



CITY COUNCIL MEETING

January 06, 2026 at 6:30 PM

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

AGENDA

1. Call to Order

2. Pledge of Allegiance

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

4. Approve Agenda

5. Consent Agenda

- [A.](#) Approve Minutes of December 16, 2025 City Council Meeting
- [B.](#) Approve Vendor Claims and Payroll
- [C.](#) Appointment of Jason Kieper to the Position of Full-Time Public Works Maintenance Worker I
- [D.](#) Approve Issuance of 1 to 4 Day Temporary On Sale Liquor Licenses for the Church of St. George's Lenten Fish Fry Events on Friday, February 20 and Friday, March 27, 2026
- [E.](#) Approve Issuance of a 1 to 4 Day Temporary On Sale Liquor License for the Church of St. George's Corned Beef and Cabbage Dinner Event on Saturday, March 14, 2026
- [F.](#) Adopt Resolution No. 2026-01 Approving Issuance of a Special Event Permit for the Orono Lions Club's Snowball Open on January 31, 2026; Authorize the Hennepin County Sheriff's Office Water Patrol Unit to Permit the Event
- [G.](#) Approve Letter of Engagement from Abdo for 2025 Audit Services
- [H.](#) Approve Carson, Clelland & Schreder Engagement Letter for 2026 Legal Services
- [I.](#) Approve a Fund Transfer From the Park Dedication Fund (210) to the Parks/Trails Capital Fund (452)
- [J.](#) Approve the 2026 Pay Equity Report and Authorize Submittal by the City Administrator

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.](#) Appointment of Jesse Laumann to the Position of Full-Time Public Works Maintenance Worker II

B. 2026 City Appointments

8. Other Business

9. Adjourn

UPCOMING MEETINGS & OTHER DATES OF NOTE

Monday, January 19 / City Offices Closed - Martin Luther King, Jr. Day

Tuesday, January 20 (6:30 pm) / City Council Meeting

Tuesday, February 3 (6:30 pm) / City Council Meeting

Members of the public may monitor the meeting in person or by watching the livestream on our YouTube channel at <https://www.youtube.com/@CityofLongLakeMN/streams>.



**MINUTES
CITY COUNCIL MEETING
December 16, 2025**

CALL TO ORDER

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

Present: Mayor: Charlie Miner; Council: Jahn Dyvik (arrived at 6:42 pm), Mike Feldmann, Deirdre Kvale, and Todd Newcomer

Staff Present: City Administrator: Amanda Nowezki; City Clerk: Jeanette Moeller

Absent: None

PLEDGE OF ALLEGIANCE

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

Mayor Miner reported that the City's Holiday Tree Lighting Event took place on December 5 at Holbrook Park. He thanked the Long Lake Park Board, the Long Lake Area Chamber of Commerce, Gopher Ace Hardware, Otten Bros Garden Center and Landscaping, Orono Lions Club, Bjornstad Planning and Development, the Public Works Department, and DJ Chime for their help in making the night a success. He noted that Santa and Mrs. Claus had made an appearance, and event attendees had appreciated the addition of vendors at this year's event, including Kindred Bees Bakery and Hats by Abby. The following day, on December 6, the Long Lake Fire Department held the annual Holiday Food and Toy Drive event at Fire Station 1, sponsored by the Long Lake Fire Auxiliary.

Mayor Miner also mentioned that he had attended the Northwest League of Municipalities meeting last week, at which all five legislators representing the cities were present.

APPROVE AGENDA

City Clerk Moeller indicated that the Consent Agenda had been amended to add Item 5G at the recommendation of the City Attorney.

A motion was made by Feldmann, seconded by Miner, to approve the agenda as amended with the addition of Item 5G to the Consent Agenda. Ayes: all.

CONSENT AGENDA

The Consent Agenda consisted of the following:

- A. Approve Minutes of December 2, 2025 City Council Meeting
- B. Approve Vendor Claims and Payroll
- C. Adopt Resolution No. 2025-45 Approving the Issuance (Renewal) of 2026 Liquor Licenses
- D. Adopt Resolution No. 2025-46 Approving the Issuance (Renewal) of 2026 Tobacco Licenses
- E. Adopt Resolution No. 2025-47 Approving the Issuance (Renewal) of 2026 Residential and Commercial Refuse Hauler Licenses

- F. Approve Layoff of All City of Long Lake Fire Department Personnel Effective December 31, 2025 to Facilitate Their Transition to Service With the Shoreline Fire Department Beginning January 1, 2026
- G. Adopt Resolution No. 2025-52 Adopting the Minnesota Paid Family and Medical Leave Policies

Council and staff discussed the Minnesota Paid Family Medical Leave Law; how the City would be splitting the new tax obligation between the City and employees; and the possibility of considering a change next year when the City qualifies as a smaller employer due to the removal of firefighters from the City's payroll as a result of the transition to the Shoreline Fire Department.

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

OPEN CORRESPONDENCE

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

REGULAR BUSINESS

A. Resolution Nominating Janet Schaefer to the Minnehaha Creek Watershed District (MCWD) Board of Managers

Moeller highlighted Ms. Schaefer's background, involvement, and experience as a former City Mayor, active member of the Long Lake Waters Association, and a participant in the Minnehaha Creek Watershed Citizens Advisory Committee. She voiced staff's support of Ms. Schaefer's intent to apply for consideration as a candidate for the MCWD Board of Managers.

A motion was made by Feldmann, seconded by Dyvik, to adopt Resolution No. 2025-44 nominating Janet Schaefer to the Minnehaha Creek Watershed District Board of Managers. Ayes: all.

B. Adoption of 2026 City Fee Schedule

Moeller reviewed the proposed 2026 City Fee Schedule and pointed out proposed minor adjustments, including the removal of false alarm fees related to the Long Lake Fire Department, and an increase in the Tobacco License fee.

Council and staff briefly discussed whether the City needed to maintain a false alarm fee schedule for the Shoreline Fire Department; however, given that the false alarm fees haven't been utilized at the direction of the Fire Chiefs, it was determined that false alarm fees could be added back in if warranted in the future.

A motion was made by Dyvik, seconded by Feldmann, to approve Ordinance No. 2025-02 adopting the 2026 Fee Schedule for the City of Long Lake and to direct staff to publish a summary ordinance. Ayes: all.

Moeller reminded the Council that the City can continually review the fee schedule and make changes, as necessary throughout the year.

C. Adoption of Final Payable 2026 Levy, City Budget, Capital Improvement Plan, and Pay Plan Resolutions

City Administrator Nowezki provided a review of the proposed Final Payable 2026 Levy, City Budget, Capital Improvement Plan, and Pay Plan Resolutions for consideration of Council approval. She noted

that the 2026 Pay Plan had been updated from previous reviews to increase wages for Public Works Maintenance Worker positions.

Moeller mentioned that staff has interviewed two strong candidates for the open Maintenance Worker I and Maintenance Worker II positions. She shared her belief that unless the City adjusts its wage rates for the maintenance worker positions, it will struggle to be competitive with what area cities are able to offer. She emphasized the importance of obtaining more qualified and experienced staff to maintain the City's infrastructure and be able to work independently, which would necessitate higher wages. She noted that the proposed updates to the 2026 Pay Plan would result in the City being more competitive in the area market.

Nowezki recalled that the proposed budget and levy had been discussed at great length by Council during previous meetings, but indicated she would be happy to provide refreshers on anything the Council desired.

Councilmember Dyvik stated he was very pleased with the levy reduction that the City was able to reach from preliminary to the final levy, down to an increase of around 4%. He reflected that, if approved, it will be one of the lowest increases for all of the cities in the County. He expressed his appreciation to City Administrator Nowezki for her work in reducing the overall increase to about 4% from what it started at with the preliminary number representing over a 9% increase.

Councilmember Feldmann noted that it was able to happen in a year when they were starting a new Fire Department as well.

A motion was made by Miner, seconded by Feldmann, to adopt Resolution No. 2025-48 establishing the final tax levy collectible in 2026. Ayes: all.

A motion was made by Miner, seconded by Feldmann, to adopt Resolution No. 2025-49 establishing the final 2026 total City budget. Ayes: all.

A motion was made by Miner, seconded by Feldmann, to adopt Resolution No. 2025-50 establishing the 2026 Capital Improvement Plan (CIP). Ayes: all.

A motion was made by Miner, seconded by Feldmann, to adopt Resolution No. 2025-51 establishing the 2026 Pay Plan. Ayes: all.

A motion was made by Miner, seconded by Feldmann, to approve the General Fund transfers for 2026 as presented. Ayes: all.

The Council commended City Administrator Nowezki for her work on the City budget numbers and the way the information had been laid out in an organized and clear fashion.

OTHER BUSINESS

Tree Lighting Event / Vendor Report - Councilmember Newcomer shared that he had attended the Holiday Tree Lighting ceremony and had purchased a loaf of bread from vendor Kindred Bees Bakery. He noted that he had ended up going back a few days later to purchase more bread for his household. The home bakery is located in Loretto, but it was well worth the drive. Moeller offered to forward contact information for Kindred Bees Bakery to members of the Council. Later during Other Business, Nowezki

thanked City Clerk Moeller for her work on the Holiday Tree Lighting event. She indicated that she personally had been unable to attend due to a planned vacation, but had heard good things about how well it went.

Shoreline Fire Department Board - Councilmembers Dyvik and Feldmann gave a brief overview of the recent discussions and activities of the Shoreline Fire Department Board along with an update on the hiring process for the Deputy Chief position.

Holiday Lighting in Downtown - Councilmember Dyvik commented that he missed seeing the holiday lights on the street light poles and asked if there was any information as to when they might be going up. Nowezki responded that she'd been notified by Public Works Director Diercks earlier in the day that there had been a miscommunication, and the vendor that normally hangs the lighted garland on the street poles was unable to do so for the City this year due to being out of town. Additionally, the vendor actually has the City's garland in storage. According to Diercks though, the holiday banners were planned to be hung the day after the meeting. Councilmember Dyvik observed that the holiday banners are getting a little worn and in addition to getting new summer banners, the City should also purchase new holiday banners.

Long Lake Area Chamber of Commerce Holiday Event - Mayor Miner added that the Long Lake Area Chamber of Commerce held their annual holiday open house in celebration of their 75th anniversary. He expressed his appreciation to Marty Schneider and the Chamber for the work they did to make the event a success.

Mound Firefighter of the Year – Mayor Miner congratulated former Long Lake firefighter Shane Gardner for being named Firefighter of the Year for the Mound Fire Department.

Emergency Gate Update - Mayor Miner reported that work was continuing on resolving the Highway 12/County Road 112 access gate issue, and a decision had been made to move forward as a City and order the gate. He noted that it looked like there would be some type of partnership between the City, MnDOT, the County, and the Wayzata Crime Prevention Coalition to fund the gate replacement.

Fire Department Transition – Mayor Miner reflected that the upcoming end of the Long Lake Fire Department was a little bittersweet as they transition to the Shoreline Fire Department. He thanked everyone who had served the City for the last 110 years of the Long Lake Fire Department's existence, and voiced his gratitude that a vast majority of the Long Lake firefighters were intending to continue serving the community as part of the Shoreline Fire Department. Councilmember Dyvik suggested that the City organize a celebratory event in honor of the Long Lake Fire Department and invite all former firefighters who have served over its 110 years. Mayor Miner noted that they may be able to do something in the spring that is tied to something in honor of the new Shoreline Fire Department as a sort of 'out with the old, in with the new' celebration. Nowezki mentioned that 2026 will also be the birthday of the Studebaker antique fire truck.

Administrator Updates – Nowezki stated that on December 15, the City had successfully completed the 2025 preliminary audit. She also affirmed that the transition from the Long Lake Fire Department to the Shoreline Fire Department was also moving ahead smoothly.

Holbrook Park - Mayor Miner indicated that Public Works planned to begin flooding the Holbrook Park ice rink on December 18. Councilmember Dyvik asked about the status of the warming house at Holbrook Park. Moeller reported that the day before the Tree Lighting Event, staff had discovered that

pipes had frozen and damages occurred due to Centerpoint Energy turning off gas service to the building without notification to the City. Apparently a park use or passer-by had reported a gas smell, and Centerpoint Energy had turned off gas to make repairs to an area underground. Moeller added that the water was currently turned off to the building but the heat had been restored. Once staff had learned of Centerpoint Energy's actions, staff pursued the quick restoration of gas service. Nowezki commented that staff was not planning to turn in an insurance claim until the extent of the damage has been determined, as well as what repairs can be completed in-house by Public Works. The Council discussed the possibility of pursuing a claim against Centerpoint for the damages, and questioned how the gas had been turned off by the utility without any notification to the City.

ADJOURN

Hearing no objection, Mayor Miner adjourned the meeting by general consent at 7:41 pm.

Respectfully submitted,

Respectfully submitted,
Jeanette Moeller
City Clerk



CITY OF
LONG LAKE

City Council Agenda Report

City of Long Lake

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

MEETING DATE / January 06, 2026

SUBJECT: Approve Vendor Claims and Payroll

Prepared By: Amanda Nowezki, City Administrator

Report Date: 12/31/2025

Recommended City Council Action

Staff recommends the following:

Motion to approve vendor claims paid in the amount of \$777,576.59 and electronic vendor payments in the amount of \$1,693.44 for a total amount of **\$779,270.03**; December Fire Department monthly payroll in the amount of **\$21,462.70**; and gross City Employee payroll paid December 24 in the amount of **\$20,867.25**.

Overview / Background

Check No. 71760 for \$738,811 was issued to Hennepin County to decertify TIF District 1-6 as approved by City Council on September 16, 2025.

Supporting Information

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



LONG LAKE, MN

Section 5B.

