



CITY COUNCIL MEETING

November 06, 2023 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 October 17, 2023 City Council Work Session
 - B. Approve Minutes of October 17, 2023 City Council Meeting
 - C. Approve Vendor Claims and Payroll
 - D. Authorize Payment of Pay Request No. 1 to Valley Paving, Inc. in the Amount of \$219,247.60 for the 2023 Pavement Management Improvement Project
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. Proposal for 2024 Pavement Management Improvement Project
 - B. Approve Proposal by Telemetry & Process Controls Inc. (TPC) for Water Distribution System Upgrades
 - C. Approve Upgrade of Water Meter Reading Equipment to the MRX-920 Receiver
 - D. Resolution Authorizing Contracting With Long Lake Bakery MinneCafe (Owned by a City Council Member) for a Custom Cookie Order
 - E. Updates and Discussion Regarding Fire Department Matters
8. **Other Business**
9. **Adjourn**

UPCOMING MEETINGS & OTHER DATES OF NOTE

Friday, November 10 / City Offices Closed for Veterans Day Observed

Tuesday, November 14 (6:30 pm) / Planning Commission Meeting

Tuesday, November 21 (5:00 pm or 5:30 pm) / City Council Work Session

Tuesday, November 21 (6:30 pm) / City Council Meeting

Thursday, November 23 - Friday, November 24 / City Offices Closed for Thanksgiving



**MINUTES
CITY COUNCIL WORK SESSION
October 17, 2023**

CALL TO ORDER

The meeting was called to order by Mayor Pro-Tempore Dyvik at 5:05 pm.

Present: Council: Deirdre Kvale, Mike Feldmann, Jahn Dyvik, and Gina Joyce

Staff Present: City Administrator: Scott Weske; Public Works Director: Sean Diercks; Fire Chief: Mike Heiland; Finance/Utilities Officer: Amanda Nowezki; and City Clerk: Jeanette Moeller

Absent: Mayor: Charlie Miner (with prior notice)

APPROVE AGENDA

Council member Joyce asked to amend the agenda and begin the meeting with a surprise celebration of City Clerk Moeller who has served the City for 20 years.

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

OPEN CORRESPONDENCE

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

BUSINESS ITEMS

Celebration for City Clerk Jeanette Moeller for 20 Years of Service

The Council took time out of the meeting to honor City Clerk Moeller for her time with the City.

Discussion of the Proposal for a Job Classification and Compensation Study to be Completed by DDA Human Resources, Inc.

City Administrator Weske gave an overview of a proposal from DDA Human Resources, Inc. for a job classification and compensation study. He recommended the City complete a full classification and compensation study and explained that the outcome would also provide staff with more updated material for the employee handbook overhaul. He reviewed examples of other job classification and compensation studies that had been completed recently to offer an idea of what the City could expect to garner from a study.

The Council reviewed the examples and discussed key data points that they felt may be important for recruitment and retention.

Council member Kvale voiced concern that the proposal was quite expensive and suggested that some of the money may be better spent trying to recruit employees for the Public Works Department.

Council and staff discussed the current salary step and performance review system, positions and titles, expectations, addressing goals, continuing education, the basis for compensation raises, and limited recognition opportunities for employees that go above and beyond their official duties.

Council member Joyce stated that outside of lock-step type increases, she asked if the City should be building a career path forward for the employees. She mentioned the example of after a certain amount of time and accomplishing a set list of tasks, they could be promoted to manager or director of a certain area.

Mayor Pro-Tempore Dyvik listed some comparisons between the private sector and government sector jobs and expectations.

City Clerk Moeller shared her personal example of how the salary step increases can affect people. She explained that because of the tenure she has had with the City, she started at Step 1 or Step 2 and she reached the end of the salary step system after seven or eight years and was at the top of her pay range. From that point on, she was only eligible for any COLA that came to all the City employees, but never eligible for any other increase.

Council members discussed the pricing of the proposed job classification and compensation study options and how detailed they would need to be for the City.

Finance/Utilities Officer Nowezki noted that when was first hired, she had a fair wage for her role; however, over the last few years her role her changed dramatically.

Weske noted that she had also mastered and exceeded her position in that time period.

Council member Joyce observed that was why she had suggested building in some type of graspable goals for promotions and titles.

Nowezki stated that she had also taken on Human Resources (HR) duties, which for a City with eight employees has not been terribly daunting, but explained that she has also been handling duties like insurance contract renewals and paperwork. She expressed concern because she was aware there are massive HR laws that will be impacting and changing operations beginning January 1, 2024.

Mayor Pro-Tempore noted that Long Lake is a small town and does not have a lot of employees, which gives them more of the benefit of evaluating things on a case-by-case basis.

Council member Kvale indicated she would support a case-by-case approach.

Nowezki noted that using her position title as an example, her wage was tied to her job title; so even though she'd already taken on many of the duties of a higher level Finance Director position, her title needed to change in order for her to be eligible for a wage reflective of her current duties and work level.

Council member Joyce explained that she sees this as the opportunity for everyone to be the expert and tell the Council what the steps look like for my type of role.

Moeller reflected that she believes the City needs to review the old salary step system that was created in 1997.

Council discussed different options that would bring value to the City as an employer.

Weske suggested that Council consider the option of approving the wage study at a not to exceed cost of \$8,900.

Mayor Pro-Tempore Dyvik noted that he still feels that \$8,900 is too high.

Moeller mentioned that perhaps staff could approach the vendor and request a better itemization of what would be included in the Option 2 proposal estimated at \$5,310.

Joyce commented that she did not think the Council was against doing a study, but was uncomfortable with the proposed cost.

Mayor Pro-Tempore Dyvik suggested that the Council pursue Option 1 and then after looking at the results, make a decision on whether to move forward on other options up to the not to exceed cost of \$8,900.

Weske noted that option, according to their information, will take 20-24 weeks to complete.

Council member Kvale raised her idea that staff come to the Council with a proposal for making these changes.

Weske responded that he does have wage data that would be needed for a staff-led proposal and has access to all wages in the surrounding area through the League of Minnesota Cities; however, in the past, the Council has not supported the information that had been presented by staff. He observed that third-party individuals that come before the Council tend to have more clout than employees.

Moeller added that she understood Weske's point, noting that third parties may be perceived as objective since they do not have a vested interest in the outcome.

Weske indicated that the Council could table this discussion and allow him to gather the data available to him and begin reviewing what the Council may be looking for.

It was the consensus of Council to direct staff to gather available job classification and compensation data prior to making a decision on moving forward with a consultant for these services.

OTHER BUSINESS

No other business was discussed.

ADJOURN

Hearing no objection, Mayor Pro-Tempore Dyvik adjourned the meeting by general consent at 6:26 pm.

Respectfully submitted,

Scott Weske
City Administrator



**MINUTES
CITY COUNCIL MEETING
October 17, 2023**

CALL TO ORDER

The meeting was called to order by Mayor Pro-Tempore Dyvik at 6:30 pm.

Present: Council: Deirdre Kvale, Mike Feldmann, Jahn Dyvik, and Gina Joyce

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

Absent: Mayor: Charlie Miner (with prior notice)

PLEDGE OF ALLEGIANCE

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

Mayor Pro-Tempore Dyvik advised that Mayor Miner's absence from the meeting was due to illness and being cautious about being in a public setting; however, Mayor Miner had passed along a few items that he wanted to be shared with the public including thanking the Long Lake Fire Department for their successful Fire Prevention Open House last week. Mayor Pro-Tempore Dyvik had attended the Open House with his nine year old daughter and they both had a lot of fun and learned lots of new things.

He reported that the Council held a work session prior to the regular meeting that included a celebration for City Clerk Moeller's 20 years of service to the City. He thanked Council member Joyce for handling the details of the surprise celebration and for making the treats. There was a round of applause given for City Clerk Moeller.

Moeller expressed her sincere thanks to the Council for their surprise celebration. She shared that she felt very grateful and blessed to work for a community like Long Lake.

APPROVE AGENDA

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

CONSENT AGENDA

The Consent Agenda consisted of the following:

- A. Approve Minutes of October 3, 2023 City Council Work Session Meeting
- B. Approve Minutes of October 3, 2023 City Council Meeting
- C. Approve Vendor Claims and Payroll
- D. Adopt an Application for Exempt Permit for the Church of St. George to Conduct Gambling Activities Including a Raffle During the Saturday, November 18, 2023 'Annual Holiday Boutique' Event
- E. Adopt Resolution No. 2023-43 Approving Promotion of Amanda Nowezki from Finance/Utilities Officer to Finance Director and Approving a Salary Step Increase

Mayor Pro-Tempore Dyvik stated that he wanted to point out Consent Agenda Item E and the promotion of Amanda Nowezki from Finance/Utilities Officer to Finance Director. He commented that she is a valued employee that the Council thinks very highly of and noted that he felt this promotion was well deserved.

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

OPEN CORRESPONDENCE

Brian Miller, 295 Lakeview Avenue – Mr. Miller stated that in light of recent developments related to the negotiations with Orono regarding the Fire Department, he wanted to say that he was more inclined to believe a sworn affidavit of a firefighter than a Mayor who, in his opinion, continually berates and bullies anyone who opposes his actions. He indicated that he was not surprised that a firefighter felt they were threatened based on what he had personally seen at Orono City Council meetings. He shared his appreciation to the firefighter for stepping forward and saying something as he is a believer in ‘if you see something, say something’. He committed to fully support the firefighter in any way and had heard the same feedback from others in the community. He observed that bullying by an elected official should not and will not be tolerated by the community. He challenged the others on the Orono Council as well as Orono City staff to do something about this issue and take back their city.

BUSINESS ITEMS

Consider Approving the Purchase of a 2021 Hyundai HL940AXT Wheel Loader for Public Works

Public Works Director Diercks recalled that the Council had a discussion at a recent budget session about how the City was falling behind on some of their bigger equipment purchases. He explained some of the difficulties Public Works has been experiencing during snow removal operations with the current under powered equipment and the challenges they have in turning around in some of the cul-de-sacs. He reported that staff found a gently used wheel loader for sale in St. Paul, he had gone to see it last week, and the equipment was being sold at a better price than what the City could obtain one for through the State bid contract. He indicated he believed the wheel loader had the potential to last at least 20 years and noted that the specs between this machine and the new one they had considered were pretty much identical, but this one is about \$65,000 cheaper even with the addition of an extended warranty. There are still two years left on the current warranty, but there is an option to add additional years for a small fee. Diercks displayed photos depicting the machine’s excellent condition.

Mayor Pro-Tempore Dyvik asked who had originally purchased this vehicle.

Diercks replied that it had been bought by a huge farmer in southwest Minnesota who used it for 16 months. He stated that they liked it so much that they traded it in for a larger one.

Mayor Pro-Tempore Dyvik questioned whether the vehicle could meet the City’s needs and would address the issues with being underpowered on the hills during plowing.

Diercks confirmed that it would indeed meet the City’s needs in those areas and would also be able to be used in a variety of other ways throughout the City.

Council member Kvale inquired about the Hyundai brand versus John Deere.

Diercks joked that he breathes green so for him to walk away from a John Deere product would typically take a miracle, but he had been assured that with the warranties and parts availability on these machines, he will never have an issue servicing it. As part of his research on the vehicle, he had learned that Hyundai is the largest construction equipment company in the world.

Mayor Pro-Tempore Dyvik asked about the lead time to pick up a similar John Deere.

Diercks indicated that the lead time for that machine would be about six months, whereas the Hyundai could be picked up tomorrow. He reiterated that he was very confident in recommending the City purchase the used Hyundai wheel loader machine from Universal Truck Sales.

Council member Kvale asked what else may be coming down the pike as a want or a need for Public Works outside of the vehicle proposed.

Diercks advised that there may be some repairs related to wells, furnaces, windows, and shop upgrades.

Mayor Pro-Tempore Dyvik asked if Public Works Director Diercks could give a quick run down of the existing equipment.

Diercks briefly listed off the equipment used by the Public Works Department.

Mayor Pro-Tempore Dyvik questioned whether there was a lease option for purchase of the vehicle being considered.

Diercks responded that he had not explored that option because he felt the purchase price was fair. He noted that he believed the City may have to pay sales tax on top of the pricing quoted because the laws related to city vehicle purchases have been changed in the last few years.

A motion was made by Kvale, seconded by Joyce, to approve the purchase of a 2021 Hyundai HL940AXT Wheel Loader as quoted by Universal Truck Sales of St. Paul, MN, along with applicable taxes. Ayes: all.

Consider Approval of the Proposal for a Job Classification and Compensation Study to be Completed by DDA Human Resources, Inc.

Mayor Pro-Tempore Dyvik mentioned that the Council had discussed this agenda item at length during their earlier work session meeting.

Weske reported that with changes coming to the City and the outside economic factors that will continue to impact City operations, staff felt it was time for a full compensation and position classification review. He believed some of the City's job descriptions and wages may have fallen behind the market standards and should be reviewed and updated. The Council had discussed a do not exceed dollar amount of \$8,900 for the proposed vendor to complete a study versus the possibility of undertaking parts of the study in house and bringing some findings back to the Council. At that point, the Council could determine whether they desire to move forward with additional efforts related to the job classification and compensation study proposal.

Kvale indicated that her understanding of the earlier conversation the Council had on this topic during their work session was to first take a look at information to be generated by Weske in-house before spending \$8,900 with a consultant and conveyed her belief in staff's abilities. She referenced the recent example of how the City was able to transition Finance Director Nowezki from her previous position into

the new position with a commensurate salary. She voiced support for seeing what the Council and staff could accomplish in house without spending the additional funds.

Mayor Pro-Tempore Dyvik echoed that he thinks the Council is in agreement with Council member Kvale's understanding; that the Council fully supports the staff at the City; and agrees that staff should be compensated appropriately.

Weske gave an overview of the method he would be able to use to gather salary data via a third party associated with the League of Minnesota Cities.

Council member Feldmann offered to assist City Administrator Weske in reviewing the data.

Council member Kvale pointed out that from their earlier conversation during the work session, it appears as though staff have taken on additional responsibilities outside of their job descriptions, such as human resources duties for Finance Director Nowezki.

Moeller agreed and stated that the city's position descriptions had not been updated in some time.

Weske noted that this may be where things get a bit weird because on paper, there may appear to be gaping holes in operations. For example, human resources is not even listed on any of the job descriptions, but in reality, he, City Clerk Moeller, and Finance Director Nowezki are all doing some HR duties.

Council member Kvale urged Weske to include those duties in their job descriptions.

Moeller suggested that during the next City goals review, one of the goals should be an update of the City's position descriptions. She reflected on the importance of position descriptions describing what the current staff are actually doing versus simply showing their past roles.

Mayor Pro-Tempore Dyvik stated how proud he was of the City staff and how they work together to get things done.

Council member Joyce encouraged staff to include information on job information that may be a next step for various career paths in the City when reviewing the available salary data.

OTHER BUSINESS

LLFD Response Time Data Issue – Council Feldmann reported that he had been interacting with Orono Council member Veach regarding LLFD response time data; however, she indicated she has been advised not to have any additional conversations while the litigation was underway. He remains willing to look at the data further, but it will come down to Orono being willing to open up that conversation again. He noted that he had not received any messages from Long Lake that he should not have any communication with Orono regarding response time data. He opined that the data is very important and should be understood. Mayor Pro-Tempore Dyvik commented that he believes that if there are further conversations to be had on the response times matter, he did not recall there having been anything said during the legal process thus far that they cannot have them.

Holiday Tree Lighting – Council member Joyce mentioned that the Park Board had met the previous evening and the Board is continuing planning for the upcoming Holiday Tree Lighting event scheduled to take place on December 8, 2023 from 5:30 to 7:30 pm.

