



CITY COUNCIL MEETING

December 19, 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 December 5, 2023 City Council Meeting
 - B. Approve Vendor Claims and Payroll
 - C. Adopt Resolution No. 2023-49 Approving the Issuance (Renewal) of 2024 Tobacco Licenses
 - D. Adopt Resolution No. 2023-50 Approving the Issuance (Renewal) of 2024 Liquor Licenses
 - E. Adopt Resolution No. 2023-51 Approving the Issuance (Renewal) of 2024 Residential and Commercial Refuse Hauler Licenses
 - F. Adopt Resolution No. 2023-56 Approving Issuance of Special Event Permit #S2023-14 for the Orono Lions Club's Snowball Open on February 3, 2024; and Authorize the Hennepin County Sheriff's Office Water Patrol Unit to Permit the Event
 - G. Confirm Appointment of Michael Decker to the Position of Seasonal Public Works Maintenance Worker for the City of Long Lake
 - H. Authorize Payment of Partial Pay Request No. 2 to Valley Paving, Inc. in the Amount of \$38,735.16
 - I. Adopt Resolution No. 2023-57 Approving Site Improvements for the Aava Vetta Development
 - J. Adopt Resolution No. 2023-58 Conditionally Appointing Alex L. McCaherty to the Position of Paid On Call Firefighter for the City of Long Lake
 - K. Adopt Resolution No. 2023-59 Conditionally Appointing John K. Brown to the Position of Paid On Call Firefighter for the City of Long Lake
 - L. Adopt Resolution No. 2023-60 Reappointing Donny Chillstrom to the Park Board for a New Term Effective January 1, 2024 Through December 31, 2026
 - M. Adopt Resolution No. 2023-61 Reappointing Sahand Elmtalab to the Economic Development Authority for a New Term Effective January 1, 2024 through December 31, 2025

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. Announcement of Holiday Home Decorating Contest Winners
- B. Approve Purchase of a Used Snowplow for the Hyundai Wheel Loader
- C. Adoption of Final Payable 2024 Levy, City Budget, Capital Improvement Program, and Pay Plan Resolutions
- D. Adoption of 2024 City Fee Schedule
- E. Updates and Discussion Regarding Fire Department Matters

8. Other Business

9. Adjourn

UPCOMING MEETINGS & OTHER DATES OF NOTE

- Friday, December 22 / City Offices Closed - Christmas Holiday Weekend
- Monday, December 25 / City Offices Closed - Christmas Day
- Monday, January 1, 2024 / City Offices Closed - New Year's Day
- Tuesday, January 2 (5:30 pm) / City Council Work Session
- Tuesday, January 2 (6:30 pm) / City Council Meeting
- Tuesday, January 9 (6:30 pm) / Planning Commission Meeting
- Tuesday, January 16 (4:30 pm or 5:00 pm) / City Council Work Session
- Tuesday, January 16 (6:30 pm) / City Council Meeting



**MINUTES
CITY COUNCIL MEETING
December 5, 2023**

CALL TO ORDER

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

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

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

Absent: None

PLEDGE OF ALLEGIANCE

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

Mayor Miner offered the following comments and updates:

Mayor Miner expressed his appreciation to John and Diane Hughes of Bollum Lane for hosting their annual event, ‘Turkeys on the Luce’, to collect food for the local food shelf. He talked about the history of the event and its growth over the years.

On December 2, the Long Lake Fire Department Slow Burn Brigade held their annual Holiday Food and Toy Drive which was also a great event. Both Santa and Sparky the Fire Dog had made an appearance.

The Holiday Tree Lighting event will be held on December 8 at Holbrook Park. Mayor Miner recognized the Park Board for planning the celebration, and gave thanks to the sponsors who were supporting the event, including the Long Lake Area Chamber of Commerce, Caribou Coffee, Gopher Ace Hardware, Otten Brothers, and North Mallow.

Mayor Miner also reminded residents of the upcoming annual Holiday Home Decorating Contest and encouraged them to register by 3:00 pm on December 13 to participate. He offered his gratitude to the sponsors of this year’s contest, including Birch’s on the Lake, Carbone’s Pizzeria, Gopher Ace Hardware, Liquor Barn, and Lakeside Wine + Spirits.

APPROVE AGENDA

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

CONSENT AGENDA

The Consent Agenda consisted of the following:

- A. Approve Minutes of November 21, 2023 City Council Work Session Meeting
- B. Approve Minutes of November 21, 2023 City Council Meeting
- C. Approve Vendor Claims and Payroll

D. Accept the Resignation of Firefighter Shane B. Gardner from the Long Lake Fire Department

Mayor Miner stated that he wanted to draw attention to Consent Agenda Item D and recalled that Shane Gardner had been the Assistant Fire Chief for the last few years. Mr. Gardner was leaving the Long Lake Fire Department and would be joining the Mound Fire Department, which is where he lives. His resignation will be a very big loss for the Fire Department because Mr. Gardner has truly been a rock for the Department for many years, including when he had served as Interim Fire Chief following the departure of former Fire Chief Van Eyll. Mayor Miner thanked Mr. Gardner for his service to the community over the last 16 years and noted that while he will be greatly missed, the City wished him well with his future endeavors.

Council member Kvale asked some questions about engineering vendor claims in the packet and voiced concern that there may not be enough in the escrow accounts for certain development projects.

City Clerk Moeller assured the Council that Finance Director Nowezki was keeping a close eye on all of these projects and their escrow account balances to assure there would not be any surprises.

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

OPEN CORRESPONDENCE

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

BUSINESS ITEMS

Public Meeting to Discuss Proposed 2024 Budget and Levy

City Administrator Weske reviewed the varying considerations factoring into preparation of the proposed 2024 budget and levy and reminded the Council that both would be adopted at their next meeting. He explained that the purpose of tonight's meeting was to allow for comment from the public. He also gave an overview of some major CIP items for consideration in 2024 that had not been included in the budget.

Mayor Miner opened the meeting for public comment at 6:56 pm. There being no comment, he closed the public comment portion of the meeting.

Council member Dyvik asked about additional revenue from the new development projects and asked if there was a way to estimate how revenue from the projects would impact the levy moving forward. He sought clarification on whether funds would be received in 2025 or in 2024.

Weske believed that in 2025 the City would begin seeing revenue from those projects as their valuations are updated. Ehlers is working on assessment information for The Stax project current and trying to bring some revenue from that project to fruition.

Council member Dyvik indicated that he would like to be able to see how much of the revenue would come from the recent development projects so it would be easier to see how it would impact the tax burden for future years.

Weske replied that he should be able to provide a look back and show comparisons, for example, from years 2022 through 2025 so the Council can review the data.

Council member Feldmann added that this information would be helpful because there remains a lot of uncertainty with the Fire Department, possible legal bills, and housing prices leveling off.

Council and staff discussed details related to the proposed 2024 budget and levy and how other cities set up their budget/levy allocations.

Weske reiterated that the Council would be taking formal action on the 2024 budget and levy at their next meeting.

Council member Dyvik commented that because of the upcoming unknown expenses for the City, he would reluctantly vote in favor of what has been proposed; though he would have liked to see a single digit levy increase.

Council member Kvale asked about accounting for reimbursement of the City's attorney fees related to the recent Order for Contempt.

Mayor Miner advised that the situation remains ongoing and there is a hearing coming up. His understanding is that the City can submit for those legal fees as part of that hearing. The attorneys will be providing an accounting of their fees to the court when the time comes.

Updates and Discussion Regarding Fire Department Matters

Mayor Miner reported that there is a conference call scheduled for December 7 regarding the Order for Contempt where he believes they will be identifying a hearing date, and a mediation date has been set for January 30, 2024. He noted that the Council will be holding a closed session during a Special Work Session meeting on December 12, 2023 to discuss matters related to the Fire Department.

Council member Dyvik asked Fire Chief Heiland about the duty crew program standards. He recalled that the subject had come up at the Fire Advisory Board (FAB) and the last Orono meeting that perhaps there should be some changes made. When this was brought up, he had pointed out that the duty crew program standards document was clearly labeled 'draft' so it was not meant to be final. There had been some discussion about changing some of the things, such as the objective shown for service response times. He mentioned that, in his opinion, they should not change a response time goal because it is an objective for a pilot program and was basically a goal to continue working towards. He sought feedback from Fire Chief Heiland on the idea of changing the response time goal of two minutes.

Fire Chief Heiland responded that he felt the duty crews will be able to achieve the response time as outlined, and should continue to work towards doing so.

Council member Dyvik commented that the duty crew standards document also has the implementation shown as one duty crew member at Station 1 for each shift and two at Station 2. He noted that Long Lake is currently fully paying for this program and he felt that this was the City's opportunity to fine tune it before it goes into full scale operation in 2024. At the last FAB, Council member Dyvik had suggested that because of the other duties that Fire Chief Heiland has, it would be nice to have two duty crew members at Station 1 in addition to himself because he was not always available to go out on a call. He noted that the change would put them over budget and Orono had already asked that this budget be cut down to about 60% of the full budget amount. He asked if Fire Chief Heiland felt it was more important to have a second person at Station 1 rather than a Saturday duty crew.

Fire Chief Heiland responded that from the trend they were seeing, he believed they could scrap the Saturday afternoon duty crew if needed; however, they have had pretty good participation for Saturday morning duty crew.

Fire Chief Heiland also reiterated that the objective of a two-minute service response time should continue to be the duty crew program's objective he was confident that they would be able to achieve it. He noted that he has been very pleased with how this program has shaken out for the Department.

Council member Joyce stated that she was hopeful that Orono will approve the Fire Department budget that will be presented, but pointed out that it would still be within the City's power to find a way to keep the program whole as they have done for equipment needs and the pilot program itself. She reflected on the importance of the duty crew model to the Department and service community for both efficiency and saving lives.

Council member Dyvik agreed but added that the duty crew program could also eventually save money because they would not be paging out all incidents as 'all calls'. He noted that he also likes how the duty crew has allowed firefighters to be involved in more community engagement too, such as inspecting business lock boxes and escorting the local swim team when they were heading to their State competition.

Fire Chief Heiland added that he has been very pleased with the duty crew program. He reported that on December 7, he would be going to Wayzata to speak with their Fire Department officers and share how Long Lake's program started and was evolving. They have been very curious and had expressed a desire to learn more about Long Lake's model.

Council member Dyvik asked if Fire Chief Heiland and City Administrator Weske could put together the relevant duty crew statistics for November like they had done for the month of October for the FAB.

Mayor Miner mentioned that Fire Chief Heiland had provided a weekly update last week which indicated that there were 41 calls in the month of November and 478 calls year to date, which is up from the total amount of calls for last year.

Council member Joyce asked if it would be possible to go over the statistics at their next meeting and explained that she did not believe she had seen them yet.

Council member Kvale asked about 'all calls' and how they relate to duty crews.

Fire Chief Heiland explained that right now if there is a regular call, the duty crew responds but they still have the normal response and calls are paged out as 'all calls'. He is hopeful that they will be able to cut back on those and stated that their tones would be changed after July 1, 2024. He outlined uses and procedures for the different tones.

Council member Dyvik agreed that it would be a good idea for them to have an end of the year review of the duty crew pilot program information, like Council member Joyce had suggested.

City Clerk Moeller asked if the Council would prefer to have this on the agenda at the last meeting in December or at a meeting in January, noting that waiting until January would allow for complete December data to be available.

It was the consensus of the Council that a year end review of duty crew pilot program data should be scheduled as an agenda topic for one of the January meetings.

Fire Chief Heiland observed that overall the duty crew program is even further ahead than he had hoped for and he believes they should have some really good data to help them make decisions for the future. In other Fire Department updates, he stated that on December 7 they will be interviewing three applicants for the Assistant Chief position. There are also two new hires that have passed their background checks and are in the process of obtaining their psych evaluation. His goal is to have them in the new firefighter class by January. He added that he is also excited about participating in the Holiday Tree Lighting celebration coming up on December 8.

Council member Dyvik stated that if the number of calls is about 100 over what they had planned for in 2023, there may be a budget overrun.

Weske confirmed the budget is getting very close to that point.

Council member Dyvik commented that the member cities should expect higher call volume to affect the budget and added that it probably should not be termed as an 'overrun' because it is simply due to there being more calls.

Council member Joyce added that she wants to make sure that people know that any increase in the budget expenses was not due to management practices, but to factors like more accidents and calls.

Moeller noted that there have been new developments in Long Lake and Orono that have come online, so it should not be completely unexpected that some of these numbers would be increasing because there are more residents in the community.

Fire Chief Heiland explained that they are definitely seeing more medical calls than they are fire calls.

OTHER BUSINESS

Chamber of Commerce Holiday Open House - Council member Kvale advised that the Chamber of Commerce will be hosting a Holiday Open House gathering at the Red Rooster on December 13, 2023.

Potential LMCC Lease – Council member Kvale questioned whether there was an update on the status of negotiations with the LMCC for use of Public Works office space. Weske responded that staff is currently seeking alternative quotes and pricing for the window replacements needed.

Holiday Food and Toy Drive Event - Council member Feldmann commented that the LFLD Slow Burn Brigade's Holiday Food and Toy Drive event the previous weekend was pretty cool. He shared that the best part was seeing the Department in action when they received a call towards the end of the event, and reflected that it was impressive to see them roll out.

