



CITY COUNCIL MEETING

June 03, 2025 at 6:30 PM

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

AGENDA

1. Call to Order

2. Pledge of Allegiance

3. Mayor's Comments – Long Lake News, Meeting Review and Updates

4. Approve Agenda

5. Consent Agenda

A. Approve Minutes of May 20, 2025 City Council Work Session

B. Approve Minutes of May 20, 2025 City Council Meeting

C. Approve Vendor Claims and Payroll

D. Adopt Resolution No. 2025-17 Approving Issuance of a Special Event Permit for Corn Days 2025 on August 9, 2025; 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 Exempt for Gambling Activities at Corn Days

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. Supplemental Agreement for Professional Services - 2025 Street Improvement Project Scope Changes

B. Fire Department Transition / Future Fire Services News & Updates

8. Other Business

9. Adjourn

UPCOMING MEETINGS & OTHER DATES OF NOTE

Tuesday, June 17 (6:30 pm) / City Council Meeting

Thursday, June 19 / City Offices Closed (Juneteenth - Freedom Day)



**MINUTES
CITY COUNCIL WORK SESSION
May 20, 2025**

CALL TO ORDER

The meeting was called to order at 5:30 pm.

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

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

Absent: None

APPROVE AGENDA

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

OPEN CORRESPONDENCE

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

BUSINESS ITEMS

A. Discussion of Updates Regarding the Fire Department and Fire Services Planning

Mayor Miner indicated a lot had occurred over the last few weeks. Additionally, Orono Fire Chief Van Eyll had been laid off and the Orono Council had appointed an Interim Fire Chief, Shea Chwialkowski.

City Administrator Weske updated the Council regarding ongoing fire services planning. Biweekly meetings are being held to discuss the transition and noted that they have been discussing the duty crew program with the part-timers and scheduling. Currently, Orono had the hours slated for 6:00 am to 10:00 pm, and the new thought was to reduce that to either 6:00 am to 6:00 pm or 6:00 am to 8:00 pm. He reviewed possible staffing breakdowns that Orono was asking for, and the possibility that Long Lake paid on-call firefighters could help fill some holes in the gaps within Orono's schedule.

The Council discussed some of the requests that the Orono Fire Department had made related to staffing and whether they were needs or wants.

Councilmember Dyvik stated that part-timers cannot do more than 28 hours per week and recalled there was an agreement about the schedule included as part of the contract amendment.

Weske responded that he understood, but he'd interpreted that the amendment exhibit itemized what the parties would be working towards and were aspirational.

Mayor Miner felt it had been loosely written that when there was a need or void in part-time, the Long Lake paid-on-call firefighters could step in.

Councilmember Dyvik commented that the idea was that the paid-on-call firefighters would work until around 5:00 or 6:00 pm, which was coming home from work time, but he noted that 8:00 pm is not that time and he wondered whether Orono was just trying to get as many paid hours as they could.

Mayor Miner observed that this would affect the paid on-call firefighters because it meant that they wouldn't be paging them out until 8:00 pm.

Fire Chief Heiland explained that in the two returning CAD zones, it would be paged as an all-call from 4:00 pm until 8:00 pm. He agreed with Councilmember Dyvik, and when they first started negotiating, Orono pursued a schedule of seven days a week from 6:00 am to 10:00 pm, and believed that Orono felt they were conceding to Long Lake because they were getting rid of Sundays and cutting back the hours on Saturdays.

Councilmember Feldmann asked who the 'they' Chief Heiland was referring to.

Heiland clarified that he was referring to Interim Orono Fire Chief Chwialkowski. He clarified that the 6:00 am to 8:00 pm request was for Monday through Friday, with Saturdays from 10:00 am to 6:00 pm.

Councilmember Newcomer asked if Orono had any problems filling all of their shifts before the amendment had been signed.

Weske replied that they did have problems and he believed that there were 10 to 12% a week that were not filled, and that was with former Orono Fire Chief VanEyll working extensive hours every two weeks.

Councilmember Feldmann asked how many part-time firefighters were currently on the Orono Fire Department.

Weske responded they had nine part-time firefighters who could work a maximum of 28 hours a week.

Heiland noted that one of the nine part-timers was Chris Adams, so technically they have eight part-timers.

Councilmember Feldmann shared examples of available hours and the importance of efficiency in the scheduling of the part-timers. He asked if Interim Orono Fire Chief Chwialkowski was setting this up to fail by asking for too many hours without having enough workforce to fill them.

Weske reflected that there were different parts to this and noted that the Orono part-timers would also be at Station 2 a majority of the time because that was what Interim Fire Chief Chwialkowski had indicated Orono Councilmember Persian wanted.

Councilmember Dyvik commented that he believed Orono Councilmember Persian wanted leadership to determine where it was best for them to be stationed, and he did not recall that it was determined the best location would be Station 2. He felt the determination should be made by Fire Chief Heiland, Assistant Fire Chief Farley, and other leadership in the department, and not made because that was what an Orono Councilmember wanted to happen, which may mean that sometimes part-timers would be at Station 1 and sometimes at Station 2.

Councilmembers and staff continued to discuss duty crew stationing; how calls and will be paged throughout the coverage area; and the working schedule for the Orono part-timers.

Mayor Miner and Council member Dyvik sought Fire Chief Heiland's input on what he'd suggest for a duty crew hours schedule.

Heiland indicated that he would choose a duty crew schedule of 6:00 am to 6:00 pm, Monday through Friday.

Councilmember Dyvik stated that the hours should be 6:00 am to 6:00 pm if that was what Chief Heiland and fire leadership felt was best. He added that the duty crew should be responding to the full service area and not just two specific CAD zones.

Weske confirmed that they were responding to the whole service area.

Councilmember Dyvik added that during the day, the duty crew should be working out of both Station 1 and Station 2 because he didn't think duty crew members would be able to respond to the full service area as well from Station 2.

Weske noted that was why they were trying to schedule three firefighters on at a time, with two posted at Station 2, and one posted at Station 1.

The Council discussed the average percentage of duty crew shifts that were filled.

Weske pointed out that Long Lake Fire leadership was supportive of the 6:00 am to 6:00 pm duty crew shift, but in good faith, they had been willing to extend it to 8:00 pm.

Councilmember Dyvik did not agree with that approach.

Weske believed that the intent of doing so was for Orono firefighter retention purposes.

Councilmember Newcomer stated that he would like to see the part-timers fill the shifts from 6:00 am to 6:00 pm on Monday through Friday, and allow the Long Lake Fire Department duty crews to figure out the weekend coverages. He indicated that there should be enough hours in there, and if there were more people than slots, then they would have an extra person, and the Chief and the extra person could be stationed out of Station 1. That way, they could make sure that they have their hours to meet their job requirements and what was offered to them. He gave examples of going until 8:00 pm with duty crews and noted that if there was a Long Lake paid on-call firefighter in their home around 6:30 pm and a call came in, if they knew there was a duty crew on until 8:00 pm, the firefighter may second guess whether they needed to respond or not. When a department knows that their paid-on-call firefighters are back home and want to volunteer and serve, they should be allowed to, which is the approach he would rather take. He believed that 6:00 pm should be the end time for duty crews.

Council and staff further discussed the proposed duty crew schedule, whether the departments were training together yet, and when the easiest time of day is for firefighters to respond to calls.

Councilmember Dyvik reiterated that Fire Department leadership should decide what duty crew schedule is needed in the interest of public safety, and the schedule should not be determined based upon people wanting more hours.

Councilmembers voiced concern that the final scheduling decision was intended to remain with Chief Heiland as Fire Department leadership, not by input from Councilmembers or from Orono Interim Fire Chief Chwialkowski.

Councilmember Dyvik recalled that before the contract amendment had been signed, Interim Orono Fire Chief Chwialkowski had been clear in stating his position that he was totally against the merger of the Fire Departments. He emphasized that Interim Orono Fire Chief Chwialkowski should not run the show, but he could provide his input, and the final decision would be made by Long Lake Fire.

Council and staff continued discussion of various possible hours for duty crews; whether or not there may be a need for Saturday or overnight shifts; that the basis of the decision should be made by what the Fire Department leadership felt is needed for public safety, and what's implemented may carry forward into a future JPA; and financial considerations/calculations for duty crew hours being reviewed.

Heiland reported that Orono Fire's ladder truck had been moved into Station 1, and the tanker truck would be moved into Station 2 soon. He believed that the Orono Fire Department would be dropping their Wednesday training soon so that training would be on Monday nights in Long Lake. He noted that the only hang-up has been the hours issue.

Councilmember Dyvik asked whether the list of what equipment would be kept and what would be sold had been reviewed.

Weske confirmed that the list had been reviewed, but they have been going back and forth about its validity.

Councilmember Dyvik stated that he would like to see the equipment list be reviewed, regardless equipment ownership, and decisions made about what stays and what goes.

Heiland noted that there had been some consideration of having someone come in and offer a third-party recommendation.

Weske indicated that they had considered creating a truck committee consisting of a few part-timers, a few paid on-call firefighters, and a mechanic.

Councilmember Dyvik observed that Ryan Gonsior should be part of the committee, but added that he thought staff was going to make a first run at the equipment to come up with a list of what was needed and what wasn't needed that should be sold.

Weske stated that equipment would not be sold until 2026, when, and if, the JPA has been signed.

The Council discussed existing equipment; the status of equipment that had been ordered; items expected to be sold; and the dollar amounts for equipment items related to a settlement agreement that appeared to have been inflated.

Councilmember Dyvik commented on the need to get rid of redundant equipment.

Mayor Miner asked what was happening with the naming of the Department.

Heiland shared that a Naming Committee had been formed with members from both Departments with the idea that they would offer the cities a few final name suggestions within the next month.