12/31/25 5:00 PM

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*Check Summary Register©

Checks 71755-71781

Name	Check Date	Check Amt	
10100 GENERAL FUND CASH			
71755 BOUND TREE MEDICAL, LLC.	12/23/25	\$188.89	FD Medical Supplies-Nitrile Gloves
71756 CITY OF ORONO	12/23/25	\$5,591.50	FD Mech Labor- E21 (Replace Brakes, Etc)
71757 FIRST ARRIVING IO,INC	12/23/25	\$1,645.94	FD-First Arriving Dashboard Software (1/27/26-1/26/27)
71758 HAWKINS INC	12/23/25	\$40.00	Water Chemicals - Chlorine Cylinder
71759 HEALTHPTNR-GROUP HLTH	12/23/25	\$67.20	FD EAP-Dec 2025
71760 HENNEPIN COUNTY TREASURER	12/23/25	\$738,811.00	Decertify TIF District 1655 (1-6)
71761 HYDRO-KLEAN LLC	12/23/25	\$7,848.18	Sanitary Sewer Cleaning and Televising- Adl (Apvd 08/04/25
71762 LONG LAKE FIRE DEPARTMENT	12/23/25	\$7,116.50	Fire Purchase - 40 SCBAs (Apvd 08/14/25 CNCL MTG)
71763 MACQUEEN	12/23/25	\$1,213.41	FD-Strainer 6"
71764 MN STATE FIRE DEPT ASSOC.	12/23/25	\$290.00	FD 2026 Membership
71765 CHARLES MOBURG JR	12/23/25	\$47.92	Refund utility overpayment, Act 01-00000390-01-2
71766 MN VALLEY TESTING LAB	12/23/25	\$54.96	Monthly Chlorine Report
71767 PERFORMANCE PLUS LLC	12/23/25	\$248.00	FD Medical Exams, PSA, & Mask Fit - J. Faue
71768 PIRTEK PLYMOUTH	12/23/25	\$126.82	FD Bldg Repairs - multi-purpose hose assembly
71769 SENSAPHONE	12/23/25	\$299.40	Well House 1 Monitoring - Annual Subscription (00:07:F9:00:D
71770 TIMESAVER OFF SITE	12/23/25	\$172.00	12/02/25 City Council Meeting Minutes - 1 hr
71771 WATER CONSERVATION	12/23/25	\$1,850.00	Leak Locates-City Wide Water Loss Audit
71772 BOUND TREE MEDICAL, LLC.	12/31/25	\$102.63	FD Medical Supplies;Head Warmer
71773 CENTERPOINT ENERGY	12/31/25	\$23.27	Gas Charges - 25 Apple Glen Rd
71774 LARKIN HOFFMAN	12/31/25	\$2,009.00	FD CONTRACT DISPUTE W/ORONO - Nov 2025
71775 Metro West Inspection Svcs Inc	12/31/25	\$7,373.04	Dec 2025 Permits
71776 MN State Fire Chiefs Assn.	12/31/25	\$741.00	2026 Membership
71777 PERFORMANCE PLUS LLC	12/31/25	\$394.00	FD Medical Exams, PSA, & Mask Fit - C. Matter
71778 Platform Science	12/31/25	\$206.50	FD Dashcam Basic Bundle (Pmt 28 of 36)
71779 TIMESAVER OFF SITE	12/31/25	\$212.50	12/16/25 City Council Meeting Minutes - 1.25 hr
71780 Westside Wholesale Tire	12/31/25	\$871.48	PW Tires
71781 XCEL ENERGY	12/31/25	\$31.45	Steet Lights - 1070 W Wayzata Blvd

Total Checks \$777,576.59

10100 GENERAL FUND CASH

101 GENERAL FUND	\$10,669.47
205 FIRE DEPARTMENT	\$10,815.89
385 TAX INCREMENT # 1-6	\$738,811.00
462 FIRE CAPITAL FUND	\$7,116.50
601 WATER FUND	\$2,292.28
602 SANITARY SEWER FUND	\$7,871.45
	\$777,576.59



LONG LAKE, MN

Section 5B.

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*Check Detail Register©

Checks 71755-71781

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
10100 GENERAL FUND CASH					
71755	12/23/25	BOUND TREE MEDICAL, LLC.			
E 205-42281-2190		Medical Supplies	\$15.99	86023815	FD Medical Supplies-Bunting Blanket for Infants
E 205-42281-2190		Medical Supplies	\$172.90	86023816	FD Medical Supplies-Nitrile Gloves
		Total	\$188.89		
71756	12/23/25	CITY OF ORONO			
E 205-42281-4035		Heavy Truck Maint & Rep	\$5,591.50	20142725	FD Mech Labor- E21 (Replace Brakes, Etc)
		Total	\$5,591.50		
71757	12/23/25	FIRST ARRIVING IO, INC			
E 205-42280-3090		Software Support	\$1,645.94	6363	FD-First Arriving Dashboard Software (1/27/26-1/26/27)
		Total	\$1,645.94		
71758	12/23/25	HAWKINS INC			
E 601-49400-2160		Chemicals and Chem Pro	\$40.00	7281129	Water Chemicals - Chlorine Cylinder
		Total	\$40.00		
71759	12/23/25	HEALTHPTNR-GROUP HLTH			
E 205-42280-1310		Employer Paid Health	\$67.20	7138070	FD EAP-Dec 2025
		Total	\$67.20		
71760	12/23/25	HENNEPIN COUNTY TREASURER			
E 385-47060-3060		County TIF Admin Fees	\$738,811.00	122325	Decertify TIF District 1655 (1-6)
		Total	\$738,811.00		
71761	12/23/25	HYDRO-KLEAN LLC			
E 602-49450-4060		Clean/Televise Sewer Line	\$821.28	096173	Sanitary Sewer Cleaning and Televising- Adl (Apvd 08/04/25 CNCL MTG)
E 602-49450-4060		Clean/Televise Sewer Line	\$7,026.90	096640	Sanitary Sewer Cleaning and Televising- Adl (Apvd 08/04/25 CNCL MTG)
		Total	\$7,848.18		
71762	12/23/25	LONG LAKE FIRE DEPARTMENT			
E 462-42283-2400		Small Tools and Minor Eq	\$7,116.50	20250045	Fire Purchase - 40 SCBAs (Apvd 08/14/25 CNCL MTG)
		Total	\$7,116.50		
71763	12/23/25	MACQUEEN			
E 205-42281-2210		Equipment Parts	\$1,213.41	P59461	FD-Strainer 6"
		Total	\$1,213.41		
71764	12/23/25	MN STATE FIRE DEPT ASSOC.			
E 205-42280-4330		Dues and Subscriptions	\$290.00	010126	FD 2026 Membership
		Total	\$290.00		
71765	12/23/25	CHARLES MOBURG JR			
E 601-49400-4320		Utility Overpmts/Uncollect	\$47.92	390-01-2	Refund utility overpayment, Act 01-00000390-01-2
		Total	\$47.92		
71766	12/23/25	MN VALLEY TESTING LAB			
E 601-49400-3825		Water Testing Expense	\$54.96	1336999	Monthly Chlorine Report



LONG LAKE, MN

Section 5B.

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*Check Detail Register©

Checks 71755-71781

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
Total			\$54.96		
71767	12/23/25	PERFORMANCE PLUS LLC			
E 205-42281-3050		Physicals / Other Medical	\$248.00	12122046	FD Medical Exams, PSA, & Mask Fit - J. Faue
Total			\$248.00		
71768	12/23/25	PIRTEK PLYMOUTH			
E 205-42282-2230		Bldg & Grnds Maint Suppli	\$126.82	PL-T0002663	FD Bldg Repairs - multi-purpose hose assembly
Total			\$126.82		
71769	12/23/25	SENSAPHONE			
E 601-49400-3090		Software Support	\$299.40	32371-1222	Well House 1 Monitoring - Annual Subscription (00:07:F9:00:D5:24)
Total			\$299.40		
71770	12/23/25	TIMESAVER OFF SITE			
E 101-41500-3000		Professional Svcs	\$172.00	31558	12/02/25 City Council Meeting Minutes - 1 hr
Total			\$172.00		
71771	12/23/25	WATER CONSERVATION			
E 601-49400-4065		Water Main Break	\$1,850.00	150433	Leak Locates-City Wide Water Loss Audit
Total			\$1,850.00		
71772	12/31/25	BOUND TREE MEDICAL, LLC.			
E 205-42281-2190		Medical Supplies	\$102.63	86042121	FD Medical Supplies;Head Warmer
Total			\$102.63		
71773	12/31/25	CENTERPOINT ENERGY			
E 602-49450-3830		Natural Gas Expense	\$23.27	106679608-1	Gas Charges - 25 Apple Glen Rd
Total			\$23.27		
71774	12/31/25	LARKIN HOFFMAN			
E 101-42110-3120		Legal Fees - Civil	\$2,009.00	868323	FD CONTRACT DISPUTE W/ORONO - Nov 2025
Total			\$2,009.00		
71775	12/31/25	Metro West Inspection Svcs Inc			
E 101-42400-3035		Bldg Inspection - Subcontr	\$7,373.04	4869	Dec 2025 Permits
Total			\$7,373.04		
71776	12/31/25	MN State Fire Chiefs Assn.			
E 205-42280-4330		Dues and Subscriptions	\$741.00	10431	2026 Membership
Total			\$741.00		
71777	12/31/25	PERFORMANCE PLUS LLC			
E 205-42281-3050		Physicals / Other Medical	\$394.00	12122050	FD Medical Exams, PSA, & Mask Fit - C. Matter
Total			\$394.00		
71778	12/31/25	Platform Science			
E 205-42281-3225		Truck Communication Ser	\$206.50	30089272142	FD Dashcam Basic Bundle (Pmt 28 of 36)
Total			\$206.50		
71779	12/31/25	TIMESAVER OFF SITE			



LONG LAKE, MN

Section 5B.

12/31/25 3:01 PM

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*Check Detail Register©

Checks 71755-71781

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 101-41500-3000		Professional Srvs	\$212.50	31642	12/16/25 City Council Meeting Minutes - 1.25 hr
		Total	\$212.50		
71780	12/31/25	Westside Wholesale Tire			
E 101-43000-2210		Equipment Parts	\$871.48	976670	PW Tires
		Total	\$871.48		
71781	12/31/25	XCEL ENERGY			
E 101-43100-3815		Street Lighting Maint/Elect	\$31.45	958143623	Steet Lights - 1070 W Wayzata Blvd
		Total	\$31.45		
		10100	\$777,576.59		

Fund Summary

10100 GENERAL FUND CASH

101 GENERAL FUND	\$10,669.47
205 FIRE DEPARTMENT	\$10,815.89
385 TAX INCREMENT # 1-6	\$738,811.00
462 FIRE CAPITAL FUND	\$7,116.50
601 WATER FUND	\$2,292.28
602 SANITARY SEWER FUND	\$7,871.45
	\$777,576.59



LONG LAKE, MN

*Check Summary Register©
Checks 3343-3345

Name		Check Date	Check Amt
10100 GENERAL FUND CASH			
3343e	SPEEDWAY LLC	12/29/25	\$999.51 Fuel - Dec 2025
3344e	NAPA Auto Parts	12/29/25	\$95.93 Dec NAPA Purchases
3345e	MN DEPT OF REVENUE	12/31/25	\$598.00 Dec 2025 Sales Tax
		Total Checks	\$1,693.44
<u>10100 GENERAL FUND CASH</u>			
101 GENERAL FUND			\$903.26
205 FIRE DEPARTMENT			\$192.18
601 WATER FUND			\$598.00
			\$1,693.44



LONG LAKE, MN

Section 5B.

01/01/26 1:01 PM

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*Check Detail Register©

Checks 3343-3345

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
10100 GENERAL FUND CASH					
3343 e	12/29/25	SPEEDWAY LLC			
E 101-43000-2120		Motor Fuels	\$903.26	109404367	PW Fuel - Dec 2025
E 205-42281-2120		Motor Fuels	\$96.25	109404367	FD Fuel - Dec 2025
		Total	\$999.51		
3344 e	12/29/25	NAPA Auto Parts			
E 205-42281-2150		Shop Supplies	\$77.32	639898	FD-Oil and Diesel Additive (x8)
E 205-42281-2150		Shop Supplies	\$18.61	639933	FD-Blister Pack Capsules
		Total	\$95.93		
3345 e	12/31/25	MN DEPT OF REVENUE			
G 601-20801		Sales Tax Payable	\$598.00		Dec 2025 Sales Tax
		Total	\$598.00		
		10100	\$1,693.44		

Fund Summary

10100 GENERAL FUND CASH

101 GENERAL FUND	\$903.26
205 FIRE DEPARTMENT	\$192.18
601 WATER FUND	\$598.00
	\$1,693.44



LONG LAKE, MN

Payroll Summary

Pay Group: 01 Bi-Weekly

Check Date: 12/24/2025 per. 26

Employee	Gross Wage	Federal Gross	State Gross	Federal Tax	State Tax	Local Tax	Social Security	Medicare	Retire	Tax Sheltered	Voluntary	Tips	Reimb.	Net
000000287 DECKER JR, MICHAEL	2,728.14	2,552.11	2,552.11	247.41	114.95		169.14	39.56	176.03		1.69			1,979.36
000000243 DIERCKS, SEAN	4,066.05	3,801.76	3,801.76	569.54	199.93		252.10	58.96	264.29					2,721.23
000000003 GASPAR, DONALD J	1,262.50	1,262.50	1,262.50				78.28	18.31						1,165.91
000000286 HEILAND, MICHAEL	5,083.13	4,556.51	4,556.51	438.63	202.65			73.71	526.62					3,841.52
000000091 MOELLER, JEANETTE	3,292.45	2,892.08	2,892.08	219.05	80.86		192.58	45.04	214.01	186.36				2,354.55
000000252 NOWEZKI, AMANDA	4,434.98	3,958.86	3,958.86	733.47	231.61		274.34	64.16	465.92	10.20	16.88			2,638.40

941 Deposit

Federal Tax	\$2,208.10
Medicare	\$599.48
Social Security	\$1,932.88
Advanced EIC	None
Total Deposit	\$4,740.46

Pay Summary

Gross	20,867.25
Federal Gross	19,023.82
State Gross	19,023.82
FICA Gross	15,587.56

Tax Summary

Federal Tax	2,208.10
State Tax	830.00
Local Tax	
FICA Ded/Ben	966.44
Medicare Ded/Ben	299.74

Others

Retirement	1,646.87
Tax-Sheltered	196.56
Voluntary	18.57
Tips	0.00
Reimbursement	0.00
Net	14,700.97



LONG LAKE, MN

12/30/25 Section 5B.