Ice Advisory - Mayor Miner cautioned people to stay off the ice because it was not yet thick enough to be safe.

Garland Lighting - Council member Dyvik indicated that one of the lighted garlands on the light pole across from Gear West was dark. He stated that last year there had also been a lighted garland one a

pole on Martha Lane that did not have one this year. He asked if there were plans to put up the winter banners. Weske believed that Public Works would be putting those up in short order.

Update of City Banners - Council member Dyvik stated that he had spoken with the local designer who had prepared the City's summer banner designs and asked her to put together a proposal for refreshing them. She had mentioned the idea of using children's artwork on them, which he was aware other cities have done. Moeller added that she has always liked the idea of considering incorporating Long Lake's history into the banner design. Council member Joyce agreed that it may make sense for them to be refreshed, because the City has a new logo as well.

EDA Business - Mayor Miner questioned whether there would be an EDA meeting prior to the Council's December 19 meeting. Moeller confirmed there would be a short EDA meeting. Mayor Miner pointed out that the sign at the 1905 Wayzata Boulevard W property is starting to look a little weathered and it may be time to do something about it. Moeller added that they can work on including the new logo on a refresh for that sign as well.

Upcoming Events and Quorum Notices - Mayor Miner advised that on December 11 he will be attending Representatives Myers' roundtable event at 9:00 am at the Minnetonka Beach City Hall. A quorum notice had been posted so the Council was also welcome to attend. Council member Kvale mentioned that there was also a need for posting a quorum notice for the Chamber of Commerce Holiday Open House event at the Red Rooster on December 13. Mayor Miner indicated that he would be unable to attend the Chamber's event because he and City Administrator Weske would be attending the Northwest Hennepin Municipalities holiday gathering. There is also an Open House at The Stax on December 13. Moeller explained that The Stax Open House would be offering tours and a hot chocolate bar with cookies from 3:00 to 6:00 pm on that date. She had posted both The Stax Open House and the Chamber's Holiday Open House gathering with a quorum notice to allow the Council to attend both without issue.

New Website - Mayor Miner reported that the new City website went live today and looks fabulous. He thanked City Clerk Moeller for her hard work on the project.

Downtown Holiday Lighting - Council member Joyce reflected that she thinks the holiday lighting throughout the downtown makes it feel really special. She voiced her appreciation for the effort that went into putting them up from both the City and the downtown businesses.

City Clerk Updates - Moeller confirmed that the City's new website went live earlier in the day, and reflected that she'd had a great experience with the project manager that she had been working with as they got ready to launch the site. She mentioned that there are still some things that need to be tweaked which they will continue work on, including ensuring that there is a search dialogue box for people to be able to use. Overall she is happy with how it looks so far, how it has been organized, and believes that they have a lot more resources available in an easier to find way than the previous version. The City offices also have a new VOIP phone system up and running. Lastly, she added that she will begin election training tomorrow for the upcoming March 5, 2024 primary election.

Upcoming Meetings - Mayor Miner reminded the Council that they will meet on December 12 for a Special Work Session meeting with a closed session at 5:00 pm, and for their next regular meeting on December 19.

ADJOURN

Hearing no objection, Mayor Miner adjourned the meeting by general consent at 7:54 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 / December 19, 2023

SUBJECT: Approve Vendor Claims and Payroll

Prepared By: Amanda Nowezki, Finance Director

Report Date: 12/13/2023

Recommended City Council Action

Staff recommends the following:

Motion to approve vendor claims paid in the amount of \$33,139.98 and electronic vendor payments in the amount of \$757.12 for a total amount of **\$33,897.10**; November Fire Department Duty Crew payroll in the amount of **\$5,525.00**; December City Council monthly payroll in the amount of **\$1,300.00**; and gross City Employee payroll paid December 14 in the amount of **\$25,815.39**.

Overview / Background

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

Supporting Information

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



LONG LAKE, MN

12/13/23 1:46 PM

Section 5B.

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*Check Summary Register©

Checks 70052-70077

Name	Check Date	Check Amt	
10100 GENERAL FUND CASH			
70052	Advanced Imaging Solutions	12/12/2023	\$64.00 Copier Contract Maint - Dec 2023
70053	AMERICAN MAILING MACHINES	12/12/2023	\$173.73 Postage Machine Ink
70054	CARSON, CLELLAND & SCHRED	12/12/2023	\$7,001.80 Nov Legal Fees-Symes; Correspondance with
70055	CENTERPOINT ENERGY	12/12/2023	\$158.04 Gas Charges - 450 Virginia Ave
70056	CITY OF ORONO	12/12/2023	\$186.96 FD2 - Water/Sewer Bill - 3770 Shoreline Dr (10
70057	COTTON, PATRICK J.	12/12/2023	\$464.90 Expense Reimb-P. Cotton; Storage Shelves, FI
70058	ECM PUBLISHERS, INC.	12/12/2023	\$530.20 Newspaper Publication-Holiday Tree Lighting
70059	FIRSTNET (AT&T)	12/12/2023	\$388.80 FD WIRELESS SERVICES (10/26/23-11/25/23
70060	GOPHER STATE ONE CALL	12/12/2023	\$44.55 Nov 2023 Locates
70061	Hennepin County Treasurer	12/12/2023	\$91.43 2023 PVCs/Courier Charges
70062	HENNEPIN CTY INFO. TECH. DE	12/12/2023	\$1,632.00 FD Radio Fees-Nov 2023
70063	MARK HODGES MEDIA PRODUC	12/12/2023	\$95.00 Aerial Drone Video/Photos of Long Lake for ne
70064	MEDIACOM	12/12/2023	\$941.32 FD1 Internet Services - (12/07/23-1/06/23)
70065	Metro West Inspection Svcs Inc	12/12/2023	\$1,577.27 Nov 2023 Permits
70066	MN State Fire Chiefs Assn.	12/12/2023	\$350.00 Annual Conference Registration - Shane Gardn
70067	NAVARRE MINNOCO	12/12/2023	\$82.46 FD FUEL - Nov 2023
70068	PERFORMANCE PLUS LLC	12/12/2023	\$7,480.00 FD Exams & Mask Fits
70069	Premium Waters, Inc.	12/12/2023	\$4.32 Bottled Water - Dec 2023
70070	SUTTONS ADVANCED CLEANIN	12/12/2023	\$1,293.33 CH Cleaning Services - Nov 2023
70071	TIMESAVER OFF SITE	12/12/2023	\$1,004.13 11/14 Planning Comm Mtg Minutes
70072	TRIMBLE	12/12/2023	\$206.50 FD Dashcam Basic Bundle
70073	VIA ACTUARIAL SOLUTIONS	12/12/2023	\$2,500.00 FY 2022-2023 GASB 67/68 Report
70074	WASTE MANAGEMENT- of WIMN	12/12/2023	\$3,996.10 Trash/Recycling Services - Dec 2023
70075	WRIGHT-HENNEPIN SECURITY	12/12/2023	\$406.60 Dec 2023 Security-3770 Shoreline
70076	Xcel Energy	12/12/2023	\$594.75 Street Lights - 2129 W Wayzata Blvd
70077	Xcel Energy	12/12/2023	\$1,871.79 Street Lights - Act #5156925594
Total Checks			\$33,139.98



LONG LAKE, MN

***Check Detail Register©**

Checks 70052-70077

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
10100 GENERAL FUND CASH					
70052	12/12/23	Advanced Imaging Solutions			
E 101-41500-4135		Copier Maintenance	\$64.00	INV319855	Copier Contract Maint - Dec 2023
		Total	\$64.00		
70053	12/12/23	AMERICAN MAILING MACHINES			
E 101-41500-4130		Postage Machine Maint	\$173.73	IN119666	Postage Machine Ink
		Total	\$173.73		
70054	12/12/23	CARSON, CLELLAND & SCHREDER			
E 101-42110-3120		Legal Fees - Civil	\$4,214.67	4746	Nov Legal Fees-FD Contract Dispute; Responsive Findings, Review Meetings, Etc
E 101-41610-3120		Legal Fees - Civil	\$1,410.13	4746	Nov Legal Fees-Review HR Policy, Land Use, Zoning Compliance, bidding Issue, etc
G 700-29322		Symes(Aava Vet) Dev:JM	\$101.50	4746	Nov Legal Fees-Symes; Correspondance with engineer and developer re; LOC release
E 101-41610-3040		Legal Fees - Criminal	\$94.25	4746	Nov Legal Fees-Excel Easement Issues
G 700-29299		445 Willow TMobile Tower	\$181.25	4746	Nov Legal Fees-TMobile Lease; Review updated lease and discuss rent received
E 101-41610-3040		Legal Fees - Criminal	\$1,000.00	4746	Nov Legal Fees-Criminal
		Total	\$7,001.80		
70055	12/12/23	CENTERPOINT ENERGY			
E 101-41940-3830		Natural Gas Expense	\$156.53	80000790651	Gas Charges - 450 Virginia Ave
E 205-42282-3830		Natural Gas Expense	\$239.17	80000790651	Gas Charges - 340 N Willow Dr
E 205-42286-3830		Natural Gas Expense	\$171.37	80000790651	Gas Charges - 3770 Shoreline
E 101-41942-3830		Natural Gas Expense	\$280.06	80000790651	Gas Charges - 2145 Daniels
E 602-49450-3830		Natural Gas Expense	\$20.76	80000790651	Gas Charges - 2200 Watertown Rd
E 602-49450-3830		Natural Gas Expense	\$22.51	80000790651	Gas Charges - 250 Lindawood
E 101-45200-3830		Natural Gas Expense	\$92.64	80000790651	Gas Charges - 309 Harrington
E 205-42282-3830		Natural Gas Expense	(\$825.00)	80000790651	Gas Charges - 340 N Willow Dr (Credit Balance)
		Total	\$158.04		
70056	12/12/23	CITY OF ORONO			
E 205-42286-3820		City Utilities (Wat,Sew,Sto	\$186.96	173770000-1	FD2 - Water/Sewer Bill - 3770 Shoreline Dr (10/27/23-11/28/23)
		Total	\$186.96		
70057	12/12/23	COTTON, PATRICK J.			
E 205-42282-4010		Bldg Maint & Repairs	\$464.90	121223	Expense Reimb-P. Cotton; Storage Shelves, Floor Jack, Power Washer Wand Mounts
		Total	\$464.90		
70058	12/12/23	ECM PUBLISHERS, INC.			
E 101-41500-3520		General Notices and Pub I	\$330.20	976552	Newspaper Publication-Equipment Sales
E 101-41500-3520		General Notices and Pub I	\$200.00	976553	Newspaper Publication-Holiday Tree Lighting
		Total	\$530.20		
70059	12/12/23	FIRSTNET (AT&T)			
E 205-42281-3225		Truck Communication Ser	\$235.88	X12032023	FD WIRELESS SERVICES (10/26/23-11/25/23)
E 205-42285-3225		Truck Communication Ser	\$152.92	X12032023	FD WIRELESS SERVICES (10/26/23-11/25/23)
		Total	\$388.80		



LONG LAKE, MN

***Check Detail Register©**

Checks 70052-70077

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
70060	12/12/23	GOPHER STATE ONE CALL			
E 601-49400-3855		Gopher One Locates Expe	\$44.55	3110553	Nov 2023 Locates
		Total	\$44.55		
70061	12/12/23	Hennepin County Treasurer			
E 101-41410-3220		Postage	\$91.43	2023-18	2023 PVCs/Courier Charges
		Total	\$91.43		
70062	12/12/23	HENNEPIN CTY INFO. TECH. DEPT			
E 205-42281-3235		Cty 800mhz Radio Admin	\$517.01	120523	FD Radio Fees-Nov 2023
E 205-42285-3235		Cty 800mhz Radio Admin	\$1,034.02	120523	FD Radio Fees-Nov 2023
E 101-41942-3235		Cty 800mhz Radio Admin	\$80.97	120523	FD Radio Fees-Nov 2023
		Total	\$1,632.00		
70063	12/12/23	MARK HODGES MEDIA PRODUCTIONS			
E 101-41500-3000		Professional Svcs	\$95.00	2023-001	Aerial Drone Video/Photos of Long Lake for new Website
		Total	\$95.00		
70064	12/12/23	MEDIACOM			
E 205-42282-3275		Internet Access (Mediaco	\$523.17	0000051-122	FD1 Internet Services - (12/07/23-1/06/23)
E 205-42286-3275		Internet Access (Mediaco	\$418.15	91560-1223	FD2 Internet Services - (12/8/23-1/07/23)
		Total	\$941.32		
70065	12/12/23	Metro West Inspection Svcs Inc			
E 101-42400-3035		Bldg Inspection - Subcontr	\$1,577.27	3924	Nov 2023 Permits
		Total	\$1,577.27		
70066	12/12/23	MN State Fire Chiefs Assn.			
E 205-42285-3350		Education / Conferences	\$350.00	6398	Annual Conference Registration - Shane Gardner
		Total	\$350.00		
70067	12/12/23	NAVARRE MINNOCO			
E 205-42285-2120		Motor Fuels	\$82.46	120423	FD FUEL - Nov 2023
		Total	\$82.46		
70068	12/12/23	PERFORMANCE PLUS LLC			
E 205-42281-3050		Physicals / Other Medical	\$243.00	121023	FD Medical Exam, Mask Fit & PSA - R. Loosbrock
E 205-42281-3050		Physicals / Other Medical	\$196.00	121023	FD Medical Exam, Mask Fit & PSA - V. Vasina
E 205-42281-3050		Physicals / Other Medical	\$4,224.60	123764	FD Exams & Mask Fits
E 205-42285-3050		Physicals / Other Medical	\$2,816.40	123764	FD Exams & Mask Fits
		Total	\$7,480.00		
70069	12/12/23	Premium Waters, Inc.			
E 101-41500-4145		Bottled Water Service	\$4.32	614689-11-23	Bottled Water - Dec 2023
		Total	\$4.32		
70070	12/12/23	SUTTONS ADVANCED CLEANING SRV			
E 205-42282-3840		Custodial & Waste Remov	\$570.00	6839	FD1 Cleaning Services - Nov 2023
E 205-42286-3840		Custodial & Waste Remov	\$433.33	6840	FD2 Cleaning Services - Nov 2023
E 101-41940-3840		Custodial & Waste Remov	\$290.00	6841	CH Cleaning Services - Nov 2023



