



CITY COUNCIL MEETING

April 02, 2024 at 6:30 PM

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

AGENDA

1. Call to Order

2. Pledge of Allegiance

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

4. Approve Agenda

5. Consent Agenda

A. Approve Minutes of March 19, 2024 City Council Meeting

B. Receive Unofficial Draft Minutes of March 19, 2024 Economic Development Authority Meeting

C. Approve Vendor Claims and Payroll

D. Adopt Resolution No. 2024-14 Approving a Salary Step Increase for Fire Chief Michael Heiland

E. Approve a Fixed Property Release Waiver Related to Property Damage by a Vehicle in the Vicinity of the Wayzata Boulevard W/Old Long Lake Road Intersection, and Authorize the Mayor to Execute the Release

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. Receive and Accept the 2023 Audited Financial Report

B. Updates Regarding Fire Department Matters

8. Other Business

9. Adjourn

UPCOMING MEETINGS & OTHER DATES OF NOTE

Tuesday, April 16 (5:00 or 5:30 pm) / City Council Work Session

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

Tuesday, April 30 / Special Primary Election Day (Hennepin County Commissioner District 6 Office)

Tuesday, May 7 (5:00 or 5:30 pm) / City Council Work Session

Tuesday, May 7 (6:30 pm) / City Council Meeting

Tuesday, May 14 / Special Election Day (Hennepin County Commissioner District 6 Office)



**MINUTES
CITY COUNCIL MEETING
March 19, 2024**

CALL TO ORDER

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

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

Staff Present: City Administrator: Scott Weske; Public Works Director: Sean Diercks; and City Clerk: Jeanette Moeller

Absent: None

PLEDGE OF ALLEGIANCE

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

Mayor Miner reported that the Economic Development Authority had met prior to the City Council meeting and had discussed possible uses and beautification for the City-owned former BP station property at 1905 Wayzata Boulevard W.

APPROVE AGENDA

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

CONSENT AGENDA

The Consent Agenda consisted of the following:

- A. Approve Minutes of March 7, 2024 City Council Work Session Meeting
- B. Approve Minutes of March 7, 2024 City Council Meeting
- C. Approve Vendor Claims and Payroll
- D. Approve Issuance of a 1 to 4 Day Temporary On-Sale Liquor License for the Church of St. George’s Festival of Music Event on May 4, 2024

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

OPEN CORRESPONDENCE

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

BUSINESS ITEMS

Resolution in Support of an Application to the MnDNR for an Outdoor Recreation Grant for the Holbrook Park Skate & Splash Plaza Project

Park Board member Leachman recalled that she had given a formal presentation on this grant proposal at the City Council’s recent March 7 work session meeting and reported back on a few items that had arisen from that discussion, including a meeting with the Orono Youth Hockey Association that had

taken place during the previous week. The Orono Youth Hockey Association is actively interested in supporting the City's application and efforts to improve the Holbrook Park skating facilities.

Council member Kvale asked if there was a dollar amount that the City would have to meet for this grant.

Ms. Leachman explained that the grant provisions require a 50% match from the applicant up to a maximum of \$350,000, but noted that match does not necessarily have to be a cash match. The 'match' can come from a variety of sources such as staff time, City resources, equipment, materials, volunteer time, and donations. It would be up to the City to find the matching funds or labor to meet the \$350,000 requirement.

Council member Kvale questioned whether cost estimates were available for the proposed project.

Ms. Leachman outlined the goals of achieving a regulation size hockey rink, a separate and adjacent pleasure skating rink for younger skaters, and an integrated splash pad. At this time, ballpark numbers without commitments from rink designers/builders range between \$1,000,000 and \$1,500,000. Different configurations of the project or phasing could be considered, and she reiterated that the dollar figures were just ballpark figures at this point.

Council member Dyvik noted that there are options.

Council member Kvale inquired if the City would have to accept the grant or if, when the times comes, they could still decide it was not something they wanted to actually spend money on.

Council member Dyvik believed the City would still have options for a final decision and pointed out that the City may not need to spend a lot of money if the community comes together and helps fundraise for this project. He referenced the City of Eagan who had undertaken a similar project and recalled that he did not believe the City had to put in any funds for that project because of the outside funding sources that contributed.

Council member Kvale commented that she thinks it is nice that the supporting Resolution says that the City will reach out to residents about the project because the site is a neighborhood park, and Long Lake is not Eagan. She stated that she did not want a project to create something that would stress the neighborhood or result in traffic problems.

City Clerk Moeller shared that staff had already generated a mailing list in order to target the side streets near Holbrook Park that could be impacted by an increase in traffic.

Council member Dyvik emphasized that there is already a hockey rink and a warming house at the park and the project is essentially to improve what is already there.

Council member Kvale asked if there would be somebody at the park that would collect money or fees for rink use.

Council member Dyvik voiced that he felt those kinds of things are all details that would be looked at later in the process.

Moeller mentioned that outside of the project elements, they would be notifying the neighborhood regardless so they would be aware of any construction that may be happening.

Ms. Leachman recalled that on behalf of the City, a stakeholder outreach meeting was held with Orono Youth Hockey last week. The proposed project was presented and details were shared in order to obtain the Association's feedback. A few things they'd learned about the organization through the meeting discussion is that the OYHA is highly limited in terms of access to ice sheets in the area. She stated that they also learned that the demand for youth and young adult hockey has skyrocketed and continues to increase. The organization has struggled with scheduling ice time for the different leagues and age groups. They also learned that the Mound facility was not in the greatest shape and may need substantial upgrades or even may be retired. As the proposed project was presented to include an outdoor refrigerated rink space that would support skating from November through about March, it became apparent that the OYHA's interest in partnering with the City was very strong. The communication following the meeting was that they would continue to support the City in its endeavors and if the grant did not come to fruition, this may still be a starting point of a partnership.

Council member Kvale recalled that when her kids were going through hockey they found that outdoor ice was not ideal because of the temperature. She asked if the idea from the OYHA was really to have more of an outdoor rink or an indoor rink.

Council member Dyvik suggested that they let Ms. Leachman finish her presentation before they opened additional discussion. He reminded the Council that this would be a refrigerated rink so refreezing would not be an issue.

Council member Kvale observed that if the weather is extremely cold, it is very hard to play hockey outdoors.

Council member Dyvik stated that following Ms. Leachman's presentation to the OYHA, they'd communicated that with or without the grant they would be interested in partnering with the City.

Ms. Leachman confirmed that was also the message she took away from the meeting with the OYHA. She also felt that the meeting showed there is likely a strong component of the community that would support these efforts. Since the Council work session, Park Board members have spent time taking a look at site conditions to ensure they would not be infringing on wetlands or endangered species, and ultimately found that the project location would be considered a 'no impact' site. They had also spent the last few weeks working to refine the project description. The Park Board is recommending that the City proceed with a grant request for the project which would include a hockey rink, a pleasure rink, and a splash pad, and see where things shake out. She assured Council member Kvale that there would still be the opportunity to 'pull the plug' if things changed or the City decided that they did not want to proceed.

Council member Joyce stated that she would like to see the splash pad kept in the plans and not excluded.

Peter Kolar, Orono Youth Hockey Association (OYHA), informed Council that he was in charge of the ice scheduling this past year and could attest to what had been shared that it was a nightmare. Conceptually, the OYHA supports applying for the grant and exploring a mutually beneficial arrangement with the City. He highlighted details of the current ice situation and limitations in the area and shared some of the prices they have been paying for ice time. The OYHA has a significant need for ice. He

explained that they are a fundraising driven organization and noted that they could also help out with sweat equity, man hours, and maintenance.

Council member Kvale recognized that it appears ice time is a long-term problem for Orono Youth Hockey and asked if they were looking for other ways to get another rink.

Mr. Kolar confirmed that they are and this effort with the City would not detract from that, as it will be a substantial undertaking and will be a long-term project. He stated that the kids love outdoor ice, but without the refrigerated component, it cannot be relied upon.

The Council and Mr. Kolar discussed possible maintenance activities and volunteer opportunities that the OYHA could be involved in.

Mr. Kolar indicated that they would like to partner with the City and that their organization has the 'bandwidth' to offer more 'dibs' hours for the various work that would be associated with the rink along with the fundraising.

Council member wondered whether if the OYHA were to contribute a certain amount of money, would they want something in return.

Mr. Kolar replied that they would likely want a guaranteed amount of time on the ice.

Council member Dyvik commented that there are still a lot of details that would need to be worked out, and there may be other organizations that may be interested in the facilities in addition to the OYHA.

Public Works Director Diercks asked Mr. Kolar how often OYHA would rent during the week.

Mr. Kolar stated that they would rent every hour that they can get.

Diercks asked if that meant that if the City had the rink open for rental five hours a day for five days a week, they would take it all.

Mr. Kolar confirmed that they would take it all if it was available.

Council member Joyce asked if the OYHA had a bare minimum time in mind that they would need to have guaranteed if they decided to partner with the City in this effort.

Mr. Kolar answered that he did not have a reply to that question, but could supply the City with a number so the City can plan accordingly.

Moeller reminded the Council that what is before them tonight are not details about the space and how it will be used, but just whether they would support the proposed Outdoor Recreation Grant application. She reiterated there are still many details to be worked out, and sought confirmation from Ms. Leachman that supporting the grant application would not commit the City to the project.

Ms. Leachman responded that was correct and indicated that the recommendation from the Park Board was for the Council to officially support the grant application for the conceptual project.

Weske noted that April 1, 2024 was also the deadline for the Hennepin County Youth grant, so this Resolution would also show that the City has a partner willing to support their endeavor which may also help them achieve a sports grant through the County as well. He would recommend piggybacking them together.

Mayor Miner asked if the City could apply for both grants.

Weske replied affirmatively and explained that they get more points in application scoring if they have a partner, so for the Hennepin County grant, the City would partner with the OYHA and jointly apply for the facilities grant.

Ms. Leachman indicated that after the grant application had been submitted, their first effort would be to establish fundraising plans and the City would have five to six months to focus in and see what would be possible in finding the matching funds.

Council member Dyvik asked Public Works Director Diercks for his opinion on this whole idea.

Diercks stated that he thought the project was wonderful a wonderful idea for the community, the region, sports, and non-sports users. He did not believe the workload for Public Works would be much of an addition over what they have already been doing.

A motion was made by Dyvik, seconded by Miner, to adopt Resolution No. 2024-13 in support of an application to the MnDNR for an Outdoor Recreation Grant for the Holbrook Park Skate & Splash Plaza project. Ayes: all.

A motion was made by Joyce, seconded by Dyvik, to authorize City staff to submit an application for a Hennepin County Youth Sports grant, as long as no conflicts were found with the MnDNR grant application. Ayes: all.

Consider Approval of a Lease for the Use of City Property with Veit & Company, Inc. for a Job Management Site

Weske reviewed the proposed lease for use of City property behind the P3 sports dome for a job management site for contractor Veit & Company as part of the CSAH 112 project. City Attorney Thames had been out of town and had not been able to review the agreement prior to meeting packet preparation; therefore, he would ask that approval of the agreement allow for final revisions by the City Attorney. Staff had negotiated a lease price of \$1,000 per month for use of the site.

A motion was made by Miner, seconded by Feldmann, to approve the Lease for Use of City Property with Veit & Company, Inc. to utilize City-owned land located at 2445 Industrial Boulevard W as a job management site related to the CSAH 112 Phase 3 project, subject to final revisions by the City Attorney; and authorize the City Administrator to execute the agreement. Ayes: all.

Consider Adoption of a Policy Regarding Mobile Food Unit(s) and Food Cart(s) on City Owned Property

Moeller outlined past discussions and a creative approach to allowing mobile food vehicles on specifically City-owned properties through implementation of a policy document. She advised that the City has periodically been approached by entities interested in having mobile food units/carts at locations throughout the City. She gave a brief overview of the proposed policy that had been prepared and clarified that it was not intended to apply to larger special events which include food units as a secondary component, such as Buckhorn Days. She noted that she had distributed an updated copy of

the policy just prior to the meeting because since the time the Council's meeting packets had been distributed, City Attorney Thames had a chance to review everything that had been put together and had recommended some minor changes.

The Council discussed the amount of units that could be allowed at various City-owned properties, parking, and overall demand.

Moeller suggested that the limitations in the policy could be amended to initially allow up to three units at the 1905 Wayzata Boulevard W property, one unit at other City owned properties, and could review to determine whether adjustments were warranted.

A motion was made by Joyce, seconded by Miner, to adopt the 'Policy Regarding Mobile Food Unit(s) and Food Cart(s) on City-Owned Property', amended to clarify that up to three units can be allowed at 1905 Wayzata Boulevard W at any one time and all other City-owned properties will be limited to one unit, subject to final revisions by the City Attorney. Ayes: all.

Updates Regarding Fire Department Matters

Mayor Miner reported that a Fire Advisory Board meeting had been held last week and Chief Heiland had provided an overview of Fire Department 2023 year-end statistics. For 2023, Fire Department operations had come in under budget, resulting in a refund of 2023 funds to cities based on the contract terms. He pointed out that they were able to come in below budget despite the fact that there was about a 17% increase in the number of calls in 2023 compared to 2022, and congratulated Chief Heiland and his team for their work in 2023 to be able to come in under budget while also having an increase in call volume. He also advised that there were a few legal documents filed last week and he believed that Judge Miller will be issuing a ruling on City of Long Lake v. City of Orono within the next few weeks.

Mayor Miner also indicated that Chief Heiland had presented his annual report to the Orono City Council on March 11, 2024 and he felt he had done a very good job doing so. The City had been assured by the Orono City Administrator that Chief Heiland would be treated in a respectful manner by the Orono Council; however, that was not entirely the case in his opinion. He felt one of the Orono Council members as well as the Orono Mayor had treated Chief Heiland disrespectfully, which was not appreciated. He reminded the Council that at their last meeting they had directed City Administrator Weske to meet with the Orono City Administrator to discuss future operational issues.

Council member Kvale asked if the meeting was intended to discuss dissolution of the contract or mediation efforts.

Weske explained that the meeting had been intended to provide for a discussion at the administrative level of 'all things' and to gain an understanding of what Orono's expectation is of the Long Lake Fire Department beginning July 1, 2024. He noted that he had not wanted the two Chiefs to be involved right away. He reflected that they were able to have a good meeting and he would support the two Chiefs having some conversations about things like mutual aid and what operational circumstances will look like if Orono is not ready when they wanted to be.

Council member Joyce observed that she thought it is was good the two administrators had met and she feels it is important to work toward open communication; but she wanted to reiterate that if anything has changed with Orono, the CAD zone can stay within the contract to assure that public safety comes first. She noted that after the recent Orono Council meeting she'd spoken to Council members Veach

and Johnson, and she is glad that conversations are happening. When it comes to mutual aid, she would like to know if there is a limit or definition to determine if someone is abusing the power of mutual aid.

Weske responded that it is the kind of thing that will be defined between the two Chiefs.

Council member Joyce highlighted the importance of making sure that they get ahead of that potential issue so that mutual aid cannot be abused.

Weske outlined different scenarios and protocols that would be used for mutual aid for the example of a structure fire type incident, but noted that they should not be using mutual aid for things like lift assists. He indicated that those operational areas would be discussed and reviewed by the Chiefs as well as City Attorney Thames.

