budd Ave North  
Maple Plain, MN 55359

Dear Matthey,

The purpose of this letter is to confirm the City of Long Lake's employment offer to you for the position of Public Works Maintenance Worker 1, contingent upon City Council approval at the July 17 regular City Council meeting. The following letter represents the City's offer of at-will employment and outlines the terms and conditions of your employment with the City of Long Lake.

**General Duties**

As Public Works Maintenance Worker, you will perform the general duties and responsibilities of the position, including, but not limited to the Public Works Worker job description.

**Supervisor**

The Public Works Director will be your direct supervisor.

**Start Date**

You will begin employment on 7/17/2024.

**Probation Period**

You will be subject to a one year probationary period beginning on your first day of employment. During this time, your productivity, work ethic, reliability/attendance, progress in learning necessary information and skills and your overall performance will be closely monitored. Assuming you are still employed at the end of six months, your performance will be evaluated by the City Administrator and Public Works Director and a possible Wage Step increase may be recommended to the City Council.

At the end of the one year training probation period, a complete performance review will determine whether you will be designated as a regular employee by the City Council, with the commensurate Wage Step increase.

**Work Hours**

This position is a full-time, benefit-earning, 40 hour per week position. You will be required to be on the on-call schedule.

**Compensation, Performance Evaluation:**

Your beginning wage will be \$27.34 per hour. You will receive a performance evaluation after six months of employment. Following a satisfactory evaluation at six months, you will be eligible for a step increase of 2%, per City policy. Thereafter, performance evaluations and any salary step adjustments will be conducted annually on the anniversary of your start date, as required for all employees, in addition to any inflationary range moves which may be approved by Council as part of the annual budget cycle.

Example of a possible scenario:

Starting Wage	\$27.34
6 month performance - step increase	\$27.88
1 year performance - step increase	\$28.44

**Retirement, Deferred Compensation:**

You will be a member of the Public Employees Retirement Association of Minnesota (PERA). The City will contribute to the PERA retirement plan, in addition to your required contribution. You may also contribute to a City-sponsored deferred compensation (457) plan at your option.

**Health, Dental, Short Term Disability Insurance:**

You will be provided with insurance coverage in the same manner as for other City employees, effective on the first day of the month following 30 days of employment.

Employee would pay \$0 per month for insurance as the City would pay 100% of the employee’s premium. Any others covered, the employee would be responsible for 50% of additional premiums.

If you choose not to select insurance coverage from the City, then you would receive a stipend, subject to proper withholdings, in amount equal to the City’s premium contribution based upon your individual age banded premium rate. This rate shall be subject to change yearly.

**Life Insurance:**

The City will pay the premium to provide \$15,000 of term life insurance. It is understood that any coverage beyond this amount is at your personal expense and subject to your ability to meet any medical requirements.

**Holidays, Vacation, Sick Leave:**

Effective your first day of employment, you will begin accruing vacation at the rate of 80 hours annually. Thereafter, you may gain additional hours/days of vacation per the City’s vacation accrual schedule. You may carry over a maximum of 80 hours of vacation time to the following calendar year. In addition to vacation and official City holidays, you will receive one floating holiday per calendar year.

You will begin employment with a 20-day bank of sick leave. You will then accrue 12 days of sick leave annually (one day per month) in accordance with the City policy, beginning on your first day of employment until the banked time is repaid. Once the bank is repaid, you will accrue one day of sick leave per month as with all other employees. For severance purposes, if your employment ends prior to the bank being repaid, you would be paid only for time actually earned, but not yet used.

**Dues, Conferences, Expenses:**

Within budget considerations and subject to discussions between you and the City Administrator/City Council, the City will pay for dues, membership costs and related conference.

Professional development will be part of the budget process and subject to Administrator/Council approval.

The City will reimburse you for business expenses incurred which directly relate to the conduct of city business.

**Professionalism**

As a City employee, it is expected that you will conduct yourself in a manner which is professional and conveys a positive image of the City of Long Lake. This is especially important when dealing with residents and the general public.

**At-Will Employment**

The City of Long Lake is an at-will employer and the relationship between the City and yourself will be considered an employment-at-will relationship. This offer letter should not be construed as a contract, nor is it a promise of permanent employment. City employment policies are subject to change, from time to time, by the City Council.

**Conditions of Offer**

This employment offer is contingent upon an affirmative vote by the Long Lake City Council at its February 20, regular meeting, and a pre-employment background check. The background check may include a criminal, work history, and educational review.

I believe that you will find this position to be very challenging and rewarding for many years to come. Please feel free to contact me with any questions. We look forward to having you join us at Long Lake.


Sincerely,

*Scott Weske*

Scott Weske  
City Administrator

I have read the offer letter for the position of Public Works Maintenance Worker dated July 10, I accept the position and agree to the terms and conditions.

AGREED TO BY:

 \_\_\_\_\_ 7/10/2024  
Signature Date

**Employment History**

List present and previous employment information below, beginning with your most recent/current employer.

*Recent*

Name & Address of Company	From	To
	Month / Year	Month / Year
Minnesota Commercial R.R. 508 Cleveland Ave. W St. Paul, MN, 55104	1/29/2006	3/5/2020
Job Title / Position Trains & Engines	Describe the work you performed: • Classifying Rail Freight, switching industries with loads & empties • Track repair, building maintenance, snow removal	
Reason for Leaving Working third shift; medical reasons.		

Name & Address of Company	From	To
	Month / Year	Month / Year
Lube Tech 900 Mandelstern Ave N. Golden Valley, MN, 55407	3/21/2020	10/15/2022
Job Title / Position Material Handler; Driver	Describe the work you performed: • Shuttle loads/empty trailers • Deliver loads/empty to warehouse; shipping & supply • Move around & store material within production warehouse.	
Reason for Leaving Working third shift; more active use of COLA.		

*Most Recent*

Name & Address of Company	From	To
	Month / Year	Month / Year
Mudot 395 John Ireland Blvd. St. Paul, MN, 55155	4/12/23	5/1/2024
Job Title / Position Transportation Generalist	Describe the work you performed: • Road maintenance; Repair. Crack Sealer, Hot/cold patching • Mowing • Gravel Road Repair • Snow & Ice; plowing & off hauling / Sweeping	
Reason for Leaving More consistent schedule & planning		



CITY OF  
**LONG LAKE**

## City Council Agenda Report

### **City of Long Lake**

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

**MEETING DATE / July 16, 2024**

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

**Prepared By:** Jeanette Moeller, City Clerk

**Report Date:** 7/11/2024

### Recommended City Council Action

Staff recommends the following:

Motion to adopt Resolution No. 2024-31 appointing election judges for the 2024 State Primary and General Elections and establishing an Absentee Ballot Board.

### Overview / Background

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

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

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

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

### Supporting Information

- Resolution No. 2024-31





**City Council  
Resolution No. 2024-31**

**A RESOLUTION APPOINTING THE 2024 STATE PRIMARY AND GENERAL ELECTION JUDGES AND  
ESTABLISHING AN ABSENTEE BALLOT BOARD**

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

**WHEREAS**, the City Clerk has submitted for approval a list of Election Judges to officiate at the Minnesota State Primary Election on August 13, 2024; and the General Election on November 5, 2024; and

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

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

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

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

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

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

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

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

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

Adopted by the City Council of the City of Long Lake this 16<sup>th</sup> day of July 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 / July 16, 2024**

**SUBJECT:** Accept a Donation to the Long Lake Fire Department From Centerpoint Energy

**Prepared By:** Scott Weske, City Administrator

**Report Date:** 7/9/2024

### Recommended City Council Action

Staff recommends the following:

Motion to adopt Resolution No. 2024-28 accepting a donation to the Long Lake Fire Department in the amount of \$2,500 from Centerpoint Energy.

### Overview / Background

The Long Lake Fire Department (LLFD) recently received a donation of \$2,500 from CenterPoint Energy. Donations are to be accepted by formal action of the City Council.

Staff applied to CenterPoint’s Community Safety Grant donation program for the department to utilize the funds to add CPR manikins, AED trainers and additional supplies to grow the CPR education program.

### Supporting Information

- Resolution No. 2024-28
- Email from Scott Spinks, Chief 5, dated July 9, 2024
- Letter from Centerpoint Energy dated June 11, 2024



**City Council  
Resolution No. 2024-28**

**A RESOLUTION ACCEPTING A DONATION TO THE LONG LAKE FIRE DEPARTMENT  
IN THE AMOUNT OF \$2,500 FROM CENTERPOINT ENERGY**

**WHEREAS**, the donation in the amount of \$2,500 to the Long Lake Fire Department from CenterPoint Energy through its Community Safety Grant program must be approved by the City Council; and

**WHEREAS**, the grant donation funds will be utilized to purchase CPR manikins, AED trainers and additional supplies to grow the CPR education program; and

**WHEREAS**, the Long Lake Fire Department and the City of Long Lake sincerely appreciate CenterPoint Energy’s generous donation.

**NOW THEREFORE, BE IT RESOLVED**, by the City Council of the City of Long Lake, Minnesota that the City Council does hereby accept the donation of \$2,500 from CenterPoint Energy.

Adopted by the City Council of the City of Long Lake this 16<sup>th</sup> day of July 2024.

BY:

\_\_\_\_\_  
Charlie Miner, Mayor

ATTEST:

\_\_\_\_\_  
Jeanette Moeller, City Clerk

## \$2500 grant from CenterPoint for CPR Education to Public...

1 message

Scott Spinks <scott.spinks@longlakefire.org>

Tue, Jul 9, 2024 at 12:56 PM

To: Weske Scott <sweske@longlakemn.gov>, Mike Heiland <mheiland@longlakemn.gov>

Scott,

On June 11th, 2024, the City of Long Lake received a \$2500 grant from CenterPoint Energy. This grant was received after a grant application was made by myself, stating a need for the Long Lake Fire Department to expand its CPR training abilities. In the application, note was made to three CPR education events that were put together by LLFD. Two of the events were hosted at Long Lake Station 1 and were open to the public. The third was an event held at Svago apartments of Long Lake. For these events, CPR manikins and AED "trainers" were used to educate residents and community members on the basic skills involved with delivering "Hands-only" CPR to a person in cardiac arrest. Training events like this give the people of our community the knowledge they need to save a life in a moment of sudden cardiac arrest.

As we grow our CPR education in our communities, the grant application includes the plan to expand this training to other 55+ facilities in our surrounding communities and to the school and day care centers in our area. This grant makes it possible for us to purchase the additional equipment and marketing needed in order to make this program a success.

The \$2500 is being used to purchase additional CPR manikins, additional AED trainers and the additional supplies needed to get the program up and running. In turn, the Long Lake Fire Department is donating these equipment items to the City for the Long Lake Fire Department to own and utilize. Donations may be accepted by formal action of the City Council.

Let me know if you have any questions.

Respectfully,



**Scott Spinks, Chief 5, Paramedic**  
**Certified AHA, ACLS & BlueCard Instructor**  
**LONG LAKE FIRE DEPARTMENT**

[scott.spinks@longlakefire.org](mailto:scott.spinks@longlakefire.org)

651-247-0359 (Cell)

Station 1: 340 Willow Drive, Long Lake, MN 55356

Station 2: 3770 Shoreline Drive, Orono, MN 55391

[www.LONGLAKEFIRE.org](http://www.LONGLAKEFIRE.org)



[Donate to the Long Lake Fire Department Relief Fund](#)



505 Nicollet Mall  
P.O. Box 59038  
Minneapolis, MN 55459-0038

June 11, 2024

Fire Chief of Training and EMS, Paramedic Scott Spinks  
Long Lake Fire Department  
340 Willow Drive North  
Long Lake, MN 55356

Dear Scott,

We are pleased to present the Long Lake Fire Department with a Community Safety Grant in the amount of \$2,500.00 for CPR and AED training for local residents, to give them the training and knowledge they need for a cardiac medical emergency.