Long Lake Waters Association – Council member Joyce commented that the Long Lake Waters Association had held a recent board meeting that she was unable to attend due to a scheduling issue, but the Board had passed along a message of appreciation for the City’s support and participation in assisting them with funding for various things like the carp management project. She shared that an updated estimate of the carp population indicated it had been reduced to close to the threshold at which they no longer impose an environmental concern, and the LLWA has opted to take no action this year for that reason. They intend to continue to monitor the carp population over the next few years. Additionally, the Minnehaha Creek Watershed District has completed their road map for Long Lake and there is a report that can be accessed. She reviewed the three areas that the MCWD felt were high priority areas to address.

Fire Department Updates - Mayor Pro-Tempore Dyvik reported that regarding the Fire Department, he was hopeful that they would be able to reach an approved Long Lake Fire Department budget. Long Lake representatives had worked with Orono at the last Fire Advisory Board meeting, came to some compromises, and thought they had left the meeting with a crystal clear understanding that they all approved of the proposed budget. Orono Council members Crosby and Veach were there and indicated that they would vote in favor of it at Orono’s Council meeting; however, that did not happen when the budget went before the Orono City Council. In subsequent conversations with them, it appears as though they desire some additional discussion and conditions. He pointed out that there are two separate issues going on: one with the Long Lake Fire Department budget through the Fire Advisory Board; and the second being everything else going on with the future of fire services between the cities; and he does not want the two issues to be mixed, but apparently, they have been. Orono has requested another Fire Advisory meeting and he believed both he and Mayor Miner would be willing to hold another meeting. He voiced concern that an additional meeting will still not result in an approved budget, but emphasized that this issue was very important to him because it is reflective of what the firefighters deserve and need. The Fire Department needs to know what they have available for 2024 operations. He indicated he plans to attempt to schedule another Fire Advisory Board meeting and see if they can make an agreed upon budget happen. Mayor Pro-Tempore Dyvik noted that Orono Mayor Walsh had recently commented that Fire Chief Heiland had been absent from two of the three Fire Advisory Board meetings at which the budget had been discussed, and clarified that Mayor Walsh’s statement was incorrect. Fire Chief Heiland had only missed one of the meetings due to a personal issue that came up at the last minute.

Mayor Pro-Tempore Dyvik stated that last Friday, the City of Long Lake had filed a motion with the Hennepin County courts for an order to show cause. He explained that this action was taken because Long Lake felt that Orono had continued to recruit Long Lake firefighters in opposition to the injunction, and because Orono appears to be planning to expand or add facilities on the Station 2 property. There will be a hearing on November 8, 2023 where the motion will be brought to the District Court.

Council member Kvale asked if the idea would be to request that Orono be held in contempt.

Mayor Pro-Tempore Dyvik confirmed Council member Kvale was correct and the request would be for Orono to be found in contempt due to their continuing actions against the recent injunction that had been issued during the summer.

Feldmann commented that he had heard people say that the fire services will be separated in 2025, so he thinks there is some confusion on the contract expiration. He explained that the contract goes through the end of 2025, which means separation would be effective beginning in 2026.

Mayor Pro-Tempore Dyvik observed that in the actions that Orono has been taking, they keep referencing July of 2024. Some of what they are planning around that timeframe would be allowed per the contract, but the idea of them operating out of Station 2 would not be allowed. He agreed with the comments made at one point by Orono Council member Veach that she would like the conversations to continue; though she has now communicated that she cannot continue those discussions, but perhaps that is just related to the response time issues and not the other items. He believed she wants to talk about the duty crew situation and indicated that Long Lake has always said that they would happy to share all of that data.

Council member Kvale inquired whether Orono's difficulty with the Fire Department budget was because they felt it was too high due to the duty crew funding.

Mayor Pro-Tempore Dyvik stated that was his understanding, but reiterated that when they had left the last Fire Advisory Board meeting, he thought the parties had made compromises that they would all agree to. Now Orono is saying they have more questions, and they did not vote to approve the budget as anticipated. He added that he is willing to listen to their questions regarding the budget and see if they can arrive at an approval.

Council member Kvale asked what would happen if the budget were not approved.

Mayor Pro-Tempore Dyvik responded that there is a backup procedure outlined in the contract that it defers to the member cities' general levy increases from the previous year. He continues to hope that despite all their differences they will be able to come together and Orono will recognize that they have to support the Long Lake Fire Department and its budget for the near term.

Council member Joyce noted that she felt that they should lean into the contract and work to get what is needed for the Department.

Mayor Pro-Tempore Dyvik concluded that he is planning to reach out to Orono, but based on the feedback Council member Feldmann had recently gotten regarding the response time issue, their willingness to discuss the budget further may have changed.

Technology Changes - Moeller stated that staff had been very busy over the past week working on pursuing technology updates for City Hall and Public Works for phone and internet services. She noted that right now it looks as though when the changes have been implemented, the City will be paying the same or a bit less than they are currently paying for internet and phone, but will have better and faster service in both areas. She added that the City is getting closer to the new City website launch which should happen in a few weeks. She noted that she had her first two-hour training session earlier in the day and would be attending another course likely next week. Mark Hodges, the City's meeting videographer from the LMCC, has also been out taking drone photos of the City for potential website use.

November 14 Legislative Bonding Tour – Moeller stated that Mayor Miner had asked her to pass along some words of encouragement for the Council to attend, if possible, the Tuesday, November 14, 2023 meeting at Excelsior for the House bonding committee presentation at which they will be discussing a Long Lake road reconstruction project for possible inclusion. She committed to posting a quorum notice for that meeting so any and all Council members can attend.

The Stax Project Update – Moeller reported that the first two buildings next door at The Stax project have received their Certificates of Occupancy, and City Hall officially has neighbors there now. The

developer is close to receiving Certificates of Occupancy on two other buildings and installation of landscaping is underway.

Boat Launch Improvements - Mayor Pro-Tempore Dyvik expressed his appreciation to Public Works Director Diercks for improving the ramp situation at the boat launch.

Fall Hydrant Flushing and Street Sweeping - Diercks advised that Public Works staff will begin hydrant flushing sometime in the next few days, and hydrant flushing will continue over the next few weeks. He added that staff had also started street sweeping operations. Mayor Pro-Tempore Dyvik questioned whether people should run their water for a bit when the hydrant flushing starts. Diercks replied that residents can and should go ahead and run their water to let any discoloration dissipate.

Curbside Leaf Pickup Dates – Moeller mentioned that residential curbside leaf pickup dates are scheduled for November 7 and 14.

ADJOURN

Hearing no objection, Mayor Pro-Tempore Dyvik adjourned the meeting by general consent at 7:51 pm.

Respectfully submitted,

Scott Weske
City Administrator



CITY OF
LONG LAKE

City Council Agenda Report

City of Long Lake

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

MEETING DATE / November 6, 2023

SUBJECT: Approve Vendor Claims and Payroll

Prepared By: Amanda Nowezki, Finance Director

Report Date: 11/1/2023

Recommended City Council Action

Staff recommends the following:

Motion to approve vendor claims in the amount of \$133,435.35 and electronic vendor payments in the amount of \$175,700.08 for a total amount of **\$309,135.43**; gross City Employee payroll paid October 19 in the amount of **\$25,870.39** and November 2 in the amount of **\$26,433.26**; and November City Council monthly payroll in the amount of **\$1,300.00**.

Overview / Background

This vendor claims run included the purchase of a 2021 Hyundai wheel loader for \$156,954.00 as approved by City Council on October 17, 2023.

Supporting Information

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



LONG LAKE, MN

11/01/23 1:19 PM

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Section 5C.

***Check Summary Register©**

Checks 69914-69980

Name	Check Date	Check Amt	
10100 GENERAL FUND CASH			
69914	ALEX AIR APPARATUS 2, LLC	10/19/2023	\$1,804.99 Annual Compressor Service/Air Quality Test F
69915	Ancom Communications Inc	10/19/2023	\$280.00 FD Minitor VI VHF Pager Repair - Broken Knob
69916	ASPEN MILLS	10/19/2023	\$14.85 FD Uniforms - Name Tags (S. Gardner)
69917	BIFFS, INC.	10/19/2023	\$530.00 Biff Rental-Hardin Park
69918	BOUND TREE MEDICAL, LLC.	10/19/2023	\$62.58 FD Medical Supplies-Mechanical Tournaquet
69919	CENTERPOINT ENERGY	10/19/2023	\$4.56 Gas Charges - 450 Virginia
69920	CENTRAL LAKES COLLEGE	10/19/2023	\$1,370.00 Firefighter I & II - M. Johnsrud
69921	CITY OF ORONO	10/19/2023	\$249.36 FD2 - Water/Sewer Bill - 3770 Shoreline Dr (08
69922	CITY OF WAYZATA	10/19/2023	\$26,933.50 Police Services - Nov 2023
69923	COLONIAL LIFE	10/19/2023	\$13.06 AD Insurance - Nov 2023
69924	CORE & MAIN LP	10/19/2023	\$8,353.27 Tealwood Fire Hydrant Rebuild
69925	FASTSIGNS	10/19/2023	\$146.89 FD Helmet Tags & Decals/Board Plates
69926	FERGUSON WATERWORKS	10/19/2023	\$1,885.12 Neptune 360 AMR 501-1000
69927	FIRE SAFETY USA, INC.	10/19/2023	\$410.50 FD-Single Gas Disposable 2 Year CO Meter
69928	FIRSTNET (AT&T)	10/19/2023	\$388.70 FD2 WIRELESS SERVICES (08/26/23-09/25/2
69929	GOPHER STATE ONE CALL	10/19/2023	\$99.90 Sept 2023 Locates
69930	GRAINGER	10/19/2023	\$365.30 PW Light Bulbs
69931	HAWKINS INC	10/19/2023	\$40.00 Water Chemicals - Chlorine Cylinder
69932	MIKE HEILAND	10/19/2023	\$49.94 Expense Reimb-FD Coffee Maker
69933	Hennepin County Fire Chief	10/19/2023	\$1,800.00 Blue Card Recertification - Gonsior, Woychick
69934	HENNEPIN CTY INFO. TECH. DE	10/19/2023	\$1,478.34 FD1 Radio Fees-Sept 2023
69935	JEFFERSON FIRE & SAFETY INC	10/19/2023	\$685.73 FD Turn Out Gear - Boots
69936	JLR GARAGE DOOR SERVICE IN	10/19/2023	\$150.00 PW Shop Garage Door 1 Spring Shaft Spocket
69937	LARKIN HOFFMAN	10/19/2023	\$13,982.00 FD CONTRACT DISPUTE W/ORONO - Sept 2
69938	LEAGUE OF MN CITIES	10/19/2023	\$165.81 Workers Comp Deductible - M. Decker
69939	MARTIN MARIETTA MATERIALS	10/19/2023	\$784.52 PW-MV4 Wear Rec Asphalt
69940	MEDIACOM	10/19/2023	\$1,284.36 Internet Services - FD1 (10/07/23-11/06/23)
69941	Metro West Inspection Svcs Inc	10/19/2023	\$2,096.71 Sept 2023 Permits
69942	MILOW ELECTRIC	10/19/2023	\$3,298.00 Add 4 desktop power receptacles to council dai
69943	MN State Fire Chiefs Assn.	10/19/2023	\$390.00 2023 Annual Conference - C. Adams
69944	MN VALLEY TESTING LAB	10/19/2023	\$45.32 Monthly Chlorine Report
69945	NAVARRÉ MINNOCO	10/19/2023	\$223.49 FD FUEL - SEPT 2023
69946	MATTHEW PETERSON	10/19/2023	\$300.00 Refund Utility Overpayment, Act 01-00000067-
69947	RAILROAD MGMT CO III, LLC	10/19/2023	\$775.74 License Fees - Sewer Pipeline Encroachment
69948	ANTHONY REWERTS	10/19/2023	\$113.09 Expense Reimb-Fire Prevention Spray House p
69949	RJ KOOL MIDWEST	10/19/2023	\$921.88 Car Wash Repairs - Install New Touchpad Ass
69950	RUFFRIDGE JOHNSON EQPT	10/19/2023	\$1,036.27 PW ASPHALT ROLLER PARTS
69951	GARY & SHARON SCHWARZE	10/19/2023	\$142.22 Refund Utility Overpayment, Act 01-000000494
69952	MN LIFE INSURANCE CO	10/19/2023	\$21.00 LIFE INS - Nov 2023
69953	SCOTT SPINKS	10/19/2023	\$213.35 Expense Reimb-Fire Prevention Open House S
69954	STONERIDGE COLONY HOA	10/19/2023	\$903.16 Replace damaged mailboxes
69955	SUTTONS ADVANCED CLEANIN	10/19/2023	\$1,293.33 CH Cleaning Services - Oct 2023
69956	TIMESAVER OFF SITE	10/19/2023	\$582.25 9/19 City Council+ Worksession Mtg Minutes
69957	UnitedHealthcare	10/19/2023	\$3,936.75 MEDICAL INS - Nov 2023
69958	WALTS GARAGE	10/19/2023	\$220.97 FD 2013 Tahoe Repairs-Replace Oxygen Sens
69959	WASTE MANAGEMENT- of WIMN	10/19/2023	\$4,006.19 Recycling Services - Oct 2023
69960	WRIGHT-HENNEPIN SECURITY	10/19/2023	\$231.60 Oct 2023 Security-340 Willow Dr
69961	WSB & ASSOCIATES, INC	10/19/2023	\$22,695.90 General Planning; Accessoty Structure, Code
69962	Xcel Energy	10/19/2023	\$7,125.23 Electricity 08/23/23-09/24/23-CH
69963	Xcel Energy	10/19/2023	\$1,844.45 Street Lights - Act #5156925594
69964	Advanced Imaging Solutions	11/1/2023	\$142.00 Copier Contract Maint - Oct 2023
69965	CENTERPOINT ENERGY	11/1/2023	\$20.87 Gas Charges - 25 Apple Glen Rd
69966	COMPASS MINERALS	11/1/2023	\$2,502.00 Annual Snow Salt Contract (25.63 tons)
69967	CONWAY SHIELDS	11/1/2023	\$57.50 FD 4" Helmet Shiels with 2 Panels



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Checks 69914-69980

	Name	Check Date	Check Amt	
69968	CUSTOMIZED FIRE RESCUE TR	11/1/2023	\$1,500.00	FD NFPA 1002 Fire Apparatus-J Seals
69969	DELTA DENTAL	11/1/2023	\$367.77	Dental Insurance - Nov 2023
69970	GONSIOR, RYAN	11/1/2023	\$691.97	Exp Reimb -MN Fire Chiefs Conference Hotel (
69971	HOTSY MINNESOTA	11/1/2023	\$482.59	FD Car Wash Maint/Soap
69972	Kirvida Fire, Inc.	11/1/2023	\$7,484.18	FD1 Engine #11 - Kenworth Pumper; Repair W
69973	MADISON NATIONAL LIFE	11/1/2023	\$114.80	STD Insurance - Nov 2023
69974	MIDLAND NURSEY, INC	11/1/2023	\$110.00	Well House #1-Winterize Lawn Sprinkler Syste
69975	Premium Waters, Inc.	11/1/2023	\$18.90	Bottled Water -Nov 2023
69976	RITEWAY BUSINESS FORMS	11/1/2023	\$278.60	Check Paper - AP
69977	ROLF ERICKSON	11/1/2023	\$2,694.75	Assessor/Cnty Data Fees - Nov 2023
69978	AMANDA STRAKA	11/1/2023	\$628.98	Exp Reimb -MN Fire Chiefs Conference Hotel (
69979	Xcel Energy	11/1/2023	\$36.26	Steet Lights - 1070 W Wayzata Blvd
69980	ZARNOTH BRUSH WORKS INC	11/1/2023	\$554.00	PW Street - Elgin Eagle Poly Cablewrap Broo
	Total Checks		\$133,435.35	