Page 1

Payroll Summary

Pay Group: 02 Fire Department

Check Date: 12/31/2025 per. 13

Employee	Gross Wage	Federal Gross	State Gross	Federal Tax	State Tax	Local Tax	Social Security	Medi-care	Retire	Tax Sheltered	Voluntary	Tips	Reimb.	Net
000000153 ADAMS, CHRISTOPHER D.	265.98	265.98	265.98				16.49	3.86						245.63
000000216 BERBIG, ZACHARY P.	305.74	305.74	305.74				18.96	4.43						282.35
000000291 BROWN, JOHN	290.16	290.16	290.16				17.99	4.21						267.96
000000154 COTTON, PATRICK J.	595.36	595.36	595.36				36.91	8.63						549.82
000000259 DAVIS, THOMAS	426.04	426.04	426.04				26.41	6.18						393.45
000000093 FARLEY, COLE	1,026.76	1,026.76	1,026.76	44.98			63.66	14.89						903.23
000000274 FAUE, JESSE	354.64	354.64	354.64				21.99	5.14						327.51
000000233 FRANK, BRYAN	824.80	824.80	824.80	24.79			51.14	11.96						736.91
000000049 GOMAN, DAVID	506.88	506.88	506.88				31.43	7.35						468.10
000000177 GONSIOR, RYAN J.	889.44	889.44	889.44	31.25			55.14	12.90						790.15
000000229 GRADY, JOSHUA	403.00	403.00	403.00				24.99	5.84						372.17
000000293 GREGG, AIDAN	405.68	405.68	405.68				25.15	5.88						374.65
000000278 HAYDEN, ADAM	581.20	581.20	581.20	0.43			36.03	8.43						536.31
000000226 HOSTER, RYAN	972.71	972.71	972.71				60.31	14.10						898.30
000000301 IMS, GRAM	322.40	322.40	322.40				19.99	4.67						297.74
000000270 JOHNSRUD, MICHAEL	959.42	959.42	959.42	384.02	100.00		59.48	13.91						402.01
000000180 KANIVE, RYAN J.	177.32	177.32	177.32				10.99	2.57						163.76
000000112 KRAHL, JEFFREY C.	809.40	809.40	809.40				50.18	11.74						747.48
000000248 KULSETH, MATT	290.16	290.16	290.16				17.99	4.21						267.96
000000253 LOOSBROCK, RICHARD	515.84	515.84	515.84				31.98	7.48						476.38
000000303 MACDONALD, JOSEPH	467.48	467.48	467.48				28.98	6.78						431.72
000000290 MCCAHERTY, ALEX	290.16	290.16	290.16		15.52		17.99	4.21						252.44
000000275 MORSE, PAUL	514.10	514.10	514.10				31.87	7.45						474.78
000000296 NEUBAUER, MITCHELL	483.60	483.60	483.60				29.98	7.01						446.61
000000223 PASZKIEWICZ, JOHN	620.34	620.34	620.34				38.46	8.99						572.89
000000277 REWERTS, ANTHONY	1,534.10	1,534.10	1,534.10	95.78			95.11	22.24						1,320.97
000000241 RHEA, CHRISTOPHER	241.80	241.80	241.80				14.99	3.51						223.30
000000232 RIOUX, SHAUN	32.24	32.24	32.24				2.00	0.47						29.77
000000190 ROTHSTEIN, DAVID J.	1,033.44	1,033.44	1,033.44				64.07	14.98						954.39
000000222 SMILEY, MATTHEW	797.76	797.76	797.76				49.46	11.57						736.73
000000212 SPINKS, SCOTT D.	621.60	621.60	621.60				38.54	9.01						574.05
000000276 STRAKA, AMANDA	1,405.42	1,405.42	1,405.42	100.00			87.14	20.38						1,197.90
000000282 SWEARINGEN, LANCE	579.12	579.12	579.12				35.90	8.40						534.82
000000240 VEACH, BENJAMIN	660.74	660.74	660.74				40.97	9.58						610.19



LONG LAKE, MN

Payroll Summary

Pay Group: 02 Fire Department

Check Date: 12/31/2025 per. 13

Employee	Gross Wage	Federal Gross	State Gross	Federal Tax	State Tax	Local Tax	Social Security	Medicare	Retire	Tax Sheltered	Voluntary	Tips	Reimb.	Net
000000297 WARNER, SIMONE	370.16	370.16	370.16				22.95	5.37						341.84
000000118 WOYCHICK, TED J.	887.71	887.71	887.71	60.00	25.00		55.04	12.87						734.80

941 Deposit

Federal Tax	\$741.25
Medicare	\$622.40
Social Security	\$2,661.32
Advanced EIC	None
Total Deposit	\$4,024.97

Pay Summary

Gross	21,462.70
Federal Gross	21,462.70
State Gross	21,462.70
FICA Gross	21,462.70

Tax Summary

Federal Tax	741.25	
State Tax	140.52	
Local Tax		
FICA Ded/Ben	1,330.66	1,330.66
Medicare Ded/Ben	311.20	311.20

Others

Retirement	
Tax-Sheltered	
Voluntary	
Tips	0.00
Reimbursement	0.00
Net	18,939.07



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 6, 2026

SUBJECT: Appointment of Jason Kieper to the Position of Full-Time Public Works Maintenance Worker I

Prepared By: Sean Diercks, Public Works Director / JM

Report Date: 12/22/2025

Recommended City Council Action

Staff recommends the following:

Motion to adopt Resolution No. 2026-03 appointing Jason Kieper to the position of full-time Public Works Maintenance Worker I for the City of Long Lake.

Overview / Background

An interview panel comprised of City Administrator Nowezki, Public Works Director Diercks, and City Clerk Moeller met on Monday, December 8, 2025 to interview candidate Jason Kieper for a full time Public Works Maintenance Worker I position. The interview process included a question and answer period, followed by a basic Public Works skills assessment consisting of skid loader operation and minor welding. Subsequently, Public Works Director Diercks met with Mr. Kieper in a second two-hour technical interview on Wednesday, December 10 during which Mr. Kieper received a tour of the community and of City facilities. Following both interviews, the interview panel collectively agreed upon terms for extending a conditional offer of employment to Mr. Kieper pending a successful background check as performed by the Wayzata Police Department, and City Council approval.

Mr. Kieper was previously employed as a subcontractor for a builder/remodeler company for the past 10 years. In addition to his extensive remodeling and plumbing work, he also has a background in snow removal and landscaping. He holds the Minnesota Commercial Driver's License required for a Maintenance Worker I, and is seeking employment in a position that will offer reliability and consistency, along with an opportunity for growth. Staff finds Mr. Kieper to be well-qualified for a Maintenance Worker I position.

The attached offer letter was extended to and accepted by Mr. Kieper, contingent on receiving a successful background check, and upon City Council approval. Mr. Kieper is currently working to finish a few contracting jobs before he begins his employment; therefore, per his signed offer letter, Mr. Kieper's start date will be sometime between January 15 and (no later than) February 2, 2026.

Supporting Information

- Resolution No. 2026-03
- Employment offer letter to Jason Kieper dated December 17, 2025



**City Council
Resolution No. 2026-03**

**A RESOLUTION APPOINTING JASON KIEPER TO THE POSITION OF
PUBLIC WORKS MAINTENANCE WORKER I**

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

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

WHEREAS, upon completing a review of his employment application and in person interviews, City staff finds Jason Kieper to be qualified to fill the position based on his knowledge, skills, abilities and experience; and

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

NOW THEREFORE, BE IT RESOLVED, that the City Council of the City of Long Lake, Minnesota does hereby appoint Jason Kieper to the position of full-time Public Works Maintenance Worker I subject to the terms and conditions of the employment offer letter dated December 17, 2025, all applicable City personnel policies, displaying an ability to continually meet the requirements of the position description, and contingent upon receiving satisfactory background check results. As indicated in his signed offer letter, Mr. Kieper will begin his employment sometime between January 15 and (no later than) February 2, 2026.

Adopted by the City Council of the City of Long Lake this 6th day of January 2026.

BY:

Charlie Miner, Mayor

ATTEST:

Jeanette Moeller, City Clerk



CITY OF
LONG LAKE

Section 5C.

December 17, 2025

Jason Kieper
2011 Sycamore Lane
Mound, MN 55364

Dear Jason:

The purpose of this letter is to confirm the City of Long Lake's employment offer to you for the position of Public Works Maintenance Worker I, contingent upon City Council approval at the January 6, 2026 regular City Council meeting. The following letter represents the City's offer of at-will employment and outlines the terms and conditions of your employment with the City of Long Lake.

General Duties

As Public Works Maintenance Worker I, you will perform the general duties and responsibilities as outlined in the job's position description, and other duties as assigned by your supervisor or the City Administrator.

Supervisor

The Public Works Director will be your direct supervisor. Additionally, the City Administrator supervises all City department heads and employees.

Start Date

You will begin employment on *January 15th 2026, by no later than*
February 2nd 2026 (PRINT DATE).

Probationary Period

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

At the end of the one year training and onboarding probationary period, a complete performance review will consider whether you have made progress on obtaining required water and sewer licensure (see below) and are eligible to be designated as a regular employee by the City Council; or whether a one-time six month probationary period extension will be granted to allow for obtaining required licenses, at which time you may be eligible for an additional salary wage step increase if recommended by your supervisor.

It is a requirement of the Public Works Maintenance Worker I position that you obtain your Class D drinking water treatment license (Minnesota Department of Health) and your SD sanitary sewer collections license (Minnesota Pollution Control Agency), within 18 months of your employment start date in order to continue in the position.

Please note that once you have obtained your required water and sewer licenses, your supervisor may recommend you be promoted to a Public Works Maintenance Worker II position at or before your following annual performance review provided your overall performance warrants consideration of promotion.

Work Hours

This position is a full-time, non-exempt, benefit-earning, 40 hour per week position. You will be required to be on the on-call schedule. *For every week that you are the responsible on-call staff member, you will receive an additional hour of pay per day at your hourly rate, totaling 7 hours per on call week, unless leave is taken during your on-call rotation.*

Compensation, Performance Evaluation

Your beginning wage at the start of your employment will be \$31.56 per hour at Step 4 of the City's 2026 Salary Pay Plan for the Public Works Maintenance Worker I position, and you will also receive a stipend for City business use of your cell phone in the amount of \$20.00 per payroll period. You will receive a performance evaluation after six months of employment. Following a satisfactory evaluation at six months, you will be eligible for a step increase of 2%, per City policy. Thereafter, performance evaluations and any salary step adjustments will be conducted annually on the anniversary of your start date, as required for all employees, in addition to any inflationary range moves which may be approved by Council as part of the annual budget cycle.

Example of a Possible Compensation Scenario

Starting Wage	\$31.56 / hour (Step 4)
Cell Phone Usage Stipend	\$20.00 / biweekly payroll
6 Month Performance - Step Increase	\$32.24 / hour (Step 5)
1 Year Performance - Step Increase	\$32.93 / hour (Step 6)

- * If the Council approves a cost of living adjustment (COLA) for all employees to be effective with the start of a new year, your wage rate would be increased commensurate with the Council's approved COLA for City staff.
- * For every on call week, you'll receive up to 7 hours of additional pay at your hourly rate assuming no leave has been taken during your rotation.

Retirement, Deferred Compensation

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

Health, Dental, Short Term Disability Insurance

You will be provided with insurance coverage in the same manner as all City employees, effective on the first day of the month following the start of your employment.

As an employee of the City, you would pay \$0 per month for insurance as the City pays 100% of an employee's premiums.

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

Life Insurance

The City will pay the premium to provide \$15,000 of term life insurance. Any coverage beyond this amount would be at your choice and expense, and subject to your ability to meet any medical requirements.

Holidays, Vacation, Sick Leave

Effective on your first day of the month following your employment start date, you will begin accruing vacation at the rate of 80 hours annually. Thereafter, you may gain additional hours/days of vacation consistent with the City's vacation accrual schedule. You may carry over a maximum of 120 hours of vacation time to the following calendar year. In addition to vacation and official City holidays, you will receive one floating holiday per calendar year.

Effective on your first day of the month following your employment start date, you will begin accruing sick leave at the rate of 8 hours per month. You may continuously accrue sick leave up to the maximum amount set forth in the City's personnel policies / employee handbook.

For severance purposes, if resigning or retiring on good terms, upon departure of your employment, you would be eligible for payment of banked accrued vacation and sick leave subject to the maximum severance payout as set forth in the City's personnel policies / employee handbook.

Dues, Conferences, Expenses

Within budget considerations and subject to discussions between you and your supervisor, the City Administrator, and/or City Council, the City may pay for dues, membership costs and related conferences.

Professional development or continuing education will be part of the budget process and subject to City Administrator and City Council approval.

Subject to your supervisor's approval, the City will reimburse you for business expenses incurred which directly relate to the conduct of City business.

Professionalism

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

At-Will Employment

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

Conditions of Offer

This employment offer is contingent upon an affirmative vote by the Long Lake City Council at its January 6, 2026 regular meeting, and completion of a successful pre-employment background check. The background check may include a criminal, work history, and educational review.

I believe that you will find this position to be challenging and rewarding for years to come, and that opportunities for continued growth are available to you within our Public Works Department. Please feel free to contact me with any questions, and we look forward to having you join our Long Lake team.

Sincerely,

A handwritten signature in black ink, appearing to read "Amanda Nowezki". The signature is fluid and cursive, with the first name "Amanda" written in a larger, more prominent script than the last name "Nowezki".

Amanda Nowezki
City Administrator

I have read the offer letter for the position of Public Works Maintenance Worker I dated December 17, 2025. I accept the position and agree to the terms and conditions.

AGREED TO BY:

Signature



Date

12.20.2025

Printed Name

Jason Krieger



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 6, 2026

SUBJECT: Temporary On Sale Liquor License Request for the Church of St. George's
Lenten Fish Fry Events

Prepared By: Jeanette Moeller, City Clerk

Report Date: 12/30/2025

Recommended City Council Action

Staff recommends the following:

Motion to approve issuance of 1 to 4 Day Temporary On Sale Liquor Licenses for the Church of St. George to allow the sale/service of alcoholic beverages during the Church's Lenten Fish Fry events on Friday, February 20 and Friday, March 27, 2026.

Overview / Background

The Church of St. George has submitted applications for 1 to 4 Day Temporary On Sale Liquor Licenses to permit sale/service of alcoholic beverages at two Lenten Fish Fry events they'll be hosting on Friday, February 20 and Friday, March 27, 2026. Both fish fry meals will take place in the Church's Community Room from 5:00 pm to 7:00 pm, with dinner to be followed by religious observances.

Staff recommends approval of the temporary liquor licenses as requested.

Supporting Information

- Introductory letter dated December 30, 2025
- Church of St. George Lenten Fish Fry events announcement flyer
- Application for 1 to 4 Day Temporary On Sale Liquor License form for each event date



THE CHURCH OF ST. GEORGE

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

Section 5D.

December 30, 2025

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

Dear Jeanette,

I am submitting our applications for liquor licenses for a series of events. I very much appreciate your assistance in helping me through this process.

The church will be holding two fish dinners this coming Lent, one on February 20th and the other on March 27th. The meals will take place from 5pm-7pm in the St. George Community Center prior to the Stations of the Cross in the church. In addition, we will have a Corned Beef and Cabbage dinner on March 14, 2025 at 5pm. Organizers would like to serve alcohol at these events. Enclosed are the event flyers and the liquor license fees.

The contact people for these events are:

Steve Cox: 612-308-1253

Robb Smith: 651-788-3090

Sara Dore, 763-312-9651

Thank you for your assistance. Let me know if you need any further information.

Many thanks and God Bless,

Sara Dore
Parish Secretary

The Knights of Columbus

Section 5D.

of St George Catholic Church in Long Lake invites
you to our annual



Lenten



When:

1st Fish Dinner:

Friday, February 20, 2025

5PM—7PM

Stations of the Cross— 7PM

2nd Fish Dinner:

Friday, March 27, 2025

5PM—7PM

Stations of the Cross — 7PM

Where:

St George Catholic Church

133 N Brown Road,

Long Lake, MN 55356

What:

Menu

Deep Fried Cod

Coleslaw

All-You-Can-Eat French Fries

Roll

And all the Fixin's

Price: \$15; children 5 & under free

Both Fish Dinners will be before the Stations of the Cross



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

Section 5D.

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

Name of organization		Date of organization		Tax exempt number	
Church of St George		Jan 1, 1916		41-0797341	
Organization Address (No PO Boxes)		City	State	Zip Code	
133 N Brown Rd		Long Lake	Minnesota	55356	
Name of person making application		Business phone		Home phone	
Sara Dore		952-473-1247		952-426-9445	
Date(s) of event		Type of organization ☐ Microdistillery ☐ Small Brewer			
February 20, 2026		☐ Club ☐ Charitable ☒ Religious ☐ Other non-profit			
Organization officer's name		City	State	Zip Code	
Fr Shane Stoppel-Wasinger		Long Lake	Minnesota	55356	
Organization officer's name		City	State	Zip Code	
William Kottemann		Long Lake	Minnesota	55356	
Organization officer's name		City	State	Zip Code	
Daren Grothaus		Long Lake	Minnesota	55356	
Location where permit will be used. If an outdoor area, describe. St. George Community Center					

If the applicant will contract for intoxicating liquor service give the name and address of the liquor license providing the service.
NA

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

APPROVAL

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

CITY OF LONG LAKE City or County approving the license		Date Approved 2/20/2026	
\$25.00 Fee Amount		Permit Date	
Event in conjunction with a community festival ☐ Yes ☒ No		jmoeller@longlakemn.gov City or County E-mail Address	
1,845 Current population of city		Signature City Clerk or County Official	
Kamette Moeller, City Clerk Please Print Name of City Clerk or County Official			

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

No Temp Applications faxed or mailed. Only emailed.