The Community Safety Grant program offers an opportunity for CenterPoint Energy to invest in the cities we serve. For over 150 years we have partnered with communities supporting our shared commitment to safety while delivering safe, reliable natural gas.

Since 2003, the Community Safety Grant program has awarded more than \$3 million to support more than 1,500 safety-related projects in communities throughout CenterPoint Energy's service area.

Through this grant program, we help cities leverage local funds to purchase necessary safety equipment and support safety projects that are important to your community.

**IMPORTANT! Your check is enclosed and is valid for 90 days from the check date.**

**Please confirm receipt of the check as soon as possible by emailing me at [whitneyjo.peterson@centerpointenergy.com](mailto:whitneyjo.peterson@centerpointenergy.com).**

Thank you for your efforts to make our communities safer.

Sincerely,

Whitney Jo Peterson  
Executive Assistant, MN Gas Operations  
612-321-5002



CITY OF  
**LONG LAKE**

## City Council Agenda Report

### City of Long Lake

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

**MEETING DATE / July 16, 2024**

**SUBJECT:** Approve Special Event Permit Request for the 2024 LLFD Red Hot Run 5K

**Prepared By:** Jeanette Moeller, City Clerk

**Report Date:** 7/10/2024

### Recommended City Council Action

Staff recommends the following:

Motion to adopt Resolution No. 2024-29 approving issuance of Special Event Permit #S2024-06 for the LLFD Red Hot Run 5K to be held July 27, 2024, subject to conditions contained in the Special Event Permit approval letter.

### Overview / Background

On behalf of the Long Lake Firefighters Relief Association, Adam Hayden has submitted an application to hold the 2024 LLFD Red Hot Run 5K event on Saturday, July 27, 2024, based at Fire Station 1 located at 340 Willow Drive N. As with prior year's events, the 5K run route would travel through largely Long Lake streets and neighborhoods, with a short segment falling in Orono limits as well.

Same day registration on the date of the event would begin at 8:00 am at the Fire Station. The 5K run would begin at 9:00 am, departing from Fire Station 1 and traveling a route through Long Lake and Orono neighborhoods to finish back at Fire Station 1. Proceeds from the entry fees paid by runners will benefit the Long Lake Firefighters Relief Association. A Kids Obstacle Course, splash pad, and vendors will be open for the duration of the event.

A site map depicting the 5K run route was submitted along with the Special Event Application, attached to this report. City staff and Wayzata Police Chief Schultz have reviewed the event plan and prepared a list of conditions that would apply to permit issuance. Staff is requesting the Council consider adoption of a Resolution approving issuance of Special Event Permit #S2024-06 for the 2024 LLFD Red Hot Run 5K, subject to the conditions recommended in the permit approval letter.

### Supporting Information

- Resolution No. 2024-29
- Special Event Permit for the 2024 LLFD Red Hot Run 5K, including site/route maps, neighborhood notification letter, event schedule, and advertisement



**City Council  
Resolution No. 2024-29**

**A RESOLUTION APPROVING THE ISSUANCE OF SPECIAL EVENT PERMIT #S2024-06 FOR THE  
2024 LLFD RED HOT RUN 5K TO BE HELD JULY 27, 2024**

**WHEREAS**, the City has received a Special Event Permit application from Adam Hayden, on behalf of the Long Lake Firefighters Relief Association, to hold their 2024 LLFD Red Hot Run 5K on Saturday, July 27, 2024 from 8:00 am to 12:00 noon; and

**WHEREAS**, the event is proposed to be held based at Long Lake Fire Station 1, 340 Willow Drive N, with same day registration available beginning at 8:00 am; the LLFD Red Hot Run 5K leaving the Fire Station beginning at 9:00 am and traveling a series of Long Lake and Orono neighborhood streets, finishing back at the Fire Station; and a Kids Obstacle Course, splash pad, and vendor booths will be open behind the firehouse for the duration of the event; and

**WHEREAS**, the City of Long Lake and surrounding communities benefit from such special events; and

**WHEREAS**, City staff and the Wayzata Police Department have reviewed the event application and identified conditions to permit issuance outlined on the Special Event Permit approval letter attached hereto and made a part of this Resolution.

**NOW THEREFORE, BE IT RESOLVED**, that the City Council of the City of Long Lake hereby approves issuance of Special Event Permit #S2024-06 for the 2024 LLFD Red Hot Run 5K to be held July 27, 2024 contingent on receipt of documentation, agency approvals, and satisfaction of all applicable conditions outlined by the Special Event Permit approval letter.

Adopted by the City Council of the City of Long Lake this 16<sup>th</sup> day of July 2024.

BY:

\_\_\_\_\_  
Charlie Miner, Mayor

ATTEST:

\_\_\_\_\_  
Jeanette Moeller, City Clerk





# Special Event Permit Application

CITY OF LONG LAKE  
450 Virginia Avenue, PO Box 606  
Long Lake, MN 55356  
Phone / 952.473.6961

<b>FOR OFFICE USE ONLY</b>	
Amount Due: \$	<u>wa</u> Section 7A.
Date Paid:	<u>Am</u>
<input type="checkbox"/> Check #	
<input type="checkbox"/> Credit Card	
<input type="checkbox"/> Cash Receipt #	
Deposit Required?	
<input type="checkbox"/> Yes, Check #	
<input type="checkbox"/> No	

- REVIEW PAGE 3 for the Special Event Permit application fee schedule and application submittal checklist.
- Complete this permit application form and submit to City Hall at least 45 days prior to the event start date. Permit application must be accompanied by all exhibits requested to be considered complete.

Event Name LLFD Annual Red Hot Run 5K

Describe Location or Area of City Where Event Will Take Place LLFD Station 1

# of Participants Expected to Attend Event 200 \$30

Describe Any Participation/Entry Fees to be Charged ~~\$200~~ race fee for any 5K participants, free for family/spectators

### Event Dates/Times Proposed

**\*\* List all Event Dates/Times Below \*\***

Day of Week	Date	Start Time	End Time
Saturday	July 27, 24	8:00	12:00

### Event Type (CHECK ALL THAT APPLY)

- Parade   
 Festival   
 Run/Walk   
 Sporting Event   
 Block Party   
 Private Party  
 Other, Explain \_\_\_\_\_

### Event Includes (CHECK ALL THAT APPLY)

- Liquor Service   
 Food Service   
 Bingo/Raffles   
 Live Music   
 Amplified Audio  
 Animals   
 Pedestrians/Runners   
 Bicycles   
 Floats   
 Motor Vehicles, # Expected \_\_\_\_\_  
 Other Vehicles, Explain ALL fire apparatuses will be dispersed on course  
 Games, Amusement Devices or Carnival Equipment, Describe \_\_\_\_\_

Will Parking for Event Exceed On Site Parking Facilities Available?

- Yes, WRITTEN PERMISSION FROM AREA PROPERTY OWNERS ALLOWING USE OF THEIR PROPERTY FOR PARKING IS ATTACHED  
 No

Traffic Control Personnel Provided by Whom LLFD

Delineation Equipment (Barricades, Signs, Traffic Cones, No Parking Signs, etc.) Provided by Whom Barricades & traffic cones by City of Long Lake

Street(s) to be Closed (A MAP SHOWING THE SPECIFIC ROUTE OR AREA TO BE CLOSED **MUST BE ATTACHED**)  
only Willow Dr. for the beginning of race  
Police & fire will direct traffic.

**Site Map and Detailed Description of Event Required**

**A DETAILED SITE MAP OF THE EVENT AREA AND DETAILED EVENT DESCRIPTION NARRATIVE MUST BOTH BE ATTACHED TO THIS APPLICATION.** The Site Map should show locations of food and beverage vendors (noting controlled entry to any alcoholic beverage service areas), where activities will be taking place, and where any temporary infrastructure such as tents or bandstand facilities will be installed.

**Insurance Carrier for Event**

A Certificate of Insurance naming the City of Long Lake as an additional insured **must be submitted at least 10 days prior to the event start date.** Amount of insurance required is \$1,000,000.

Name of Insurance Carrier USI Insurance Services Policy Number CMG10005745

**Chairperson, Event Manager, or Director (Person Responsible for Duties of Permit Holder)**

Full Name Adam Hayden Daytime Phone 612.619.9136  
Alternate Phone \_\_\_\_\_ Email Address adam.hayden@longlakefire.org  
Street Address 340 Willow Dr.  
City, State, Zip Long Lake, MN 55356

**Organization Information**

Organization Name Long Lake Fire Department Relief Association  
Mailing Address 340 Willow Dr.  
City, State, Zip Long Lake, MN 55356  
Phone 952.473.9701 Fax \_\_\_\_\_

By signature below, applicant/event organizer agrees to abide by any and all conditions of Special Event Permit approval, if approved; and hereby agrees to indemnify, hold harmless, and exempt the City of Long Lake, its officers, employees, and agents from any and all claims, costs and liabilities, including reasonable attorneys' fees, in any way related to the applicant's Special Event as approved.

**X Signature of Applicant**  **Date** 7/9/24

**\*\*\*\* FOR CITY USE ONLY \*\*\*\***

APPLICATION SUBMITTED WAS:  Complete With Exhibits [ ] Incomplete – Date Completed \_\_\_\_\_

**Review by Department Head or Designee**

Public Works Reviewed By SD/JM Date 7/10/2024  
 Fire Department Reviewed By MH/JM Date " "  
 Police Department Reviewed By MS/JM Date " "

Special Event Permit Approved By \_\_\_\_\_ (CITY CLERK OR AUTHORIZED DESIGNEE)

Date Approved \_\_\_\_\_

**PERMIT #** S2024-06

**Conditions of Permit Approval**

Permit Conditions Detailed in Attached Letter Dated 7/10/2024  
[ ] Permit Conditions Listed Below:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



July 10, 2024

Adam Hayden, Event Organizer  
Long Lake Fire Department  
340 Willow Drive N  
Long Lake, MN 55356

**RE: SPECIAL EVENT PERMIT CONDITIONS, PERMIT #S2024-06**  
2024 LLFD Red Hot Run 5K  
Saturday, July 27, 2024 (8:00 am to 12:00 noon)

Dear Event Organizer(s):

Your application for a Special Event Permit for the 2024 LLFD Red Hot Run 5K is hereby approved, subject to the conditions listed below. The Wayzata Police Department and its officers, acting on behalf of the City of Long Lake, are empowered to revoke this Special Event Permit at any time for any safety concerns that are not immediately resolved by the permit holder or a representative of the permit holder. This revocation shall cause the immediate cancellation of the event originally authorized by this Permit.

- [ ] The Long Lake Fire Department and Wayzata Police Department, acting on behalf of the City of Long Lake, may impose additional conditions to this Permit by email correspondence of the Fire or Police Chief as needed.
- [ ] The event organizer(s) are required to contact Wayzata Police Chief Marc Schultz at 952-404-5340 to arrange for Police assistance as needed during the event and to work with 5K volunteer staff.
- [ ] The event organizer(s) are required to contact Long Lake Public Works Director Sean Diercks at 612-237-9520 to arrange for temporary use of barricades if needed for the event.
- [ ] Any changes to the 5K route must be as agreed to in writing and approved by Wayzata Police Chief Marc Schultz or his designee prior to the event date. Proof of agreement must be submitted to the City Clerk by *no later than Wednesday, July 24*.
- [ ] It is a condition of this Permit that the event organizer obtain any permits requested by the City of Orono for use of Orono facilities or roadways.

**SPECIAL EVENT PERMIT CONDITIONS, PERMIT #S2024-06**

2024 LLFD Red Hot Run 5K / Saturday, July 27, 2024 (8:00 am to 12:00 noon)

Page 2 of 2

- [ ] Event organizer(s) will be responsible to assure volunteers wearing traffic safety vests are posted at intersections along the run route. Traffic control personnel must be provided to direct and assist participants at every intersection they will traverse. Traffic control personnel must utilize traffic safety vests and/or flags while at their posts.
- [ ] Event organizer(s) shall be responsible to provide directional signage along the race route for participants to follow. ***Spray painting any markings on City streets is prohibited.***
- [ ] Cleanup of event related debris along the run route must be completed within 24 hours of the end of the race.
- [ ] Emergency medical services must be on standby for the race.