Councilmember Dyvik questioned whether there would be any community input in the name selection.

Weske stated that they wanted Council feedback on the matter, and asked how much of input they would want to come from the community and the Council as far as the list of names.

Councilmember Dyvik stated that he felt the community should be allowed to throw in some names for the Naming Committee to consider.

City Clerk Moeller suggested that they allow the firefighters to come up with a Top 5 list of names for the Department, to be followed by a survey inviting community input through voting on their favorite names.

The Council discussed scheduling a meeting for the JPA advisory group, as well as a meeting with the elected officials on the Excelsior Fire District to include a few members of the Council.

OTHER BUSINESS

No other business was discussed.

ADJOURN

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

Respectfully submitted,

Scott Weske
City Administrator



**MINUTES
CITY COUNCIL MEETING
May 20, 2025**

CALL TO ORDER

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

Present: Mayor: Charlie Miner; Council: Jahn Dyvik (left the meeting at 6:45 pm with prior notice), Mike Feldmann, Deirdre Kvale, and Todd Newcomer

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

Absent: None

PLEDGE OF ALLEGIANCE

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

Mayor Miner offered the following comments and updates:

He expressed his appreciation to Councilmember Dyvik for taking over for him and serving as Mayor Pro-Tempore at the previous City Council meeting when he was unable to attend.

On May 8, Long Lake and Orono had held a Fire Services Joint Open Forum meeting and he thanked Trinity Lutheran Church for hosting the event. He noted that the City received a lot of good feedback from the forum, and a video of the open event is available for viewing on the City's website under the Fire Service Updates tab.

Mayor Miner reminded residents that Memorial Day would be on May 26, 2025. He highlighted the annual commemorative events that will occur at the cemeteries and Nelson Lakeside Park, and encouraged attendance.

APPROVE AGENDA

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

CONSENT AGENDA

The Consent Agenda consisted of the following:

- A. Approve Minutes of May 6, 2025 City Council Meeting
- B. Approve Vendor Claims and Payroll
- C. Adopt Resolution No. 2025-11 Approving Issuance of Special Event Permit #S2025-05 for the Temporary Outdoor Patio at Bucks Pub effective through October 1, 2025
- D. Adopt Resolution No. 2025-13 Approving Issuance of a Special Event Permit for the Minnesota Inboard Summer Surf Tour Stop on June 28, 2025; Approve Issuance of a Noise Variance Permit; and Authorize HCSO Water Patrol Unit Permit Issuance
- E. Adopt Resolution No. 2025-14 Accepting the Donation of Equipment Items to the City of Long Lake for the Long Lake Fire Department

- F. Adopt Resolution No. 2025-16 Appointing Mark Preissing to the Position of Park Board Member for a Term Effective Through December 31, 2027

Council member Kvale referenced the vendor claims and payroll and asked about the amounts paid to PSN for utility online billing, noting that there were two entries of around \$150 for software support that both appear to be for April.

City Administrator Weske clarified that the payment was split between two account codes, which meant that the amount paid in total was one payment divided among two funds.

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

OPEN CORRESPONDENCE

Introduction of Mark Preissing, Park Board Appointee - City Clerk Moeller introduced newly appointed Park Board Member Preissing and commented that the City was fortunate to have such a qualified individual joining the Park Board.

Mr. Preissing, a resident of the Zvago Long Lake community, shared that he was a retired public school teacher, a former director of community education, and had been heavily involved in a lot of park and recreation programming and initiatives.

Mayor Miner expressed his appreciation to Mr. Preissing for stepping forward and being willing to serve on the Park Board.

Bryan Miller, 295 Lakeview Avenue – Mr. Miller displayed photos of Lakeview Avenue to highlight a series of concerns included completely faded ‘no parking’ signage in need of replacement; a City culvert located about six inches above grade that had created a speed bump across the driveway at 249 Lakeview Avenue and needed to be reset to its proper location; and a culvert on Central Avenue in the backyard of his property on Lakeview Avenue that frequently floods because the culvert is too high on one end and needs resetting or replacement. Lastly, he shared an aerial map photo that was taken in 1940 to show that his neighborhood area was original dating back to not long after the City was founded, and voiced that he and neighbors felt it would be nice if the City spent a bit more time and attention to the Lakeview Avenue area. He reflected that they felt they had been neglected with the City not replacing the signs or addressing the culverts and drainage issues.

Councilmember Dyvik explained that he had to leave the meeting early to attend his daughter’s band concert.

Marty Schneider, 1176 Wayzata Boulevard W – Mr. Schneider provided the Council with a preview of Buckhorn Days, which was scheduled to be held on July 12, 2025. He gave a brief overview of some of the events and activities that have been planned for the day of the event including live bands performing, a fishing tournament, dog races, a bean bag toss, and a car show.

BUSINESS ITEMS

A. Resolution of Support for the Long Lake Creek Subwatershed Partnership and with the Minnehaha Creek Watershed District (MCWD) Downtown Long Lake Feasibility Study

Weske recalled that in 2014, the had MPCA completed a Total Maximum Daily Load (TMDL) study that identified five impaired lakes in the Long Lake Creek Subwatershed District. He touched on the history of partnerships, grants received, and projects undertaken to address some of the water quality issues. He reported that the MCWD had received a grant from the Board of Water and Soil Resources (BWSR) to conduct a feasibility study for the downtown Long Lake area and was ready to initiate the study with the support of the City.

James Whisker, MCWD Administrator, gave a presentation that provided an overview of the MCWD's role and discussed the Long Lake Creek partnership.

Rachel Baker, MCWD Project Manager, introduced herself.

Mayor Miner pointed out that Ms. Baker's father was a former Mayor in Long Lake and noted that her maiden name was Bash.

Ms. Baker outlined some details related to the MCWD's proposed Downtown Long Lake Feasibility Study, the grant funding acquired for the study, their organization's hope of collaboration with the City to see how they can integrate stormwater improvements into the downtown landscape, reviewed the project timeline and potential next steps, and answered Council questions.

A motion was made by Kvale, seconded by Feldmann, to adopt Resolution No. 2025-12 accepting the Long Lake Creek Roadmap and supporting the ongoing partnership with the Minnehaha Creek Watershed District and cities of Medina and Orono to advance efforts to improve water quality in the Long Lake Creek Subwatershed. Ayes: all.

Mr. Whisker thanked the City for their support and continued partnership. He noted that he would be leaving staff with some handouts that the City could make available to the public.

B. Ordinance Amending Section 19 of the Zoning Code to Update Requirements for Residential, Business, and Swimming Pool Fences

Moeller reported that the City's fence requirements were quite outdated and have needed an update to bring them up to more current standards. She reviewed the proposed fence related language updates included in the ordinance prepared for the Council's consideration, and indicated that the Planning Commission had reviewed the draft ordinance at their May 13, 2025 meeting and unanimously recommended approval. She added that prior to the Council meeting, Councilmember Kvale had caught an error related to a cross-reference that should be changed from 'subdivision 8' to 'subdivision 11' and confirmed that staff had already made the necessary change within the document.

Councilmember Kvale read aloud a portion of the language related to a 'fence in a required front yard not exceeding three and a half feet' and asked what was meant by 'required'.

Moeller responded that the section referred to may also need to be amended because it should just say, 'fences in the front yard shall not exceed'. She suggested that they strike the word 'required' in the paragraph numbered as section five on page 53 of the packet.

Councilmember Feldmann shared a situation with development that had occurred near his property and asked what governed erosion control fencing.

Moeller replied that erosion control requirements are project-specific, but she noted that the proposed ordinance includes a provision that establishes clear expectations for how long erosion control fencing may remain in place.

Councilmember Newcomer questioned whether the chicken ordinance had also included some fencing content as well.

Moeller communicated that while she did not recall all of the provisions, the fencing requirements within the chicken ordinance would be specific to chickens.

Mayor Miner pointed out some areas where changes had been proposed to remove the word for numbers and replace them with numbers themselves, but noted that it was not done consistently within the document.

Moeller explained that the intent of doing so had been to apply grammar standards. It is typical for numbers under ten to be spelled out, and for numbers over ten to be depicted by the number.

A motion was made by Kvale, seconded by Miner, to adopt Ordinance No. 2025-01 amending Section 19 of the City's Zoning Ordinance to update requirements for residential, business, and swimming pool fences, as amended per Council discussion. Ayes: all.

C. Adoption of Code of Conduct Policy for City Council and City Advisory Boards

Moeller reviewed what had occurred at previous Council meetings, recalled some of the past discussion points related to preparation of the Code of Conduct policy document, and noted that City Attorney Thames had spoken with Councilmember Kvale regarding some of her specific concerns she'd voiced at the Council's May 6 meeting at which a second draft of the policy had been presented. The City Attorney had prepared some content revisions as an outcome of his conversation with Councilmember Kvale, and Moeller displayed a redlined version of the updated policy document to point out the language changes City Attorney Thames had made.

A motion was made by Kvale, seconded by Feldmann, to adopt the Code of Conduct Policy for City Council and City Advisory Boards as presented. Ayes: all.

D. Approve Establishing the Position of Part-Time Firefighter

Weske explained that this item was essentially a bookkeeping item and noted that the fire services contract amendment recently executed by Orono and Long Lake allows for part-time firefighters, and the proposed action to establish the position would ensure that the Fire Department has a hiring mechanism to facilitate maintaining its high standards of public safety and responsiveness for the residents in the community. He reflected that while the action requested would officially establish the new part-time firefighter position, staff is not looking to hire for the position immediately.

Mayor Miner inquired about benefits and asked if documentation needed to include that this would be a PERA-eligible position.

Weske observed that the position was automatically qualified for PERA because they would not be getting as much vacation as would a full-time employee.