ONE SUBMISSION PER EMAIL, APPLICATION ONLY.

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



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

Section 5D.

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

Name of organization		Date of organization		Tax exempt number	
Church of St George		Jan 1, 1916		41-0797341	
Organization Address (No PO Boxes)		City	State	Zip Code	
133 N Brown Rd		Long Lake	Minnesota	55356	
Name of person making application		Business phone		Home phone	
Sara Dore		952-473-1247		952-426-9445	
Date(s) of event	Type of organization ☐ Microdistillery ☐ Small Brewer				
March 27, 2026	☐ Club ☐ Charitable ☒ Religious ☐ Other non-profit				
Organization officer's name	City	State	Zip Code		
Fr Shane Stoppel-Wasinger	Long Lake	Minnesota	55356		
Organization officer's name	City	State	Zip Code		
William Kottemann	Long Lake	Minnesota	55356		
Organization officer's name	City	State	Zip Code		
Daren Grothaus	Long Lake	Minnesota	55356		

Location where permit will be used. If an outdoor area, describe.
St. George Community Center

If the applicant will contract for intoxicating liquor service give the name and address of the liquor license providing the service.
NA

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

APPROVAL

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

CITY OF LONG LAKE	Date Approved
City or County approving the license	3/27/2026
\$25.00	Permit Date
Fee Amount	jmoeller@longlakemn.gov
Event in conjunction with a community festival ☐ Yes ☒ No	City or County E-mail Address
1,845	
Current population of city	
Jeanette Moeller, City Clerk	
Please Print Name of City Clerk or County Official	Signature City Clerk or County Official

CLERKS NOTICE: Submit this form to Alcohol and Gambling Enforcement Division 30 days prior to event
No Temp Applications faxed or mailed. Only emailed.
ONE SUBMISSION PER EMAIL, APPLICATION ONLY.
PLEASE PROVIDE A VALID E-MAIL ADDRESS FOR THE CITY/COUNTY AS ALL TEMPORARY
PERMIT APPROVALS WILL BE SENT BACK VIA EMAIL. E-MAIL THE APPLICATION SIGNED BY
CITY/COUNTY TO AGE.TEMPORARYAPPLICATION@STATE.MN.US



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 6, 2026

SUBJECT: Temporary On Sale Liquor License Request for the Church of St. George's
Corned Beef and Cabbage Dinner Event

Prepared By: Jeanette Moeller, City Clerk

Report Date: 12/30/2025

Recommended City Council Action

Staff recommends the following:

Motion to approve issuance of a 1 to 4 Day Temporary On Sale Liquor License for the Church of St. George to allow the sale/service of alcoholic beverages during the Church's Corned Beef and Cabbage Dinner event on Saturday, March 14, 2026.

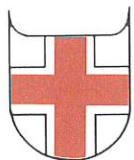
Overview / Background

The Church of St. George has submitted an application for a 1 to 4 Day Temporary On Sale Liquor License to permit the sale/service of alcoholic beverages at a Corned Beef and Cabbage Dinner event on Saturday, March 14, 2026 beginning at 5:00 pm in the Church's Community Room.

Staff recommends approval of the temporary liquor license as requested.

Supporting Information

- Introductory letter dated December 30, 2025
- Church of St. George Corned Beef and Cabbage Dinner event announcement flyer
- Application for 1 to 4 Day Temporary On Sale Liquor License form



THE CHURCH OF ST. GEORGE

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

Section 5E.

December 30, 2025

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

Dear Jeanette,

I am submitting our applications for liquor licenses for a series of events. I very much appreciate your assistance in helping me through this process.

The church will be holding two fish dinners this coming Lent, one on February 20th and the other on March 27th. The meals will take place from 5pm-7pm in the St. George Community Center prior to the Stations of the Cross in the church. In addition, we will have a Corned Beef and Cabbage dinner on March 14, 2025 at 5pm. Organizers would like to serve alcohol at these events. Enclosed are the event flyers and the liquor license fees.

The contact people for these events are:

Steve Cox: 612-308-1253

Robb Smith: 651-788-3090

Sara Dore, 763-312-9651

Thank you for your assistance. Let me know if you need any further information.

Many thanks and God Bless,

Sara Dore
Parish Secretary



**Knights of
Columbus®**

CORNERED BEEF AND CABBAGE DINNER

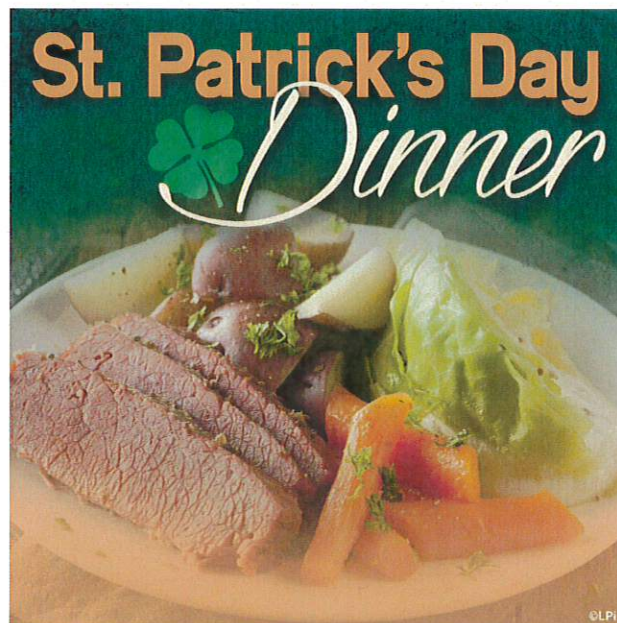
CHURCH OF ST. GEORGE

133 N BROWN RD, LONG LAKE

Saturday, March 14th at 5pm

Celebrate St. Patrick's Day with a delicious meal prepared by the Knights! The menu includes corned beef, cabbage, carrots, potatoes, dinner rolls, and a side salad.

Price: \$15 adults; \$10 Children under 12 ; Free for Children age 5 &





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

Section 5E.

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

Name of organization Church of St George		Date of organization Jan 1, 1916		Tax exempt number 41-0797341	
Organization Address (No PO Boxes) 133 N Brown Rd		City Long Lake	State Minnesota	Zip Code 55356	
Name of person making application Sara Dore		Business phone 952-473-1247		Home phone 952-426-9445	
Date(s) of event March 14, 2026		Type of organization ☐ Microdistillery ☐ Small Brewer ☐ Club ☐ Charitable ☒ Religious ☐ Other non-profit			
Organization officer's name Fr Shane Stoppel-Wasinger		City Long Lake	State Minnesota	Zip Code 55356	
Organization officer's name William Kottemann		City Long Lake	State Minnesota	Zip Code 55356	
Organization officer's name Daren Grothaus		City Long Lake	State Minnesota	Zip Code 55356	
Location where permit will be used. If an outdoor area, describe. St. George Community Center					

If the applicant will contract for intoxicating liquor service give the name and address of the liquor license providing the service.
NA

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

APPROVAL

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

CITY OF LONG LAKE
City or County approving the license
\$25.00
Fee Amount
Event in conjunction with a community festival ☐ Yes ☒ No
1,845
Current population of city

3/14/2026
Date Approved
jmoeller@longlakemn.gov
Permit Date
City or County E-mail Address

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

J Moeller
Signature City Clerk or County Official

**CLERKS NOTICE: Submit this form to Alcohol and Gambling Enforcement Division 30 days prior to event
No Temp Applications faxed or mailed. Only emailed.**

ONE SUBMISSION PER EMAIL, APPLICATION ONLY.

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



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 6, 2026

SUBJECT: Special Event Permit Request for the 2026 Snowball Open

Prepared By: Jeanette Moeller, City Clerk

Report Date: 12/22/2025

Recommended City Council Action

Staff recommends the following:

Motion to adopt Resolution No. 2026-01 approving issuance of Special Event Permit #S2026-01 for the Orono Lions Club's Snowball Open to be held January 31, 2026; and to authorize the Hennepin County Sheriff's Office Water Patrol Unit to permit the event.

Overview / Background

The Orono Lions Club is requesting a Special Event Permit to sponsor their annual Snowball Open fundraiser on Saturday, January 31, 2026. The event is comprised of an on-ice 18-hole putt-putt style golf course on Long Lake with participants using tennis balls to play, and prizes or food booths at holes are present if sponsored. Proceeds from the event annually benefit local organizations; including supporting the RED Lion reading program (encourages first grade students to "read every day" in the month of February), assisting senior citizens in local food shelves, and more.

The Orono Lions Club is again proposing to host the Snowball Open based on the Birch's on the Lake restaurant property and on Long Lake in the vicinity of the restaurant, also using Orono's Summit Beach as an access point. They have requested use of the Nelson Lakeside Park parking lot to allow for an auxiliary parking site only, and have applied for a Special Event Permit that would allow the Orono Lions Club use of Nelson Lakeside Park for event parking purposes. Please note that the Orono Lions Club has also made application to Hennepin County Sheriff's Office Water Patrol for the required Special Event Permit from their office.

Staff recommends approval of this application contingent on receipt of documentation and satisfaction of conditions as specified in the attached Special Event Permit.

Please Note: Should weather conditions not allow for safe lake ice for the event, staff will update the Council on any event plan changes that could occur.

Supporting Information

- Resolution No. 2026-01
- Special Event Application accompanied by permit approval letter dated December 22, 2025
- Event map and flyers
- Copy of HCSO Water Patrol Permit application



**City Council
Resolution No. 2026-01**

A RESOLUTION APPROVING THE ISSUANCE OF SPECIAL EVENT PERMIT #S2026-01 FOR THE ORONO LIONS CLUB'S SNOWBALL OPEN EVENT TO BE HELD JANUARY 31, 2026

WHEREAS, the City has received a Special Event Permit application from Harrison Smith, on behalf of the Orono Lions Club, to use Nelson Lakeside Park in conjunction with their annual Snowball Open 18-hole putt-putt on-ice golf tournament on Saturday, January 31, 2026 from 8:00 am to 5:00 pm with tee times booked between 10:00 am and 2:00 pm; and

WHEREAS, the event is proposed to be held based on the Birch's on the Lake restaurant property and on Long Lake in the vicinity of the restaurant, but would utilize Nelson Lakeside Park property as an off-site auxiliary parking location for the event; and

WHEREAS, the City of Long Lake and surrounding communities benefit from the annual Snowball Open golf tournament; and

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

NOW THEREFORE, BE IT RESOLVED, that the City Council of the City of Long Lake hereby approves issuance of Special Event Permit #S2026-01 for the Orono Lions Snowball Open 2026 golf tournament to be held January 31, 2026 contingent on receipt of documentation, agency approvals, and satisfaction of all applicable conditions outlined by the Special Event Permit.

Adopted by the City Council of the City of Long Lake this 6th day of January 2026.

BY:

Charlie Miner, Mayor

ATTEST:

Jeanette Moeller, City Clerk



Special Event Permit

CITY OF LONG LAKE

450 Virginia Avenue, PO Box 606

Long Lake, MN 55356

City Hall Phone / 952-473-6961

Date Issued _____

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

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

FOR OFFICE USE ONLY

Amount Due: \$ Section 5F.

Date Paid: 12/15/25

☒ Check # 3013

☐ Credit Card

☐ Cash Receipt # _____

ATTENTION - Complete this permit application form and submit to City Hall **at least 45 days prior to the event start date.**
Permit application must be accompanied by all required exhibits and the permit fee (see page 3 of this application) to be considered complete.

Event Name Orono Lions 39th Annual Snowball Open

Describe Location or Area of City Where Event Will Take Place Ice golf on the frozen lake
in the area north of Birch's Supperclub

of Participants Expected to Attend Event Approximately 200 participants at a time

Describe Any Participation/Entry Fees to be Charged \$35/participant donation to the
Orono Lions Club

Event Dates/Times Proposed

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

Day of Week	Date	Start Time	End Time
Saturday	1-31-26	8 AM	5 pm

Event Type (CHECK ALL THAT APPLY)

☐ Parade ☐ Festival ☐ Run/Walk ☐ Sporting Event ☐ Block Party ☐ Private Party

☒ Other, Describe Golf on the ice using tennis balls

Event Includes (CHECK ALL THAT APPLY)

☐ Liquor Service ☐ Food Service ☐ Bingo/Raffles ☐ Live Music ☐ Amplified Audio

☐ Animals ☐ Pedestrians/Runners ☐ Bicycles ☐ Floats ☐ Motor Vehicles, # Expected _____

☐ Other Vehicles, Explain _____

☐ Games, Amusement Devices or Carnival Equipment, Describe _____

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

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

☐ No

Who will be providing traffic control personnel? Lions & Birchs

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

Lions & Birchs

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

N/A

Site Map and Detailed Description of Event Required

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

Insurance Carrier for Event

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

Name of Insurance Carrier Accord West Bend Policy Number CL25112581726

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

Full Name Harrison Steele Smith Daytime Phone 952-567-0062

Alternate Phone _____ Email Address Harrison@rentspace.com

Street Address 6327 Cambridge St.

City / State / Zip MPIS, MN 55416

Organization Information

Organization Name Orono Lions

Mailing Address PO Box 65

City / State / Zip Long Lake MN 55356

Phone _____ Email Address oronolions.org

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

X Signature of Applicant [Signature] Date 12-9-25

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

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

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

Review by Department Head or Designee

☒ Public Works Staff Initials SD Date 12/23/25

☒ Fire Department Staff Initials MA Date 12/22/25

☒ Police Department Staff Initials JB Date 12/22/25

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

City Council Approval Date _____ Date of Issuance _____ PERMIT #S 2026-01

Conditions of Permit Approval

☒ Permit Conditions Detailed in Attached Letter Dated 12/22/2025

☐ Permit Conditions Listed Below:



CITY OF
LONG LAKE

Section 5F.

December 22, 2025

Harrison Smith
Orono Lions Club
PO Box 65
Long Lake, MN 55356

RE: SPECIAL EVENT PERMIT CONDITIONS, PERMIT #S2026-01
Snowball Open 2026
Saturday, January 31, 2026 / 8:00 am – 5:00 pm (Tee Times = 10:00 am – 2:00 pm)

Dear Event Organizer/Permit Holder:

Your application for a Special Event Permit for the Orono Lions Club's 'Snowball Open 2026' is hereby approved, subject to the conditions listed below. The Wayzata Police Department and its officers, acting on behalf of the City of Long Lake, are empowered to revoke this Special Event Permit at any time for any safety concerns that are not immediately resolved by the permit holder or a representative of the permit holder. This revocation shall cause the immediate cancellation of the event originally authorized by this Permit.