Please be advised that by acceptance of Special Event Permit #S2024-06, the permit holder, on behalf of any and all organizations and private persons, grants authority to operate under the Special Event Permit, and agrees to indemnify and hold harmless the City of Long Lake from all claims arising from said event. The permit holder, all organizations and private persons exercising authority under this Permit, do waive and release all claims against the City of Long Lake, its officers or employees for any damage to person or property arising from the exercise of privileges granted by this Permit and agrees to hold harmless the City of Long Lake, its employees and officers from any such claim.

Thank you in advance for your cooperation, and best wishes for a successful event.

Sincerely,



Jeanette Moeller  
City Clerk

Willow Dr.

Front Parking

Section 7A.

Kids Obstacle Course



Kids Obstacle Course

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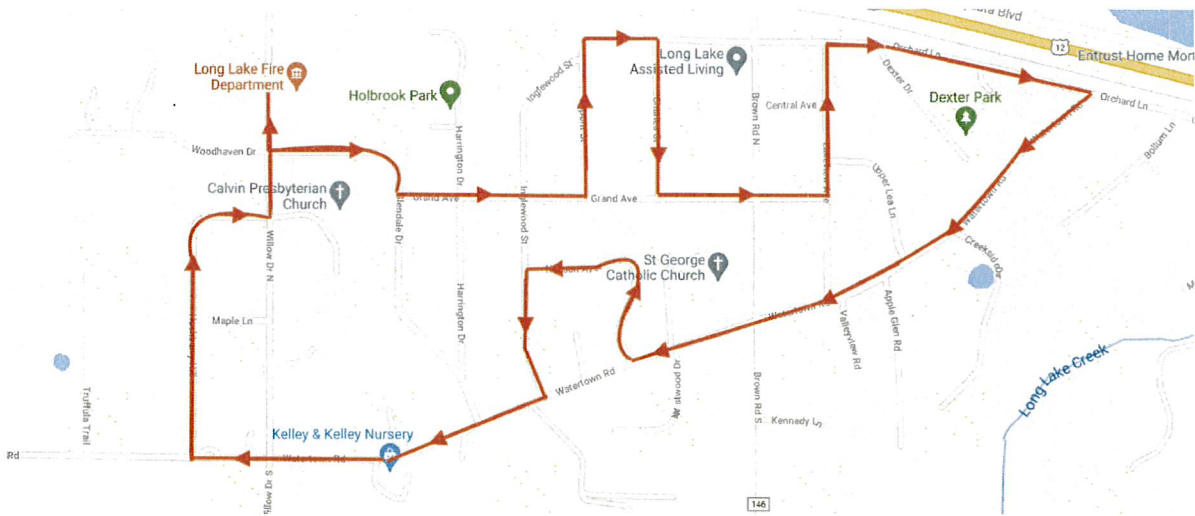
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Hello Long Lake Neighbor,

On behalf of the Long Lake Fire Department Relief Association, we stopped by today to inform you that your home is once again on the beloved LLFD Red Hot Run 5K route! This year's 5K will take place on Saturday July 27<sup>th</sup> beginning at 9AM. If you are home and available, we encourage you to come out and cheer the runners on. Even a homemade sign makes it more festive and memorable for the runners! We appreciate your cooperation and hope this doesn't inconvenience you. We anticipate all runners to be off the course by 10AM. Below you will find the route of the 5K and if you are interested in running yourself, it's not too late to sign up at [www.LLFDRedHotRun.com](http://www.LLFDRedHotRun.com). If you have any questions or concerns, please contact Adam Hayden at 612-619-9136.



Thank You,

LLFD Red Hot Run 5K Committee



LLFD Red Hot Run 5K 2024 Schedule of Events:

Same day registration begins at 8AM

Red Hot Run 5K begins at 9AM

Vendor booths and water splash pad and kids obstacle course behind fire house will be available all throughout the event.

Event ends at 12PM





# LLFD RED HOT RUN

## JULY 27, 2024



**REGISTER YOURSELF TODAY!**

**\$25 EARLY BIRD SPECIAL**





CITY OF  
**LONG LAKE**

## City Council Agenda Report

### City of Long Lake

450 Virginia Avenue, PO Box 606

Long Lake, MN 55356

**MEETING DATE / July 16, 2024**

**SUBJECT:** Receive 2nd Quarter 2024 Revenues and Expenditures

**Prepared By:** Amanda Nowezki, Finance/Utilities Officer

**Report Date:** 7/11/2024

### Recommended City Council Action

Staff recommends the following:

Motion to receive 2nd Quarter 2024 Revenues and Expenditures as of June 30, 2024 as presented.

### Overview / Background

For the Council’s awareness, snapshots of the City’s fund account balances are to be presented on a quarterly basis. Attached are 2nd quarter 2024 revenue and expenditures for review.

<b>Revenues:</b>	Fund-Revenue	XXX-XXXXX
<b>Expenses:</b>	Fund-Department-Expense	XXX-XXXXX-XXXX

**Notes:** Current fund balances are listed on page 1. Numbered references are addressed at the bottom of each fund report - General Fund is on page 6, Water Fund is on page 8, Sewer Fund is on page 10, Surface Water Fund is on page 11, Recycling Fund is on page 12, and the Fire Department Fund is on page 15.

### Additional Commentary

Currently all funds are on budget for the year with total expenses ranging between 39%-66% of budget. Here are some important things to note regarding current fund balances and fund revenue and expenses:

#### **Fund Balance Factors:**

- Debt Service Fund 2013A (392) and CSAH 112 Capital Fund (406) will be reviewed and adjusted by the auditors at year end.

#### **General Fund (101) Factors:**

- Window replacement at Public Works.
- Legal fees related to Fire Department negotiations.

#### **Enterprise Funds (601/602/603) Notes:**

- Installation of well monitoring SCADA system.
- Sanitary sewer revenue includes the newly created MCES Sewer Treatment Fee of \$10/month.

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

### Supporting Information

- 2nd Quarter 2024 Budget Spreadsheets

# FUND BALANCES

AS OF: June 30, 2024

<u>FUND</u>	<u>ACCOUNT</u>	<u>FUND BALANCE</u>
GENERAL FUND	G 101-10100	\$913,376.77
ECONOMIC DEVELOPMENT	G 105-10100	\$75,112.12
FIRE DEPARTMENT	G 205-10100	\$216,792.51
PARK FUND	G 210-10100	\$86,514.88
LAKE QUALITY IMPROVEMENT FUND	G 213-10100	\$5,000.00
CHARITABLE GAMBLING	G 225-10100	\$27,537.04
TAX INCREMENT # 1-9	G 380-10100	\$372.93
TAX INCREMENT # 1-6	G 385-10100	\$833,320.95
Debt Svc-2013A Refnd Bond18568	G 392-10100	(\$9,067.20)
Debt Svc-2016A-Watertown/19513	G 393-10100	\$50,866.47
Debt Svc-2017A GO Bond-CSAH112	G 394-10100	\$12,890.18
CAPITAL PROJECT FUND	G 401-10100	\$3,363,178.09
CSAH 112 CAPITAL FUND	G 406-10100	(\$44,822.19)
PAVEMENT MGMT IMPROVEMENT FUND	G 420-10100	\$191,099.77
FIRE CAPITAL FUND	G 462-10100	\$229,760.79
WATER FUND	G 601-10100	\$1,309,273.31
SANITARY SEWER FUND	G 602-10100	\$202,932.32
SURFACE WATER MGMT FUND	G 603-10100	\$176,912.65
RECYCLING FUND	G 604-10100	\$817.30
BUILDING PERMIT ESCROWS	G 700-10100	\$249,248.09

**TOTAL CITY BALANCE** \$7,891,117

**INVESTMENT ACCOUNT** \$6,771,097.69

**BANK ACCOUNT** \$1,120,019.09

\$7,891,117

2024 Quarterly Budget Spreadsheet-**General Fund (101)****AS OF: June 30, 2024**

	Budget	Year to Date	Difference	Percent of Budget
<b>Total YTD Revenues</b>	\$1,652,993.00	\$928,156.60	\$724,836.40	56.2%
<b>Total YTD Expenses</b>	\$1,628,923.44	\$933,508.05	\$695,415.39	57.3%
<b>Total Profit/Loss</b>	<b>\$24,069.56</b>	<b>(\$5,351.45)</b>		

Revenue	General	Budget	Year to Date	Remaining	% Revd.	Note:
101-31010	Current Ad Valorem Taxes	\$1,430,993.00	\$727,996.22	\$702,996.78	50.9%	
101-31020	Delinquent Ad Valorem Taxes	\$0.00	(\$190.13)	\$190.13	100.0%	
101-31030	Current Personal Prop	\$0.00	\$1,497.20	(\$1,497.20)	100.0%	
101-31040	Fiscal Disparities	\$60,000.00	\$41,258.18	\$18,741.82	68.8%	
101-31900	Penalties and Interest Del Tax	\$0.00	\$252.25	(\$252.25)	100.0%	
101-32110	Alcoholic Beverages	\$31,750.00	\$31,725.00	\$25.00	99.9%	Annual
101-32180	Other Licenses/Permits	\$1,500.00	\$1,300.00	\$200.00	86.7%	
101-32181	Tobacco Licenses	\$750.00	\$750.00	\$0.00	100.0%	Annual
101-32182	Refuse Haulers	\$750.00	\$1,200.00	(\$450.00)	160.0%	Annual
101-32210	Building Permits	\$25,000.00	\$34,793.95	(\$9,793.95)	139.2%	
101-32222	Plan Check Fee	\$10,000.00	\$18,023.30	(\$8,023.30)	180.2%	
101-32230	Plumbing Permits	\$5,000.00	\$4,161.96	\$838.04	83.2%	
101-32235	Heating / Mechanical Per	\$5,000.00	\$4,147.57	\$852.43	83.0%	
101-32240	Animal Licenses	\$850.00	\$295.00	\$555.00	34.7%	
101-32271	Sign Permits	\$200.00	\$85.00	\$115.00	42.5%	
101-34001	Administrative Fees	\$0.00	\$401.60	(\$401.60)	100.0%	
101-34219	FD Admin Fees to LL	\$18,000.00	\$18,000.00	\$0.00	100.0%	Annual
101-34780	Park Fees	\$1,500.00	\$1,230.00	\$270.00	82.0%	
101-34952	Rent- Public Works Facility	\$8,300.00	\$3,000.00	\$5,300.00	36.1%	[1]
101-35100	Court Fines	\$10,000.00	\$10,418.88	(\$418.88)	104.2%	
101-36210	Interest Earnings	\$0.00	\$333.02	(\$333.02)	100.0%	
101-36221	Verizon	\$42,500.00	\$21,492.96	\$21,007.04	50.6%	
101-36230	Contributions and Donations	\$0.00	\$3,000.00	(\$3,000.00)	100.0%	
101-36250	State Permit Surcharge	\$900.00	\$1,888.00	(\$988.00)	209.8%	
101-36260	Refunds & Reimbursements	\$0.00	\$1,096.64	(\$1,096.64)	100.0%	[2]
<b>Revenues</b>	<b>Total</b>	<b>\$1,652,993.00</b>	<b>\$928,156.60</b>	<b>\$724,836.40</b>	<b>56.2%</b>	

Expense	City Council	Budget	Year to Date	Remaining	% Spent	Note:
101-41110-1040	Council Salaries	\$15,600.00	\$8,030.00	7,570.00	51.5%	
101-41110-1220	FICA	\$1,000.00	\$596.82	403.18	59.7%	
101-41110-1510	Workers Comp Insurance Prem	\$100.00	\$99.45	0.55	99.5%	Annual
101-41110-3000	Professional Srvs	\$0.00	\$568.75	(568.75)	100.0%	[3]
101-41110-3350	Education / Conferences	\$1,200.00	\$0.00	1,200.00	0.0%	
101-41110-3510	Legal Notices Publishing	\$200.00	\$0.00	200.00	0.0%	
101-41110-4330	Dues and Subscriptions	\$650.00	\$0.00	650.00	0.0%	
101-41110-4600	Recognition Expenditures	\$250.00	\$70.00	180.00	28.0%	
<b>Total</b>		<b>\$19,000.00</b>	<b>\$9,365.02</b>	<b>\$9,634.98</b>	<b>49.3%</b>	