Councilmember Newcomer asked whether the compensation information should be identified in the Resolution or if it should remain blank given that the intent was not to hire for this position right away.

Weske responded that the dollar amount listed was what the Department was currently paying the paid-on-call duty crews.

Kvale suggested that they could include language that says 'commensurate with experience'.

Moeller clarified that the Resolution's action would be amending the City's 2025 salary pay plan to include the position within the plan. The Resolution also states that the hourly rate may be adjusted from time to time by Resolution of the Council, and the City's salary pay plan is reviewed and adopted by Resolution annually at year-end.

A motion was made by Miner, seconded by Feldmann, to adopt Resolution No. 2025-15 establishing the position of Part-Time Firefighter; and to authorize the Fire Chief and City Administrator to hire for the position as needed to supplement Fire Department staffing levels. Ayes: all.

E. Fire Department News and Updates

Mayor Miner commented that Orono and Long Lake are continuing to work on a Joint Powers Agreement to create a jointly operated Fire Department, with the hope that Medina and Minnetonka Beach would also be interested in participation. He conveyed that Fire Chief Heiland and his leadership team have been working very closely with Orono Fire Department leadership, along with the two cities' Administrators, to work out operational issues that will need to converge as the departments work together, which has been going well. He also mentioned that the two Fire Chiefs are pulling together a group of firefighters from both departments to form a committee to work on some possible naming options for the future Department.

OTHER BUSINESS

Responding to Comments Received Regarding Lakeview Avenue - Councilmember Feldmann referenced the comment shared under Open Correspondence regarding the need to replace parking signage on Lakeview Avenue, and asked if the City had a stash of signs available somewhere that could be put to use. Weske stated that there may be some available, but they might be non-compliant with current regulatory signage requirements. He mentioned that street signs need to be reflective and follow certain new sizing requirements. He indicated that the City would have to check pricing for compliant signage. Moeller added that the other issues raised concerning the Lakeview Avenue roadway, drainage, and culvert conditions would have to be answered by Public Works Director Diercks.

LMCC and Midco Updates - Councilmember Kvale reported that at the recent LMCC Commission meeting, Jim Lundberg had tendered his resignation/retirement as of December 2025. She explained that the LMCC would go down to a one-person operation with Tyler Rabe remaining on staff, which will result in cost savings for the organization, and contract producers would continue to provide content. She added that while there has been some interest in their building that's currently for sale, offers were not at the price the LMCC was hoping for. Mayor Miner mentioned that he had received a flyer in the mail advertising the upcoming availability of Midco services in the City.

ADJOURN

Hearing no objection, Mayor Miner adjourned the meeting by general consent at 7:47 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 / June 3, 2025

SUBJECT: Approve Vendor Claims and Payroll

Prepared By: Amanda Nowezki, Finance Director

Report Date: 05/28/2025

Recommended City Council Action

Staff recommends the following:

Motion to approve vendor claims paid in the amount of \$47,270.98 and electronic vendor payments in the amount of \$3,770.84 for a total amount of **\$51,041.82**; gross City Employee payroll paid May 29 in the amount of **\$28,240.53**.

Overview / Background

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

Supporting Information

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



LONG LAKE, MN

05/28/25 4:23 PM

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Section 5C.

*Check Summary Register©

Checks 71236-71255

Name		Check Date	Check Amt	
10100 GENERAL FUND CASH				
71236	BIFFS, INC.	5/15/2025	\$550.00	Biff Rental - Nelson Lakeside
71237	GAMETIME	5/15/2025	\$1,635.26	Parks-Replacement Tube Section at Holbrook
71238	HEALTHPTNR-GROUP HLTH	5/15/2025	\$67.20	FD EAP-May 2025
71239	BOUND TREE MEDICAL, LLC.	5/23/2025	\$176.72	FD Medical Supplies-Glucose Gel Packs and B
71240	CITY OF WAYZATA	5/23/2025	\$28,497.00	Police Services - June 2025
71241	COLONIAL LIFE	5/23/2025	\$13.06	AD Insurance - June 2025
71242	DELTA DENTAL	5/23/2025	\$410.88	Dental Insurance - June 2025
71243	FP MAILING SOLUTIONS	5/23/2025	\$171.00	Postage Machine Service - 05/12/25-8/11/25
71244	GREGOR FARM & GREENHOUS	5/23/2025	\$3,528.00	23" Hanging Baskets-Wayzata Blvd (x32)
71245	HAWKINS INC	5/23/2025	\$50.00	Water Chemicals - Chlorine Cylinder
71246	Kirvida Fire, Inc.	5/23/2025	\$447.45	FD1 Engine #11 (New) -Toyne Pumper; Check
71247	MN LIFE INSURANCE CO	5/23/2025	\$25.60	LIFE INS - June 2025
71248	TRANSPORT GRAPHICS	5/23/2025	\$345.18	FD Graphics- Rescue 11 Truck Magnets
71249	WSB & ASSOCIATES, INC	5/23/2025	\$7,489.05	GIS Mapping; Follow up, App updates, Notes
71250	CENTERPOINT ENERGY	5/28/2025	\$25.55	Gas Charges - 25 Apple Glen Rd (04/17/25-05/
71251	Hennepin Cty Fire Chiefs Assn	5/28/2025	\$200.00	2025 FD Dues
71252	MADISON NATIONAL LIFE	5/28/2025	\$131.20	STD Insurance - June 2025
71253	MEDIACOM	5/28/2025	\$749.98	CH Internet Services - (05/26/25-06/25/25)
71254	TRI-STATE PUMP & CONTROL, I	5/28/2025	\$975.00	Lift Station Annual Inspections (x3)
71255	ZIEGLER INC	5/28/2025	\$1,782.85	Well House #1-Emergency Generator Repairs
Total Checks			\$47,270.98	



LONG LAKE, MN

Section 5C.

05/28/25 4:24 PM

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*Check Detail Register©

Checks 71236-71255

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
10100 GENERAL FUND CASH					
71236	05/15/25	BIFFS, INC.			
E 101-45200-3880		Portable Toilet Rental	\$265.00	INV247309	Biff Rental - Nelson Lakeside
E 101-45200-3880		Portable Toilet Rental	\$95.00	INV247309	Biff Rental - Dexter Park
E 101-45200-3880		Portable Toilet Rental	\$95.00	INV247309	Biff Rental - Holbrook Park
E 101-45200-3880		Portable Toilet Rental	\$95.00	INV247309	Biff Rental - Hardin Park
		Total	\$550.00		
71237	05/15/25	GAMETIME			
E 225-49000-4000		Playground Equipment	\$1,635.26	106125-01-2	Parks-Replacement Tube Section at Holbrook Park
		Total	\$1,635.26		
71238	05/15/25	HEALTHPTNR-GROUP HLTH			
E 205-42280-1310		Employer Paid Health	\$67.20	7103072	FD EAP-May 2025
		Total	\$67.20		
71239	05/23/25	BOUND TREE MEDICAL, LLC.			
E 205-42281-2190		Medical Supplies	\$176.72	85772335	FD Medical Supplies-Glucose Gel Packs and Blankets
		Total	\$176.72		
71240	05/23/25	CITY OF WAYZATA			
E 101-42110-3130		Subcontracted Police Svc	\$28,497.00	052025	Police Services - June 2025
		Total	\$28,497.00		
71241	05/23/25	COLONIAL LIFE			
G 101-21710		Other Deductions	\$13.06	052225	AD Insurance - June 2025
		Total	\$13.06		
71242	05/23/25	DELTA DENTAL			
E 101-41500-1310		Employer Paid Health	\$78.10	RIS00063985	Dental Insurance - June 2025
E 101-43050-1310		Employer Paid Health	\$128.75	RIS00063985	Dental Insurance - June 2025
E 601-49400-1310		Employer Paid Health	\$51.50	RIS00063985	Dental Insurance - June 2025
E 602-49450-1310		Employer Paid Health	\$38.62	RIS00063985	Dental Insurance - June 2025
E 603-43150-1310		Employer Paid Health	\$38.62	RIS00063985	Dental Insurance - June 2025
G 101-21706		FlexPlan - Ins Prem	\$75.29	RIS00063985	Dental Insurance - June 2025
		Total	\$410.88		
71243	05/23/25	FP MAILING SOLUTIONS			
E 101-41500-4130		Postage Machine Maint	\$171.00	RI06647583	Postage Machine Service - 05/12/25-8/11/25
		Total	\$171.00		
71244	05/23/25	GREGOR FARM & GREENHOUSE, INC			
E 101-43100-2250		Landscaping Materials	\$3,528.00	7914	23" Hanging Baskets-Wayzata Blvd (x32)
		Total	\$3,528.00		
71245	05/23/25	HAWKINS INC			
E 601-49400-2160		Chemicals and Chem Pro	\$40.00	7066721	Water Chemicals - Chlorine Cylinder
E 601-49400-2160		Chemicals and Chem Pro	\$10.00	7066722	Water Chemicals - Chlorine Cylinder
		Total	\$50.00		