LONG LAKE, MN

***Check Detail Register©**

Checks 70052-70077

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
Total			\$1,293.33		
70071	12/12/23	TIMESAVER OFF SITE			
E 101-41910-3000		Professional Srvs	\$159.00	M28744	11/14 Planning Comm Mtg Minutes
E 205-42280-3000		Professional Srvs	\$610.63	M28744	11/15 Fire Advisory Board Mtg-Transcripts and Minutes
E 101-41500-3000		Professional Srvs	\$234.50	M28744	11/21 City Council+ Worksession Mtg Minutes
Total			\$1,004.13		
70072	12/12/23	TRIMBLE			
E 205-42285-3225		Truck Communication Ser	\$88.50	30089227740	FD Dashcam Basic Bundle
E 205-42281-3225		Truck Communication Ser	\$118.00	30089227740	FD Dashcam Basic Bundle
Total			\$206.50		
70073	12/12/23	VIA ACTUARIAL SOLUTIONS			
E 205-42280-3010		Auditing and Actg Service	\$2,500.00	LLF-2023-11	FY 2022-2023 GASB 67/68 Report
Total			\$2,500.00		
70074	12/12/23	WASTE MANAGEMENT- of WIMN			
E 604-43200-3890		Res Curb Recycling	\$3,538.19	121123	Trash/Recycling Services - Dec 2023
E 205-42286-3840		Custodial & Waste Remov	\$118.50	121123	Trash/Recycling Services - Dec 2023
E 205-42282-3840		Custodial & Waste Remov	\$119.91	121123	Trash/Recycling Services - Dec 2023
E 101-45200-3840		Custodial & Waste Remov	\$219.50	121123	Trash/Recycling Services - Dec 2023
Total			\$3,996.10		
70075	12/12/23	WRIGHT-HENNEPIN SECURITY			
E 101-41940-3000		Professional Srvs	\$57.90	15016899239	Dec 2023 Security-450 Virginia
E 101-41942-3000		Professional Srvs	\$57.90	15016899239	Dec 2023 Security-2145 Daniels
E 205-42286-3000		Professional Srvs	\$157.90	15016899239	Dec 2023 Security-3770 Shoreline
E 205-42281-3000		Professional Srvs	\$132.90	15016899239	Dec 2023 Security-340 Willow Dr
Total			\$406.60		
70076	12/12/23	Xcel Energy			
E 101-43100-3815		Street Lighting Maint/Elect	\$137.00	854796203	Street Lights - 2129 W Wayzata Blvd
E 101-43100-3815		Street Lighting Maint/Elect	\$457.75	854796203	Street Lights - 1758 W Wayzata Blvd
Total			\$594.75		
70077	12/12/23	Xcel Energy			
E 101-43100-3815		Street Lighting Maint/Elect	\$1,871.79	855507910	Street Lights - Act #5156925594
Total			\$1,871.79		
10100			\$33,139.98		



LONG LAKE, MN

*Check Detail Register©

Checks 70052-70077

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
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Fund Summary

10100 GENERAL FUND CASH

101 GENERAL FUND	\$13,350.54
205 FIRE DEPARTMENT	\$15,880.68
601 WATER FUND	\$44.55
602 SANITARY SEWER FUND	\$43.27
604 RECYCLING FUND	\$3,538.19
700 BUILDING PERMIT ESCROWS	\$282.75
	<hr/>
	\$33,139.98



LONG LAKE, MN

12/13/23 1:39 PM

Page 1

Section 5B.

*Check Summary Register©

Checks 2867-2868

	Name	Check Date	Check Amt	
10100	GENERAL FUND CASH			
2867e	PSN UTILITY ONLINE BILLING	12/5/2023	\$172.25	BILL PAY FEE - Nov 2023
2868e	NAPA Auto Parts	12/7/2023	\$584.87	Napa Purchases-Nov 2023
		Total Checks	\$757.12	



LONG LAKE, MN

***Check Detail Register©**

Checks 2867-2868

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
10100 GENERAL FUND CASH					
2867 e	12/05/23	PSN UTILITY ONLINE BILLING			
E 602-49450-3090		Software Support	\$79.95	286958	BILL PAY FEE - Nov 2023
E 602-49450-3090		Software Support	\$89.00	286958	BILL PAY FEE - Annual Security Compliance Fee
E 602-49450-3090		Software Support	\$3.30	286958	BILL PAY FEE - Ck Processing Fee
		Total	\$172.25		
2868 e	12/07/23	NAPA Auto Parts			
E 101-43000-2200		Repair & Maint/Supply	\$28.84	3270-585127	PW-Sterling Fuel Filter
E 101-43000-2150		Shop Supplies	\$11.75	3270-585430	PW-Oil
E 205-42285-4030		Light Truck Maint & Repair	\$164.06	3270-586175	FD-Oil Change for Cmd 2 Tahoe & Duty Truck. DEF for E22
E 205-42281-4040		Equip Maint & Repair	\$380.22	3270-587028	FD-Floor Scrubber Batteries
		Total	\$584.87		
		10100	\$757.12		

Fund Summary

10100 GENERAL FUND CASH

101 GENERAL FUND	\$40.59
205 FIRE DEPARTMENT	\$544.28
602 SANITARY SEWER FUND	\$172.25
	<u>\$757.12</u>



LONG LAKE, MN

Payroll Summary

Pay Group: 02 Fire Dept Duty Crew

Check Date: 12/7/2023 per. 12

Employee	Gross Wage	Federal Gross	State Gross	Federal Tax	State Tax	Local Tax	Social Security	Medicare	Tax			Tips	Reimb.	Net Pay
									Retire	Sheltered	Voluntary			
000000153 ADAMS, CHRISTOPHER D.	600.00	600.00	600.00	16.25	13.26		37.20	8.70						524.59
000000216 BERBIG, ZACHARY P.	200.00	200.00	200.00				12.40	2.90						184.70
000000259 DAVIS, THOMAS	100.00	100.00	100.00				6.20	1.45						92.35
000000093 FARLEY, COLE	50.00	50.00	50.00				3.10	0.73						46.17
000000177 GONSIOR, RYAN J.	500.00	500.00	500.00	29.81			31.00	7.25						431.94
000000226 HOSTER, RYAN	100.00	100.00	100.00				6.20	1.45						92.35
000000270 JOHNSRUD, MICHAEL	100.00	100.00	100.00	76.92			6.20	1.45						15.43
000000253 LOOSBROCK, RICHARD	175.00	175.00	175.00				10.85	2.54						161.61
000000275 MORSE, PAUL	950.00	950.00	950.00	81.31	23.56		58.90	13.78						772.45
000000277 REWERTS, ANTHONY	1,200.00	1,200.00	1,200.00	76.25	5.13		74.40	17.40						1,026.82
000000212 SPINKS, SCOTT D.	450.00	450.00	450.00				27.90	6.53						415.57
000000276 STRAKA, AMANDA	750.00	750.00	750.00	18.08	12.86		46.50	10.88						661.68
000000260 THUNBERG, CALEB	350.00	350.00	350.00				21.70	5.08						323.22

941 Deposit

Federal Tax	\$298.62
Medicare	\$160.28
Social Security	\$685.10
Advanced EIC	None
Total Deposit	\$1,144.00

Pay Summary

Gross	5,525.00
Federal Gross	5,525.00
State Gross	5,525.00
FICA Gross	5,525.00

Tax Summary

Federal Tax	298.62
State Tax	54.81
Local Tax	
FICA Ded/Ben	342.55
Medicare Ded/Ben	80.14

Others

Retirement	
Tax-Sheltered	
Voluntary	
Tips	0.00
Reimbursement	0.00
Net Pay (-tips)	4,748.88



LONG LAKE, MN

Payroll Summary

Pay Group: 06 City Council

Check Date: 12/14/2023 per. 12

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: 12/14/2023 per. 25

Employee	Gross Wage	Federal Gross	State Gross	Federal Tax	State Tax	Local Tax	Social Security	Medicare	Retire	Tax Sheltered	Voluntary	Tips	Reimb.	Net Pay
000000243 DIERCKS, SEAN	3,852.65	3,603.53	3,603.53	567.87	217.22		238.86	55.86	249.12					2,523.72
000000286 HEILAND, MICHAEL	4,714.58	4,225.77	4,225.77	443.48	228.19		1.24	68.36	488.81					3,484.50
000000004 LAAKKONEN, DONALD A	3,074.57	2,505.14	2,505.14	326.23	111.19		173.83	40.65	298.55	270.88				1,853.24
000000271 MENARD, MATTHEW	3,139.66	2,892.59	2,892.59	261.35	156.32		193.78	45.32	232.88	14.19	454.54			1,781.28
000000091 MOELLER, JEANETTE	3,103.45	2,889.95	2,889.95	239.87	124.80		191.68	44.83	201.72	11.78				2,288.77
000000252 NOWEZKI, AMANDA	3,155.68	2,949.43	2,949.43	291.05	191.97		195.65	45.76	206.25					2,225.00
000000214 WESKE, SCOTT	4,774.80	4,477.26	4,477.26	772.23	282.06		295.66	69.15	291.47	6.07				3,058.16

941 Deposit

Federal Tax	\$2,902.08
Medicare	\$739.86
Social Security	\$2,581.40
Advanced EIC	None
Total Deposit	\$6,223.34

Pay Summary

Gross	25,815.39
Federal Gross	23,543.67
State Gross	23,543.67
FICA Gross	20,817.89

Tax Summary

Federal Tax	2,902.08
State Tax	1,311.75
Local Tax	
FICA Ded/Ben	1,290.70
Medicare Ded/Ben	369.93

Others

Retirement	1,968.80
Tax-Sheltered	302.92
Voluntary	454.54
Tips	0.00
Reimbursement	0.00
Net Pay (-tips)	17,214.67



CITY OF
LONG LAKE

City Council Agenda Report

City of Long Lake

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

MEETING DATE / December 19, 2023

SUBJECT: Approve Issuance (Renewal) of 2024 Tobacco Licenses

Prepared By: Jeanette Moeller, City Clerk

Report Date: 12/11/2023

Recommended City Council Action

Staff recommends the following:

Motion to adopt Resolution No. 2023-49 approving the issuance of Tobacco Licenses effective January 1, 2024 through December 31, 2024.

Overview / Background

The City of Long Lake business establishments listed below are requesting renewal of their current Tobacco Licenses. The Wayzata Police Department has been contacted regarding the applications received and has no objection to issuance of the licenses as proposed. Staff recommends the City Council approve the renewal and issuance of 2024 Tobacco Licenses to:

Over Your Head Inc.
DBA Lakeside Wine + Spirits
1916 W Wayzata Boulevard
Violations in 2023: None

Liquor Barn, Inc.
DBA Liquor Barn
2067 W Wayzata Boulevard
Violations in 2023: None

Birch's Brewhouse LLC
DBA Birch's on the Lake
1310 W Wayzata Boulevard
Violations in 2023: 1 (a first violation)

Northern Tier Retail, LLC
DBA Speedway #4517
2400 W Industrial Boulevard
Violations in 2023: None

On Duty 2 LLC
DBA Long Lake Smoke Shop & Cigar
1865 Wayzata Boulevard W #112
Violations in 2023: None

Supporting Information

- Resolution No. 2023-49



**City Council
Resolution No. 2023-49**

**A RESOLUTION APPROVING THE ISSUANCE OF TOBACCO LICENSES
EFFECTIVE JANUARY 1, 2024 THROUGH DECEMBER 31, 2024**

WHEREAS, the City of Long Lake has adopted an Ordinance regulating the sale of tobacco products within city limits; and

WHEREAS, the Long Lake business establishments listed below are requesting renewal of their current Tobacco Licenses for the year 2024; and

WHEREAS, the Wayzata Police Department has indicated they have no objection to the issuance of the licenses proposed.

NOW THEREFORE, BE IT RESOLVED, that the City Council of the City of Long Lake hereby approves issuance of 2024 Tobacco Licenses to:

Over Your Head Inc.
DBA Lakeside Wine + Spirits
1916 W Wayzata Boulevard

Liquor Barn, Inc.
DBA Liquor Barn
2067 W Wayzata Boulevard

Birch’s Brewhouse LLC
DBA Birch’s on the Lake
1310 W Wayzata Boulevard

Northern Tier Retail, LLC
DBA Speedway #4517
2400 W Industrial Boulevard

On Duty 2 LLC
DBA Long Lake Smoke Shop & Cigar
1865 Wayzata Boulevard W #112

Adopted by the City Council of the City of Long Lake this 19th day of December 2023.