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Checks 69914-69980

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
10100 GENERAL FUND CASH					
69914	10/19/23	ALEX AIR APPARATUS 2, LLC			
E 205-42286-4010		Bldg Maint & Repairs	\$889.13	7434	Annual Compressor Service/Air Quality Test FD2
E 205-42282-4010		Bldg Maint & Repairs	\$915.86	7435	Annual Compressor Service/Air Quality Test FD1
		Total	\$1,804.99		
69915	10/19/23	Ancom Communications Inc			
E 205-42281-3280		Pagers/Radios (Ancom)	\$65.00	117615	FD Minitor V VHF Pager Repair - Will not vibrate
E 205-42285-3280		Pagers/Radios (Ancom)	\$65.00	117615	FD Minitor V VHF Pager Repair - Will not vibrate
E 205-42281-3280		Pagers/Radios (Ancom)	\$75.00	117616	FD Minitor VI VHF Pager Repair - Broken Knob
E 205-42285-3280		Pagers/Radios (Ancom)	\$75.00	117616	FD Minitor VI VHF Pager Repair - Broken Knob
		Total	\$280.00		
69916	10/19/23	ASPEN MILLS			
E 205-42285-2410		Protective Gear/Uniforms	\$14.85	321143	FD Uniforms - Name Tags (S. Gardner)
		Total	\$14.85		
69917	10/19/23	BIFFS, INC.			
E 101-45200-3880		Portable Toilet Rental	\$91.00	W938973	Biff Rental-Holbrook Park
E 101-45200-3880		Portable Toilet Rental	\$91.00	W938974	Biff Rental-Hardin Park
E 101-45200-3880		Portable Toilet Rental	\$257.00	W938975	Biff Rental-Nelson Lakeside Park
E 101-45200-3880		Portable Toilet Rental	\$91.00	W938976	Biff Rental-Dexter Park
		Total	\$530.00		
69918	10/19/23	BOUND TREE MEDICAL, LLC.			
E 205-42285-2190		Medical Supplies	\$62.58	85119243	FD Medical Supplies-Mechanical Tournquet
		Total	\$62.58		
69919	10/19/23	CENTERPOINT ENERGY			
E 101-41940-3830		Natural Gas Expense	\$54.93	80000790651	Gas Charges - 450 Virginia
E 205-42282-3830		Natural Gas Expense	\$85.56	80000790651	Gas Charges - 340 Willow
E 205-42286-3830		Natural Gas Expense	\$29.93	80000790651	Gas Charges - 3770 Shoreline
E 101-41942-3830		Natural Gas Expense	\$129.24	80000790651	Gas Charges - 2145 Daniels
E 602-49450-3830		Natural Gas Expense	\$20.87	80000790651	Gas Charges - 2200 Watertown Rd
E 602-49450-3830		Natural Gas Expense	\$20.87	80000790651	Gas Charges - 250 Lindawood Ln
E 101-45200-3830		Natural Gas Expense	\$19.00	80000790651	Gas Charges - 309 Harrington
E 205-42282-3830		Natural Gas Expense	(\$355.84)	80000790651	Gas Charges - 340 Willow Credit
		Total	\$4.56		
69920	10/19/23	CENTRAL LAKES COLLEGE			
E 205-42285-3350		Education / Conferences	\$1,370.00	868048	Firefighter I & II - M. Johnsrud
		Total	\$1,370.00		
69921	10/19/23	CITY OF ORONO			
E 205-42286-3820		City Utilities (Wat,Sew,Sto)	\$186.96	1737700-00-0 FD2 -	Water/Sewer Bill - 3770 Shoreline Dr (08/30/23-09/27/23)
E 205-42282-3820		City Utilities (Wat,Sew,Sto)	\$62.40	4803400-00-0 FD1 -	Storm Wtr Bill - 340 Willow (08/30/23-09/27/23)
		Total	\$249.36		
69922	10/19/23	CITY OF WAYZATA			



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Checks 69914-69980

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 205-42280-3000		Professional Svcs	\$66.50	101023	Fire Fighter Background Cks -Sept 2023
E 101-42110-3130		Subcontracted Police Svc	\$26,867.00	101923	Police Services - Nov 2023
		Total	\$26,933.50		
69923	10/19/23	COLONIAL LIFE			
G 101-21710		Other Deductions	\$13.06	43698311101	AD Insurance - Nov 2023
		Total	\$13.06		
69924	10/19/23	CORE & MAIN LP			
E 601-49400-2210		Equipment Parts	\$7,429.27	T595511	Tealwood Fire Hydrant Rebuild
E 101-43100-2240		Street Maint Materials	\$924.00	T709029	PW Pot Hole Repair - 50#Bag Cold Patch
		Total	\$8,353.27		
69925	10/19/23	FASTSIGNS			
E 205-42281-2415		Turn Out Gear	\$146.89	100-92723	FD Helmet Tags & Decals/Board Plates
		Total	\$146.89		
69926	10/19/23	FERGUSON WATERWORKS			
E 601-49400-3090		Software Support	\$1,885.12	0515995-2	Neptune 360 AMR 501-1000
		Total	\$1,885.12		
69927	10/19/23	FIRE SAFETY USA, INC.			
E 205-42281-2400		Small Tools and Minor Eq	\$205.25	177597	FD-Single Gas Disposable 2 Year CO Meter
E 205-42285-2400		Small Tools and Minor Eq	\$205.25	177597	FD-Single Gas Disposable 2 Year CO Meter
		Total	\$410.50		
69928	10/19/23	FIRSTNET (AT&T)			
E 205-42285-3235		Cty 800mhz Radio Admin	\$76.46	X10032023	FD2 WIRELESS SERVICES (08/26/23-09/25/23)
E 205-42281-3230		Cell Phones	\$312.24	X10032023	FD WIRELESS SERVICES (08/26/23-09/25/23)
		Total	\$388.70		
69929	10/19/23	GOPHER STATE ONE CALL			
E 601-49400-3855		Gopher One Locates Expe	\$99.90	3090553	Sept 2023 Locates
		Total	\$99.90		
69930	10/19/23	GRAINGER			
E 101-41942-4010		Bldg Maint & Repairs	\$108.20	9860827774	PW Light Bulbs
E 101-41942-3840		Custodial & Waste Remov	\$79.24	9860827774	PW Toilet Paper
E 101-43000-2150		Shop Supplies	\$65.28	9860827774	PW Paper Towels
E 602-49450-2270		Utility Maint Supplies	\$75.50	9860827774	PW Disposable Gloves
E 101-45200-2150		Shop Supplies	\$37.08	9860827774	PW Ear Plugs
		Total	\$365.30		
69931	10/19/23	HAWKINS INC			
E 601-49400-2160		Chemicals and Chem Pro	\$40.00	6602551	Water Chemicals - Chlorine Cylinder
		Total	\$40.00		
69932	10/19/23	MIKE HEILAND			
E 205-42280-4300		Miscellaneous	\$49.94	101123	Expense Reimb-FD Coffee Maker
		Total	\$49.94		
69933	10/19/23	Hennepin County Fire Chief			



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Checks 69914-69980

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 205-42281-3350		Education / Conferences	\$1,350.00	23-027	Blue Card Recertification - Farley, Kanive, Paszkiewicz, Seals, Smiley, Veach
E 205-42285-3350		Education / Conferences	\$450.00	23-027	Blue Card Recertification - Gonsior, Woychick
		Total	\$1,800.00		
69934	10/19/23	HENNEPIN CTY INFO. TECH. DEPT			
E 205-42281-3235		Cty 800mhz Radio Admin	\$931.58	1000213032	FD1 Radio Fees-Sept 2023
E 205-42285-3235		Cty 800mhz Radio Admin	\$465.79	1000213032	FD2 Radio Fees-Sept 2023
E 101-41942-3235		Cty 800mhz Radio Admin	\$80.97	1000213065	PW Radio Fees-Sept 2023
		Total	\$1,478.34		
69935	10/19/23	JEFFERSON FIRE & SAFETY INC			
E 205-42281-2415		Turn Out Gear	\$350.29	IN305179	FD Turn Out Gear - Boots
E 205-42281-2415		Turn Out Gear	\$335.44	IN305416	FD Turn Out Gear - Boots
		Total	\$685.73		
69936	10/19/23	JLR GARAGE DOOR SERVICE INC.			
E 101-41942-4010		Bldg Maint & Repairs	\$150.00	3217	PW Shop Garage Door 1 Spring Shaft Spocket Repair
		Total	\$150.00		
69937	10/19/23	LARKIN HOFFMAN			
E 101-42110-3120		Legal Fees - Civil	\$11,232.00	828335	FD CONTRACT DISPUTE W/ORONO - Sept 2023
E 101-42110-3120		Legal Fees - Civil	\$2,750.00	828335	MEDIATION SERVICES-HANSON ADR. LLC
		Total	\$13,982.00		
69938	10/19/23	LEAGUE OF MN CITIES			
E 101-41500-1510		Workers Comp Insurance	\$165.81	21533	Workers Comp Deductible - M. Decker
		Total	\$165.81		
69939	10/19/23	MARTIN MARIETTA MATERIALS			
E 601-49400-4065		Water Main Break	\$248.34	40597307	PW-MV4 Wear Rec Asphalt
E 601-49400-4065		Water Main Break	\$536.18	40611504	PW-MV4 Wear Rec Asphalt
		Total	\$784.52		
69940	10/19/23	MEDIACOM			
E 205-42282-3275		Internet Access (Mediaco)	\$713.84	092723	Internet Services - FD1 (10/07/23-11/06/23)
E 205-42286-3275		Internet Access (Mediaco)	\$570.52	092723	Internet Services - FD2 (10/07/23-11/06/23)
		Total	\$1,284.36		
69941	10/19/23	Metro West Inspection Svcs Inc			
E 101-42400-3035		Bldg Inspection - Subcontr	\$2,096.71	3861	Sept 2023 Permits
		Total	\$2,096.71		
69942	10/19/23	MILOW ELECTRIC			
E 101-41940-3000		Professional Svcs	\$3,298.00	36217	Add 4 desktop power receptacles to council dais
		Total	\$3,298.00		
69943	10/19/23	MN State Fire Chiefs Assn.			
E 205-42285-3350		Education / Conferences	\$390.00	6276	2023 Annual Conference - C. Adams
		Total	\$390.00		



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Checks 69914-69980

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
69944	10/19/23	MN VALLEY TESTING LAB			
E 601-49400-3825		Water Testing Expense	\$45.32	1220829	Monthly Chlorine Report
		Total	\$45.32		
69945	10/19/23	NAVARRE MINNOCO			
E 205-42285-2120		Motor Fuels	\$223.49	100323	FD FUEL - SEPT 2023
		Total	\$223.49		
69946	10/19/23	MATTHEW PETERSON			
E 601-49400-4320		Utility Overpmts/Uncollect	\$300.00	67-00-6	Refund Utility Overpayment, Act 01-00000067-00-6
		Total	\$300.00		
69947	10/19/23	RAILROAD MGMT CO III, LLC			
E 602-49450-4070		Water/Sewer Easements	\$775.74	491325	License Fees - Sewer Pipeline Encroachment
		Total	\$775.74		
69948	10/19/23	ANTHONY REWERTS			
E 205-42280-2175		Fire Prevention Materials	\$113.09	100823	Expense Reimb-Fire Prevention Spray House paint and repairs
		Total	\$113.09		
69949	10/19/23	RJ KOOL MIDWEST			
E 205-42286-4010		Bldg Maint & Repairs	\$418.10	SO10201665	Car Wash Repairs - Install New Close Switch on Door
E 205-42286-4010		Bldg Maint & Repairs	\$503.78	SO10201693	Car Wash Repairs - Install New Touchpad Assembly
		Total	\$921.88		
69950	10/19/23	RUFFRIDGE JOHNSON EQPT			
E 101-43000-2210		Equipment Parts	\$1,036.27	IA26105	PW ASPHALT ROLLER PARTS
		Total	\$1,036.27		
69951	10/19/23	GARY & SHARON SCHWARZE			
E 601-49400-4320		Utility Overpmts/Uncollect	\$142.22	494-01-3	Refund Utility Overpayment, Act 01-000000494-01-3
		Total	\$142.22		
69952	10/19/23	MN LIFE INSURANCE CO			
E 101-41500-1310		Employer Paid Health	\$9.00	32860033	LIFE INS - Nov 2023
E 205-42280-1310		Employer Paid Health	\$3.00	32860033	LIFE INS - Nov 2023
E 101-43050-1310		Employer Paid Health	\$4.14	32860033	LIFE INS - Nov 2023
E 601-49400-1310		Employer Paid Health	\$1.62	32860033	LIFE INS - Nov 2023
E 602-49450-1310		Employer Paid Health	\$1.62	32860033	LIFE INS - Nov 2023
E 603-43150-1310		Employer Paid Health	\$1.62	32860033	LIFE INS - Nov 2023
		Total	\$21.00		
69953	10/19/23	SCOTT SPINKS			
E 205-42280-2175		Fire Prevention Materials	\$122.63	100923	Expense Reimb-Fire Prevention Open House Supplies
E 205-42280-3310		Travel / Mileage Reimb	\$90.72	100923	Expense Reimb-Fire Prevention Open House Supplies
		Total	\$213.35		



LONG LAKE, MN

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Checks 69914-69980

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
69954	10/19/23	STONERIDGE COLONY HOA			
E 101-43100-4040		Equip Maint & Repair	\$903.16	100423	Replace damaged mailboxes
		Total	\$903.16		
69955	10/19/23	SUTTONS ADVANCED CLEANING SRV			
E 205-42282-3840		Custodial & Waste Remov	\$570.00	6762	FD1 Cleaning Services - Oct 2023
E 205-42286-3840		Custodial & Waste Remov	\$433.33	6763	FD2 Cleaning Services - Oct 2023
E 101-41940-3840		Custodial & Waste Remov	\$290.00	6764	CH Cleaning Services - Oct 2023
		Total	\$1,293.33		
69956	10/19/23	TIMESAVER OFF SITE			
E 101-41500-3000		Professional Srvs	\$310.00	M28584	9/19 City Council+ Worksession Mtg Minutes
E 101-41500-3000		Professional Srvs	\$272.25	M28625	10/3 City Council+ Worksession Mtg Minutes
		Total	\$582.25		
69957	10/19/23	UnitedHealthcare			
E 101-41500-1310		Employer Paid Health	\$564.91	38515884477	MEDICAL INS - Nov 2023
E 101-43050-1310		Employer Paid Health	\$1,311.84	38515884477	MEDICAL INS - Nov 2023
E 601-49400-1310		Employer Paid Health	\$513.33	38515884477	MEDICAL INS - Nov 2023
E 602-49450-1310		Employer Paid Health	\$513.33	38515884477	MEDICAL INS - Nov 2023
E 603-43150-1310		Employer Paid Health	\$513.33	38515884477	MEDICAL INS - Nov 2023
G 101-21706		FlexPlan - Ins Prem	\$520.01	38515884477	MEDICAL INS - Nov 2023
		Total	\$3,936.75		
69958	10/19/23	WALTS GARAGE			
E 205-42281-4030		Light Truck Maint & Repair	\$220.97	20	FD 2013 Tahoe Repairs-Replace Oxygen Sensor and Running Lights
		Total	\$220.97		
69959	10/19/23	WASTE MANAGEMENT- of WIMN			
E 101-45200-3840		Custodial & Waste Remov	\$224.33	100423	Trash/Recycling Services - Oct 2023
E 604-43200-3890		Res Curb Recycling	\$3,538.19	7838621-159	Recycling Services - Oct 2023
E 205-42282-3840		Custodial & Waste Remov	\$122.56	7840004-159	FD1 Trash Services - Oct 2023
E 205-42286-3840		Custodial & Waste Remov	\$121.11	7840013-159	FD2 Trash Services - Oct 2023
		Total	\$4,006.19		
69960	10/19/23	WRIGHT-HENNEPIN SECURITY			
E 101-41940-3000		Professional Srvs	\$57.90	15016899239	Oct 2023 Security-450 Virginia Ave
E 101-41942-3000		Professional Srvs	\$57.90	15016899239	Oct 2023 Security-2145 Daniels St
E 205-42281-3000		Professional Srvs	\$57.90	15016899239	Oct 2023 Security-340 Willow Dr
E 205-42286-3000		Professional Srvs	\$57.90	15016899239	Oct 2023 Security-3770 Shoreline
		Total	\$231.60		
69961	10/19/23	WSB & ASSOCIATES, INC			
G 700-29295		1948 Wayzata (Zvago) 20	\$701.90	R-015781-00	Zvago; Erosion Control Inspection/Mileage
G 700-29326		VirginiaAve/The Stax(Nrth	\$2,749.00	R-017904-00	The Stax; Bank Service Review, Erosion Control Inspection, Paving Wear Course
G 700-29324		Symes(Aava Vetta) Bld:C	\$480.00	R-019417-00	Aava Vetta; Erosion Control SWPPP Compliance Inspection
E 101-41910-3032		General Planning	\$491.25	R-021104-00	General Planning; Accessoty Structure, Code Research, Calls/Emails
G 700-29326		VirginiaAve/The Stax(Nrth	\$65.50	R-021104-00	The Stax; Signage