LONG LAKE, MN

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*Check Detail Register©

Checks 71236-71255

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
71246	05/23/25	Kirvida Fire, Inc.			
E 205-42281-4035		Heavy Truck Maint & Rep	\$447.45	13308	FD1 Engine #11 (New) -Toyne Pumper; Check Brakes-No Issue Found
		Total	\$447.45		
71247	05/23/25	MN LIFE INSURANCE CO			
E 101-41500-1310		Employer Paid Health	\$9.00	51340034	LIFE INS - June 2025
E 205-42280-1310		Employer Paid Health	\$3.00	51340034	LIFE INS - June 2025
E 101-43050-1310		Employer Paid Health	\$6.00	51340034	LIFE INS - June 2025
E 601-49400-1310		Employer Paid Health	\$2.40	51340034	LIFE INS - June 2025
E 602-49450-1310		Employer Paid Health	\$1.80	51340034	LIFE INS - June 2025
E 603-43150-1310		Employer Paid Health	\$1.80	51340034	LIFE INS - June 2025
G 101-21710		Other Deductions	\$1.60	51340034	LIFE INS - June 2025
		Total	\$25.60		
71248	05/23/25	TRANSPORT GRAPHICS			
E 205-42281-4030		Light Truck Maint & Repair	\$200.94	304606	FD Graphics- Rescue 11 Truck Magnets
E 205-42280-2030		Printed Forms	\$144.24	304606	FD Graphics-Help Wanted Sandwich Board
		Total	\$345.18		
71249	05/23/25	WSB & ASSOCIATES, INC			
E 101-43100-3030		Engineering Fees	\$845.00	051925	GIS Mapping; Follow up, App updates, Notes
E 601-49400-3030		Engineering Fees	\$647.50	051925	Lead Service Line Engineering; Updates, LSL PPL Application, LSL Meeting Follow up, Etc
E 101-41910-3030		Engineering Fees	\$628.55	051925	250 Lindawood; NPDES Inspections and Mileage
E 101-43100-3030		Engineering Fees	\$843.00	051925	Bonding Request at Capital
E 420-43121-3030		Engineering Fees	\$261.00	051925	2025 PMP; Bid opening
G 700-29333		1832 Wayzata-Red Roost	\$1,044.00	051925	Red Rooster; Site Plan Review, Zoning Notes, Stowm Water Review
E 420-43121-3030		Engineering Fees	\$2,292.00	051925	2025 PMP (Lindawood); Site Meeting, Contractor Questions, Council Approval, Bid Process
E 101-41910-3032		General Planning	\$652.50	051925	General Planning; Fence Ord, Sign Permits, 1124 Underhill, etc
E 101-41910-3030		Engineering Fees	\$232.00	051925	Misc Topic Phone Calls
G 700-29316		1055 W Wayzata(Stauber)	\$43.50	051925	Planning Emails with Robb Stauber
		Total	\$7,489.05		
71250	05/28/25	CENTERPOINT ENERGY			
E 602-49450-3830		Natural Gas Expense	\$25.55	106679608-0	Gas Charges - 25 Apple Glen Rd (04/17/25-05/19/25)
		Total	\$25.55		
71251	05/28/25	Hennepin Cty Fire Chiefs Assn			
E 205-42280-4330		Dues and Subscriptions	\$200.00	2025	2025 FD Dues
		Total	\$200.00		
71252	05/28/25	MADISON NATIONAL LIFE			
E 101-41500-1310		Employer Paid Health	\$49.20	91308-0525	STD Insurance - June 2025
E 205-42280-1310		Employer Paid Health	\$16.40	91308-0525	STD Insurance - June 2025
E 101-43050-1310		Employer Paid Health	\$32.80	91308-0525	STD Insurance - June 2025
E 601-49400-1310		Employer Paid Health	\$13.12	91308-0525	STD Insurance - June 2025
E 602-49450-1310		Employer Paid Health	\$9.84	91308-0525	STD Insurance - June 2025



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*Check Detail Register©

Checks 71236-71255

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 603-43150-1310		Employer Paid Health	\$9.84	91308-0525	STD Insurance - June 2025
		Total	\$131.20		
71253	05/28/25	MEDIACOM			
E 101-41940-3275		Internet Access (Mediaco	\$499.99	91308-05162	CH Internet Services - (05/26/25-06/25/25)
E 101-41942-3275		Internet Access (Mediaco	\$249.99	91308-05162	PW Internet Services - (05/26/25-06/25/25)
		Total	\$749.98		
71254	05/28/25	TRI-STATE PUMP & CONTROL, INC.			
E 602-49450-3000		Professional Srvs	\$975.00	445841	Lift Station Annual Inspections (x3)
		Total	\$975.00		
71255	05/28/25	ZIEGLER INC			
E 601-49400-2270		Utility Maint Supplies	\$1,782.85	SI000644809	Well House #1-Emergency Generator Repairs
		Total	\$1,782.85		
		10100	\$47,270.98		

Fund Summary

10100 GENERAL FUND CASH

101 GENERAL FUND	\$37,090.83
205 FIRE DEPARTMENT	\$1,255.95
225 CHARITABLE GAMBLING	\$1,635.26
420 PAVEMENT MGMT IMPROVEMENT FUND	\$2,553.00
601 WATER FUND	\$2,547.37
602 SANITARY SEWER FUND	\$1,050.81
603 SURFACE WATER MGMT FUND	\$50.26
700 BUILDING PERMIT ESCROWS	\$1,087.50
	\$47,270.98



LONG LAKE, MN

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Section 5C.

*Check Summary Register©

Checks 3215-3216

Name		Check Date	Check Amt	
10100 GENERAL FUND CASH				
3215e	SPEEDWAY LLC	5/27/2025	\$1,805.61	Fuel - May 2025
3216e	USBANK CREDIT CARD	5/26/2025	\$1,965.23	Credit Card Purchases - May 2025
Total Checks			\$3,770.84	



LONG LAKE, MN

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*Check Detail Register©

Checks 3215-3216

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
10100 GENERAL FUND CASH					
3215 e	05/27/25	SPEEDWAY LLC			
E 101-43000-2120		Motor Fuels	\$1,241.40	104945124	PW Fuel - May 2025
E 205-42281-2120		Motor Fuels	\$564.21	104945124	FD Fuel - May 2025
		Total	\$1,805.61		
3216 e	05/26/25	USBANK CREDIT CARD			
E 101-41110-3350		Education / Conferences	\$275.00	052625	CH-League of MN Cities; Conference
E 101-41500-3090		Software Support	\$132.00	052625	CH-Google; Company Emails
E 101-43050-2010		Office Supplies	\$13.87	052625	PW-Amazon; External Speaker for Sean's PC
E 101-41940-3210		Telephone	\$61.50	052625	CH-Nextivia VOIP Phone Service
E 101-41942-3210		Telephone	\$21.00	052625	PW-Nextivia VOIP Phone Service
E 205-42281-4030		Light Truck Maint & Repair	\$57.77	052625	FD-Youngstedts Car Wash
E 205-42280-2010		Office Supplies	\$39.98	052625	FD-Amazon; Hotdog Bun Toaster and Envelopes
E 205-42281-2150		Shop Supplies	\$82.46	052625	FD-Ace; Shop Push Broom
E 205-42282-3840		Custodial & Waste Remov	\$39.99	052625	FD-Amazon; Trash Bags
E 205-42286-3840		Custodial & Waste Remov	\$19.99	052625	FD-Amazon; Trash Bags
E 205-42280-4330		Dues and Subscriptions	\$14.99	052625	FD-Amazon; Prime Membership
E 205-42281-2190		Medical Supplies	\$51.96	052625	FD-Amazon; Tamper Proof Locking Tags
E 205-42280-3090		Software Support	\$10.83	052625	FD-Microsoft 365
E 205-42282-3840		Custodial & Waste Remov	\$149.85	052625	FD-Ace; Water Softener Salt
E 205-42280-4450		Food & Beverage (Mtgs/Tr	\$119.52	052625	FD-Lunds; Sandwich Fixings
E 601-49400-3220		Postage	\$31.40	052625	PW-USPS; Mail Fluoride Samples
E 101-41940-4010		Bldg Maint & Repairs	\$107.65	052625	CH-Air Vent for Roof Repair on City Hall
E 101-45200-2230		Bldg & Grnds Maint Suppli	\$31.99	052625	PW-Ace; W&G Killer
E 602-49450-2150		Shop Supplies	\$112.96	052625	PW-Ace; Trimmer Line. Batteries, Gloves
E 601-49400-2150		Shop Supplies	\$130.70	052625	PW-Amazon; 2 Gallons Emergancy Generator
					Well House #1 Coolant
E 101-45200-4040		Equip Maint & Repair	\$136.21	052625	PW-Home Depot; Dexter Park Biff Surround
					Repairs and Grass Seed
E 101-41942-4015		Grounds Maintenance	\$32.99	052625	PW-Ace; Weed Killer
E 101-43050-4170		Uniforms	\$191.94	052625	PW-Menards; Sean Uniform (6 pants and Polo)
E 101-41942-3840		Custodial & Waste Remov	\$29.17	052625	PW-Ace; Laundry Detergent
E 101-45200-2250		Landscaping Materials	\$31.96	052625	PW-Ace; Park Mulch
E 101-41942-3840		Custodial & Waste Remov	\$37.55	052625	PW-Ace; Paper Towlels, Windex, Lysol, Etc
		Total	\$1,965.23		
		10100	\$3,770.84		

Fund Summary

10100 GENERAL FUND CASH

101 GENERAL FUND	\$2,344.23
205 FIRE DEPARTMENT	\$1,151.55
601 WATER FUND	\$162.10
602 SANITARY SEWER FUND	\$112.96
	\$3,770.84