Council member Kvale stressed the importance of memorializing any understandings to prevent a situation where there is just a 'handshake agreement' between the chiefs.

Council member Dyvik mentioned that he had been very pleased to see the Fire Department be able to come in under budget for 2023 despite the many challenges that they faced and in light of all they were able to accomplish. He voiced his appreciation for the leadership of Chief Heiland who was able to bring that all together for the Department.

Council member Feldmann agreed and noted that there was a dramatic increase in calls which should also be emphasized while still coming in under budget.

OTHER BUSINESS

LMCC Office Update - Council member Kvale shared that Jerry Rockvam had passed away last week, so the purchase agreement for the LMCC building has been withdrawn and it will now be put on the market. The lease between the LMCC and the City would also be on hold since they now have to market their former building.

Long Lake Creek Dam/Culvert Cleanup - Council member Dyvik reported that he and a neighbor had put on their waders and went down to Long Lake Creek between the dam and the culvert and hauled out some of the branches that were blocking things. They had just thrown the material up onto the side and asked if Public Works could come haul it away. Diercks stated that Public Works will go gather up the debris.

Basketball Game Report - Council member Dyvik had attended a very exciting basketball game between Orono vs. Benilde-St. Margaret that had a total of three buzzer beaters. He asked City staff to play the last 30 seconds of the game and noted that it had been an emotional roller coaster for the spectators. He congratulated the Orono Basketball team and wished them well as they move onto the State tournament games later in the week.

Mayor Updates - Mayor Miner indicated that the Northwest Hennepin League of Municipalities had met last week where they had heard a presentation from the County Assessor, and he highlighted some of the information that was shared related to Long Lake. He also mentioned that the Long Lake Fire Department and the West Suburban Fire District will be having upcoming pancake breakfasts in the next month.

Park Board Grant Work - Council member Joyce expressed her appreciation for the work the Park Board has done on grant research.

Livestream Notification Light - Moeller referenced the red light shining in the back of the Council Chambers and advised that in the future, it will be on to indicate when the livestream of Council meetings has begun. She noted that the livestreams are scheduled to begin at 6:29 pm.

ADJOURN

Hearing no objection, Mayor Miner adjourned the meeting by general consent at 8:24 pm.

Respectfully submitted,

Scott Weske
City Administrator



MINUTES
Economic Development Authority
March 19, 2024

CALL TO ORDER

The Economic Development Authority meeting was called to order at 5:01 pm.

Present: Chair: Jahn Dyvik; Board: Deirdre Kvale, Mike Feldmann, Charlie Miner, Gina Joyce (arrived at 5:06 pm), Sahand Elmtalab, and Tim Hultmann

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

Absent: None

PLEDGE OF ALLEGIANCE

APPROVE AGENDA

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

CONSENT AGENDA

The Consent Agenda consisted of the following:

- A. Approve Minutes of December 19, 2023 Economic Development Authority Meeting

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

OPEN CORRESPONDENCE

Elizabeth Coburn, 1674 Bollum Lane - City Clerk Moeller read aloud an e-mail statement submitted for Open Correspondence from Long Lake resident, Elizabeth Coburn, that outlined the reasons Ms. Coburn felt that a dog wellness facility at 1905 Wayzata Boulevard W was not the best use for this property.

BUSINESS ITEMS

Application for EDA Review – 1905 Wayzata Boulevard W Property, Dog Wellness Club, Inc. (Max Bitterman)

Executive Director Weske reviewed the application received for a Dog Wellness Club to utilize the 1905 Wayzata Boulevard W property, also known as the former BP lot, and offer dog daycare, boarding, training, grooming and special community programs. He noted that the applicant has been in business for 15 years and currently has a location in Minneapolis.

Board member Hultmann stated that he agreed with the statement City Clerk Moeller read aloud from Ms. Coburn.

Moeller mentioned that staff had not asked the applicant to dedicate a lot of their financial resources and incur a lot of expenses into elevations before the EDA had the opportunity to review the concept and provide feedback on whether or not it was something they were interested in seeing at this location.

Board member Kvale asked about what variances would be required that were referred to in the statement from Ms. Coburn.

Weske gave a general overview of the proposal's lot configuration, parking needs, curb cuts, sidewalk, and yard space.

Board member Joyce asked if the EDA was being asked to make a decision on this application tonight or if the purpose was just for review and come back to it later for an actual decision.

Moeller clarified that if there is a clear consensus of the EDA, it would be nice to know that and give the applicant an answer. She explained that staff was essentially looking for some kind of direction from the EDA on whether the applicant's concept is something that they were looking for at this location, and whether they should ask the applicant to move further in developing their proposed concept or not.

Chair Dyvik asked about the required parking for this type of business.

Board member Kvale read aloud from Planning Consultant Rybak's memo which stated that based on square footage, 15 parking spaces would be required.

Max Bitterman, Dog Wellness Club owner and applicant, stated that he felt Ms. Coburn made a lot of good points, but noted that he believed he could address them point by point.

Chair Dyvik asked Mr. Bitterman to share a bit about his background and the reason he was here before the EDA.

Mr. Bitterman shared that he had begun training dogs in 2007 and discussed his program's approach which is along the lines of 'gentle parenting' and where dogs are treated like family. He highlighted concerns raised by Ms. Coburn's correspondence, including the small size of the lot; dogs relieving themselves; barking/noise; existing similar businesses in the area; a desire for restaurant/coffee shop; and outlined the reasons that he felt these concerns could all be successfully addressed. He indicated his business would be able to put in a lot of creativity in order to respond to many of the concerns that have been raised.

Moeller recalled that the City Council had recently had some discussion about parking requirements for various uses and the possibility of loosening up some of the existing language a bit. The Council will be discussing this in greater detail with Planning Consultant Rybak at their April 16, 2024 meeting. A higher level of plan detail could be dialed in later, but at this time, staff and the applicant are looking for feedback from the EDA on whether or not they were interested in more information on the proposed use in this location.

Chair Dyvik reflected that the applicant's business is an admirable one, but he does not think that it would be the appropriate location for the proposed use. He commented that he believed the EDA was looking for a type of business at the property that would really support the pedestrian-friendly

walkability of the community, and he had envisioned it as a restaurant or coffee shop. He felt as though the use may be better suited back in the City's industrial areas.

Mr. Bitterman responded that Chair Dyvik's comments made sense to him. He feels his dog daycare center should be part of a neighborhood and the community, but perhaps shouldn't be the cornerstone of the City.

Board member Feldmann indicated that he would echo the comments made by Chair Dyvik. He stated that he felt the business model was pretty cool and conveyed that his hesitancy is not with the business, but with it in this location. He added that he sees the property's location as being the heart of what will happen to the City.

Moeller inquired whether Mr. Bitterman was only interested in owning or if he would consider renting space.

Mr. Bitterman replied that he was open to either option and explained that the priority concern is the growth of the business.

Moeller pointed out that if the EDA felt that this was not the correct location for the applicant's concept, she believed staff may be able to offer some ideas and suggestions for other possible locations.

Board member Joyce mentioned that she could also think of another location that may be a good fit. She agreed that the applicant's proposed business was really cool and she would like to see it located in the City, but in a different spot.

Board member Kvale voiced her support of the applicant's concept for the property. She thinks having a coffee shop or a restaurant at the site will be tough because it is a busy corner and access may be difficult. Coffee shops have had trouble with parking planning and this use would diversify the opportunities in the area. If people would walk their dogs to dog training, that would be the walkability that people are looking for. She also likes the idea of a small-scale development that does not look like everything else, and she can envision people wanting to walk by in order to see the dogs.

A business partner of Mr. Bitterman asked about the two-hour parking spots and how many were currently being used.

Board member Miner noted that he did not believe they were used very frequently unless there is something happening at the funeral home.

Moeller observed that those spaces are intended for public parking and not a specific business.

Board member Hultmann highlighted some additional buildings and sites where he thinks there are some vacancies.

The EDA discussed various locations throughout the area that may be a good fit for Dog Wellness Club group.

Mr. Bitterman stated that he wanted to find a place where would not be tucked away because of the nature of their business and the message they send about their dogs.

Board member Miner encouraged Mr. Bitterman to remain in contact with City Clerk Moeller because she often has the pulse of space that is available in the City.

Chair Dyvik concluded that the general feedback from most of the EDA is that they really like the general concept of Mr. Bitterman's business, but not for this exact location.

Board member Miner reiterated his suggested that Mr. Bitterman remain in contact with City staff about other possible locations that may be a good fit for this business.

Mr. Bitterman shared that he truly feels his concept would be a good fit for Long Lake and hoped that they would not have to be tucked away in an industrial area of town because they would like to be a bit more visible, and where people are able to see the value for dogs that can go to a campus instead of a kennel atmosphere.

Moeller noted that she had actually sent out a few e-mails to possible properties during tonight's meeting and suggested that Mr. Bitterman give her a call tomorrow so they can touch base and do a bit of brainstorming.

Discuss Future of 1905 Wayzata Boulevard W Property

Moeller shared a recent conversation that had been initiated about the potential of a food truck that was interested in locating on the former BP station site. She recalled there had been a variety of discussion about ways that the City can add a bit more curb appeal to the site and also be open to things like a food vendor wanting to locate there while the EDA is holding out for what they want on the property. She reported that she had also been contacted by someone interested in developing a bakery on this site as an employment opportunity for autistic individuals, and had recently received a phone call about a potential coffee shop use as well. Staff has been involved in discussions of ways to add some plantings and to allow use of the property without entailing a formal interim use permit or planning and zoning approach. The thought process has been that this may be a way to draw interest and attention to the site without locking the use in, in order to wait for the type of long-term use they would like to see, or to allow for time to see how opportunities for the site may be impacted if ownership of adjacent properties were to change. She communicated she was aware that the Long Lake Garden Club is working on some planting proposals for the property, and emphasized that deed restrictions particularly preventing and reviewed some of the deed restrictions that limit what can be done.

The EDA discussed some possible ways to beautify the property and allow food trucks to use space there.

Moeller gave a brief overview of state rules and regulations related to food trucks and noted that they are allowed to be in one location up to 21 days in a calendar year, unless they accompany a permanent place of business on the same site. She shared that a potential policy to allow food trucks on City owned properties, to include the 1905 Wayzata Boulevard W location, is slated for discussion at tonight's City Council meeting.

Board member Kvale asked if the City had extra picnic tables available that could be moved to this location or if new ones would have to be purchased. She asked what budget it would come out of if they had to purchase tables.

Weske responded that he would have to check with Public Works and see if there may be some that could be moved from other locations, though he was not overly concerned about that detail at this point.

The EDA talked about the advantage in leaving the 'For Sale' sign on the site if it is used by food trucks.

Chair Dyvik stressed the importance of the lot's appearance as it is a very visible site. He asked if the Park Board should be working with the Long Lake Garden Club on beautification of the property.

Moeller recommended against the Park Board becoming involved because she did not want there to be any public perception of this lot in anyway being for park use, referencing the deed restriction park use prohibition.

Weske added that the Long Lake Garden Club had received direction from the City Council to pretty up the corner so the food trucks don't look like they are out of place.

Board member Hultmann suggested that the 'For Sale' sign that is currently on the property, or a slightly fancier one, be left on the site so that there is not confusion and it is clear that this use is a temporary situation.

OTHER BUSINESS

No other business was discussed.

ADJOURN

Hearing no objection, Chair Dyvik adjourned the meeting by general consent at 6:23 pm.

Respectfully submitted,
Scott Weske, Executive Director



CITY OF
LONG LAKE

City Council Agenda Report

City of Long Lake

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

MEETING DATE / April 2, 2024

SUBJECT: Approve Vendor Claims and Payroll

Prepared By: Amanda Nowezki, Finance Director

Report Date: 3/27/2024

Recommended City Council Action

Staff recommends the following:

Motion to approve vendor claims paid in the amount of \$25,082.15 and electronic vendor payments in the amount of \$2,087.75 for a total amount of **\$27,169.90**; gross City Employee payroll paid March 21 in the amount of **\$27,035.92**.

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

03/27/24 12:45 PM

Section 5C.

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*Check Summary Register©

Checks 70311-70330

Name	Check Date	Check Amt	
10100 GENERAL FUND CASH			
70311	CITY OF WAYZATA	3/22/2024	\$33.25 Fire Fighter Background Cks - Feb 2024
70312	COLONIAL LIFE	3/22/2024	\$13.06 AD Insurance - April 2024
70313	DELTA DENTAL	3/22/2024	\$306.26 Dental Insurance - April 2024
70314	HAWKINS INC	3/22/2024	\$50.00 Water Chemicals - Chlorine Cylinder
70315	HENNEPIN COUNTY TREASURE	3/22/2024	\$252.85 TNT printing fees - 2024
70316	HENNEPIN COUNTY TREASURE	3/22/2024	\$40.00 Special Assessment Annual Bill - Levy 19513
70317	Kirvida Fire, Inc.	3/22/2024	\$1,028.44 FD2 Rescue #21 - Ford F550; Replace traffic a
70318	MADISON NATIONAL LIFE	3/22/2024	\$131.20 STD Insurance - April 2024
70319	METROPOLITAN COUNCIL	3/22/2024	\$7,455.00 Jan 2024 SAC Payment - 2067 W Wayzata
70320	MN State Fire Chiefs Assn.	3/22/2024	\$285.00 2024 FOTOS Conference - M. Smiley
70321	MN VALLEY TESTING LAB	3/22/2024	\$48.50 Monthly Chlorine Report
70322	NORTH MEMORIAL EMS	3/22/2024	\$260.00 EMR INITIAL-T. Woychick
70323	ROLF ERICKSON	3/22/2024	\$2,045.00 Assessor Fees - April 2024
70324	SCOTT SPINKS	3/22/2024	\$275.71 2024 FOTOS Conference - Mileage/Parking
70325	MN LIFE INSURANCE CO	3/22/2024	\$21.00 LIFE INS - April 2024
70326	SMILEY, MATTHEW	3/22/2024	\$701.10 2024 FOTOS Conference - Meals
70327	TIMESAVER OFF SITE	3/22/2024	\$455.00 03/07 City Council+ Worksession Mtg Minutes
70328	UnitedHealthcare	3/22/2024	\$4,202.78 MEDICAL INS - April 2024
70329	ABDO LLP	3/27/2024	\$7,078.00 2023 Audit Progress Bill
70330	MEDIACOM	3/27/2024	\$400.00 PW Internet Services - (03/26/23-04/25/24)
Total Checks			\$25,082.15