BY:

Charlie Miner, Mayor

ATTEST:

Jeanette Moeller, City Clerk



CITY OF
LONG LAKE

City Council Agenda Report

City of Long Lake

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

MEETING DATE / December 19, 2023

SUBJECT: Approve Issuance (Renewal) of 2024 Liquor Licenses

Prepared By: Jeanette Moeller, City Clerk

Report Date: 12/11/2023

Recommended City Council Action

Staff recommends the following:

Motion to adopt Resolution No. 2023-50 approving the issuance of Liquor Licenses effective January 1, 2024 through December 31, 2024.

Overview / Background

The City's liquor license holding businesses must apply annually for renewal of their licenses providing for the sale of liquor within city limits. Each liquor licensee is required to complete a renewal application and data privacy disclosure form; to provide proof of liquor liability and workers compensation insurance; to submit all applicable license fees; and to receive City approval before any license may be issued.

Staff recommends the renewal and issuance of 2024 Liquor Licenses as listed below, conditioned upon review and approval by the Wayzata Police Department, submittal of fully completed renewal application materials accompanied by required insurance documentation, and payment of license fees:

- **On Sale Intoxicating Liquor License (\$6,000); Sunday Sales Intoxicating Liquor License (\$200)**
Barcelona314 Corporation DBA Carbone's Pizzeria
McCormick Red Rooster Operating LLC DBA Red Rooster Bar & Restaurant
Primo Plates & Pours LLC DBA Primo Plates & Pours
San Pancho Mexican Restaurant LLC DBA San Pancho Mexican Restaurant
- **On Sale Intoxicating Liquor License (\$6,000); Sunday Sales Intoxicating Liquor License (\$200)**
Brew Pub Off-Sale (\$200); Brew Pub Off-Sale Sunday Sales (\$200)
Birch's Brewhouse LLC DBA Birch's on the Lake
- **Off Sale Intoxicating Liquor License (\$100)**
Over Your Head Inc. DBA Lakeside Wine + Spirits
Liquor Barn Inc. DBA Liquor Barn
- **Off Sale 3.2% Malt Liquor License (\$75)**
Northern Tier Retail, LLC DBA Speedway #4517

Please note that all of the above-referenced conditions of approval must be met in order for a license to be renewed for the new year. All 2024 renewal applications and license fee payments have been received in full;

background investigations have been completed; and approval for all renewing licensees has been received from the Wayzata Police Chief.

Supporting Information

- Resolution No. 2023-50



**City Council
Resolution No. 2023-50**

**A RESOLUTION APPROVING THE ISSUANCE OF LIQUOR LICENSES
EFFECTIVE JANUARY 1, 2024 THROUGH DECEMBER 31, 2024**

WHEREAS, the City of Long Lake has adopted an Ordinance regulating the sale of alcoholic beverages and products within city limits; and

WHEREAS, the Long Lake business establishments listed below are requesting renewal of their current Liquor Licenses for the year 2024:

- **On Sale Intoxicating Liquor License (\$6,000); Sunday Sales Intoxicating Liquor License (\$200)**
Barcelona314 Corporation DBA Carbone’s Pizzeria
McCormick Red Rooster Operating LLC DBA Red Rooster Bar & Restaurant
Primo Plates & Pours LLC DBA Primo Plates & Pours
San Pancho Mexican Restaurant LLC DBA San Pancho Mexican Restaurant
- **On Sale Intoxicating Liquor License (\$6,000); Sunday Sales Intoxicating Liquor License (\$200)
Brew Pub Off-Sale (\$200); Brew Pub Off-Sale Sunday Sales (\$200)**
Birch’s Brewhouse LLC DBA Birch’s on the Lake
- **Off Sale Intoxicating Liquor License (\$100)**
Over Your Head Inc. DBA Lakeside Wine + Spirits
Liquor Barn Inc. DBA Liquor Barn
- **Off Sale 3.2% Malt Liquor License (\$75)**
Northern Tier Retail, LLC DBA Speedway #4517

NOW THEREFORE, BE IT RESOLVED, that the City Council of the City of Long Lake hereby approves the issuance of 2024 Liquor Licenses as identified above for the year 2024, conditioned upon applicant submittal of completed renewal application materials, proof of liquor liability and workers compensation insurance, review and approval by the Wayzata Police Department, and payment in full of all applicable license fees.

Adopted by the City Council of the City of Long Lake this 19th day of December 2023.

ATTEST:

BY:

Jeanette Moeller, City Clerk

Charlie Miner, Mayor



CITY OF
LONG LAKE

City Council Agenda Report

City of Long Lake

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

MEETING DATE / December 19, 2023

SUBJECT: Approve Issuance (Renewal) of 2024 Refuse Hauler Licenses

Prepared By: Jeanette Moeller, City Clerk

Report Date: 12/12/2023

Recommended City Council Action

Staff recommends the following:

Motion to adopt Resolution No. 2023-51 approving the issuance of Residential and Commercial Refuse Hauler Licenses effective January 1, 2024 through December 31, 2024.

Overview / Background

The City’s residential and commercial refuse haulers must renew their licenses to conduct refuse hauling and residential organics collection activities on an annual basis. The intent of licensing is to provide for the collection and disposal of commercial and residential garbage, and to provide for residential organics collection by residential refuse haulers, in a timely, orderly and economical fashion; and in compliance with State Statute and policies of the City, County and State. Each refuse hauler is required to provide proof of insurance, indemnify the City from any liability, post a performance bond in the amount of \$10,000, and pay a \$200 fee for each residential and commercial license obtained.

Staff recommends approval/renewal of the following Refuse Hauler Licenses contingent upon receipt of the documents and fees listed above.

- **Residential / Commercial Licenses**

Curbside Waste, Inc.
4025 85th Avenue N
Brooklyn Park, MN 55443

Republic Services (Randy’s Sanitation Inc.)
4351 US Highway 12 SE
Delano, MN 55328

Waste Management
490 Industrial Boulevard
Winsted, MN 55395

Supporting Information

- Resolution No. 2023-51



**City Council
Resolution No. 2023-51**

**A RESOLUTION APPROVING THE ISSUANCE OF RESIDENTIAL AND COMMERCIAL
REFUSE HAULER LICENSES EFFECTIVE JANUARY 1, 2024 THROUGH DECEMBER 31, 2024**

WHEREAS, the City of Long Lake has adopted an Ordinance regulating residential and commercial refuse haulers operating within city limits; and

WHEREAS, the intent of licensing is to provide for the collection and disposal of commercial and residential garbage, and to provide for residential organics collection by residential refuse haulers, in a timely, orderly and economical fashion; in compliance with State Statute and policies of the City, County and State; and

WHEREAS, the following businesses annually request issuance and renewal of their residential and/or commercial refuse hauler licenses to permit them to conduct refuse hauling and residential organics collection activities within city limits:

- **Residential / Commercial Licenses**

Curbside Waste, Inc.
4025 85th Avenue N
Brooklyn Park, MN 55443

Republic Services (Randy’s Sanitation Inc.)
4351 US Highway 12 SE
Delano, MN 55328

Waste Management
490 Industrial Boulevard
Winsted, MN 55395

NOW THEREFORE, BE IT RESOLVED, that the City Council of the City of Long Lake hereby approves the issuance of 2024 Refuse Hauler Licenses as identified above for the year 2024, conditioned upon applicant submittal of completed renewal application materials, proof of insurance indemnifying the City of Long Lake from liability, posting of the required \$10,000 performance bond, and payment in full of all applicable license fees.

Adopted by the City Council of the City of Long Lake this 19th day of December 2023.

ATTEST:

BY:

Jeanette Moeller, City Clerk

Charlie Miner, Mayor



CITY OF
LONG LAKE

City Council Agenda Report

City of Long Lake

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

MEETING DATE / December 19, 2023

SUBJECT: Special Event Permit Request for the 2024 Snowball Open

Prepared By: Jeanette Moeller, City Clerk

Report Date: 12/13/2023

Recommended City Council Action

Staff recommends the following:

Motion to adopt Resolution No. 2023-56 approving issuance of Special Event Permit #S2023-14 for the Orono Lions Club's Snowball Open to be held February 3, 2024, and to authorize the Hennepin County Sheriff's Office Water Patrol Unit to permit the event.

Overview / Background

The Orono Lions Club is requesting a Special Event Permit to sponsor their annual Snowball Open fundraiser on Saturday, February 3, 2024. The event is comprised of an on-ice 18-hole putt-putt style golf course on Long Lake with participants using tennis balls to play, and prizes or food booths at holes are present if sponsored. Proceeds from the event annually benefit local organizations; including supporting the RED Lion reading program (encourages first grade students to "read every day" in the month of February), assisting senior citizens in local food shelves, and more.

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

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

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

Supporting Information

- Resolution No. 2023-46
- Special Event Application accompanied by permit approval letter dated December 12, 2023
- Event map and flyer
- Copy of HCSO Water Patrol Permit application



**City Council
Resolution No. 2023-56**

A RESOLUTION APPROVING THE ISSUANCE OF SPECIAL EVENT PERMIT #S2023-14 FOR THE ORONO LIONS CLUB’S SNOWBALL OPEN EVENT TO BE HELD FEBRUARY 3, 2024

WHEREAS, the City has received a Special Event Permit application from Roger Adams, on behalf of the Orono Lions Club, to use Nelson Lakeside Park in conjunction with their annual Snowball Open 18-hole putt-putt on-ice golf tournament on Saturday, February 3, 2024 from 8:00 am to 5:00 pm with tee times booked between 10:00 am and 2:00 pm; and

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

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

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

NOW THEREFORE, BE IT RESOLVED, that the City Council of the City of Long Lake hereby approves issuance of Special Event Permit #S2023-14 for the Orono Lions Snowball Open 2024 golf tournament to be held February 3, 2024 contingent on receipt of documentation, agency approvals, and satisfaction of all applicable conditions outlined by the Special Event Permit.

Adopted by the City Council of the City of Long Lake this 19th day of December 2023.

BY:

Charlie Miner, Mayor

ATTEST:

Jeanette Moeller, City Clerk



Special Event Permit Application

CITY OF LONG LAKE
450 Virginia Avenue, PO Box 606
Long Lake, MN 55356
Phone / 952.473.6961

FOR OFFICE USE ONLY	
Amount Due: \$	19 Section 5F.
Date Paid:	12/7/23
<input checked="" type="checkbox"/> Check #	5230
<input type="checkbox"/> Credit Card	
<input type="checkbox"/> Cash Receipt #	
Deposit Required?	
<input type="checkbox"/> Yes, Check #	
<input checked="" type="checkbox"/> NO	

- **REVIEW PAGE 3 for the Special Event Permit application fee schedule and application submittal checklist.**
- Complete this permit application form and submit to City Hall **at least 45 days prior to the event start date.** Permit application must be accompanied by all exhibits requested to be considered complete.

Event Name 37th Annual Snowball Open

Describe Location or Area of City Where Event Will Take Place on the frozen surface of beautiful Long Lake in the vicinity of Birch's Supperclub

of Participants Expected to Attend Event Approx 200 at a time - up to 600 total

Describe Any Participation/Entry Fees to be Charged \$35 per person donation to the Lions

Event Dates/Times Proposed

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

Day of Week	Date	Start Time	End Time
Saturday	2-3-24	8 AM	5 PM

Event Type (CHECK ALL THAT APPLY)

- Parade
 Festival
 Run/Walk
 Sporting Event
 Block Party
 Private Party
 Other, Explain Charitable Fundraiser

Event Includes (CHECK ALL THAT APPLY)

- Liquor Service
 Food Service
 Bingo/Raffles
 Live Music
 Amplified Audio
 Animals
 Pedestrians/Runners
 Bicycles
 Floats
 Motor Vehicles, # Expected _____
 Other Vehicles, Explain _____
 Games, Amusement Devices or Carnival Equipment, Describe _____

Will Parking for Event Exceed On Site Parking Facilities Available?