Expenses	Elections	Budget	Year to Date	Remaining	% Spent
101-41410-1045	Temp Election Judge Pay	\$9,500.00	\$2,225.50	7,274.50	23.4%
101-41410-2100	Operating Supplies	\$1,500.00	\$889.78	610.22	59.3%
101-41410-3220	Postage	\$500.00	\$0.00	500.00	0.0%
101-41410-3510	Legal Notices Publishing	\$2,000.00	\$237.80	1,762.20	11.9%
101-41410-4040	Other Equip Maint & Repair	\$1,750.00	\$752.91	997.09	43.0%
101-41410-4300	Miscellaneous	\$250.00	\$0.00	250.00	0.0%
<b>Total</b>		<b>\$15,500.00</b>	<b>\$4,105.99</b>	<b>\$11,394.01</b>	<b>26.5%</b>

Expenses	Administration	Budget	Year to Date	Remaining	% Spent	Note:
101-41500-1000	FT Admin Office Salaries	\$279,930.67	\$134,842.11	145,088.56	48.2%	
101-41500-1130	Insurance opt Out Pay	\$13,279.80	\$7,252.44	6,027.36	54.6%	
101-41500-1210	PERA	\$21,000.00	\$10,119.73	10,880.27	48.2%	
101-41500-1220	FICA	\$21,000.34	\$10,852.39	10,147.95	51.7%	
101-41500-1310	Employer Paid Health	\$7,446.60	\$5,287.24	2,159.36	71.0%	
101-41500-1510	Workers Comp Insurance Prem	\$5,000.00	\$2,455.41	2,544.59	49.1%	
101-41500-2010	Office Supplies	\$1,200.00	\$495.44	704.56	41.3%	
101-41500-2030	Printed Forms	\$500.00	\$252.85	247.15	50.6%	
101-41500-2080	Training/Instruct Materials	\$1,000.00	\$0.00	1,000.00	0.0%	
101-41500-3000	Professional Svcs	\$3,500.00	\$2,686.50	813.50	76.8%	
101-41500-3010	Auditing and Accounting Services	\$40,000.00	\$25,078.00	14,922.00	62.7%	
101-41500-3025	Assessor Fees - Subcontracted	\$27,000.00	\$14,036.85	12,963.15	52.0%	
101-41500-3090	Software Support	\$10,000.00	\$7,372.68	2,627.32	73.7%	
101-41500-3095	Computer Network Support	\$500.00	\$0.00	500.00	0.0%	
101-41500-3220	Postage	\$4,000.00	\$1,068.89	2,931.11	26.7%	
101-41500-3310	Travel / Mileage Reimbursement	\$250.00	\$0.00	250.00	0.0%	
101-41500-3350	Education / Conferences	\$1,000.00	\$898.46	101.54	89.8%	
101-41500-3500	Printing/Binding	\$250.00	\$39.28	210.72	15.7%	
101-41500-3510	Legal Notices Publishing	\$750.00	\$1,888.77	(1,138.77)	251.8%	
101-41500-3520	General Notices and Pub Info	\$500.00	\$0.00	500.00	0.0%	
101-41500-3530	Ordinance Publication	\$200.00	\$338.89	(138.89)	169.4%	
101-41500-3550	Codification	\$3,000.00	\$0.00	3,000.00	0.0%	
101-41500-3610	General Liability Ins	\$41,000.00	\$19,916.00	21,084.00	48.6%	
101-41500-3700	Insurance Broker Fee	\$3,750.00	\$3,500.00	250.00	93.3%	<i>Annual</i>
101-41500-4130	Postage Machine Maint	\$1,000.00	\$342.00	658.00	34.2%	
101-41500-4135	Copier Maintenance	\$1,000.00	\$517.17	482.83	51.7%	
101-41500-4140	Folder Inserter Machine	\$450.00	\$500.00	(50.00)	111.1%	
101-41500-4145	Bottled Water Service	\$500.00	\$79.38	420.62	15.9%	
101-41500-4300	Miscellaneous	\$425.00	\$175.00	250.00	41.2%	
101-41500-4330	Dues and Subscriptions	\$2,940.00	\$1,845.00	1,095.00	62.8%	
101-41500-4450	Food & Beverage (Mtgs/Trng)	\$380.00	\$136.87	243.13	36.0%	
101-41500-5710	Computer/Printer Replacement	\$1,400.00	\$0.00	1,400.00	0.0%	
<b>Total</b>		<b>\$494,152.41</b>	<b>\$251,977.35</b>	<b>\$242,175.06</b>	<b>51.0%</b>	

Expenses	City Attorney	Budget	Year to Date	Remaining	% Spent	Note:
101-41610-3040	Legal Fees - Criminal	\$12,000.00	\$5,000.00	7,000.00	41.7%	
101-41610-3120	Legal Fees - Civil	\$43,000.00	\$9,013.25	33,986.75	21.0%	
<b>Total</b>		<b>\$55,000.00</b>	<b>\$14,013.25</b>	<b>\$40,986.75</b>	<b>25.5%</b>	

Expenses	Planning	Budget	Year to Date	Remaining	% Spent
101-41910-1040	Planning Comm Salaries	\$5,000.00	\$1,450.00	3,550.00	29.0%
101-41910-1220	FICA	\$400.00	\$110.93	289.07	27.7%
101-41910-2010	Office Supplies	\$100.00	\$14.76	85.24	14.8%
101-41910-3000	Professional Srvs	\$1,000.00	\$373.50	626.50	37.4%
101-41910-3030	Engineering Fees	\$2,000.00	\$7,660.50	(5,660.50)	383.0%
101-41910-3032	General Planning	\$10,000.00	\$7,355.50	2,644.50	73.6%
101-41910-3120	Legal Fees - Civil	\$100.00	\$0.00	100.00	0.0%
101-41910-3350	Education / Conferences	\$300.00	\$0.00	300.00	0.0%
101-41910-3500	Printing/Binding	\$100.00	\$0.00	100.00	0.0%
101-41910-3510	Legal Notices Publishing	\$500.00	\$0.00	500.00	0.0%
<b>Total</b>		<b>\$19,500.00</b>	<b>\$16,965.19</b>	<b>\$2,534.81</b>	<b>87.0%</b>

[4]

Expenses	City Hall Facility	Budget	Year to Date	Remaining	% Spent	Note:
101-41940-2200	Repair/Maint Supply	\$200.00	\$0.00	200.00	0.0%	
101-41940-3000	Professional Srvs	\$2,100.00	\$377.40	1,722.60	18.0%	
101-41940-3210	Telephone	\$600.00	\$368.84	231.16	61.5%	
101-41940-3275	Internet	\$3,000.00	\$1,750.00	1,250.00	58.3%	
101-41940-3810	Electricity Expense	\$3,400.00	\$753.08	2,646.92	22.1%	
101-41940-3820	City Utilities (Wat,Sew,Storm)	\$600.00	\$254.44	345.56	42.4%	
101-41940-3830	Natural Gas Expense	\$2,200.00	\$1,247.94	952.06	56.7%	
101-41940-3840	Custodial & Waste Removal	\$3,700.00	\$1,943.03	1,756.97	52.5%	
101-41940-4010	Bldg Maint & Repairs	\$10,000.00	\$623.52	9,376.48	6.2%	
101-41940-4015	Grounds Maintenance	\$200.00	\$40.15	159.85	20.1%	
101-41940-5700	Office Equip and Furnishings	\$4,000.00	\$1,174.96	2,825.04	29.4%	
<b>Total</b>		<b>\$30,000.00</b>	<b>\$8,533.36</b>	<b>\$21,466.64</b>	<b>28.4%</b>	

Expenses	Public Works Facility	Budget	Year to Date	Remaining	% Spent	Note:
101-41942-2230	Bldg & Grnds Maint Supplies	\$1,500.00	\$135.77	1,364.23	9.1%	
101-41942-3000	Professional Srvs	\$2,000.00	\$1,345.40	654.60	67.3%	
101-41942-3210	Telephone	\$500.00	\$43.24	456.76	8.6%	
101-41942-3235	Cty 800mhz Radio Admin Fee	\$1,000.00	\$416.70	583.30	41.7%	
101-41942-3275	Internet Access	\$2,000.00	\$1,050.00	950.00	52.5%	
101-41942-3810	Electricity Expense	\$14,000.00	\$3,666.43	10,333.57	26.2%	
101-41942-3820	City Utilities (Wat,Sew,Storm)	\$1,500.00	\$706.13	793.87	47.1%	
101-41942-3830	Natural Gas Expense	\$13,000.00	\$3,930.29	9,069.71	30.2%	
101-41942-3840	Custodial & Waste Removal	\$1,500.00	\$1,168.76	331.24	77.9%	
101-41942-4010	Bldg. Maint & Repairs	\$5,000.00	\$66,450.26	(61,450.26)	1329.0%	[5]
101-41942-4015	Grounds Maintenance	\$500.00	\$44.04	455.96	8.8%	
<b>Total</b>		<b>\$42,500.00</b>	<b>\$78,957.02</b>	<b>-\$36,457.02</b>	<b>185.8%</b>	

Expenses	Police/Fire Services	Budget	Year to Date	Remaining	% Spent	Note:
101-42110-3120	Legal Fees -Civil	\$0.00	\$112,694.18	(112,694.18)	100.0%	[6]
101-42110-3130	Subcontracted Police Services	\$332,072.00	\$166,038.00	166,034.00	50.0%	
101-42110-3135	Fire Department Contract	\$94,747.00	\$65,785.00	28,962.00	69.4%	
101-42110-3180	Adult Corrections	\$509.00	\$0.00	509.00	0.0%	
101-42110-4040	Other Equip Maint & Repair	\$0.00	\$0.00	0.00	100.0%	
<b>Total</b>		<b>\$427,328.00</b>	<b>\$344,517.18</b>	<b>\$82,810.82</b>	<b>80.6%</b>	

Expenses	Inspection Services	Budget	Year to Date	Remaining	% Spent
101-42400-3035	Bldg. Inspection - Subcontract	\$20,000.00	\$30,618.63	(10,618.63)	153.1%
101-42400-4055	MN Bldg. Permit Surcharge Exp	\$2,500.00	\$441.10	2,058.90	17.6%
<b>Total</b>		<b>\$22,500.00</b>	<b>\$31,059.73</b>	<b>-\$8,559.73</b>	<b>138.0%</b>

Expenses	Public Works Fleet	Budget	Year to Date	Remaining	% Spent	Note:
101-43000-2120	Motor Fuels	\$20,000.00	\$6,038.04	13,961.96	30.2%	
101-43000-2150	Shop Supplies	\$2,000.00	\$657.57	1,342.43	32.9%	
101-43000-2200	Repair/Maint Supply	\$1,500.00	\$734.62	765.38	49.0%	
101-43000-2210	Equipment Parts	\$9,000.00	\$9,186.34	(186.34)	102.1%	
101-43000-2400	Small Tools and Minor Equip	\$1,200.00	\$77.40	1,122.60	6.5%	
101-43000-3000	Professional Srvs	\$1,500.00	\$0.00	1,500.00	0.0%	
101-43000-3355	Motor Vehicle Lic & Reg	\$500.00	\$301.50	198.50	60.3%	
101-43000-4040	Other Equip Maint & Repair	\$5,000.00	\$0.00	5,000.00	0.0%	
101-43000-5000	Capital Outlay	\$20,000.00	\$0.00	20,000.00	0.0%	
<b>Total</b>		<b>\$60,700.00</b>	<b>\$16,995.47</b>	<b>\$43,704.53</b>	<b>28.0%</b>	