- [] The Shoreline Fire Department and Wayzata Police Department, acting on behalf of the City of Long Lake, may impose additional conditions to this Permit by email correspondence as needed, or may revoke this Permit for failure to adhere to conditions of Permit issuance.
- [] Proof of approval from the Hennepin County Sheriff's Water Patrol for the on-ice golf tournament and any other Snowball Open activities utilizing Long Lake must be submitted to the City Clerk at least 5 days prior to the start of the event.
- [] It is the responsibility of the permit holder to take into consideration the weather, ice conditions and ice thickness in advance of the event date. If any adverse conditions exist that would jeopardize the participants or the staff, the sponsor must cancel this event (or relocate it to a land-based site) and notify the Hennepin County Sheriff's Water Patrol and City staff.
- [] The Snowball Open plan is for the event to be hosted on Birch's on the Lake restaurant property, and on-ice on Long Lake in the vicinity of the restaurant; with the Nelson Lakeside Park parking lot to be utilized for auxiliary off-site event parking only.

SPECIAL EVENT PERMIT CONDITIONS, PERMIT #S2026-01***Snowball Open 2026***

Saturday, January 31, 2026 / 8:00 am – 5:00 pm (Tee Times = 10:00 am – 2:00 pm)

Page 2 of 2

- [] Parking on County Road 112 is prohibited. Event organizer is required to post "no event parking" temporary signage at the access road to Union Cemetery and at the entrance to the Glenmoor Lane residential neighborhood prior to the start of the event. Failure to post the required signage may result in permit revocation.
- [] Written permission (may be submitted by email) from property or business owner(s) for any additional off-site parking locations must be submitted to the City Clerk at least 5 days prior to the start date of the event. It is a requirement of this Permit that shuttling service be available between the event site at Birch's on the Lake and any designated off-site parking locations. Shuttling service is not required from the Nelson Lakeside Park parking location, as staff is aware event attendees using that parking are walking across the lake ice to the event site.
- [] The permit holder and Orono Lions Club sponsoring organization are responsible for any traffic control needed during the event.
- [] The Shoreline Fire Department will require an inspection of any portable heating devices to be used for the event, if applicable. To arrange for inspection of any portable heating devices, please contact the Fire Chief at 612-270-6659.
- [] Cleanup of any event related debris or refuse left on Long Lake must be completed within 2 days of the end of the event. Any trees brought out to the ice for the event are requested to be removed from the lake within 1 week of the end of the event, and in all circumstances are required to be removed prior to significant melting of lake ice.
- [] A Certificate of General Liability Insurance must be submitted to the City Clerk at least 5 days prior to the start date of the event.

Please be advised that by acceptance of Special Event Permit #S2026-01, the permit holder, on behalf of any and all organizations and private persons, grants authority to operate under the Special Event Permit, and agrees to indemnify and hold harmless the City of Long Lake from all claims arising from said event. The permit holder, all organizations and private persons exercising authority under this Permit, do waive and release all claims against the City of Long Lake, its officers or employees for any damage to person or property arising from the exercise of privileges granted by this Permit and agrees to hold harmless the City of Long Lake, its employees and officers from any such claim.

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

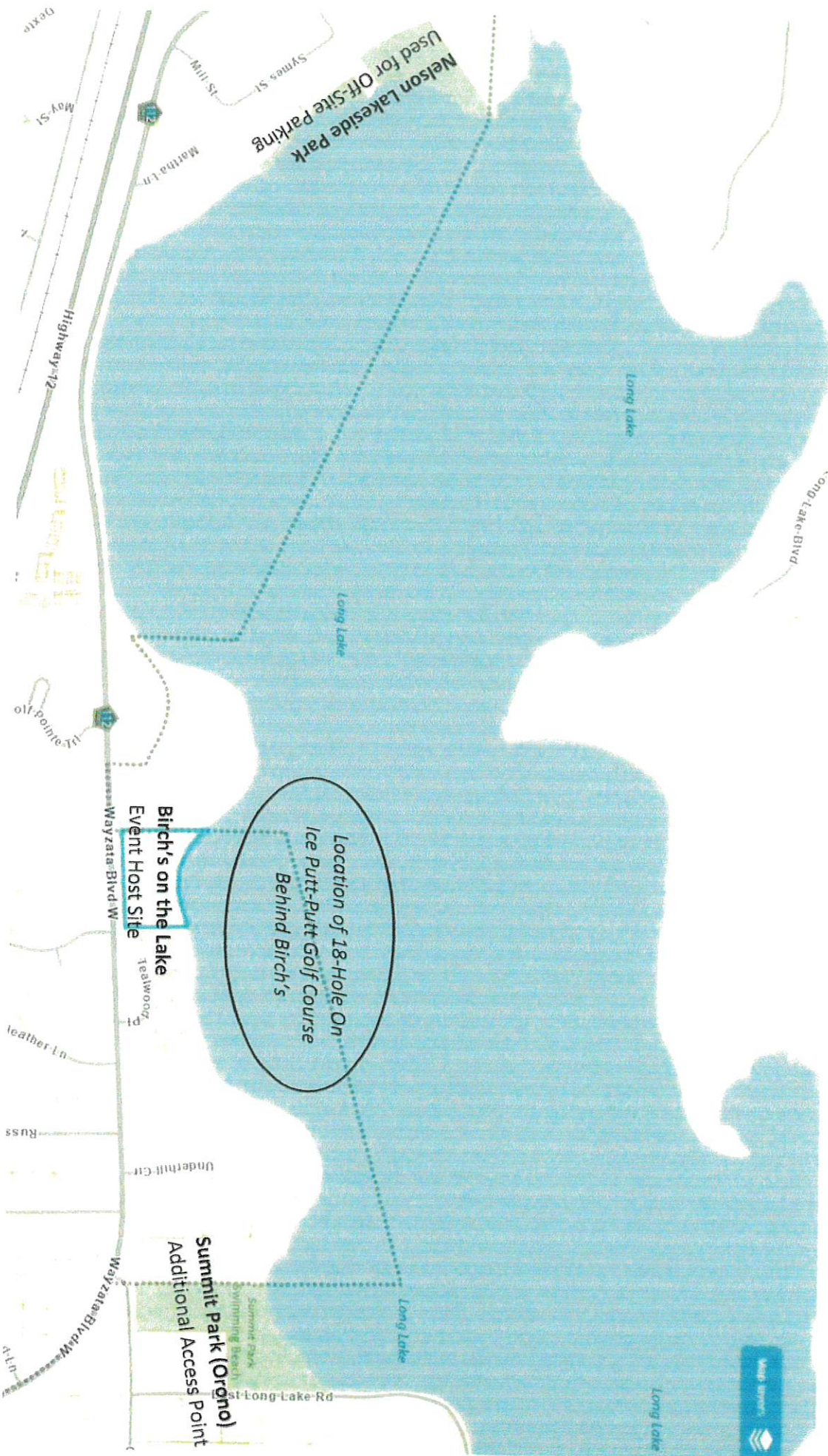
Sincerely,



Jeanette Moeller
City Clerk

Snowball Open – Event Map

Groups/participants register for tee times scheduled between 10:00 am and 2:00 pm to play an on ice 18-hole putt putt style golf course using tennis balls on the frozen lake. Fee for attendees is \$25 for online advance purchase, or \$35.00 if registering the day of the event. 10' x 10' tents are placed on ice in various locations for tee boxes. Tee boxes or the registration tent may be sponsored by businesses/organizations. Tee boxes feature a variety of food, beverages, fire pits, activities, and prizes.



Orono Lions 39th Annual
Snowball
Open

January 31st, 2026

18 Holes of Ice Golf on Long Lake
in front of Birch's on the Lake

Brunch 9 AM | Tee Times: 10 AM - 2 PM | Live Music 3 - 5PM
\$35 at the door (\$25 advanced online)

Tickets/More Info: www.oronolions.org



Orono Lions Snowball Open

January 31st 2026 10:00 am to 2:00 pm 39th Annual

Section 5F.



BIRCH'S
ON THE LAKE
BREWHOUSE & SUPPERCLUB



TEE BOX / REGISTRATION TENT SPONSORSHIP FORM

Company Name: _____ Date: _____

Address: _____

City: _____ State: _____ Zip: _____

Contact Person: _____ Phone: _____

Email Address: _____

As you may already know, the Snowball Open is the primary fundraising event for the Orono Lions. The proceeds from this event support the various community projects sponsored by the Lions. The projects range from support for the students in our local school system, funding special requests for our partners in public safety, plus many other Community Support Projects.

Donation for Sponsoring a **TEE BOX** is \$250.00.

This includes: 4 Sponsor Passes, 10'x10' Tent with 3 sides, Table, 2 Chairs, fire pit & wood.

You will have a great opportunity to promote your business and meet every player who attends.

The Event starts at 10am. Last tee time is at 2pm. Please stay set up until the last group of golfers finishes.

Allow enough time to set up your decorations before 9:30 am. You can access the lake via Summit Beach.

Your assigned tent will have a tee box marker with your name on it. Firewood will be supplied all day.

Your staff will need an Official Snowball Open Button to be on the ice. If you need help, ask any Lion Member.

Check Box ☐

Sign me up for a Tee Box Sponsor: Enclosed \$250.00

Donation for Sponsoring the **REGISTRATION TENT** is \$300.00.

Bonus Value \$350.00 golf tickets plus Free Advertising Dollars to promote your company name.

This includes: 10 Golf Passes for "Green Fees" to Golf the Event.

You can hand them out to Family, Friends, Co-Workers, or Clients.

Plus "YOUR COMPANY NAME" on Poster in Registration Tent

Check Box ☐

Sign me up for a Tent Sponsor: Enclosed \$300.00

Contact any Lion Member for more information or contact:

Roger Adams c: 763-360-1709 Bradley Hansen c: 612-965-0153 Scott Stabeck c: 612-747-5863

Make checks payable to:

Orono Lions - PO Box 65 - Long Lake, MN 55356

Thank you again for your support.



CERTIFICATE OF LIABILITY INSURANCE

DATE

Section 5F.

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER West Bend Insurance Company 1900 South 18th Avenue West Bend WI 53095	CONTACT NAME: Customer Care PHONE (A/C, No, Ext): (866) 926-4244 FAX (A/C, No): (262) 365-2200 E-MAIL: customercare@wbmi.com ADDRESS: INSURER(S) AFFORDING COVERAGE INSURER A: West Bend Insurance Company INSURER B: INSURER C: INSURER D: INSURER E: INSURER F: NAIC # 15350
INSURED Orono Lions Club PO Box 65 Long Lake MN 55356	

COVERAGES**CERTIFICATE NUMBER:** CL25112581726**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PRO-JECT ☐ LOC OTHER:	Y	A107857	01/01/2026	01/01/2027	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ Excluded PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☐ HIRED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ NON-OWNED AUTOS ONLY					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB ☐ EXCESS LIAB ☐ OCCUR ☐ CLAIMS-MADE DED RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below Y/N ☐ N/A	N/A				PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Liquor Liability	Y	A107862	01/01/2026	01/01/2027	Each Common Cause \$1,000,000 Aggregate limit \$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Certificate holder is listed as additional insured per form NS0280 regarding liquor liability.

CERTIFICATE HOLDER**CANCELLATION**City of Long Lake
PO Box 606

Long Lake

MN 55356

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE



HENNEPIN COUNTY SHERIFF'S OFFICE

Section 5F.

WATER PATROL UNIT
4141 SHORELINE DRIVE
SPRING PARK, MN 55384
PHONE: 612-596-9880

sheriff.waterpatrol@hennepin.us

SPECIAL EVENT PERMIT APPLICATION

THE FOLLOWING INFORMATION IS NECESSARY TO INSURE THE PROPER AND ACCURATE ISSUANCE OF YOUR PERMIT. PLEASE COMPLETE THIS FORM IN ITS ENTIRETY AND RETURN THE FORM TO OUR OFFICE AT LEAST 30 DAYS PRIOR TO YOUR EVENT VIA EMAIL OR STANDARD MAIL.

PLEASE PRINT OR TYPE

NAME OF EVENT: Orono Lions Snowball Open

DATE(S) OF EVENT: January 31st, 2026

TIME(S) OF EVENT: 8 AM to 5 pm

EVENT LOCATION & ADDRESS: (Include a diagram for larger events.) on the frozen Lake in the area North of Birch's Superclub Specific area - include start/finish locations

WAS THIS EVENT HELD LAST YEAR: YES ☒ NO ☐

SPONSORING ORGANIZATION: Orono Lions

CONTACT PERSON: Harrison Smith DOB: 02-17-90

DL# A561-080-564-912 EMAIL: Harrison@rentSpace.com

ADDRESS: 6327 Cambridge St. MPLS. MN - 55416

PHONE (MOBILE): 952-567-0062 PHONE (WORK): 952-929-8025

EVENT WEB ADDRESS: OronoLions.org

PROPOSED EVENT ACTIVITIES: Golfing on the frozen lake with tennis balls

PROPOSED PARKING LOCATION: Birch's, the Cemetery, + Pelson Beach

PRIZES TO BE ISSUED: None

WILL ALCOHOLIC BEVERAGES BE SOLD? YES ☐ NO ☒

WILL FOOD BE SOLD? YES ☐ NO ☒ IF YES, WHAT TYPE OF FOODS: _____

WHAT (IF ANY) STRUCTURES DO YOU INTEND TO PLACE ON THE WATER/ICE?

Temporary 10X10 E2-up style shelters

ESTIMATED ATTENDANCE:

(# OF PARTICIPANTS) 200 (# OF SPECTATORS)

Section 5F.

FISHING TOURNAMENTS MUST PROVIDE THE NUMBER OF BOATS THAT WILL BE ALLOWED TO ENTER THE WATER:

WHAT EXTRA/UNUSUAL HAZARD TO PARTICIPANTS OR NON-PARTICIPANTS WILL BE INTRODUCED TO THE EVENT AREA? All Activities on the Ice Are
inherently dangerous

WHAT TYPE & NUMBER OF SAFETY EQUIPMENT (BOAT/ATV/SNOWMOBILE/ETC.) WILL BE PROVIDED BY THE SPONSORING ORGANIZATION FOR SAFETY PURPOSES:

Fire Dept EMS on site

WOULD YOU LIKE WATER PATROL DEPUTIES/VSD TO BE AT YOUR EVENT? YES ☐ NO ☒

IF YES, WATER PATROL DEPUTIES AND/OR VSD PATROL BOATS DO NOT COUNT AS A SAFETY BOAT IF REQUIRED!

IF YES, HOW MANY DEPUTIES DO YOU RECOMMEND, WHY AND WHAT SPECIFIC TIME AND LOCATION?

PLEASE NOTE: IN ORDER TO BE GRANTED A PERMIT FOR YOUR EVENT, THE SPECIFIC GUIDELINES GIVEN WITH YOUR APPLICATION MUST BE FOLLOWED!

12-9-25 [Signature] Lions member

DATE APPLICANTS SIGNATURE & PRINTED NAME TITLE

* The application must be signed.