- Yes, WRITTEN PERMISSION FROM AREA PROPERTY OWNERS ALLOWING USE OF THEIR PROPERTY FOR PARKING IS ATTACHED
 No

Traffic Control Personnel Provided by Whom LIONS

Delineation Equipment (Barricades, Signs, Traffic Cones, No Parking Signs, etc.) Provided by Whom Birch's + The Lions

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

N/A

Site Map and Detailed Description of Event Required

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

Insurance Carrier for Event

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

Name of Insurance Carrier Ace American Ins Co Policy Number HDO-648333205

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

Full Name Roger Wayne Adams Daytime Phone 763-360-1709

Alternate Phone N/A Email Address roger.w.adams@mchsi.com

Street Address 1130 Underhill Circle

City, State, Zip Long Lake, MN 55354

Organization Information

Organization Name Oroon Lions Club

Mailing Address P O Box 65

City, State, Zip Long Lake, MN, 55354

Phone 763-360-1709 Fax _____

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

X Signature of Applicant  **Date** 12-1-23

****** FOR CITY USE ONLY ******

APPLICATION SUBMITTED WAS: Complete With Exhibits [] Incomplete – Date Completed _____

Review by Department Head or Designee

Public Works Reviewed By SD/JM Date 12/12/23

Fire Department Reviewed By MH/JM Date 12/12/23

Police Department Reviewed By MS/JM Date 12/13/23

Special Event Permit Approved By _____ (CITY CLERK OR AUTHORIZED DESIGNEE)

Date Approved _____

PERMIT # 52023-14

Conditions of Permit Approval

Permit Conditions Detailed in Attached Letter Dated 12/12/2023

[] Permit Conditions Listed Below:



December 12, 2023

Roger Adams, Event Organizer
Orono Lions Club - Snowball Open
PO Box 65
Long Lake, MN 55356

RE: SPECIAL EVENT PERMIT CONDITIONS, PERMIT #S2023-14
Orono Lions Snowball Open 2024 / February 3, 2024

Dear Event Organizer:

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

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

SPECIAL EVENT PERMIT CONDITIONS, PERMIT #S2023-14

Orono Lions Snowball Open 2024 / February 3, 2024

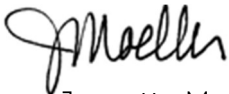
Page 2 of 2

- [] Parking on County Road 112 is prohibited. Event organizer is required to post “no event parking” temporary signage in the Glenmoor Lane residential neighborhood at the entrance to the neighborhood and beyond the residential permit parking only zone; and at the access road to Union Cemetery.
- [] It is a requirement of this permit that shuttling service be available between the event site at Birch’s on the Lake and any designated off-site parking locations. Shuttling service is not required from the Nelson Lakeside Park location, as staff is aware event attendees using that parking location are walking on ice to the event site.
- [] The event sponsor will be responsible for any traffic control needed during the event.
- [] The Long Lake Fire Department will require an inspection of any portable heating devices to be used for the event, if applicable.
- [] A Certificate of General Liability Insurance must be submitted to the City Clerk at least five days prior to the start date of the event.

Please be advised that by acceptance of Special Event Permit #S2023-14, the permit holder, on behalf of any and all organizations and private persons, grants authority to operate under the Special Event Permit, and agrees to indemnify and hold harmless the City of Long Lake from all claims arising from said event. The permit holder, all organizations and private persons exercising authority under this Permit, do waive and release all claims against the City of Long Lake, its officers or employees for any damage to person or property arising from the exercise of privileges granted by this Permit and agrees to hold harmless the City of Long Lake, its employees and officers from any such claim.

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

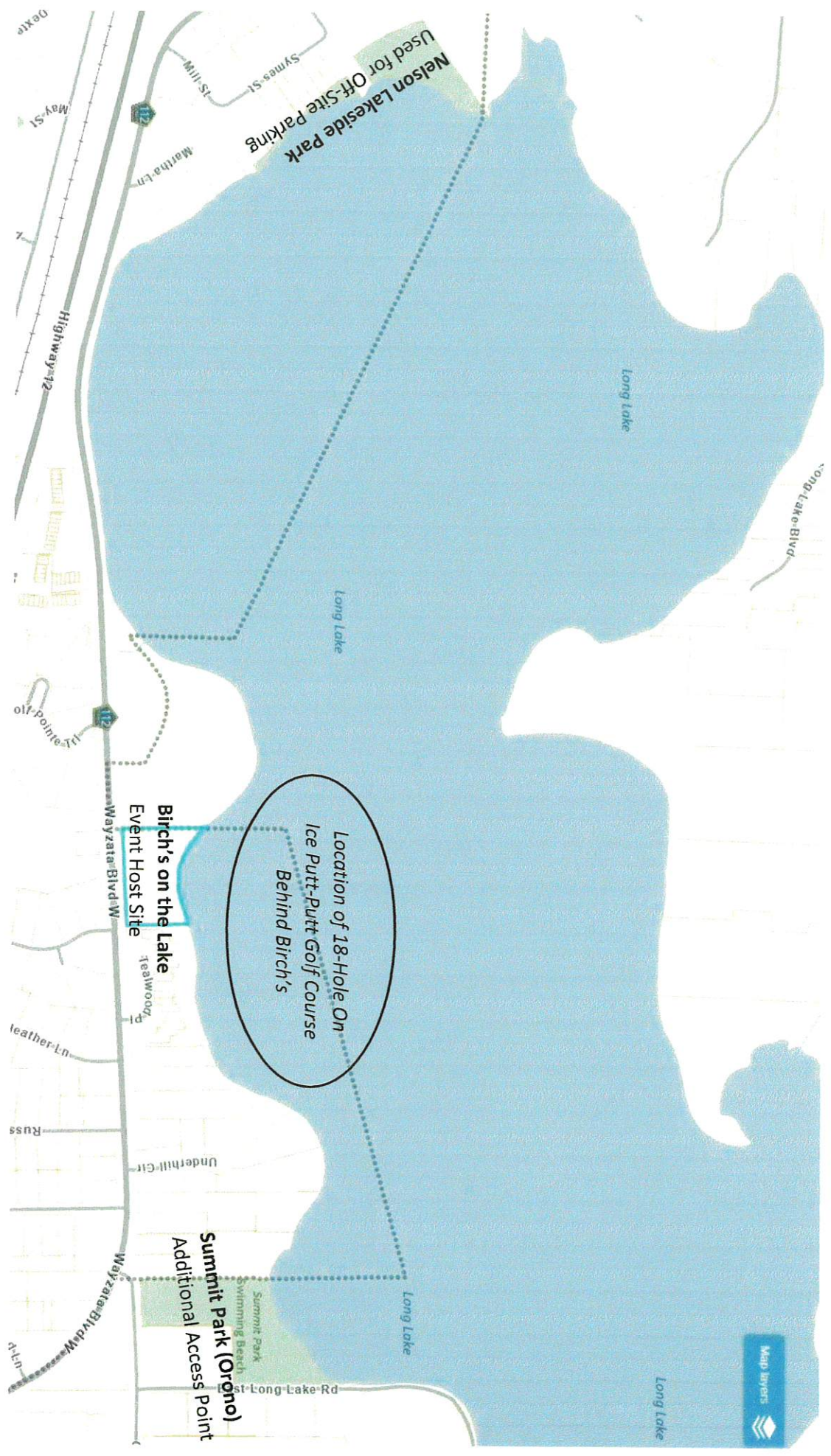
Sincerely,



Jeanette Moeller
City Clerk

Snowball Open – Event Map

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



37th Annual



Snowball

Open

February 3rd, 2024

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

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

Tickets/More Info: www.oronolions.org

 **BEST SLED CONTEST**
 Best Sled: \$100
 People's Choice: \$50
 Coolest Looking: \$50





CERTIFICATE OF LIABILITY INSURANCE

DATE: 12 Section 5F.

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

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

PRODUCER DSP Insurance Services, Inc. 1900 E. Golf Road, Suite 650 Schaumburg, IL 60173	CONTACT NAME: John Adams
	PHONE (A.C. No. Ext): 1-800-316-6705 FAX (A.C. No): 847-934-6186 E-MAIL ADDRESS: lionsclubs@dspins.com
INSURED Orono Lions Club LONG LAKE Minnesota	INSURER(S) AFFORDING COVERAGE
	INSURER A: ACE American Insurance Company NAIC # 22667
	INSURER B:
	INSURER C:
	INSURER D:
	INSURER E:

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Agg. Per Named Insured is \$2,000,000 GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC		HDO G48333205	09/01/2023	09/01/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 10,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS		ISA H10778906	09/01/2023	09/01/2024	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED: RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below	N/A				WC STATUTORY LIMITS OTHER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

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

Provisions of the policy apply to the named insureds participation in the following activity during the policy period shown above: Snowball Open Feb 3, 2024

*** City of Long Lake ***

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

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

CITY OF LONG LAKE 450 VIRGINIA AVENUE LONG LAKE MINNESOTA 55356	CANCELLATION
	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE



HENNEPIN COUNTY SHERIFF'S OFFICE WATER PATROL UNIT

SPECIAL EVENT LIABILITY RELEASE

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

The Organization indicated below (may hereinafter be referred to as "Organization"), agrees that it shall ensure that every participant in the Snowball Open (event) on 2-3-24 (date) shall execute a written agreement acknowledging and agreeing with, at least, the following (i) that Organization is responsible for administering, managing, directing, sponsoring and over-seeing the Golf on Ice (event); (ii) that playing golf with a tennis ball on ice (describe nature of event) may be an inherently dangerous activity; and (iii) that the participant has actual knowledge of the particular risk or danger associated therewith.

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

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

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

Organization Name (must match application): Orond Lions Club
Address: P O Box 65 Long Lake MN 55354

Contact Person: Roger Wayne Adams Lion Title

Signature of above contact person: [Handwritten Signature]
!!!Must be notarized!!!

IN WITNESS WHEREOF, the undersigned voluntarily sets his/her hand this 1st day of December 2023

Notary Signature: [Handwritten Signature]

Notary Stamp: JEANETTE M. MOELLER Notary Public-Minnesota My Commission Expires Jan. 31, 2028



HENNEPIN COUNTY SHERIFF'S OFFICE

Section 5F.

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

sheriff.waterpatrol@hennepin.us

SPECIAL EVENT PERMIT APPLICATION

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

PLEASE PRINT OR TYPE

NAME OF EVENT: 37th Annual Snowball Open

DATE(S) OF EVENT: 2-3-24

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

EVENT LOCATION & ADDRESS: (Include a diagram for larger events.)
ON THE LAKE NEAR Birchus Supperclub - Long Lake specific area - include start/finish locations

WAS THIS EVENT HELD LAST YEAR: YES NO

SPONSORING ORGANIZATION: ORONO LIONS CLUB

CONTACT PERSON: Roger Adams DOB: 7-4-56

DL# T450-203-011-509 EMAIL: roger.w.adams@mchsi.com

ADDRESS: 1130 Underhill Circle, Long Lake, MN 55356

PHONE (MOBILE): 763-360-1709 PHONE (WORK): Same

EVENT WEB ADDRESS: ORONO LIONS .ORG

PROPOSED EVENT ACTIVITIES: golf on the frozen lake using tennis balls

PROPOSED PARKING LOCATION: Birchus & Nelson Park

PRIZES TO BE ISSUED: NONE

WILL ALCOHOLIC BEVERAGES BE SOLD? YES NO

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

WHAT (IF ANY) STRUCTURES DO YOU INTEND TO PLACE ON THE WATER/ICE?
10X10 EZ-up style shelters

ESTIMATED ATTENDANCE:

(# OF PARTICIPANTS) 600 (# OF SPECTATORS) NA

Section 5F.

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

WHAT EXTRA/UNUSUAL HAZARD TO PARTICIPANTS OR NON-PARTICIPANTS WILL BE INTRODUCED TO THE EVENT AREA? NA

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

Long Lake Vol Fire Dept staff & emergency vehicles on-site

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

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

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

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

12-1-23 Roger Williams [Signature] Lion

DATE

APPLICANTS SIGNATURE & PRINTED NAME

TITLE

* The application must be signed.

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



CITY OF
LONG LAKE

City Council Agenda Report

City of Long Lake

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

MEETING DATE / December 19, 2023

SUBJECT: Confirm Appointment of Michael Decker to the Position of Public Works Seasonal Maintenance Worker

Prepared By: Sean Diercks, Public Works Director

Report Date: 12/13/2023

Recommended City Council Action

Staff recommends the following:

Motion to confirm staff’s appointment of Michael Decker to the position of Seasonal Public Works Maintenance Worker for the City of Long Lake.

Overview / Background

City employment policy authorizes the City Administrator or Public Works Director to appoint temporary seasonal staff as needed. Staff advertised for a seasonal temporary Public Works Maintenance Worker position with the closing date of December 18, 2023.

Staff has received one application and due to unplanned staffing changes, staff has identified the need to appoint Mr. Decker prior to the application period closing date, though any additional applications received prior to the December 18 closing date would be given consideration as well for future employment.

Mr. Decker served as a great seasonal summer employee for the City and staff believes he has proven himself to continue working for the City for the winter season.

Mr. Decker will begin work on Tuesday, December 26, 2023.

Supporting Information

- Offer letter to Michael Decker dated December 13, 2023.



December 13, 2023

Michael Decker
11347 County RD 16 SE
Watertown, MN 55388

Dear Michael:

The purpose of this letter is to confirm the City of Long Lake's employment offer to you for the position of Public Works Maintenance Worker, Part Time, Seasonal – Summer Position. The following letter represents the City's offer of at-will employment and outlines the terms and conditions of your employment with the City of Long Lake.

General Duties

Public Works Maintenance Worker, Part Time, Seasonal – Summer Position, you will perform the general duties and responsibilities of the position, including, but not limited to the Public Works Maintenance Worker, Part Time, Seasonal – Summer Position job description.

Supervisor

The Public Works Director will be your direct supervisor.

Start Date

You will begin employment on December 26, 2023

Work Hours

This position is a part-time, seasonal, non-benefit-earning, and up to 40 hour per week position.

Compensation, Performance Evaluation

Your beginning wage will be \$20.00 per hour

Holidays, Vacation, Sick Leave

In addition to official City holidays, you will receive one floating holiday per calendar year.