Expenses	Public Works Administration	Budget	Year to Date	Remaining	% Spent	Note:
101-43050-1010	FT Public Works Salaries	\$148,249.70	\$54,559.57	93,690.13	36.8%	
101-43050-1015	Part -Time PW Salaries	\$20,000.00	\$18,795.30	1,204.70	94.0%	
101-43050-1025	Public Works Overtime	\$5,000.00	\$515.43	4,484.57	10.3%	
101-43050-1210	PERA	\$13,860.00	\$4,134.82	9,725.18	29.8%	
101-43050-1220	FICA	\$13,868.23	\$5,554.62	8,313.61	40.1%	
101-43050-1310	Employer Paid Health	\$25,415.10	\$10,706.64	14,708.46	42.1%	
101-43050-1510	Work Comp Insurance	\$23,000.00	\$14,047.83	8,952.17	61.1%	
101-43050-2010	Office Supplies	\$200.00	\$104.61	95.39	52.3%	
101-43050-2080	Training/Instruct Materials	\$500.00	\$2,105.00	(1,605.00)	421.0%	[7]
101-43050-3350	Education / Conferences	\$5,000.00	\$3,480.00	1,520.00	69.6%	
101-43050-3500	Printing/Binding	\$0.00	\$1,399.66	(1,399.66)	0.0%	[8]
101-43050-3610	General Liability Insurance	\$15,000.00	\$12,986.00	2,014.00	86.6%	Annual
101-43050-4050	Office Equip Repair/Maint	\$100.00	\$0.00	100.00	0.0%	
101-43050-4170	Uniform	\$2,000.00	\$101.96	1,898.04	5.1%	
101-43050-4330	Dues and Subscriptions	\$1,000.00	\$16.27	983.73	1.6%	
<b>Total</b>		<b>\$273,193.03</b>	<b>\$128,507.71</b>	<b>\$144,685.32</b>	<b>47.0%</b>	

Expenses	Streets-Public Works	Budget	Year to Date	Remaining	% Spent	Note:
101-43100-2240	Street Maint Materials	\$15,000.00	\$2,013.56	12,986.44	13.4%	
101-43100-2245	Sand / Salt Plowing Materials	\$6,000.00	\$0.00	6,000.00	0.0%	
101-43100-2250	Landscaping Materials	\$3,000.00	\$3,080.00	(80.00)	102.7%	
101-43100-2260	Sign Repair Materials	\$500.00	\$0.00	500.00	0.0%	
101-43100-3000	Professional Srvs	\$2,000.00	\$0.00	2,000.00	0.0%	
101-43100-3030	Engineering Fees	\$3,000.00	\$0.00	3,000.00	0.0%	
101-43100-3350	Education / Conferences	\$500.00	\$0.00	500.00	0.0%	
101-43100-3815	Street Lighting Maint/Elect	\$28,000.00	\$10,467.30	17,532.70	37.4%	
101-43100-4040	Other Equip Maint & Repair	\$1,000.00	\$0.00	1,000.00	0.0%	
101-43100-4045	Insurance Claim Expense	\$250.00	\$0.00	250.00	0.0%	
101-43100-4080	Pvmt Mgmt-Seal Coating/Patch	\$65,000.00	\$0.00	65,000.00	0.0%	
101-43100-4085	Pvmt Mgmt-Reconstruction	\$5,000.00	\$0.00	5,000.00	0.0%	
<b>Total</b>		<b>\$129,250.00</b>	<b>\$15,560.86</b>	<b>\$113,689.14</b>	<b>12.0%</b>	

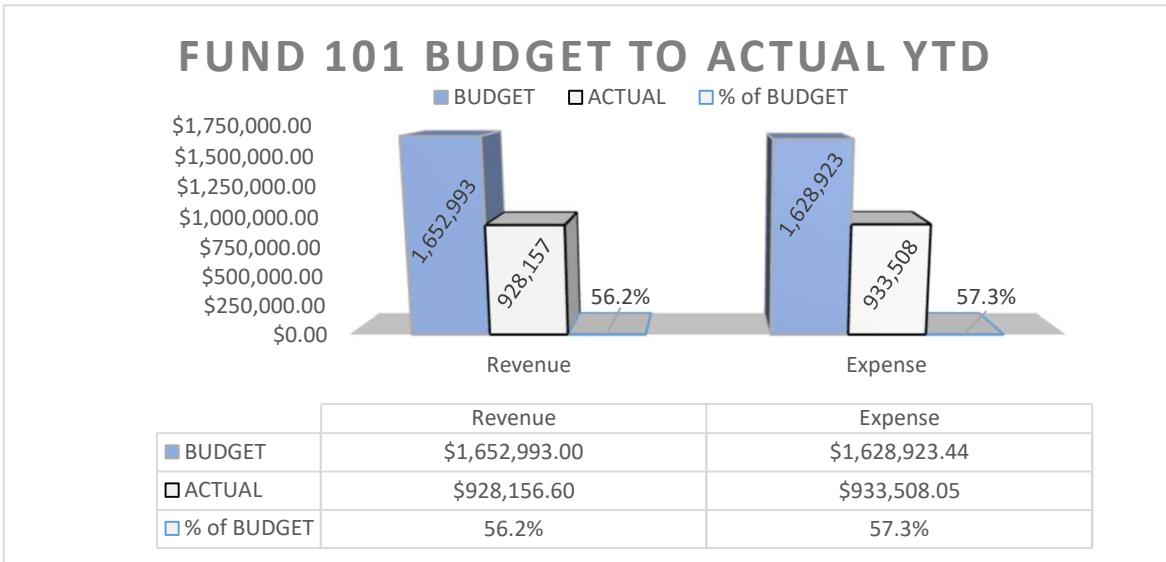
Expenses	Parks-Public Works	Budget	Year to Date	Remaining	% Spent
101-45200-1050	Rink Attendant Pay	\$1,800.00	\$0.00	1,800.00	0.0%
101-45200-2150	Shop Supplies	\$250.00	\$24.41	225.59	9.8%
101-45200-2200	Repair/Maint Supply	\$2,000.00	\$625.59	1,374.41	31.3%
101-45200-2210	Equipment Parts	\$1,200.00	\$17.09	1,182.91	1.4%
101-45200-2230	Bldg & Grnds Maint Supplies	\$3,500.00	\$6,788.21	(3,288.21)	193.9%
101-45200-2250	Landscaping Materials	\$2,000.00	\$922.18	1,077.82	46.1%
101-45200-2400	Small Tools and Minor Equip	\$400.00	\$83.92	316.08	21.0%
101-45200-3000	Professional Svcs	\$2,000.00	\$0.00	2,000.00	0.0%
101-45200-3350	Education / Conferences	\$250.00	\$0.00	250.00	0.0%
101-45200-3810	Electricity Expense	\$4,000.00	\$1,257.02	2,742.98	31.4%
101-45200-3820	City Utilities (Wat,Sew,Storm)	\$300.00	\$192.31	107.69	64.1%
101-45200-3830	Natural Gas Expense	\$2,500.00	\$788.38	1,711.62	31.5%
101-45200-3840	Custodial & Waste Removal	\$1,600.00	\$778.70	821.30	48.7%
101-45200-3845	Lawn & Turf Maintenance	\$1,500.00	\$127.15	1,372.85	8.5%
101-45200-3880	Portable Toilet Rental	\$4,000.00	\$1,305.00	2,695.00	32.6%
101-45200-4010	Bldg Maint & Repairs	\$1,000.00	\$0.00	1,000.00	0.0%
101-45200-4040	Equip Maint & Repair	\$1,500.00	\$39.96	1,460.04	2.7%
101-45200-4150	Equipment Rentals	\$500.00	\$0.00	500.00	0.0%
101-45200-5000	Capital Outlay	\$10,000.00	\$0.00	10,000.00	0.0%
<b>Total</b>		<b>\$40,300.00</b>	<b>\$12,949.92</b>	<b>\$27,350.08</b>	<b>32.1%</b>

[8]

<b>Expenses</b>	<b>Total</b>	<b>\$1,628,923.44</b>	<b>\$933,508.05</b>	<b>\$695,415.39</b>	<b>57.3%</b>
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Ref Note:

- [1] Former tenant (Drug Task Force) moved out in 2023, new tenant (LMCC) on hold pending building sale
- [2] Reimbursements received from State and County for PNP and County Commissioner elections
- [3] Setup meeting live stream capability in the Council Chambers
- [4] Grand Ave bonding bill presentation and lead services line proposal/review
- [5] Council approved window replacement at Public Works
- [6] Legal fees incurred on Fire Department negotiations
- [7] Public Works safety training
- [8] Public Works job postings in multiple newspapers
- [9] Replace playground safety surfacing





# 2024 Quarterly Budget Spreadsheet-Water Fund (601)

**AS OF: June 30, 2024**

	Budget	Year to Date	Difference	Percent of Budget
<b>Total YTD Revenues</b>	\$372,000.00	\$207,801.78	\$164,198.22	55.9%
<b>Total YTD Expenses</b>	\$570,347.21	\$375,796.40	\$194,550.81	65.9%
<b>Total Profit/Loss</b>	<b>(\$198,347.21)</b>	<b>(\$167,994.62)</b>		

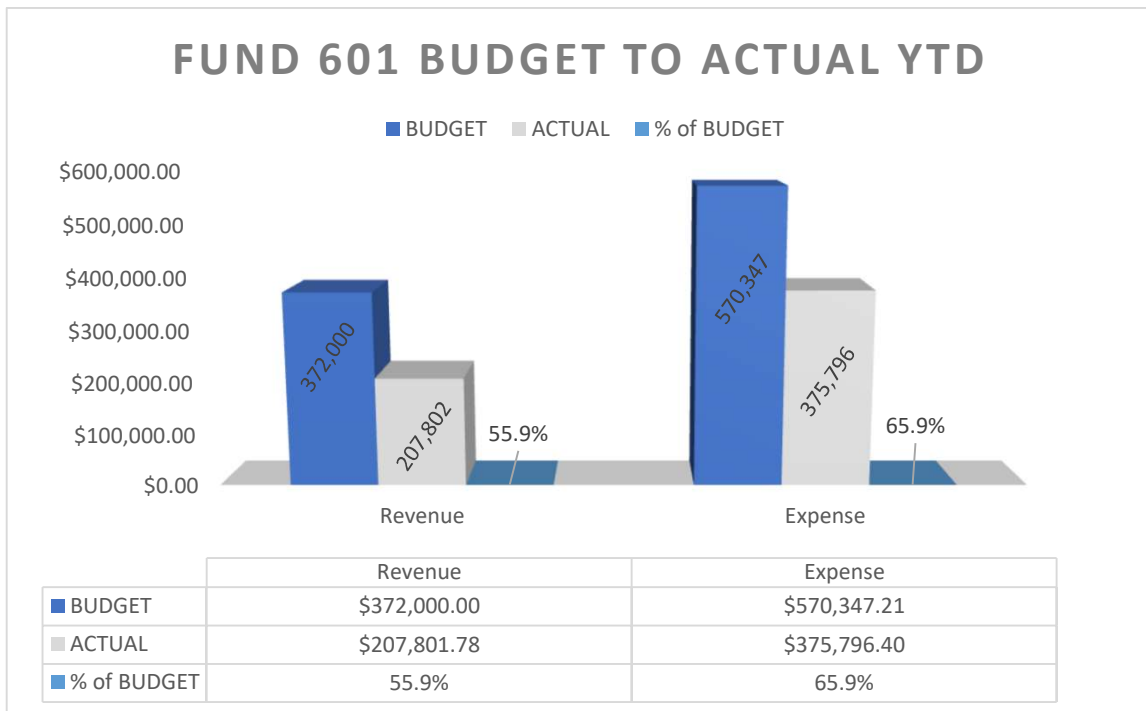
Revenue	Water Fund	Budget	Year to Date	Remaining	% Recvd	Note:
601-36101	Certified Del Utilities	\$0.00	\$6.58	(6.58)	100.0%	
601-36108	Levy #20417 Util Imp-Lndgs@LL	\$0.00	\$120.23	(120.23)	100.0%	
601-37100	Water Billings	\$350,000.00	\$190,047.52	159,952.48	54.3%	
601-37105	Water Sales to Orono	\$15,000.00	\$2,674.08	12,325.92	17.8%	
601-37150	City WAC Hookup Fee	\$0.00	\$3,600.00	(3,600.00)	100.0%	
601-37155	Water Tap Fee	\$0.00	\$1,800.00	(1,800.00)	100.0%	
601-37158	Water Meter Sales	\$0.00	\$3,879.72	(3,879.72)	100.0%	[1]
601-37160	Water Penalty	\$0.00	\$868.14	(868.14)	100.0%	
601-37170	MDH Water Test Fee	\$7,000.00	\$4,805.51	2,194.49	68.7%	
<b>Revenues</b>	<b>Total</b>	<b>\$372,000.00</b>	<b>\$207,801.78</b>	<b>\$164,198.22</b>	<b>55.9%</b>	