LONG LAKE, MN

Payroll Summary

Pay Group: 01 Bi-Weekly
Check Date: 5/29/2025 per. 11

Employee	Gross Wage	Federal Gross	State Gross	Federal Tax	State Tax	Local Tax	Social Security	Medi-care	Retire	Tax Sheltered	Voluntary	Tips	Reimb.	Net
000000287 DECKER JR, MICHAEL	2,526.48	2,362.82	2,362.82	230.13	130.61		156.60	36.62	162.92	0.74				1,808.86
000000243 DIERCKS, SEAN	4,086.05	3,821.76	3,821.76	591.02	229.82		253.34	59.25	264.29					2,688.33
000000295 FAHRMAN, MATTHEW	2,526.47	2,047.85	2,047.85	148.47	80.14		137.07	32.06	162.92	315.70				1,650.11
000000286 HEILAND, MICHAEL	5,083.13	4,556.51	4,556.51	466.51	245.89			73.71	526.62					3,770.40
000000292 MACKEY, NOAH	2,324.80	2,174.99	2,174.99	182.59	117.84		144.14	33.71	149.81					1,696.71
000000091 MOELLER, JEANETTE	3,292.45	2,899.93	2,899.93	230.88	119.64		193.06	45.15	214.01	178.51				2,311.20
000000252 NOWEZKI, AMANDA	3,345.76	3,048.17	3,048.17	348.06	194.16		207.44	48.51	297.59					2,250.00
000000214 WESKE, SCOTT	5,055.39	4,740.14	4,740.14	809.65	296.99		313.06	73.22	309.22	6.03				3,247.22

941 Deposit

Federal Tax	\$3,007.31
Medicare	\$804.46
Social Security	\$2,809.42
Advanced EIC	None
Total Deposit	\$6,621.19

Pay Summary

Gross	28,240.53
Federal Gross	25,652.17
State Gross	25,652.17
FICA Gross	22,656.42

Tax Summary

Federal Tax	3,007.31	
State Tax	1,415.09	
Local Tax		
FICA Ded/Ben	1,404.71	1,404.71
Medicare Ded/Ben	402.23	402.23

Others

Retirement	2,087.38
Tax-Sheltered	500.98
Voluntary	
Tips	0.00
Reimbursement	0.00
Net	19,422.83



CITY OF
LONG LAKE

City Council Agenda Report

City of Long Lake

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

MEETING DATE / June 3, 2025

SUBJECT: Special Event Permit Request for Corn Days 2025

Prepared By: Jeanette Moeller, City Clerk

Report Date: 5/29/2025

Recommended City Council Action

Staff recommends the following:

Motion to adopt Resolution No. 2025-17 approving issuance of Special Event Permit #S2025-07 for the Corn Days 2025 one-day festival to be held August 9, 2025; to approve the issuance of a Noise Variance Permit authorizing sound amplification for musical entertainment on August 8 and 9; to approve issuance of a 1 to 4 Day Temporary On Sale Liquor License for the Church of St. George to allow the sale of alcoholic beverages for events on August 8 and 9; and to approve an Application for Exempt Permit for the Church of St. George to conduct gambling activities including bingo and raffles during the 2025 Corn Days event.

Overview / Background

The Church of St. George has made applications requesting to hold their annual Corn Days summer festival located at their property at 133 Brown Road N to be held on Saturday, August 9, 2025. The festival will offer a wide variety of family-friendly activities including children's games, inflatable(s), a petting zoo, a caricaturist, a hair artist, a wine pull in the secure beer tent, merchandise vendors, and a parked classic car rally; live entertainment; food and beverages; as well as bingo and raffle/silent auction entries.

Please note that the Application for 1 to 4 Day Temporary On Sale Liquor License for liquor service and Noise Variance Permit for live entertainment both encompass a two-day period of Friday, August 8 and Saturday, August 9. Although the Corn Days one-day festival will be held on Saturday, August 9, the Church will also be offering liquor service and musical entertainment for non-public Church events (the Corn Days setup day) to be held on Friday, August 8.

Staff recommends approval of a Special Event Permit for the Corn Days 2025 summer festival with conditions as specified in the attached permit; approval of a Noise Variance Permit to allow the use of sound amplification equipment for musical entertainment; approval of a temporary liquor license; and approval of a permit to conduct gambling activities including bingo and raffle games.

Supporting Information

- Resolution No. 2025-17
- Special Event Permit for Corn Days 2025
- Event narrative, schedule of events, and site maps for Corn Days 2025
- Noise Variance Permit for use of sound amplification equipment during event setup and the festival date
- Application for 1 to 4 Day Temporary On Sale Liquor License form
- Application for Exempt Permit form



**City Council
Resolution No. 2025-17**

**A RESOLUTION APPROVING THE ISSUANCE OF SPECIAL EVENT PERMIT #S2025-07 FOR
CORN DAYS 2025 TO BE HELD AUGUST 9, 2025**

WHEREAS, the City has received a Special Event Permit application from the Church of St. George to hold their annual Corn Days summer festival on August 9, 2025 on their property located at 133 Brown Road N; and

WHEREAS, this one-day event will offer a variety of activities and games for children and families, a parked classic car rally, live entertainment, food and beverages, and bingo and raffle(s); 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 attached hereto and made a part of this Resolution; and

WHEREAS, by accepting this permit the applicant agrees to comply with the conditions outlined on the Special Event Permit 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 #S2025-07 for the Corn Days 2025 summer festival to be held August 9, 2025 contingent on receipt of documentation, agency approvals, and satisfaction of all applicable conditions outlined by the Special Event Permit.

Adopted by the City Council of the City of Long Lake this 3rd day of June 2025.

BY:

Charlie Miner, Mayor

ATTEST:

Jeanette Moeller, City Clerk



Special Event Permit

CITY OF LONG LAKE

450 Virginia Avenue, PO Box 606

Long Lake, MN 55356

City Hall Phone / 952-473-6961

Date Issued _____

PERMIT APPLICATIONS MAY
BE EMAILED TO:
jmoeller@longlakemn.gov

Permit applications **will not be**
considered complete unless
accompanied by required
exhibits.

FOR OFFICE USE

Section 5D.

Amount Due: \$ 1

Date Paid: 5/28/25

[X] Check # 6596

[] Credit Card

[] Cash Receipt # _____

ATTENTION - 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 required exhibits and the permit fee (see page 3 of this application) to be considered complete.

Event Name CORN DAYS 2025

Describe Location or Area of City Where Event Will Take Place South side of church property on the
Corner of Brown Rd/Watertown Rd

of Participants Expected to Attend Event 1500

Describe Any Participation/Entry Fees to be Charged NONE

Event Dates/Times Proposed

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

Day of Week	Date	Start Time	End Time
<u>SATURDAY</u>	<u>August 9th</u>	<u>10am</u>	<u>10pm</u>

Event Type (CHECK ALL THAT APPLY)

[] Parade [X] Festival [] Run/Walk [] Sporting Event [] Block Party [] Private Party

[] Other, Describe _____

Event Includes (CHECK ALL THAT APPLY)

[X] Liquor Service [X] Food Service [X] Bingo/Raffles [X] Live Music [X] Amplified Audio PARKED - 20?
[X] Animals [] Pedestrians/Runners [] Bicycles [] Floats [X] Motor Vehicles, # Expected _____

[] Other Vehicles, Explain _____

[X] Games, Amusement Devices or Carnival Equipment, Describe petting zoo, inflatables

Will parking for the event exceed on site parking facilities available?

[] Yes, written permission from area property owners allowing use of their property for parking is attached.

[X] No

Who will be providing traffic control personnel? _____

Who will be providing traffic control / delineation equipment (barricades, signs, traffic cones, no parking signs, etc.)? _____

Street(s) to be Closed (A MAP SHOWING THE SPECIFIC ROUTE OR AREA TO BE CLOSED **MUST BE ATTACHED**)

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 is **required to be submitted** at least 10 days prior to the event start date, unless otherwise noted in the permit conditions of approval. Amount of insurance required is \$1,000,000.

Name of Insurance Carrier CATHOLIC MUTUAL Policy Number 8589

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

Full Name MARIA VEACH/SARA DORE Daytime Phone M: 612-220-2435
S: 763-312-9651

Alternate Phone _____ Email Address Corndayslonglake@gmail.com/info@stgeorge
longlake.org

Street Address 133 N. BROWN RD

City / State / Zip Long Lake MN 55352

Organization Information

Organization Name CHURCH OF ST. GEORGE

Mailing Address 133 N. BROWN RD

City / State / Zip Long Lake MN 55352

Phone 952-473-1247 Email Address info@stgeorgelonglake.org

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 Sara Dore Date 5/28/2025

****** THIS SECTION TO BE COMPLETED BY CITY STAFF ONLY ******

APPLICATION SUBMITTED WAS - ☒ Complete With Exhibits ☐ Incomplete - Date Completed _____

Damage Deposit Submitted (IF APPLICABLE) - ☒ Not Applicable ☐ Amount = \$ _____ Check # _____

Review by Department Head or Designee

☒ Public Works	Staff Initials <u>SD</u>	Date <u>5/29/25</u>
☒ Fire Department	Staff Initials <u>MH</u>	Date <u>5/29/25</u>
☒ Police Department	Staff Initials <u>JB</u>	Date <u>5/29/25</u>

Staff Signature - Special Event Permit Issued By _____ (CITY CLERK OR AUTHORIZED DESIGNEE)

City Council Approval Date _____ Date of Issuance _____ PERMIT #S 2025-07

Conditions of Permit Approval

☒ Permit Conditions Detailed in Attached Letter Dated 5/29/25
☐ Permit Conditions Listed Below:



May 29, 2025

Sara Dore / Maria Veach, Event Organizers
Church of St George
133 Brown Road N
Long Lake, MN 55356

RE: SPECIAL EVENT PERMIT CONDITIONS, PERMIT #S2025-07
Corn Days 2025 / Saturday, August 9, 2025 (10:00 am – 10:00 pm)

Dear Event Organizers:

Your application for a Special Event Permit for Corn Days 2025 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, or either Chief's designee, as needed.
- [] An event organizer is required to contact Wayzata Police Chief Jamie Baker at 952-404-5340 to discuss event preparation, to arrange for Police assistance as may be needed during the event, and to work with Corn Days volunteer staff.
- [] A 1 Day to 4 Day Temporary On Sale Liquor License must be obtained from the City to permit alcohol sales and service during the Corn Days 2025 one-day festival on Saturday, August 9, and during the Church of St. George non-public events on Friday, August 8.
- [] For the Corn Days festival on Saturday, August 9, controlled access to alcoholic beverage sales area must be provided. The alcohol sales area must be clearly fenced off with limited points of entry provided, preferably no more than two. ID's must be checked for anyone who appears 35 years of age or younger. Wristbands are required for alcoholic beverage service. Alcoholic beverages may not leave Church of St George property at any time. The wine pull included in the event schedule must be held in the controlled alcoholic beverage sales area.
- [] Any persons working alcohol sales for Corn Days 2025 may not be under the influence of or consume alcoholic beverages while staffing their location.