Professionalism

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

At-Will Employment

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

I believe that you will find this position to be very challenging. Please feel free to contact me with any questions. We look forward to having you join us at Long Lake.

Sincerely,

Scott Weske
City Administrator

I have read the offer letter for the position of Public Works Maintenance Worker, Part Time, Seasonal – Winter Position dated December 13, 2023. I accept the position and agree to the terms and conditions.

AGREED TO BY:

Michael Becker
Signature

12/13/23
Date



CITY OF
LONG LAKE

City Council Agenda Report

City of Long Lake

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

MEETING DATE / December 19, 2023

SUBJECT: Partial Pay Request No. 2 - 2023 Pavement Management Improvement Project

Prepared By: Brad Reifsteck, City Engineer

Report Date: 12/12/2023

Recommended City Council Action

Staff recommends the following:

Motion to authorize payment of partial Pay Request No. 2 to Valley Paving, Inc. in the amount of \$38,735.16.

Overview / Background

Staff recommends the authorization of partial Pay Request No. 2 to general contractor Valley Paving, Inc. for work completed through November 16, 2023. Work completed includes salvage fence, excavation, restoration, and pavement markings. Of the total amount paid to-date, 1% (\$2,605.89) is being withheld until final completion and acceptance of the turf restoration is completed in the spring of 2024.

The project is approximately 10% (\$23,753.73) over the contract amount. The overage can be attributed to the following items:

- Riprap for boat ramp - \$3,390.00
- Subgrade correction in the boat trailer parking lot - \$8,634.78
- Beach sand to backfill new curb near the lake - \$1,651.03
- Replace curb and gutter for Aava Vetta - \$1,448.80
- WSB curb staking error - \$2,385.00
- Common Topsoil Borrow – \$4,798.08
- Pavement messages - \$1,431.00

The city has been reimbursed by WSB already for the curb staking error in the amount of \$2,385.00 and will retain \$1,448.80 from the Aava Vetta development cash escrow once the project is closed out, tentatively scheduled for January 2024.

Partial Pay Request No. 2 signed by both the contractor and the WSB is attached to this report for your review.

Staff recommends approval of Partial Pay Request No. 2 to Valley Paving, Inc. in the amount of \$38,735.16.

Supporting Information

- Letter from City Engineer, Brad Reifsteck, WSB
- November 27, 2023, Valley Paving, Inc. partial Pay Request No. 2



November 27, 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. 2 in the amount of \$38,735.16 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. 2 in the amount of \$38,735.16 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

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 2

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	\$260,588.65
Contract Changes	\$0.00
Material On Hand	\$0.00
Total	\$260,588.65

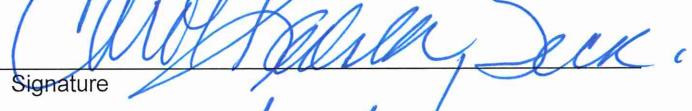
Work Certified This Voucher	Work Certified To Date	Less Amount Retained	Less Previous Payments	Amount Paid This Voucher	Total Amount Paid To Date
\$29,801.70	\$260,588.65	\$2,605.89	\$219,247.60	\$38,735.16	\$257,982.76
Percent Retained: 1%			Percent Complete: 110.03%		

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

November 27, 2023
Date

11/27/23
Date

Approved By City of Long Lake

Signature

Date

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
2	11/16/23	\$29,801.70	(\$8,933.46)	\$38,735.16

Funding Category Name	Work Certified To Date	Less Amount Retained	Less Previous Payments	Amount Paid This Voucher	Total Amount Paid To Date
Local Funding	\$260,588.65	\$2,605.89	\$219,247.60	\$38,735.16	\$257,982.76

Accounting Number	Funding Source	Amount Paid This Voucher	Revised Contract Amount	Funds Encumbered To Date	Paid Contractor To Date
Local Funding	Local	\$38,735.16	\$236,834.92	\$236,834.92	\$257,982.76

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	0	\$0.00	1	\$14,000.00
2	2101.502	CLEARING	EACH	\$602.93	2	0	\$0.00	2	\$1,205.86
3	2101.502	GRUBBING	EACH	\$401.95	2	0	\$0.00	2	\$803.90
4	2104.502	REMOVE CASTING	EACH	\$132.38	3	0	\$0.00	3	\$397.14
5	2104.502	SALVAGE SIGN	EACH	\$42.40	13	0	\$0.00	13	\$551.20
6	2104.503	SAWING BIT PAVEMENT (FULL DEPTH)	L F	\$2.07	150	0	\$0.00	194	\$401.58
7	2104.503	SALVAGE FENCE	L F	\$11.41	293	102	\$1,163.82	283.5	\$3,234.74
8	2104.503	REMOVE AND REPLACE CURB AND GUTTER	L F	\$47.70	260	0	\$0.00	399	\$19,032.30
9	2104.504	REMOVE CONCRETE DRIVEWAY PAVEMENT	S Y	\$21.20	20	0	\$0.00	24	\$508.80
10	2104.504	REMOVE BITUMINOUS DRIVEWAY PAVEMENT	S Y	\$6.75	132	0	\$0.00	134	\$904.50
11	2105.533	SALVAGE RECLAIMED AGGREGATE (CV) PLACED	C Y	\$31.07	38	0	\$0.00	78	\$2,423.46
12	2106.507	EXCAVATION - COMMON	C Y	\$29.15	65	419.99	\$12,242.71	523.99	\$15,274.31
13	2123.610	STREET SWEEPER (WITH PICKUP BROOM)	HOURL	\$215.26	10	0	\$0.00	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	0	\$0.00	3251	\$14,857.07
17	2232.504	MILL BITUMINOUS SURFACE (1.5")	S Y	\$2.03	1565	0	\$0.00	1801	\$3,656.03

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	0	\$0.00	485	\$1,445.30
19	2331.603	JOINT ADHESIVE	L F	\$0.77	2950	0	\$0.00	2770	\$2,132.90
20	2360.504	TYPE SP 9.5 WEAR CRS MIX (2,B) 3.0" THICK	S Y	\$32.66	132	0	\$0.00	108	\$3,527.28
21	2360.509	TYPE SP 9.5 WEARING COURSE MIX (2,B)	TON	\$86.55	656	0	\$0.00	657.2	\$56,880.66
22	2360.509	TYPE SP 12.5 WEARING COURSE MIX (2,B)	TON	\$84.49	337	0	\$0.00	421	\$35,570.29
23	2504.602	ADJUST GATE VALVE & BOX	EACH	\$641.33	3	0	\$0.00	4	\$2,565.32
24	2506.502	CASTING ASSEMBLY	EACH	\$1,423.02	3	0	\$0.00	3	\$4,269.06
25	2506.502	ADJUST FRAME & RING CASTING	EACH	\$1,057.50	7	0	\$0.00	5	\$5,287.50
26	2521.518	6" CONCRETE WALK	S F	\$11.89	520	0	\$0.00	543	\$6,456.27
27	2521.518	6" CONCRETE WALK SPECIAL	S F	\$10.07	170	0	\$0.00	109	\$1,097.63
28	2531.503	CONCRETE CURB & GUTTER DESIGN B618	L F	\$42.40	344	0	\$0.00	400	\$16,960.00
29	2531.504	7" CONCRETE DRIVEWAY PAVEMENT	S Y	\$103.27	20	0	\$0.00	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	0	\$0.00	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	HOURL	\$199.28	4	0	\$0.00	0	\$0.00
36	2573.502	STORM DRAIN INLET PROTECTION	EACH	\$147.72	8	0	\$0.00	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	0	\$0.00	120	\$445.20
39	2574.507	COMMON TOPSOIL BORROW	C Y	\$133.28	23	43	\$5,731.04	59	\$7,863.52
40	2574.508	FERTILIZER TYPE 3	LB	\$2.12	14	50	\$106.00	50	\$106.00
41	2575.504	ROLLED EROSION PREVENTION CATEGORY 25	S Y	\$3.18	201	978	\$3,110.04	978	\$3,110.04

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	75	\$477.00	75	\$477.00
43	2575.508	HYDRAULIC MULCH MATRIX	LB	\$5.30	80	450	\$2,385.00	450	\$2,385.00
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	1232	\$2,611.84	1232	\$2,611.84
46	2582.503	4" DBLE SOLID LINE MULTI COMP	L F	\$2.65	75	85	\$225.25	85	\$225.25
47	2582.518	PAVT MSSG MULTI COMP	S F	\$31.80	10	55	\$1,749.00	55	\$1,749.00
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	0	\$0.00	1	\$2,000.00
50	2104.504	REMOVE BITUMINOUS PAVEMENT	S Y	\$11.16	370	0	\$0.00	370	\$4,129.20
51	2105.533	SALVAGE RECLAIMED AGGREGATE (CV) PLACED	C Y	\$76.23	25	0	\$0.00	25	\$1,905.75
52	2106.507	EXCAVATION - COMMON	C Y	\$57.57	12	0	\$0.00	12	\$690.84
53	2360.504	TYPE SP 9.5 WEAR CRS MIX(3,C)2.5" THICK	S Y	\$26.76	370	0	\$0.00	370	\$9,901.20
54	2573.503	SILT FENCE, TYPE MS	LF	\$5.30	592	0	\$0.00	450	\$2,385.00
Bid Totals:							\$29,801.70		\$260,588.65

Project Category Totals		
Category	Amount This Voucher	Amount To Date
A. STREET IMPROVEMENTS	\$29,801.70	\$239,576.66
B. PROVISIONAL ITEM	\$0.00	\$0.00
C. ALTERNATE 1 - LAKE TRAIL IMPROVEMENTS	\$0.00	\$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 To Date

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 / December 19, 2023

SUBJECT: Final Acceptance of Site Improvements for Aava Vetta Development

Prepared By: Brad Reifsteck, City Engineer

Report Date: 12/12/2023

Recommended City Council Action

Staff recommends the following:

Motion to approve Resolution No. 2023-57 approving Site Improvements for the Aava Vetta Development.

Overview / Background

The City of Long Lake entered into an Agreement with JMH Symes Street LLC (“Developer”) for site improvements for the development known as Aava Vetta located at the intersection of Lake Street and Symes Street in the City of Long Lake.

The Developer is requesting that the City of Long Lake determine the Developer has fulfilled the terms of the Development Agreement.

The City Engineer has reviewed the terms of the Development Agreement and has determined that the improvements have been installed and meet the City’s standards and specifications.

Staff recommend approval of Resolution No. 2023-57.

Supporting Information

- Resolution No. 2023-57



**City Council
Resolution No. 2023-57**

A RESOLUTION APPROVING SITE IMPROVEMENTS FOR THE AAVA VETTA DEVELOPMENT

WHEREAS, The City of Long Lake (“City”), entered a contract for Site Improvements (“Contract”), with JMH Symes Street LLC (“Developer”) for a private development known as Aava Vetta (“Property”) in the City of Long Lake, Minnesota; and

WHEREAS, the Developer completed on the Subject Property the grading, underground utilities, stormwater facilities and roadway improvements (“Improvements”) in conformance with the final plans approved by the City and requests that the public improvements be accepted by the City of Long Lake; and

WHEREAS, the Developer requests that the City of Long Lake determine that the Developer has fulfilled the terms of the Development Agreement.

NOW THEREFORE, BE IT RESOLVED, that the City Council of the City of Long Lake hereby approves Site Development Improvements complete with the following findings:

1. The City Engineer has reviewed the terms of the Development Agreement and has determined that the improvements have been installed and meet the City’s standards and specifications.
2. The responsibility of ongoing maintenance of the Developer Improvements that were not identified to benefit the public shall be assigned to the property owner or the Homeowner’s Association as assigned within the covenants.
3. The City shall not be responsible for any ongoing maintenance of any private Developer Improvements, including stormwater improvements, that are not expressly dedicated to the public through the Final Plat or other executed agreements or easements.
4. The Developer shall pay all fees and delinquent escrow balances.

Adopted by the City Council of the City of Long Lake this 19th day of December 2023.

BY:

Charlie Miner, Mayor

ATTEST:

Jeanette Moeller, City Clerk



CITY OF
LONG LAKE

City Council Agenda Report

City of Long Lake

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

MEETING DATE / December 19, 2023

SUBJECT: Appointment of New Firefighter to the Long Lake Fire Department

Prepared By: Mike Heiland, Fire Chief

Report Date: 12/14/2023

Recommended City Council Action

Staff recommends the following:

Motion to adopt Resolution No. 2023-58 conditionally appointing Alex L. McCaherty to the position of paid on call firefighter for the City of Long Lake.

Overview / Background

With an application and interview process completed, staff recommends that a conditional job offer for the position of paid on call firefighter be made to applicant Alex McCaherty. The conditions of the offer are that Mr. McCaherty passes a physical exam, psychological exam, agility test, and completes a probationary period as a firefighter. The interview panel consisted of Captain Scott Spinks, Firefighter Ben Veach, and Firefighter David Rothstein.

Supporting Information

- Resolution No. 2023-58



**City Council
Resolution No. 2023-58**

**A RESOLUTION APPOINTING A CANDIDATE TO THE POSITION OF PAID ON CALL FIREFIGHTER
FOR THE CITY OF LONG LAKE**

WHEREAS, the City of Long Lake requires the services of an effective Fire Department; and

WHEREAS, applicant Alex L. McCaherty has met the minimum requirements for the position of paid on call firefighter and has completed a background check, social media check, reference check and an oral interview with Fire Department officer(s) and members.