Expenses	Water Fund	Budget	Year to Date	Remaining	% Spent	Note:
601-49400-1010	FT Public Works Salaries	\$59,300.00	\$21,325.74	37,974.26	36.0%	
601-49400-1070	PW On-Call Pay	\$6,582.00	\$858.25	5,723.75	13.0%	
601-49400-1210	PERA	\$5,271.00	\$1,668.04	3,602.96	31.6%	
601-49400-1220	FICA	\$5,278.17	\$1,642.68	3,635.49	31.1%	
601-49400-1310	Employer Paid Health	\$10,166.04	\$4,289.93	5,876.11	42.2%	
601-49400-1510	Workers Comp Insurance Prem	\$8,500.00	\$6,018.32	2,481.68	70.8%	Annual
601-49400-2010	Office Supplies	\$500.00	\$0.00	500.00	0.0%	
601-49400-2150	Shop Supplies	\$1,000.00	\$16.90	983.10	1.7%	
601-49400-2160	Chemicals and Chem Products	\$33,000.00	\$11,869.84	21,130.16	36.0%	
601-49400-2205	Water Meter Purchases	\$2,500.00	\$3,769.00	(1,269.00)	150.8%	[1]
601-49400-2210	Equipment Parts	\$5,000.00	\$0.00	5,000.00	0.0%	
601-49400-2270	Utility Maint Supplies	\$5,000.00	\$570.82	4,429.18	11.4%	
601-49400-2400	Small Tools and Minor Equip	\$200.00	\$0.00	200.00	0.0%	
601-49400-3000	Professional Svcs	\$1,000.00	\$1,330.00	(330.00)	133.0%	[2]
601-49400-3030	Engineering Fees	\$2,000.00	\$0.00	2,000.00	0.0%	
601-49400-3090	Software Support	\$2,500.00	\$1,394.80	1,105.20	55.8%	
601-49400-3120	Legal Fees - Civil	\$1,300.00	\$0.00	1,300.00	0.0%	
601-49400-3220	Postage	\$2,500.00	\$1,074.50	1,425.50	43.0%	
601-49400-3310	Travel / Mileage Reimbursement	\$100.00	\$0.00	100.00	0.0%	
601-49400-3350	Education / Conferences	\$1,000.00	\$137.50	862.50	13.8%	
601-49400-3510	Legal Notices Publishing	\$750.00	\$0.00	750.00	0.0%	
601-49400-3610	General Liability Ins	\$2,000.00	\$3,181.00	(1,181.00)	159.1%	Annual
601-49400-3810	Electricity Expense	\$30,000.00	\$9,723.37	20,276.63	32.4%	
601-49400-3820	City Utilities (Wat,Sew,Storm)	\$1,000.00	\$277.95	722.05	27.8%	
601-49400-3825	Water Testing Expense	\$2,000.00	\$291.00	1,709.00	14.6%	
601-49400-3855	Gopher One Locates Expense	\$800.00	\$626.15	173.85	78.3%	

601-49400-4010	Bldg Maint & Repairs	\$600.00	\$23.88	576.12	4.0%	
601-49400-4040	Other Equip Maint & Repair	\$10,000.00	\$8,984.78	1,015.22	89.8%	
601-49400-4065	Water Main Breaks	\$30,000.00	\$5,757.00	24,243.00	19.2%	
601-49400-4070	Water/Sewer Easements	\$500.00	\$0.00	500.00	0.0%	
601-49400-4100	Rentals	\$300.00	\$0.00	300.00	0.0%	
601-49400-4300	Depreciation	\$135,000.00	\$134,571.00	429.00	99.7%	<i>Annual</i>
601-49400-4300	Miscellaneous	\$1,000.00	\$0.00	1,000.00	0.0%	
601-49400-4320	Utility Overpmts/Uncollectable	\$500.00	\$1,472.21	(972.21)	294.4%	<i>[3]</i>
601-49400-4330	Dues and Subscriptions	\$700.00	\$998.80	(298.80)	142.7%	
601-49400-4400	MHD Water Act Fees Remitted	\$7,500.00	\$3,698.00	3,802.00	49.3%	
601-49400-5000	Capital Outlay	\$70,000.00	\$54,409.00	15,591.00	77.7%	<i>[4]</i>
601-49400-6010	Debt Srv Bond Principal	\$100,000.00	\$73,770.00	26,230.00	73.8%	<i>Annual</i>
601-49400-6110	Bond Interest	\$25,000.00	\$22,038.44	2,961.56	88.2%	<i>Annual</i>
601-49400-6200	Fiscal Agent Fees	\$0.00	\$7.50	(7.50)	100.0%	
<b>Total</b>		<b>\$570,347.21</b>	<b>\$375,796.40</b>	<b>\$194,550.81</b>	<b>65.9%</b>	

**Ref Note:**

- [1]* Water meters sold to residents and developers
- [2]* Service calls to well #2 and to the water tower
- [3]* Utility overpayments refunded to customers, payments captured in revenue
- [4]* Council approved well monitoring SCADA system



# 2024 Quarterly Budget Spreadsheet-Sewer Fund (602)

**AS OF: June 30, 2024**

	Budget	Year to Date	Difference	Percent of Budget
<b>Total YTD Revenues</b>	\$530,000.00	\$347,737.45	\$182,262.55	65.6%
<b>Total YTD Expenses</b>	\$585,397.83	\$331,054.05	\$254,343.78	56.6%
<b>Total Profit/Loss</b>	<b>(\$55,397.83)</b>	\$16,683.40		

Revenue	Sewer Fund	Budget	Year to Date	Remaining	% Recvd	Note:
602-34401	Orono Sewerage Sales	\$30,000.00	\$6,724.65	23,275.35	22.4%	
602-36101	Certified Del Utilities	\$0.00	\$10.29	(10.29)	100.0%	
602-36108	Levy #20417 Util Imp-Lndgs@LL	\$0.00	\$68.49	(68.49)	100.0%	
602-36260	Refunds & Reimbursements	\$0.00	\$900.00	(900.00)	100.0%	
602-37200	Sanitary Sewer Billings	\$500,000.00	\$286,241.51	213,758.49	57.2%	
602-37210	MetCouncil Sewer Treatment Fee	\$0.00	\$36,983.26	(36,983.26)	100.0%	[1]
602-37250	City SAC Hookup Fee	\$0.00	\$3,600.00	(3,600.00)	100.0%	[2]
602-37251	MCES SAC Fee	\$0.00	\$9,940.00	(9,940.00)	100.0%	[2]
602-37255	Sanitary Sewer Tap Fee	\$0.00	\$1,800.00	(1,800.00)	100.0%	
602-37260	Swr Penalty	\$0.00	\$1,469.25	(1,469.25)	100.0%	
<b>Revenues</b>	<b>Total</b>	<b>\$530,000.00</b>	<b>\$347,737.45</b>	<b>\$182,262.55</b>	<b>65.6%</b>	

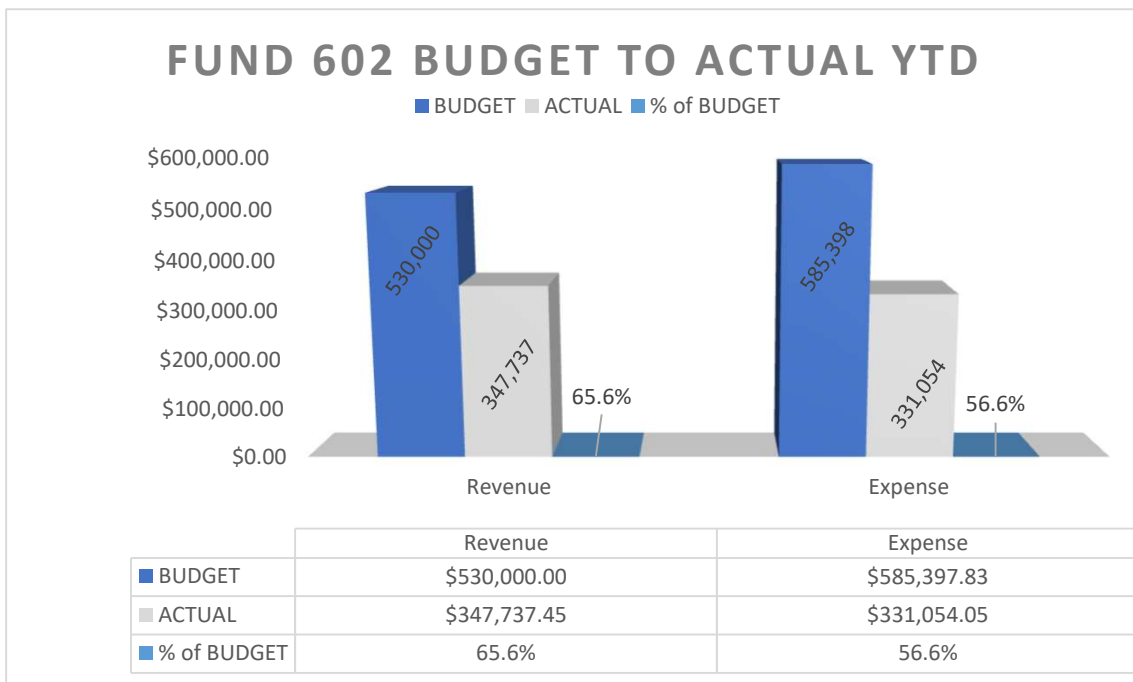
Expenses	Sewer Fund	Budget	Year to Date	Remaining	% Spent	Note:
602-49450-1010	FT Public Works Salaries	\$44,474.90	\$15,786.71	28,688.19	35.5%	
602-49450-1070	PW On-Call Pay	\$6,582.40	\$858.25	5,724.15	13.0%	
602-49450-1210	PERA	\$4,088.00	\$1,252.51	2,835.49	30.6%	
602-49450-1220	FICA	\$4,088.00	\$1,279.37	2,808.63	31.3%	
602-49450-1310	Employer Paid Health	\$7,624.53	\$3,217.46	4,407.07	42.2%	
602-49450-1510	Workers Comp Insurance Prem	\$8,500.00	\$6,018.32	2,481.68	70.8%	Annual
602-49450-2150	Shop Supplies	\$500.00	\$16.89	483.11	3.4%	
602-49450-2210	Equipment Parts	\$2,500.00	\$142.49	2,357.51	5.7%	
602-49450-2270	Utility Maint Supplies	\$500.00	\$0.00	500.00	0.0%	
602-49450-2400	Small Tools and Minor Equip	\$200.00	\$0.00	200.00	0.0%	
602-49450-3000	Professional Svcs	\$1,500.00	\$300.00	1,200.00	20.0%	
602-49450-3030	Engineering Fees	\$1,500.00	\$0.00	1,500.00	0.0%	
602-49450-3090	Software Support	\$2,500.00	\$1,394.80	1,105.20	55.8%	
602-49450-3100	MCES Sewer Treatment	\$255,000.00	\$147,035.77	107,964.23	57.7%	[1]
602-49450-3120	Legal Fees-Civil	\$1,300.00	\$0.00	1,300.00	0.0%	
602-49450-3220	Postage	\$2,500.00	\$1,056.00	1,444.00	42.2%	
602-49450-3230	Cell Phones	\$2,000.00	\$639.95	1,360.05	32.0%	
602-49450-3350	Education / Conferences	\$500.00	\$137.50	362.50	27.5%	
602-49450-3510	Legal Notices Publishing	\$140.00	\$0.00	140.00	0.0%	
602-49450-3610	General Liability Ins	\$600.00	\$555.00	45.00	92.5%	Annual
602-49450-3810	Electricity Expense	\$5,000.00	\$1,944.36	3,055.64	38.9%	
602-49450-3830	Natural Gas Expense	\$900.00	\$358.89	541.11	39.9%	
602-49450-4040	Other Equip Maint & Repair	\$1,000.00	\$0.00	1,000.00	0.0%	
602-49450-4060	Clean/Televise Sewer Lines	\$50,000.00	\$0.00	50,000.00	0.0%	
602-49450-4070	Sewer Easements	\$1,000.00	\$0.00	1,000.00	0.0%	