- [] If the Gear West 5K and 1K run events propose to use Long Lake streets, Gear West is required to apply for and obtain a Special Event Permit from the City of Long Lake at least 30 days prior to the Corn Days event date.
- [] The Long Lake Area Chamber of Commerce is required to apply for and obtain a Special Event Permit from the City of Long Lake at least 30 days prior to the Corn Days Parade event date.
- [] An Application for Exempt Permit is required in order for the Church of St. George to conduct gambling activities including bingo and raffles during Corn Days 2025.
- [] Any outside food vendors are required to be current on all applicable Hennepin County Environmental Health and/or Minnesota Department of Health food business licensing, and outside food vendors may not conduct alcoholic beverage sales during the event.
- [] A Noise Variance Permit must be obtained from the City to allow the use of sound amplification for live entertainment during the Corn Days 2025 one-day festival on August 9, and during the Church of St. George non-public events on Friday, August 8. Live entertainment must end consistent with the expiration time(s) listed in the approved Noise Variance Permit.
- [] Portable restrooms and handwashing stations must be available on site in addition to existing Church facilities in order to accommodate the anticipated attendance.
- [] Written permission or email correspondence from property or business owner(s) for any off-site parking locations to be utilized for Corn Days 2025 must be submitted to the City Clerk *by no later than Thursday, August 7.*
- [] A Certificate of General Liability Insurance must be submitted to the City Clerk *by no later than Thursday, August 7.*

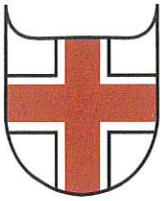
Please be advised that by acceptance of Special Event Permit #S2025-07, the permit holder, on behalf of any and all organizations and private persons, grants authority to operate under the Special Event Permit, and agrees to indemnify and hold harmless the City of Long Lake from all claims arising from 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



THE CHURCH OF ST. GEORGE

Section 5D.

133 NORTH BROWN ROAD • LONG LAKE, MINNESOTA 55356 • (952) 473-1247



May 28, 2025

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

Dear Jeanette,

I am submitting St. George's applications for Corn Days 2025 for consideration by the city. I very much appreciate your assistance in helping me through this process and getting our event on the city council meeting agenda at the soonest possible meeting.

This year Corn Days will be a one-day community celebration that will be held on Saturday, August 9, 2025, from 10am - 10:00pm. The event will take place on St. George parish grounds, and the grounds will officially open at 11am with a "soft opening" at 10am.

We will serve food and beverages on **Saturday from 10am - 10:00pm** with live music from **11:45pm-10:00pm**. In addition to the live music, we will also have kids' inflatables and games, a petting zoo, a caricaturist & hair artist, bingo, silent auction, a car rally to the west of the church, a wine pull, a pancake breakfast on Saturday, and a Fiesta Dinner in the community Center. The car rally, which will be a classic car show on the west lawn area adjacent to the community center, will display parked cars.

St. George will have approximately 3 food booths, a pop and water booth, and a beer tent. We are inviting 2-3 outside food vendors this year, as well as merchandise vendors.

St. George has on-site parking for 200 vehicles with street parking plus the availability of additional parking at Rettinger's Funeral Home if needed, though we have not previously needed this additional parking.

We will contract with Biffs, Inc. for bathrooms and hand washing facilities and Republic for garbage containers and will coordinate site clean-up internally. Please note the second map which shows the bathrooms and handwashing stations.

We will have a beer tent supplied by the Dabbler Depot run by St. George parish members that requires a temporary on-sale liquor license.

The Long Lake Chamber of Commerce which runs the Corn Days Parade and Gear West which facilitates the Corn Days 5K independently but in conjunction with Corn Days will be submitting separate applications for those particular events.

In addition to the festival on Saturday, August 9th, we will have a **much smaller parish volunteer event on the evening of Friday, August 8th** for set up and corn husking during which alcohol will be served and live music will be played. This event will take place between 5pm-9pm.

Event Coordinators are:

Sara Dore: cell 763-312-9651, Parish Staff, Church of St. George
Maria Veach, cell 612-220-2435, 2025 Corn Days Chair

Thank you for your assistance in making Corn Days 2025 a success. Let me know if you need any further information.

Many thanks and God Bless,

Sara Dore
Church of St. George
952-473-1247 X101

Enclosures:

- 1) Special Event Permit Application (including site maps)
- 2) Noise Variance Permit
- 3) 2 MN Applications:
 - a. MN Department of Public Safety Application for 1 - 4 day temporary on-sale liquor license (requires city sign-off)
 - b. Minnesota Lawful Gambling Permit (requires city sign-off)
- 4) \$125 check for permits (\$100 for special events and \$25 for temporary liquor license)
- 5) Corn Days Flyer with detailed event narrative



The Church of St. George

55th Annual Corn Days

Saturday, August 9, 2025

Located South of Hwy 112 on the corner of Brown Rd & Watertown Rd in Long Lake

For More Information, call 952-473-1247 or visit CORNDAYS.COM



- | | | | |
|-----------------|---|--|---------------------------------------|
| 8:30am-11:00am | Knights of Columbus Breakfast | 5:00pm | Fiesta Dinner in the Community Center |
| 11:00am-10:00pm | Grounds Open: Food Booths, Beer Tent, & Merchandise Vendors | 5:00pm-7:30pm | Live Music: <i>Stampede</i> |
| 11:00am | Long Lake Chamber of Commerce Parade | 8:00pm-10:00pm | Live Music: <i>Shalo Lee</i> |
| 11:45am-7:00pm | Petting Zoo, Glitter Hair, Inflatables & Games (wristband) | 10:00pm | Grounds Close |
| 11:45am-7:00pm | Cars and Corn | SUNDAY, AUGUST 10th in the Community Center | |
| 11:45am-7:00pm | Wine Pull in the Beer Tent | 10:00am-11:00am | Breakfast to Benefit Red Lake Mission |
| 12:00pm-3:30pm | BINGO in the Community Center | 10:45am | Raffle Drawing |
| 12:00pm-7:00pm | Caricature Artist (wristband) | 11:00am | Silent Auction bidding ends |
| 12:00pm-1:30pm | Live Music: <i>Mike Bustin</i> | | |
| 2:00pm-4:00pm | Live Music: <i>Welcome Drive</i> | | |
| 4:00pm-5:00pm | Mass | | |

For information about registering for the Long Lake Chamber of Commerce Corn Days Parade, contact Marty at 612-237-3843 or martyexplore@msn.com.

St. George Silent Auction

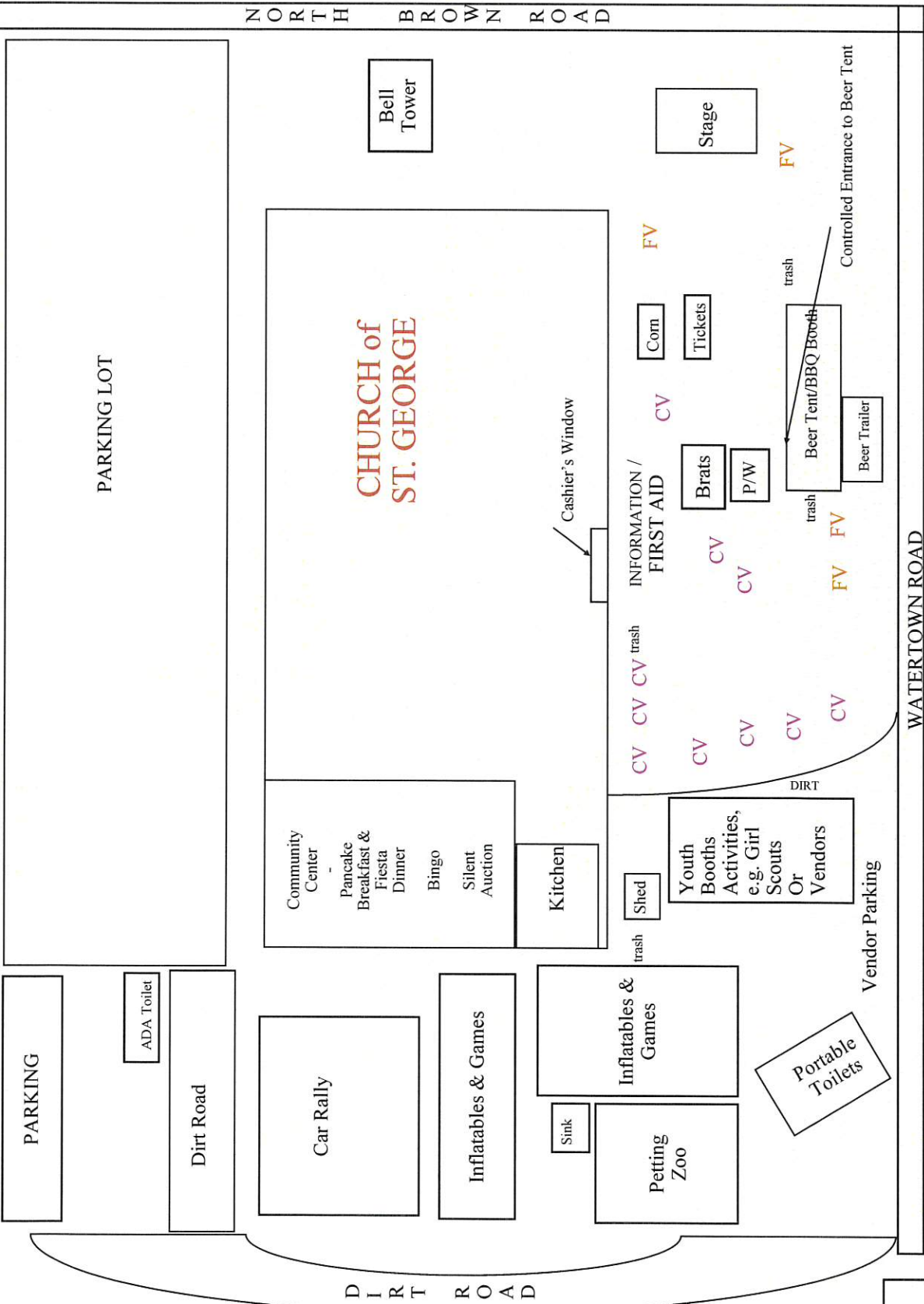
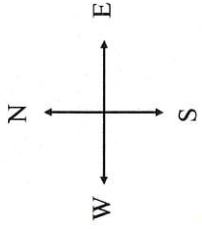
Online bidding: August 3rd-August 10th; check out corndays.com, Facebook or Instagram@stgeorgechurchill for details!