LONG LAKE, MN

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Checks 69914-69980

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
G 700-29294		Old Long Lake R(Landing	\$425.75	R-021104-00	Landings: Review Approval docs, pre-review plans, emails
G 700-29324		Symes(Aava Vetta) Bld:C	\$65.50	R-021104-00	Aava Vetta; Review of height
G 700-29295		1948 Wayzata (Zvago) 20	\$32.75	R-021104-00	Zvago; Emails
G 700-29326		VirginiaAve/The Stax(Nrth	\$131.00	R-021104-00	The Stax; Signage
G 700-29330		925 W Wayzata(Carlson)2	\$65.50	R-021104-00	Wilds on Wayzata; Emails and Call to Hennepin Cty
E 101-41910-3030		Engineering Fees	\$260.75	R-021427-00	ERP Notice of Violation-Perrys Truck Repair
E 420-43121-3030		Engineering Fees	\$17,227.00	R-021815-00	2023 PMP; Office Survey/Site visits, Weekly Mtgs, Construction Observ, Field Survey Crew, Construction Material Testing, Lab Testing
		Total	\$22,695.90		
69962	10/19/23	Xcel Energy			
E 101-41940-3810		Electricity Expense	\$197.93	847546589	Electricity 08/23/23-09/24/23-CH
E 205-42282-3810		Electricity Expense	\$941.52	847546589	Electricity 08/23/23-09/24/23-FD1
E 205-42286-3810		Electricity Expense	\$326.95	847546589	Electricity 08/23/23-09/24/23-FD2
E 101-41942-3810		Electricity Expense	\$1,165.12	847546589	Electricity 08/23/23-09/24/23-PW
E 101-43100-3815		Street Lighting Maint/Elect	\$296.56	847546589	Electricity 08/23/23-09/24/23-Streets
E 101-45200-3810		Electricity Expense	\$285.78	847546589	Electricity 08/23/23-09/24/23-Parks
E 601-49400-3810		Electricity Expense	\$3,548.70	847546589	Electricity 08/23/23-09/24/23-WTR
E 602-49450-3810		Electricity Expense	\$362.67	847546589	Electricity 08/23/23-09/24/23-SWR
		Total	\$7,125.23		
69963	10/19/23	Xcel Energy			
E 101-43100-3815		Street Lighting Maint/Elect	\$1,844.45	847389954	Street Lights - Act #5156925594
		Total	\$1,844.45		
69964	11/01/23	Advanced Imaging Solutions			
E 101-41500-4135		Copier Maintenance	\$64.00	INV316939	Copier Contract Maint - Oct 2023
E 101-41500-4135		Copier Maintenance	\$78.00	INV316939	Copier Contract Maint - 3RD QTR OVERAGES
		Total	\$142.00		
69965	11/01/23	CENTERPOINT ENERGY			
E 602-49450-3830		Natural Gas Expense	\$20.87	106679608-9	Gas Charges - 25 Apple Glen Rd
		Total	\$20.87		
69966	11/01/23	COMPASS MINERALS			
E 101-43100-2245		Sand / Salt Plowing Materi	\$2,502.00	1236410	Annual Snow Salt Contract (25.63 tons)
		Total	\$2,502.00		
69967	11/01/23	CONWAY SHIELDS			
E 205-42285-2410		Protective Gear/Uniforms	\$57.50	0513183	FD 4" Helmet Shiels with 2 Panels
		Total	\$57.50		
69968	11/01/23	CUSTOMIZED FIRE RESCUE TRAININ			
E 205-42281-3350		Education / Conferences	\$750.00	2353	FD NFPA 1002 Fire Apparatus-J Seals
E 205-42285-3350		Education / Conferences	\$750.00	2353	FD NFPA 1002 Fire Apparatus- T Davis
		Total	\$1,500.00		
69969	11/01/23	DELTA DENTAL			
E 101-41500-1310		Employer Paid Health	\$76.57	RIS00052876	Dental Insurance - Nov 2023



LONG LAKE, MN

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Checks 69914-69980

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 101-43050-1310		Employer Paid Health	\$96.32	RIS00052876	Dental Insurance - Nov 2023
E 601-49400-1310		Employer Paid Health	\$37.68	RIS00052876	Dental Insurance - Nov 2023
E 603-43150-1310		Employer Paid Health	\$37.69	RIS00052876	Dental Insurance - Nov 2023
E 602-49450-1310		Employer Paid Health	\$37.69	RIS00052876	Dental Insurance - Nov 2023
G 101-21706		FlexPlan - Ins Prem	\$32.22	RIS00052876	Dental Insurance - Nov 2023
E 101-43050-1310		Employer Paid Health	\$49.60	RIS00052876	Dental Insurance - Nov 2023
		Total	\$367.77		
69970	11/01/23	GONSIOR, RYAN			
E 205-42285-3350		Education / Conferences	\$487.22	102323	Exp Reimb -MN Fire Chiefs Conference Hotel (R. Gonsior)
E 205-42285-3350		Education / Conferences	\$204.75	102323	Exp Reimb -MN Fire Chiefs Conference Mileagl (R. Gonsior)
		Total	\$691.97		
69971	11/01/23	HOTSY MINNESOTA			
E 205-42281-2150		Shop Supplies	\$482.59	18767	FD Car Wash Maint/Soap
		Total	\$482.59		
69972	11/01/23	Kirvida Fire, Inc.			
E 205-42281-4035		Heavy Truck Maint & Rep	\$2,209.34	103123	FD1 Engine #21 - Pierce Pumper; Replace Tank Fill Valve & Manifold Check Valve
E 205-42281-4035		Heavy Truck Maint & Rep	\$2,743.67	11800	FD1 Engine #11 - Kenworth Pumper; Repair Waterous Pump Primer & Side hose line drain
E 205-42285-4035		Heavy Truck Maint & Rep	\$2,531.17	11822	FD2 Engine #22 - Spartan Pumper; Repair Foam System, Intake pulls vsuum
		Total	\$7,484.18		
69973	11/01/23	MADISON NATIONAL LIFE			
E 101-41500-1310		Employer Paid Health	\$49.20	1587433	STD Insurance - Nov 2023
E 205-42280-1310		Employer Paid Health	\$16.40	1587433	STD Insurance - Nov 2023
E 101-43050-1310		Employer Paid Health	\$22.62	1587433	STD Insurance - Nov 2023
E 601-49400-1310		Employer Paid Health	\$8.86	1587433	STD Insurance - Nov 2023
E 602-49450-1310		Employer Paid Health	\$8.86	1587433	STD Insurance - Nov 2023
E 603-43150-1310		Employer Paid Health	\$8.86	1587433	STD Insurance - Nov 2023
		Total	\$114.80		
69974	11/01/23	MIDLAND NURSEY, INC			
E 601-49400-4010		Bldg Maint & Repairs	\$110.00	203037	Well House #1-Winterize Lawn Sprinkler System
		Total	\$110.00		
69975	11/01/23	Premium Waters, Inc.			
E 101-41500-4145		Bottled Water Service	\$4.32	110123	Bottled Water -Nov 2023
E 101-41500-4145		Bottled Water Service	\$14.58	110123	Bottled Water Delivery - 5 Gal (x3)
		Total	\$18.90		
69976	11/01/23	RITEWAY BUSINESS FORMS			
E 101-41500-2030		Printed Forms	\$278.60	23-32842	Check Paper - AP
		Total	\$278.60		
69977	11/01/23	ROLF ERICKSON			
E 101-41500-3025		Assessor Fees - Subconta	\$2,058.93	102323	Assessor/Cnty Data Fees - Nov 2023



LONG LAKE, MN

***Check Detail Register©**
Checks 69914-69980

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 101-41500-3025		Assessor Fees - Subconta	\$635.82	102323	Henn Cty Tech Fees - Oct-Dec 2023
		Total	\$2,694.75		
69978	11/01/23	AMANDA STRAKA			
E 205-42281-3350		Education / Conferences	\$427.74	102323	Exp Reimb -MN Fire Chiefs Conference Hotel (A Straka)
E 205-42281-3350		Education / Conferences	\$201.24	102323	Exp Reimb -MN Fire Chiefs Conference Mileage (A Straka)
		Total	\$628.98		
69979	11/01/23	Xcel Energy			
E 101-43100-3815		Street Lighting Maint/Elect	\$36.26	850151224	Steet Lights - 1070 W Wayzata Blvd
		Total	\$36.26		
69980	11/01/23	ZARNOTH BRUSH WORKS INC			
E 101-43000-2210		Equipment Parts	\$554.00	0195945-IN	PW Street - Elgin Eagle Poly Cablewrap Broom Refill
		Total	\$554.00		
		10100	\$133,435.35		

Fund Summary

10100 GENERAL FUND CASH

101 GENERAL FUND	\$65,257.11
205 FIRE DEPARTMENT	\$25,350.09
420 PAVEMENT MGMT FUND	\$17,227.00
601 WATER FUND	\$14,946.54
602 SANITARY SEWER FUND	\$1,838.02
603 SURFACE WATER MGMT FUND	\$561.50
604 RECYCLING FUND	\$3,538.19
700 BUILDING PERMIT ESCROWS	\$4,716.90
	<u>\$133,435.35</u>



LONG LAKE, MN

11/01/23 1:05 PM

Section 5C.

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*Check Summary Register©

Checks 2829-2840

Name	Check Date	Check Amt	
10100 GENERAL FUND CASH			
2829e	POSTALIA	10/4/2023	\$500.00 Postage
2830e	CUSTOMER PAYMENT	10/5/2023	\$150.00 RETURNED CK 995241-Act Closed; Harringto
2831e	LAKE COMMUNITY BANK	10/5/2023	\$4.00 Returned Check fee
2832e	IRS - DIRECT DEPOSIT	10/19/2023	\$5,863.94 Federal Tax Withholding
2833e	MN DEPT OF REV-DIRECT DEPO	10/19/2023	\$1,139.30 State Tax Withholding
2834e	MN-CHILD SUPPORT PAYMENT	10/19/2023	\$454.54 MN Child Support
2835e	MSRS-DIRECT DEPOSIT	10/19/2023	\$150.00 Retirement-MSRS
2836e	PERA	10/19/2023	\$3,880.12 PERA
2837e	UNIVERSAL TRUCK SALES	10/19/2023	\$156,954.00 2021 Hyundai HL940AXT Wheel Loader
2838e	HEALTHPTNR-GROUP HLTH WO	10/23/2023	\$70.56 FD EAP-Sept 2023
2839e	SPEEDWAY LLC	10/25/2023	\$2,839.51 Fuel - Oct 2023
2840e	USBANK CREDIT CARD	10/26/2023	\$3,694.11 CC Purchases - Oct 2025
Total Checks			\$175,700.08



LONG LAKE, MN

*Check Detail Register©

Checks 2829-2840

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
10100 GENERAL FUND CASH					
2829 e	10/04/23	POSTALIA			
E 101-41500-3220		Postage	\$200.00		Postage
E 601-49400-3220		Postage	\$150.00		Postage
E 602-49450-3220		Postage	\$150.00		Postage
		Total	\$500.00		
2830 e	10/05/23	CUSTOMER PAYMENT			
E 601-49400-4320		Utility Overpmts/Uncollect	\$150.00		RETURNED CK 995241-Act Closed; Harrington Inv 155 Harrington
		Total	\$150.00		
2831 e	10/05/23	LAKE COMMUNITY BANK			
E 601-49400-4320		Utility Overpmts/Uncollect	\$4.00		Returned Check fee
		Total	\$4.00		
2832 e	10/19/23	IRS - DIRECT DEPOSIT			
G 101-21701		Fed Income Tax w/h	\$2,530.12		Federal Tax Withholding
G 101-21703		Soc Security Tax w/h	\$2,592.54		Federal Tax Withholding
G 101-21709		Medicare Tax w/h	\$741.28		Federal Tax Withholding
		Total	\$5,863.94		
2833 e	10/19/23	MN DEPT OF REV-DIRECT DEPOSIT			
G 101-21702		MN Income Tax w/h	\$1,139.30		State Tax Withholding
		Total	\$1,139.30		
2834 e	10/19/23	MN-CHILD SUPPORT PAYMENT CENTR			
G 101-21711		Child Support	\$454.54		MN Child Support
		Total	\$454.54		
2835 e	10/19/23	MSRS-DIRECT DEPOSIT			
G 101-21705		Other Retirement	\$150.00		Retirement-MSRS
		Total	\$150.00		
2836 e	10/19/23	PERA			
G 101-21704		PERA	\$3,880.12		PERA
		Total	\$3,880.12		
2837 e	10/19/23	UNIVERSAL TRUCK SALES			
E 401-43000-5000		Capital Outlay	\$156,954.00	101723	2021 Hyundai HL940AXT Wheel Loader (Council Approved 10/17/23)
		Total	\$156,954.00		
2838 e	10/23/23	HEALTHPTNR-GROUP HLTH WORKSIT			
E 205-42281-1310		Employer Paid Health	\$47.04	7012020	FD1 EAP-Sept 2023
E 205-42285-1310		Employer Paid Health	\$23.52	7012020	FD2 EAP-Sept 2023
		Total	\$70.56		
2839 e	10/25/23	SPEEDWAY LLC			
E 205-42281-2120		Motor Fuels	\$1,145.46	92665821	FD Fuel - Oct 2023
E 101-43000-2120		Motor Fuels	\$1,694.05	92665821	PW Fuel - Oct 2023