602-49450-4200	Depreciation	\$71,000.00	\$82,073.00	(11,073.00)	115.6%
602-49450-4330	Dues and Subscriptions	\$1,900.00	\$1,099.20	800.80	57.9%
602-49450-4410	MCES SAC Charge Expense	\$0.00	\$7,455.00	(7,455.00)	100.0%
602-49450-5000	Capital Outlay	\$50,000.00	\$0.00	50,000.00	0.0%
602-49450-6010	Debt Srv Bond Principal	\$49,000.00	\$49,130.00	(130.00)	100.3%
602-49450-6110	Bond Interest	\$9,000.00	\$9,302.58	(302.58)	103.4%
<b>Total</b>		<b>\$585,397.83</b>	<b>\$331,054.05</b>	<b>\$254,343.78</b>	<b>56.6%</b>

*Annual*  
*Annual*

**Ref Note:**

- [1] Newly created utility fee established in 2024 to assist with rising MCES sewer treatment costs
- [2] SAC fees received from the Bucks Pub project and paid to Metropolitan Council



# 2024 Quarterly Budget Spreadsheet-Surface Water (603)

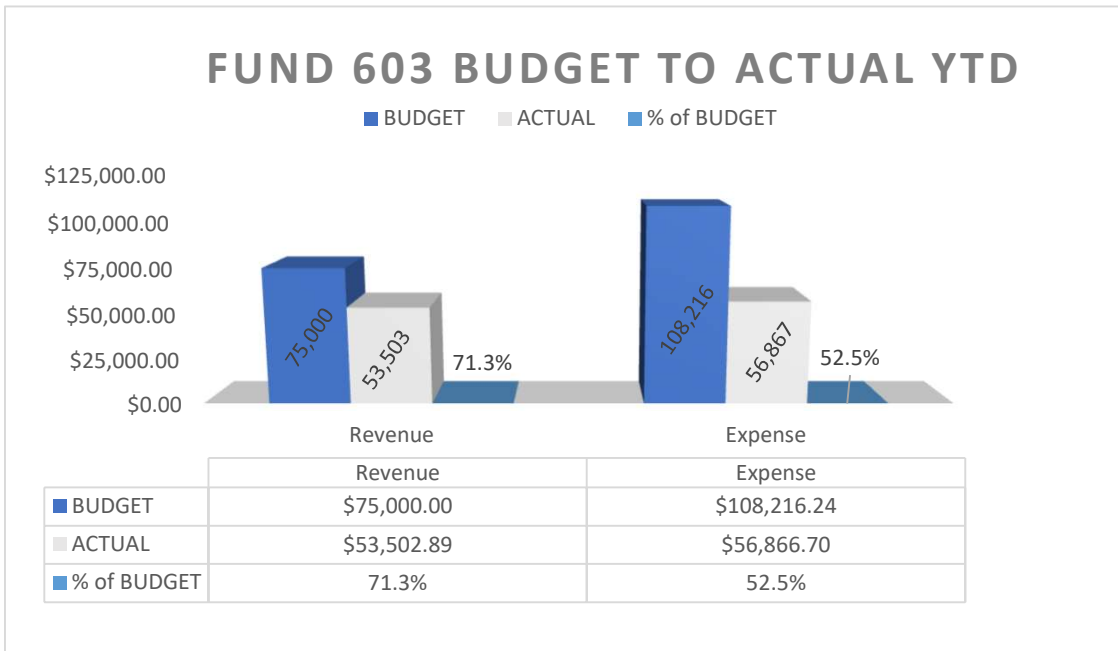
**AS OF: June 30, 2024**

	Budget	Year to Date	Difference	Percent of Budget
Total YTD Revenues	\$75,000.00	\$53,502.89	\$21,497.11	71.3%
Total YTD Expenses	\$108,216.24	\$56,866.70	\$51,349.54	52.5%
<b>Total Profit/Loss</b>	<b>(\$33,216.24)</b>	<b>(\$3,363.81)</b>		

Revenue	Surface Water Fund	Budget	Year to Date	Remaining	% Recvd	Note:
603-37300	Surface Water Mgmt Billings	\$75,000.00	\$53,329.18	21,670.82	71.1%	
603-37360	SWM Penalty	\$0.00	\$173.71	(173.71)	100.0%	
<b>Revenues</b>	<b>Total</b>	<b>\$75,000.00</b>	<b>\$53,502.89</b>	<b>\$21,497.11</b>	<b>71.3%</b>	

Expenses	Surface Water Fund	Budget	Year to Date	Remaining	% Spent	Note:
603-43150-1010	FT Public Works Salaries	\$44,474.91	\$15,786.71	28,688.20	35.5%	
603-43150-1210	PERA	\$3,557.00	\$1,188.17	2,368.83	33.4%	
603-43150-1220	FICA	\$3,559.80	\$1,168.71	2,391.09	32.8%	
603-43150-1310	Employer Paid Health	\$7,624.53	\$3,217.46	4,407.07	42.2%	
603-43150-2270	Utility Maint Supplies	\$500.00	\$0.00	500.00	0.0%	
603-43150-3000	Professional Srv	\$1,000.00	\$0.00	1,000.00	0.0%	
603-43150-3030	Engineering Fees	\$3,000.00	\$0.00	3,000.00	0.0%	
603-43150-3090	Software Support	\$1,000.00	\$0.00	1,000.00	0.0%	
603-43150-4040	Equip Maint & Repair	\$5,000.00	\$0.00	5,000.00	0.0%	
603-43150-4040	Pvmt Mgmt - Reconstruction	\$2,500.00	\$0.00	2,500.00	0.0%	
603-43150-4160	Machinery Rentals	\$500.00	\$0.00	500.00	0.0%	
603-43150-4200	Depreciation	\$21,500.00	\$23,138.00	(1,638.00)	107.6%	Annual
603-43150-6010	Debt Srv Bond Principal	\$12,000.00	\$11,475.00	525.00	95.6%	Annual
603-43150-6110	Bond Interest	\$2,000.00	\$892.65	1,107.35	44.6%	
<b>Total</b>		<b>\$108,216.24</b>	<b>\$56,866.70</b>	<b>\$51,349.54</b>	<b>52.5%</b>	

Ref Note:



# 2024 Quarterly Budget Spreadsheet-Recycling Fund (604)

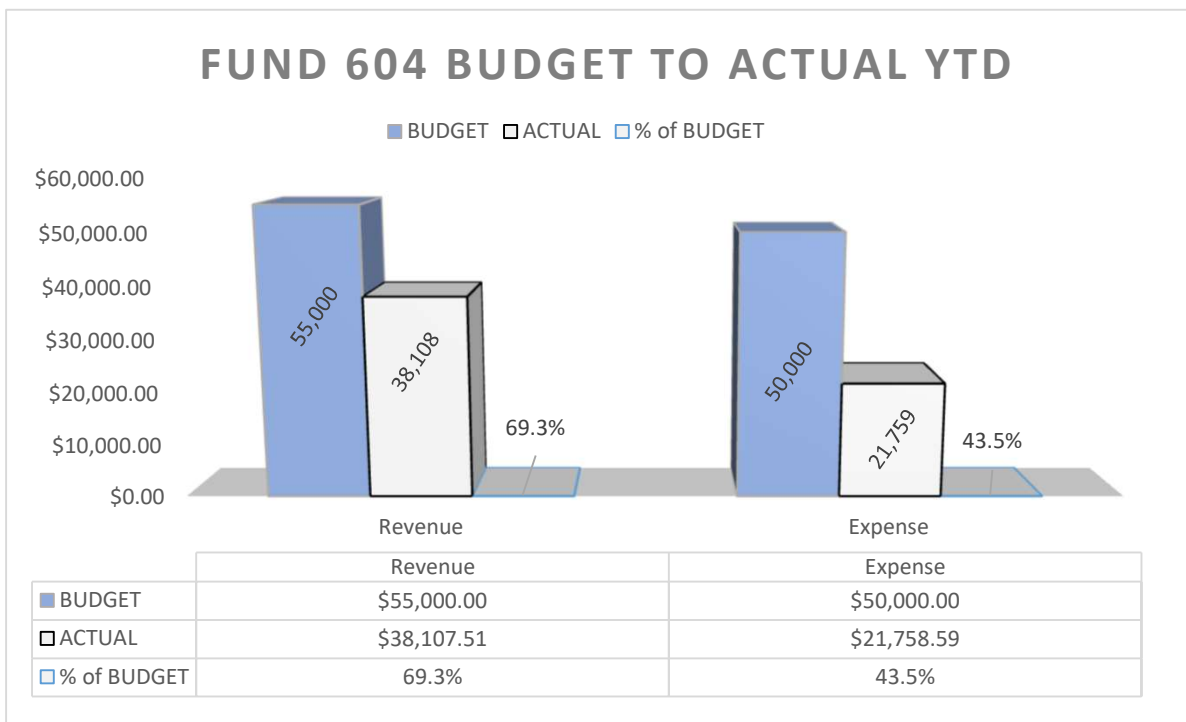
**AS OF: June 30, 2024**

	Budget	Year to Date	Difference	Percent of Budget	Ref Note:
<b>Total YTD Revenues</b>	\$55,000.00	\$38,107.51	\$16,892.49	69.3%	
<b>Total YTD Expenses</b>	\$50,000.00	\$21,758.59	\$28,241.41	43.5%	
<b>Total Profit/Loss</b>	\$5,000.00	\$16,348.92			

Revenue	Recycling Fund	Budget	Year to Date	Remaining	% Recvd	Note:
604-37400	Res Recycling Billings	\$55,000.00	\$37,952.23	17,047.77	69.0%	
604-37460	Recycling Penalty	\$0.00	\$155.28	(155.28)	100.0%	
<b>Revenues</b>	<b>Total</b>	<b>\$55,000.00</b>	<b>\$38,107.51</b>	<b>\$16,892.49</b>	<b>69.3%</b>	

Expenses	Recycling Fund	Budget	Year to Date	Remaining	% Spent	Note:
604-43200-3890	Res Curb Recycling	\$45,000.00	\$21,758.59	23,241.41	48.4%	
604-43200-3895	Soft Organic Waste	\$5,000.00	\$0.00	5,000.00	0.0%	<i>Annual</i>
<b>Total</b>		<b>\$50,000.00</b>	<b>\$21,758.59</b>	<b>\$28,241.41</b>	<b>43.5%</b>	

Ref Note:



# 2024 Quarterly Budget Spreadsheet-Fire Dept (205)

**AS OF: June 30, 2024**

	Budget	Year to Date	Difference	Percent of Budget	Ref Note:
<b>Total YTD Revenues</b>	\$1,005,644.00	\$471,591.31	\$534,052.69	46.9%	
<b>Total YTD Expenses</b>	\$979,735.00	\$377,664.42	\$602,070.58	38.5%	
<b>Total Profit/Loss</b>	\$25,909.00	\$93,926.89			