LONG LAKE, MN

***Check Detail Register©**

Checks 70311-70330

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
10100 GENERAL FUND CASH					
70311	03/22/24	CITY OF WAYZATA			
E 205-42280-3000		Professional Svcs	\$33.25	031424	Fire Fighter Background Cks - Feb 2024
		Total	\$33.25		
70312	03/22/24	COLONIAL LIFE			
G 101-21710		Other Deductions	\$13.06	43698310401	AD Insurance - April 2024
		Total	\$13.06		
70313	03/22/24	DELTA DENTAL			
E 101-41500-1310		Employer Paid Health	\$76.57	RIS00055911	Dental Insurance - April 2024
E 101-43050-1310		Employer Paid Health	\$89.32	RIS00055911	Dental Insurance - April 2024
E 601-49400-1310		Employer Paid Health	\$35.73	RIS00055911	Dental Insurance - April 2024
E 602-49450-1310		Employer Paid Health	\$26.80	RIS00055911	Dental Insurance - April 2024
E 603-43150-1310		Employer Paid Health	\$26.80	RIS00055911	Dental Insurance - April 2024
G 101-21706		FlexPlan - Ins Prem	\$20.30	RIS00055911	Dental Insurance - April 2024
E 101-43050-1310		Employer Paid Health	\$30.74	RIS00055911	Dental Insurance - April 2024
		Total	\$306.26		
70314	03/22/24	HAWKINS INC			
E 601-49400-2160		Chemicals and Chem Pro	\$50.00	6708957	Water Chemicals - Chlorine Cylinder
		Total	\$50.00		
70315	03/22/24	HENNEPIN COUNTY TREASURER			
E 101-41500-2030		Printed Forms	\$252.85	2023-24	TNT printing fees - 2024
		Total	\$252.85		
70316	03/22/24	HENNEPIN COUNTY TREASURER			
E 393-48111-6200		Fiscal Agent Fees	\$32.50	0324-72	Special Assessment Annual Bill - Levy 19513
E 601-49400-6200		Fiscal Agent Fees	\$5.00	0324-72	Special Assessment Annual Bill - Levy 20417
E 601-49400-6200		Fiscal Agent Fees	\$2.50	0324-72	Special Assessment Annual Bill - Levy 24136
		Total	\$40.00		
70317	03/22/24	Kirvida Fire, Inc.			
E 205-42285-4035		Heavy Truck Maint & Rep	\$1,028.44	12198	FD2 Rescue #21 - Ford F550; Replace traffic advisor
		Total	\$1,028.44		
70318	03/22/24	MADISON NATIONAL LIFE			
E 101-41500-1310		Employer Paid Health	\$49.20	1615641	STD Insurance - April 2024
E 205-42280-1310		Employer Paid Health	\$16.40	1615641	STD Insurance - April 2024
E 101-43050-1310		Employer Paid Health	\$32.80	1615641	STD Insurance - April 2024
E 601-49400-1310		Employer Paid Health	\$13.12	1615641	STD Insurance - April 2024
E 602-49450-1310		Employer Paid Health	\$9.84	1615641	STD Insurance - April 2024
E 603-43150-1310		Employer Paid Health	\$9.84	1615641	STD Insurance - April 2024
		Total	\$131.20		
70319	03/22/24	METROPOLITAN COUNCIL			
E 602-49450-4410		MCES SAC Charge Expen	\$7,455.00	012024	Jan 2024 SAC Payment - 2067 W Wayzata
		Total	\$7,455.00		



LONG LAKE, MN

***Check Detail Register©**

Checks 70311-70330

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
70320	03/22/24	MN State Fire Chiefs Assn.			
E 205-42281-3350		Education / Conferences	\$285.00	7507	2024 FOTOS Conference - M. Smiley
		Total	\$285.00		
70321	03/22/24	MN VALLEY TESTING LAB			
E 601-49400-3825		Water Testing Expense	\$48.50	1243039	Monthly Chlorine Report
		Total	\$48.50		
70322	03/22/24	NORTH MEMORIAL EMS			
E 205-42285-3350		Education / Conferences	\$260.00	022924	EMR INITIAL-T. Woychick
		Total	\$260.00		
70323	03/22/24	ROLF ERICKSON			
E 101-41500-3025		Assessor Fees - Subconta	\$2,045.00	032024	Assessor Fees - April 2024
		Total	\$2,045.00		
70324	03/22/24	SCOTT SPINKS			
E 205-42281-3310		Travel / Mileage Reimb	\$194.92	031924	2024 FOTOS Conference - Mileage/Parking
E 205-42281-3350		Education / Conferences	\$80.79	031924	2024 FOTOS Conference - Meals
		Total	\$275.71		
70325	03/22/24	MN LIFE INSURANCE CO			
E 101-41500-1310		Employer Paid Health	\$9.00	40740034	LIFE INS - April 2024
E 205-42280-1310		Employer Paid Health	\$3.00	40740034	LIFE INS - April 2024
E 101-43050-1310		Employer Paid Health	\$4.50	40740034	LIFE INS - April 2024
E 601-49400-1310		Employer Paid Health	\$1.80	40740034	LIFE INS - April 2024
E 602-49450-1310		Employer Paid Health	\$1.35	40740034	LIFE INS - April 2024
E 603-43150-1310		Employer Paid Health	\$1.35	40740034	LIFE INS - April 2024
		Total	\$21.00		
70326	03/22/24	SMILEY, MATTHEW			
E 205-42281-3350		Education / Conferences	\$416.32	031824	2024 FOTOS Conference - Lodging
E 205-42281-3350		Education / Conferences	\$34.30	031824	2024 FOTOS Conference - Meals
E 205-42281-3310		Travel / Mileage Reimb	\$250.48	031824	2024 FOTOS Conference - Mileage/Parking
		Total	\$701.10		
70327	03/22/24	TIMESAVER OFF SITE			
E 101-41500-3000		Professional Svcs	\$455.00	M29007	03/07 City Council+ Worksession Mtg Minutes
		Total	\$455.00		
70328	03/22/24	UnitedHealthcare			
E 101-41500-1310		Employer Paid Health	\$620.55	38515864240	MEDICAL INS - April 2024
E 101-43050-1310		Employer Paid Health	\$1,510.41	38515864240	MEDICAL INS - April 2024
E 601-49400-1310		Employer Paid Health	\$604.17	38515864240	MEDICAL INS - April 2024
E 602-49450-1310		Employer Paid Health	\$453.13	38515864240	MEDICAL INS - April 2024
E 603-43150-1310		Employer Paid Health	\$453.13	38515864240	MEDICAL INS - April 2024
G 101-21706		FlexPlan - Ins Prem	\$561.39	38515864240	MEDICAL INS - April 2024
		Total	\$4,202.78		
70329	03/27/24	ABDO LLP			
E 101-41500-3010		Auditing and Actg Service	\$7,078.00	485769	2023 Audit Progress Bill



LONG LAKE, MN

***Check Detail Register©**
Checks 70311-70330

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
Total			\$7,078.00		
70330	03/27/24	MEDIACOM			
E 101-41942-3275		Internet Access (Mediaco	\$150.00	032624	PW Internet Services - (03/26/23-04/25/24)
E 101-41940-3275		Internet Access (Mediaco	\$250.00	032624	CH Internet Services - (03/26/23-04/25/24)
Total			\$400.00		
10100			\$25,082.15		

Fund Summary

10100 GENERAL FUND CASH

101 GENERAL FUND	\$13,248.69
205 FIRE DEPARTMENT	\$2,602.90
393 Debt Svc-2016A-Watertown/19513	\$32.50
601 WATER FUND	\$760.82
602 SANITARY SEWER FUND	\$7,946.12
603 SURFACE WATER MGMT FUND	\$491.12
	\$25,082.15



LONG LAKE, MN

03/27/24 12:50 PM

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Section 5C.

*Check Summary Register©

Checks 2942-2946

Name	Check Date	Check Amt	
10100 GENERAL FUND CASH			
2942e	HEALTHPTNR-GROUP HLTH WO	3/20/2024	\$63.00 FD EAP-Feb 2024
2943e	HEALTHPTNR-GROUP HLTH WO	3/31/2024	\$63.00 FD EAP-March 2024
2944e	SPEEDWAY LLC	3/26/2024	\$1,461.75 Fuel - March 2024
2946e	POSTALIA	3/26/2024	\$500.00 Postage
Total Checks			\$2,087.75



LONG LAKE, MN

***Check Detail Register©**
Checks 2942-2946

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
10100 GENERAL FUND CASH					
2942 e	03/20/24	HEALTHPTNR-GROUP HLTH WORKSIT			
E 205-42280-1310		Employer Paid Health	\$63.00	7027090	FD EAP-Feb 2024
		Total	\$63.00		
2943 e	03/31/24	HEALTHPTNR-GROUP HLTH WORKSIT			
E 205-42280-1310		Employer Paid Health	\$63.00	7033076	FD EAP-March 2024
		Total	\$63.00		
2944 e	03/26/24	SPEEDWAY LLC			
E 205-42281-2120		Motor Fuels	\$485.18	95941301	FD Fuel - March 2024
E 101-43000-2120		Motor Fuels	\$976.57	95941301	PW Fuel - March 2024
		Total	\$1,461.75		
2946 e	03/26/24	POSTALIA			
E 101-41500-3220		Postage	\$209.25	030424	Postage
E 601-49400-3220		Postage	\$140.75	030424	Postage
E 602-49450-3220		Postage	\$150.00	030424	Postage
		Total	\$500.00		
		10100	\$2,087.75		

Fund Summary

10100 GENERAL FUND CASH

101 GENERAL FUND	\$1,185.82
205 FIRE DEPARTMENT	\$611.18
601 WATER FUND	\$140.75
602 SANITARY SEWER FUND	\$150.00
	\$2,087.75



LONG LAKE, MN

Payroll Summary

Pay Group: 01 Bi-Weekly
 Check Date: 3/21/2024 per. 6

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	1,524.40	1,524.40	1,524.40	106.39	74.28		94.51	22.10						1,227.12
000000243 DIERCKS, SEAN	3,967.63	3,711.03	3,711.03	575.39	222.97		245.99	57.53	256.60					2,609.15
000000286 HEILAND, MICHAEL	4,838.39	4,337.33	4,337.33	435.75	232.49			70.16	501.06					3,598.93
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	2,187.20	2,045.03	2,045.03	168.87	109.68		135.61	31.71	142.17					1,599.16
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	781.01	287.88		303.81	71.05	300.21	6.07				3,156.22

941 Deposit

Federal Tax	\$2,882.52
Medicare	\$775.64
Social Security	\$2,716.68
Advanced EIC	None
Total Deposit	\$6,374.84

Pay Summary

Gross	27,035.92
Federal Gross	24,792.53
State Gross	24,792.53
FICA Gross	21,908.80

Tax Summary

Federal Tax	2,882.52	
State Tax	1,378.64	
Local Tax		
FICA Ded/Ben	1,358.34	1,358.34
Medicare Ded/Ben	387.82	387.82

Others

Retirement	1,954.66
Tax-Sheltered	288.73
Voluntary	
Tips	0.00
Reimbursement	0.00
Net Pay (-tips)	18,785.21



CITY OF
LONG LAKE

City Council Agenda Report

City of Long Lake

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

MEETING DATE / April 2, 2024

SUBJECT: Approval of a Salary Step Increase for Fire Chief Michael Heiland

Prepared By: Scott Weske, City Administrator

Report Date: 3/18/2024

Recommended City Council Action

Staff recommends the following:

Motion to adopt Resolution No. 2024-14 approving a salary step increase for Fire Chief Michael Heiland recognizing that he has received a satisfactory evaluation of his annual review from the City Administrator; and approving changing Heiland’s salary to Step 8 from Step 7 of the 2024 Salary Plan effective March 27, 2024.

Overview / Background

Mr. Heiland was appointed to the position of Fire Chief on March 21, 2023, and subsequently began his employment on March 27, 2023. Staff is pleased with Mr. Heiland’s performance and would recommend the City Council ratify the City Administrator’s finding that he has earned a satisfactory evaluation. Staff also recommends Mr. Heiland receive a one-step salary increase from Step 7 to Step 8.

Supporting Information

- Resolution No. 2024-14
- Personnel Action Form



**City Council
Resolution No. 2024-14**

**A RESOLUTION APPROVING A SALARY STEP INCREASE
FOR FIRE CHIEF MICHAEL HEILAND**

WHEREAS, all employees hired by the City of Long Lake are hired as probationary employees and serve a six-month probationary period; and

WHEREAS, Fire Chief Michael Heiland was appointed as a probationary employee on March 21, 2023 and began his employment March 27, 2023; and

WHEREAS, the City Administrator has determined Fire Chief Michael Heiland’s performance during the first twelve months of his employment to have been satisfactory, and

NOW THEREFORE, BE IT RESOLVED, that the City Council of the City of Long Lake, Minnesota, in recognition of the employee’s performance, hereby approves increasing the salary for Fire Chief Michael Heiland to Step 8 of the 2023 Salary Plan effective March 27, 2024.

Adopted by the City Council of the City of Long Lake this 3rd day of April 2024.

BY:

Charlie Miner, Mayor

ATTEST:

Jeanette Moeller, City Clerk



Personnel Action Form

City of Long Lake
450 Virginia Avenue
PO Box 606
Long Lake, MN 55356
Phone: (952) 473-6961

Employee Information / Personnel Action

Employee's Name: Mike Heiland Department: Fire

1. Type of Action: Appointment - Probationary Seasonal / Temporary
 Personnel Action - Performance Evaluation Disciplinary

Status: Regular Full Time Regular Part Time Seasonal Employee

Benefits: Full - Health, Life, Dental Insurance, etc.
 Partial - Prorated Sick / Vacation Leave
 None

Exempt From PERA? No Yes (if yes, see reverse side)

Other Actions (Not Appointments) -

COLA Increase Merit Pay Resignation Reclassification
 Step Increase Promotion Retirement Other _____
 Transfer Dismissal Suspension _____

	PRESENT STATUS	PROPOSED STATUS
2. Position Classification (Title)	<u>Fire Chief</u>	<u>Fire Chief</u>
3. Salary Step	<u>7</u>	<u>8</u>
4. Wage (or Bonus)	<u>\$110,403.13</u>	<u>\$112,656.25</u>
5. Reason for Action	<u>Annual performance review. Satisfactory</u>	
6. Effective Date	<u>03/27/2024</u>	

7. SIGNATURES

STAFF SIGNATURE

3.18.24
Date

DEPARTMENT HEAD SIGNATURE

CITY ADMINISTRATOR SIGNATURE

Date
3-18-24
Date



CITY OF
LONG LAKE

City Council Agenda Report

City of Long Lake

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

MEETING DATE / April 2, 2024

SUBJECT: Approve Waiver Release Related to Property Damage

Prepared By: Scott Weske, City Administrator

Report Date: 3/18/2024

Recommended City Council Action

Staff recommends the following:

Motion to approve a Fixed Property Release Waiver related to property damage by a vehicle in the vicinity of the Wayzata Boulevard W/Old Long Lake Road intersection, and authorize the Mayor to execute the release.

Overview / Background

Last November, a driver struck a light pole and was insured by Progressive at the State minimum level for property damage (\$10,000). The City's damage claim was around \$13,000 for the replacement of the light pole.

Staff learned that the City's LMC policy did not include objects in the open and that for those items to be covered, we would need to purchase supplemental coverage. When the driver's deductible was considered, the recommendation was to simply accept the \$10,000 max coverage payment from Progressive.

Progressive has submitted their standard waiver which would have required the City to waive all liability from the incident. The City Attorney modified the document to exclude the City's recovery from Progressive and against the vehicle driver as to the first \$10,000.

Staff does not think the excess value (\$3,000) would be worth pursuing in light of the cost to do so, but the City Attorney reserved the right to do so in case staff was to uncover additional damages. Progressive finally approved the revised waiver this week.

The next step is to have Council authorization for the Mayor sign the release. When signed, the City Attorney can direct where it should be mailed so the City can collect the insurance payment.

Supporting Information

- Fixed Property Damage Release Waiver

FIXED PROPERTY DAMAGE RELEASE

FOR AND IN CONSIDERATION OF Ten Thousand Dollars (\$10,000.00), the City of Long Lake hereby release(s) and forever discharge(s) Progressive Direct Insurance Company together with any and all successors and assigns (“Progressive”), from all property damage claims, demands, damages, actions or causes of action on account of damage to property from an accident which occurred on or about November 14th, 2022 at or near WAYZATA BLVD W/OLD LONG LAKE RD, in the City of Long Lake, County of Hennepin, State of Minnesota. Further, the City of Long Lake acknowledges and agrees that this consideration is offered by Progressive on behalf of its insured parties, Brizeyda I. Meza and Rosa Naria Meza (collectively the “Insured Parties”), and that any remedy sought by the City of Long Lake against the Insured Parties and related to the above-described damage to property shall be limited to damages in excess of the consideration contemplated herein.

I acknowledge that said sum is paid in compromise and settlement of disputed claims, that payment thereof shall not be construed as an admission of any liability whatsoever by any of the parties herein wholly or partially released by whom liability is expressly denied. I further agree that any claim of whatever kind or nature that Progressive or the Insured Parties might have or hereafter have growing out of the above accident, is hereby expressly reserved by them.

It is understood that upon receipt of all the above-referenced monies that this document shall be a **FULL AND FINAL RELEASE** in full compromise settlement of all property damage and loss of use claims as to Progressive and shall release Progressive from all such claims whether known or unknown, suspected or unsuspected.

In executing this Release, I am relying on my judgment, belief and knowledge as to all phases of my claims, and I am not relying on representations or statements made by any of the parties herein wholly or partially released, anyone representing them, or anyone employed by them, excepting Progressive’s representation that the above listed consideration matches the applicable policy limit for the applicable damage claim, in force on or about November 14th, 2022.

The undersigned states that this Release has been carefully read by and is signed as the free act and deed of such undersigned.

A PERSON WHO FILES A CLAIM WITH INTENT TO DEFRAUD OR HELPS COMMIT A FRAUD AGAINST AN INSURER IS GUILTY OF A CRIME.

Signature

Date

Title

Witness Signature

Date

Subscribed and sworn to before me this ____ day of _____.

Notary Public



CITY OF
LONG LAKE

City Council Agenda Report

City of Long Lake

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

MEETING DATE / April 2, 2024

SUBJECT: Receive and Accept the 2023 Audited Financial Report

Prepared By: Amanda Nowezki, Finance Director

Report Date: 3/27/2024

Recommended City Council Action

Staff recommends the following:

Motion to receive and accept the Executive Governance Summary and Annual Financial Report for the year ended December 31, 2023 issued by City external auditors Abdo LLP.

Overview / Background

The City of Long Lake contracted with Abdo LLP, a CPA firm, to conduct an external audit of the City's 2023 financial activities, to assist in the preparation of the financial statements in a GASB format, and render an opinion on the audit results.

AEM completed the audit fieldwork in early February and observations from the audit report include an unmodified "clean opinion". The year-end General Fund balance of \$991,963 is a decrease of \$16,536 from 2022 due to unexpected legal expenses related to the fire department (page 40).

The Water Utility posted a net increase of \$70,598 in cash and cash equivalents due to Interest earned of \$46,784 on investments. The Sewer Utility posted a net increase of \$65,716 in cash and cash equivalents due to a decrease in MCES Sewer Treatment costs of \$34,670, while the Surface Water Utility decreased \$27,087, and the Recycling Fund gained \$11,169 (page 46).

Tyler See, Audit Manager, will be present to provide the City Council with a more detailed overview of the audit report as well as respond to any specific questions the City Council may have.

Supporting Information

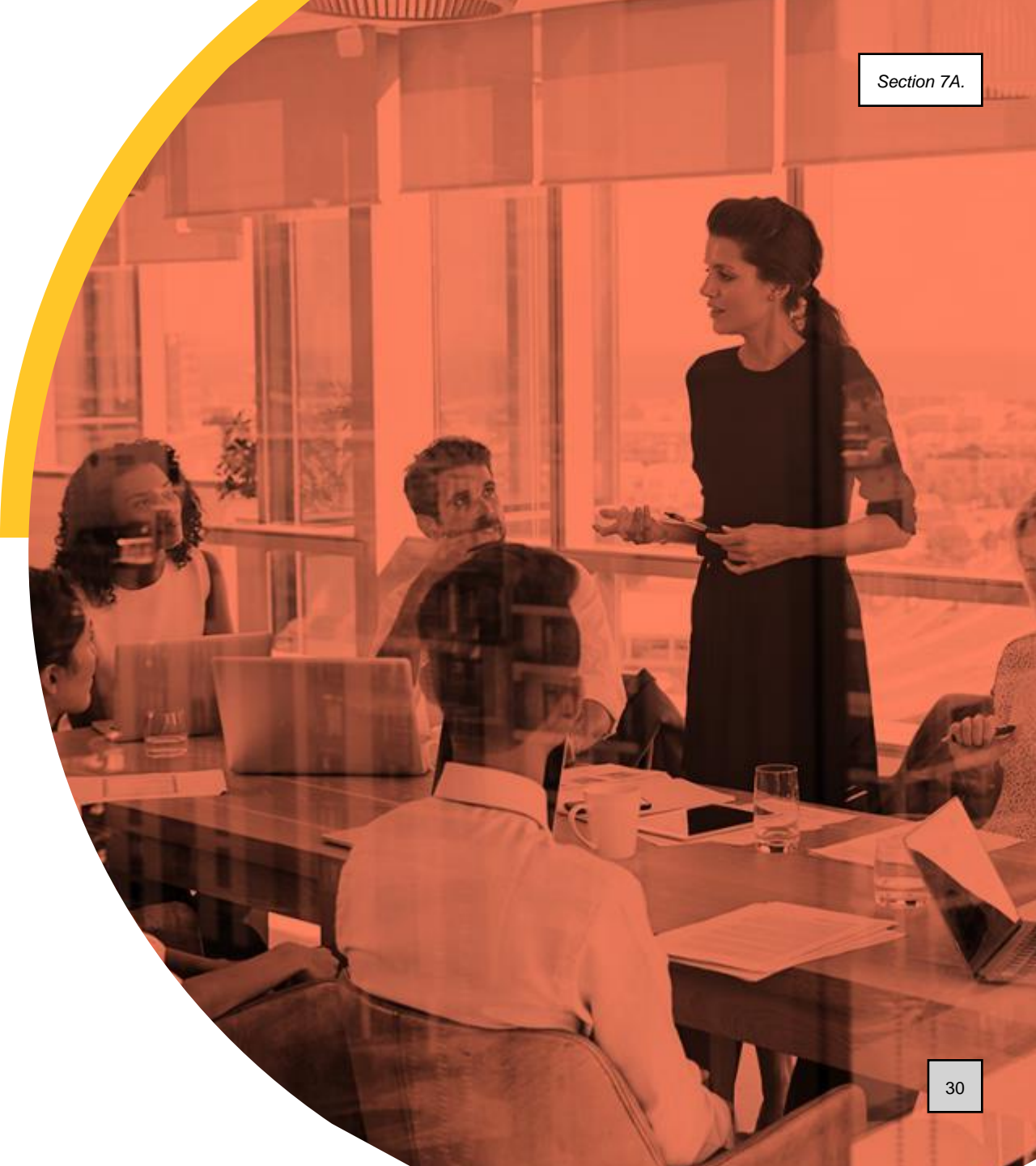
- Financial Audit Presentation
- Executive Governance Summary
- Annual Financial Report

Note: For a paper copy of the full Annual Financial Report audit document, please contact the City Clerk. The audit will be available for public viewing on the City's website following City Council approval.



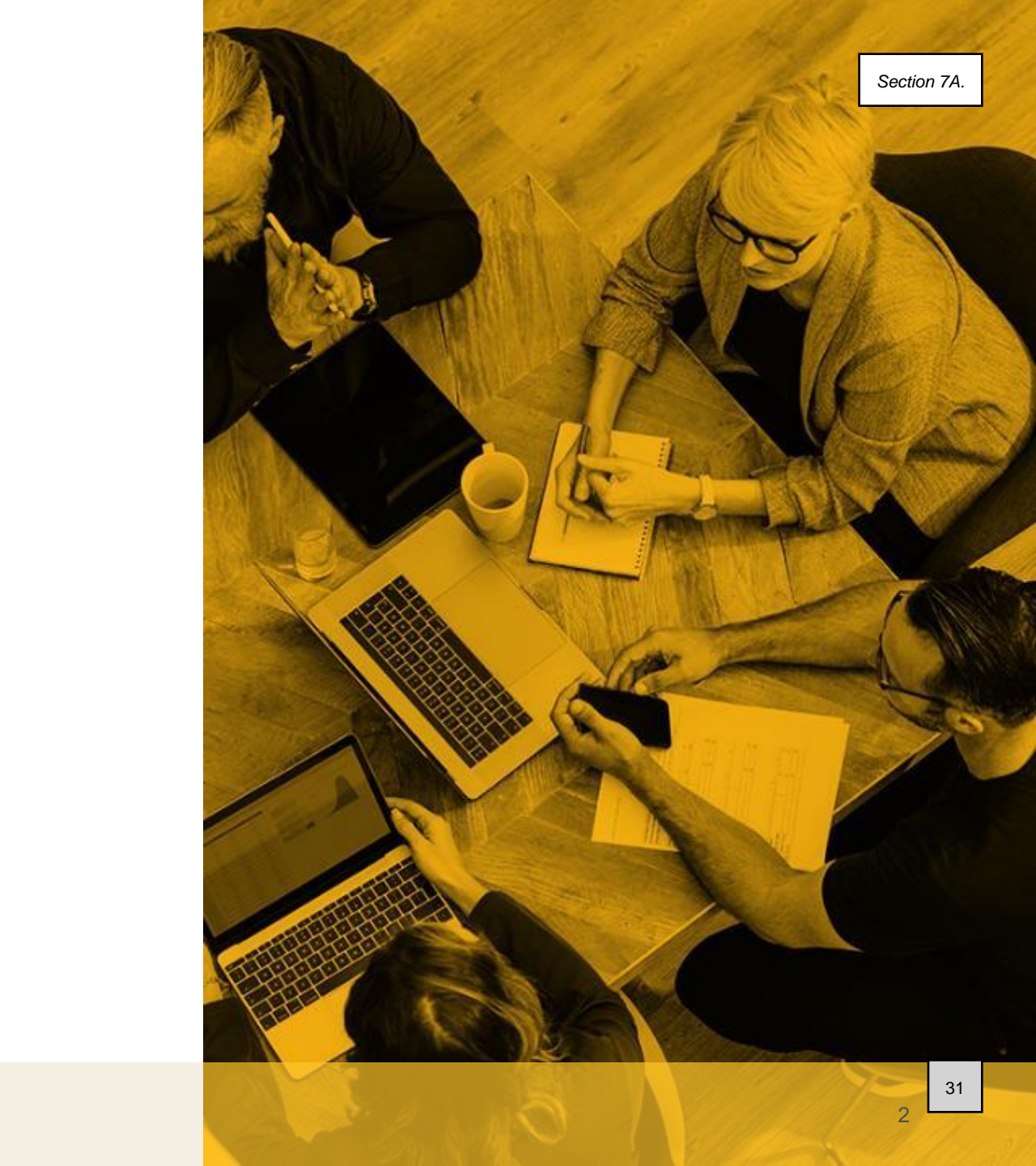
City of Long Lake

2023 Financial Statement Audit




Introduction

- Audit Results
- General Fund
- Other Governmental Funds
- Enterprise Funds
- Key Performance Indicators



Audit Results

Auditor's Opinion



Unmodified Opinion

Minnesota Legal Compliance



No Instances of Noncompliance

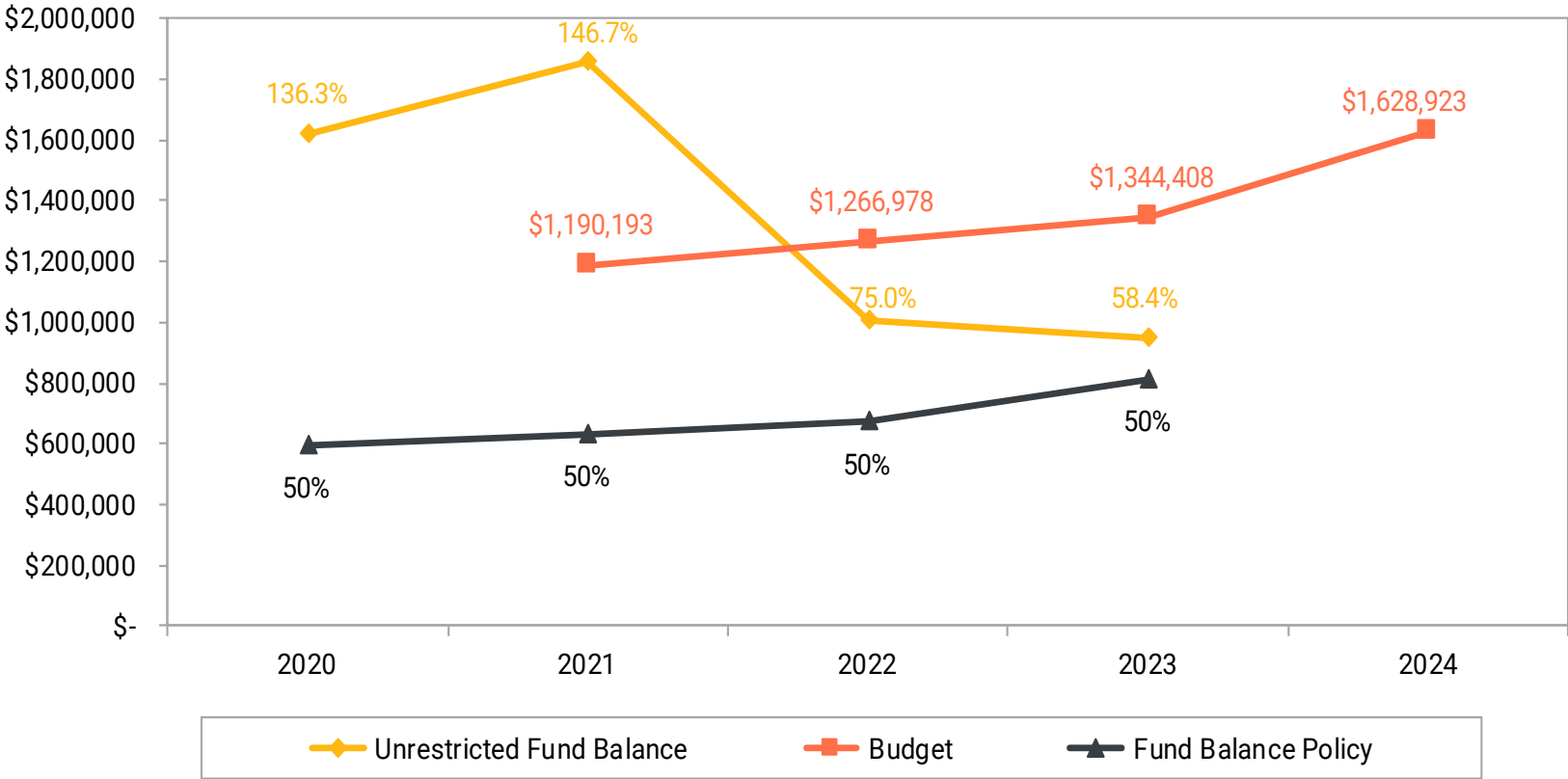
Audit Results

2023 Audit Findings

- Preparation of Financial Statements
 - Internal Control Finding
- Limited Segregation of Duties
 - Internal Control Finding



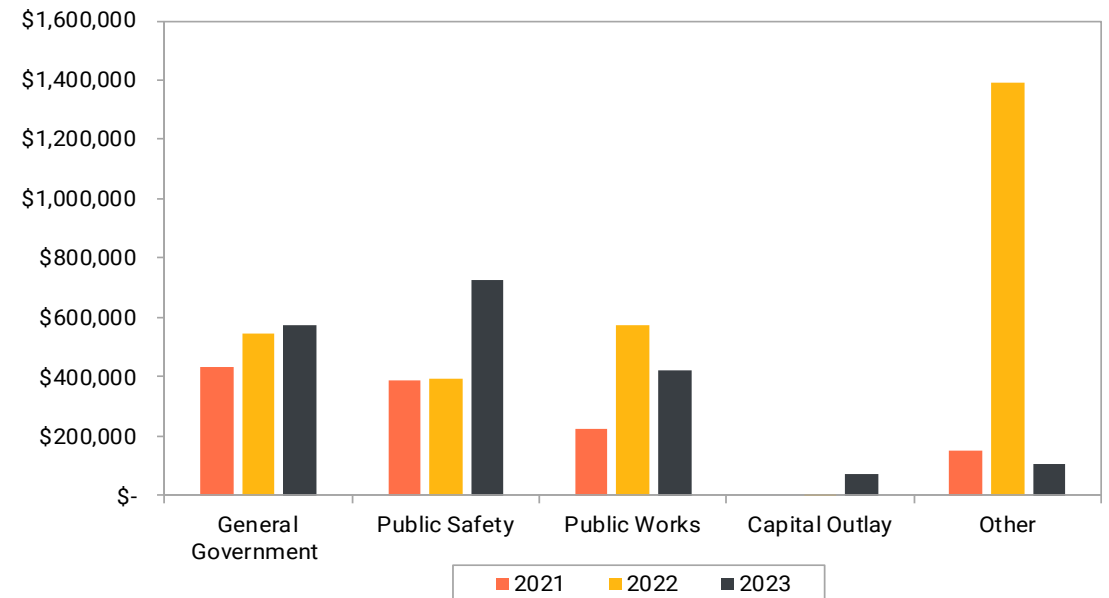
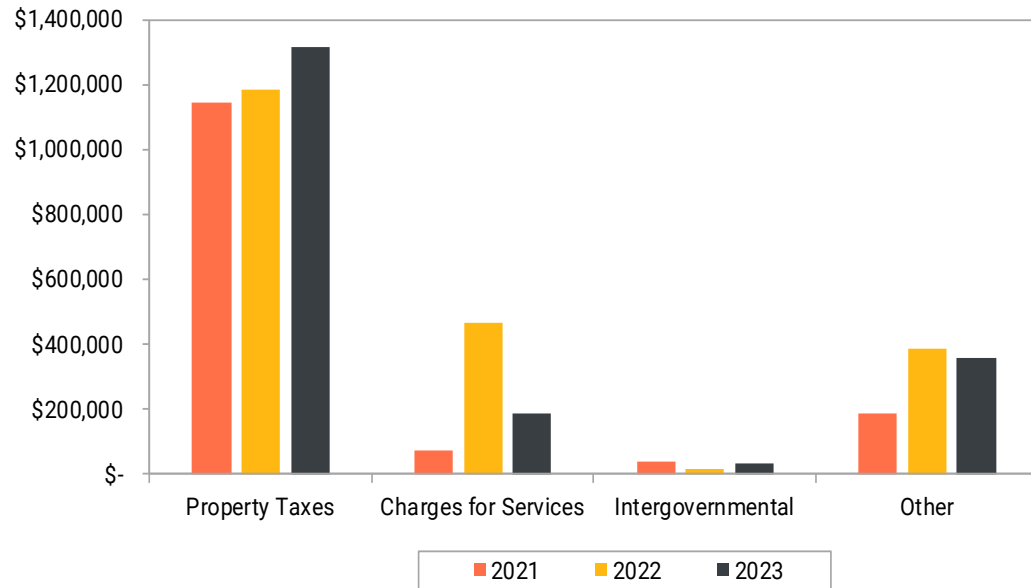
General Fund-Fund Balances



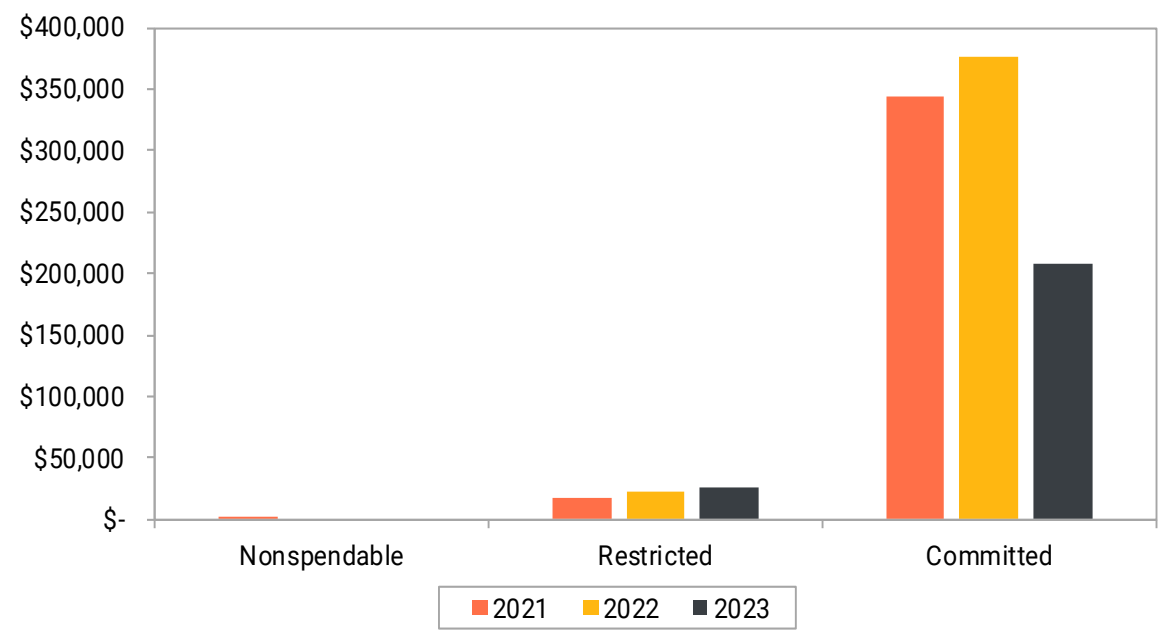
General Fund Budget to Actual

	Final Budgeted Amounts	Actual Amounts	Variance with Final Budget
Revenues	\$ 1,466,363	\$ 1,835,134	\$ 368,771
Expenditures	1,344,408	1,820,199	(475,791)
Excess (Deficiency) of Revenues Over (Under) Expenditures	<u>121,955</u>	<u>14,935</u>	<u>(107,020)</u>
Other Financing Sources (Uses)			
Insurance recovery		10,000	10,000
Sale of capital assets	-	48,529	48,529
Transfers out	-	(90,000)	(90,000)
Total Other Financing Sources (Uses)	<u>-</u>	<u>(31,471)</u>	<u>(31,471)</u>
Net Change in Fund Balances	121,955	(16,536)	(138,491)
Fund Balances, January 1	<u>1,008,499</u>	<u>1,008,499</u>	<u>-</u>
Fund Balances, December 31	<u>\$ 1,130,454</u>	<u>\$ 991,963</u>	<u>\$ (138,491)</u>

General Fund Revenues and Expenditures by Type



Fund	Fund Balances, December 31,		Increase (Decrease)
	2023	2022	
Major			
Fire Department	\$ 125,223	\$ 99,075	\$ 26,148
Nonmajor			
Economic Development Authority	77,349	277,768	(200,419)
Long Lake Carp Management	5,127	-	5,127
Charitable Donation Collections	26,282	22,309	3,973
Total	\$ 233,981	\$ 399,152	\$ (165,171)

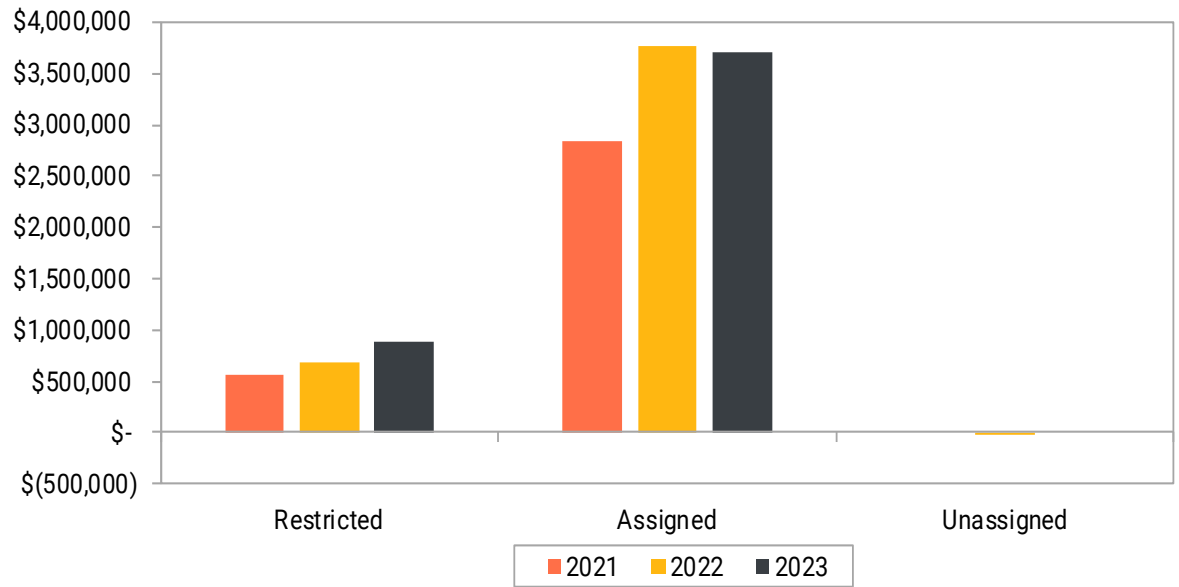


Special Revenue Fund Balances

Fire Department Fund Budget to Actual

	Final Budgeted Amounts	Actual Amounts	Variance with Final Budget
Revenues	\$ 2,007,802	\$ 900,153	\$ (1,107,649)
Expenditures	<u>1,986,729</u>	<u>879,815</u>	<u>1,106,914</u>
Excess (Deficiency) of Revenues Over (Under) Expenditures	21,073	20,338	(735)
Other Financing Sources			
Sale of capital assets	<u>-</u>	<u>5,810</u>	<u>5,810</u>
Net Change in Fund Balances	21,073	26,148	5,075
Fund Balances, January 1	<u>-</u>	<u>99,075</u>	<u>99,075</u>
Fund Balances, December 31	<u><u>\$ 21,073</u></u>	<u><u>\$ 125,223</u></u>	<u><u>\$ 104,150</u></u>

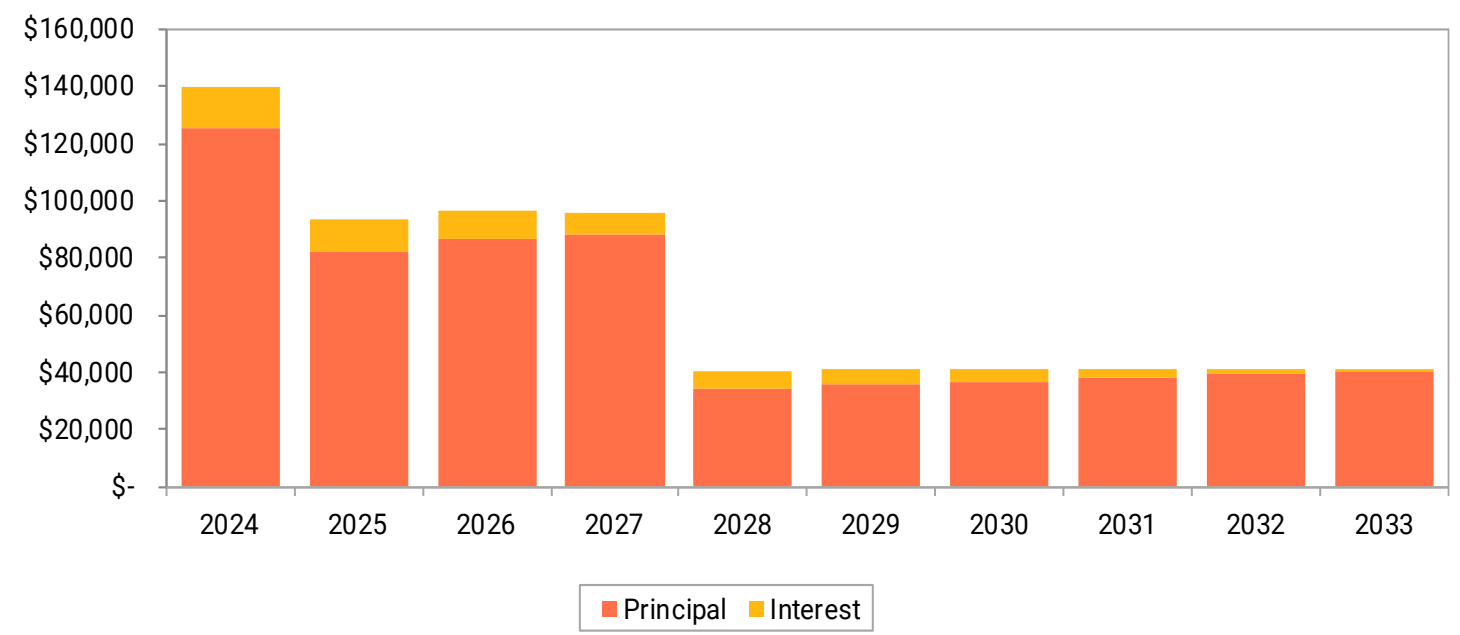
Fund	Fund Balances, December 31,		Increase (Decrease)
	2023	2022	
Major			
Capital Project	\$ 3,431,025	\$ 3,458,876	\$ (27,851)
Nonmajor			
TIF 1-5	-	223	(223)
TIF 1-6	752,909	618,249	134,660
TIF 1-9	1,037	(609)	1,646
Pavement Management Improvement	72,041	104,254	(32,213)
Fire Capital	244,790	195,411	49,379
Park	88,230	85,030	3,200
Total	\$ 4,590,032	\$ 4,461,434	\$ 128,598



Capital Projects Fund Balances

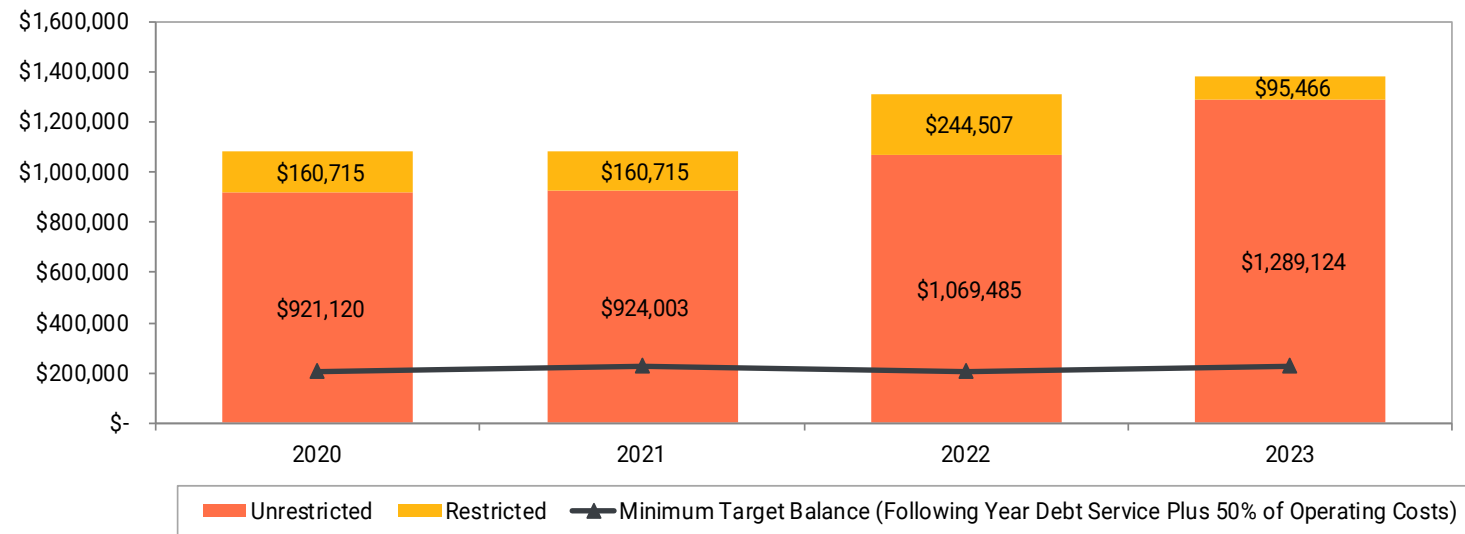
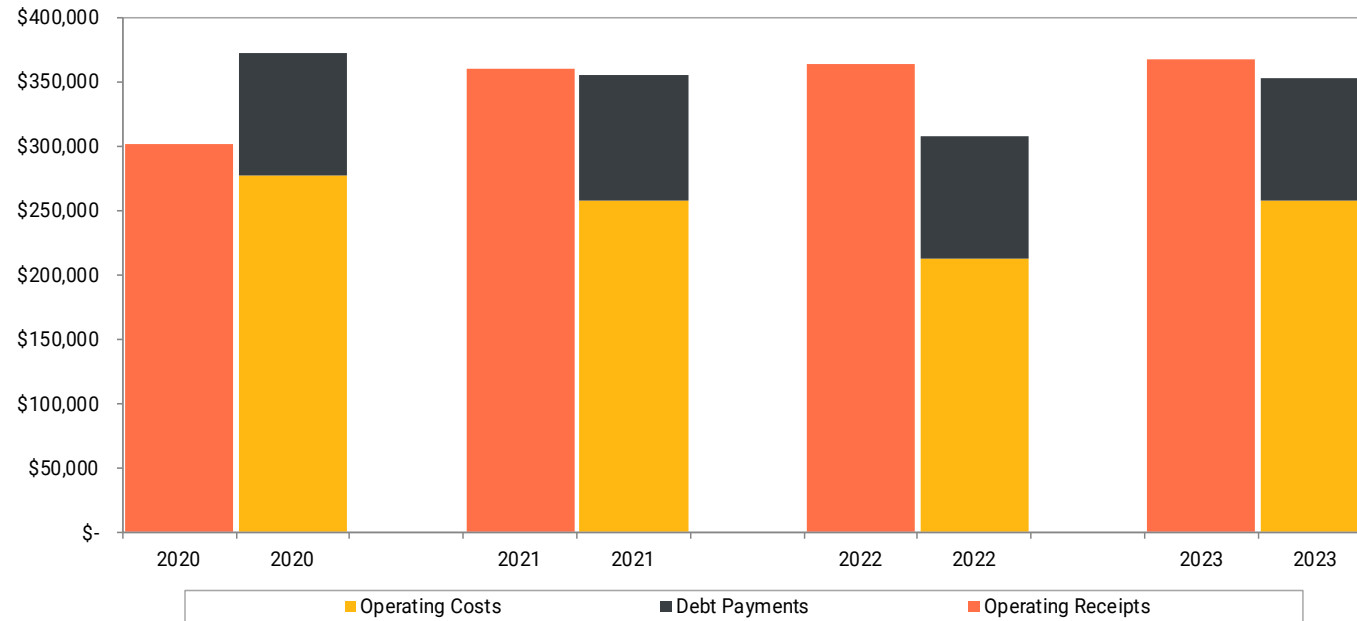
Debt Description	December 31, 2023			Final Maturity Date
	Total Cash	Total Assets	Bonds Outstanding	
2013A Refunding Bonds	\$ 38,227	\$ 38,227	\$ 45,000	2024
2016A Watertown Bonds	80,163	104,730	210,000	2027
2017A GO Improvement Bonds	31,954	31,954	351,575	2033
Total	\$ 150,344	\$ 174,911	\$ 606,575	

Debt Service Funds



Water Fund

Cash Flows from Operations and Cash Balances



	Final Budgeted Amounts	Actual Amounts	Variance with Final Budget
Operating Receipts	\$ 335,279	\$ 367,435	\$ 32,156
Operating Disbursements	<u>351,530</u>	<u>257,469</u>	<u>94,061</u>
Net Cash Provided by Operating Activities	<u>(16,251)</u>	<u>109,966</u>	<u>126,217</u>
Net Cash Used by Capital, Financing and Investing Activities	<u>(127,054)</u>	<u>(39,368)</u>	<u>(87,686)</u>
Net In crease (Decrease) in Cash and Cash Equivalents	(143,305)	70,598	(213,903)
Cash and Cash Equivalents, January 1	<u>1,313,992</u>	<u>1,313,992</u>	<u>-</u>
Cash and Cash Equivalents, December 31	<u>\$ 1,170,687</u>	<u>\$ 1,384,590</u>	<u>\$ (213,903)</u>

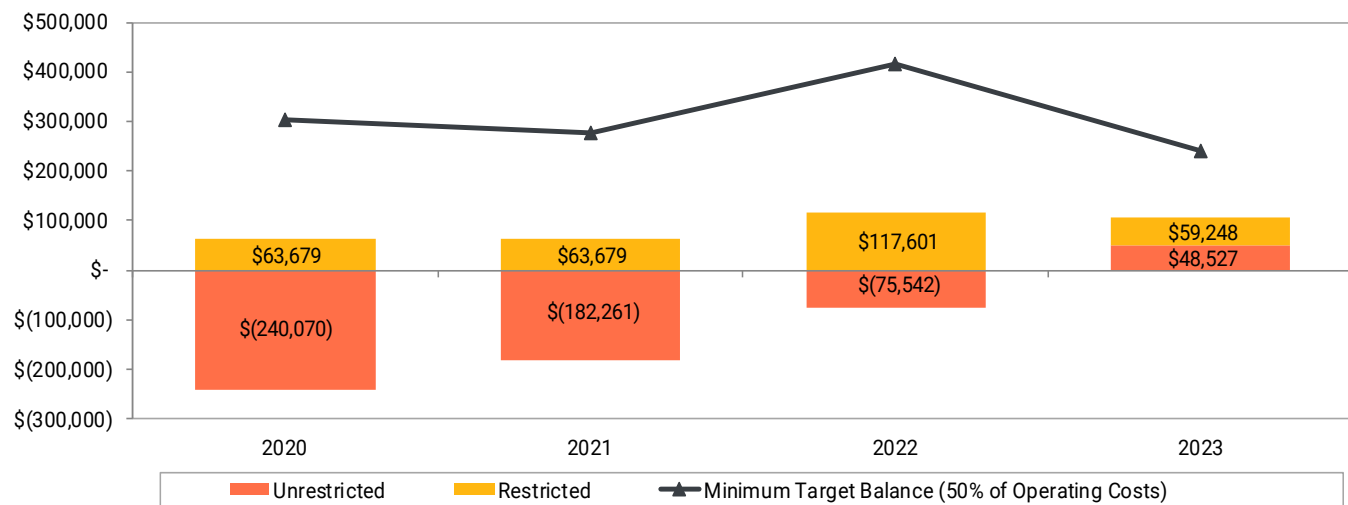
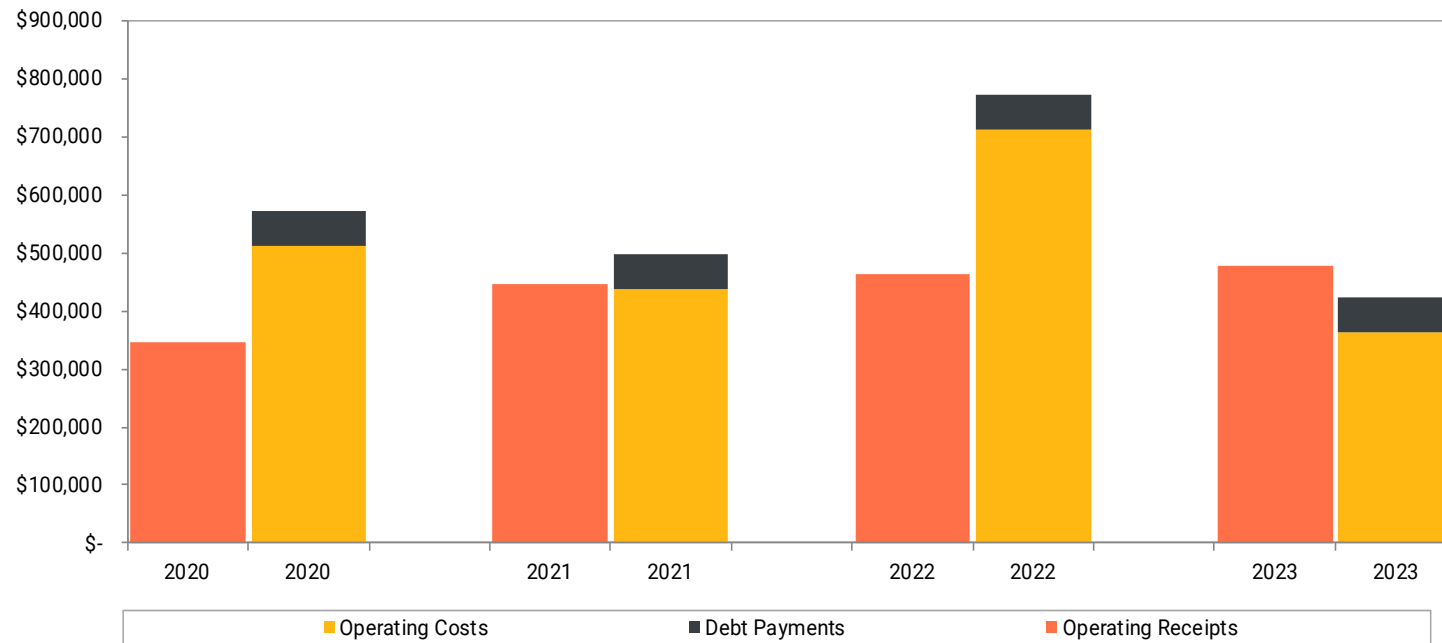
Water Fund

Cash Flow Budget to Actual

Sewer Fund

Cash Flows from Operations and Cash Balances

Note - \$47,548 was paid to Met Council in 2020 for 2019 expenses



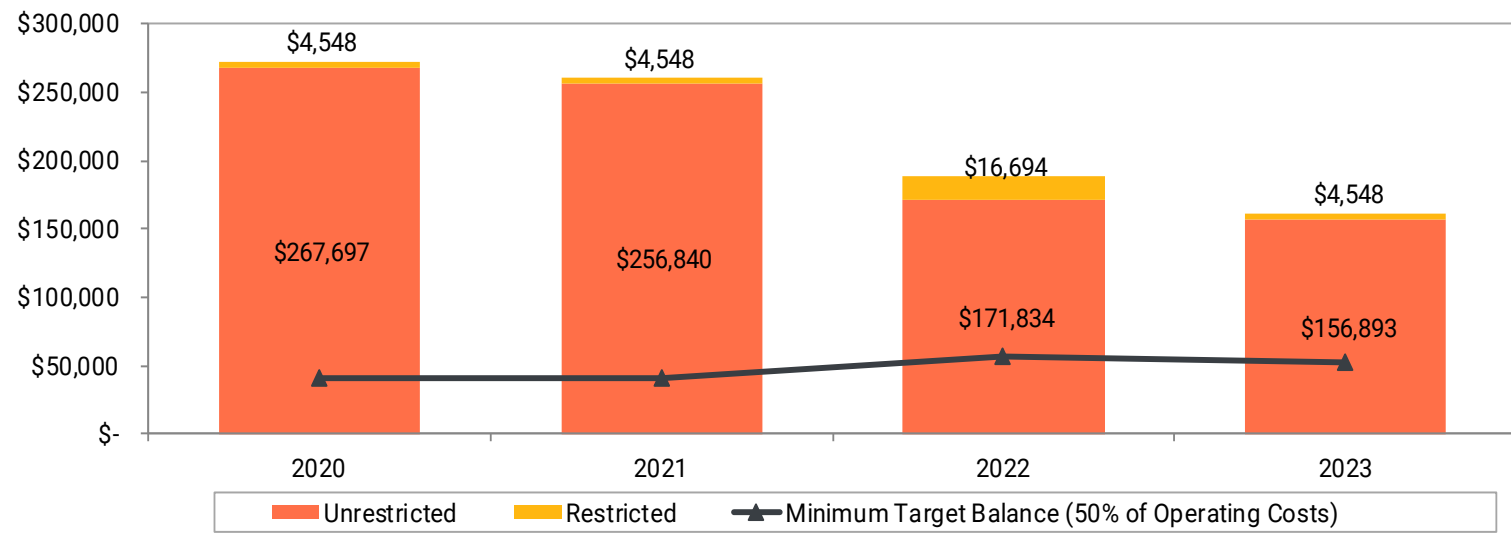
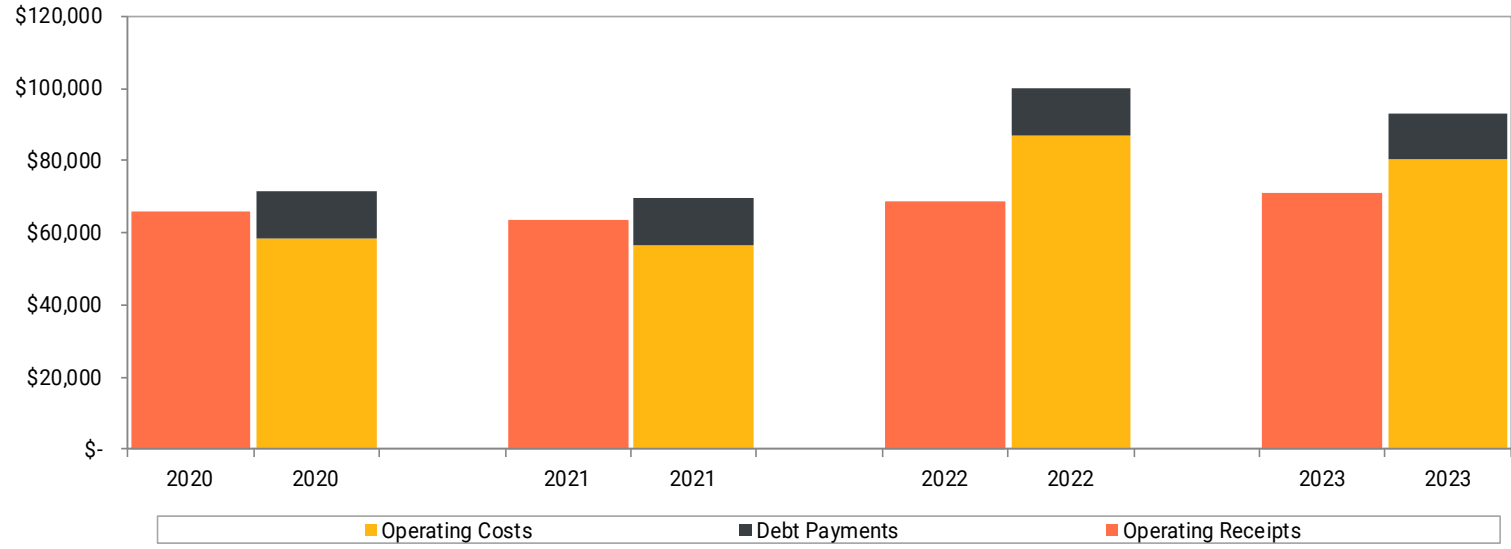
Sewer Fund

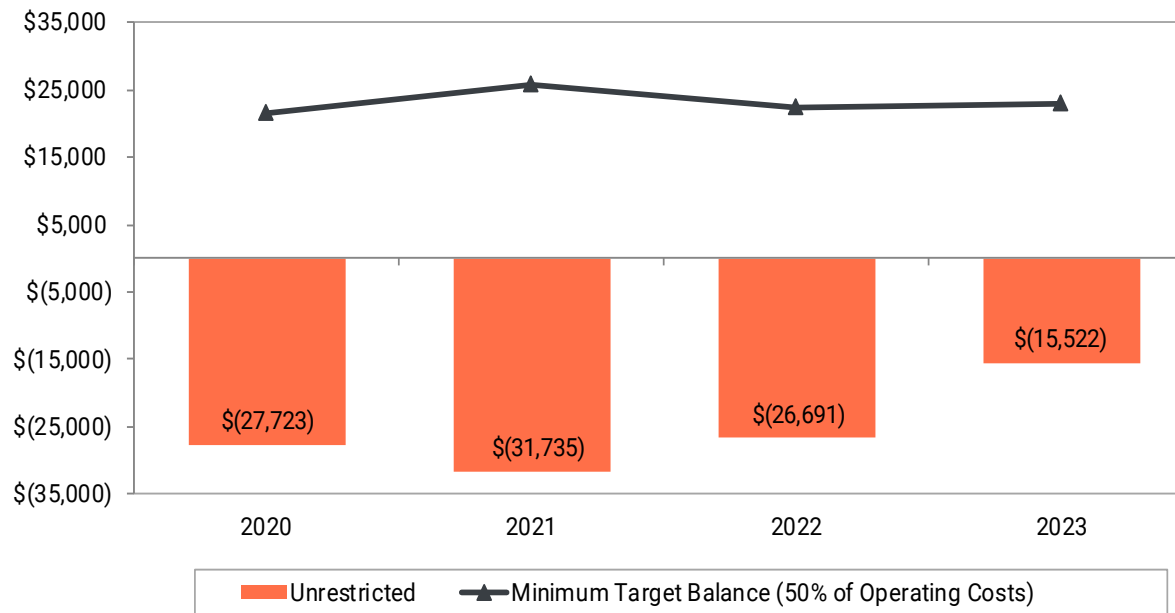
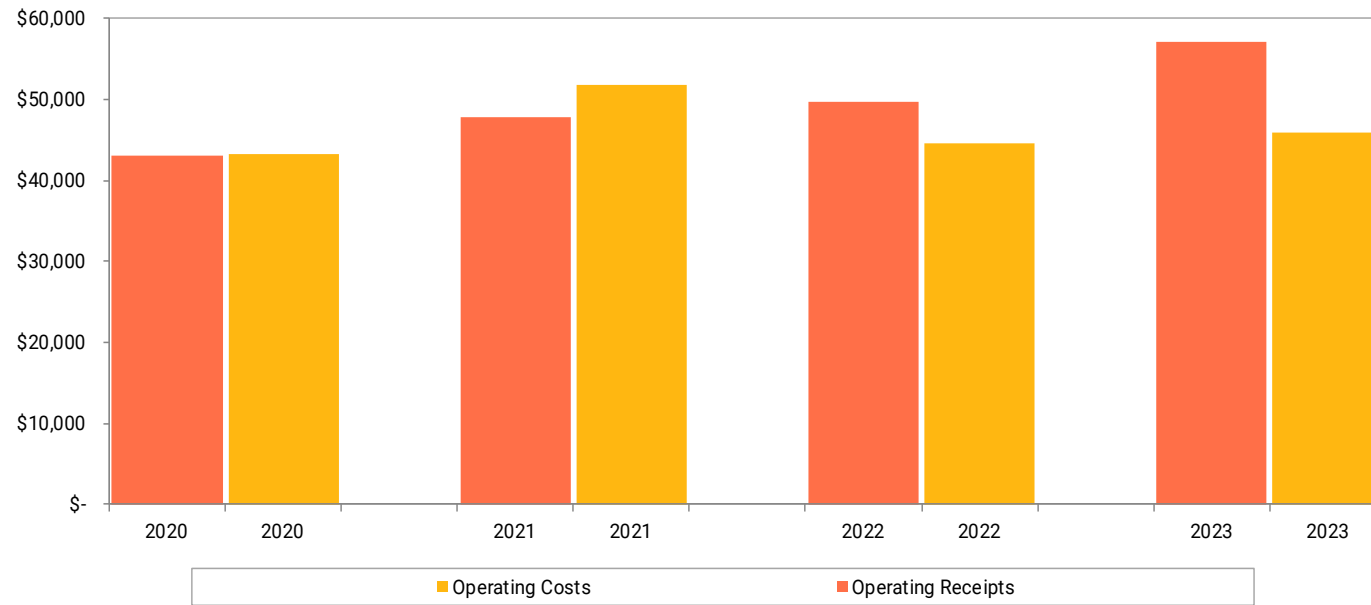
Cash Flow Budget to Actual

	Final Budgeted Amounts	Actual Amounts	Variance with Final Budget
Operating Receipts	\$ 446,000	\$ 477,141	\$ 31,141
Operating Disbursements	511,772	364,320	147,452
Net Cash Provided by Operating Activities	(65,772)	112,821	178,593
Net Cash Provided by Capital and Related Financing Activities	-	(50,194)	50,194
Net Cash Provided by Noncapital and Related Financing Activities	-	-	50,194
Cash Flows from Investing Activities	-	3,089	-
Net Increase (Decrease) in Cash and Cash Equivalents	-	65,716	-
Cash and Cash Equivalents, January 1	42,059	42,059	-
Cash and Cash Equivalents, December 31	<u>\$ 42,059</u>	<u>\$ 107,775</u>	<u>\$ (65,716)</u>

Surface Water Fund

Cash Flows from Operations and Cash Balances

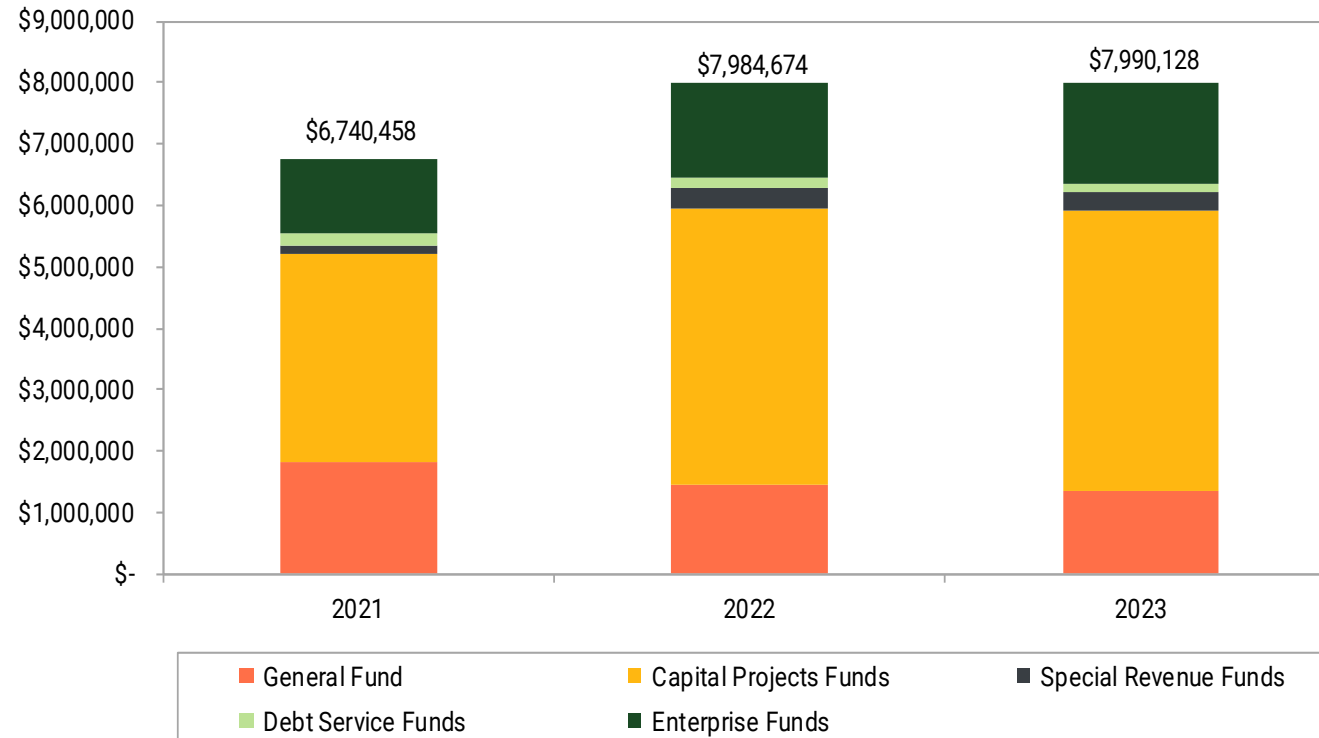




Recycling Fund

Cash Flows from Operations and Cash Balances

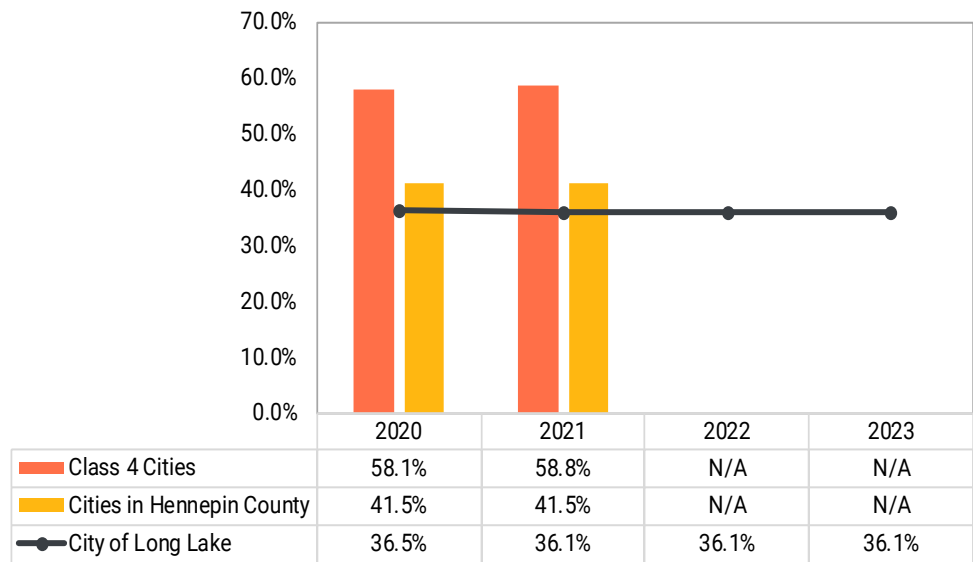
Cash and Investments Balances by Fund Type