LONG LAKE, MN

*Check Detail Register©

Checks 2829-2840

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
Total				\$2,839.51	
2840 e	10/26/23	USBANK CREDIT CARD			
E 601-49400-4300		Miscellaneous	(\$192.47)	102523	PW-Amazon Prime Business Refund
E 101-43000-2210		Equipment Parts	\$214.80	102523	PW-Ruffridge Johnson; Asphalt Roller Steering Wheel
E 101-43050-4170		Uniforms	\$139.96	102523	PW-Amazon; Work Pants for Sean Dierks
E 101-43000-2400		Small Tools and Minor Eq	\$18.95	102523	PW-Brinkman's Inc; Rollar Trailer Coupler
E 101-45200-2210		Equipment Parts	\$17.46	102523	PW-Ace; Carburetor Kit for Chainsaw
E 101-45200-2230		Bldg & Grnds Maint Suppli	\$18.43	102523	PW-Amazon; Memorial Bench Plague
E 601-49400-2150		Shop Supplies	\$40.14	102523	PW-Amazon; Lockout Tagout Clasps
E 601-49400-4330		Dues and Subscriptions	\$16.27	102523	PW-Amazon; Prime
E 101-43050-4170		Uniforms	\$195.95	102523	PW-Amazon; Work Boots for Sean Dierks
E 101-45200-2230		Bldg & Grnds Maint Suppli	\$237.77	102523	PW-Dog Waste Depot; Bags
E 101-45200-2400		Small Tools and Minor Eq	\$9.99	102523	PW-Dog Waste Depot; Keys
E 101-45200-2210		Equipment Parts	\$0.82	102523	PW-Ace; Memorial Bench Nuts & Bolts
E 101-43050-4170		Uniforms	\$204.94	102523	PW-Runnings; Work Boots for Luke Laakkonen
E 205-42280-4450		Food & Beverage (Mtgs/Tr	\$35.90	102523	FD-Target; Water
E 205-42281-2120		Motor Fuels	\$168.00	102523	FD-Homedepot; 4-Cycle Engine Fuel
E 205-42285-2120		Motor Fuels	\$167.99	102523	FD-Homedepot; 4-Cycle Engine Fuel
E 205-42280-3090		Software Support	\$1.99	102523	FD-Google; 100 GB Drive
E 205-42280-4450		Food & Beverage (Mtgs/Tr	\$13.97	102523	FD-Domino's Pizza
E 205-42280-2175		Fire Prevention Materials	\$353.90	102523	FD-Costco; Food for Fire Prevention Open House
E 205-42280-4330		Dues and Subscriptions	\$16.27	102523	FD-Amazon; Prime Membership Fee
E 205-42282-3840		Custodial & Waste Remov	\$14.45	102523	FD-Amazon; Trash Bags
E 205-42286-3840		Custodial & Waste Remov	\$14.44	102523	FD-Amazon; Trash Bags
E 205-42281-2120		Motor Fuels	\$61.80	102523	FD-Tobies Gas Station; Gas to Duluth Conf.
E 205-42282-3840		Custodial & Waste Remov	\$20.51	102523	FD-Amazon; Paper Towels
E 205-42286-3840		Custodial & Waste Remov	\$20.52	102523	FD-Amazon; Paper Towels
E 205-42285-3350		Education / Conferences	\$730.83	102523	FD-The Inn on the Lake -MN Fire Chiefs Conference Hotel (C Adams)
E 205-42280-3350		Education / Conferences	\$741.60	102523	FD-The Inn on the Lake -MN Fire Chiefs Conference Hotel (Chief M Heiland)
E 101-41500-4450		Food & Beverage (Mtgs/Tr	\$64.94	102523	FD-Carbones; Pizza for Council Mtg Special Closed Session
E 101-41500-4450		Food & Beverage (Mtgs/Tr	\$5.91	102523	FD-Carbones; Soda for Council Mtg Special Closed Session
E 101-41500-3090		Software Support	\$37.00	102523	CH-Google; Company Emails
E 101-41500-3220		Postage	\$19.46	102523	CH-USPS; Certified Mail for Speedway License Renewals
E 101-41500-3090		Software Support	\$45.00	102523	CH-Constant Contact
E 101-41500-2030		Printed Forms	\$133.55	102523	CH-JP Cooke Co; 2024 Dog License
E 101-41940-3210		Telephone	\$68.72	102523	CH-Nextivia; VOIP Phone System
E 101-41942-3210		Telephone	\$34.35	102523	PW-Nextivia; VOIP Phone System
Total				\$3,694.11	
10100				\$175,700.08	



LONG LAKE, MN

*Check Detail Register© Checks 2829-2840

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
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Fund Summary

10100 GENERAL FUND CASH

101 GENERAL FUND	\$14,849.95
205 FIRE DEPARTMENT	\$3,578.19
401 PERMANENT IMP REVOLVING FUND	\$156,954.00
601 WATER FUND	\$167.94
602 SANITARY SEWER FUND	\$150.00
	<hr/>
	\$175,700.08



LONG LAKE, MN

Payroll Summary

Pay Group: 06 City Council

Check Date: 11/2/2023 per. 11

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

941 Deposit

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

Pay Summary

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

Tax Summary

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

Others

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



LONG LAKE, MN

Payroll Summary

Pay Group: 01 Bi-Weekly

Check Date: 10/19/2023 per. 21

Employee	Gross Wage	Federal Gross	State Gross	Federal Tax	State Tax	Local Tax	Social Security	Medicare	Retire	Tax Sheltered	Voluntary	Tips	Reimb.	Net Pay
000000287 DECKER JR, MICHAEL	1,590.00	1,590.00	1,590.00	118.18	80.30		98.58	23.06						1,269.88
000000243 DIERCKS, SEAN	3,851.11	3,601.99	3,601.99	567.53	217.12		238.77	55.84	249.12					2,522.73
000000286 HEILAND, MICHAEL	4,653.39	4,166.94	4,166.94	430.53	224.19			67.47	486.45					3,444.75
000000004 LAAKKONEN, DONALD A	2,836.04	2,301.10	2,301.10	281.34	97.31		160.22	37.47	283.14	251.80				1,724.76
000000271 MENARD, MATTHEW	2,488.39	2,283.64	2,283.64	127.38	114.91		153.40	35.88	190.55	14.20	454.54			1,397.53
000000091 MOELLER, JEANETTE	3,103.45	2,864.42	2,864.42	236.81	123.06		190.10	44.46	201.72	37.31				2,269.99
000000252 NOWEZKI, AMANDA	2,589.37	2,418.52	2,418.52		1.62		160.54	37.55	170.85					2,218.81
000000214 WESKE, SCOTT	4,758.64	4,461.09	4,461.09	768.35	280.79		294.66	68.91	291.47	6.08				3,048.38

941 Deposit

Federal Tax	\$2,530.12
Medicare	\$741.28
Social Security	\$2,592.54
Advanced EIC	None
Total Deposit	\$5,863.94

Pay Summary

Gross	25,870.39
Federal Gross	23,687.70
State Gross	23,687.70
FICA Gross	20,907.61

Tax Summary

Federal Tax	2,530.12
State Tax	1,139.30
Local Tax	
FICA Ded/Ben	1,296.27
Medicare Ded/Ben	370.64

Others

Retirement	1,873.30
Tax-Sheltered	309.39
Voluntary	454.54
Tips	0.00
Reimbursement	0.00
Net Pay (-tips)	17,896.83



LONG LAKE, MN

Payroll Summary

Pay Group: 01 Bi-Weekly
Check Date: 11/2/2023 per. 22

Employee	Gross Wage	Federal Gross	State Gross	Federal Tax	State Tax	Local Tax	Social Security	Medicare	Retire	Tax Sheltered	Voluntary	Tips	Reimb.	Net Pay
000000287 DECKER JR, MICHAEL	1,410.00	1,410.00	1,410.00	96.58	68.06		87.42	20.45						1,137.49
000000243 DIERCKS, SEAN	3,851.11	3,601.99	3,601.99	567.53	217.12		238.77	55.84	249.12					2,522.73
000000286 HEILAND, MICHAEL	4,653.39	4,166.94	4,166.94	430.53	224.19			67.47	486.45					3,444.75
000000004 LAAKKONEN, DONALD A	3,143.25	2,588.34	2,588.34	344.53	116.84		179.27	41.93	303.11	251.80				1,905.77
000000271 MENARD, MATTHEW	2,488.39	2,283.64	2,283.64	127.38	114.91		153.40	35.88	190.55	14.20	454.54			1,397.53
000000091 MOELLER, JEANETTE	3,103.45	2,864.42	2,864.42	236.81	123.06		190.10	44.46	201.72	37.31				2,269.99
000000252 NOWEZKI, AMANDA	3,025.03	2,825.86	2,825.86		166.85		187.55	43.86	199.17					2,427.60
000000214 WESKE, SCOTT	4,758.64	4,461.09	4,461.09	768.35	280.79		294.66	68.91	291.47	6.08				3,048.38

941 Deposit

Federal Tax	\$2,571.71
Medicare	\$757.60
Social Security	\$2,662.34
Advanced EIC	None
Total Deposit	\$5,991.65

Pay Summary

Gross	26,433.26
Federal Gross	24,202.28
State Gross	24,202.28
FICA Gross	21,470.48

Tax Summary

Federal Tax	2,571.71
State Tax	1,311.82
Local Tax	
FICA Ded/Ben	1,331.17
Medicare Ded/Ben	378.80

Others

Retirement	1,921.59
Tax-Sheltered	309.39
Voluntary	454.54
Tips	0.00
Reimbursement	0.00
Net Pay (-tips)	18,154.24



CITY OF
LONG LAKE

City Council Agenda Report

City of Long Lake

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

MEETING DATE / November 6, 2023

SUBJECT: Pay Request No. 1 - 2023 Pavement Management Improvement Project

Prepared By: Brad Reifsteck, City Engineer

Report Date: 10/31/2023

Recommended City Council Action

Motion to authorize payment of Pay Request No. 1 to Valley Paving, Inc. in the Amount of \$219,247.60 for the 2023 Pavement Management Improvement Project.

Overview / Background

Staff recommends the authorization of payment to general contractor Valley Paving, Inc. for work completed through October 13, 2023. Work completed includes mobilization, removals, concrete work, reclamation, milling paving, excavation, restoration, and erosions control. Of the total amount paid to-date, 5% (\$11,539.35) is being withheld until final completion of the project in conformance with the contract specifications. Additional partial payments will be brought forward in accordance with the project specifications as the project progresses.

Pay Request No. 1 signed by both the contractor and the WSB’s onsite construction observer is attached to this report for your review.

Staff recommends approval of Pay Request No. 1 to Valley Paving Inc. in the amount of \$219,247.60.

Supporting Information

- Letter from City Engineer Brad Reifsteck, WSB
- October 13, 2023, Valley Paving Inc. Pay Request No. 1



October 31, 2023

Scott Weske
City Administrator
City of Long Lake
450 Virginia Avenue, P.O. Box 606
Long Lake, MN 55356

Re: 2023 Pavement Improvement Project
WSB Project No. R-021815-000

Dear Mr. Weske:

Please find enclosed Construction Pay Request No. 1 in the amount of \$219,247.60 for the above-referenced project. The quantities completed to date have been reviewed and agreed upon by the contractor, and we hereby recommend that the City of Long Lake approve Construction Pay Request No. 1 in the amount of \$219,247.60 to Valley Paving, Inc. Once processed, please keep one copy for your records and return two copies to our office, one for the contractor and one for our files.

If you have any questions or comments regarding the enclosed, please contact me at (612) 214-7053.

Sincerely,

WSB

A handwritten signature in black ink that reads "Brad Reifsteck". The signature is written in a cursive style.

Brad Reifsteck, PE
City Engineer

701 XENIA AVENUE S | SUITE 300 | MINNEAPOLIS, MN | 55416 | 763.541.4800 | WSBENG.COM

2023 Pavement Rehabilitation Project

Pay Voucher 1

Client: City of Long Lake 450 Virginia Avenue, PO Box 606 Long Lake, MN 55356-0606	Contractor: Valley Paving - Shakopee 8800 13th Ave. East Shakopee, MN 55379
---	--

WSB Project No.: 021815-000
Client Project No.:
State Project No.:
Federal Project No.:

Contract Amount		Funds Encumbered	
Original Contract	\$236,834.92	Original	\$236,834.92
Contract Changes	\$0.00	Additional	N/A
Revised Contract	\$236,834.92	Total	\$236,834.92

Work Certified To Date	
Base Bid Items	\$230,786.95
Contract Changes	\$0.00
Material On Hand	\$0.00
Total	\$230,786.95

Work Certified This Voucher	Work Certified To Date	Less Amount Retained	Less Previous Payments	Amount Paid This Voucher	Total Amount Paid To Date
\$230,786.95	\$230,786.95	\$11,539.35	\$0.00	\$219,247.60	\$219,247.60
Percent Retained: 5%			Percent Complete: 97.45%		

This is to certify that the items of work shown in this Pay Voucher have been actually furnished for the work comprising the above-mentioned project in accordance with the plans and specifications heretofore approved.

Approved By WSB

Approved By Valley Paving - Shakopee


Signature


Signature

October 13, 2023
Date

10-16-2023
Date

Approved By City of Long Lake

Signature

Date

2023 Pavement Rehabilitation
Project

Pay Voucher 1

Payment Summary				
No.	Up Through Date	Work Certified Per Voucher	Amount Retained Per Voucher	Amount Paid Per Voucher
1	10/13/23	\$230,786.95	\$11,539.35	\$219,247.60

Funding Category Name	Work Certified To Date	Less Amount Retained	Less Previous Payments	Amount Paid This Voucher	Total Amount Paid To Date
Local Funding	\$230,786.95	\$11,539.35	\$0.00	\$219,247.60	\$219,247.60

Accounting Number	Funding Source	Amount Paid This Voucher	Revised Contract Amount	Funds Encumbered To Date	Paid Contractor To Date
Local Funding	Local	\$219,247.60	\$236,834.92	\$236,834.92	\$219,247.60

Contract Item Status									
Line No.	Item	Description	Unit	Unit Price	Contract Quantity	Quantity This Voucher	Amount This Voucher	Quantity To Date	Amount To Date
1	2021.501	MOBILIZATION	LS	\$14,000.00	1	1	\$14,000.00	1	\$14,000.00
2	2101.502	CLEARING	EACH	\$602.93	2	2	\$1,205.86	2	\$1,205.86
3	2101.502	GRUBBING	EACH	\$401.95	2	2	\$803.90	2	\$803.90
4	2104.502	REMOVE CASTING	EACH	\$132.38	3	3	\$397.14	3	\$397.14
5	2104.502	SALVAGE SIGN	EACH	\$42.40	13	13	\$551.20	13	\$551.20
6	2104.503	SAWING BIT PAVEMENT (FULL DEPTH)	L F	\$2.07	150	194	\$401.58	194	\$401.58
7	2104.503	SALVAGE FENCE	L F	\$11.41	293	181.5	\$2,070.92	181.5	\$2,070.92
8	2104.503	REMOVE AND REPLACE CURB AND GUTTER	L F	\$47.70	260	399	\$19,032.30	399	\$19,032.30
9	2104.504	REMOVE CONCRETE DRIVEWAY PAVEMENT	S Y	\$21.20	20	24	\$508.80	24	\$508.80
10	2104.504	REMOVE BITUMINOUS DRIVEWAY PAVEMENT	S Y	\$6.75	132	134	\$904.50	134	\$904.50
11	2105.533	SALVAGE RECLAIMED AGGREGATE (CV) PLACED	C Y	\$31.07	38	78	\$2,423.46	78	\$2,423.46
12	2106.507	EXCAVATION - COMMON	C Y	\$29.15	65	104	\$3,031.60	104	\$3,031.60
13	2123.610	STREET SWEEPER (WITH PICKUP BROOM)	HOURL	\$215.26	10	10	\$2,152.60	10	\$2,152.60
14	2130.523	WATER	MGAL	\$106.00	14	0	\$0.00	0	\$0.00
15	2211.507	AGGREGATE BASE (CV) CLASS 5	C Y	\$0.02	25	0	\$0.00	0	\$0.00
16	2215.504	FULL DEPTH RECLAMATION	S Y	\$4.57	3251	3251	\$14,857.07	3251	\$14,857.07
17	2232.504	MILL BITUMINOUS SURFACE (1.5")	S Y	\$2.03	1565	1801	\$3,656.03	1801	\$3,656.03