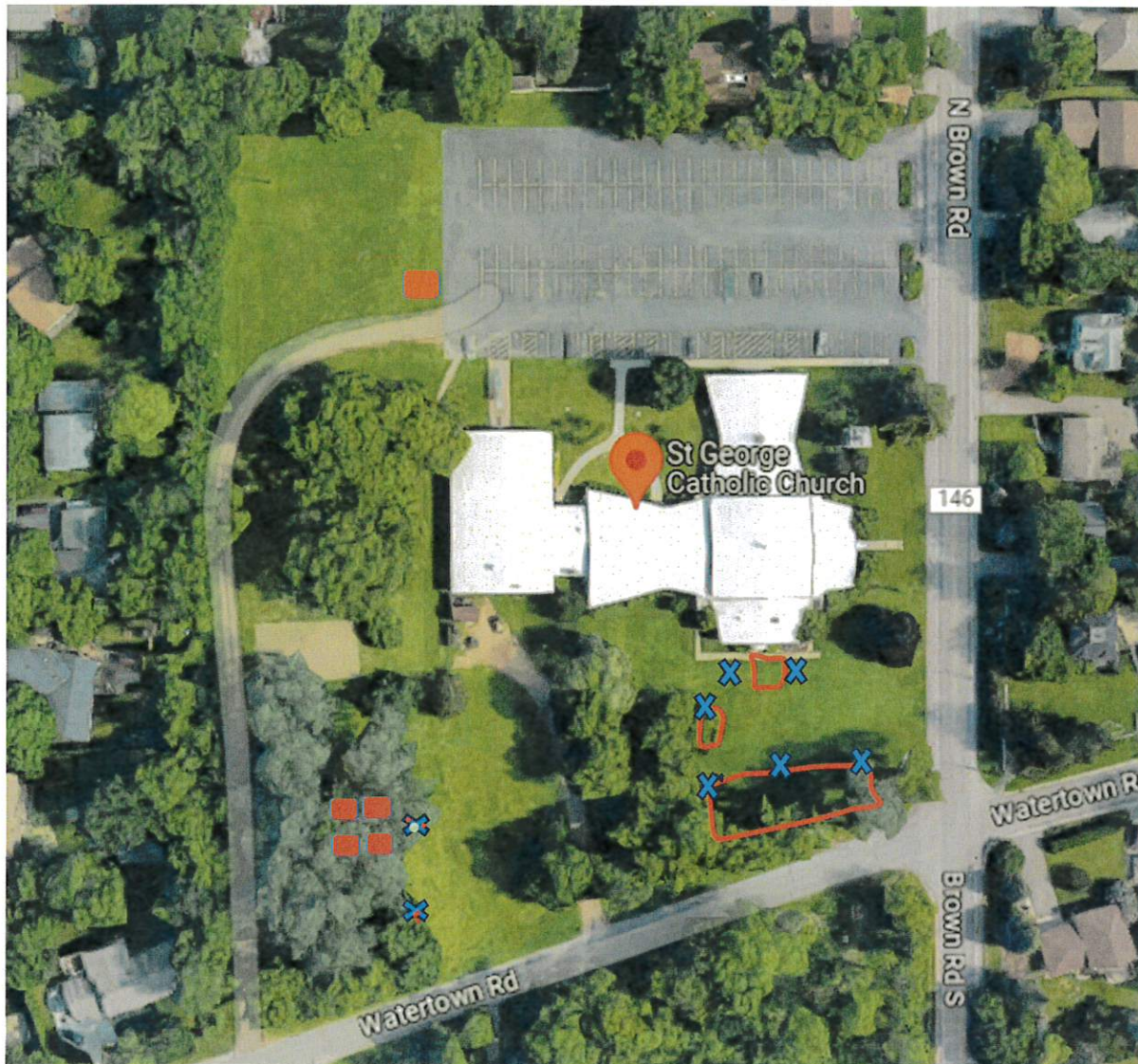
Section 5D.



CORN DAYS FESTIVAL SATURDAY, AUGUST 9, 2025



CV = Craft Vendor
FV = Food Vendor
Note: More slots can be added for both CV and FV as space allows.
30



BIFF'S SINKS AND TOILETS 2025

ADA Portable Toilet: By the intersection of the southwest corner of the church parking lot and the dirt road.

Portable Toilet Cluster & Sink: There is an area between the trees on the west part of the property. The sink is at the entrance with the four toilet units arranged with two on one side and two on the other, facing each other with a wide aisle in between.

Zoo Sink: There is an enclosure of trees used for the petting zoo area. The sink will be by the entrance of this area.

Beer Tent Sinks: There are three sinks outside the beer tent, one along the front west edge, one in approximately the front middle and one on the front east end.

Brat Booth Sink: There is one sink by the brat booth tent.

The Corn Booth: There are sinks on either side of the corn booth tent.



Noise Variance Permit Application

CITY OF LONG LAKE
 450 Virginia Avenue, PO Box 606
 Long Lake, MN 55356
 City Hall Phone / 952-473-6961

**PERMIT APPLICATIONS MAY
 BE EMAILED TO:**
jmoeller@longlakemn.gov

- Complete this permit application form and submit to City Hall **at least 45 days prior to the requested start date**. Permit applications must be reviewed by staff and presented to City Council for approval and authorization to issue.

Applicant Information (Person Responsible for Duties of Permit Holder)

Contact Person / Applicant Name SARA DORE
 Phone 763-312-9651 Email Address info@stgeorgelonglake.org
 Organization Name CHURCH of ST. GEORGE
 Mailing Address 266 Heather Lane
 City / State / Zip Long Lake MN 55356

Noise Variance Request

Describe in detail the activity (live music, sound amplification for an event, construction, etc.) requiring a variance from the City's noise ordinance on the lines below:

A volunteer event on Friday, August 8th and Corn Days, August 9th will be using sound amplification for live music for the dates and times listed.

** List All Dates and Requested Hours for Proposed Noise Activity Below **

Day of Week	Date	Start Time	End Time
FRIDAY	August 8	5pm	9pm
SATURDAY	August 9	10am	10:30pm

Applicant Signature

Permit holder is required to have an individual present at all times to monitor sound levels and assure operation within reasonable limits. The applicant / organization acknowledges that the Wayzata Police Department and its officers, acting on behalf of the City of Long Lake, are empowered to revoke this Noise Variance Permit at any time for any concerns that are not immediately resolved by the permit holder or a representative of the permit holder. This revocation shall cause the immediate termination of the noise originally authorized by this permit.

X Signature of Applicant Sara Dore Date 5/28/2025

*** THIS SECTION TO BE COMPLETED BY CITY STAFF ONLY ***

Staff Signature - Permit Issued By _____ (CITY CLERK OR AUTHORIZED DESIGNEE)

City Council Approval Date _____ Date of Issuance _____

Conditions of Permit Approval _____



Minnesota Department of Public Safety
Alcohol and Gambling Enforcement Division
445 Minnesota Street, Suite 1600, St. Paul, MN 55101
651-201-7507 TTY 651-282-6555

Section 5D.

**APPLICATION AND PERMIT FOR A 1 DAY
TO 4 DAY TEMPORARY ON-SALE LIQUOR LICENSE**

Name of organization Church of St. George		Date of organization Jan 1, 1916		Tax exempt number 41-0797341	
Organization Address (No PO Boxes) 133 N Brown Rd		City Long Lake	State Minnesota	Zip Code 55356	
Name of person making application Sara Dore		Business phone 952-473-1247		Home phone 952-426-9445	
Date(s) of event August 8-9, 2025		Type of organization ☐ Microdistillery ☐ Small Brewer ☐ Club ☐ Charitable ☒ Religious ☐ Other non-profit			
Organization officer's name Fr Shane Stoppel-Wasinger		City Long Lake	State Minnesota	Zip Code 55356	
Organization officer's name Dr. William Kottemann		City Long Lake	State Minnesota	Zip Code 55356	
Organization officer's name Daren Grothaus		City Orono	State Minnesota	Zip Code 55356	

Location where permit will be used. If an outdoor area, describe. *For Corn Days on August 9th.*
The beer tent is located on the south lawn along Watertown Rd. There is a limited entrance. Alcohol is also served in the Fireside Room in the building as part of the Fiesta Dinner.