NOW THEREFORE, BE IT RESOLVED, that the City Council of the City of Long Lake hereby appoints Alex McCaherty to the position of paid on call firefighter responding to Station 1 for the City of Long Lake, contingent upon passing the required medical exam, psychological evaluation, pre-employment drug street, physical agility test, and the successful completion of a probationary period.

Adopted by the City Council of the City of Long Lake this 19th day of December 2023.

BY:

Charlie Miner, Mayor

ATTEST:

Jeanette Moeller, City Clerk



CITY OF
LONG LAKE

City Council Agenda Report

City of Long Lake

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

MEETING DATE / December 19, 2023

SUBJECT: Appointment of New Firefighter to the Long Lake Fire Department

Prepared By: Mike Heiland, Fire Chief

Report Date: 12/14/2023

Recommended City Council Action

Staff recommends the following:

Motion to adopt Resolution No. 2023-59 conditionally appointing John K. Brown to the position of paid on call firefighter for the City of Long Lake.

Overview / Background

With an application and interview process completed, staff recommends that a conditional job offer for the position of paid on call firefighter be made to applicant John Brown. The conditions of the offer are that Mr. Brown passes a physical exam, psychological exam, agility test, and completes a probationary period as a firefighter. The interview panel consisted of Lieutenant Ryan Hoster, Captain Scott Spinks, and Firefighter Paul Morse.

Supporting Information

- Resolution No. 2023-59



**City Council
Resolution No. 2023-59**

**A RESOLUTION APPOINTING A CANDIDATE TO THE POSITION OF PAID ON CALL FIREFIGHTER
FOR THE CITY OF LONG LAKE**

WHEREAS, the City of Long Lake requires the services of an effective Fire Department; and

WHEREAS, applicant John K. Brown has met the minimum requirements for the position of paid on call firefighter and has completed a background check, social media check, reference check and an oral interview with Fire Department officer(s) and member(s).

NOW THEREFORE, BE IT RESOLVED, that the City Council of the City of Long Lake hereby appoints John Brown to the position of paid on call firefighter responding to Station 1 for the City of Long Lake, contingent upon passing the required medical exam, psychological evaluation, pre-employment drug street, physical agility test, and the successful completion of a probationary period.

Adopted by the City Council of the City of Long Lake this 19th day of December 2023.

BY:

Charlie Miner, Mayor

ATTEST:

Jeanette Moeller, City Clerk



CITY OF
LONG LAKE

City Council Agenda Report

City of Long Lake

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

MEETING DATE / December 19, 2023

SUBJECT: Reappointment of Park Board Member Donny Chillstrom

Prepared By: Jeanette Moeller, City Clerk

Report Date: 12/14/2023

Recommended City Council Action

Staff recommends the following:

Motion to adopt Resolution No. 2023-60 reappointing Donny Chillstrom to continue serving as a member on the Park Board for a new term effective January 1, 2024 through December 31, 2026.

Overview / Background

Current Park Board member Donny Chillstrom was notified that his term would expire at the end of December 2023 and provided with information regarding the process for seeking reappointment should he be interested in serving another term. On Friday, December 8, staff received a written request via email from Board member Chillstrom requesting consideration of his reappointment.

The City Council is charged with making Park Board member appointments. At their December 11 meeting, the Park Board voted to recommend the City Council reappoint Board member Chillstrom to serve a new term expiring December 31, 2026.

Supporting Information

- Resolution No. 2023-60
- Email from current Park Board member Donny Chillstrom dated December 8, 2023 requesting reappointment



**City Council
Resolution No. 2023-60**

A RESOLUTION REAPPOINTING A PARK BOARD MEMBER

WHEREAS, Long Lake resident Donny Chillstrom has served as a member of the Park Board continuously since February 27, 2017; and

WHEREAS, Board member Chillstrom was notified by City staff that his current term on the Park Board was due to expire as of December 31, 2023; and

WHEREAS, Board member Chillstrom submitted written notice of his interest in reappointment to the Park Board; and

WHEREAS, at their December 11, 2023 meeting, the Park Board voted and recommended the City Council reappoint member Donny Chillstrom to serve a new three-year term expiring December 31, 2026; and

WHEREAS, the City Council is charged with making such appointments.

NOW THEREFORE BE IT RESOLVED, by the City Council of the City of Long Lake, Minnesota that the City Council does hereby reappoint resident Donny Chillstrom to the position of Park Board member serving a three-year term effective January 2024 through December 31, 2026.

Adopted by the City Council of the City of Long Lake this 19th day of December 2023.

BY:

Charlie Miner, Mayor

ATTEST:

Jeanette Moeller, City Clerk



Park Board Term Expiring - Reappointment?

donco7x@aol.com <donco7x@aol.com>

Fri, Dec 8, 2023 at 10:53 AM

To: Jeanette Moeller <jmoeller@longlakemn.gov>

Honorable Mayor and city council

Please consider me for re-appointment to the city of Long Lake park board

Respectfully submitted, Donny Chillstrom
267 Charles street
Long Lake, MN. 55356
612-710-0569

[Quoted text hidden]



CITY OF
LONG LAKE

City Council Agenda Report

City of Long Lake

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

MEETING DATE / December 19, 2023

SUBJECT: Reappointment of Economic Development Authority Member Sahand Elmtalab

Prepared By: Jeanette Moeller, City Clerk

Report Date: 12/14/2023

Recommended City Council Action

Staff recommends the following:

Motion to adopt Resolution No. 2023-61 reappointing Sahand Elmtalab to continue serving as a member on the Economic Development Authority for a new term effective January 1, 2024 through December 31, 2025.

Overview / Background

The EDA is comprised of the full City Council and two resident members appointed at large. EDA resident member Sahand Elmtalab’s current term on the Board expires at year-end December 2023, and consistent with the terms of the EDA bylaws, he indicated his interest in continuing to serve on the Board for another two-year term.

The EDA will be meeting on December 19 prior to the regularly scheduled Council meeting. Per the EDA bylaws, at large members are appointed by the City Council if recommended for reappointment by the EDA. Anticipating that the EDA remains in favor of his continued service and recommends reappointment of resident member Sahand Elmtalab to a two-year term expiring December 2025, staff has prepared the attached resolution for adoption by the City Council to formally make the appointment in accordance with the EDA bylaws.

Supporting Information

- Resolution No. 2023-61
- Email from current EDA member Sahand Elmtalab dated December 6, 2023 requesting reappointment



**City Council
Resolution No. 2023-61**

**A RESOLUTION APPOINTING ECONOMIC DEVELOPMENT AUTHORITY
RESIDENT AT LARGE MEMBER**

WHEREAS, Long Lake resident Sahand Elmtalab was previously appointed to serve as an at large member of the Long Lake Economic Development Authority to a term expiring December 31, 2023; and

WHEREAS, consistent with the terms of the Economic Development Authority’s bylaws, member Elmtalab submitted written notice to the Board of his interest in reappointment to the Board; and

WHEREAS, at their December 19, 2023 meeting, the Economic Development Authority recommended the City Council reappoint member Sahand Elmtalab to serve a new two-year term expiring December 31, 2025; and

WHEREAS, the City Council is charged with making such appointments.

NOW THEREFORE BE IT RESOLVED, by the City Council of the City of Long Lake, Minnesota that the City Council does hereby appoint resident Sahand Elmtalab to the position of Economic Development Authority at large member serving a two-year term effective January 2024 through December 31, 2025.

Adopted by the City Council of the City of Long Lake this 19th day of December 2023.

BY:

Charlie Miner, Mayor

ATTEST:

Jeanette Moeller, City Clerk



Jeanette Moeller <jmoeller@longlakemn.gov>

EDA Reappointment

Sahand Elmtalab <sahand.elmtalab@gmail.com>
To: Jeanette Moeller <jmoeller@longlakemn.gov>

Wed, Dec 6, 2023 at 10:35 AM

Hi Jeanette and EDA,

I hope you are all doing well.

I would like to request reappointment to serve another term.

Thank you,
Sahand

--

Sahand Elmtalab ChFC® CLU®

Cell-(763) 439-0760
Email-sahand.elmtalab@gmail.com
<http://mecatalyst.com>



CITY OF
LONG LAKE

City Council Agenda Report

City of Long Lake

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

MEETING DATE / December 19, 2023

SUBJECT: Approve Purchase of a Used Snowplow for the Hyundai Wheel Loader

Prepared By: Sean Diercks / Public Works Director

Report Date: 12/14/2023

Recommended City Council Action

Staff recommends the following:

Consider a motion to approve the purchase of a used snowplow for the Hyundai Wheel Loader from Monte Motor Sales of Montevideo, Minnesota.

Overview / Background

In October 2023 the City Council approved a purchase of a 2022 Hyundai Wheel Loader for the Public Works Department. During the approval process, it was mentioned that the Department would be putting quotes together to purchase a new snowplow for the machine and present it in fiscal year 2024.

The Public Works Department began conversations with Little Falls Machine out of Little Falls, Minnesota. Little Falls Machine manufactures heavy duty plows for large plow trucks and heavy equipment as we would see with any MnDOT plow truck, road graders, and front end wheel loaders such as ours. Little Falls Machine provided a quote to build a new 12-foot plow for the City of Long Lake for \$18,615 with an approximate lead time of three to five months, due for delivery early spring/summer of 2024.

In early December 2023, staff became aware of a used snow plow that was for sale in western Minnesota at Monte Motor Sales in Montevideo that would mate up perfectly with our new Hyundai loader without any major modifications, listed at \$7,500.

On Wednesday, December 13, 2023, Luke and I went to look at the plow in Montevideo. The plow is in good shape and shows no signs of abuse by the previous owner, which we were later told was another municipality in Wisconsin. The plow is hydraulically reversible. Also, the reason we wanted the auxiliary hydraulics on the loader. Two of the hydraulic hoses will need to be replaced due to being left out in the sun and the rubber on the hoses are starting to degrade. After the negotiating process with Monte Motor Sales, they verbally agreed to sell, and hold the used plow for \$7,000 until City Council approval.

After reviewing all the supporting information, specs, and reviewing the used plow in person, the Public Works Department is confident in recommending the City Council approve the purchase of the used snow plow from Monte Motor Sales in Montevideo, Minnesota as verbally quoted.

Supporting Information

- Little Falls Machine quote for 12-foot snow plow for 2022 Hyundai wheel loader
- Photos of used plow at Monte Motor Sales of Montevideo

<< QUOTE >>

Section 7B.



Little Falls Machine, Inc.
 300 Lindbergh Dr S
 Little Falls, MN 56345
 UNITED STATES
 (320)-632-9266

PAGE 1

QUOTE DATE 10/18/2023
 QUOTE NO 15211

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TOTAL DUE 18,615.00

SLS1	SLS2	DUE DATE	DISC DUE DATE	ORDER NO	ORDER DATE	SHIP NO
MS	LS	11/17/2023	10/18/2023	00057021	10/18/2023	

TERMS DESCRIPTION	CUSTOMER PO NO	SHIP VIA	SHIP DATE
n/30	QUOTE		

ITEM ID	UNITS	ORDERED	SHIPPED	UNIT PRICE	NET PRICE	EXTENSION
GPR1243E2 FALLS MODEL PR-1243-E2-MS REV SNOW PLOW MS-MUSHROOM SHOES STD CUTTING EDGE SPRING TRIPS PAINT YELLOW LOADER REINFORCED A FRAME C/O LONG LAKE, MN	EA	1.000	0.000	11,900.0000	11,900.0000	11,900.00
LVOLVO FALLS SUPPLIED VOLVO HOOKS	EA	1.000	0.000	2,225.0000	2,225.0000	2,225.00
LADAPT ADAPT/INSTALL FALLS SUPPLIED VOLVO BLANKS TO FIT FALLS PLOW	EA	1.000	0.000	2,520.0000	2,520.0000	2,520.00
RUBBER FLAP	EA	1.000	0.000	500.0000	500.0000	500.00
L2PFQ FALLS MODEL 2 PORT STUCCHI QUICK DISCONNECT	EA	1.000	0.000	1,470.0000	1,470.0000	1,470.00
FRT TBD	EA	1.000	0.000	0.0000	0.0000	0.00

<< QUOTE >>

Section 7B.



Little Falls Machine, Inc.
300 Lindbergh Dr S
Little Falls, MN 56345
UNITED STATES
(320)-632-9266

PAGE 2

QUOTE DATE 10/18/2023
QUOTE NO 15211

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SEAN 612-237-7520

TOTAL DUE 18,615.00

SLS1	SLS2	DUE DATE	DISC DUE DATE	ORDER NO	ORDER DATE	SHIP NO
MS	LS	11/17/2023	10/18/2023	00057021	10/18/2023	

TERMS DESCRIPTION	CUSTOMER PO NO	SHIP VIA	SHIP DATE
n/30	QUOTE		

ITEM ID	UNITS	ORDERED	SHIPPED	UNIT PRICE	NET PRICE	EXTENSION
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MN SALES TAX 0.00 LFCity SALES TAX 0.00

Thank you for your order.