2023 Pavement Rehabilitation
Project

Pay Voucher 1

Contract Item Status									
Line No.	Item	Description	Unit	Unit Price	Contract Quantity	Quantity This Voucher	Amount This Voucher	Quantity To Date	Amount To Date
18	2232.604	MILL BITUMINOUS PAVEMENT (SPECIAL)	S Y	\$2.98	485	485	\$1,445.30	485	\$1,445.30
19	2331.603	JOINT ADHESIVE	L F	\$0.77	2950	2770	\$2,132.90	2770	\$2,132.90
20	2360.504	TYPE SP 9.5 WEAR CRS MIX (2,B) 3.0" THICK	S Y	\$32.66	132	108	\$3,527.28	108	\$3,527.28
21	2360.509	TYPE SP 9.5 WEARING COURSE MIX (2,B)	TON	\$86.55	656	657.2	\$56,880.66	657.2	\$56,880.66
22	2360.509	TYPE SP 12.5 WEARING COURSE MIX (2,B)	TON	\$84.49	337	421	\$35,570.29	421	\$35,570.29
23	2504.602	ADJUST GATE VALVE & BOX	EACH	\$641.33	3	4	\$2,565.32	4	\$2,565.32
24	2506.502	CASTING ASSEMBLY	EACH	\$1,423.02	3	3	\$4,269.06	3	\$4,269.06
25	2506.502	ADJUST FRAME & RING CASTING	EACH	\$1,057.50	7	5	\$5,287.50	5	\$5,287.50
26	2521.518	6" CONCRETE WALK	S F	\$11.89	520	543	\$6,456.27	543	\$6,456.27
27	2521.518	6" CONCRETE WALK SPECIAL	S F	\$10.07	170	109	\$1,097.63	109	\$1,097.63
28	2531.503	CONCRETE CURB & GUTTER DESIGN B618	L F	\$42.40	344	400	\$16,960.00	400	\$16,960.00
29	2531.504	7" CONCRETE DRIVEWAY PAVEMENT	S Y	\$103.27	20	21	\$2,168.67	21	\$2,168.67
30	2557.602	FENCE POST SPECIAL	EACH	\$44.21	4	0	\$0.00	0	\$0.00
31	2557.603	SPLIT RAIL FENCE	L F	\$4.13	60	0	\$0.00	0	\$0.00
32	2563.601	TRAFFIC CONTROL	LS	\$2,544.00	1	1	\$2,544.00	1	\$2,544.00
33	2564.502	INSTALL SIGN	EACH	\$159.00	13	0	\$0.00	0	\$0.00
34	2571.502	CONIFEROUS TREE 6' HT B&B	EACH	\$630.70	4	0	\$0.00	0	\$0.00
35	2572.510	PRUNE TREES	HOUR	\$199.28	4	0	\$0.00	0	\$0.00
36	2573.502	STORM DRAIN INLET PROTECTION	EACH	\$147.72	8	2	\$295.44	2	\$295.44
37	2573.503	SILT FENCE, TYPE MS	L F	\$5.30	140	0	\$0.00	0	\$0.00
38	2573.503	SEDIMENT CONTROL LOG TYPE WOOD FIBER	L F	\$3.71	280	120	\$445.20	120	\$445.20
39	2574.507	COMMON TOPSOIL BORROW	C Y	\$133.28	23	16	\$2,132.48	16	\$2,132.48
40	2574.508	FERTILIZER TYPE 3	LB	\$2.12	14	0	\$0.00	0	\$0.00
41	2575.504	ROLLED EROSION PREVENTION CATEGORY 25	S Y	\$3.18	201	0	\$0.00	0	\$0.00

2023 Pavement Rehabilitation Project

Pay Voucher 1

Contract Item Status									
Line No.	Item	Description	Unit	Unit Price	Contract Quantity	Quantity This Voucher	Amount This Voucher	Quantity To Date	Amount To Date
42	2575.508	SEED MIXTURE 25-151	LB	\$6.36	5	0	\$0.00	0	\$0.00
43	2575.508	HYDRAULIC MULCH MATRIX	LB	\$5.30	80	0	\$0.00	0	\$0.00
44	2575.523	WATER	MGAL	\$106.00	5	0	\$0.00	0	\$0.00
45	2582.503	4" SOLID LINE MULTI COMP	L F	\$2.12	1425	0	\$0.00	0	\$0.00
46	2582.503	4" DBLE SOLID LINE MULTI COMP	L F	\$2.65	75	0	\$0.00	0	\$0.00
47	2582.518	PAVT MSSG MULTI COMP	S F	\$31.80	10	0	\$0.00	0	\$0.00
48	2104.601	SALVAGE AND REINSTALL LANDSCAPE STRUCTURES	L S	\$5,000.00	1	0	\$0.00	0	\$0.00
49	2021.501	MOBILIZATION	LS	\$2,000.00	1	1	\$2,000.00	1	\$2,000.00
50	2104.504	REMOVE BITUMINOUS PAVEMENT	S Y	\$11.16	370	370	\$4,129.20	370	\$4,129.20
51	2105.533	SALVAGE RECLAIMED AGGREGATE (CV) PLACED	C Y	\$76.23	25	25	\$1,905.75	25	\$1,905.75
52	2106.507	EXCAVATION - COMMON	C Y	\$57.57	12	12	\$690.84	12	\$690.84
53	2360.504	TYPE SP 9.5 WEAR CRS MIX(3,C)2.5" THICK	S Y	\$26.76	370	370	\$9,901.20	370	\$9,901.20
54	2573.503	SILT FENCE, TYPE MS	LF	\$5.30	592	450	\$2,385.00	450	\$2,385.00
Bid Totals:							\$230,786.95		\$230,786.95

Project Category Totals			Amount This Voucher	Amount To Date
Category				
A. STREET IMPROVEMENTS			\$209,774.96	\$209,774.96
B. PROVISIONAL ITEM			\$0.00	\$0.00
C. ALTERNATE 1 - LAKE TRAIL IMPROVEMENTS			\$21,011.99	\$21,011.99

Contract Change Item Status											
CC	CC No.	Line No.	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Voucher	Amount This Voucher	Quantity To Date	Amount To Date
Contract Change Totals:											

Contract Change Totals				
No.	Contract Change	Description	Amount This Voucher	Amount To Date

2023 Pavement Rehabilitation
Project

Pay Voucher 1

Material On Hand Additions					
Line No.	Item	Description	Date	Added	Comments

Material On Hand Balance						
Line No.	Item	Description	Date	Added	Used	Remaining



CITY OF
LONG LAKE

City Council Agenda Report

City of Long Lake

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

MEETING DATE / November 6, 2023

SUBJECT: Proposal for 2024 Pavement Management Improvement Project

Prepared By: Brad Reifsteck, City Engineer **Report Date:** 11/02/2023

Recommended City Council Action

Motion to approve a Professional Service Agreement (PSA) with WSB for the 2024 Pavement Management Improvement Project.

Overview / Background

Staff has identified the following streets for improvements as part of the 2024 Pavement Management Improvement Project:

- Lindawood Lane
- Lakeview Avenue
- Central Avenue
- Upper Lea Lane

The streets were identified because the conditions of the existing utilities are in good shape but the pavement needs reconditioning. Also, there are known drainage issues along these streets that need to be addressed. The attached PSA defines the scope of work in detail and includes geotechnical investigations, topographic survey, pavement design, drainage recommendations and construction services.

This project is an opportunity for franchise fees to be used. The construction costs for the project are estimated at \$383,023. WSB fees for design and construction services are \$72,055, which is approximately nineteen (19%) of the estimated construction costs mentioned above.

Supporting Information

- Professional Service Agreement (PSA)
- Project Location Map
- Opinion of Probable Costs



November 1, 2023

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

Re: Proposal for Professional Services
2024 Pavement Management Improvement Project

Dear Mr. Weske:

WSB is pleased to provide you with our proposal for design and construction services for the 2024 Pavement Management Improvement Project.

WSB will work with their pavement forensics team to collect information regarding the existing pavement and gravel sections of each roadway to help determine the best remedy for pavement rehabilitation. For now, the rehabilitation techniques proposed to be employed for the 2024 Pavement Management Improvement Project include full depth reclamation (FDR).

WSB will work with City Public Works staff to determine any significant utility or drainage issues, including curb replacement, are addressed during the design process to ensure good quantities and cost estimates are included with the plans and specifications. WSB will seek authorization from the City Council to bid the project once the plans are completed and final costs are estimated. If there are any unknowns discovered during the design process with significant cost implication, they will be shared and discussed with Council prior to getting authorization to bid the project.

WSB's initial opinion of probable construction cost is \$383,023. This includes an assumed ten percent construction contingency. Engineering fees as stated below are estimated at \$72,055 and are nineteen percent (19%) of the opinion of probable construction costs mentioned above. Funding will be provided by available city street maintenance franchise fees.

SCOPE OF SERVICES

Task 1 - Design:

WSB will prepare construction documents (plans and specifications) for use in soliciting bids and construction of the proposed project improvements.

- 1 . 1** The plans and specifications are to be prepared in the general format used by the City of Long Lake and are anticipated to include the following:

Plans: Title Sheet
Statement of Estimated Quantities
Typical Section
Street Construction

Specifications: Project Bid Form
Contractor Requirements
Contract for Construction

Insurance Requirements
Performance and Payment Bonds
Special Provisions

Plans will be transmitted to the city for review at approximately 90% completion stage of production for staff comments.

- 1 . 2 Preparation of contract pay items, estimation of bid quantities, and preparation of an engineer’s opinion of probable construction cost for review by the City.
- 1 . 3 Pavement forensics to determine existing pavement thicknesses and rehabilitation methods.
- 1.4 Topographic survey of the pavement edges, roadway centerline and ditches as required.
- 1 . 5 Coordinate the project advertisement for bids, including addressing questions from contractors, preparation of any necessary addendums, evaluation and tabulation of bids, preparation of bid results letter for consideration of award of the contract, and presentation of the bid results to the City Council. Following a successful award of contract, WSB will prepare a notice of award.

Task 2 – Construction Services:

WSB will provide construction services for the construction phase of the project. Construction services generally consist of construction administration, staking and observation of the work done by the Contractor, material testing, preparation of payment vouchers, documentation and reporting of the construction process, progress meetings, preparation of record plans, and executing project close-out.

The construction services fee is dependent upon the construction timelines and the level of on-site representation necessary for the completion of the work. For the purpose of this proposal, we have based our estimate of construction services on four weeks of full-time (50 hours) on-site construction representation.

PROPOSED SCHEDULE

We are available to start the design immediately upon your approval. WSB proposes the following work schedule:

Approve Professional Services Agreement	November 6, 2023
Approve Plans and Specifications	January 16, 2024
Bid Opening	February 20, 2024
Award Contract	March 5, 2024
Begin Construction	May/June 2024
Complete Construction	August/September 2024

PROPOSED FEE

We are proposing to complete the work on a cost-reimbursable basis in accordance with our 2024 fee schedule. Design is a not-to-exceed fee without prior Council authorization.

Construction services is an estimated fee based on the anticipated hours required for administering and observing construction and is dependent on the contractor's ability to complete the work on schedule.

Estimated fees for design and construction services are itemized below:

Task	Description	Fee	
1	Design	\$	37,064
2	Construction Services	\$	34,991
Total Proposed Fee		\$	72,055

We will review our progress monthly and will not exceed the amounts indicated without prior Council approval should the scope of the project change or the construction schedule be extended beyond six weeks.

If you agree with the terms of this proposal, please contact me, and WSB will draft contract documents for the project for the City's execution. WSB will start upon work as proposed immediately upon receipt of a signed contract.

We appreciate the opportunity to provide you with this proposal and we are looking forward to working with you and your staff toward the completion of this project. Please do not hesitate to contact me if you have any questions.

Sincerely,

WSB



Brad Reifsteck, PE
Sr. Project Manager



Monica Heil, PE
Vice President of Municipal Services

Attachments – WSB Fee Estimate, Opinion of Probable Cost, Preliminary Improvement Map

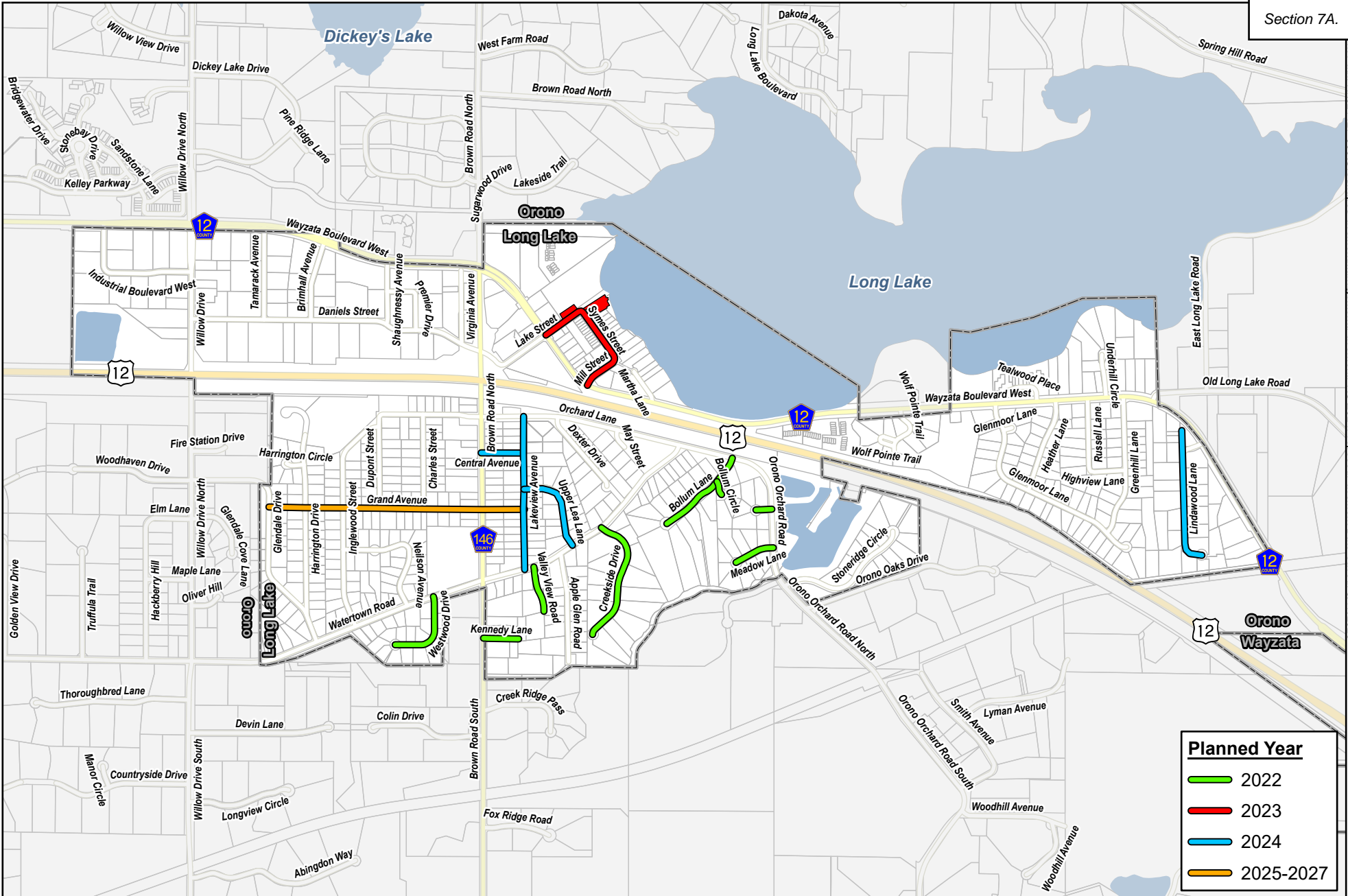


**Estimate of Fee
City of Long Lake
Professional Engineering Services
2024 Pavement Management Improvement Project**



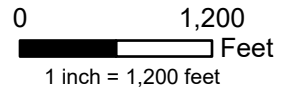
Task	Description	Labor Category and Estimated Hours Per Task						Total Hours	Cost
		City Engineer	Project Manager / Design Engineer	Graduate Engineer	Survey Crew	Administrative Assistant	Construction Specialist		
		<i>Brad Reifsteck</i>	<i>TBD</i>	<i>TBD</i>	<i>2-person</i>	<i>Sue Buckley</i>	<i>TBD</i>		
1	Final Design								
1.1	Project Management	1	8				9	\$1,407.00	
1.2	Meetings with City (1)	1	4				5	\$807.00	
1.3	Topographic Survey				16		16	\$3,344.00	
1.4	Design		16	128			144	\$19,808.00	
1.5	Specifications		8			8	16	\$2,320.00	
1.6	Engineer's Opinion of Probable Cost		8	8			16	\$2,288.00	
1.7	Bidding	1	2	2		4	9	\$1,339.00	
1.8	QA / QC	1	6			8	15	\$2,251.00	
Task 1 Total Estimated Hours and Fee		4	52	138	16	12	8	230	\$33,564.00
2	Construction Services								
2.1	Project Management	2	8				10	\$1,614.00	
2.2	Meetings (2)	2	4	4		4	14	\$2,130.00	
2.3	Construction Observation*					150	150	\$21,450.00	
2.4	Pay Vouchers (3)		4			2	6	\$880.00	
2.5	Construction Staking				8		8	\$1,672.00	
2.6	Project Closeout	1	6			2	6	\$2,245.00	
Task 2 Total Estimated Hours and Fee		5	22	4	8	4	160	203	\$29,991.00
Total Estimated Hours		9	74	142	24	16	168	433	
Hourly Billing Rate		207.00	150.00	136.00	209.00	140.00	143.00		
Total Fee by Labor Classification (hourly not to exceed)		\$1,863.00	\$11,100.00	\$19,312.00	\$5,016.00	\$2,240.00	\$24,024.00		\$63,555.00
Pavement Forensics (hourly not to exceed)									\$3,500.00
Material Testing (hourly not to exceed)									\$5,000.00
TOTAL PROPOSED FEE									\$72,055.00

*Construction observation assumes the following schedule: three weeks of 50-hours per week inspection. upon the Contractor's ability to complete the work on schedule.



Proposed Pavement Management Plan

City of Long Lake, Minnesota



OPINION OF PROBABLE COST

WSB Project: 2024 PAVEMENT IMPROVEMENT PROJECT
 Project Location: CITY OF LONG LAKES, MN
 City Project No.:
 WSB Project No:

Design By: JAG
 Checked By: bar
 Date: 10/31/2023

Item No.	MnDOT Specification No.	Description	Unit	Estimated Total Quantity	Estimated Unit Price	Estimated Total Cost
STREET IMPROVEMENTS						
1	2021.501	MOBILIZATION	LS	1	\$ 16,600.00	\$ 16,600.00
2	2104.502	SALVAGE SIGN	EACH	10	\$ 250.00	\$ 2,500.00
3	2104.502	REMOVE CASTING	EACH	12	\$ 500.00	\$ 6,000.00
4	2104.503	SAWING BIT PAVEMENT (FULL DEPTH)	L F	414	\$ 6.00	\$ 2,484.00
5	2104.503	REMOVE CURB & GUTTER	L F	460	\$ 15.00	\$ 6,900.00
6	2104.504	REMOVE BITUMINOUS DRIVEWAY PAVEMENT	S Y	264	\$ 50.00	\$ 13,200.00
7	2104.601	SALVAGE AND REINSTALL LANDSCAPE STRUCTURES	L S	1	\$ 5,000.00	\$ 5,000.00
8	2105.507	EXCAVATION - COMMON	C Y	155	\$ 60.00	\$ 9,300.00
9	2105.607	SALVAGE RECLAIMED AGGREGATE (CV) PLACED	C Y	80	\$ 20.00	\$ 1,600.00
10	2112.519	SUBGRADE PREPARATION	RDST	40.0	\$ 400.00	\$ 16,000.00
11	2123.610	STREET SWEEPER (WITH PICKUP BROOM)	HOUR	27	\$ 250.00	\$ 6,750.00
12	2130.523	WATER	MGAL	45	\$ 50.00	\$ 2,250.00
13	2211.507	AGGREGATE BASE (CV) CLASS 5	C Y	85	\$ 70.00	\$ 5,950.00
14	2215.504	FULL DEPTH RECLAMATION	S Y	13554	\$ 5.50	\$ 74,547.00
15	2360.504	TYPE SP 9.5 WEAR CRS MIX(2,B) 3.0" THICK	S Y	264	\$ 60.00	\$ 15,840.00
16	2360.509	TYPE SP 9.5 WEARING COURSE MIX(2,B)	TON	1053	\$ 100.00	\$ 105,300.00
17	2504.602	ADJUST GATE VALVE	EACH	12	\$ 300.00	\$ 3,600.00
18	2506.502	CASTING ASSEMBLY	EACH	4	\$ 1,250.00	\$ 5,000.00
19	2506.502	ADJUST CASTING ASSEMBLY	EACH	8	\$ 500.00	\$ 4,000.00
20	2531.503	CONCRETE CURB & GUTTER DESIGN B612	L F	460	\$ 35.00	\$ 16,100.00
21	2563.601	TRAFFIC CONTROL	LS	1	\$ 2,000.00	\$ 2,000.00
22	2564.502	INSTALL SIGN	EACH	10	\$ 150.00	\$ 1,500.00
23	2573.502	STORM DRAIN INLET PROTECTION	EACH	16	\$ 200.00	\$ 3,200.00
24	2573.503	SILT FENCE; TYPE MS	L F	400	\$ 5.00	\$ 2,000.00
25	2573.503	SEDIMENT CONTROL LOG TYPE WOOD FIBER	L F	800	\$ 4.50	\$ 3,600.00
26	2574.507	COMMON TOPSOIL BORROW	C Y	72	\$ 90.00	\$ 6,480.00
27	2574.508	FERTILIZER TYPE 3	LB	33	\$ 5.00	\$ 165.00
28	2575.504	ROLLED EROSION PREVENTION CATEGORY 25	S Y	600	\$ 15.00	\$ 9,000.00
29	2575.508	SEED MIXTURE 25-151	LB	17	\$ 25.00	\$ 425.00
30	2575.508	HYDRAULIC MULCH MATRIX	LB	231	\$ 2.00	\$ 462.00
31	2575.523	WATER	MGAL	9	\$ 50.00	\$ 450.00
CONSTRUCTION TOTAL						\$ 348,203.00
CONTINGENCY TOTAL (10%)						\$ 34,820.30
SCHEDULE A TOTAL						\$ 383,023.30



CITY OF
LONG LAKE

City Council Agenda Report

City of Long Lake

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

MEETING DATE / November 6, 2023

SUBJECT: Approve Proposal by Telemetry & Process Controls Inc. (TPC) for Water Distribution System Upgrades

Prepared By: Sean Diercks, Public Works Director

Report Date: 11/1/2023

Recommended City Council Action

Staff recommends the following:

Motion to approve the proposal from Telemetry & Process Controls Inc. (TPC) of Oakdale, Minnesota to retrofit the City of Long Lake's existing obsolete water tower level responsive automatic well pump's radio telemetry control, monitoring, alarm system with new remote login and control equipped with Allen-Bradley programmable logic controls (PLCs) and operator interface terminal (OITs) as quoted for \$54,409.

Overview / Background

The existing well houses and water tower PLC, OIT, and radio controls for the drinking water production and distribution system that were installed in 2002 during the Highway 12 bypass MnDOT project have become obsolete. The majority of this equipment was developed and produced in the mid to late 1990's so the equipment that was purchased at that time had already been out a few years. In other words, this equipment could be reaching close to 30 years old. The current equipment has served the City for many years without too much trouble - in fact, it can be said that it performed beyond expectations. The vendor that installed the equipment back 2002 and has pretty much performed any required service work to the system is Telemetry & Process Controls Inc. (TPC).

The department is recommending that we stay with TPC as the vendor for this retrofitting due to the fact that they were the initial installers of the existing system and are very familiar with it, and have maintained all the existing and the future schematics that will be required to do the project. Not to mention that the existing equipment that TPC initially supplied has lasted for nearly 30 years out to obsolescence.

If the existing controls were to experience any type of failure in the near or distant future, the replacement parts are no longer available which could leave us in a reactive situation for repairs. That is not a comfortable situation to be facing when operating a drinking water system. The department would rather like to see implementing a proactive approach to this issue.

The retrofitting upgrade proposal also includes the ability of access, monitoring, and remotely controlling with a computer log in. This new technical feature will allow operators to remote access to monitor and perform remote operational control functions from any computer.

During preliminary budget discussion that was held in September 2023, it was discussed that staff would work towards facilitating this project to completion in the early months of 2024. As it sits, as of today, TPC is prepared to order the equipment needed as soon as the City Council gives approval to move forward. The

equipment should sometime arrive in December/January with completion by the end of January 2024. All invoicing would be due upon completion.

Supporting Information

- Water Distribution Radio Telemetry Control System PLC, OIT, and 900 MHz Radio Retrofit, Proposal #231101KR



November 1, 2023

City of Long Lake Public Works Department
2145 Daniels Street
Long Lake, MN 55356

Attention: Sean Diercks – Director
cell: 612/237-9520
sdiercks@longlakemn.gov

Thank you for the opportunity to provide this proposal for us to retrofit the City of Long Lake's existing water tower level responsive automatic well pump's radio telemetry control, monitoring, alarm system and remote login with new Allen-Bradley (A-B) programmable logic controllers (PLCs) and operator interface terminal (OITs).

**Water Distribution Radio Telemetry Control System
PLC & OIT Update
Proposal # 231101KR
Reference TPC order #22112**

System Update Materials

The **WATER TOWER** Telemetry Panel Component Replacement include:

- An A-B MicroLogix PLC to replace Existing PLC
- Analog Input, 4channel module
- C-more 10" Color Touchscreen OIT
- Radio, 900MHz radio to replace Existing Radio
- Ethernet switch, 5-port, unmanaged with cables to connect the switch to the PLC, OIT & Radio

The **WELL HOUSE #1** Telemetry & Pump Control Panel replacement components include:

- An A-B MicroLogix PLC to replace Existing PLC
- C-More 10" Color Touchscreen OIT to replace existing Interface
- Radio, 900MHz radio to replace Existing Radio
- An Industrial Ethernet switch, 5-port, unmanaged, with cables, to connect the switch to the PLC, OIT & Radio

The **WELL HOUSE #2** Telemetry, Pump Control, Monitoring & Alarm Panel replacement components include:

- An A-B MicroLogix PLC to replace Existing PLC
- C-More 10" Color Touchscreen OIT to replace existing Interface
- An OIT adapter mounting plate
- Radio, 900MHz radio to replace Existing Radio
- An Industrial Ethernet switch, 5-port, unmanaged, with cables, to connect the switch to the PLC & OIT

The **Master @ Public Works Building** Telemetry, Monitoring & Alarm Panel components include:

- Enclosure, 24x24x8 with back-panel
- Power Supply
- An A-B MicroLogix 1400 PLC
- C-More 10" Color Touchscreen OIT
- Radio, 900MHz radio to replace Existing Radio
- An Industrial VPN Router/Ethernet switch, unmanaged, with cables, to connect the switch to the PLC & OIT
- Uninterruptible Power Supply
- GFCI Receptacle

TPC System Update Services

To include:

Quantity / Description

- 1 Lot of TPC "In-House" CAD schematic engineering documentation of the new PLCs & OITs, PLC/OIT set-up, programming, configuration & test services
- 1 Lot of TPC tech travel time and "On-Site" services (remove existing PLCs & OITs, install, start-up, test, commission and provide OIT navigation operator instruction)
- 1 Lot of TPC service tech travel expenses, including vehicle roundtrip mileage (TPC / City of Long Lake)
- 1 Lot of TPC Move Auto Dialer Alarming to the Master at Public Works
- 1 Lot of all existing Antenna's to be adjusted to the New Master at Public Works where Omni to be mounted with assistance of Public Works
- 1 Lot of TPC add C-More APP for access to Master Interface

The total price for the materials and services, as described herein is \$54,409.00 net to the City of Long Lake, MN, freight allowed to the jobsite.

Following your review, let us know if you have any questions.

If you would like to place an order for this proposed system update, please return a signed and dated copy of this page via e-mail to krimer@tpcusa.com or fax (651-430-0783) to my attention.

Sincerely,
Kenneth Rimer

Accepted by:

The proposal and terms & conditions herein are acknowledged and accepted:

Name/Title

Date

Authorized Signature

Purchase Order No.

Terms and Conditions

ACCEPTANCE: This proposal is an invitation for an offer and will become a binding contract when accepted.

LIMITATION OF PROPOSAL: The prices and terms quoted in this proposal are subject to acceptance by the Purchaser within a period of (30) calendar days from the date herein.

EXCLUSIONS: This proposal is based solely and completely on specifications submitted to Telemetry and Process Controls, Inc. (TPC) at the time of the writing of the proposal. General plans and specification not actually submitted shall not apply. This proposal, together with all annexed specifications, when accepted, shall be the complete agreement between the parties; and any alternations or unusual and undisclosed conditions or deviations from the above specifications involving extra costs shall be agreed upon in writing by both parties and shall become an additional charge over and above the proposal price set forth herein. Delays or impossibility of performance by TPC because of strikes, accidents, or other reasons beyond the control of TPC shall relieve us from all liability herein.

SHIPMENT: Time of shipment shall be as stated in the proposal after receipt of order and acceptance and final approval of all drawings and submittal.

TERMS OF PAYMENT: Terms are Net 30 days, based on rated credit. Otherwise, alternate arrangements must be made. These terms and conditions have control over any terms presented by Buyer, through a purchase order or otherwise. We reserve the right to cancel the contract or cease work if payments thereon are not received when due. 1.5% per month shall be charged on all unpaid balances.

TAXES: The Purchaser shall pay any local, state or federal sales, excise or use tax imposed on the equipment in addition to the prices quoted.

WARRANTY LIMITATION: There are no warranties that extend beyond the warranties herein after expressed.

WARRANTIES: All work shall be done in a workmanlike manner according to standard practices. We warrant performance against defects in materials and workmanship for a period of twelve (12) months from the date of shipment from TPC. We agree to pass on to the Purchaser such warranties, if any, as may be extended by the manufacturer for material supplied. Labor for replacing defective materials shall not be provided by us unless it is specifically spelled out in the proposal. We shall not be responsible for materials damaged, lost or stolen after delivery, through no fault of ours, or for failure to deliver and perform because of reasons beyond our control.

EXCLUSIVE REMEDIES: Remedies are limited to the repair or replacement at FOB point of delivery. Consequential damages are excluded. In no event shall TPC be responsible for consequential damages of any such defective material or workmanship including, but not limited to, the Purchaser's loss of material or profits, increased expenses of operation, downtime or reconstruction of the work, and in no event shall TPC's obligation under this warranty exceed the original contract price of the defective item. It is agreed that any action for breach of express or implied warranty shall be initiated within fifteen (15) months of the date of shipment by TPC and only those defects that are documented to have occurred within twelve (12) months from the date of the equipment's installation and start-up will be covered by the warranty.

DISCLAIMER: TPC will not be responsible for damage to equipment or materials through improper installation, storage, improper services, or through attempts to operate it in excess of its rated capacity or recommended use, intentional or otherwise, by parties other than TPC or its authorized representatives.

CONDITIONS OF SALE: Prices quoted are those now in effect. Seller reserves the right to bill at the prices in effect at the time of shipment if the proposal is not accepted in writing within thirty (30) days, unless a longer term of validity is in writing on the proposal.

LIMITATIONS OF LIABILITY

A. Neither Seller nor its suppliers of any tier will be liable to Purchaser, whether in contract, in tort (including negligence and strict liability), under any warranty or otherwise, for any special, indirect, incidental, or consequential loss or damage whatsoever, or for loss of or to the plant, loss of use of equipment or power system, cost of capital, loss of profits or revenue or the loss of use thereof, cost of environmental damage or clean-up, or claims of customers of Purchaser. The remedies set forth herein are exclusive, and the total cumulative liability of seller and its suppliers under any purchase order or any act or omission in connection therewith or related thereto, whether in contract, in tort (including negligence and strict liability), under any warranty, or otherwise, will be limited to the price of the contract.

B. The provisions of this Article shall survive termination, cancellation or expiration of the purchase order and shall apply, notwithstanding any other provisions of this Agreement or any related document thereto, to the fullest extent permitted by law. Prior to the transfer of any equipment or material furnished or for which work is furnished hereunder from the project site (except temporarily for repair work or permanently for disposal), or the transfer of any interest therein or in the plant, Purchaser shall

obtain for Seller written assurances from the transferee of limitation of and protection against liability following the proposed transfer at least equivalent to that afforded seller and its suppliers under the purchase order.





CITY OF
LONG LAKE

City Council Agenda Report

City of Long Lake

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

MEETING DATE / November 6, 2023

SUBJECT: Approve Upgrade of Water Meter Reading Equipment to the MRX-920 Receiver

Prepared By: Sean Diercks, Public Works Director

Report Date: 11/1/2023

Recommended City Council Action

Staff recommends the following:

Motion to approve upgrading the current water meter reading equipment to the MRX-920 receiver as quoted.

Overview / Background

Back on August 2, 2023 the Public Works Department presented the City Council with a proposal for a necessary upgrade to the City's meter reading equipment and software. The Council approved the proposal with the exception of the MRX-920 receiver, as advised by staff. The thought process at that time was that staff didn't want to spend the money on the new receiver until we made sure we needed to do so.

Since the initial August 2 Council meeting, staff has spent time on working on the meter reading equipment/software conversion and has determined the addition of the MRX receiver is a necessary addition to further streamline the meter reading process, especially as we move to implementing a monthly meter reading program.

I've seen both the current belt clip receiver and the proposed MRX-920 receiver in action, and hands down, the MRX out-performs the belt clip. I am hopeful and have reason to believe that with the MRX-920, we can reduce monthly meter reading staff time to approximately an hour. For example, we sat in one spot at the intersection of Wayzata Boulevard W and Heather Lane across the street from Council member Joyce's residence, and read 25% to 30% (220 meters) of all 800 water meters in town in less than a minute from that stationary position alone. With the belt clip in the same scenario, a total of only 12 meters were read in three to five minutes.

Below is a list of the approved versus actual purchases from the August 2, 2023 Council meeting. As you will see below, there were some purchases that were further negotiated by staff after Council approval for further cost savings that totaled \$3,290 which could be applied to purchasing the MRX-920; therefore, only requiring another \$6,110 additional dollars towards the purchase compared to \$9,400.

<u>Cost Breakdown</u>	<u>Budgeted</u>	<u>Current Actual</u>
Neptune 360 AMR Software	\$1,918	\$1,918
Neptune 360 Set Up Fee	\$2,200	\$2000, minus \$200 after Council approval
MRX-920 Mobile Receiver	\$0	Pending expense, seeking Council approval
Neptune 360 Profile Interface	\$2,495	\$0, negotiated after Council approval
Neptune 360 Interface Support	\$595	\$0, negotiated after Council approval
<u>Laptop/Tablet (Estimated)</u>	<u>\$2,000</u>	<u>\$2,000, pending expense</u>
Sub Total	\$9,208	\$5,918 To-Date

Please remember that staff tried to use the current belt clip receiver that we currently use in order to make an attempt at saving the City from a \$9,400 purchase, but after witnessing the comparison in equipment functionality, the MRX-920 will pay for itself in a matter of months saving on staff time alone reading the water meters.

Staff still needs to decide on which tablet it wants to use with the MRX-920 so that is still listed as a pending expense (likely to come in under \$2,000), along with the MRX-920 listed in the breakdown above as a pending expense for which staff is seeking approval.

Supporting Information

- Ferguson Waterworks equipment proposal

Deliver To: From: Brian Rollins Comments:	Section 7C.
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FERGUSON WATERWORKS #2518
Price Quotation
Phone: 763-560-5200
Fax: 763-560-1799

Bid No: B154375
Bid Date: 05/03/23
Quoted By: BRR

Cust Phone: 952-473-6961
Terms: NET 10TH PROX

Customer: CITY OF LONG LAKE
METER ACCOUNT
PO BOX 606
LONG LAKE, MN 55356

Ship To: CITY OF LONG LAKE
METER ACCOUNT
PO BOX 606
LONG LAKE, MN 55356

Cust PO#: NEPTUNE 360 AMR/AMI

Job Name: METER ACCOUNT

Item	Description	Quantity	Net Price	UM	Total
N13980102	AMR OPTION NEPTUNE 360 AMR 501-1000	700	2.740	EA	1918.00
N13980001	NEPTUNE 360 AMR SETUP FEE	1	2200.000	EA	2200.00
N13655100	MRX920 MOBILE DATA COL V4	1	9400.000	EA	9400.00
	TOTAL				13518.00

	AMI OPTION				
N13980202	NEPTUNE 360 AMI 501-1000	700	6.860	EA	4802.00
N13980002	360 AMI SET UP FEE	1	4700.000	EA	4700.00
N13458000	GATEWAY R900 CELLULAR V4	1	10500.000	EA	10500.00
N13070100	OUTDR UPS SYSTEM ASSY	1	2800.000	EA	2800.00
N13146100	R900 GATEWAY RF ANTENNA	1	450.000	EA	450.00
	TOTAL				23252.00
Net Total:					\$36770.00
Tax:					\$0.00
Freight:					\$0.00
Total:					\$36770.00

Quoted prices are based upon receipt of the total quantity for immediate shipment (48 hours). SHIPMENTS BEYOND 48 HOURS SHALL BE AT THE PRICE IN EFFECT AT TIME OF SHIPMENT UNLESS NOTED OTHERWISE. QUOTES FOR PRODUCTS SHIPPED FOR RESALE ARE NOT FIRM UNLESS NOTED OTHERWISE.

CONTACT YOUR SALES REPRESENTATIVE IMMEDIATELY FOR ASSISTANCE WITH DBE/MBE/WBE/SMALL BUSINESS REQUIREMENTS.

Seller not responsible for delays, lack of product or increase of pricing due to causes beyond our control, and/or based upon Local, State and Federal laws governing type of products that can be sold or put into commerce. This Quote is offered contingent upon the Buyer's acceptance of Seller's terms and conditions, which are incorporated by reference and found either following this document, or on the web at <https://www.ferguson.com/content/website-info/terms-of-sale>
Govt Buyers: All items are open market unless noted otherwise.

LEAD LAW WARNING: It is illegal to install products that are not "lead free" in accordance with US Federal or other applicable law in potable water systems anticipated for human consumption. Products with "NP" in the description are NOT lead free and can only be installed in non-potable applications. Buyer is solely responsible for product selection.
COVID-19 ORDER: ANY REFERENCE TO OR INCORPORATION OF EXECUTIVE ORDER 14042 AND/OR THE EO-IMPLEMENTING FEDERAL CLAUSES (FAR 52.223-99 AND/OR DFARS 252.223-7999) IS EXPRESSLY REJECTED BY SELLER AND SHALL NOT APPLY AS SELLER IS A MATERIALS SUPPLIER AND THEREFORE EXEMPT UNDER THE EXECUTIVE ORDER.



HOW ARE WE DOING? WE WANT YOUR FEEDBACK!

Scan the QR code or use the link below to complete a survey about your bids:

<https://survey.medallia.com/?bidsorder&fc=2518&on=22207>



CITY OF
LONG LAKE

City Council Agenda Report

City of Long Lake

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

MEETING DATE / November 6, 2023

SUBJECT: Resolution Authorizing Contracting With Long Lake Bakery MinneCafe (Owned by a City Council Member) for a Custom Cookie Order

Prepared By: Jeanette Moeller, City Clerk

Report Date: 11/2/2023

Recommended City Council Action

Staff recommends the following:

Motion to adopt Resolution No. 2023-44 authorizing contracting with a City official in compliance with the provisions of Minn. Stat. 471.87 through 471.89.

Overview / Background

A House Capital Investment Committee legislative bonding tour presentation will be taking place in Excelsior on Tuesday, November 14. During the visit, the City of Long Lake has been granted the opportunity to present a road reconstruction project (Grand Avenue) for consideration of inclusion in an upcoming bonding bill.

As it is customary to provide light refreshments or treats at an event of this nature, the City desires to contract with Long Lake bakery business, MinneCafe, for the purchase of gourmet cookies, individually packaged featuring the City of Long Lake logo, and custom (and hopefully, memorably) named 'Grand Ave Pothole' cookies. Long Lake staff are not aware of any other bakery located in the city that provides similar gourmet/custom packaged cookie services.

MinneCafe is owned by City Council member Gina Joyce. Under the provisions of Minn. Stat. 471.87 through 471.89, in circumstances where a contract does not meet the required threshold for the competitive bidding process, a governing body can authorize a contract with a public official by adopting a Resolution setting out the essential facts and determining that the contract price is as low as or lower than the price at which the goods or services could be obtained elsewhere. Before the claim is paid, the public official must file an affidavit with the City Clerk stating: (1) the name of the officer and the office held by the officer; (2) an itemization of the goods or services furnished; (3) the contract price; (4) the reasonable value; (5) the interest of the officer in the contract; and (6) that to the best of the officer's knowledge and belief the contract price is as low as, or lower than, the price at which the commodity or services could be obtained from other sources.

Staff recommends adoption of the attached Resolution authorizing contracting with City Council member Joyce's MinneCafe bakery business. Following delivery of the order and prior to payment of the invoice, Council member Joyce is aware she would need to execute the required Affidavit of Official Interest in Claim form.

Supporting Information

- Resolution No. 2023-44
- Quote #2301 by MinneCafe, a Long Lake bakery business owned by City Council member Joyce
- Affidavit of Official Interest in Claim form



**City Council
Resolution No. 2023-44**

A RESOLUTION TO CONTRACT WITH A CITY OFFICIAL

WHEREAS, the City of Long Lake desires to purchase 36 gourmet cookies, individually packaged, custom named ‘Grand Ave Pothole’ cookies, with packages labeled with the City of Long Lake logo in preparation for a House Capital Investment Committee legislative bonding tour presentation to be held in Excelsior on Tuesday, November 14, 2023, during which a Long Lake street reconstruction project will be reviewed for consideration of inclusion in an upcoming bonding bill; and

WHEREAS, City Council member Gina Joyce is the owner of Long Lake gourmet cookie bakery ‘MinneCafe’ and will be financially interested in the contract; and

WHEREAS, it is determined that the contract price of \$5.00 per custom cookie packaged as described above for a total order cost of \$180.00 is as low as, or lower than, the price at which the order could be obtained elsewhere at this time; and

WHEREAS, in addition, the contract is not one that is required to be competitively bid; and

WHEREAS, this Resolution is required to be adopted by unanimous vote of the Long Lake City Council with City Council member Joyce abstaining from the vote, and in order to comply with the provisions of Minn. Stat. 471.87 through 471.89.

NOW THEREFORE, BE IT RESOLVED, by the City Council of the City of Long Lake, Minnesota that the City Clerk is directed to make the above-mentioned purchase on behalf of the City from ‘MinneCafe’ owned by City Council member Gina Joyce for a price of \$180.00.

FURTHER, BE IT RESOLVED, that the Mayor and City Clerk are directed to issue a check to pay the claim upon the filing of an Affidavit of Official Interest by City Council member Joyce as required under Minn. Stat. 471.89.

Adopted by the City Council of the City of Long Lake this 6th day of November 2023.

BY:

Charlie Miner, Mayor

ATTEST:

Jeanette Moeller, City Clerk



1200 W Wayzata Blvd Long Lake, MN 55356
Phone: 952-820-5969

QUOTE

QUOTE NUMBER: 2301
QUOTE DATE: 10/27/2023
PAYMENT DUE: 11/24/2023

TO:

City of Long Lake
Attn: Jeanette Moeller
450 Virginia Ave
Long Lake, MN 55356

COMMENTS OR SPECIAL INSTRUCTIONS:

THANK YOU FOR YOUR COOKIE ORDER!

DELIVERY	DESCRIPTION	QTY	PRICE PER	TOTAL
11/14/23	<u>CUSTOM ORDER – “Grand Ave Pothole”</u> Milk chocolate, semi-sweet chocolate, toffee, pretzels +City of Long Lake sticker on packaging	36 Cookies	\$5	\$180
			TOTAL DUE	\$180

If you have any questions about this invoice, please contact me at 952-820-5969 or contact@minnecafe.com.

THANK YOU!

Asi Es Mi Vida, LLC dba MinneCafe
2023



STATE OF MINNESOTA)
) §
COUNTY OF HENNEPIN)

AFFIDAVIT OF OFFICIAL INTEREST IN CLAIM

I, Gina Joyce, being duly sworn state the following:

- 1) I am a City Council Member of the City of Long Lake, Minnesota.
- 2) On November 14, 2023, the following goods were furnished by my bakery, MinneCafé, to the City of Long Lake:

36 gourmet cookies, individually packaged, custom named 'Grand Ave Pothole' cookies, with packages labeled with the City of Long Lake logo in preparation for a legislative bonding tour presentation to be held on Tuesday, November 14, 2023

- 3) The contract price for such goods was \$180.00 (\$5.00/custom packaged and labeled cookie) and their reasonable value was \$180.00 or greater.
- 4) At the time such goods were furnished to the City, I had the following personal financial interest in this contract:

I am the owner of MinneCafe, a home bakery licensed as a Cottage Food Producer in compliance with Minnesota State law; and therefore, have personal interest in the contract described above.

To the best of my knowledge and belief, the contract price is as low as, or lower than the price at which the custom packaged gourmet cookie order could be obtained from other sources.

I further state that this Affidavit constitutes a claim against the City for the contract price, that the claim is just and correct, and that no part of the claim has been paid as of the date of my signature below.

Signature of Interested Official
Gina Joyce, City Council Member

Date Signed

NOTARY PUBLIC

Witnessed and sworn to before me this _____ day of _____, 20____ .

Notary Public

My Commission Expires: _____