Friday, August 8th; parish volunteer gathering on the south lawn of church - alcohol will be served
If the applicant will contract for intoxicating liquor service give the name and address of the liquor license providing the service.

Dabbler Depot, 1545 7th Street West Saint Paul, Minnesota, 55102

If the applicant will carry liquor liability insurance please provide the carrier's name and amount of coverage.
Catholic Mutual \$500,000

APPROVAL

APPLICATION MUST BE APPROVED BY CITY OR COUNTY BEFORE SUBMITTING TO ALCOHOL AND GAMBLING ENFORCEMENT

CITY OF LONG LAKE
City or County approving the license
\$25.00
Fee Amount

Event in conjunction with a community festival ☒ Yes ☐ No
1,741
Current population of city

Kanette Moeller, City Clerk
Please Print Name of City Clerk or County Official

8/8/25 and 8/9/25
Date Approved
Permit Date
jmoeller@longlake.mn.gov
City or County E-mail Address

Signature City Clerk or County Official

CLERKS NOTICE: Submit this form to Alcohol and Gambling Enforcement Division 30 days prior to event

No Temp Applications faxed or mailed. Only emailed.

ONE SUBMISSION PER EMAIL, APPLICATION ONLY.

PLEASE PROVIDE A VALID E-MAIL ADDRESS FOR THE CITY/COUNTY AS ALL TEMPORARY PERMIT APPROVALS WILL BE SENT BACK VIA EMAIL. E-MAIL THE APPLICATION SIGNED BY CITY/COUNTY TO AGE.TEMPORARYAPPLICATION@STATE.MN.US

LG220 Application for Exempt Permit

Page 1 of 3

An exempt permit may be issued to a nonprofit organization that:

- conducts lawful gambling on five or fewer days, and
- awards less than \$50,000 in prizes during a calendar year.

If total raffle prize value for the calendar year will be \$1,500 or less, contact the Licensing Specialist assigned to your county by calling 651-539-1900.

Application Fee (non-refundable)

Applications are processed in the order received. If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**.

Due to the high volume of exempt applications, payment of additional fees prior to 30 days before your event will not expedite service, nor are telephone requests for expedited service accepted.

ORGANIZATION INFORMATION

Organization Name: Church of St. George

Previous Gambling Permit Number: X- X-27024-024

Minnesota Tax ID Number, if any: 9115209

Federal Employer ID Number (FEIN), if any: 41-0797341

Mailing Address: 133 N Brown Rd

City: Long Lake State: MN Zip: 55356 County: Hennepin

Name of Chief Executive Officer (CEO): Fr Shane Stoppel-Wasinger

CEO Daytime Phone: 952-473-1247 X111 CEO Email: frshane@stgeorgelonglake.org

(permit will be emailed to this email address unless otherwise indicated below)

Email permit to (if other than the CEO): info@stgeorgelonglake.org

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

☐ Fraternal ☒ Religious ☐ Veterans ☐ Other Nonprofit Organization

Attach a copy of one of the following showing proof of nonprofit status:

(DO NOT attach a sales tax exempt status or federal employer ID number, as they are not proof of nonprofit status.)

☒ **A current calendar year Certificate of Good Standing**

Don't have a copy? Obtain this certificate from:

MN Secretary of State, Business Services Division
60 Empire Drive, Suite 100
St. Paul, MN 55103

Secretary of State website, phone numbers:
www.sos.state.mn.us
651-296-2803, or toll free 1-877-551-6767

☐ **IRS income tax exemption (501(c)) letter in your organization's name**

Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.

☐ **IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)**

If your organization falls under a parent organization, attach copies of both of the following:

1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling; and
2. the charter or letter from your parent organization recognizing your organization as a subordinate.

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): Church of St. George

Physical Address (do not use P.O. box): 133 N Brown Rd, Long Lake, MN 55356

Check one:

☒ City: Long Lake Zip: 55356 County: Hennepin

☐ Township: _____ Zip: _____ County: _____

Date(s) of activity (for raffles, indicate the date of the drawing): August 9-10, 2025

Check each type of gambling activity that your organization will conduct:

☒ Bingo ☐ Paddlewheels ☐ Pull-Tabs ☐ Tipboards ☒ Raffle

Gambling equipment for bingo paper, bingo boards, raffle boards, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo ball selection devices may be borrowed from another organization authorized to conduct bingo. To find a licensed distributor, go to www.mn.gov/gcb and click on **Distributors** under the **List of Licensees** tab, or call 651-539-1900.

LG220 Application for Exempt Permit

Section 5D.

LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT (required before submitting application to the Minnesota Gambling Control Board)

CITY APPROVAL for a gambling premises located within city limits

- ☐ The application is acknowledged with no waiting period.
- ☐ The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).
- ☐ The application is denied.

Print City Name: _____

Signature of City Personnel: _____

Title: _____ Date: _____

**The city or county must sign before
submitting application to the
Gambling Control Board.**

COUNTY APPROVAL for a gambling premises located in a township

- ☐ The application is acknowledged with no waiting period.
- ☐ The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.
- ☐ The application is denied.

Print County Name: _____

Signature of County Personnel: _____

Title: _____ Date: _____

TOWNSHIP (if required by the county)

On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.213.)

Print Township Name: _____

Signature of Township Officer: _____

Title: _____ Date: _____

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

The information provided in this application is complete and accurate to the best of my knowledge. I acknowledge that the financial report will be completed and returned to the Board within 30 days of the event date.

Chief Executive Officer's Signature: Fr. Shane Stoppel-Wasinger Date: 5/22/25
(Signature must be CEO's signature; designee may not sign)

Print Name: Fr Shane Stoppel-Wasinger

REQUIREMENTS

Complete a separate application for:

- all gambling conducted on two or more consecutive days; or
- all gambling conducted on one day.

Only one application is required if one or more raffle drawings are conducted on the same day.

Financial report to be completed within 30 days after the gambling activity is done:

A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.

Your organization must keep all exempt records and reports for 3-1/2 years (Minn. Statutes, section 349.166, subd. 2(f)).

MAIL APPLICATION AND ATTACHMENTS

Mail application with:

- _____ a copy of your proof of nonprofit status; and
- _____ application fee (non-refundable). If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**. Make check payable to **State of Minnesota**.

To: Minnesota Gambling Control Board
1711 West County Road B, Suite 300 South
Roseville, MN 55113

Questions?

Call the Licensing Section of the Gambling Control Board at 651-539-1900.

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the

application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Depart-

ment of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

**Office of the Minnesota Secretary of State
Certificate of Existence and Registration**

I, Steve Simon, Secretary of State of Minnesota, do certify that: The entity listed below was filed under the chapter of Minnesota Statutes listed below with the Office of the Secretary of State on the date listed below and that this entity or filing is registered at the time this certificate has been issued.

Name:	The Church of St. George
Date Filed:	09/11/1901
File Number:	1629-NPA
Minnesota Statutes, Chapter:	Not Available
Home Jurisdiction:	Not Available

This certificate has been issued on: 05/27/2025



A handwritten signature in black ink that reads "Steve Simon".

Steve Simon
Secretary of State
State of Minnesota



CITY OF
LONG LAKE

City Council Agenda Report

City of Long Lake

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

MEETING DATE / June 3, 2025

SUBJECT: Supplemental Agreement for Professional Services - 2025 Street Improvement Project Scope Changes

Prepared By: Sean Diercks, Public Works Director

Report Date: 5/28/2025

Recommended City Council Action

Staff recommends the following:

Motion to approve the Supplemental Agreement dated May 27, 2025 to WSB's Professional Services Agreement for scope changes on the 2025 Street Improvement Project, and to authorize the Mayor and City Administrator to execute the Supplemental Agreement.

Overview / Background

Throughout the design and completion of the 2025 Street Improvement Project, the scope of the project was expanded as requested by City staff to include the following:

- ADA improvement design for pedestrian ramp
- Cross-sections and corridor design
- Storm sewer design
- Additional survey needs to support design of the pedestrian ramp and the street

The expanded scope of services incurred additional charges of **\$10,000**.

Staff is recommending that the City Council approve the Supplemental Agreement dated May 27, 2025 from WSB authorizing an additional \$10,000.00 in engineering fees for the 2025 Street Improvement Project.

Supporting Information

- City Engineer's scope revisions letter requesting a Supplemental Agreement for Professional Services dated May 27, 2025



May 27, 2025

Mr. Scott Weske
City Administrator
City of Long Lake
450 Virginia Avenue
Long Lake, MN 55356

Re: Supplemental Agreement for Professional Services
2025 Street Improvement Project Scope Changes

Dear Mr. Weske:

On behalf of WSB, thank you for the opportunity to provide Professional Engineering services for this project. The intent of this letter is to provide a summary of changes in the project scope and the costs incurred by WSB to perform the requested changes.

Throughout design, the scope of the project expanded to include the following: pedestrian ramp design, cross-sections, and storm sewer design. The expanded scope incurred additional charges of **\$10,000**.

The expanded scope of services and fee presented herein represents WSB's completion of the additional work on the project as requested by City staff. If you have any questions or concerns, please feel free to contact me at 612.523.7374. Once again, we appreciate the opportunity to provide Professional Engineering services to the City and look forward to continuing to work with you and your staff. Thank you.

Sincerely,
WSB

Jeff Oliver, PE
Sr. Project Engineer

Monica Heil, PE
Vice President of Municipal Services

ACCEPTED BY:

City of Long Lake

By: _____

Its: _____

Date: _____

srb