** The named Organization shall, upon request by HCSO, submit applicable documentation (articles, bylaws, resolutions, or ordinances) that confirm the signatory's authority to sign and bind Organization as set forth herein.



**HENNEPIN COUNTY SHERIFF'S OFFICE WATER PATROL
UNIT
SPECIAL EVENT LIABILITY RELEASE**

This is a legally binding instrument and the provisions herein are subject to enforcement in court. Consultation with legal counsel is strongly recommended prior to signing this document.

The Organization indicated below (may hereinafter be referred to as "Organization"), agrees that it shall ensure that every participant in the Snowball Open (event) on Jan 31, 2025 (date) shall execute a written agreement acknowledging and agreeing with, at least, the following (i) that Organization is responsible for administering, managing, directing, sponsoring and over-seeing the ICE Golf (event); (ii) that playing golf with Tennis Balls on ice (describe nature of event) may be an inherently dangerous activity; and (iii) that the participant has actual knowledge of the particular risk or danger associated therewith.

Organization shall defend, indemnify and hold free and harmless the County of Hennepin, its present and former officials, officers, agents, volunteers and employees from any and all liability, assertions of liability, claims, causes of action, judgments, damages, losses, costs or expenses, including reasonable attorney's fees, which in any manner arise or be alleged to arise directly or indirectly from any and all activities connected directly or proximately with the event(s) referenced in the accompanying special event permit application filed on behalf of said Organization.

ISSUANCE OF A PERMIT UNDER MINNESOTA STATUTES §86B.121 DOES NOT MAKE HENNEPIN COUNTY LIABLE FOR ANY INJURY OCCURRING AT THE EVENT. The undersigned forever relinquishes and effectively waives any and all rights, defenses and claims whatsoever assertable by the Organization in any action by the County of Hennepin to enforce the provisions herein.

The undersigned attests that he/she fully understands the above and declares that he/she is authorized to legally bind Organization to the provisions herein. The Organization shall, upon request by HCSO, submit applicable documentation (articles, bylaws, resolutions or ordinances) that confirm the signatory's authority to sign and bind Organization as set forth herein. **Please PRINT or TYPE**

Organization Name (must match application): Orono Lions
Address P O Box 65 Longlake MN 55356
City State ZIP
Contact Person: Harrison Smith Lions member
Print Name Title

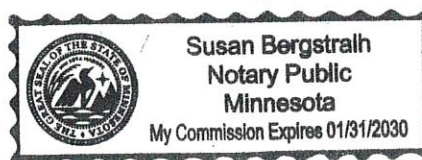
Signature of above contact person: [Signature]

!!!Must be notarized!!!

IN WITNESS WHEREOF, the undersigned voluntarily sets his/her hand this 12th day of December 2025.
Month, Year

Notary Signature: [Signature]

Notary Stamp:



From: Roger Adams rogerwadams@gmail.com
Subject: Water Patrol Insurance Form for Special Event Permit Application
Date: Dec 11, 2025 at 9:08:12 AM
To: Harrison Smith harrison@rentspace.com

Section 5F.

Let me know if you have any issues with the attached



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
12/11/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER DSP Insurance Services, Inc. 1900 E. Golf Road Suite 225 Schaumburg IL 60173	CONTACT NAME: Bryan Adams PHONE (A/C, No, Ext): (800) 316-6705 FAX (A/C, No): (847) 934-6186 E-MAIL ADDRESS: lionsclubs@dspins.com
INSURED Orono District Lions LONG LAKE Minnesota	INSURER(S) AFFORDING COVERAGE INSURER A: Ace American Insurance Company INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:
	NAIC # 22667

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDITIONAL SUBROGATION WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR ☒ Agg. Per Named Insure is \$2,000,000 GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PROJECT ☐ LOC OTHER:		EDOG49357199	09/01/2025	09/01/2026	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 10,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☒ HIRED AUTOS ONLY ☒ NON-OWNED AUTOS ONLY		ISA H11428113	09/01/2025	09/01/2026	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB ☐ OCCUR EXCESS LIAB ☐ CLAIMS-MADE DED ☐ RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N ☐ N/A				PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
						\$ \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Provisions of the policy apply to the named insureds participation in the following activity during the policy period shown above:

01-31-2026

Orono Lions Snowball Open

***Hennepin County Sheriff's Water Patrol

is included as an Additional Insured(s); but only with respect to General Liability arising out of the issuance of permit(s) to the Insured shown above and not out of the sole negligence of said additional insured.

PROVISIONS OF THE POLICY DO NOT APPLY TO THE SALE OR SERVING OF ALCOHOLIC BEVERAGES.

CERTIFICATE HOLDER

CANCELLATION

Hennepin County Sheriff's Water Patrol
4141 Shoreline Drive
Spring Park Minnesota 55384

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE



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 6, 2026

SUBJECT: Approve Letter of Engagement from Abdo for 2025 Audit Services

Prepared By: Amanda Nowezki, City Administrator

Report Date: 12/31/2025

Recommended City Council Action

Staff recommends the following:

Motion to approve the letter of engagement from Abdo for 2025 annual auditing services in the amount of \$33,275.

Overview / Background

Staff received the standard engagement letter (attached) from Abdo for auditing services relating to the 2025 annual audit. As outlined in the letter, audit costs are expected to be \$31,200 along with an additional \$975 for the Office of the State Auditor City Financial Reporting form and \$1,100 per district for TIF Reporting. This represents a 1.5% increase over last year's services. Abdo has served as the City Auditor for many years. Their service has been excellent and staff has found the firm to be very responsive, professional and easy to work with.

Supporting Information

- Abdo Letter of Engagement for 2025 Audit Services



November 25, 2025

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

We are pleased to confirm our understanding of the services we are to provide the City of Long Lake (the City) for the year ended December 31, 2025.

Audit Scope and Objectives

We will audit the financial statements of the governmental activities, the business-type activities, each major fund and the aggregate remaining fund information, and the disclosures, which collectively comprise the basic financial statements of the City as of and for the year ended December 31, 2025. Accounting standards generally accepted in the United States of America (GAAP) provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the City's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the City's RSI in accordance with auditing standards generally accepted in the United States of America (GAAS). These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient appropriate evidence to express an opinion or provide any assurance. The following RSI is required by GAAP and will be subjected to certain limited procedures, but will not be audited:

- Management's Discussion and Analysis
- Schedule of Funding Progress, Employer's Share of Net Pension Liability and Employer's Contributions
- Budget to Actual Schedules

We have also been engaged to report on supplementary information other than RSI that accompanies the City's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with GAAS, and we will provide an opinion on it in relation to the financial statements as a whole, in a report combined with our auditor's report on the financial statements:

- Combining and Individual Fund Financial Statements and Schedules
- Summary Financial Report - Revenues and Expenditures for General Operations - Governmental Funds

In connection with our audit of the basic financial statements, we will read the following other information and consider whether a material inconsistency exists between the other information and the basic financial statements, or the other information otherwise appears to be materially misstated. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report.

- Introductory Section

The objectives of our audit are to obtain reasonable assurance as to whether the financial statements as a whole are free from material misstatement, whether due to fraud or error; issue an auditor's report that includes our opinion about whether your financial statements are fairly presented in all material respects, in conformity with GAAP, and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements.

Edina Office

5201 Eden Avenue, Ste 250
Edina, MN 55436
P 952.835.9090

Mankato Office

100 Warren Street, Ste 600
Mankato, MN 56001
P 507.625.2727

Scottsdale Office

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

Auditor's Responsibilities for the Audit of the Financial Statements

We will conduct our audit in accordance with GAAS and will include tests of your accounting records and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS. In addition, an audit is not designed to detect immaterial misstatements, or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the City's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, tests of the physical existence of certain assets, and direct confirmation of receivables and certain assets and liabilities by correspondence with selected customers, creditors, and financial institutions. We will also request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry.

We may, from time to time and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

Our audit of the financial statements does not relieve you of your responsibilities.

Audit Procedures-Internal Control

We will obtain an understanding of the government and its environment, including the system of internal control, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards.

Audit Procedures-Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the City's compliance with the provisions of applicable laws, regulations, contracts, and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

Responsibilities of Management for the Financial Statements

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for designing, implementing and maintaining internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including monitoring ongoing activities; for the selection and application of accounting principles; and for the preparation and fair presentation of the financial statements in conformity with accounting principles generally accepted in the United States of America, with the oversight of those charged with governance.

Management is responsible for making drafts of financial statements, all financial records and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers); and for the evaluation of whether there are any conditions or events, considered in the aggregate, that raise substantial doubt about the City's ability to continue as a going concern for the 12 months after the financial statements date or shortly thereafter (for example, within an additional three months if currently known). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related party relationships and transactions, and other matters (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws and regulations and for informing us of any events encountered subsequent to the period under audit that may require adjustment to or disclosure in the financial statements.

With regard to including the auditor's report in an exempt offering document, you agree that the aforementioned auditor's report, or reference to Abdo, will not be included in any such offering document without our prior permission or consent. Any agreement to perform work in connection with an exempt offering document, including an agreement to provide permission or consent, will be a separate engagement.

You are responsible for the preparation of the supplementary information in conformity with accounting principles generally accepted in the United States of America (GAAP). You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

Other Services

We will prepare a general ledger trial balance for use during the audit. Our preparation of the trial balance will be limited to formatting information in the general ledger into a working trial balance. As part of the audit, we will assist with preparation of your financial statements of the City in conformity with U.S. generally accepted accounting principles based on information provided by you. We will also use the financial statements to complete the Office of the State Auditor's Reporting Forms and TIF Reporting Forms. We will also accumulate capital asset information and calculate the depreciation based on lives and methods determined by management. We will also assist with entries to convert from the modified accrual basis of accounting to the full accrual basis of accounting for long-term assets, long-term liabilities, and related deferred inflows of resources, deferred outflows of resources, revenues and expenses from information provided by management. We will also assist with year end accrual entries from information provided by management.

We will perform the above services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

We may advise management about appropriate accounting principles and their application, and we may assist you in the assembly of your financial statements. However, management has the final responsibility for the selection and application of accounting policies and the fair presentation of financial statements that reflect the nature and operations of the City.

You agree to assume all management responsibilities for the financial statement preparation services and any other nonattest services we provide; oversee the services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

The audit documentation for this engagement is the property of Abdo and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to any Regulator or its designee. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Abdo personnel. Furthermore, upon request, we may provide copies of selected audit documentation to any Regulator or its designee. The Regulator or its designee may intend or decide to distribute the copies or information contained therein to others, including other governmental agencies.

Andrew K. Berg, CPA is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it. We expect to begin our audit in February 2026 and to issue our reports no later than June 30, 2026.

Our fee for these services will be as follows:

Audit	\$31,200.00
2025 Office of the State Auditor's Reporting Form	\$975.00
2025 TIF Reporting Forms (Per District)	\$1,100.00
Total	<u>\$33,275.00</u>

Our invoices for these fees will be rendered as follows: 25% at engagement letter signing, 50% once fieldwork is complete and 25% at Report Delivery.

Abdo is offering a discount of \$500 should the Organization elect to have a pre-recorded audit presentation sent to them in replacement of a live virtual or in-person presentation at a board meeting.

There have been several new accounting standards issued in recent years which will begin taking effect in the current and following years. These new standards may require substantial changes to your financial statements. We will review with you during the planning stage and if the changes are substantial and you would like our firm to complete this work we will agree at that time to a separate fee and engagement to complete that work.

To assist with the post-implementation accounting for GASB statement numbers 87 - Leases and 96 - Subscription Based Information Technology Agreements (SBITA's), Abdo has partnered with an accounting software known as Crunchafi (formerly known as LeaseCrunch) to ensure you are in compliance with the standards. The cost of this service is a discounted price of \$81.90 per lease/SBITA that is in the Crunchafi system and is billed directly to Abdo from Crunchafi on an annual basis. Abdo will bill you the same amount charged from Crunchafi based on the number of leases/SBITA's in your account. Abdo plans to utilize this software as part of our procedures and Abdo can either enter information into the system for you to review or we can give you access to the system to input your own data for which we will review and ensure it is correct. We will discuss this with you as part of our planning procedures.

In an effort to reduce environmental impact, you will receive printable, downloadable PDFs of your report. To receive one (1) paper report, you will be charged \$150 for a set-up fee. Additional paper copies will be charged at the rate of \$50 per report.

You may request that we perform additional services not addressed in this engagement letter. If this occurs, we will communicate with you regarding the scope of the additional services and the estimated fees. We also may issue a separate engagement letter covering the additional services. In the absence of any other written communication from us documenting such additional services, our services will continue to be governed by the terms of this engagement letter.

You may also be billed for travel and other out-of-pocket costs such as report production, typing, postage, etc. if not included in the fee listed above. The fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the engagement. If significant additional time is necessary, we will discuss it with you and arrive at a new fee before we incur the additional costs. Amounts not paid within 30 days from the invoice date will be subject to a late payment charge of .66 percent per month (8 percent per year). If for any reason the account is turned over to collections, additional fees will be added to cover collections cost. In accordance with our Firm policies, work may be suspended if your account becomes 60 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

We will schedule the engagement based in part on deadlines, working conditions, and the availability of your key personnel. We will plan the engagement based on the assumption that your personnel will cooperate and provide assistance by performing tasks such as preparing requested schedules, retrieving supporting documents, and preparing confirmations. If, for whatever reason, your personnel are unavailable to provide the necessary assistance in a timely manner, it may substantially increase the work we have to do to complete the engagement within the established deadlines, resulting in an increase in fees over our original fee estimate.

Except in the event of your failure to make a payment when due, in the event of a dispute related in any way to our services, our Firm and you agree to discuss the dispute and, if necessary, to promptly mediate in a good faith effort to resolve. We will agree on a mediator, but if we cannot, either of us may apply to a court having personal jurisdiction over the parties for appointment of a mediator. We will share the mediator's fees and expenses equally, but otherwise will bear our own attorneys' fees and mediation cost. Participation in such mediation shall be a condition to either of us initiating litigation. In order to allow time for the mediation, any applicable statute of limitations shall be tolled for a period not to exceed 120 days from the date either of us first requests in writing to mediate the dispute. The mediation shall be confidential in all respects, as allowed or required by law, except our final settlement positions at mediation shall be admissible in litigation solely to determine the prevailing party's identify for purposes of the award of attorneys' fees. In the event you fail to make a payment for services or to reimburse for costs advanced by the Firm on your behalf, the Firm reserves the right to take all legally permissible action, including commencement of litigation in lieu of mediation, and shall have the right to collect its costs, including reasonable attorney's fees, incurred in any such collection or litigation activities.

In connection with this engagement, we may communicate with you or others via email transmission. As emails can be intercepted and read, disclosed, or otherwise used or communicated by an unintended third party, or may not be delivered to each of the parties to whom they are directed and only to such parties, we cannot guarantee or warrant that emails from us will be properly delivered and read only by the addressee. Therefore, we specifically disclaim and waive any liability or responsibility whatsoever for interception or unintentional disclosure of emails transmitted by us in connection with the performance of this engagement. In that regard, you agree that we shall have no liability for any loss or damage to any person or entity resulting from the use of email transmissions, including any consequential, incidental, direct, indirect, or special damages, such as loss of revenues or anticipated profits, or disclosure or communication of confidential or proprietary information.