Revenue	Fire Fund	Budget	Year to Date	Remaining	% Revd.	Note:
205-33402	FD Training Grants	\$0.00	\$7,351.00	(\$7,351)	100.0%	
205-33420	Fire Relief Assoc 2% State Aid	\$155,000.00	\$1,888.34	\$153,112	1.2%	
204-34212	Orono Fire Contract Revenue	\$629,351.00	\$332,469.00	\$296,882	52.8%	
205-34214	Long Lake Fire Contract Revenue	\$94,747.00	\$65,785.00	\$28,962	69.4%	
205-34217	Medina Fire Contract Revenue	\$60,232.00	\$22,863.00	\$37,369	38.0%	
205-34218	Minnetonka Beach contract reeve	\$61,614.00	\$30,807.00	\$30,807	50.0%	
205-34220	FD Other Non-Contract Revenue	\$0.00	\$7,552.30	(\$7,552)	100.0%	
205-34951	Rent - Fire Dept.	\$4,700.00	\$2,875.67	\$1,824	61.2%	
<b>Revenues</b>	<b>Total</b>	<b>\$1,005,644.00</b>	<b>\$471,591.31</b>	<b>\$534,052.69</b>	<b>46.9%</b>	

Expenses	Fire Fund	Budget	Year to Date	Remaining	% Spent	Note:
205-42280-1000	FT Admin Office Salaries	\$112,000.00	\$53,624.33	58,375.67	47.9%	
205-42280-1055	FD Duty Crew Payroll	\$59,280.00	\$22,625.00	36,655.00	38.2%	
205-42280-1060	Navarre Fire Call Pay	\$45,877.00	\$8,826.60	37,050.40	19.2%	
205-42280-1065	Willow Fire Call Pay	\$58,981.00	\$27,450.10	31,530.90	46.5%	
205-42280-1075	Fire Fighter Training Pay	\$63,774.00	\$17,590.69	46,183.31	27.6%	
205-42280-1080	Fire Officer Pay	\$21,638.00	\$8,460.61	13,177.39	39.1%	
205-42280-1130	Insurance opt Out Pay	\$14,500.00	\$7,437.56	7,062.44	51.3%	
205-42280-1210	PERA	\$21,500.00	\$9,485.33	12,014.67	44.1%	
205-42280-1220	FICA	\$15,000.00	\$7,383.85	7,616.15	49.2%	
205-42280-1310	Employer Paid Health	\$985.00	\$513.80	471.20	52.2%	
205-42280-1510	Workers Comp Insurance Prem	\$44,000.00	\$38,088.67	5,911.33	86.6%	Annual
205-42280-2030	Printed Forms	\$500.00	\$184.63	315.37	36.9%	
205-42280-3000	Professional Srvs	\$3,000.00	\$442.27	2,557.73	14.7%	
205-42280-3010	Auditing and Accounting Services	\$6,200.00	\$4,000.00	2,200.00	64.5%	
205-42280-3090	Software Support	\$6,000.00	\$3,562.50	2,437.50	59.4%	
205-42280-3110	W.A.F.T.A	\$2,000.00	\$2,000.00	0.00	100.0%	Annual
205-42280-3120	Legal Fees - Civil	\$2,000.00	\$1,754.50	245.50	87.7%	
205-42280-3150	LL Admin Fee	\$18,000.00	\$18,000.00	0.00	100.0%	Annual
205-42280-3230	Cell Phones	\$500.00	\$260.00	240.00	52.0%	
205-42280-3350	Education / Conferences	\$4,500.00	\$5,126.64	(626.64)	113.9%	
205-42280-3355	Motor Vehicle Lic & Reg	\$100.00	\$0.00	100.00	0.0%	
205-42280-3610	General Liability Ins	\$9,500.00	\$10,275.00	(775.00)	108.2%	Annual
205-42280-4045	Insurance Claim Expense	\$250.00	\$0.00	250.00	0.0%	
205-42280-4300	Miscellaneous	\$1,500.00	\$240.44	1,259.56	16.0%	
205-42280-4330	Dues and Subscriptions	\$2,750.00	\$2,105.64	644.36	76.6%	
205-42280-4450	Food & Beverage (Mtgs/Trng)	\$1,500.00	\$464.30	1,035.70	31.0%	
205-42280-5710	Computer/Printer Replacement	\$4,650.00	\$1,079.67	3,570.33	23.2%	
205-42280-5800	Other Equipment	\$4,000.00	\$0.00	4,000.00	0.0%	

205-42281-2010	Office Supplies	\$750.00	\$864.61	(114.61)	115.3%
205-42281-2080	Training/Instruct Materials	\$500.00	\$1,732.58	(1,232.58)	346.5%
205-42281-2120	Motor Fuels	\$11,500.00	\$4,443.82	7,056.18	38.6%
205-42281-2150	Shop Supplies	\$1,500.00	\$359.83	1,140.17	24.0%
205-42281-2160	Chemicals and Chem Products	\$750.00	\$865.29	(115.29)	115.4%
205-42281-2175	Fire Prevention Materials	\$1,500.00	\$0.00	1,500.00	0.0%
205-42281-2190	Medical Supplies	\$2,000.00	\$1,373.61	626.39	68.7%
205-42281-2210	Equipment Parts	\$2,000.00	\$76.89	1,923.11	3.8%
205-42281-2215	SCBA Equipment Parts	\$400.00	\$450.00	(50.00)	112.5%
205-42281-2400	Small Tools and Minor Equip	\$2,800.00	\$889.09	1,910.91	31.8%
205-42281-2410	Protective Gear/Uniforms	\$5,500.00	\$729.29	4,770.71	13.3%
205-42281-2415	Turn Out Gear	\$20,000.00	\$13,063.54	6,936.46	65.3%
205-42281-3000	Professional Srvs	\$4,000.00	\$1,227.50	2,772.50	30.7%
205-42281-3050	Physicals / Other Medical	\$8,500.00	\$4,197.00	4,303.00	49.4%
205-42281-3225	Truck Communication Services	\$3,250.00	\$2,138.80	1,111.20	65.8%
205-42281-3235	Cty 800mhz Radio Admin Fee	\$12,000.00	\$4,828.68	7,171.32	40.2%
205-42281-3280	Pagers/Radios (Ancom)	\$750.00	\$1,486.35	(736.35)	198.2%
205-42281-3285	Radio Lease	\$4,100.00	\$1,558.83	2,541.17	38.0%
205-42281-3310	Travel / Mileage Reimb	\$700.00	\$519.42	180.58	74.2%
205-42281-3350	Education / Conferences	\$12,000.00	\$3,305.07	8,694.93	27.5%
205-42281-4030	Light Truck Maint & Repair	\$5,000.00	\$787.06	4,212.94	15.7%
205-42281-4035	Heavy Truck Maint & Repair	\$12,000.00	\$14,873.44	(2,873.44)	123.9%
205-42281-4040	Equip Maint & Repair	\$3,000.00	\$786.53	2,213.47	26.2%
205-42281-4600	Recognition Expenditures	\$500.00	\$0.00	500.00	0.0%
205-42282-2230	Bldg & Grnds Maint Supplies	\$750.00	\$526.75	223.25	70.2%
205-42282-3000	Professional Srvs	\$750.00	\$377.40	372.60	50.3%
205-42282-3275	Internet Access (Mediacom)	\$8,300.00	\$3,000.18	5,299.82	36.1%
205-42282-3810	Electricity Expense	\$12,500.00	\$3,614.69	8,885.31	28.9%
205-42282-3820	City Utilities (Wat,Sew,Storm)	\$3,100.00	\$1,528.45	1,571.55	49.3%
205-42282-3830	Natural Gas Expense	\$8,000.00	\$2,953.68	5,046.32	36.9%
205-42282-3840	Custodial & Waste Removal	\$9,000.00	\$4,522.92	4,477.08	50.3%
205-42282-3845	Lawn & Turf Maintenance	\$2,100.00	\$139.00	1,961.00	6.6%
205-42282-4010	Bldg Maint & Repairs	\$16,000.00	\$2,771.82	13,228.18	17.3%
205-42283-1240	State Fire Aid Pension Contr	\$155,000.00	\$1,888.34	153,111.66	1.2%
205-42285-2010	Office Supplies	\$250.00	\$96.28	153.72	38.5%
205-42285-2080	Training/Instruct Materials	\$400.00	\$357.50	42.50	89.4%
205-42285-2120	Motor Fuels	\$6,000.00	\$376.47	5,623.53	6.3%
205-42285-2150	Shop Supplies	\$700.00	\$30.62	669.38	4.4%
205-42285-2160	Chemicals and Chem Products	\$750.00	\$865.28	(115.28)	115.4%
205-42285-2190	Medical Supplies	\$1,800.00	\$1,237.32	562.68	68.7%
205-42285-2210	Equipment Parts	\$1,500.00	\$0.00	1,500.00	0.0%
205-42285-2215	SCBA Equipment Parts	\$500.00	\$423.00	77.00	84.6%
205-42285-2400	Small Tools and Minor Equip	\$4,000.00	\$931.67	3,068.33	23.3%
205-42285-2410	Protective Gear/Uniforms	\$5,000.00	\$59.40	4,940.60	1.2%
205-42285-2415	Turn Out Gear	\$14,000.00	\$8,626.29	5,373.71	61.6%
205-42285-3000	Professional Srvs	\$4,600.00	\$1,892.50	2,707.50	41.1%
205-42285-3050	Physicals / Other Medical	\$8,000.00	\$402.25	7,597.75	5.0%
205-42285-3225	Truck Communication Services	\$2,000.00	\$1,178.32	821.68	58.9%
205-42285-3235	Cty 800mhz Radio Admin Fee	\$8,000.00	\$2,908.39	5,091.61	36.4%



205-42285-3280	Pagers/Radios (Ancom)	\$750.00	\$897.35	(147.35)	119.6%
205-42285-3285	Radio Lease	\$4,100.00	\$1,558.83	2,541.17	38.0%
205-42285-3310	Travel / Mileage Reimb	\$700.00	\$0.00	700.00	0.0%
205-42285-3350	Education / Conferences	\$12,000.00	\$390.00	11,610.00	3.3%
205-42285-4030	Light Truck Maint & Repair	\$3,000.00	\$238.50	2,761.50	8.0%
205-42285-4035	Heavy Truck Maint & Repair	\$7,000.00	\$7,514.05	(514.05)	107.3%
205-42285-4040	Equip Maint & Repair	\$2,500.00	\$1,180.00	1,320.00	47.2%
205-42285-4600	Recognition Expenditures	\$500.00	\$0.00	500.00	0.0%
205-42286-2230	Bldg & Grnds Maint Supplies	\$500.00	\$189.41	310.59	37.9%
205-42286-3000	Professional Svcs	\$900.00	\$685.40	214.60	76.2%
205-42286-3275	Internet Access	\$7,000.00	\$2,385.33	4,614.67	34.1%
205-42286-3810	Electricity Expense	\$4,500.00	\$1,725.93	2,774.07	38.4%
205-42286-3820	City Utilities (Wat,Sew,Storm)	\$2,300.00	\$942.23	1,357.77	41.0%
205-42286-3830	Natural Gas Expense	\$3,500.00	\$1,497.44	2,002.56	42.8%
205-42286-3840	Custodial & Waste Removal	\$7,000.00	\$3,507.11	3,492.89	50.1%
205-42286-3845	Lawn & Turf Maintenance	\$1,500.00	\$0.00	1,500.00	0.0%
205-42286-4010	Bldg Maint & Repairs	\$9,500.00	\$2,704.96	6,795.04	28.5%
<b>Total</b>		<b>\$979,735.00</b>	<b>\$377,664.42</b>	<b>\$602,070.58</b>	<b>38.5%</b>

Ref Note:

