



CITY COUNCIL MEETING

January 16, 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 the January 2, 2024 City Council Work Session

[B.](#) Approve Minutes of January 2, 2024 City Council Meeting

[C.](#) Approve Vendor Claims and Payroll

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.](#) Lease Between the City and the Lake Minnetonka Communications Commission for Use of Office Space in the City's Public Works Building

[B.](#) Approve the Purchase of New Windows for the Public Works Facility at 2145 Daniels Street

[C.](#) Review Duty Crew Implementation Strategic Plan and Receive Duty Crew Pilot Program Summary Statistics

[D.](#) Review and Update of City Goals

8. Other Business

9. Adjourn

UPCOMING MEETINGS & OTHER DATES OF NOTE

Monday, February 5 (5:30 pm) / Park Board Meeting

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

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

Tuesday, February 13 (6:30 pm) / Planning Commission Meeting

Monday, February 19 / City Offices Closed - Presidents' Day
Tuesday, February 20 (6:30 pm) / City Council Meeting



**MINUTES
CITY COUNCIL WORK SESSION
January 2, 2024**

CALL TO ORDER

The meeting was called to order at 5:33 pm.

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

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

Absent: None

APPROVE AGENDA

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

OPEN CORRESPONDENCE

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

BUSINESS ITEMS

Discussion of Draft lease Between the City and the Lake Minnetonka Communications Commission (LMCC) for Use of Office Space at the Public Works Building

City Administrator Weske indicated that a draft agreement had been prepared by City Attorney Thames for the LMCC's use of building space in the City's Public Works building. He informed Council that staff had received three or four bids on the necessary window replacements in the office space, but the bids had come in higher than expected. Weske stated that he and Jim Lundberg from the LMCC have discussed and agreed to rental rates as incorporated in the draft lease; however, the Council will need to review the rates and proposed lease to make sure they feel the terms are in alignment with their expectations.

Mayor Miner mentioned that he had not yet been able to review the draft lease agreement and asked staff to display it for review on the screen.

Council member Kvale shared a few items that she felt should be included in the lease agreement.

Jim Lundberg, LMCC, shared that he would like to make sure that the agreement included the LMCC having access to the Council Chambers for their quarterly meetings and also having occasional access as needed so they have a more formal looking background for some of their shoots.

Council member Kvale voiced concern that the Council Chambers would not be large enough to accommodate everyone for the quarterly meetings.

Mr. Lundberg stated that he believed they would be able to make a few changes, bring in some additional tables, and have room for everyone that comes. He observed that he had also not seen any language that reflected the LMCC having garage space that he had requested during their earlier discussions. He reminded the Council that they plan to refurbish the building for their purposes. He explained that his hope is that their rent payments would begin the day they begin broadcasting from the new facility, which he anticipated should be in May. He added that the new windows would not need to be installed by that time and could be installed after they are officed at the new facility.

Council member Kvale asked if the channels would be down for a period of time when they are moving locations.

Mr. Lundberg confirmed that the channels would be down for a bit. He mentioned that there are a lot of current equipment items that would need to either be sold or recycled as part of their moving process. He reiterated that he would like to be up and running in the new space by the end of May.

Council member Kvale questioned what staff had found out about the window replacements.

Weske reported that Public Works Director Diercks had received three or four quotes and reiterated that they came in much higher than anticipated. Staff will need direction on how the Council would like to approach the situation. He asked when Mr. Lundberg could most likely be prepared to sign a contract.

Mr. Lundberg responded that he would have to run the lease language by the LMCC's legal representation as well as their Executive Committee before he could sign it, but noted that once he has the final lease draft, that should be able to be done within a few days.

Weske stated that he would attempt to have the changes made and approved by City Attorney Thames in order for the Council to consider it for action at their January 16, 2024 meeting. He asked the Council to let him know in the next few days if there was anything else they would like cleaned up within the lease.

Mr. Lundberg indicated that he would be in attendance for the January 16, 2024 meeting because he would be operating the camera. He noted that the LMCC is very excited about the possibilities and is looking forward to building this type of relationship with the City of Long Lake. He encouraged members of the Council to reach out to him if they had additional questions.

Mayor Miner suggested that the Council move the discussion onto the window situation and asked what they had budgeted for window replacement.

Public Works Director Diercks reviewed the window replacement quote received by a contractor based out of Waconia that the LMCC plans to use for refurbishment of their space, but noted that it did not include the interior trim or finishing.

Council member Dyvik observed that some of the interior trim and finishing costs could be handled by the LMCC if the City ends up using the same contractor as they are for their refurbishment of the space.

Council member Kvale asked which windows were to be replaced.

Diercks gave an overview of which windows had been quoted for replacement and noted that there were 13 windows altogether, with five of them located in the future LMCC office space area. He commented that the windows are all in very bad shape and definitely need to be replaced. Diercks reviewed other quotes that were received for the window replacements. He had also asked one company to bid the job of just replacing the glass and leaving the current frames in place, which would be the cheapest option. The frames are about 40 years old, but from what he has been able to see, they look pretty good still and he would recommend they move forward with just replacing the glass.

The Council discussed details related to the window materials, pricing options, and replacement of just the glass.

Council member Dyvik pointed out that the furnaces at Public Works have also come up a few times and questioned whether they were in desperate need of replacement.

Diercks replied that Public Works does not even run the ones that are in the cold storage area, but rather opens the door to allow the other part of the building heat that area up. If they decide to replace those units, he would suggest going to large hanging heating units with a furnace and getting rid of the old radiant heat system.

The Council discussed the furnaces at the Public Works building and budget impacts related to both furnaces and glass replacement.

Weske confirmed that staff will finalize the window replacement quotes and make sure they have warranty information for consideration at the regular City Council meeting on January 16, 2024.

Council member Kvale asked if there could potentially be a problem with lead time in getting the materials for the work to be completed in a timely manner.

Diercks noted that two of the companies make their own materials, so he was assured that it would not be an issue. For example, one company told him there would be a two week lead time.

OTHER BUSINESS

Snow Plow Update - Diercks reported that Public Works staff had picked up their new plow and have it attached and ready for whenever the snow comes.

Public Works Hiring - Council and staff discussed the Public Works Maintenance Worker openings and creative ways to move forward with recruitment, including advertising in newspapers in addition to social media and the usual pathways. They discussed the idea of focusing on hiring someone who has a CDL since that is the City's bigger need, then working to get them trained on water and sewer.

ADJOURN

Hearing no objection, Mayor Miner adjourned the meeting by general consent at 6:24 pm.

Respectfully submitted,

Scott Weske
City Administrator



**MINUTES
CITY COUNCIL MEETING
January 2, 2024**

CALL TO ORDER

The meeting was called to order at 6:32 pm.

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

Staff Present: City Administrator: Scott Weske; City Clerk Moeller; City Attorney Thames; Public Works Director Diercks

Absent: None

PLEDGE OF ALLEGIANCE

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

Mayor Miner stated that he hoped that everyone had a Merry Christmas and a Happy New Year. He explained that he learned, just prior to the meeting, that it does not look like there will be any ice rinks in the City this winter due to the warm temperatures. He stated that the Council had just held a Work Session meeting early tonight where they discussed a lease agreement for use of a portion of the Public Works building with the Lake Minnetonka Communications Commission.

APPROVE AGENDA

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

CONSENT AGENDA

The Consent Agenda consisted of the following:

- A. Approve Minutes of December 12, 2023 Special City Council Meeting
- B. Approve Minutes of December 12, 2023 City Council Special Work Session
- C. Approve Draft Minutes of December 19, 2023 Economic Development Authority Meeting
- D. Approve Minutes of December 19, 2023 City Council Meeting
- E. Approve Vendor Claims and Payroll
- F. Adopt Resolution No. 2024-01 Approving Site improvements for the Aava Vetta Development

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

OPEN CORRESPONDENCE

Kelly Grady, 271 Greenhill Lane – Ms. Grady commented on the situation with the future of fire services and the Long Lake Fire Department. She stated that she is occasionally accused of being a person that only directs her questions and anger towards the Orono City Council about what is happening with the Department. She indicated that she wanted to make a public statement since she is frequently told that

she never speaks to Long Lake, doesn't really know what is going on, and should address 'her own' City Council. She clarified that she wanted to make known that she regularly speaks with the City Council and gave examples of when she had spoken with Council member Kvale, Council member Feldmann, Council member Joyce, and referenced frequent conversations with Mayor Miner. She noted that she had even met with City Administrator Weske and wanted to make it clear that she was, in fact, speaking with 'her own' Council and getting regular updates about the fire services situation. She added that the same is true for her Figure Out Fire co-founder, Krista Berbig. Ms. Grady reflected that she has spent a lot of time speaking at Orono City Council meetings about what is going on with the Fire Department and the reason why is because they are moving in a direction for the future of fire services that she does not believe is the best for the citizens, finances, or public safety. She explained that she believed that a shared services agreement would be the best way to move forward. She commented that the reason that she was not here banging her fist at the Long Lake Council every few weeks is because a form of shared services agreement is what they also are hopeful for and have been actively pursuing that course of action. She recalled she has heard the firefighters, at numerous meetings, say that they want to stay together as well and do not believe splitting the Department and creating a new department within such close proximity is in their best interests. She thanked the Council for continuing to pursue that option with Orono and expressed her happiness and support for their decision to continue moving forward with legal action against the City of Orono for their many flagrant violations related to the injunctive order, such as their recruiting attempts. She reiterated her support for the City Council and stated that she feels that the citizens want them to continue their efforts.

BUSINESS ITEMS

Presentation Recognizing Grace Berbig, 'Letters of Love' Organization

Mayor Miner read aloud some information found on the 'Letters of Love' website about the organization which was started by Long Lake resident, Grace Berbig. He indicated that there had been a recent story shown on WCCO a few weeks ago featuring the organization.

The segment that aired on WCCO was played for everyone present to view, which was followed by a round of applause for Ms. Berbig and 'Letters of Love'.

Mayor Miner commented that he felt it was important to honor Ms. Berbig as a Long Lake resident who has made a difference in the world. He also listed off some of the ways that the Berbig family is connected to the area.

Grace Berbig expressed her appreciation for the love she has felt from the community. She explained that since the WCCO segment aired, 'Letters of Love' has added new schools to the program and now has clubs in 220 schools. She thanked the City and the community for their support of her and the organization.

There was a round of applause for Ms. Berbig.

Mayor Miner presented a plaque to Ms. Berbig honoring her and her work through the Letters of Love organization.

City Clerk Moeller commented that she wanted to share a few things with Ms. Berbig, including that she has her mother's smile. She stated that she had not heard about the program until she had watched the news segment forwarded to her by Mayor Miner. She has a friend who has terminal lung cancer and after watching the segment, she and a group of friends started their own little campaign to make sure

that they send their friend messages and uplifting things that do not just focus on how bad she feels but on how loved she is and on making her smile. She added that they have been doing so daily and it was inspired by Ms. Berbig and the Letters of Love organization.

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

Moeller reviewed the request by Bucks Pub for a reduction in water and sewer charges and explained that staff had recommended the applicant apply for a reduction of the City's portion of corresponding SAC and WAC charges, recognizing that the City has no influence over the Metropolitan Council's SAC charge determinations. Metropolitan Council had determined that three SAC units would be due for the project. She recalled that the City Council had granted this same type of reduction for other businesses such as Birch's on the Lake and Carbone's and reviewed the details related to those situations. She observed that it appears very clear that despite the Metropolitan Council's three SAC unit finding, Bucks Pub would not be tripling business capacity over the prior restaurant in the space and the determination was based on the square footage increase.

Council member Dyvik questioned what would have happened with the SAC charge if the square footage had remained exactly the same.

Moeller responded that the charges are based entirely on the square footage area and noted that Bucks is expanding the previously occupied restaurant space into an adjacent vacant space to allow for an increase in the kitchen area, floor space, and the addition of a seated bar area. Reducing the City's corresponding SAC and WAC unit charges is also a way to work with a new business and foster economic development for the City. She clarified that while the square footage is expanding, the actual seating capacity and the number of people being served would not be tripled.

Councilmember Kvale asked what the seating capacity will be for the new space.

Reven Stephens, Bucks Pub, answered that it would be around 75 seats.

Moeller noted that she believed Lotus Garden had a seating capacity of between 50-60 seats.

Council member Dyvik stated that the City had approved reductions for Birch's on the Lake and for Carbone's, and questioned why the City had this ordinance if they were going to take this action so frequently.

Moeller replied that they have the ordinance because in the event of there being a true change in use and system impact, it is advisable to have the ability to start high and make the reduction they felt was appropriate specific to the circumstances of a project.

Council member Dyvik voiced concern that everyone coming in could make the case that the Council had given reductions to Birch's, Carbone's, and Bucks, and he was afraid that this action was just going to set a precedent.

Moeller commented that she understood that concern but emphasized that was why they document this information and the staff report essentially sets out findings of fact. Those findings are essentially saying, from a City perspective, that the benefit of this particular project is not tripling in service over the prior existing restaurant use.

Council member Kvale indicated that she felt that the metrics being used may feel arbitrary.

Moeller clarified that the Carbone's reduction had occurred recently following Metropolitan Council changing their SAC determination policy for restaurant uses, which had previously taken into account seating and other factors. At the time the Carbone's City SAC and WAC reduction was requested, the City had done a calculation based on Metropolitan Council's former policy on how they assessed SAC units to projects. Those metrics have been out of play for years though, and staff did not feel it would be appropriate to continually refer to them as the standard since they have not been used for years. She observed that moving forward, the City may want to take a closer look at how SAC and WAC units are assessed and noted that this circumstance is rare. She reiterated that staff did not find that the proposed use would triple the impact of the previous restaurant use, but would have some level of an increase due to an increase in seating.

Council member Kvale asked if Bucks would have the same level of takeout usage as Lotus Garden.

Mr. Stephens confirmed that they will have takeout available but they are planning for most of their business to take place in the actual restaurant.

Council member Feldmann gave the example of another business coming into this space in 20 years and doubling the seating capacity. He asked if anything would be triggered in a determination by the Metropolitan Council or City if the future project were in the same square footage area.

Moeller reflected on Council member Feldmann's example as being a great way of illustrating why Metropolitan Council's determination method can be tricky.

City Administrator Weske noted that there is a lot of information from the Metropolitan Council that does not make sense but they will never do a recalculation.

Council member Dyvik commented that the Metropolitan Council tends to be aggressive in this type of situation and he believed that the charges should be less than three times the previous amount.

Council member Kvale asked if they could charge them for one and a half units rather than three units.

Moeller responded that a half unit is not an option, and a full number has to be selected.

Weske added that Metropolitan Council will be getting their three units regardless of what the City decides.

Moeller noted that the City will receive a portion of what the Metropolitan Council charges when reporting the SAC paid, in addition to whatever the City's SAC and WAC determination may be.

Mr. Stephens stated that he felt City Clerk Moeller had done a good job explaining the situation and thanked the Council for considering their request for a reduction.

Council member Dyvik asked when Bucks was planning to open.

Mr. Stephens indicated that they are hoping to open on May 1, 2024 and would be changing from their original focus on barbeque to pub style with the hope that it will bring in more people. He reviewed some of the items planned for the menu.

Moeller clarified that the applicant had not immediately asked for a reduction down to one unit and explained that the recommendation had come from her.

Mr. Stephens expressed appreciation to City Clerk Moeller and communicated that she had been helpful throughout this process.

The Council discussed details of a possible reduction in City SAC and WAC unit charges.

A motion was made by Dyvik, seconded by Feldmann, to adopt Resolution No. 2024-02 approving a reduction in City Sewer Availability Charges and Water Availability Charges for Bucks Pub to be located at 2067 Wayzata Boulevard W. Ayes: all.

2024 City Appointments

Moeller mentioned that most of the appointments were the same from year to year; however, there were a few new ones for 2024 including positions on the Long Lake Fire Relief Board of Trustees and as the Long Lake Garden Club Liaison.

The Council discussed the various time commitments necessary for the various appointments.

A motion was made by Dyvik, seconded by Miner, to adopt the City of Long Lake 2024 Appointments Worksheet, including the following appointments:

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

Ayes: all.

Moeller also explained that appointments to the City's Boards and Commission follows a separate process than the annual positions for the Council. She was aware there were some questions raised at a previous meeting about that process and clarified that the way the code and bylaws are written is that at the end of a term, the person in that position can request reappointment in writing, at which time the Council makes a decision on whether to make the reappointment or to advertise for other applicants. She emphasized that the way the process is written right now is that the choice to reappoint or open a position up for additional applicants is up to the Council.

Council member Dyvik commented that he feels when a term is up anybody should be able to jump in and apply for the position, just like what happens with the City Council positions.

Moeller added that she encourages interested parties to submit their application for a Board or Commission at any time and she does hang onto them for when an opening may arise. She reiterated that the current policy is that the incumbent can request reappointment in writing, and then it is up to the Council to make a decision.

Council member Dyvik reflected that he had no problem with the recent reappointments that have been made, but would like to see an option for other applications if people are interested. He recalled that he thinks most of these reappointments are put on the Consent Agenda.

Moeller replied that moving forward, she can place them on the Regular Agenda and not the Consent Agenda so they can have further discussion and review on whether they want to open the position up for other applicants.

The Council discussed various changes in language that could be made in order to allow others to apply for openings, and highlighted a few other topics and goals that they felt were worthy of consideration for future action.

Updates and Discussion Regarding Fire Department Matters

Mayor Miner reported that the Long Lake Fire Department had a record number of calls in 2023 and noted that Chief Heiland would be giving an update to the Council to present that data at a future meeting.

Chief Heiland confirmed that there were 507 calls in 2023 which was an increase from 431 in 2022, and 401 in 2021. He indicated that he would bring back more specifics on the types of calls and any trends he finds. In other Fire Department news, he informed Council that there is a new firefighter class with two Long Lake recruits starting on January 4, 2024, and the Department has also completed elections for the leadership team. He noted that there will be a pinning ceremony on January 8, 2024, invited the Council to attend, and shared a few highlights of what happens at a pinning ceremony.

Mayor Miner stated that the January Future Fire Services meeting had been postponed until March.

Mayor Miner also advised that there was a court filing put in last week that was a declaration of the attorneys' fees that were a result of Orono's violation of the July 14, 2023 injunction order, of which they were found in contempt. So far, those fees are at \$42,000 and the City of Orono is required to pay those fees. The next mediation date has been set for January 30, 2024 and the next court hearing is scheduled for February 1, 2024.

Council member Kvale asked if a quorum notice could be published to allow the Council to sit in the galley during the hearing.

Moeller responded that she could add the court hearing to the quorum notice list she was already planning.

Council member Dyvik asked that Chief Heiland compile the results of the duty crew program from 2023 and have it ready in time for discussion at the next Fire Advisory Board meeting. He added that he was

pleased the Orono City Council had approved the proposed Fire Department budget for 2024 which means they can move forward with an operating budget since it had been approved by all the cities involved.

OTHER BUSINESS

Partnership Opportunities With Orono Youth Hockey Association - Council member Dyvik informed Council that the Orono Youth Hockey Association board is interested in actively partnering with the City at Holbrook Park to help maintain ice and potentially consider future facility improvements.

ADJOURN

Hearing no objection, Mayor Miner adjourned the meeting by general consent at 8:11 pm.

Respectfully submitted,

Scott Weske
City Administrator



CITY OF
LONG LAKE

City Council Agenda Report

City of Long Lake

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

MEETING DATE / January 16, 2024

SUBJECT: Approve Vendor Claims and Payroll

Prepared By: Amanda Nowezki, Finance Director

Report Date: 1/10/2024

Recommended City Council Action

Staff recommends the following:

Motion to approve vendor claims paid in the amount of \$452,835.21 and electronic vendor payments in the amount of \$2,454.47 for a total amount of **\$455,289.68**; December Fire Department Duty Crew payroll in the amount of **\$5,300.00**; January City Council monthly payroll in the amount of **\$1,300.00**; and gross City Employee payroll paid January 11 in the amount of **\$24,505.17**.

Overview / Background

The sum of vendor claims paid is an amount higher than usual due to bond payments totaling \$285,850.00.

Supporting Information

- Listing of Claims Paid
- Electronic Vendor Payments
- Fire Department Duty Crew payroll
- City Council Payroll
- Biweekly Payroll



LONG LAKE, MN

01/10/24 4:23 PM

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Section 5C.

*Check Summary Register©

Checks 70098-70152

Name	Check Date	Check Amt	
10100 GENERAL FUND CASH			
70098	CITY OF PLYMOUTH	12/29/2023	\$3,482.00 2022 Yard Waste Fee
70099	TOLL GAS & WELDING SUPPLY	12/29/2023	\$77.91 Argon Welding Gas
70100	ACTIVE911, INC.	1/2/2024	\$810.00 2024 FD Subscription
70101	BANYON DATA SYSTEMS,INC.	1/2/2024	\$3,405.00 Software Support - 2024
70102	CITY OF WAYZATA	1/2/2024	\$27,673.00 Police Services - Jan 2023
70103	COLONIAL LIFE	1/2/2024	\$13.06 AD Insurance - Jan 2024
70104	DELTA DENTAL	1/2/2024	\$367.77 Dental Insurance - Jan 2024
70105	FASTSIGNS	1/2/2024	\$344.24 FD Helmet Tags for New Officers
70106	FAUL PSYCHOLOGICAL	1/2/2024	\$1,300.00 Pre-Employment Psych Screening-Alex McCah
70107	Hennepin County Treasurer	1/2/2024	\$734.92 2024 Election Machine Rent
70108	LOCALITY MEDIA, INC	1/2/2024	\$2,450.00 FD Tracking Software (Assets, Training, Etc)
70109	MADISON NATIONAL LIFE	1/2/2024	\$114.80 STD Insurance - Jan 2024
70110	MEDIACOM	1/2/2024	\$400.00 CH Internet Services - (12/26/23-01/25/24)
70111	METROPOLITAN COUNCIL	1/2/2024	\$21,005.11 Waste Water Services - Jan 2024
70112	ROLF ERICKSON	1/2/2024	\$2,045.00 Assessor Fees - Jan 2024
70113	MN LIFE INSURANCE CO	1/2/2024	\$21.00 LIFE INS - Jan 2023
70114	UnitedHealthcare	1/2/2024	\$4,317.79 MEDICAL INS - Jan 2024
70115	ASPEN MILLS	1/10/2024	\$159.05 FD Uniforms - Fire Officer Badges (S. Spinks,
70116	CARSON, CLELLAND & SCHRED	1/10/2024	\$6,633.25 Dec Legal Fees-Review HR Issue, PW MLCC
70117	CENTERPOINT ENERGY	1/10/2024	\$2,323.87 Gas Charges - 450 Virginia
70118	CITY OF LONG LAKE	1/10/2024	\$1,369.54 4th Qtr 2023 Utility Bills - 450 Virginia
70119	CITY OF ORONO	1/10/2024	\$249.36 FD2 - Water/Sewer Bill - 3770 Shoreline Dr (11
70120	ECM PUBLISHERS, INC.	1/10/2024	\$57.75 Annual Fee Schedule Ordinance 2023-05
70121	FIRSTNET (AT&T)	1/10/2024	\$1,001.49 FD New Ipads
70122	GOPHER STATE ONE CALL	1/10/2024	\$18.90 Dec 2023 Locates
70123	HENNEPIN CTY INFO. TECH. DE	1/10/2024	\$80.97 PW Radio Fees-Dec 2023
70124	HENNEPIN CTY INFO. TECH. DE	1/10/2024	\$4,168.39 FD Radio Fees-Dec 2023
70125	KD & CO. RECYCLING INC.	1/10/2024	\$512.42 Clean Asphalt Dump Contractor
70126	MN DEPT OF LABOR & INDUSTR	1/10/2024	\$273.50 3RD QTR 2023 BUILDING PERMIT SURCHA
70127	RITWAY BUSINESS FORMS	1/10/2024	\$117.98 Year End Tax Forms
70128	SAFETY VEHICLE SOLUTIONS	1/10/2024	\$679.97 FD1 - C1 Seat Covers
70129	TIMESAVER OFF SITE	1/10/2024	\$431.25 12/12 City Council Special Mtg Minutes
70130	WSB & ASSOCIATES, INC	1/10/2024	\$3,538.60 Zvago; Erosion Control Inspection, Project coo
70131	Xcel Energy	1/10/2024	\$351.50 Street Lights - 2129 W Wayzata Blvd
70132	AWARDS BY CINDY LLC	1/10/2024	\$70.00 City Council Recognition Award - "You Make A
70133	BOND TRUST SERVICES CORP	1/10/2024	\$45,540.00 2013A BOND PRIN PMT
70134	BOND TRUST SERVICES CORP	1/10/2024	\$93,310.00 2016A BOND PRIN PMTS
70135	BOND TRUST SERVICES CORP	1/10/2024	\$147,000.00 2017A BOND PRIN PMTS (24.5%)
70136	CITY OF EDEN PRAIRIE	1/10/2024	\$2,000.00 2024 WAFTA Dues
70137	CRYTEEL MANUFACTURING IN	1/10/2024	\$2,750.00 Repair Belly Scraper on Freightliner
70138	DVS RENEWAL	1/10/2024	\$281.25 2024 Lic Tab Renewal - Plate #CST1207 (2004
70139	HAWKINS INC	1/10/2024	\$3,651.81 Water Chemicals - 205 Gal
70140	HEALTHPARTNERS OCCUPATIO	1/10/2024	\$1,615.00 Fire Dept Medical Exam - J Brown
70141	ROBERT HOUTS	1/10/2024	\$582.27 Refund Utility Overpayment, Act 01-000000214
70142	JMH LAND DEVELOPMENT	1/10/2024	\$23,057.86 Refund Aava Vetta Developers (JMH) Escrow
70143	LONG LAKE FIRE DEPARTMENT	1/10/2024	\$18,411.50 1st Qtr 2024 Fire Contract
70144	MACQUEEN EMERGENCY GROU	1/10/2024	\$157.50 FD Gear Alterations
70145	MEDIACOM	1/10/2024	\$417.94 FD2 Internet Services - (1/8/24-2/07/24)
70146	MEDIACOM	1/10/2024	\$522.58 FD2 Internet Services - (1/7/24-2/06/24)
70147	METRO CITIES	1/10/2024	\$845.00 2024 Membeship Dues
70148	METROPOLITAN COUNCIL	1/10/2024	\$21,005.11 Waste Water Services - Feb 2024
70149	MN DEPT OF LABOR & INDUSTR	1/10/2024	\$30.00 Pressure Vessel - 2145 Daniels St
70150	NORSKE ELECTRIC, INC	1/10/2024	\$787.50 FD Electrical Repairs-Parking Lot Lights
70151	Premium Waters, Inc.	1/10/2024	\$18.90 Bottled Water - Jan 2024



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Checks 70098-70152

	Name	Check Date	Check Amt	
70152	WRIGHT-HENNEPIN SECURITY	1/10/2024	\$251.60	Jan 2024 Security-450 Virginia
	Total Checks		\$452,835.21	



LONG LAKE, MN

***Check Detail Register©**

Checks 70098-70152

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
10100 GENERAL FUND CASH					
70098	12/29/23	CITY OF PLYMOUTH			
E 604-43200-3895		Soft Organic Waste	\$3,482.00	2023	2022 Yard Waste Fee
		Total	\$3,482.00		
70099	12/29/23	TOLL GAS & WELDING SUPPLY			
E 101-43000-2150		Shop Supplies	\$77.91	10543356	Argon Welding Gas
		Total	\$77.91		
70100	01/02/24	ACTIVE911, INC.			
E 205-42280-4330		Dues and Subscriptions	\$810.00	531702	2024 FD Subscription
		Total	\$810.00		
70101	01/02/24	BANYON DATA SYSTEMS,INC.			
E 101-41500-3090		Software Support	\$987.50	00164703	Software Support - 2024
E 205-42280-3090		Software Support	\$987.50	00164703	Software Support - 2024
E 601-49400-3090		Software Support	\$715.00	00164703	Software Support - 2024
E 602-49450-3090		Software Support	\$715.00	00164703	Software Support - 2024
		Total	\$3,405.00		
70102	01/02/24	CITY OF WAYZATA			
E 101-42110-3130		Subcontracted Police Svc	\$27,673.00	122023	Police Services - Jan 2023
		Total	\$27,673.00		
70103	01/02/24	COLONIAL LIFE			
G 101-21710		Other Deductions	\$13.06	43698310101	AD Insurance - Jan 2024
		Total	\$13.06		
70104	01/02/24	DELTA DENTAL			
E 101-41500-1310		Employer Paid Health	\$76.57	RIS00053899	Dental Insurance - Jan 2024
E 101-43050-1310		Employer Paid Health	\$104.70	RIS00053899	Dental Insurance - Jan 2024
E 601-49400-1310		Employer Paid Health	\$41.88	RIS00053899	Dental Insurance - Jan 2024
E 602-49450-1310		Employer Paid Health	\$31.41	RIS00053899	Dental Insurance - Jan 2024
E 603-43150-1310		Employer Paid Health	\$31.41	RIS00053899	Dental Insurance - Jan 2024
G 101-21706		FlexPlan - Ins Prem	\$81.80	RIS00053899	Dental Insurance - Jan 2024
		Total	\$367.77		
70105	01/02/24	FASTSIGNS			
E 205-42285-2415		Turn Out Gear	\$137.70	100-95166	FD Helmet Tags for New Officers
E 205-42281-2415		Turn Out Gear	\$206.54	100-95166	FD Helmet Tags for New Officers
		Total	\$344.24		
70106	01/02/24	FAUL PSYCHOLOGICAL			
E 205-42281-3050		Physicals / Other Medical	\$650.00	1785	Pre-Employment Psych Screening-Alex McCaherty
E 205-42281-3050		Physicals / Other Medical	\$650.00	1785	Pre-Employment Psych Screening-John Brown
		Total	\$1,300.00		
70107	01/02/24	Hennepin County Treasurer			
E 101-41410-4040		Equip Maint & Repair	\$734.92	Maint24	2024 Election Machine Rent
		Total	\$734.92		



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Checks 70098-70152

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
70108	01/02/24	LOCALITY MEDIA, INC			
E 205-42280-3090		Software Support	\$2,450.00	4351	FD Tracking Software (Assets, Training, Etc)
		Total	\$2,450.00		
70109	01/02/24	MADISON NATIONAL LIFE			
E 101-41500-1310		Employer Paid Health	\$49.20	1598052	STD Insurance - Jan 2024
E 205-42280-1310		Employer Paid Health	\$16.40	1598052	STD Insurance - Jan 2024
E 101-43050-1310		Employer Paid Health	\$24.60	1598052	STD Insurance - Jan 2024
E 601-49400-1310		Employer Paid Health	\$9.84	1598052	STD Insurance - Jan 2024
E 602-49450-1310		Employer Paid Health	\$7.38	1598052	STD Insurance - Jan 2024
E 603-43150-1310		Employer Paid Health	\$7.38	1598052	STD Insurance - Jan 2024
		Total	\$114.80		
70110	01/02/24	MEDIACOM			
E 101-41940-3275		Internet Access (Mediaco)	\$250.00	010224	CH Internet Services - (12/26/23-01/25/24)
E 101-41942-3275		Internet Access (Mediaco)	\$150.00	010224	PW Internet Services - (12/26/23-01/25/24)
		Total	\$400.00		
70111	01/02/24	METROPOLITAN COUNCIL			
E 602-49450-3100		MCES (mthly) Sewer Trea	\$21,005.11	1165595	Waste Water Services - Jan 2024
		Total	\$21,005.11		
70112	01/02/24	ROLF ERICKSON			
E 101-41500-3025		Assessor Fees - Subconta	\$2,045.00	010124	Assessor Fees - Jan 2024
		Total	\$2,045.00		
70113	01/02/24	MN LIFE INSURANCE CO			
E 101-41500-1310		Employer Paid Health	\$9.00	33480034	LIFE INS - Jan 2023
E 205-42280-1310		Employer Paid Health	\$3.00	33480034	LIFE INS - Jan 2023
E 101-43050-1310		Employer Paid Health	\$4.50	33480034	LIFE INS - Jan 2023
E 601-49400-1310		Employer Paid Health	\$1.80	33480034	LIFE INS - Jan 2023
E 602-49450-1310		Employer Paid Health	\$1.35	33480034	LIFE INS - Jan 2023
E 603-43150-1310		Employer Paid Health	\$1.35	33480034	LIFE INS - Jan 2023
		Total	\$21.00		
70114	01/02/24	UnitedHealthcare			
E 101-41500-1310		Employer Paid Health	\$620.55	38515276167	MEDICAL INS - Jan 2024
E 101-43050-1310		Employer Paid Health	\$1,567.93	38515276167	MEDICAL INS - Jan 2024
E 601-49400-1310		Employer Paid Health	\$627.16	38515276167	MEDICAL INS - Jan 2024
E 602-49450-1310		Employer Paid Health	\$470.38	38515276167	MEDICAL INS - Jan 2024
E 603-43150-1310		Employer Paid Health	\$470.38	38515276167	MEDICAL INS - Jan 2024
G 101-21706		FlexPlan - Ins Prem	\$561.39	38515276167	MEDICAL INS - Jan 2024
		Total	\$4,317.79		
70115	01/10/24	ASPEN MILLS			
G 205-20200		Accounts Payable	\$133.35	325346	FD Uniforms - Fire Officer Badges (S. Spinks, J. Paszkiewicz)
G 205-20200		Accounts Payable	\$12.85	325412	FD Uniforms - Fire Officer Pins - Gold Bugles
G 205-20200		Accounts Payable	\$12.85	326044	FD Uniforms - Fire Officer Pins - Silver Bugles
		Total	\$159.05		



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Checks 70098-70152

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
70116	01/10/24	CARSON, CLELLAND & SCHREDER			
G 101-20200		Accounts Payable	\$2,747.75	4895	Dec Legal Fees-Review HR Issue, PW MLCC Lease, Orono Parcel
G 205-20200		Accounts Payable	\$101.50	4895	Dec Legal Fees-FD; Station 2 Data, Review Fire Code. Etc
G 105-20200		Accounts Payable	\$72.50	4895	Dec Legal Fees-EDA; Review EDA Bylaws, review land title issue
G 101-20200		Accounts Payable	\$2,117.00	4895	Dec Legal Fees-FD; Review Station 2 plans, Court Findings, Contract Enforcement
G 700-20200		Accounts Payable	\$377.00	4895	Dec Legal Fees-T-Mobile; Review Lease terms, Prepare Conterprosal Options, Etc
G 700-20200		Accounts Payable	\$36.25	4895	Dec Legal Fees-Dish; Review Certification, Lease, Corr w/Rep
G 700-20200		Accounts Payable	\$181.25	4895	Dec Legal Fees-JMH; Review Engineering Memo & Resolution, Development Agreement Term
G 101-20200		Accounts Payable	\$1,000.00	4895	Dec Legal Fees-Criminal
		Total	\$6,633.25		
70117	01/10/24	CENTERPOINT ENERGY			
G 205-20200		Accounts Payable	\$696.95	80000790651	Gas Charges - 340 Willow
G 101-20200		Accounts Payable	\$181.60	80000790651	Gas Charges - 309 Harrington
G 602-20200		Accounts Payable	\$20.86	80000790651	Gas Charges - 250 Lindawood
G 602-20200		Accounts Payable	\$22.73	80000790651	Gas Charges - 2200 Watertown Rd
G 205-20200		Accounts Payable	\$366.77	80000790651	Gas Charges - 3770 Shoreline
G 101-20200		Accounts Payable	\$271.59	80000790651	Gas Charges - 450 Virginia
G 101-20200		Accounts Payable	\$763.37	80000790651	Gas Charges - 2145 Daniels
		Total	\$2,323.87		
70118	01/10/24	CITY OF LONG LAKE			
G 101-20200		Accounts Payable	\$116.86	010424	4th Qtr 2023 Utility Bills - 450 Virginia
G 101-20200		Accounts Payable	\$296.04	010424	4th Qtr 2023 Utility Bills - 2145 Daniels
G 601-20200		Accounts Payable	\$387.43	010424	4th Qtr 2023 Utility Bills 1964 Orchard
G 205-20200		Accounts Payable	\$321.42	010424	4th Qtr 2023 Utility Bills - 340 Willow Dr (1031-00-
G 205-20200		Accounts Payable	\$175.16	010424	4th Qtr 2023 Utility Bills - 340 Willow Dr (TruckFill 1051-00-6)
G 101-20200		Accounts Payable	\$72.63	010424	4th Qtr 2023 Utility Bills - 350 Harrington Dr
		Total	\$1,369.54		
70119	01/10/24	CITY OF ORONO			
G 205-20200		Accounts Payable	\$186.96	173770000-1	FD2 - Water/Sewer Bill - 3770 Shoreline Dr (11/28/23-12/28/23)
G 205-20200		Accounts Payable	\$62.40	480340000-1	FD1 - Storm Wtr Bill - 340 Willow (10/01/23-12/31/23)
		Total	\$249.36		
70120	01/10/24	ECM PUBLISHERS, INC.			
G 101-20200		Accounts Payable	\$57.75	980176	Annual Fee Schedule Ordinance 2023-05
		Total	\$57.75		
70121	01/10/24	FIRSTNET (AT&T)			
G 205-20200		Accounts Payable	\$161.42	X01032024	FD WIRELESS SERVICES (11/26/23-12/25/23)
G 601-20200		Accounts Payable	\$239.22	X01032024	PW Meter Reading Ipad
G 205-20200		Accounts Payable	\$408.46	X01032024	FD New Ipads



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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
G 205-20200		Accounts Payable	\$192.39	X01032024	FD WIRELESS SERVICES (11/26/23-12/25/23)
		Total	\$1,001.49		
70122	01/10/24	GOPHER STATE ONE CALL			
G 601-20200		Accounts Payable	\$18.90	3120553	Dec 2023 Locates
		Total	\$18.90		
70123	01/10/24	HENNEPIN CTY INFO. TECH. DEPT			
G 101-20200		Accounts Payable	\$80.97	1000217144	PW Radio Fees-Dec 2023
		Total	\$80.97		
70124	01/10/24	HENNEPIN CTY INFO. TECH. DEPT			
G 205-20200		Accounts Payable	\$517.01	1000217111	FD Radio Fees-Dec 2023
G 205-20200		Accounts Payable	\$1,308.68	1000217111	FD-Work Order 185993-Speaker mic and chargers for 6 radios
G 205-20200		Accounts Payable	\$1,308.68	1000217111	FD-Work Order 185993-Speaker mic and chargers for 6 radios
G 205-20200		Accounts Payable	\$1,034.02	1000217111	FD Radio Fees-Dec 2023
		Total	\$4,168.39		
70125	01/10/24	KD & CO. RECYCLING INC.			
G 601-20200		Accounts Payable	\$90.00	27753	Clean Asphalt Dump Contractor
G 601-20200		Accounts Payable	\$422.42	27865	River Rock
		Total	\$512.42		
70126	01/10/24	MN DEPT OF LABOR & INDUSTRY			
G 101-20200		Accounts Payable	\$273.50	DEC0531052	3RD QTR 2023 BUILDING PERMIT SURCHARGE REPORT
		Total	\$273.50		
70127	01/10/24	RITEWAY BUSINESS FORMS			
G 101-20200		Accounts Payable	\$117.98	23-85282	Year End Tax Forms
		Total	\$117.98		
70128	01/10/24	SAFETY VEHICLE SOLUTIONS			
G 205-20200		Accounts Payable	\$389.00	22113	FD1 - C1 Seat Covers
G 205-20200		Accounts Payable	\$65.97	22113	FD1 - E11 Replacement Ground Lights
G 205-20200		Accounts Payable	\$225.00	22113	FD2 - C2 Replacement Ipad Mount
		Total	\$679.97		
70129	01/10/24	TIMESAVER OFF SITE			
G 101-20200		Accounts Payable	\$159.00	M28820	12/12 City Council Special Mtg Minutes
G 101-20200		Accounts Payable	\$181.50	M28820	12/19 City Council Mtg Minutes
G 105-20200		Accounts Payable	\$90.75	M28820	12/19 EDA Meeting Minutes
		Total	\$431.25		
70130	01/10/24	WSB & ASSOCIATES, INC			
G 700-20200		Accounts Payable	\$902.75	R-015781-00	Zvago; Erosion Control Inspection, Project coordination & site review, fencing emails
G 700-20200		Accounts Payable	\$37.35	R-015781-00	Zvago; Mileage
G 700-20200		Accounts Payable	\$470.00	R-017904-00	The Stax; Erosion Control Inspection, Project coordination & site review
G 700-20200		Accounts Payable	\$480.00	R-019417-00	Aava Vetta; Erosion Control



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Checks 70098-70152

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
G 700-20200		Accounts Payable	\$390.00	R-019417-00	Aava Vetta/JMH Dev; Escrow Review and Release
G 101-20200		Accounts Payable	\$1,258.50	R-021104-00	General Planning/Zoning; Parking Table, PC Report, Stauber, Etc
		Total	\$3,538.60		
70131	01/10/24	Xcel Energy			
G 101-20200		Accounts Payable	\$80.25	858722989	Street Lights - 2129 W Wayzata Blvd
G 101-20200		Accounts Payable	\$271.25	858722989	Street Lights - 1758 W Wayzata Blvd
		Total	\$351.50		
70132	01/10/24	AWARDS BY CINDY LLC			
E 101-41110-4600		Recognition Expenditures	\$70.00	5283	City Council Recognition Award - "You Make A Difference Award"
		Total	\$70.00		
70133	01/10/24	BOND TRUST SERVICES CORP			
E 392-48020-6010		Debt Srv Bond Principal	\$45,000.00	83995	2013A BOND PRIN PMT
E 392-48020-6110		Bond Interest	\$540.00	83995	2013A BOND INT PMT
		Total	\$45,540.00		
70134	01/10/24	BOND TRUST SERVICES CORP			
E 393-48111-6010		Debt Srv Bond Principal	\$90,000.00	83996	2016A BOND PRIN PMTS
E 393-48111-6110		Bond Interest	\$3,210.00	83996	2016A BOND INT PMTS
E 393-48111-6200		Fiscal Agent Fees	\$100.00	85087	2016A BOND AGENT FEE
		Total	\$93,310.00		
70135	01/10/24	BOND TRUST SERVICES CORP			
E 394-48112-6010		Debt Srv Bond Principal	\$30,625.00	83997	2017A BOND PRIN PMTS (24.5%)
E 601-49400-6010		Debt Srv Bond Principal	\$66,250.00	83997	2017A BOND PRIN PMTS (53%)
E 602-49450-6010		Debt Srv Bond Principal	\$26,250.00	83997	2017A BOND PRIN PMTS (21%)
E 603-43150-6010		Debt Srv Bond Principal	\$1,875.00	83997	2017A BOND PRIN PMTS (1.5%)
E 394-48112-6110		Bond Interest	\$5,273.63	83997	2017A BOND INT PMTS (24.5%)
E 601-49400-6110		Bond Interest	\$11,408.25	83997	2017A BOND INT PMTS (53%)
E 602-49450-6110		Bond Interest	\$4,520.25	83997	2017A BOND INT PMTS (21%)
E 603-43150-6110		Bond Interest	\$322.87	83997	2017A BOND INT PMTS (1.5%)
E 394-48112-6200		Fiscal Agent Fees	\$475.00	85086	2017A BOND AGENT FEE
		Total	\$147,000.00		
70136	01/10/24	CITY OF EDEN PRAIRIE			
E 205-42280-3110		W.A.F.T.A	\$2,000.00	4656	2024 WAFTA Dues
		Total	\$2,000.00		
70137	01/10/24	CRYSTEEL MANUFACTURING INC			
E 101-43000-2210		Equipment Parts	\$2,750.00	F51565	Repair Belly Scraper on Freightliner
		Total	\$2,750.00		
70138	01/10/24	DVS RENEWAL			
E 101-43000-3355		Motor Vehicle Lic & Reg	\$119.25	010124	2024 Lic Tab Renewal - Plate #CST1207 (2004 BBTI Trailer)
E 101-43000-3355		Motor Vehicle Lic & Reg	\$20.25	010124	2024 Lic Tab Renewal - Plate #958366
E 101-43000-3355		Motor Vehicle Lic & Reg	\$20.25	010124	2024 Lic Tab Renewal - Plate #961838
E 101-43000-3355		Motor Vehicle Lic & Reg	\$20.25	010124	2024 Lic Tab Renewal - Plate #953248



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Checks 70098-70152

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 101-43000-3355		Motor Vehicle Lic & Reg	\$20.25	010124	2024 Lic Tab Renewal - Plate #911770
E 101-43000-3355		Motor Vehicle Lic & Reg	\$20.25	010124	2024 Lic Tab Renewal - Plate #957838
E 101-43000-3355		Motor Vehicle Lic & Reg	\$20.25	010124	2024 Lic Tab Renewal - Plate #957840
E 101-43000-3355		Motor Vehicle Lic & Reg	\$20.25	010124	2024 Lic Tab Renewal - Plate #919030
E 101-43000-3355		Motor Vehicle Lic & Reg	\$20.25	010124	2024 Lic Tab Renewal - Plate #971708
		Total	\$281.25		
70139	01/10/24	HAWKINS INC			
E 601-49400-2160		Chemicals and Chem Pro	\$3,651.81	6661956	Water Chemicals - 205 Gal
		Total	\$3,651.81		
70140	01/10/24	HEALTHPARTNERS OCCUPATIONAL MED			
E 205-42281-3050		Physicals / Other Medical	\$794.00	13858	Fire Dept Medical Exam - J Brown
E 205-42281-3050		Physicals / Other Medical	\$821.00	13858	Fire Dept Medical Exam - A McCaherty
		Total	\$1,615.00		
70141	01/10/24	ROBERT HOUTS			
E 601-49400-4320		Utility Overpmts/Uncollect	\$582.27	214-00-2	Refund Utility Overpayment, Act 01-000000214-00-2
		Total	\$582.27		
70142	01/10/24	JMH LAND DEVELOPMENT			
G 700-29322		Symes(Aava Vet) Dev:JM	\$23,057.86	700-29322	Refund Aava Vetta Developers (JMH) Escrow
		Total	\$23,057.86		
70143	01/10/24	LONG LAKE FIRE DEPARTMENT			
E 101-42110-3135		Fire Department Services	\$18,411.50	20240002	1st Qtr 2024 Fire Contract
		Total	\$18,411.50		
70144	01/10/24	MACQUEEN EMERGENCY GROUP			
E 205-42281-2415		Turn Out Gear	\$157.50	P24077	FD Gear Alterations
		Total	\$157.50		
70145	01/10/24	MEDIACOM			
E 205-42286-3275		Internet Access (Mediaco)	\$417.94	10091560-01	FD2 Internet Services - (1/8/24-2/07/24)
		Total	\$417.94		
70146	01/10/24	MEDIACOM			
E 205-42282-3275		Internet Access (Mediaco)	\$522.58	90000051-01	FD2 Internet Services - (1/7/24-2/06/24)
		Total	\$522.58		
70147	01/10/24	METRO CITIES			
E 101-41500-4330		Dues and Subscriptions	\$845.00	1739	2024 Membeship Dues
		Total	\$845.00		
70148	01/10/24	METROPOLITAN COUNCIL			
E 602-49450-3100		MCES (mthly) Sewer Trea	\$21,005.11	1166805	Waste Water Services - Feb 2024
		Total	\$21,005.11		
70149	01/10/24	MN DEPT OF LABOR & INDUSTRY			
E 205-42282-4010		Bldg Maint & Repairs	\$10.00	691471	Pressure Vessel - 340 Willow
E 101-41942-4010		Bldg Maint & Repairs	\$20.00	691471	Pressure Vessel - 2145 Daniels St

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Checks 70098-70152

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
			Total	\$30.00	
70150	01/10/24	NORSKE ELECTRIC, INC			
E 205-42282-4010		Bldg Maint & Repairs	\$787.50	18744030	FD Electrical Repairs-Parking Lot Lights
			Total	\$787.50	
70151	01/10/24	Premium Waters, Inc.			
E 101-41500-4145		Bottled Water Service	\$18.90	614689-12-23	Bottled Water - Jan 2024
			Total	\$18.90	
70152	01/10/24	WRIGHT-HENNEPIN SECURITY			
E 101-41940-3000		Professional Svcs	\$62.90	15016899239	Jan 2024 Security-450 Virginia
E 101-41942-3000		Professional Svcs	\$62.90	15016899239	Jan 2024 Security-2145 Daniels
E 205-42282-3000		Professional Svcs	\$62.90	15016899239	Jan 2024 Security-340 Willow Dr
E 205-42286-3000		Professional Svcs	\$62.90	15016899239	Jan 2024 Security-3770 Shoreline
			Total	\$251.60	
			10100	\$452,835.21	

Fund Summary

10100 GENERAL FUND CASH

101 GENERAL FUND	\$67,601.62
105 ECONOMIC DEVELOPMENT	\$163.25
205 FIRE DEPARTMENT	\$19,228.30
392 Debt Svc-2013A Refnd Bond18568	\$45,540.00
393 Debt Svc-2016A-Watertown/19513	\$93,310.00
394 Debt Svc-2017A GO Bond-CSAH112	\$36,373.63
601 WATER FUND	\$84,445.98
602 SANITARY SEWER FUND	\$74,049.58
603 SURFACE WATER MGMT FUND	\$2,708.39
604 RECYCLING FUND	\$3,482.00
700 BUILDING PERMIT ESCROWS	\$25,932.46
	\$452,835.21

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Checks 2888,2897-2900

	Name	Check Date	Check Amt	
10100	GENERAL FUND CASH			
2888e	NAPA Auto Parts	12/28/2023	\$119.56	Dec 2023 Purchases
2897e	MN DEPT OF REVENUE	12/31/2023	\$1,741.00	4th Qtr 2023 Sales Tax
2898e	NAPA Auto Parts	12/31/2023	\$7.91	Dec 2023
2899e	PSN UTILITY ONLINE BILLING	12/31/2023	\$86.00	BILL PAY FEE - Dec 2023
2900e	POSTALIA	1/10/2024	\$500.00	Postage
		Total Checks	\$2,454.47	



LONG LAKE, MN

***Check Detail Register©**
Checks 2888,2897-2900

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
10100 GENERAL FUND CASH					
2888 e	12/28/23	NAPA Auto Parts			
E 101-43000-2200		Repair & Maint/Supply	\$54.20	3270-588440	FD-Chevy Oil Change
E 205-42281-2150		Shop Supplies	\$15.94	3270-588470	FD-Antifreeze, Motor Tuneup, Carburetor Cleaner
E 205-42281-4030		Light Truck Maint & Repair	\$7.27	3270-588615	FD-Blind Spot Mirror
E 205-42285-2150		Shop Supplies	\$42.15	3270-588623	FD-Station 2 Portable Air Kit
		Total	\$119.56		
2897 e	12/31/23	MN DEPT OF REVENUE			
G 101-20801		Sales Tax Payable	\$1,741.00		4th Qtr 2023 Sales Tax
		Total	\$1,741.00		
2898 e	12/31/23	NAPA Auto Parts			
E 101-43000-2210		Equipment Parts	\$7.91		PW-Chevy Taillights Bulbs
		Total	\$7.91		
2899 e	12/31/23	PSN UTILITY ONLINE BILLING			
E 602-49450-3090		Software Support	\$86.00		BILL PAY FEE - Dec 2023
		Total	\$86.00		
2900 e	01/10/24	POSTALIA			
E 101-41500-3220		Postage	\$250.00		Postage
E 601-49400-3220		Postage	\$125.00		Postage
E 602-49450-3220		Postage	\$125.00		Postage
		Total	\$500.00		
		10100	\$2,454.47		

Fund Summary

10100 GENERAL FUND CASH

101 GENERAL FUND	\$2,053.11
205 FIRE DEPARTMENT	\$65.36
601 WATER FUND	\$125.00
602 SANITARY SEWER FUND	\$211.00
	\$2,454.47



LONG LAKE, MN

Payroll Summary

Pay Group: 02 Fire Dept Duty Crew

Check Date: 1/8/2024 per. 1

Employee	Gross Wage	Federal Gross	State Gross	Federal Tax	State Tax	Local Tax	Social Security	Medicare	Tax			Tips	Reimb.	Net Pay
									Retire	Sheltered	Voluntary			
000000153 ADAMS, CHRISTOPHER D.	250.00	250.00	250.00				15.50	3.63						230.87
000000281 CARLSON, BEN	26.00	26.00	26.00				1.61	0.38						24.01
000000154 COTTON, PATRICK J.	39.00	39.00	39.00				2.42	0.57						36.01
000000259 DAVIS, THOMAS	113.00	113.00	113.00				7.01	1.64						104.35
000000093 FARLEY, COLE	39.00	39.00	39.00				2.42	0.57						36.01
000000274 FAUE, JESSE	13.00	13.00	13.00				0.81	0.19						12.00
000000233 FRANK, BRYAN	164.00	164.00	164.00				10.17	2.38						151.45
000000160 GARDNER, SHANE B.	89.00	89.00	89.00				5.52	1.29						82.19
000000049 GOMAN, DAVID	39.00	39.00	39.00				2.42	0.57						36.01
000000177 GONSIOR, RYAN J.	1,026.00	1,026.00	1,026.00	83.98	24.96		63.61	14.88						838.57
000000229 GRADY, JOSHUA	126.00	126.00	126.00				7.81	1.83						116.36
000000278 HAYDEN, ADAM	13.00	13.00	13.00				0.81	0.19						12.00
000000194 HINKER, JUSTIN L.	13.00	13.00	13.00				0.81	0.19						12.00
000000226 HOSTER, RYAN	226.00	226.00	226.00				14.01	3.28						208.71
000000270 JOHNSRUD, MICHAEL	115.00	115.00	115.00	76.92			7.13	1.67						29.28
000000180 KANIVE, RYAN J.	26.00	26.00	26.00				1.61	0.38						24.01
000000112 KRAHL, JEFFREY C.	13.00	13.00	13.00				0.81	0.19						12.00
000000248 KULSETH, MATT	13.00	13.00	13.00				0.81	0.19						12.00
000000275 MORSE, PAUL	513.00	513.00	513.00	27.17			31.81	7.44						446.58
000000196 PALMER, ERIK J.	25.00	25.00	25.00				1.55	0.36						23.09
000000223 PASZKIEWICZ, JOHN	13.00	13.00	13.00				0.81	0.19						12.00
000000277 REWERTS, ANTHONY	513.00	513.00	513.00	0.54			31.81	7.44						473.21
000000241 RHEA, CHRISTOPHER	13.00	13.00	13.00				0.81	0.19						12.00
000000222 SMILEY, MATTHEW	64.00	64.00	64.00				3.97	0.93						59.10
000000212 SPINKS, SCOTT D.	726.00	726.00	726.00				45.01	10.53						670.46
000000276 STRAKA, AMANDA	763.00	763.00	763.00	12.56	11.45		47.31	11.06						680.62
000000282 SWEARINGEN, LANCE	138.00	138.00	138.00				8.56	2.00						127.44
000000260 THUNBERG, CALEB	150.00	150.00	150.00				9.30	2.18						138.52
000000240 VEACH, BENJAMIN	26.00	26.00	26.00				1.61	0.38						24.01
000000118 WOYCHICK, TED J.	13.00	13.00	13.00				0.81	0.19						12.00



LONG LAKE, MN

Payroll Summary

Pay Group: 02 Fire Dept Duty Crew

Check Date: 1/8/2024 per. 1

Employee	Gross Wage	Federal Gross	State Gross	Federal Tax	State Tax	Local Tax	Social Security	Medicare	Retire	Tax Sheltered	Voluntary	Tips	Reimb.	Net Pay
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941 Deposit

Federal Tax	\$201.17
Medicare	\$153.82
Social Security	\$657.30
Advanced EIC	None
Total Deposit	\$1,012.29

Pay Summary

Gross	5,300.00
Federal Gross	5,300.00
State Gross	5,300.00
FICA Gross	5,300.00

Tax Summary

Federal Tax	201.17	
State Tax	36.41	
Local Tax		
FICA Ded/Ben	328.65	328.65
Medicare Ded/Ben	76.91	76.91

Others

Retirement	
Tax-Sheltered	
Voluntary	
Tips	0.00
Reimbursement	0.00
Net Pay (-tips)	4,656.86



LONG LAKE, MN

Payroll Summary

Pay Group: 06 City Council

Check Date: 1/12/2024 per. 1

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

941 Deposit

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

Pay Summary

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

Tax Summary

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

Others

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



LONG LAKE, MN

Payroll Summary

Pay Group: 01 Bi-Weekly
Check Date: 1/11/2024 per. 1

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	1,283.40	1,283.40	1,283.40	77.47	59.45		79.57	18.61						1,048.30
000000243 DIERCKS, SEAN	3,910.13	3,657.27	3,657.27	563.56	219.32		242.43	56.70	252.86					2,575.26
000000286 HEILAND, MICHAEL	4,776.49	4,282.73	4,282.73	423.74	228.77			69.26	493.76					3,560.96
000000004 LAAKKONEN, DONALD A	3,375.67	2,785.37	2,785.37	371.74	126.95		192.50	45.02	319.42	270.88				2,049.16
000000091 MOELLER, JEANETTE	3,149.99	2,933.46	2,933.46	237.25	124.47		194.57	45.50	204.75	11.78				2,331.67
000000252 NOWEZKI, AMANDA	3,170.51	2,963.30	2,963.30	260.78	172.13		196.57	45.97	207.21					2,287.85
000000214 WESKE, SCOTT	4,838.98	4,537.07	4,537.07	765.92	282.94		299.64	70.08	295.84	6.07				3,118.49

941 Deposit

Federal Tax	\$2,700.46
Medicare	\$702.28
Social Security	\$2,410.56
Advanced EIC	None
Total Deposit	\$5,813.30

Pay Summary

Gross	24,505.17
Federal Gross	22,442.60
State Gross	22,442.60
FICA Gross	19,439.95

Tax Summary

Federal Tax	2,700.46	
State Tax	1,214.03	
Local Tax		
FICA Ded/Ben	1,205.28	1,205.28
Medicare Ded/Ben	351.14	351.14

Others

Retirement	1,773.84
Tax-Sheltered	288.73
Voluntary	
Tips	0.00
Reimbursement	0.00
Net Pay (-tips)	16,971.69



CITY OF
LONG LAKE

City Council Agenda Report

City of Long Lake

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

MEETING DATE / January 16, 2024

SUBJECT: Lease Between the City and the Lake Minnetonka Communications Commission for Use of Office Space in the City’s Public Works Building

Prepared By: Soott Weske, City Administrator

Report Date: 1/11/2024

Recommended City Council Action

Staff recommends the following:

Motion to approve a contract lease between the City of Long Lake and the Lake Minnetonka Communications Commission (LMCC) to allow the LMCC to rent office space in the Public Works building located at 2145 Daniels Street, and to authorize the City Administrator to execute said contract.

Overview / Background

The City Council previously reviewed the attached lease between the City of Long Lake and the LMCC for the rental of office space in the City Public Works building at a work session on January 2, 2024. The City Attorney updated the draft lease to include minor changes that were addressed at that meeting, and the attached lease represents the final form of the contract as approved by the City Attorney.

Supporting Information

- Lease between the City of Long Lake and the LMCC for use of office space at Public Works

LEASE FOR USE OF CITY FACILITY

THIS LEASE FOR USE OF CITY FACILITY (the "Lease") is made and entered into effective as of _____ (the "Effective Date"), by and between the City of Long Lake ("Landlord"), whose address is 450 Virginia Avenue, Long Lake, Minnesota 55356, and the Lake Minnetonka Communications Commission, a joint powers entity ("Tenant"), whose address is currently 4071 Sunset Drive, Spring Park, MN 55384. Landlord and Tenant are sometimes collectively referred to herein as the "parties" or each a "party".

RECITALS

WHEREAS, Landlord is the owner of the real property located at 2145 Daniels Street, Long Lake, Minnesota and described as Lots 5 and 6, Block 1, Shaughnessy Circle (PID No. 34-118-23-24-0075)(the "Property"); and

WHEREAS, Landlord owns a building located on the Property that houses the City of Long Lake's Public Works Department (the "Public Works Building"); and

WHEREAS, Tenant desires to lease a portion of the Public Works Building, as defined herein (the "Premises") to use as a media broadcasting facility, and the City is willing to lease the Premises to Tenant upon such terms and conditions as are expressed herein.

NOW, THEREFORE, Landlord and Tenant hereby covenant and agree as follows:

PREMISES. Landlord does hereby lease to Tenant, and Tenant does hereby rent from Landlord, upon the terms and conditions set forth herein, the Premises, which is located within the Public Works Building at 2145 Daniels Street, Long Lake, Minnesota 55356. The Premises is described in Exhibit A, attached hereto and made a part hereof.

TERM.

Initial Term. The initial term of this Lease shall commence on the Effective Date and terminate on December 31, 2029 (the "Initial Term"), unless earlier terminated as provided herein.

Renewal Term(s). The term of this Lease shall automatically renew on the same terms and conditions herein, for up to five (5) additional periods of one (1) year each (each a "Renewal Term"), unless earlier terminated as provided for herein.

Termination. The Initial Term of this Lease or any Renewal Term may be terminated by either party upon ninety (90) days' written notice to the other party. Those aspects of this Lease which are intended by their nature to survive termination, shall so survive. This shall include, without limitation, Indemnity, Liens, Assignment and Subletting, Tenant's Liability, Compliance with Laws, and Applicable Law, and all subparagraphs thereof.

The Initial Term and all Renewal Term(s) are collectively referred to herein as the "Term".

MAINTENANCE. Landlord shall be responsible for maintenance and repair of all structural components, heating, ventilation, air conditioning, electrical, plumbing and mechanical systems of

the Premises. Tenant shall otherwise keep and maintain the Premises in as good or better condition as the same was upon the commencement of this Lease, ordinary wear and tear and insured casualty excepted. Tenant's maintenance obligation shall be limited to ordinary day-to-day maintenance and shall not include any obligation to replace any fixture, facility or system in the Premises unless directly damaged by Tenant's use.

LAWN CARE AND SNOW REMOVAL. Landlord will be responsible for all snow removal; and for maintaining the surrounding property, including lawn care, surrounding the Premises.

UTILITIES. All utilities associated with the Premises, with the exception of telephone service or internet, will be the responsibility of the Landlord. Tenant will be responsible for its own expenses relating to telephone or internet service associated with the Premises.

REAL ESTATE TAXES. In the event that the Premises is sold or transferred to a non-tax exempt authority, Landlord shall be responsible for all real estate taxes and special assessments.

RENT.

Base Rent. Base rent shall be payable in advance on or before the first day of each and every month, commencing on the Rent Commencement Date, as defined herein, and continuing during the Term. The first Lease year shall be a portion of a calendar year and shall run from the Effective Date through December 31, 2024. Commencing on the Rent Commencement Date, Tenant shall pay to Landlord "Base Rent" for the Premises of one thousand two hundred fifty and No/100 Dollars (\$1,250) per month. On January 1st of each year thereafter, the Base Rent will increase over the previous calendar year's Base Rent by five percent (5%). The first payment of 2024 shall be due within ten (10) days of the Rent Commencement Date, however, this shall not alter the payment due date for any month subsequent to the Rent Commencement Date. The "Rent Commencement Date" shall be the date on which Tenant takes possession of the Premises for business (and not solely construction/build out) use, or July 1st, 2024, whichever occurs first. Tenant and Landlord agree to memorialize, in writing, the agreed upon Rent Commencement Date after it is known.

Late Payment Fee. If Tenant fails to pay Rent, or any installment thereof, by the tenth day of the month in which such payment is due and payable, Tenant shall automatically be assessed and shall pay, as additional rent and not as a penalty, a late charge equivalent to five percent (5%) of the amount of such late payment.

LIENS. Tenant shall not suffer or permit any statements of mechanic's or other liens to be filed against the Premises or any part thereof by reason of work, labor, services, or materials supplied or claimed to have been supplied to Tenant or anyone holding the Premises or any part thereof through or under Tenant. If any such lien shall at any time be filed against the Premises, Tenant shall cause the same to be promptly discharged of record or shall deposit with the court an amount equal to one hundred twenty-five percent (125%) of the amount claimed, within thirty (30) days after the date of actual notice to Tenant of filing the same. If Tenant shall fail to discharge such lien or to deposit such amount within such period, then, in addition to any other right or remedy of Landlord, Landlord may, but shall not be obligated to, discharge the same either by paying the amount claimed to be due or by procuring the discharge of such lien by deposit in court or by giving security or in such other manner as is, or may be, prescribed by law. Any amount paid by Landlord for any of the aforesaid purposes, and all reasonable expenses of Landlord, including reasonable attorneys'

fees, in or about procuring the discharge of such lien, and all necessary disbursements in connection therewith, together with interest thereon at the lower of the maximum rate allowed by applicable law or the rate of twelve percent (12%) per annum from the date of payment. Nothing herein contained shall imply any consent or agreement on the part of Landlord to subject Landlord's estate to liability under any mechanic's lien law.

ASSIGNMENT AND SUBLETTING.

Transfers Prohibited. Tenant shall not assign or transfer any of its rights under this Lease or sublease any part of the Premises. Any assignment or subletting of the Premises is prohibited without the individualized written consent of Landlord.

DEFAULTS OF TENANT AND LANDLORD'S REMEDIES.

Event of Default. The occurrence of any one or more of the following events shall constitute an "Event of Default" under this Lease:

Failure to Pay Base Rent or Other Rent Owed. Tenant shall fail to timely pay any amount of Base Rent or other rent due hereunder, and such failure shall continue uncured for more than five (5) days after receipt of notice thereof from Landlord.

Failure to Perform. Tenant shall fail to perform any other covenant of this Lease and Tenant does not cure or reasonably commence and proceed diligently to cure such failure within twenty (20) days after receipt of notice thereof from Landlord.

Bankruptcy. If during the Term: (i) Tenant shall make an assignment for the benefit of creditors; or (ii) Tenant files a voluntary petition under the Bankruptcy Code of the United States or any state statute similar thereto, or Tenant be adjudged insolvent or bankrupt pursuant to an involuntary petition; (iii) a receiver or trustee is appointed for the property of Tenant by reason of insolvency of Tenant; (iv) any department of the state or federal government, or any officer thereof duly authorized, takes possession of the business or property of Tenant by reason of the insolvency of Tenant; (v) Tenant continues in possession without the appointment of a receiver or trustee under Chapter 11 of the Bankruptcy Code; or (vi) Tenant is the subject of any petition or proceeding related to relief from creditors.

Remedies. If an Event of Default occurs, Landlord may at any time thereafter:

Terminate this Lease. Terminate this Lease, and upon such termination, Tenant shall quit and surrender the Premises to Landlord, but Tenant shall remain liable as provided in this Lease;

Re-Enter the Premises. Landlord or Landlord's agents and servants may, immediately or at any time after and Event of Default by Tenant, re-enter the Premises and remove all persons and any or all property therefrom, either by summary dispossession proceedings or by any suitable action or proceedings at law or by force or otherwise and repossess and enjoy said Premises, together with all additions, alterations, and improvements thereto, without such re-entry and repossession working forfeiture or waiver of the rents to be paid and the covenants to be performed by Tenant during the Term hereof; and/or

Re-Let the Premises. Upon the expiration of the Term by reason of any of the events described herein, or under any provision of law now or hereafter in force by reason of or based upon or arising out of a default under or a breach of this Lease on the part of Tenant (except where such breach or default is determined by a court of competent jurisdiction to be justified because of Landlord's acts or omissions), Landlord may, at its option, at any time and from time to time, relet the Premises, or any part thereof, for the account of Tenant or otherwise, and receive and collect the rents therefore, applying the same first to the payment of such expenses as Landlord may have incurred in recovering possession of the Premises, including legal expenses and attorneys' fees, and for putting the same into good order or condition or preparing or altering the same for re-rental and all other expenses, commissions, and charges paid, assumed or incurred by Landlord in reletting the Premises and then to the fulfillment of the covenants of Tenant hereunder. Any such reletting herein provided for may be for the remainder of the Term as originally granted or for a longer or shorter period.

Tenant's Liability. If this Lease is terminated and/or the Premises is re-entered by Landlord pursuant to a default by Tenant of the terms and conditions of this Lease, whether or not the Premises, or any part thereof, is relet, Tenant shall pay to Landlord the Base Rent and the Additional Rent required to be paid by Tenant up to the time of such termination of this Lease, and thereafter Tenant shall, if required by Landlord, pay to Landlord until the end of the Term the equivalent of the amount of all the Base Rent and Additional Rent required herein less the net proceeds of reletting, if any. Landlord shall have the election, in place and stead of holding Tenant so liable, forthwith to recover against Tenant, as damages for loss of the bargain and not as penalty, an aggregate sum which, at the time of such termination or such recovery of possession by Landlord, as the case may be, represents the then present worth of the excess, if any, of the aggregate of the Rent payable by Tenant hereunder that would have accrued for the balance of the Term, over the aggregate rental value of the Premises for the balance of such Term.

Cumulative Remedies. The specified remedies to which Landlord may resort under the terms of this Lease are cumulative and are not intended to be exclusive of any other remedies or means of redress to which Landlord may be lawfully entitled in case of any breach or threatened breach by Tenant of any provision of this Lease. A receipt by Landlord of Base Rent or Additional Rent, including payment of Base Rent or Additional Rent by Tenant's receiver, trustee in bankruptcy, creditor, or assignee, with or without knowledge of a breach of any covenant hereof (other than the covenant for the payment of such Base Rent or Additional Rent), shall not be deemed a waiver of such breach. In addition to other remedies provided in this Lease, Landlord shall be entitled to the restraint by injunction for the violation or attempted or threatened violation of the covenants, conditions, or provisions of this Lease.

CONDITION OF PREMISES AT TERMINATION. At the termination of this Lease by lapse of time or otherwise, Tenant shall return the Premises in as good a condition as when Tenant took possession, excepting only ordinary wear and tear, and subject to the terms of the "Tenant Improvements" Section set forth below.

USE OF PREMISES. The Premises shall be used as a media broadcasting facility and for uses ancillary thereto. Tenant shall not use or occupy the Premises or knowingly permit the Premises to be used or occupied in any manner that would cause structural injury to the Premises or cause the value or usefulness of the Premises or any part thereof to substantially diminish (reasonable wear and tear excepted) or that would constitute a public or private nuisance or waste, or that would

disturb Landlord's use of the remainder of the Property. Tenant shall promptly, upon discovery of any such use or violation, take all necessary steps to compel the discontinuance of such use and/or violation.

COMPLIANCE WITH LAWS.

General. Tenant, at its sole expense, shall promptly comply with all laws, ordinances and requirements of federal, state, county, and municipal authorities relating to Tenant's use and occupation of the Premises, and with any lawful order or direction of any public officer relating to Tenant's use and occupation of the Premises during the Term.

Permits. Tenant shall comply with all permits, licenses, and similar authorizations to use the Premises for the aforesaid purpose required by any governmental authority having jurisdiction over the use thereof.

Environmental Laws. Tenant represents, warrants and covenants to Landlord that its use of the Premises shall remain in compliance with all applicable federal, state and local laws, ordinances, and regulations and rules (including consent decrees and administrative orders) presently in force or hereinafter enacted relating to environmental quality; storage, generation, manufacture, contamination, and clean-up of hazardous material; public health and safety; and protection of the environment; all as amended and modified from time to time (collectively, the "Environmental Laws"). All governmental permits relating to the use or operation of the Premises required by the applicable Environmental Laws are and will remain in effect, and Tenant will comply with same. For the purposes of this Lease, the term "hazardous material" shall mean and include all hazardous and toxic substances, waste or materials, any pollutant or contaminant, including, without limitations, PCBs, asbestos, asbestos-containing material, petroleum and petroleum-based products, and raw materials that are included or regulated by any Environmental Laws or that would pose a health, safety or environmental risk.

LANDLORD'S ACCESS TO PREMISES.

Inspection. Tenant shall permit Landlord and the authorized representatives of Landlord to enter the Premises at all times during usual business hours for the purpose of inspecting the same and making any necessary repairs to comply with any laws, ordinances, rules, regulations, or requirements of any public authority or of the Board of Fire Underwriters or any similar board. Nothing herein shall imply any duty upon the part of Landlord to do any such work that, under any provision of this Lease, Tenant may be required to perform, and the performance thereof by Landlord shall not constitute a waiver of Tenant's default in failing to perform the same. Landlord may, during the progress of any work in the Premises, reasonably keep and store upon the Premises all necessary materials, tools, and equipment. Landlord shall not, in any event, be liable for inconvenience, annoyance, disturbance, loss of business, or other damage to Tenant by reason of making repairs or the performance of any work in the Premises, or on account of bringing materials, supplies, and equipment onto or through the Premises during the course thereof, and the obligations of Tenant under this Lease shall not hereby be affected in any manner whatsoever. Landlord shall, however, in connection with doing of any such work cause as little inconvenience, annoyance, disturbance, loss of business, or other damage to Tenant as may reasonably be possible in the circumstances.

Showing/Advertising for Sale or Rent. Landlord is hereby given the right during usual business hours to enter the Premises to exhibit the same for the purpose of sale or Lease during the final six (6) months of the Initial Term and any Renewal Term.

INDEMNITY. Tenant shall indemnify, defend and hold harmless Landlord from and against any and all claims by or on behalf of any person(s), firm(s), and/or corporation(s) arising from the conduct or management of or from any work or thing whatsoever done in, on, or about the Premises by Tenant, its agents, consultants, employees, vendors, independent contractors, clients, or licensees, and will further indemnify, defend and hold Landlord harmless against and from any and all claims arising during the Term from any condition of the Premises or from any condition of any street, curb, or sidewalk adjoining the Premises, or of any passageways or spaces therein or appurtenant thereto, to the extent the condition of the Premises or other designated areas directly resulted from the Tenant's use, or directly from the use of its agents, consultants, employees, vendors, independent contractors, clients, or licensees, or arising from breach or default on the part of Tenant in the performance of any covenant or agreement on the part of Tenant to be performed, pursuant to the terms of this Lease, or arising from any act of negligence of Tenant, or any of its agents, consultants, employees, vendors, independent contractors or licensees, or arising from any accident, injury or damage whatsoever caused by Tenant, or any of its agents, consultants, employees, vendors, independent contractors, clients, or licensees, to any person, firm or corporation during the Term, in or about the Premises, or upon or under the sidewalks and the land adjacent thereto, and from and against all costs, reasonable attorneys' fees, expenses, and liabilities incurred in or about any such claim or action or proceeding brought thereon; and in case any action or proceeding is brought against Landlord by reason of any such claim, Tenant, upon notice from Landlord, shall resist or defend such action or proceeding by counsel reasonably satisfactory to Landlord.

NOTICES. Any notice, election, request, or other communication herein required or permitted to be given or served shall be delivered to the other party hereto (with receipt obtained therefrom), or mailed by United States certified mail, return receipt requested, postage prepaid, properly addressed to such other party at the following address:

If to Landlord: City of Long Lake
Attn: City Administrator
450 Virginia Avenue
PO Box 606
Long Lake, MN 55356

If to Tenant: Lake Minnetonka Communications Commission
Attn: Operations Manager
4071 Sunset Drive, P.O. Box 385
Spring Park, MN 55384

Unless and until changed by notice as herein provided, notices and communications shall be addressed to the above-listed addresses. Each such mailed notice or communication shall be deemed to have been given to, or served upon the property to which addressed, (i) on the date the same is personally delivered or (ii) on the date set forth in the certified receipt. All payments required to be paid to Landlord by this Lease shall be made to Landlord at the address designated above, or as may be hereafter designated.

TENANT IMPROVEMENTS. Tenant may make reasonable improvements to the Premises to facilitate Tenant's intended use. However, all such improvements shall be subject to the reasonable

approval of Landlord. Upon installation, any approved improvements to the Premises which are fixtures shall become a part of the Premises and the property of Landlord. Upon the termination, cancellation or expiration of this Lease, all such approved fixture improvements shall remain with the Premises.

MISCELLANEOUS.

Applicable Law. The parties acknowledge that this Lease is subject to the provisions of applicable federal, state and local laws and regulations. Any obligation, duty or provision under this Lease that conflicts with any provision of applicable federal, state or local laws or regulations, is to that extent void. This Lease has been made, and its validity, performance and effect shall be determined, in accordance with the internal laws of the State of Minnesota. Any action to enforce the terms of this Lease shall be brought in a court of competent jurisdiction within Hennepin County, Minnesota.

Entire Agreement and Modification. This writing contains the entire agreement between the parties, and there are no other terms, obligations, covenants, representations, statements, or conditions, oral or otherwise, of any kind whatsoever. Any agreement hereafter made shall be ineffective to change, modify, discharge, or effect an abandonment of this Lease in whole or in part unless such agreement is in writing and signed by the party against whom enforcement of the change, modification, discharge, or abandonment is sought.

Waiver. The waiver of either party of a breach or violation of, or failure of either party to enforce any provision of this Lease shall not operate or be construed as a waiver of any subsequent breach or violation or relinquishment of any rights hereunder, and no waiver by Landlord of any provision of this Lease shall be deemed to have been made unless expressed in writing and signed by Landlord.

Release of Landlord. If Landlord sells or otherwise transfers all of its interest in the Premises, Landlord shall, without further action by any party, be released and discharged from any further obligation or duty under this Lease, and no claim or demand upon Landlord shall thereafter be made by Tenant arising out of any obligation or duty of Landlord hereunder.

Severability. If any part of this Lease or the application thereof to any person or circumstances is, to any extent, invalid or unenforceable under applicable law, the remainder thereof and the application of such terms, provisions, and condition to persons or circumstances other than those as to whom it is invalid or unenforceable shall not be affected thereby, and this Lease an all the terms, provisions, and conditions hereof shall, in all other respects, continue to be effective and to be complied with to the full extent permitted by law.

Binding Effect. All of the covenants, conditions, and agreements herein contained shall extend to, be binding upon, and inure to the benefit of the parties hereto and their respective successors and assigns.

Counterparts/Execution: This Lease may be signed in any number of counterparts and each such counterpart shall be deemed an original for all purposes and all such counterparts shall collectively constitute one instrument. For purposes of execution of this Lease, facsimile or PDF of an electronically scanned signature shall be effective as originals.

Limited Use of Council Chambers: Tenant desires to occasionally utilize, as a meeting space, the Long Lake City Council Chambers located at 450 Virginia Avenue (the "Council Chambers") in order to conduct limited business related to Tenant's primary business function. Tenant shall submit such utilization requests to Landlord and shall provide reasonable notice of Tenant's dates and times of requested use. Such requests shall be reviewed in the discretion of Landlord, however, such requests shall not be unreasonably denied. Tenant's utilization of the Council Chambers shall not exceed usual Long Lake City business hours, unless additional times are specifically approved by Landlord. Nothing in this Section shall be interpreted to require Landlord to incur any additional staffing costs or time commitments or other costs in order to accommodate meetings held inside or outside of Long Lake City business hours. Tenant shall indemnify, defend and hold harmless Landlord from and against any and all claims by or on behalf of any person(s), firm(s), and/or corporation(s) arising from the conduct or management of or from any work or thing whatsoever done in, on, or about the Council Chambers by Tenant, its agents, consultants, employees, vendors, independent contractors, invitees, clients, or licensees, during Tenant's use of the Council Chambers. Tenant may not damage or alter the Council Chambers without the written consent of Landlord. After each use of the Council Chambers, Tenant shall restore the Council Chambers to the condition of the same or better when Tenant commenced Tenant's specific use of the Council Chambers.

[Signatures on following page]

IN WITNESS WHEREOF, the parties have executed this Lease the day and year first above written.

LANDLORD:

CITY OF LONG LAKE

By _____
City Administrator

Date _____

TENANT:

Lake Minnetonka Communications Commission

By _____
Its _____

Date _____

EXHIBIT A
(the "Premises" Description)

Approximately 1200 square feet of office space on the first floor in the northeast corner of the Public Works building located at 2145 Daniels Street.

Also includes one parking stall inside the building to be identified by the Public Works Director. Staff reserves the right to re-designate the parking stall at any time.



CITY OF
LONG LAKE

City Council Agenda Report

City of Long Lake

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

MEETING DATE / January 16, 2024

SUBJECT: Approve the Purchase of New Windows for the Public Works Facility at 2145 Daniels Street

Prepared By: Sean Diercks, Public Works Director

Report Date: 1/11/2024

Recommended City Council Action

Staff recommends the following:

Consider a motion to approve the purchase of new windows for the Public Works facility at 2145 Daniels Street.

Overview / Background

In fall of 2023, the City of Long Lake and the Lake Minnetonka Communications Commission (LMCC) began negotiating on the LMCC potentially renting some office space that is currently vacant at the Long Lake Public Works facility located at 2145 Daniels Street.

During the conversations it was brought up that the majority of the double pane windows in the office space area have lost their insulating seal, are allowing the inert gas to escape, are in poor shape (clouded over) and need to be replaced. In addition, after conducting a comprehensive window inspection, staff has observed and determined that in addition to the compromised sealed glass panes causing the cloudiness, the wood frame work shows various stages of wood rot of on virtually every window sill in areas where the crank out windows seal against the window frame. The age of the windows is estimated to be roughly 30 to 40 years old.

It was also determined that the replacement windows should be commercial store front style to match other buildings in the area, and in December 2023, the Public Works Department began searching for replacement proposals as directed by the City Council.

The following are the proposals that were obtained.

1. Town and Country Glass in conjunction with GDS Design & Build: CTS Commercial Storefront
This option is a two-vendor option. Town and County would supply and install the windows with GDS completing the interior trim work.

Town and Country Glass: Supply and Install -	\$43,200
GDS Design & Build: Interior Trim Work -	<u>\$16,790</u>
Totaling =	\$59,990

2. All Around Property Preservation: This option is for supply and complete install.
 - a. Wojan Commercial Grade, All Aluminum, Fixed Picture Window - \$53,423
 - b. Andersen E- Series Wood+Alum Clad, Fixed Picture Window - \$67,458

- 3. Crossroads Construction, Inc.: This option is for supply and complete install.
 - a. Marvin Essential Direct Glaze Windows “3 wide” - \$80,750
 - b. Marvin Essential Direct Glaze Window “Single Wide” - \$72,750

- 4. Empire Door & Glass Co.
 - a. Supply and Complete Install of Commercial Storefront Aluminum - \$59,454.86
 - b. Supply and Install “New Glass Only” in Existing Windows - \$34,688.96

After reviewing all the supporting information and conducting a thorough inspection of the current windows, the Public Works Department feels confident to recommend the City Council approve the Empire Door & Glass proposal to replace all windows at the cost of \$59,454.86.

The new windows carry a two-year standard factory warranty on all metal components, five-year warranty on the metal anodized finish, and 10-year warranty on glass and seals.

Empire has a payment policy of half down at the time of ordering (\$29,727.43), and the other half payment due upon completion (\$29,727.43). The new windows will be ordered at the time the down payment is received with a lead build time of approximately eight weeks. The new windows will take roughly one week to install.

Supporting Information

- Town and Country Glass Proposal
- GDS Design & Build Inc. Proposal
- All Around Property Preservation, LLC Proposal
- Crossroad Construction Inc. Proposal
- Empire Door & Glass Co. Proposal

TOWN & COUNTRY GLASS



Proposal

Phone: (952) 442-4325
 Fax: (952) 442-5450
 Toll Free: 1-800-642-1321
 PO Box 105
 Waconia, MN 55387

No.	12177	Section 7B.
Date	December 8, 2023	
E-mail:	TCGlass1969@yahoo.com	

Proposal Submitted To:

Name	GDS Design & Build		
Street	_____		
	Waconia	State	MN
Phone	_____		
Email	_____		

Work To Be Performed At:

	Long Lake Public Works		
Street	_____		
City	Long Lake	State	MN
Date	_____		
Architect	_____		

We hereby propose to furnish the materials and perform the labor necessary for the completion of

C.T.S. Storefront Windows at North Elevation:

- (6) Approximate 8' x 5' (With 2 Vertical Mullions)
- (3) Approximate 8' x 10' (With 2 Vertical, 1 Horizontal Mullions)
- 1" Insulated Clear Glass with Low-E (Tempered Where Required)
- Breakmetal Trim at Exterior Where Needed to Finish
- Labor to Install TOTAL: \$31,800.00

ALTERNATE: 4 C.T.S. Windows at Recessed Walls on North Elevation

- (2) Approximate 8' x 5' (With 2 Vertical Mullions)
- (2) Approximate 6' x 5' (With 2 Vertical Mullions)
- 1" Insulated Clear Glass with Low-E (Tempered Where Required)
- Breakmetal Trim at Exterior Where Needed to Finish
- Labor to Install TOTAL: \$11,400.00

NOTE: Any Interior Finish Trimming by Others

All material is guaranteed to be as specified, and the above work to be performed in accordance with the drawings and specifications submitted. Also it is to be completed in a substantial workmanlike manner for the sum of

\$ See Above

With payments to be made as follows: In full upon completion

All Credit Card payments over \$1,000.00 will be subject to an additional 3% surcharge

Thank you for giving us the opportunity to bid this project. If you have any questions, feel free to give us a call.

Any alteration or deviation from above specifications involving extra costs, will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance upon above work. Workmen's Compensation and Public Liability Insurance on above work to be taken out by

Respectfully submitted by: Town & Country Glass Inc.

Per Scott Kleman

Note—This proposal may be withdrawn by us if not accepted within 30 days.

PRE-LIEN NOTICE TO OWNER/CONTRACTOR

- a) Any person or company supplying labor or materials for this improvement to your property may file a lien against your property if that person or company is not paid for the contributions.
- b) Under Minnesota law, you have the right to pay persons who supplied labor or materials for this improvement directly and deduct this amount from our contract price, or withhold the amounts due them from us until 120 days after completion of the improvement unless we give you a lien waiver signed by persons who supplied any labor or material for the improvement and who gave you timely notice.

ACCEPTANCE OF PROPOSAL: The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature _____	Date _____
Signature _____	Date _____

GDS Design & Build, Inc.
 222 West Main Street
 Waconia, MN 55387
 952-442-4892
 gail@gdsdesignbuild.com
 License # BC077522

Estimate

Date	Estimate #
1/7/2024	594

Name / Address
CITY OF LONK LAKE PUBLIC WORKS 2145 DANIELS STREET P.O. BOX 606 LONG LAKE, MN 55356

www.gdsdesignbuild.com

Project

Description	Total
REMODEL OF PUBLIC WORKS BUILDING 2145 DANIELS STREET LONG LAKE, MN WINDOW REPLACEMENT ON NORTH SIDE MATERIAL AND LABOR BID ALL MATERIAL IS PREFINISHED OAK INSTALL NEW 3/4" SOLID OAK EXTENSION JAMBS (NOT VENEER OVER PARTICAL BOARD) INSTALL NEW 2 1/4" OAK RANCH CASING THREE 9' x 6' TWO 9' x 12' ONE 8' x 12' TWO 7' x 6' FIVE 9' x 6' TOTAL BID PRICE	16,790.00
Thank you for the opportunity to bid this project.	Total \$16,790.00

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by workman's compensation insurance.

Authorized Signature Gail D. Schutte

Note: This proposal may be withdrawn by GDS if not accepted within 10 Days.

Acceptance of Proposal - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be

Date of Acceptance: _____

Signature _____

Signature _____



"We Get It Done and We Do It Right!"



City of Long Lake

Window Bid

12/14/2023



2265 Wayzata Blvd
 Long Lake, MN 55356
 BC635665
 Info@allaround.com
 763-447-3944

Owner/Project Name: City of Long Lake – Public Works	Contractor Rep’s Name: Kyle Miller	Date: 12/14/2023
Project Site Address: 2145 Daniels Street	Contractor’s Rep’s. Cell Phone: (763) 258-6628	Job Number: MN23112903
Property City, State Zip: Long Lake, MN 55356	Owner’s Rep’s Phone: (612) 237-9520	
Owner’s Rep’s Name: Sean Diercks	Owner Rep’s Email: sdiercks@longlakemn.gov	

Pre-Project Notes

- We will apply and obtain the necessary permit, and complete all necessary inspections, per the permit requirements. The cost of the permit is not currently included in the bid.
- We will comply with MN required International Residential Code (IRC), and local building code.
- All Around can supply and set up signage, cones, and caution tape in any necessary areas.
- All Around will provide details in advance, to any parties involved outlining the schedule, timeline, and all project expectations.
- Furniture inside the building is to be moved by others, to allow access for equipment and materials into any working areas.
- We will use caution around the landscaping, pavement, and any surfaces where there is foot traffic, lift operation, set-up and take down of scaffolding, and falling debris, however, damage can occur from normal operations. All Around is not responsible for property damage that may occur because of normal work operations.
- Our production team will complete a thorough quality control inspection of all completed work, including walking all roofs, taking detailed photos, and ensuring the work meets our quality standards and manufacturer specs. Punch list items will be documented, and items agreed to by both parties will be completed within 1 week, weather permitting.
- A thorough cleanup will be performed upon completion of the project.

Window Scope

Section 7B.

- Remove and dispose of all windows from 13 rough openings on / near the front side of the building, including the interior wood casing and jamb extensions.
- Once the old windows are removed, we will inspect the rough opening for rot repairs. If additional repairs are needed, they will be completed at a rate of \$95.00 per man hour and material cost plus 20% markup on all materials.
- Install new pan flashing tape under the new windows.
- Install new windows in the rough openings. Windows are fixed (non-operating) and will be insulated, caulked, and flashed upon installation.
- Install new cedar trim and drip cap flashing at the top of 10 windows currently with cedar trim.
- Install new interior jambs and trim casing around all the new windows. Standard oak, pine or maple are included, in a standard size and profile. Final paint / stain color is TBD. Upper windows that are field mullled will receive trim / moulding to cover the mull area.
- Aluminum finishes of both window offering is a Kynar or Kynar grade finish in bronze. If Andersen windows are selected, the interior will be factory prefinished with a standard color stain offered by Andersen.

Total Estimated Window Project Costs: (Materials, sales tax, and labor Included)

- **Wojan Commercial Grade, All Aluminum, Fixed Picture Windows: \$49,555.00**
- **Andersen E-Series Wood + Aluminum Clad, Fixed Picture Windows: \$63,590.00**

Additional Expenses

- **Boom Lift:** to be used on the outside to assist with lifting and setting the new windows.
- **Dumpsters:** (2) 20-yard dumpsters will be supplied to haul away the old units and project debris.
- **Boom Lift: \$2,368.00** (1 Week, including delivery and pickup)
- **Dumpsters: \$1,500.00**
- **NOTE:** One or both costs can be removed from the bid if the city has a lift that we can utilize to complete the work, or if the city would prefer to provide the waste receptacles.

Payment Terms & Timelines

- Payment terms are TBD and will be finalized upon signing the construction Agreement.
- Timeline for completion is approximately 3-5 total working days, weather permitting. Lead time on new windows is currently 12-16 weeks, and subject to change at any time.
- All proposed work must be approved in full or total cost amount is subject to change.
- This Estimate becomes void 7 days from the date herein before it is subject to re-pricing.





217 Stover Road
Charlevoix, MI 49720

To: All Around

Project: City of Long Lake 1-Lite FX
Location: Long Lake MN
Salesman: 52

Approximate lead time 16 weeks
Delivery dates will not be given until final approvals are received.

Date: 12/8/2023

QTY	MARK	WIDTH X HEIGHT	DESCRIPTION	FINISH
12	W1	96 3/4" x 59 3/4"	M950-0 no fins Glass: 316LOE/316CLR -Insulated 1"-OA Argon <i>* Includes optional high-performance glass package; Solar Control Low-E, 90% Argon Gas, and Warm Edge Spacer</i>	FX 70% Brz Kyn
4	W2	71 5/8" x 59 3/4"	M950-0 no fins Glass: 316LOE/316CLR -Insulated 1"-OA Argon <i>* Includes optional high-performance glass package; Solar Control Low-E, 90% Argon Gas, and Warm Edge Spacer</i>	FX 70% Brz Kyn
1			Enhanced Detail Drawings	
Alt#: 1		Add To Furnish Mill Finish Nail Fins.		

Note: Quoted as Voluntary Alternate. Commercial Aluminum Windows In Lieu Of Vinyl Finish to Meet AAMA 2605 Standard Wojan 2-Coat 70% Kynar Bronze. Glass 3/16" Low-E (Annealed) / 3/16" Clear (Annealed), 1" IG. Argon/WES

- *No Tempered Glass Included In This Quote.
- Quoted as Std Wojan M950 Series 1-Lite Fixed, 3-1/4" Frame Depth Standard Wojan Warranty (1 Yr Window, 10 Yr Glass, 15 Yr Finish)
- *All Orders Will Be Executed Only with Wojan Terms & Conditions.
- *Lead times determined after receipt of all approvals
- *Delivery to be Made in (1) Shipment, Offload & Storage by Others



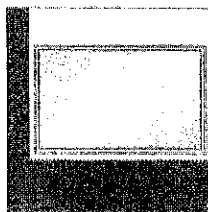
CREATED DATE
12/5/2023

LATEST UPDATE
12/5/2023

QUOTE NAME	PROJECT NAME	QUOTE NUMBER	CUSTOMER PO#	TRADE ID
ALL AROUND/LONG LAKE PUBLIC WORKS	Unassigned Project	5046828		

ORDER NOTES:

DELIVERY NOTES:



Item	Operation
100	Stationary

E-Series Picture Window, 2 7/8" Frame Depth, Rigid Vinyl w/Integral Vinyl Drip Cap, Sash Set (2 Piece), Dark Bronze 2604 Exterior Frame, Dark Bronze 2604 Exterior Sash/Panel, Pine w/Mocha - Stained Interior Frame, Pine w/Mocha - Stained Interior Sash/Panel, Stationary, Sash Set (2 Piece), Align w/Stationary Stops, Dual Pane Low-E4 Standard Argon Fill Contemporary Glass Stop Stainless Glass / Grille Spacer
Wrapping: 6 13/16" Step Jamb w/Interior Extension Jamb Pine / Mocha - Stained 11/16" X 11/16" w/Standard Complete Unit Extension Jambs, Factory Applied

Unit #	U-Factor	SHGC	ENERGY STAR
A1	0.32	0.32	NO

Crossroad Construction, Inc.

17121 Lincoln St. NE, Suite 100
Ham Lake, MN 55304
Phone: (763)434-0202
Direct: 320-630-9471
brent@crossroadconstruction.com



Section 7B.

Customer Information

Name:	Sean Diercks
Address:	2145 Daniel St. Long Lake, MN
Phone:	952-476-2855
Email:	sdiercks@longlakemn.gov

Job Information

Job Name:	Long Lake Public Works Window Replacement
Address:	2145 Daniels St. Long Lake, MN 55356

Brent Niznik; Project Manager
Cell: 320-630-9471

Marvin Essential Window Installation as currently designed.

Here is our Proposal for: **\$80,750.00**

These numbers based off site visit

MARVIN Essential Direct Glaze windows:

- Remove and install Marvin Essential Direct glaze (10x) 3 Wide 1 High window Assemblies. Bronze Exterior, Bronze Interior, 1-lite, LowE2 w/Argon
- Remove and install Marvin Essential Direct glaze (3x) 3 Wide 2 High windows. Bronze Exterior, Bronze Interior, 1-lite, LowE2 w/Argon
- Supply and Install New Pre-Finished Interior Trim to match existing.
- Field Mull windows with Marvin supplied Mulls.
- Supply and Install Flashing tape at perimeter of window openings.
- Backer Rod and Caulk window perimeter in lieu of nailing fin installation.

Deduct Alternate #1: -\$8,000.00.

Marvin Essential Direct Glaze windows with "Single Wide layout".

- Remove and install Marvin Essential Direct glaze (10x) Single Wide windows. Bronze Exterior, Bronze Interior, 1-lite, LowE2 w/Argon
- Remove and install Marvin Essential Direct glaze (3x) Single Wide 2 High windows. Bronze Exterior, Bronze Interior, 1-lite, LowE2 w/Argon
- Supply and Install New Pre-Finished Interior Trim to match existing.
- Field Mull windows with Marvin supplied Mulls.
- Supply and Install Flashing tape at perimeter of window openings.
- Backer Rod and Caulk window perimeter in lieu of nailing fin installation.

Exclusions/Assumptions:

- Restoration of hard or soft surfaces is by others.
- Work is dependent upon the availability of our crews at time you schedule the work.
- Spray Foam insulation

TERMS AND CONDITIONS OF INSTALLATION

1. Additional smoke and/or carbon monoxide detectors may be required per code at additional charge.
2. Any mechanical services (plumbing, electrical, heating, etc.) are the sole responsibility of the customer.

Crossroad Construction, Inc.

17121 Lincoln St. NE, Suite 100
Ham Lake, MN 55304
Phone: (763)434-0202
Direct: 320-630-9471
brent@crossroadconstruction.com



Section 7B.

3. Any painting, staining, finishing is the sole responsibility of the customer (unless specified on the Proposal).
4. Crossroad Construction Inc. will provide only the services which are listed in the proposal and that the customer will not hold Crossroad Construction Inc. responsible for any services other than those listed on the proposal.
5. If an order is cancelled or changed by the customer, Crossroad Construction Inc. may dispose of any merchandise ordered and the customer shall forfeit any payment made.
6. If Crossroad Construction Inc. installs any customer supplied products (i.e. locksets, closers, hardware, etc.), Crossroad Construction Inc. will not be responsible for any defects in the installation or operation of those products.
7. Crossroad Construction Inc. is entitled to receive payment for the cost of any changes in the project plus a reasonable amount for overhead and profit even if you do not sign a written change order.
8. Changes in the project may be a result of concealed conditions (i.e. rotted subfloor, mold, insect infestation, no existing header, electrical or plumbing obstructions). Extra work for unforeseen circumstances can be performed at a labor rate of \$105 per man hour.
9. This contract is contingent upon labor disputes, change orders, acts of God, fire, adverse weather conditions, accidents or delays beyond our control, and code changes.
10. It is important to mention that there are many factors that can contribute to excessive window/door condensation. Ask us about additional information.

Customer Signature _____ Date _____

CONTRACTOR'S PRE-LIEN NOTICE

A) Any person or company supplying labor or materials for this improvement to your property may file a lien against your property if that person or company is not paid for the contributions.

B) Under Minnesota Law, you have the right to pay persons who supplied labor or materials for this improvement directly and deduct this amount from our contract price, or withhold the amounts due them from us until 120 days after completion of the improvement unless we give you a lien waiver signed by persons who supplied any labor or material for the improvement and who gave you timely notice.

OUR CONTRACTOR LICENSE NUMBER IS BC248303

WE PROPOSE to furnish Material and Labor - complete in accordance with these specifications, for the sum of:

Project Total: \$80,750.00

Payment Information (Check #, Date Paid): _____ _____ _____ _____	Payable as follows:	
	25% Down Payment:	\$21,187.50
	Remainder Upon Completion:	\$60,562.50

NOTE: This proposal may be withdrawn by us if not accepted within 30 days.

Crossroad Construction, Inc.

17121 Lincoln St. NE, Suite 100
Ham Lake, MN 55304
Phone: (763)434-0202
Direct: 320-630-9471
brent@crossroadconstruction.com



Section 7B.

ACCEPTANCE OF PROPOSAL - I have read and understand the terms and conditions of installation. The prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work specified. Payment will be made as outlined above. If payment is not received by its due date, I agree to pay interest on the unpaid balance at the rate of 8% per year and will be liable for all legal and collection fees. WINDOWS AND DOORS CANNOT BE RETURNED.

Customer Signature _____ Date _____ Year House Built _____

Empire Door & Glass Co.

3415 East 27th St., Mpls. Mn. 55406 (612)729-4003/Fax: (612)729-4216

PROPOSAL SUBMITTED TO Long Lake Public Works	PHONE 612-237-9520	DATE 1/9/2024
STREET 2145 Daniel St.	JOB NAME Same	
CITY, STATE AND ZIP CODE Long Lake, MN. 55356	JOB LOCATION Same	
ATTENTION Sean Diercks	CITY, STATE AND ZIP CODE Same	

We hereby submit specifications and estimates for: (13) Openings on the front of the building.
 Labor and materials to remove and dispose of the existing vinyl / wood windows and to install new commercial Aluminum bronze anodized storefront windows. (8) 3-lite approx. size 96" x 60" (2) 3-lite approx. size 72" x 60" (2) 6-lite approx. size 96" x 118" and (1) 6-lite approx. size 72" x 118" These windows will include Low E Insulated glass, pre-stained oak jamb extensions and pre-stained oak ranch style casing on the interior. Installation Will include caulking where needed. Lift rental included in the install price.

Total price installed: \$59,454.86

- *Price includes subsills for each opening and the framing is thermally broken.*
- *Price does NOT include any paint, sheetrock repair or building permits if required.*

We Propose hereby to furnish material and labor – complete in accordance with above specifications, for the sum of:

As per above

Payment to be made as follows:
½ Down Payment / ½ C.O.D.

Note:*All scheduling will be made 24hrs in advance and will be an A.M or P.M. time frame only*****

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control.

Authorized
 Signature: *Austin Manship*

NOTE: This proposal may be withdrawn by us if not accepted within **30** days.

ANY PERSON OR COMPANY SUPPLYING LABOR OR MATERIALS FOR THIS IMPROVEMENT TO YOUR PROPERTY MAY FILE A LIEN AGAINST YOUR PROPERTY IF THAT PERSON OR COMPANY HAS NOT PAID FOR THE CONTRIBUTIONS.

UNDER MINNESOTA LAW, YOU HAVE THE RIGHT TO PAY PERSONS WHO SUPPLIED LABOR OR MATERIALS FOR THIS IMPROVEMENT DIRECTLY AND DEDUCT THIS AMOUNT FROM OUR CONTRACT PRICE, OR WITHHOLD THE AMOUNTS DUE THEM FROM US UNTIL 120 DAYS AFTER COMPLETION OF THE IMPROVEMENT UNLESS WE GIVE YOU A LIEN WAIVER SIGNED BY PERSONS WHO SUPPLIED ANY LABOR OR MATERIALS FOR THE IMPROVEMENT AND WHO GAVE YOU TIMELY NOTICE.

Acceptance of Proposal – I/we acknowledge receipt of Notice of Lien Rights. The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

SIGNATURE: _____

DATE OF ACCEPTANCE: _____

Proposal

Empire Door & Glass Co.

3415 East 27th St., Mpls. Mn. 55406 (612)729-4003/Fax: (612)729-4216

PROPOSAL SUBMITTED TO Long Lake Public Works	PHONE 612-237-9520	DATE 1/10/2024
STREET 2145 Daniel St.	JOB NAME Same	
CITY, STATE AND ZIP CODE Long Lake, MN. 55356	JOB LOCATION Same	
ATTENTION Sean	CITY, STATE AND ZIP CODE Same	

We hereby submit specifications and estimates for: 48 Pieces of glass replaced due to seal failure on the front of the building
Labor and materials to remove and dispose of (48) pieces of glass. We will then install new Low "E" insulated
Glass in the existing windows along with new glazing bead. Lift rental included.

Total price installed:\$34,688.96

Glazing bead on the exterior of the window will be Gray in color.

*There are some visible signs of wood rot on these windows and Empire does not guarantee anything that may
Be an unforeseen problem due to rot.*

Price does not include any building permit cost if applicable.

We Propose hereby to furnish material and labor -- complete in accordance with above specifications, for the sum of:

As per above

Payment to be made as follows:

½ Down Payment ½ C.O.D

Note:*All scheduling will be made 24hrs in advance and will be an A.M or P.M. time frame only*****

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control.

Authorized

Signature: *Austin Manship*

NOTE: This proposal may be withdrawn by us if not accepted within 30 days.

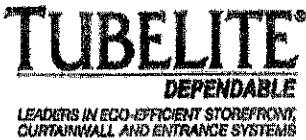
ANY PERSON OR COMPANY SUPPLYING LABOR OR MATERIALS FOR THIS IMPROVEMENT TO YOUR PROPERTY MAY FILE A LIEN AGAINST YOUR PROPERTY IF THAT PERSON OR COMPANY HAS NOT PAID FOR THE CONTRIBUTIONS.

UNDER MINNESOTA LAW, YOU HAVE THE RIGHT TO PAY PERSONS WHO SUPPLIED LABOR OR MATERIALS FOR THIS IMPROVEMENT DIRECTLY AND DEDUCT THIS AMOUNT FROM OUR CONTRACT PRICE, OR WITHHOLD THE AMOUNTS DUE THEM FROM US UNTIL 120 DAYS AFTER COMPLETION OF THE IMPROVEMENT UNLESS WE GIVE YOU A LIEN WAIVER SIGNED BY PERSONS WHO SUPPLIED ANY LABOR OR MATERIALS FOR THE IMPROVEMENT AND WHO GAVE YOU TIMELY NOTICE.

Acceptance of Proposal - I/we acknowledge receipt of Notice of Lien Rights. The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

SIGNATURE: _____

DATE OF ACCEPTANCE: _____



LIMITED



MANUFACTURER WARRANTY COVERAGE PERIOD

- STANDARD 2-YEAR
(Includes Clear - Class II)
- EXTENDED 3-YEAR
- EXTENDED 5-YEAR
- EXTENDED 10-YEAR

COMPANY NAME

JOB NAME

SO#

1. This Limited Warranty ("Warranty") covers only products and components supplied by Tubelite Inc. ("Tubelite"). This Warranty applies only if Tubelite is notified in writing within thirty (30) days after, a) discovery of the defect(s), or b) the time at which defect(s) should have been discovered through reasonable diligence. No claim may be made after the designated number of years selected above has passed from the substantial completion date of _____. The warranty for Tubelite door corner construction is extended to the useful life of the door (this extension excludes terrace doors).

2. This Warranty does not apply to, and Tubelite expressly assumes no responsibility for, circumstances outside of Tubelite's control, including but not limited to the following: product failure due to improper installation, usage, handling, loading, unloading, or storage; incompatibility with other glazing or installation materials; improper building design, specifications or construction; excessive, localized or asymmetrical building movements; failure to provide routine, documented and reasonable maintenance and inspection; noise; scratches or abrasions to the product; condensation or frost on any surface; environmental conditions; damage caused by water entry from sources other than Tubelite materials; any damage, whether to property or person, caused by or attributable to mold, mildew, fungi, or other toxins, regardless of cause; fire, earthquake, flood or other acts of nature; physical damage or other casualty; field fabrication, finishing, or forming; damages caused by any chemicals used on or around the product; damage attributable to building maintenance equipment; falling objects, ice, snow, or debris build-up, or resulting damage; government restrictions; terrorism or other acts of aggression.

3. LABOR AND EQUIPMENT, TO REMOVE AND/OR REPLACE MATERIAL OR COMPONENTS DETERMINED BY TUBELITE TO BE DEFECTIVE, IS NOT INCLUDED. In lieu of material replacement, Tubelite reserves the right to refund the purchase price of material or components determined by Tubelite to be defective. Tubelite will not be held liable for any work performed, or materials supplied by others, including but not limited to; architectural or engineering fees, consulting fees, back charges, remedial labor costs, or other direct or indirect costs, without Tubelite's prior written authorization.

4. Corrosion of any product or component caused by exposure to atmospheric or other chemicals, including but not limited to salt air, acid rain, alkaline or acid cleaning solutions, hydrocarbons, solvents, or other extreme condition(s) is not covered. Repair of thermal barrier dry shrinkage resulting in leakage will be limited to the repairs described in the AAMA Technical Bulletin 91-1.

5. This Warranty covers factory-applied organic and anodic finishes on exposed extruded aluminum surfaces without standing water accumulation, against peeling, checking, cracking, chalking and change of color, per applicable AAMA specifications in effect as of the date of Tubelite's order acknowledgment.

- Baked Enamel (2603) -- 1yr adhesion only;
- 50% Kynar (2604) -- 5yrs;
- 70% Kynar (2605) -- 10yrs;
- Class I anodized (611) -- 5 yrs

For components confirmed by Tubelite to be defective, Tubelite reserves the right to re-finish in the field, using air-dry products. Exposure is defined on Tubelite's extrusion profile drawings. Organic finishes containing mica or metallic flakes are not covered for change of color.

6. TUBELITE WILL NOT BE LIABLE FOR ANY INCIDENTAL, INDIRECT, CONSEQUENTIAL, SPECIAL OR OTHER DAMAGES NOT STATED IN THIS LIMITED WARRANTY. For any components repaired by Tubelite or replaced, this Limited Warranty will be limited to the remainder of the original warranty period. Tubelite reserves the right to inspect, diagnose or repair any product alleged to be defective; to substitute similar replacement components for those no longer readily available or subject to extended lead times; and to charge a service fee if no defects are discovered. Determination by Tubelite that certain materials or components are defective does not imply an obligation to inspect all others on the project. Cleaning, final installation adjustments, and/or any other adjustments after installation, are not the responsibility of Tubelite, and are not covered by this warranty. Improper layout or installation voids this warranty. Any inspection, diagnosis, or repair activities by Tubelite on site do not constitute acceptance or endorsement of the installation, nor extend or broaden Tubelite's liabilities under the terms of this Limited Warranty. Tubelite shall have the option of requiring the return of the alleged defective product.

7. The purchaser's exclusive remedy is limited to the legal remedies described in this warranty. Tubelite's limited warranty will be void if full payment is not received within a commercially reasonable time frame. TUBELITE MAKES NO OTHER WARRANTY, EITHER EXPRESSED OR IMPLIED, REGARDING THE PRODUCT, OR ITS SELECTION AND APPLICATION, INCLUDING, BUT NOT LIMITED TO; COMPLIANCE WITH BUILDING CODES, SAFETY CODES, LAWS, MERCHANTABILITY, OR FITNESS FOR A PARTICULAR PURPOSE. No employee, representative, agent, or distributor of Tubelite, other than the President, a Vice President, or a General Manager of Tubelite, is authorized to modify this limited warranty. IN NO EVENT WILL TUBELITE'S AGGREGATE LIABILITY UNDER THIS WARRANTY EXCEED THE ORIGINAL PURCHASER'S PAYMENT TO TUBELITE. In no event will any other warranty terms apply to the sale of Tubelite products, including but not limited to, the project specifications, general conditions, and/or other bid or contract documents.

8. Any waiver by Tubelite of any of the terms of this Limited Warranty for any project shall not be construed as a waiver of any other terms of this Limited Warranty, or terms of sale related to this, or any other project. If any provision of this Warranty is determined to be invalid, illegal or otherwise unenforceable for any reason, such determination shall not affect the validity or enforceability of any remaining provisions.

TUBELITE REPRESENTATIVE (print name)

TUBELITE REPRESENTATIVE (signature)

DATE



Manhattan, Kansas
Aurora, Colorado
Des Moines, Iowa

INSULATED GLASS WARRANTY

Manko Window Systems, Inc. ("Manko") warrants its insulating glass units against material obstruction to vision due to defects in manufacturing, material or workmanship which results in film formation or dust collection on the internal glass surfaces caused exclusively from the failure of the hermetic seal, other than through glass breakage, for a period of ten (10) years from the date of manufacture for Manko dual seal units. This warranty shall be void under any of the following circumstances:

- The unit is more than 50 square feet
- The unit is not continuously and adequately mechanically supported on all sides
- The unit contains any type of notch or internal cutout
- The perimeter glazing materials are not compatible with the hermetic seal
- The glazing cavity is not effectively weeped to prevent water accumulation
- The unit is not vertically glazed, slope glazed will not be warrantied
- The unit has been abused or has not been stored and/or installed in a good and workmanlike manner
- The unit is installed in high-moisture environments (including, but not limited to, areas of -- swimming pools, saunas, skylights, greenhouses, etc.)
- The unit is installed in any watercraft, motor vehicle, trailer, aquarium, zoo, solar collector, or control tower
- The unit has been retrofitted with a solar control film adhered to any glass surface

All units must be installed in accordance with proper glazing techniques included in the National Glass Association's current GANA Glazing Manual and GANA Sealant Manual.

Limit on Remedies in the Event of Failure: In the event that any Manko insulating glass units fail to perform as warranted, Manko's sole responsibility and Purchaser's Sole and Exclusive Remedy under any warranty, contract, negligence or other claim of liability shall be limited to: at Manko's option, (1) repair, (2) a refund of Manko's original selling price or, (3) to furnish the purchaser with another product without charge, F.O.B. the shipping point nearest the product's installation. **MANKO MAKES NO OTHER EXPRESS OR IMPLIED REPRESENTATION OR WARRANTY OF ANY KIND REGARDING THE PRODUCTS, WHETHER AS TO MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE OR USE, OR ANY OTHER MATTER.**

Other Provisions: The provisions of Manko's Standard Limited Warranty and Remedy found on the last page in this document and at www.mankowindowsystems.com apply to, and are incorporated into, this Insulated Glass Warranty.

CUSTOMER: _____

JOB NAME & LOCATION: _____

INVOICE NUMBER(S): _____

LAST DATE OF SHIPMENT: _____

SUBSTANTIAL COMPLETION DATE: _____

Additional Invoice Numbers (if req.)

Manko Window Systems, Inc.



CITY OF
LONG LAKE

City Council Agenda Report

City of Long Lake

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

MEETING DATE / January 16, 2024

SUBJECT: Review Duty Crew Implementation Strategic Plan and Receive Duty Crew Pilot Program Summary Statistics

Prepared By: Mike Heiland, Fire Chief

Report Date: 1/11/2024

Recommended City Council Action

No City Council action is requested at this time.

Overview / Background

At the July 18, 2023 meeting, the City Council approved the implementation of a duty crew pilot program for the Long Lake Fire Department to be effective beginning August 1, 2023 through December 31, 2023. This pilot program allowed for the LLFD to schedule firefighters who volunteer to participate to work blocks of time to respond to calls for fire and emergency service, and to increase skill levels through training and completing a variety of station duties and activities.

Staff will be presenting a draft 'Strategic Planning / Duty Crew Implementation' document for the Council's review and discussion at the January 16 meeting, and will provide data on the results of the August through December 2023 duty crew pilot program.

Supporting Information

- 'Strategic Planning / Duty Crew Implementation' document
- Duty Crew Pilot Program summary statistics



Strategic Planning

Duty Crew Implementation

Duty Crew Goals and Objectives

Draft First Issued 1/11/2024

Purpose

To reduce overall average turnout time and provide minimum staffing throughout weekdays and Saturdays. This is a pilot program and is on a voluntary basis.

Policy

- The weekday duty crew is intended to augment staffing and not to replace any response requirements. Members who are available should still respond when needed for events as they are paged.
- Duty crews will initially be staffed by two members at each station. The Duty Officer or the Fire Chief may implement larger crew sizes if conditions warrant.
- Participation in the duty program does not excuse any member from meeting all other Department requirements.

Procedure

- (1) FAO and (1) firefighter at Station 1, and (1) FAO and (1) firefighter at Station 2.
- New recruits/probationary members are encouraged to participate as an extra member.
- The weekday duty crew will be divided into (2) shifts each as follows:
Morning shift from 8:00 am - 12:00 noon; and
Afternoon shift from 12:00 noon - 4:00 pm.

Primary Goals

- Safety = predictable timely response
- Cross training all firefighters
- Small group trainings
- Truck checks
- Station duties
- Radio etiquette
- Have apparatus in service within two minutes
- Engage in physical fitness





Secondary Goals

- Pride and ownership
- Team building
- Professional skills development
- Command and control skills
- Community engagement
- Fire prevention and education

Tasks and Duties

- Duty crews shall complete assigned tasks for the shift, subject to response to emergency incidents. If all tasks are completed by the crew, they may travel about the service area. Each crew should stay in their designated area as much as possible so they are able to immediately respond to emergency incidents.
- At the completion of the shift, the truck shall be washed if it has left the station to respond to emergency incidents or other activities. The truck shall be left with at least one-half tank of fuel. Any repair needs for the truck or equipment on the truck shall be attended to by the duty crew; or properly communicated to the Duty Officer, apparatus coordinator, or to Deputy Chief 4.
- The duty crew shall complete any NFIRS report and the required duty crew credit form at the completion of their shift
- Duty crews shall wear duty crew uniforms when on shift.
- The four main areas of focus for the weekday duty crew program (all subject to emergency calls first) are:
 - a. Truck checks - assigned at each shift
 - b. Training - (1) hour required per shift
 - c. Station duties - assigned to each shift
 - d. Personal time - physical fitness is strongly encouraged during this time.

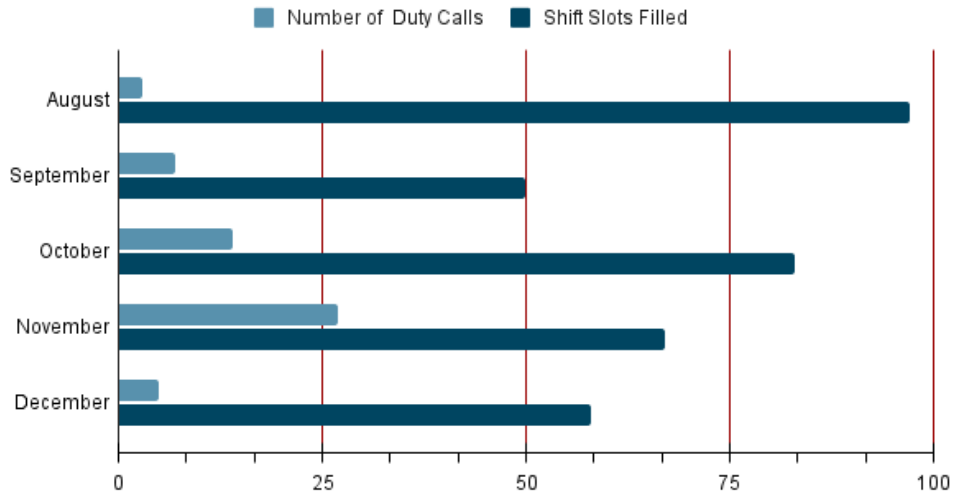
Compensation

- For (1) four-hour duty shift:
 - a. For a regular duty shift as a firefighter, you will receive \$50 along with (2) call credits
 - b. For a non-duty shift (doing personal work), you will receive \$25 along with (2) call credits
 - c. For a probationary firefighter shift, you will receive \$25 along with (2) call credits

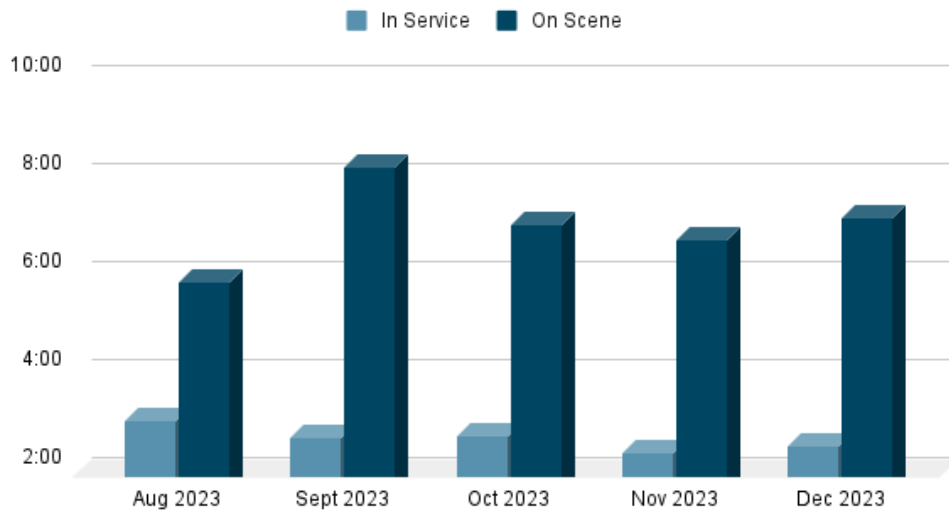




Duty Crew Shifts Filled Vs. Calls Received



Duty Crew Response Times





CITY OF
LONG LAKE

City Council Agenda Report

City of Long Lake

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

MEETING DATE / January 16, 2024

SUBJECT: Review and Update of City Goals

Prepared By: Jeanette Moeller, City Clerk

Report Date: 1/10/2024

Recommended City Council Action

Staff recommends the City Council and staff collaboratively review, discuss, and update the current City goals list.

Overview / Background

On an annual or biannual basis, staff and Council meet to review current City goals and identify updates to the ongoing City goals list. This list is published on the City’s website, and also highlights recent goals that have been completed.

During the meeting, staff will be prepared to revisit and discuss progress on existing goals, and to advise or provide recommendations on new or changing goals.

The attached list of staff goals is reflective of working items staff and Council have identified as ongoing priorities, and has been updated to include new and amended goals added by staff (*underlined and italicized*). Staff recognizes that Council will likely have additional items to contribute to the list as we move through the goals discussion. The list further highlights goals that have been completed over the last year.

Supporting Information

- City Goals Summary and Update

CITY GOALS SUMMARY AND UPDATE

County Road 112 / Highway 12

- Project awareness and communications will remain a priority as the next phase of CR 112 improvements west of Long Lake begins in the future.
- Actively pursue the installation of pedestrian crossing signals at Wurzer Trail and at Heather Lane.

Park and Trail Improvements

- In Nelson Lakeside Park, consider downward directional lighting on walking trail from parking lot to fishing pier.
- Explore options, funding sources and grant opportunities for replacing or refinishing Dexter Park playground equipment; for upgrading the gravel trail at Holbrook Park to a paved asphalt trail; and for other potential future park and trail amenities, maintenance or improvement items. The Park Board intends to continue their research on grant opportunities and to potentially begin applying for grants as soon as 2024.
- Continue to explore opportunities to partner with Orono Youth Hockey Association for maintaining and improving Holbrook Park skating rink facilities.
- Consider using boulders excavated by Wayzata Boulevard W/CR 112 reconstruction project contractors for placement along the hillside from Hardin Park down to the trail, and in other City parks, to add a natural play amenity.
- If the Nelson Lakeside Park band stage concept moves forward for consideration, it is a priority that both new and current homeowners in the immediate area are actively notified and provided opportunity to comment on the proposal. The park reservation and special event permit fee structures would also need to be revisited to address stage usage/rental.
- Continue to work with the volunteer Long Lake Garden Club as they assist in maintaining City monument sign plantings and other plantings/gardens in Long Lake parks.
- Replace refuse containers and add additional refuse containers in City parks and along trails where warranted.
- Repaint and replace faded and deteriorated signage and sign posts in City parks.
- Stain portable restroom enclosures in Nelson Lakeside Park and Hardin Park. Remodel portable restroom enclosure in Dexter Park.
- Remount the electrical panel near the Nelson Lakeside Park shelter.

Focusing on the Lake

- Maintain awareness of Long Lake Rowing Crew (LLRC) operations on Long Lake.
- Explore grants and work on filtration and associated projects addressing drainage from Holbrook Park and potentially other contributing sources to nutrient loads in Long Lake.
- Maintain a commitment to working with the Cities of Medina and Orono, the Long Lake Waters Association, and the Minnehaha Creek Watershed District to improve the overall water quality and health of Long Lake. Continue to support the work of the Long Lake Waters Association as they consider moving forward with future projects and advocate for improvement water quality in Long Lake and the Long Lake Subwatershed through action and education.

Development and Redevelopment Considerations

- Complete design, purchase, and installation of an updated marketing sign for the City-owned 1905 W Wayzata Boulevard property. This goal may be delayed pending a change in the vision for future use of the property.
- Respond to any land use inquiries or applications received for action in 2024 for potential redevelopment projects, particularly for the City-owned 1905 W Wayzata Boulevard property. Consider whether it may be worthwhile to utilize the property and invest in property improvements for a public purpose (such as a paved public parking lot with landscaping and seating benches) until such time as the neighboring property may be available in order to create opportunity for a future larger scale redevelopment project, and potentially a mixed use site.

Public Safety, Streets, & Utilities

- Actively pursue the installation of pedestrian crossing signals at Wurzer Trail and at Heather Lane.
- A grant application has been submitted to fund the installation of speed monitoring signage on Orchard Lane, and the City is anticipating learning the outcome of the application in March 2024. If successful, staff would move forward with purchasing and installing the requested speed monitoring signage. If unsuccessful, this project may be reviewed as a 2025 budget consideration.
- Work with the City's consulting engineer to develop GIS mapping of Long Lake utility infrastructure with cloud-based access to maps.
- Jet, clean, and televise Sewer District #1.
- Jet, clean, and televise Sewer District #3.
- Work with the City's consulting engineer to implement a 2024 pavement improvement project. Continue to utilize Pavement Management Fund funds to undertake projects and improvements outlined in the City's Pavement Management Plan. Consider retaining WSB for a Pavement Management Plan update. The outcome of the City's request for street improvement project funding assistance to be included in the upcoming legislative bonding bill may greatly impact this goal, as approval of the City's request would significantly increase the scope of any street improvement project to potentially include Grand Avenue.
- Actively advertise and hire two additional full-time Public Works Maintenance Workers in 2024. Consider implementing a Lead Maintenance Worker position.

City Buildings and Equipment Items

- Complete Public Works building maintenance and repairs including window replacements; and replacement of furnaces and cooling equipment.
- Obtain assessment of Public Works building roof condition.
- Repair exterior wall on sand/salt facility at Public Works (northeast corner has a significant wall crack).
- Consider exploring purchase of a sewer jetter, with or without televising capabilities. Though the City has an agreement with the City of Wayzata that permits use of their sewer jetter, jetter availability does not always coincide with the City's need for use.
- Evaluate City Hall as a potential location for implementation of solar technology, verifying roof structure and condition as a first step. The roof may require structural

improvement and/or a re-roof prior to installation of solar panels. This goal will best be served by considering a solar project at such time as the City Hall roof is in need of a re-roof.

- Evaluate and begin planning for upgrades to City Hall to include a re-roof, exterior/interior cleanup and repainting, and general “face lift” improvements.
- Assuming a lease with the Lake Minnetonka Communications Commission is approved, work with the LMCC as they complete improvements to office space in the Public Works building and move in to the space in spring 2024.

Ordinance Projects

- Continue to review the City's current zoning map, zoning classifications, and individual sections of the Zoning Ordinance regulating the City's zoning districts to make updates where needed for compliance with the 2040 Comprehensive Plan and incorporate references to the Village Design Guidelines where appropriate in Zoning Code. Staff will work with the City's planning consultant on Zoning Ordinance updates where needed. Note that updates generally require public notification, review and public hearings at the Planning Commission level, and final action by the City Council.
- The Planning Commission recently completed a review of certain off-street parking requirements and requirements for residential parking/storage of recreational vehicles. Staff will be working with the Commission to move forward on an update of Zoning Ordinance off-street parking requirements to make amendments where warranted based on the outcome of their review and analysis.
- Update Zoning Ordinance sections pertaining to Planning Commission and Park Board for corrections, to revisit the structure of the boards, and to update the process for appointment of members and officers.
- Continue work on Code of Ordinances changes and updates to include a repeal/replace of the peddlers and solicitors chapter, updating tobacco sales/licensing provisions, updating sections to add special event permit language, repeal/replace of the traffic and vehicles section, amend the emergency management section (update references to Orono Police Department to 'the City's Police Department), and review Fire Department section for any necessary updates particularly as the future of fire services evolves.
- Begin engaging the Wayzata Police Department Community Service Officers more frequently for code enforcement activities in 2024. Code enforcement is currently conducted on a complaint basis currently to assure enforcement is conducted in an equitable manner.

Fiscal / Contractual Considerations

- Continue to maintain awareness of expense on consultant fees incurred by the City.
- As opportunity arises, evaluate/renegotiate contractual terms for wireless carriers' use of equipment sites in Long Lake. An amendment to T-Mobile's lease and a new lease for Dish Wireless are anticipated to move forward in 2024.
- When possible, continue to work on development of a master utility agreement between Long Lake and Orono for Orono properties connecting to or currently being served by Long Lake water and/or sewer utilities. As Orono continues to develop and seek additional connections from the City, it is a priority that a new agreement be drafted and executed between the parties to assure that Orono flows are metered and billed appropriately.

- With the redevelopment projects in Long Lake substantially complete, work with WSB (planning and engineering consultants) to close out projects, acquire any necessary maintenance bonds, and release any remaining project escrows or collect amounts that may be due.
- Consider revisiting the City's SAC and WAC policy specific to commercial development and redevelopment, and review other cities policies regarding the allocation of SAC and WAC units. The City's current policy is to charge one corresponding SAC and one corresponding WAC unit for each Metropolitan Council SAC unit determined to be due for a project.
- Consider a redesign and potential purchase of new street light pole banners for the downtown area, with the spring/summer banners being the first priority for replacement.
- The City's current recycling contract with Waste Management expires at the end of 2024. Staff recommends considering issuing an RFP for recycling services in order to obtain the most competitive pricing. The RFP may be written in a manner to include city-wide organics collection as a bid option; however, if a city-wide organics contract is entered into, a City Code update would also be required as a next step.

Fire Department / Future of Fire Services

- Orono's position remains that they will be implementing a Fire Department under their leadership. Long Lake must focus on its continued course of action regarding fire service contracts and the future of the Long Lake Fire Department while maintaining public safety and Long Lake's best interests at the forefront.
- Continue to actively participate in discussions of implementing a fire service district or joint powers agreement with other local jurisdictions. This goal will remain an active priority throughout 2024.
- Approach mediation sessions with the City of Orono positively while keeping Long Lake's long-term community public safety and fiscal concerns at the forefront.
- In the matter of City of Long Lake v. City of Orono, continue to address violations of the July 2023 injunctive court order, participate in hearings regarding the issue of hindrance, and remain committed to addressing any further fire services contract or injunction violations.
- Review the City of Orono's plans for improvements to Station 2 as they continue to develop, and assure that any planned improvements will in no way interfere with the Long Lake Fire Department's operations and call responses.
- Maintain an open line of communication with the City's firefighters to assure they are aware of ongoing developments with Long Lake Fire Department and future fire service discussions, and welcome their comments and questions as the Fire Department will likely be facing significant changes.

Other

- Consider revisiting the EDA's bylaws and discuss changing the structure of the EDA (previous structures have included Planning Commission members and resident at-large members); as well as potentially updating the reappointment process for resident members on the Board.
- Work on updating the City Employee Handbook to include Family Medical Leave Act changes, sick leave law changes, social media and internet usage policies, and other appropriate content revisions. As part of Employee Handbook update, revisit the staff salary step schedule to determine whether changes should be made reflective of a more

current format. The current eight-step schedule has been in place for more than 20 years and is outdated. Initiate a review of compensation levels for the City's employees and determine whether wage rate adjustments are warranted.

- Work on updating position descriptions for the City's employment positions.
- City Clerk to complete training, equipment updates, staffing, absentee voting, and implementation of the March 2024 Presidential Nomination Primary Election, April/May Special Election(s) for Hennepin County Commissioner vacancy, August 2024 Primary Election, and November 2024 General Election.
- Schedule a Volunteer Appreciation Dinner and invite the Planning Commission, Park Board, resident EDA members, Long Lake Garden Club members, and the City Council.
- Schedule another informal City Council and all staff "happy hour" get together to foster continued positive relationships between Long Lake's officials and staff.

Communications and Supporting Community

- Continue to focus on City communications to the community through City services/technology available. Work on migrating the City Listserv subscribers from the current Constant Contact list to subscribing through the City's new website.
- Continue to update the City's various forms and applications with the new City logo, and to post updated forms on the City website.
- Maintain mutually beneficial partnerships with surrounding jurisdictions for positive relationships between communities.
- Consider hosting budget-friendly events in City parks to create opportunities for the community to interact informally with Mayor and Council, potentially similar to a former Mayor's "Meet the Mayor" gatherings.

GOALS ACCOMPLISHED IN 2023

- Purchased a used street sweeper for the Public Works Department.
- Purchased a lightly used front end loader and snow plow for the Public Works Department. The front end loader will clear snow, facilitate hauling snow from the downtown area, and ultimately be a true year-round multi-use piece of equipment for the Public Works fleet.
- A contract has been approved for updating the 20+ year old utility SCADA (well controls) system, and the upgrades should be completed around or by March 2024.
- Completed a 2023 Pavement Improvement Project that greatly improved the condition of Symes Street, Lake Street, the Nelson Lakeside Park parking lot, the boat trailer parking lot, and the park trail. Additionally, the contractor completed improvements to the boat launch area.
- Implemented a redesign/upgrade of the City's website to a new, mobile-friendly and more current format. The new site allows for documents posted on the City's website (agendas, minutes) to be content searchable and allows for search of ordinances through a simple search tool on the site.
- In partnership with Council member Joyce, facilitated design of a new City logo. The new website was designed around the new logo.
- Implemented a new Meetings Management module that is fully integrated with the City website; allows for publication of meeting agendas, packets, and posting of video/audio links; and allows for faster and more efficient assembly of both electronic and paper meeting packets.

- A new Long Lake Garden Club page was added to the City website.
- A first informal get together between City Council and all City staff was held, and a good time was had by all.
- Code of Ordinances changes and updates have included adoption of a new Utilities chapter, enabling a change in the utility billing schedule from quarterly to monthly; adoption of a new Animals chapter; establishing a lower potency hemp edibles registration process for compliance with new state laws; completing MS4 updates; and incorporating snow removal policy into code.
- Implemented a new monthly water, sewer and recycling billing rate schedule effective with January 2024 usage (billed early February). Also negotiated contract changes with the City's online utility payments vendor, enabling offering ACH/banking online utility payments at no charge / no transaction fee.
- New utility meter reading and cloud-based software were purchased to complete necessary technology updates (the previous solution was no longer supported) and to greatly increase the efficiency.
- Worked with permitting, contractors and consultants throughout the construction of three major redevelopment projects – The Stax of Long Lake, Zvago, and Aava Vetta. The Stax and Zvago projects have received Certificates of Occupancy, as have the units in the first six-unit Aava Vetta townhome building. The second five-unit Aava Vetta building is still under construction at this time.