We will utilize a portal which is a collaborative, virtual workspace in a protected, online environment. The portal permits real-time collaboration across geographic boundaries and time zones and allows us and you to share data, engagement information, knowledge, and deliverables in a protected environment. In order to use the portal, you may be required by the provider of the portal to execute a client portal agreement and agree to be bound by the terms, conditions, and limitations of such agreement. You agree that we have no responsibility for the activities of the portal and agree to indemnify and hold us harmless with respect to any and all claims arising from your misuse of the portal.

We are not a host for any of your information. You are responsible for maintaining your own copy of this information. We do not provide back-up services for any of your data or records, including information we provide to you. Portals are utilized solely as a method of transferring data and are not intended for the storage of your information. Information on a portal may be deleted by us.

If you decide to transmit your confidential information to us in a manner other than a secure portal, you accept responsibility for any and all unauthorized access to your confidential information. If you request that we transmit confidential information to you in a manner other than a secure portal, you agree that we are not responsible for any liability, including but not limited to, (a) any loss or damage of any nature, whether direct or indirect, that may arise as a result of our sending confidential information in a manner other than a secure portal, and (b) any damages arising as a result of any virus being passed on or with, or arising from any alteration of, any email message.

State, federal and foreign regulators may request access to or copies of certain workpapers pursuant to applicable legal or regulatory requirements. Requests also may arise with respect to peer review, an ethics investigation, the sale of your organization, or the sale of our accounting practice. If requested, access to such workpapers will be provided under the supervision of firm personnel. Regulators may request copies of selected workpapers to distribute the copies or information contained therein to others, including other governmental agencies.

If we receive a request for copies of selected workpapers, provided that we are not prohibited from doing so by applicable laws or regulations, we agree to inform you of such request as soon as practicable. You may, within the time permitted for our firm to respond to any request, initiate such legal action as you deem appropriate, at your sole expense, to attempt to limit the disclosure of information. If you take no action within the time permitted for us to respond, or if your action does not result in a judicial order protecting us from supplying requested information, we may construe your inaction or failure as consent to comply with the request.

If we are not a party to the proceeding in which the information is sought, you agree to reimburse us for our professional time and expenses, as well as the fees and expenses of our legal counsel, incurred in responding to such requests.

We have the right to withdraw from this engagement, at our discretion, if you do not provide us with any information we request in a timely manner; refuse to cooperate with our reasonable requests or misrepresent any facts; we have reason to believe you may have engaged, or may be planning to engage, in conduct that is unethical and/or unlawful; you engage in conduct directed toward or affecting firm personnel that is disrespectful, inappropriate, and/or potentially unlawful; or we determine that continuing the engagement is not in the best interests of the firm or threatens legal or reputational harm to the firm. In the event of withdrawal under any of these circumstances, such withdrawal will release us from any obligation to complete your report and will constitute completion of our engagement.

Abdo, LLP and its subsidiary companies are committed to providing equal employment opportunities to all employees and applicants for employment without regard to any legally-recognized basis "protected class" including but not limited to: veteran status, uniform service member status, race, color, religion, sex, national origin, age, physical or mental disability, sexual orientation or marital preference, genetic information or any other protected class under federal, state, or local law.

Reporting

We will issue a written report upon completion of our audit of the City's financial statements. Our report will be addressed to the Council of the City. We cannot provide assurance that an unmodified opinion will be rendered. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or withdraw from this engagement. You agree to include our audit report in any document containing financial statements that indicate that such financial statements have been audited by us and, prior to inclusion of our audit report, to ask our permission to do so.

We appreciate the opportunity to be of service to the City and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please electronically sign this letter.

Sincerely,



Abdo



RESPONSE:

This letter correctly sets forth the understanding of the City of Long Lake.

Signature and Title: Amanda Nowezki

Abdo Engagement Letter

Final Audit Report

November 25, 2025

Created:	November 25, 2025
By:	engagements@abdosolutions.com(engagements@abdosolutions.com)
Status:	ESigned
Transaction ID:	Z2L8QJ7G61Q4T1HVTT19WDL10D
Documents:	45000_2025A_130_2044.pdf

"Abdo Engagement Letter" History

-  Document emailed to (anowezki@longlakemn.gov) for signature
11/25/2025 13:07:49 PM Central Standard Time
-  Document viewed by (anowezki@longlakemn.gov)
11/25/2025 13:20:18 PM Central Standard Time - IP address: 173.16.90.77
-  Document e-signed by (anowezki@longlakemn.gov)
Signature Date: 11/25/2025 13:20:31 PM Central Standard Time - IP address: 173.16.90.77
-  Document Signed
11/25/2025 13:20:31 PM Central Standard 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 6, 2026

SUBJECT: Approve Carson, Clelland & Schreder Engagement Letter for 2026 Legal Services

Prepared By: Amanda Nowezki, City Administrator

Report Date: 12/31/2025

Recommended City Council Action

Staff recommends the following:

Motion to approve the Carson, Clelland & Schreder engagement letter and rate increase for 2026 legal services.

Overview / Background

Attached is the engagement letter from Carson, Clelland & Schreder (CCS) for 2026 legal services. Key changes for the upcoming year include a \$5 increase in the *hourly* attorney rate to \$150/hour; and a \$200 increase in the *monthly* criminal prosecution fee, bringing it to \$1,200/month. John Thames of Carson, Clelland & Schreder has served as the City Attorney for the past 10 years, and staff has consistently found him to be an excellent resource to the City of Long Lake.

Supporting Information

- Carson, Clelland & Schreder Letter of Engagement for 2026 Legal Services

ENGAGEMENT LETTER

The Law Firm of Carson, Clelland & Schreder agrees to represent the City of Long Lake for civil legal services and for municipal prosecution services in 2026.

Civil services include meeting attendance, staff consultation and the production of work relating to ordinances, zoning, special assessments, and other contractual matters. Representation for EDA matters is also anticipated. In addition to the before mentioned subjects, any other services as needed and directed by the City Council will be gladly performed. Charges for the civil work will be \$150.00 per hour for attorney, \$75.00 per hour for law clerk, and \$75.00 per hour for paralegal assistant. Attorney work performed on new or open land development applications will be billed at \$180.00 per hour.

The criminal prosecution services include the prosecution of petty misdemeanors, misdemeanors and gross misdemeanors as they occur; review and preparation of criminal complaints and consultation and advice with officers and police administration. The prosecution services include vehicle forfeitures. The prosecution services are billed on a flat fee basis, at a monthly retainer rate of \$1,200.00 per month.

The firm will also provide human resources and labor consultation and representation if desired by the City. These services will be billed at the civil rate.

Sincerely,



John J. Thames
on behalf of Carson, Clelland & Schreder

APPROVED BY CITY OF LONG LAKE

By: _____
Its Mayor

By: _____
Its 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 6, 2026

SUBJECT: Approve a Fund Transfer From the Park Dedication Fund (210) to the Parks/Trails Capital Fund (452)

Prepared By: Amanda Nowezki, City Administrator

Report Date: 12/31/2025

Recommended City Council Action

Staff recommends the following:

Motion to approve a fund transfer from the Park Dedication Fund to the newly created Parks/Trails Capital Fund in amount of \$22,884.30.

Overview / Background

In 2025, the City Council approved the creation of a separate capital fund for parks and trails to identify non-restricted funds for future improvements.

Currently, the Park Fund (210) includes \$73,253 in restricted park dedication funds received through prior development agreements. These funds are strictly governed by Minn. Stat. §462.358 and our City's zoning code.

Staff recommends transferring all remaining non-restricted funds from the Park Fund (210) to the Parks/Trails Capital Fund to be utilized in accordance with the Capital Improvement Plan. Additionally, Park Fund (210) has been renamed the Park Dedication Fund (210) to clarify the fund's sole purpose.

Supporting Information

- 2024 Annual Financial Report – Nonmajor Capital Projects Funds

ANNUAL FINANCIAL REPORT

CITY OF LONG LAKE
LONG LAKE, MINNESOTA

FOR THE YEAR ENDED
FOR THE YEAR ENDED DECEMBER 31, 2024

City of Long Lake, Minnesota
Nonmajor Capital Projects Funds
Combining Balance Sheet
December 31, 2024

	380	462	210	
	TIF 1-9	Fire Capital	Park	Total
Assets				
Cash and temporary investments	<u>\$ 90,183</u>	<u>\$ 157,134</u>	<u>\$ 92,647</u>	<u>\$ 339,964</u>
Liabilities				
Accounts payable	<u>\$ 77,714</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 77,714</u>
Fund Balances				
Restricted for				
Economic development	12,469	-	-	12,469
Park improvements	-	-	73,253	73,253
Assigned for				
Capital replacements	-	157,134	-	157,134
Park improvements	-	-	19,394	19,394
Total Fund Balances	<u>12,469</u>	<u>157,134</u>	<u>92,647</u>	<u>262,250</u>
Total Liabilities and Fund Balances	<u>\$ 90,183</u>	<u>\$ 157,134</u>	<u>\$ 92,647</u>	<u>\$ 339,964</u>



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 6, 2026

SUBJECT: Approve the 2026 Pay Equity Report

Prepared By: Amanda Nowezki, City Administrator

Report Date: 12/31/2025

Recommended City Council Action

Staff recommends the following:

Motion to approve the 2026 Pay Equity Report and authorize its submittal by the City Administrator.

Overview / Background

Every three years the City is required to submit a Pay Equity Report to the State Department of Employee Relations (DOER) to demonstrate compliance with the requirements of the State Pay Equity Act. The Pay Equity Act requires that reasonable pay relationships be maintained between job classes regardless of the gender of the incumbents of those job classes. The City's Pay Equity Report is attached.

Minnesota Management and Budget requires the Pay Equity Implementation Report to be submitted electronically using their pay equity software. The software also computes compliance data based on information entered by the local jurisdiction. Based on the State's criteria and reports generated by the pay equity software, it appears the City is in compliance with the requirements of the Pay Equity Act. After formal review of the Pay Equity Implementation Report, the City will receive a notice of compliance.

Supporting Information

- 2026 Pay Equity Compliance Report
- 2026 Pay Equity Job Entry List

Compliance Report

Jurisdiction: Long Lake
450 Virginia Avenue

P.O. Box 606
Long Lake, MN 55356

Report Year: 2026
Case: 1 - 2025 DATA (Private (Jur
Only))

Contact: Amanda Nowezki

Phone: (952) 473-6961

E-Mail: anowezki@longlakemn.
gov

The statistical analysis, salary range and exceptional service pay test results are shown below. Part I is general information from your pay equity report data. Parts II, III and IV give you the test results.

For more detail on each test, refer to the Guide to Pay Equity Compliance and Computer Reports.

I. GENERAL JOB CLASS INFORMATION

	Male Classes	Female Classes	Balanced Classes	All Job Classes
# Job Classes	3	2	0	5
# Employees	3	2	0	5
Avg. Max Monthly Pay per employee	8383.00	8720.50		8518.00

II. STATISTICAL ANALYSIS TEST

A. Underpayment Ratio = 0 *

	Male Classes	Female Classes
a. # At or above Predicted Pay	3	2
b. # Below Predicted Pay	0	0
c. TOTAL	3	2
d. % Below Predicted Pay (b divided by c = d)	0.00	0.00

*(Result is % of male classes below predicted pay divided by % of female classes below predicted pay.)

B. T-test Results

Degrees of Freedom (DF) = 3	Value of T = 0.000
-----------------------------	--------------------

a. Avg. diff. in pay from predicted pay for male jobs = 0

b. Avg. diff. in pay from predicted pay for female jobs = 0

III. SALARY RANGE TEST = 100.00 (Result is A divided by B)

A. Avg. # of years to max salary for male jobs = 7.00

B. Avg. # of years to max salary for female jobs = 7.00

IV. EXCEPTIONAL SERVICE PAY TEST = 0.00 (Result is B divided by A)

A. % of male classes receiving ESP = 0.00 *

B. % of female classes receiving ESP = 0.00

*(If 20% or less, test result will be 0.00)

Job Class Data Entry Verification List

Case: 2025 DATA

Long Lake

LGID: 693

Job Nbr	Class Title	Nbr Males	Nbr Females	Non- Binary	Class Type	Jobs Points	Min Mo Salary	Max Mo Salary	Yrs to Max Salary	Yrs of Service	Exceptional Service Pay
2	Public Works Maint Wkr/Lab	1	0		M	158	4880.00	6669.00	7.00	1.00	
3	City Clerk	0	1		F	230	6135.00	7134.00	7.00	22.00	
6	Public Works Director	1	0		M	451	7576.00	8810.00	7.00	7.00	
8	Fire Chief	1	0		M	472	8316.00	9670.00	7.00	2.00	
7	City Administrator	0	1		F	483	8864.00	10307.00	7.00	6.00	

Job Number Count: 5



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 6, 2026

SUBJECT: Appointment of Jesse Laumann to the Position of Full-Time Public Works Maintenance Worker II

Prepared By: Sean Diercks, Public Works Director / JM

Report Date: 12/22/2025

Recommended City Council Action

Staff recommends the following:

Motion to adopt Resolution No. 2026-02 appointing Jesse Laumann to the position of full-time Public Works Maintenance Worker II for the City of Long Lake.

Overview / Background

An interview panel comprised of City Administrator Nowezki, Public Works Director Diercks, and City Clerk Moeller met on Monday, December 8, 2025 to interview candidate Jesse Laumann for a full time Public Works Maintenance Worker II position. The interview process included a question and answer period, followed by a basic Public Works skills assessment consisting of skid loader operation and minor welding. Subsequently, Public Works Director Diercks met with Mr. Laumann in a second two-hour technical interview on Thursday, December 11 during which Mr. Laumann received a tour of the community and of City facilities. Following both interviews, the interview panel collectively agreed upon terms for extending a conditional offer of employment to Mr. Laumann pending a successful background check as performed by the Wayzata Police Department, and City Council approval.

Mr. Laumann has progressive years of experience in Public Works/Utilities positions, and already holds the Minnesota Commercial Driver's License and water/sewer licenses required for a Maintenance Worker II. He has recently worked for larger cities but is now seeking employment in a position that will offer a more diverse variety of responsibilities and potential opportunities for growth. Staff believes Mr. Laumann's background and skill set will be an immediate asset to the Public Works Department and to Long Lake.

The attached offer letter was extended to and accepted by Mr. Laumann, contingent on receiving a successful background check (already completed), and City Council approval. Per his signed offer letter, Mr. Laumann's employment start date will be January 12, 2026.

Supporting Information

- Resolution No. 2026-02
- Employment offer letter to Jesse Laumann dated December 17, 2025



**City Council
Resolution No. 2026-02**

**A RESOLUTION APPOINTING JESSE LAUMANN TO THE POSITION OF
PUBLIC WORKS MAINTENANCE WORKER II**

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

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

WHEREAS, upon completing a review of his employment application and in person interviews, City staff finds Jesse Laumann to be qualified to fill the position based on his knowledge, skills, abilities and experience; and

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

NOW THEREFORE, BE IT RESOLVED, that the City Council of the City of Long Lake, Minnesota does hereby appoint Jesse Laumann to the position of full-time Public Works Maintenance Worker II subject to the terms and conditions of the employment offer letter dated December 17, 2025, all applicable City personnel policies, displaying an ability to continually meet the requirements of the position description, and contingent upon receiving satisfactory background check results. As indicated in his signed offer letter, Mr. Laumann will begin his employment on January 12, 2026.