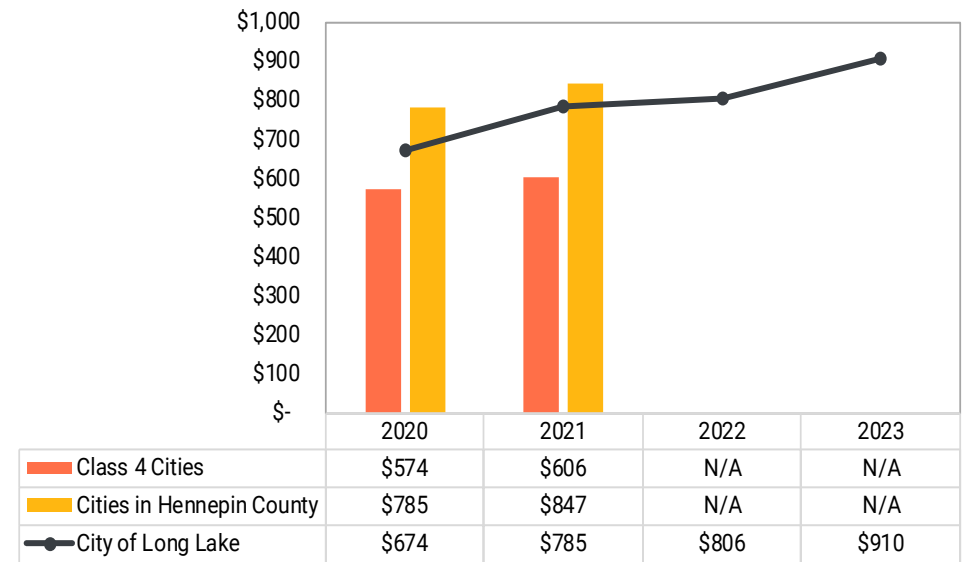
Taxes

Key Performance Indicators

Tax Rates



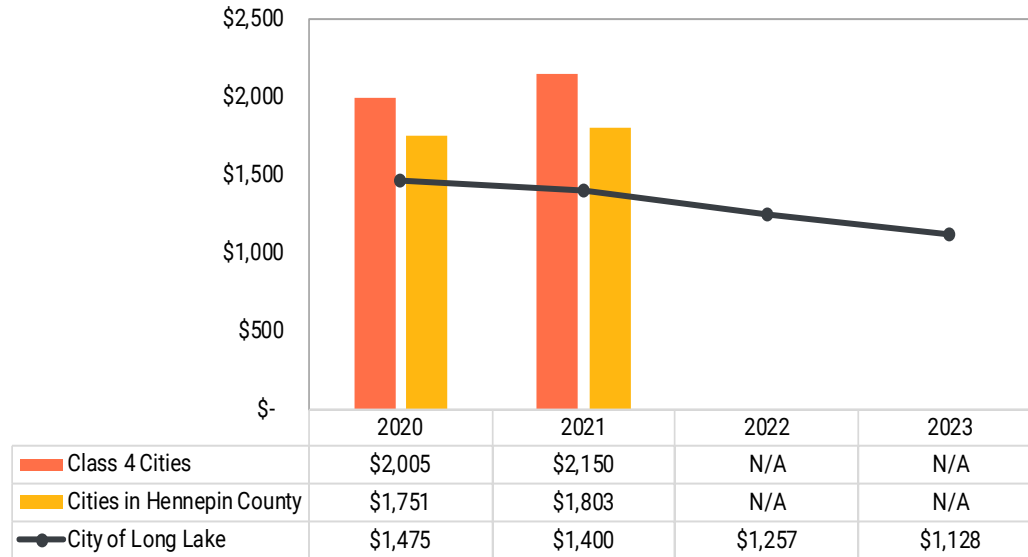
Taxes Per Capita



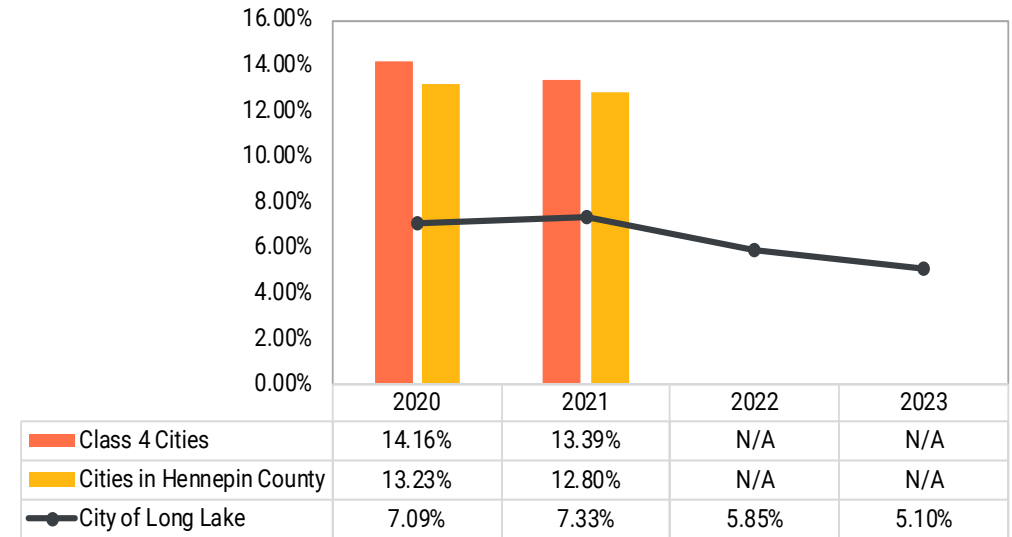
Debt

Key Performance Indicators

Long Term Debt Per Capita



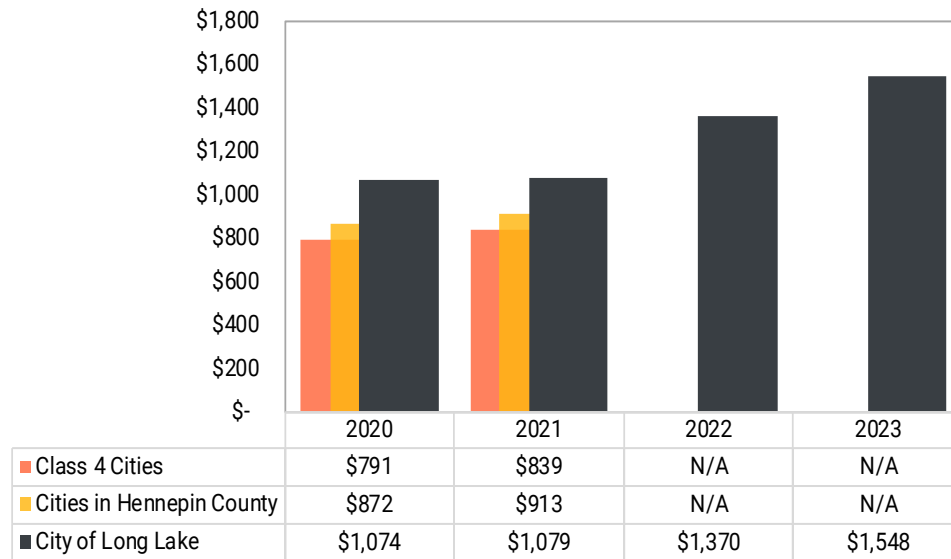
Debt Service Expenditures as a Percent of Current Expenditures



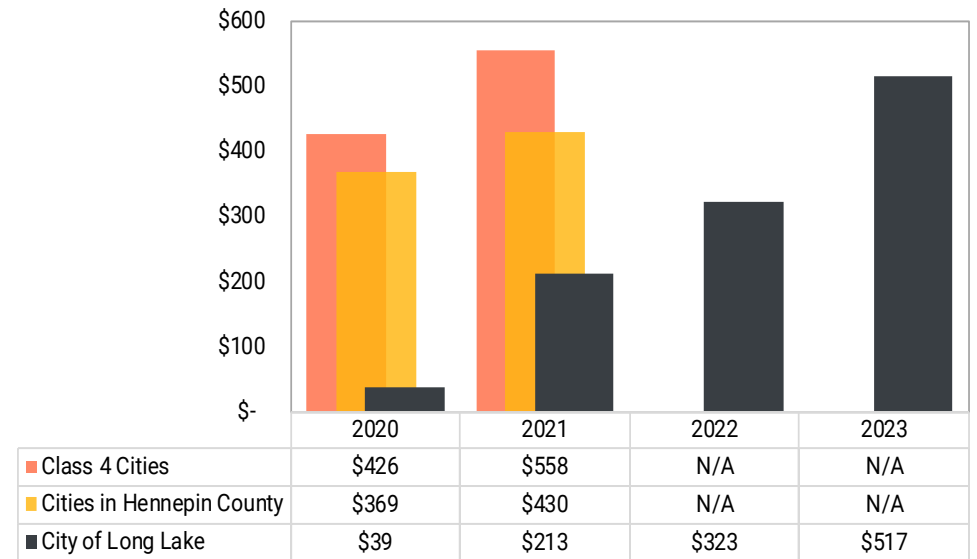
Expenditures

Key Performance Indicators

Current Expenditures Per Capita



Capital Expenditures Per Capita



Your Abdo Team



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Intern

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Executive Governance Summary

City of Long Lake

Long Lake, Minnesota

For the year ended December 31, 2023



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Edina, MN 55436
P 952.835.9090

Mankato Office

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Mankato, MN 56001
P 507.625.2727

Scottsdale Office

14500 N Northsight Blvd, Ste 233
Scottsdale, AZ 85260
P 480.864.5579

March 19, 2024

Management, Honorable Mayor and City Council
City of Long Lake, Minnesota

We have audited the financial statements of the governmental activities, the business-type activities, each major fund and the aggregate remaining fund information of the City of Long Lake, Minnesota (the City), for the year ended December 31, 2023. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter dated December 13, 2023. Professional standards require that we provide you with the following information related to our audit.

Significant Audit Findings

In planning and performing our audit of the financial statements, we considered the City's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, we do not express an opinion on the effectiveness of the City's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, as discussed below, we identified a certain deficiency in internal control that we consider to be significant deficiencies. We consider the deficiencies presented as findings 2023-001 and 2023-002 on the following pages to be significant deficiencies in internal control.

2023-001

Limited Segregation of Duties

Condition: During our audit we reviewed procedures over cash disbursements, utility billing, payroll, and cash receipts and found the City to have limited segregation of duties in these transaction cycles.

Criteria: There are four general categories of duties: authorization, custody, record keeping and reconciliation. In an ideal system, different employees perform each of these four major functions. In other words, no one person has control of two or more of these responsibilities.

Cause: As a result of the limited number of staff, the City is not able to completely segregate all accounting functions. All cycles have the same person performing some of the authorization, custody, and recording functions.

Effect: The existence of limited segregation of duties increases the risk of fraud and error.

Recommendation: While we recognize the number of staff is not large enough to eliminate these deficiencies, we believe the risk can be reduced with better monitoring. We recommend that the City Administrator utilize the bank statement review checklist provided during audit fieldwork. This checklist includes procedures over small samples to verify proper endorsements on cancelled checks, agree amounts from cancelled checks and wire payments to supporting documentation, and agree deposits to the receipt journal as well as procedures to review the monthly bank reconciliation. Implementation of this bank statement review checklist will help improve monitoring over each of the transaction cycles. It is important that the City Council is aware of this condition and monitor all financial information.

City Council should also be reminded of their duties over finance at least annually. Some typical monitoring duties would include the following tasks:

- Claims approval is an important control and should be at the front of the meeting to ensure that the City Council reviews the claims closely.
- Monitor progress over the development of documented policies and procedures.
- The check sequence should be reported in each set of approved minutes with a corresponding amount of all checks that agrees to the City Council claims listing. The City Council should review the order the checks are approved to ensure that they are in sequence and any gaps in numbers are explained.
- Consider personnel policies that require someone else to fill finance duties for a period of time. A mandatory vacation period of one week for all finance staff and distribution of their duties for that week is often recommended.

Management Response:

Management intends to carry out some of these recommendations during 2023, taking into consideration cost versus benefit.



- Condition:** We were requested to draft the audited financial statements and related footnote disclosures as part of our regular audit services. Auditing standards require auditors to communicate this situation to the City Council as an internal control deficiency. Ultimately, it is management's responsibility to provide for the preparation of your statements and footnotes, and the responsibility of the auditor to determine the fairness of presentation of those statements. It is our responsibility to inform you that this deficiency could result in a material misstatement to the financial statements that could have been prevented or detected by your management. Essentially, the auditors cannot be part of your internal control process.
- Criteria:** Internal controls should be in place to ensure adequate internal control over safeguarding of assets and the reliability of financial records and reporting.
- Cause:** From a practical standpoint, we both prepare your statements and determine the fairness of the presentation at the same time in connection with our audit. This is not unusual for us to do with organizations of your size.
- Effect:** The effectiveness of the internal control system relies on enforcement by management. The effect of deficiencies in internal controls can result in undetected errors in financial reporting. We have instructed management to review a draft of the auditor prepared financials in detail for accuracy; we have answered any questions that management might have, and have encouraged research of any accounting guidance in connection with the adequacy and appropriateness of classification of disclosures in your statements. We are satisfied that the appropriate steps have been taken to provide you with the completed financial statements.
- Recommendation:** Under these circumstances, the most effective controls lie in management's knowledge of the City's financial operations. It is the responsibility of management and those charged with governance to make the decision whether to accept the degree of risk associated with this condition because of cost and other considerations. While the City is reviewing the financial statements, we recommend that 1) a disclosure checklist be utilized to ensure all required disclosures are presented and 2) the City should agree its accounting information from Banyon to the amounts reported in the financial statements.

Management Response:

For now, the City accepts the degree of risk associated with this deficiency and thoroughly reviews a draft of the financial statements.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the City's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. While our audit provides a reasonable basis for our opinion, it does not provide a legal determination on the City's compliance with those requirements. The results of our tests disclosed no instances of noncompliance or other matters that is required to be reported in accordance with Minnesota statutes.

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the City are described in Note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies were not changed during the year ended December 31, 2023. We noted no transactions entered into by the governmental unit during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected.

The most sensitive estimates affecting the financial statements were depreciation on capital assets, allocation of payroll and compensated absences, allocation of project costs, leases, other post-employment benefits, and the liability for the City's pensions.

- Management's estimate of depreciation is based on estimated useful lives of the assets. Depreciation is calculated using the straight-line method.
- Allocations of gross wages and payroll benefits are approved by City Council within the City's budget and are derived from each employee's estimated time to be spent servicing the respective functions of the City. These allocations are also used in allocating accrued compensated absences payable.
- Management's allocation of construction costs is based on amounts identified by the project engineer. These allocations are used to allocate other project costs, including engineering, to each fund.
- The City's liability for other post-employment benefits was estimated to be zero primarily based on the assumption that employees, whom participate in the health insurance plan, are receiving no implicit benefit since premiums are scaled based on age.
- Management's estimate of its pension liability is based on several factors including, but not limited to, anticipated investment return rate, retirement age for active employees, life expectancy, salary increases and form of annuity payment upon retirement.
- Management's estimate of its lease receivable is based on the present value of lease payments expected to be received during the lease term.

We evaluated the key factors and assumptions used to develop these accounting estimates in determining that it is reasonable in relation to the financial statements taken as a whole. The disclosures in the financial statements are neutral, consistent, and clear. Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. In addition, none of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to the financial statements taken as a whole.

We assisted in preparing a number of year end accounting entries. These were necessary to adjust the City's records at year end to correct ending balances. The City should establish more detailed processes and procedures to reduce the total number of entries in each category. The City will receive better and timelier information if the preparation of year end entries is completed internally.

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.



Management Representations

We have requested certain representations from management that are included in the management representations letter dated March 19, 2024.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a “second opinion” on certain situations. If a consultation involves application of an accounting principle to the City’s financial statements or a determination of the type of auditor’s opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the City’s auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Other Matters

We applied certain limited procedures to the required supplementary information (RSI) (Management’s Discussion and Analysis, the Schedules of Employer’s Share of the Net Pension Liability, the Schedule of Changes in Net Pension Liability (Asset) and Related Ratios, and the Schedules of Employer’s Contributions), which is information that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management’s responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

We were engaged to report on the supplementary information (combining and individual fund financial statements and schedules), which accompany the financial statements but are not RSI. With respect to this supplementary information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

We were not engaged to report on the introductory section which accompanies the financial statements but is not RSI. We did not audit or perform other procedures on this other information, and we do not express an opinion or provide any assurance on it.

Future Accounting Standard Changes

The following Governmental Accounting Standards Board (GASB) Statements have been issued and may have an impact on future City financial statements: ⁽¹⁾

GASB Statement No. 100 - <i>Accounting Changes and Error Corrections</i>	<i>Effective: 12/31/2024</i>
GASB Statement No. 101 - <i>Compensated Absences</i>	<i>Effective: 12/31/2024</i>
GASB Statement No. 102 – <i>Certain Risk Disclosures</i>	<i>Effective: 12/31/2025</i>

Further information on upcoming [GASB pronouncements](#).

* * * *

Restriction on Use

This purpose of this communication is solely for the information and use of the City Council and management of the City and is not intended to be, and should not be used by anyone other than those specified parties.

Our audit would not necessarily disclose all weaknesses in the system because it was based on selected tests of the accounting records and related data. The comments and recommendations in the report are purely constructive in nature, and should be read in this context.

If you have any questions or wish to discuss any of the items contained in this letter, please feel free to contact us at your convenience. We wish to thank you for the continued opportunity to be of service and for the courtesy and cooperation extended to us by your staff.



Abdo
Minneapolis, Minnesota
March 19, 2024