Adopted by the City Council of the City of Long Lake this 6th day of January 2026.

BY:

Charlie Miner, Mayor

ATTEST:

Jeanette Moeller, City Clerk



December 17, 2025

Jesse Laumann
11253 16th Street NE
St Michael, MN 55376

Dear Jesse:

The purpose of this letter is to confirm the City of Long Lake's employment offer to you for the position of Public Works Maintenance Worker II, contingent upon City Council approval at the January 6, 2026 regular City Council meeting. The following letter represents the City's offer of at-will employment and outlines the terms and conditions of your employment with the City of Long Lake.

General Duties

As Public Works Maintenance Worker II, you will perform the general duties and responsibilities as outlined in the job's position description, and other duties as assigned by your supervisor or the City Administrator.

Supervisor

The Public Works Director will be your direct supervisor. Additionally, the City Administrator supervises all City department heads and employees.

Start Date

You will begin employment on 1-12-26 (PRINT DATE).

Probationary Period

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

At the end of the one year training and onboarding probationary period, a complete performance review will determine whether you will be designated as a regular employee by the City Council, at which time you would be eligible for an additional salary wage step increase if recommended by your supervisor.

Work Hours

This position is a full-time, non-exempt, benefit-earning, 40 hour per week position. You will be required to be on the on-call schedule. *For every week that you are the responsible on-call staff member, you will receive an additional hour of pay per day at your hourly rate, totaling 7 hours per on call week, unless leave is taken during your on-call rotation.*

Compensation, Performance Evaluation

Your beginning wage at the start of your employment will be \$36.63 per hour at Step 3 of the City's 2026 Salary Pay Plan for the Public Works Maintenance Worker II position, and you will also receive a stipend for City business use of your cell phone in the amount of \$20.00 per payroll period. You will receive a performance evaluation after six months of employment. Following a satisfactory evaluation at six months, you will be eligible for a step increase of 2%, per City policy. Thereafter, performance evaluations and any salary step adjustments will be conducted annually on the anniversary of your start date, as required for all employees, in addition to any inflationary range moves which may be approved by Council as part of the annual budget cycle.

Example of a Possible Compensation Scenario

Starting Wage	\$36.63 / hour (Step 3)
Cell Phone Usage Stipend	\$20.00 / biweekly payroll
6 Month Performance - Step Increase	\$37.44 / hour (Step 4)
1 Year Performance - Step Increase	\$38.26 / hour (Step 5)

- * If the Council approves a cost of living adjustment (COLA) for all employees to be effective with the start of a new year, your wage rate would be increased commensurate with the Council's approved COLA for City staff.
- * For every on call week, you'll receive up to 7 hours of additional pay at your hourly rate assuming no leave has been taken during your rotation.

Retirement, Deferred Compensation

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

Health, Dental, Short Term Disability Insurance

You will be provided with insurance coverage in the same manner as all City employees, effective on the first day of the month following the start of your employment.

As an employee of the City, you would pay \$0 per month for insurance as the City pays 100% of an employee's premiums.

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

Life Insurance

The City will pay the premium to provide \$15,000 of term life insurance. Any coverage beyond this amount would be at your choice and expense, and subject to your ability to meet any medical requirements.

Holidays, Vacation, Sick Leave

Effective on your first day of the month following your employment start date, you will begin accruing vacation at the rate of 80 hours annually. Thereafter, you may gain additional

hours/days of vacation consistent with the City's vacation accrual schedule. You may carry over a maximum of 120 hours of vacation time to the following calendar year. In addition to vacation and official City holidays, you will receive one floating holiday per calendar year.

Effective on your first day of the month following your employment start date, you will begin accruing sick leave at the rate of 8 hours per month. You may continuously accrue sick leave up to the maximum amount set forth in the City's personnel policies / employee handbook.

For severance purposes, if resigning or retiring on good terms, upon departure of your employment, you would be eligible for payment of banked accrued vacation and sick leave subject to the maximum severance payout as set forth in the City's personnel policies / employee handbook.

Dues, Conferences, Expenses

Within budget considerations and subject to discussions between you and your supervisor, the City Administrator, and/or City Council, the City may pay for dues, membership costs and related conferences.

Professional development or continuing education will be part of the budget process and subject to City Administrator and City Council approval.

Subject to your supervisor's approval, the City will reimburse you for business expenses incurred which directly relate to the conduct of City business.

Professionalism

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

At-Will Employment

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

Conditions of Offer

This employment offer is contingent upon an affirmative vote by the Long Lake City Council at its January 6, 2026 regular meeting, and completion of a successful pre-employment background check. The background check may include a criminal, work history, and educational review.

I believe that you will find this position to be challenging and rewarding for years to come, and that opportunities for continued growth are available to you within our Public Works Department. Please feel free to contact me with any questions, and we look forward to having you join our Long Lake team.

Sincerely,



Amanda Nowezki
City Administrator

I have read the offer letter for the position of Public Works Maintenance Worker II dated December 11, 2025. I accept the position and agree to the terms and conditions.

AGREED TO BY:

Jesse Laumann
Signature

12-19-25
Date

Jesse Laumann
Printed Name



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 6, 2026

SUBJECT: 2026 City Appointments

Prepared By: Jeanette Moeller, City Clerk

Report Date: 12/31/2025

Recommended City Council Action

Staff recommends the following:

Motion to adopt the City of Long Lake 2026 Appointments Worksheet, including the following appointments:

- Councilmember Dyvik to the position of Mayor Pro-Tempore;
- Councilmembers Dyvik and Feldmann to the positions of Shoreline Fire Department Board Voting Director, with Councilmember Newcomer as Alternate Voting Director;
- City Administrator Nowezki and Planning Commission Member Axelson to the positions of Shoreline Fire Department Operating Committee Ex-Officio Director, with City Clerk Moeller as Alternate Ex-Officio Director;
- Councilmembers _____ and _____ to the Utility Agreements Subcommittee;
- Councilmember _____ as the Park Board Liaison;
- Councilmember _____ as the Planning Commission Liaison;
- Councilmember _____ as the Chamber of Commerce Liaison;
- Councilmember _____ as the Long Lake Waters Association Liaison;
- Councilmember _____ to the Lake Minnetonka Communications Commission;
- Councilmembers _____ and _____ to the Highway 12 Safety Coalition;
- Mayor Miner as the Wayzata Crime Prevention Coalition Liaison; and
- Mayor Miner to the Northwest Hennepin League of Municipalities, with Mayor Pro-Tempore Dyvik as alternate.

Overview / Background

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

- **Mayor Pro-Tempore**

A member of the City Council must be appointed to the position of Mayor Pro-Tempore at the first meeting of the year. The role of this individual is to serve in the capacity of Mayor should the Mayor be unavailable to do so. Historically, the Mayor has recommended his/her appointee, to be voted on by the Council. Mayor Miner has selected Councilmember Dyvik to continue serving as Mayor Pro-Tempore in 2026.

- **Shoreline Fire Department Board – Voting Directors**

Per the terms of the Joint Powers Agreement enacted in October 2025, the Shoreline Fire Department Board is the governing body of the Fire Department and is comprised of two Voting Directors (elected officials) from each member City. Additionally, each member City is charged with appointing an Alternate Voting Director. Staff recommends the 2025 appointees to these positions remain unchanged for 2026.

- **Shoreline Fire Department Operating Committee – Ex-Officio Directors**

Consistent with the Joint Powers Agreement above-referenced, each Shoreline Fire Department member City must appoint their City Administrator and one additional non-elected City official or employee as Operating Committee Ex-Officio Directors, plus one Alternate Ex-Officio Director (City staff or non-elected official). The Operating Committee is charged with meeting with the Fire Chief on a monthly basis and with reporting to the Board at their meetings. Staff recommends the 2025 appointees to these positions remain unchanged at this time.

- **Utility Agreements Subcommittee**

The two Councilmembers appointed to the Utility Agreements Subcommittee (meeting on an as needed basis) would be working with staff through the process of reviewing past utility agreements and in the continued negotiation and development of a new joint master sewer and water agreement between the cities of Long Lake and Orono for those Orono properties connected to Long Lake water and/or sewer. Mayor Miner and Councilmember Kvale held these subcommittee positions in 2025. While this group did not meet last year, there may be some momentum to begin revisiting these agreements beginning in 2026.

- **Park Board Liaison**

The City Councilmember appointed to this position will attend Park Board meetings and report on the Board's activities to the City Council. Council member Kvale held this position in 2025.

- **Planning Commission Liaison**

The City Councilmember appointed to this position attends Planning Commission meetings and reports on the Planning Commission's activities to the City Council. Councilmember Feldmann held this position in 2025.

- **Chamber of Commerce Liaison**

The City Councilmember appointed to this position attends Long Lake Area Chamber of Commerce meetings and reports on the Chamber's news and activities to the City Council. Councilmember Kvale held this position in 2025.

- **Long Lake Waters Association Liaison**

The City Councilmember appointed to this position attends Long Lake Waters Association meetings/presentations, and reports on the organization's activities to the City Council. Councilmember Newcomer served as Long Lake Waters Association Liaison in 2025.

- **Lake Minnetonka Communications Commission**

The Commission typically meets on the second Thursday of scheduled months (approximately four times per year), with meetings beginning at 5:30 pm, subject to change. The City's resident representative position to the LMCC remains open at this time - this position has historically been very challenging to fill. Additionally,

one individual from the Council must be appointed to fill a City Councilmember seat. This position was held by Councilmember Kvale in 2025.

- **Highway 12 Safety Coalition**

The Highway 12 Safety Coalition is a collaborative effort between staff and elected representatives of cities located along the Highway 12 corridor; county governments; and MnDOT to identify issues related to improving the safety of transportation along Highway 12. Two Councilmembers are invited to be appointed to this committee, which has typically met twice a year at a minimum. Coalition bylaws indicate that more meetings may be scheduled on an as needed basis. While attendance at meetings isn't necessarily requested, staff believes there continues to be a benefit in maintaining awareness of the Coalition's ongoing agenda business and communications. Councilmember Newcomer served in this capacity in 2025.

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

The Wayzata Crime Prevention Coalition (WCPC) is a volunteer organization supporting the Wayzata Police Department in their efforts to educate and alert citizens and businesses about criminal activities within the communities of Wayzata and Long Lake. Current Long Lake community representatives on the Coalition include resident Bryan Miller, and Gopher Ace business owner Mark Schaefer. Their continued participation in the organization has been referenced on the 2026 Appointments Worksheet. Mayor Miner has served as a WCPC Liaison on behalf of the City Council for years 2023 through 2025. The Councilmember appointed to this position for 2026 would attend WCPC meetings on the second Tuesday of the month at 7:30 am and report on the group's activities to the City Council.

- **Northwest Hennepin League of Municipalities**

The Northwest Hennepin League of Municipalities (NWHLM) is a group of elected officials, primarily Mayors, who represent cities in their coverage area through education and networking to achieve better results within their respective cities. Mayor Miner represents the City of Long Lake on this organization, as well as serving as a member of the NWHLM's Executive Committee. Mayor Miner has indicated he would support the appointed Mayor Pro-Tempore serving as an alternate to attend NWHLM meetings in his absence.

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

Members of the Planning Commission must be appointed by the City Council to serve as the Chair and Chair Pro-Tempore for the year 2026. Staff is recommending that action to appoint these positions be delayed at this time in order to offer the Planning Commission an opportunity to make their recommendations for appointment during their first meeting in 2026.

- **Park Board Chair and Secretary**

Members of the Park Board must be appointed by the City Council to serve as the Chair and Secretary for the year 2026. Staff is recommending that action to appoint these positions be delayed at this time in order for the Park Board to have an opportunity to make their recommendations for appointment during their first meeting in Spring of 2026.

- **EDA Chair and Vice-Chair**

Different from the Planning Commission and Park Board, members of the EDA must be selected by the EDA to serve as the Chair and Vice-Chair for the year 2026; however, per the EDA bylaws, this appointment does not require ratification by the City Council. The EDA will be voting upon selection of their officer positions when they first meet as needed in 2026.

Supporting Information

- 2026 City Appointments Worksheet



CITY OF
LONG LAKE

2026 APPOINTMENTS WORKSHEET / Revised January 2026

POSITION	APPOINTMENT(S)
Mayor Pro-Tempore	Councilmember Jahn Dyvik
City Treasurer	City Administrator Amanda Nowezki
Official Depositories	MidCountry Bank; Oppenheimer & Co., Inc.
Official Newspaper	'The Laker Pioneer'
Shoreline Fire Department Board Voting Directors	Councilmembers Jahn Dyvik and Mike Feldmann; Councilmember Todd Newcomer as Alternate
Shoreline Fire Department Operating Committee Ex-Officio Directors	City Administrator Amanda Nowezki and Planning Commissioner Judd Axelson; City Clerk Jeanette Moeller as Alternate
Utility Agreements Subcommittee 2 FROM CITY COUNCIL	Councilmembers _____ and _____
Park Board Liaison FROM CITY COUNCIL	Councilmember _____
Planning Commission Liaison FROM CITY COUNCIL	Councilmember _____
Chamber of Commerce FROM CITY COUNCIL	Councilmember _____
Long Lake Waters Association Liaison FROM CITY COUNCIL	Councilmember _____
LMCC Cable Commissioners 2 MEMBERS - 1 CITY COUNCIL, 1 RESIDENT	Councilmember _____ City Resident Member _____
Highway 12 Safety Coalition UP TO 2 FROM CITY COUNCIL	Councilmembers _____ and _____
Wayzata Crime Prevention Coalition 1 FROM CITY COUNCIL	Councilmember _____; City Resident Bryan Miller; and City Business Representative Mark Schaefer (Gopher Ace Hardware)
Northwest Hennepin League of Municipalities	Mayor Charlie Miner; Mayor Pro-Tempore Jahn Dyvik as Alternate
Economic Development Authority Chair	Board Member: To Be Determined

Economic Development Authority Vice-Chair	Board Member: To Be Determined
Economic Development Authority Executive Director	City Administrator Amanda Nowezki
Planning Commission Chair	Commissioner: To Be Determined
Planning Commission Chair Pro-Tempore	Commissioner: To Be Determined
Park Board Chair	Board Member: To Be Determined
Park Board Secretary	Board Member: To Be Determined
City Attorney	Carson, Clelland & Schreder / John Thames
Prosecuting Attorney	Carson, Clelland & Schreder / David Ross
City Auditor	Abdo
City Engineer	WSB & Associates Inc. / Jeff Oliver
City Planner	WSB & Associates Inc. / Hannah Rybak
City Assessor	Hennepin County Assessor / Joshua Hoogland
Weed Inspector	Mayor: Charlie Miner
Assistant Weed Inspector	Public Works Director: Sean Diercks
Building Official	Metro West Inspection Services, Inc. / Mike Rosenau
City Forester	Public Works Director: Sean Diercks