TAXABLE	NONTAXABLE	FREIGHT	SALES TAX	MISC	TOTAL
0.00	18,615.00	0.00	0.00	0.00	18,615.00
TOTAL DUE					18,615.00





CITY OF
LONG LAKE

City Council Agenda Report

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

MEETING DATE / December 19, 2023

SUBJECT: Adoption of Final Payable 2024 Levy, City Budget, Capital Improvement Program, and Pay Plan Resolutions

Prepared By: Scott Weske, City Administrator

Report Date: 12/19/2023

Recommended City Council Action

Staff recommends the following separate motions:

Motion No. 1 – Motion to adopt Resolution No.2023-52 establishing the Final Tax Levy Collectible in 2024.

Motion No. 2 – Motion to adopt Resolution No. 2023-53 establishing the Final 2024 Total City Budget.

Motion No. 3 – Motion to adopt Resolution No. 2023-54 establishing the 2024 Capital Improvement Plan (CIP).

Motion No. 4 – Motion to adopt Resolution No. 2023-55 establishing the 2024 Pay Plan.

Overview / Background

	<u>Levy</u>	<u>Tax Rate</u>	<u>Tax Rate Change</u>	<u>Levy % Increase</u>
Approved 2024 Preliminary	\$1,577,590	33.42%	0%	12.14%
Proposed 2024 Final	\$1,577,590			

Proposed General Fund Budget Considerations

- **Police Contract** - The annual estimated contract fee for 2024 will be \$332,072 resulting in a \$9,672 increase from the 2023 amount.
- **Health Insurance** -Estimated for 2024 is \$85,747 which is a 10% increase compared to 2023.

Bond Debt Service

2024 – Estimated \$86,657
GO Bond 2016A - \$41,193
GO Bond 2017A - \$45,464

Revenues

- Local Government Aid (LGA) for the year 2024 will be \$0

Utility Funds

The 2024 estimated budget reflects the rate changes the Council adopted in 2023 for 2024. With the adjustment, the expenses are projected to be closer in line with revenues.

Employee Wages

A 3% COLA increase is budgeted for all employees. Staff will be working on a wage study for Council review in 2024.

Supporting Information

- Resolution No. 2023-52 Establishing Final Levy Collectible in 2024
- Resolution No. 2023-53 Establishing Final 2024 City Budget
- Resolution No. 2023-54 Establishing 2024 Capital Improvement Plan
- Resolution No. 2023-55 Establishing the 2024 Pay Plan
- Corresponding work papers accompanying each Resolution
- 2024 General Fund Revenues
- 2024 General Fund Expenses
- 2024 Fire Department Summary Budget with Corresponding Work Papers
- 2024 Utility Budget Overview – Revenue / Expenses



**City Council
Resolution No. 2023-52**

**A RESOLUTION ESTABLISHING THE FINAL 2023 TAX LEVY
COLLECTIBLE IN 2024 FOR THE CITY OF LONG LAKE, MINNESOTA**

WHEREAS, the City of Long Lake City Council has held work sessions regarding development of a proposed 2024 budget; and

WHEREAS, staff has taken into consideration the current economic climate in establishing the payable 2024 final levy; and

WHEREAS, a 2024 proposed General Fund budget has been developed that is supported by a 12.14% levy change while estimating a City tax rate change of zero in the City’s payable 2024 tax rate; and

NOW THEREFORE, BE IT RESOLVED, by the City Council of the City of Long Lake, County of Hennepin, Minnesota, that the following sums of money be levied for the current year, collectible in 2024, upon the taxable property in the City of Long Lake:

<u>Levy Amount</u>	<u>\$1,577,590</u>
Levy Operations	\$1,490,933
Levy Debt Payments	\$86,657
	(GO Bond Series 2016A - \$41,193)
	(GO Bond Series 2017A - \$45,464)

Adopted by the City Council of the City of Long Lake this 19th day of December 2023.

BY:

Charlie Miner, Mayor

ATTEST:

Jeanette Moeller, City Clerk

2024 Budget Overview

Fund 101-General Fund Expenses	2024	Difference	2023
Council	\$ 19,000.00	\$ (650)	\$ 19,650.00
Elections	\$ 15,500.00	\$ 7,400	\$ 8,100.00
Administration	\$ 494,152.41	\$ 26,680	\$ 467,472.38
City Attorney	\$ 55,000.00	\$ 18,000	\$ 37,000.00
Planning/ Zoning	\$ 19,500.00	\$ (6,000)	\$ 25,500.00
City Hall Facility	\$ 30,000.00	\$ 9,100	\$ 20,900.00
Public Works Facility	\$ 42,500.00	\$ 5,850	\$ 36,650.00
Police	\$ 332,581.00	\$ 8,982	\$ 323,599.14
Protective Inspections	\$ 22,500.00	\$ (4,225)	\$ 26,724.93
Public Works	\$ 273,193.03	\$ 160,557	\$ 112,635.67
Public Works Fleet	\$ 60,700.00	\$ 19,756	\$ 40,944.36
Streets	\$ 129,250.00	\$ 16,100	\$ 113,150.00
Parks	\$ 40,300.00	\$ (8,050)	\$ 48,350.00
Long Lake Share for FD	\$ 94,747	\$ 30,693	\$ 64,054

total			\$ 1,344,730
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Fund 205-Fire Department Fund

FD Non Operations Share-Fund 462			\$ 115,773
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Fire Department Administration	\$ 290,238	\$ 19,248	\$ 270,990
Willow Operations	\$ 246,818	\$ 69,333	\$ 177,485
Willow Facility	\$ 60,500	\$ 6,800	\$ 53,700
Navarre Operations	\$ 190,480	\$ 49,340	\$ 141,140
Navarre Facility	\$ 36,700	\$ (1,150)	\$ 37,850

Total Operations	\$ 824,736	\$ 143,571	\$ 681,165
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Fire Department Non Operations	\$ 155,000		\$ 145,000
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2% money fire relief	\$ 155,000		\$ 145,000
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Capital- Truck replacement

Fire Department Budget		\$ 979,736	
FD Revenues		\$ 1,005,644	
		\$ 25,908	

General Fund Total	\$ 1,628,923		
Tax Levy Revenues	\$ 1,490,933		
General Fund Revenues	\$ 162,000.00		
General Fund Revenues	\$ 1,652,933		

Levy Amount	\$ 1,577,590		
Levy Operations	\$ 1,490,933		
Levy Debt Payments	\$ 86,657.00		

	Total		\$ 2,658,577
Difference	\$ 24,010		

HENNEPIN COUNTY
MINNESOTA

Levy Schedule for 2024

Nov. 02, 2023

City of Long Lake	Date	Original Amount Issued	Levy Scheduled for 2024
7203A GO Special Assessment (Series 2016A)	9 /7 /2016	\$510,000.00	\$41,192.58
7204 General Obligation (Series 2017A)	7 /13/2017	\$2,000,000.00	\$45,464.13
City of Long Lake Total:			\$86,656.71



**City Council
Resolution No. 2023-53**

**A RESOLUTION ESTABLISHING THE FINAL 2024 TOTAL CITY BUDGET
FOR THE CITY OF LONG LAKE, MINNESOTA**

WHEREAS, the City of Long Lake has established a property tax levy for the current year, collectible in 2024; and

WHEREAS, with the establishment of the property tax levy the City Council is able to set the 2024 budget for municipal operations; and

WHEREAS, the City Council and staff have had budget work sessions during 2023 on various policy aspects and direction for the 2024 budget.

NOW THEREFORE BE IT RESOLVED, by the City Council of the City of Long Lake, Hennepin County, Minnesota that:

The City Council hereby adopts a total revenue budget of **\$3,777,234** of General and Utility Funds and an expenditure budget of **\$4,009,277** for General and Utility Funds.

Adopted by the City Council of the City of Long Lake this 19th day of December 2023.

BY:

Charlie Miner, Mayor

ATTEST:

Jeanette Moeller, City Clerk

2024 Total Budget Overview

General Fund Revenues	\$	1,652,933
Levy Debt Payments	\$	86,657
FD Revenues	\$	1,005,644
Utility Revenues	\$	1,032,000
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Total Revenues	\$	3,777,234
General Fund Total	\$	1,628,923
Levy Debt Payments	\$	86,657
Fire Department Budget	\$	979,736
Utility Expenses	\$	1,313,961
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Total Expenditures	\$	4,009,277



**City Council
Resolution No. 2023-54**

**A RESOLUTION ESTABLISHING THE 2024 CAPITAL IMPROVEMENT PLAN (CIP)
FOR THE CITY OF LONG LAKE, MINNESOTA**

WHEREAS, the Long Lake City Council has identified long range capital improvement items it wishes to fund during the 2024-2029 time period.

NOW THEREFORE BE IT RESOLVED, that the City Council of the City of Long Lake does hereby adopt the 2024 Capital Improvement Plan, identifying **\$70,000** for improvements to be considered in 2024 as listed below:

- Furnaces for the Public Works Building - \$20,000
- Replace Windows in Public Works Building - \$50,000

Adopted by the City Council of the City of Long Lake this 19th day of December 2023.

BY:

Charlie Miner, Mayor

ATTEST:

Jeanette Moeller, City Clerk



**City Council
Resolution No. 2023-55**

**A RESOLUTION ESTABLISHING THE 2024 PAY PLAN
FOR THE CITY OF LONG LAKE, MINNESOTA**

WHEREAS, the Long Lake City Council has authorized a salary increase from the adopted 2023 Pay Plan in the development of the 2024 budget.

NOW THEREFORE, BE IT RESOLVED, that the City Council of the City of Long Lake does hereby adopt the 2024 Pay Plan as reflected in the 2024 Pay Plan documentation attached to this Resolution.

Adopted by the City Council of the City of Long Lake this 19th day of December 2023.

BY:

Charlie Miner, Mayor

ATTEST:

Jeanette Moeller, City Clerk

2024

City Position Description	Hire Date	Pct to C.Admin	Step 1 (86%)	Step 2 (88%)	Step 3 (90%)	Step 4 (92%)	Step 5 (94%)	Step 6 (96%)	Step 7 (98%)	Step 8 (100%)	Step 8 Ann Salary	Total % Increase
Exempt Employees:												
City Administrator	01/06/14	100.00%	\$ 8,606	\$ 8,806	\$ 9,006	\$ 9,207	\$ 9,407	\$ 9,607	\$ 9,807	10,007.11	\$120,085.30	3.00%
Fire Chief	03/24/08	93.81%	8,074	8,261	8,449	8,637	8,825	9,012	9,200	9,388.02	\$112,656.21	
PW Director	02/02/18	76.92%	7,356	7,527	7,698	7,869	8,040	8,211	8,382	8,553.19	\$102,638.27	3.00%
City Clerk	10/22/03	69.21%	5,956	6,095	6,233	6,372	6,510	6,649	6,787	6,925.86	\$83,110.28	3.00%
Finance Director	12/02/19	0.00%	\$ 5,499.35	\$ 5,627.24	\$ 5,755.13	\$ 5,883.02	\$ 6,010.91	\$ 6,138.81	\$ 6,266.70	6,394.59	\$76,735.08	3.00%
Non-Exempt Employees:												
Public Works Laborer 2	05/01/85	62.64%	\$ 31.10	\$ 31.83	\$ 32.55	\$ 33.27	\$ 34.00	\$ 34.72	\$ 35.44	36.17	\$75,227.38	3.00%
Public Works Laborer 1	04/13/21	0.00%	\$ 27.34	\$ 27.97	\$ 28.61	\$ 29.24	\$ 29.88	\$ 30.51	\$ 31.15	31.79	\$66,114.46	3.00%

2024 Revenue Budget

	2024 Proposed	2023	Budget Change
General Fund Revenues			
R 101-31010 Current Ad Valorem Taxes			\$0.00
R 101-31020 Delinquent Ad Valorem Taxes			\$0.00
R 101-31030 Current Personal Prop			\$0.00
R 101-31040 Fiscal Disparities			\$0.00
R 101-31900 Penalties and Interest DelTax			\$0.00
R 101-32110 Alcoholic Beverages	\$ 31,750.00	\$32,225.00	-\$475.00
R 101-32180 Other Licenses/Permits	\$ 1,500.00	\$1,525.00	-\$25.00
R 101-32181 Tobacco Licenses	\$ 750.00	\$600.00	\$150.00
R 101-32182 Refuse Haulers	\$ 750.00	\$1,350.00	-\$600.00
R 101-32210 Building Permits	\$ 25,000.00	\$19,000.00	\$6,000.00
R 101-32222 Plan Check Fee	\$ 10,000.00	\$4,000.00	\$6,000.00
R 101-32230 Plumbing Permits	\$ 5,000.00	\$1,500.00	\$3,500.00
R 101-32235 Heating / Mechanical Permits	\$ 5,000.00	\$2,400.00	\$2,600.00
R 101-32240 Animal Licenses	\$ 850.00	\$1,100.00	-\$250.00
R 101-32271 Sign Permits	\$ 200.00	\$600.00	-\$400.00
R 101-33115 Federal Emrgncy Mgmt Assistnc	\$ -	\$0.00	\$0.00
R 101-33401 Local Government Aid	\$ -	\$0.00	\$0.00
R 101-33422 Other State Aid Grants			\$0.00
R 101-33480 State PERA Rate Inc Aid			\$0.00
R 101-33610 County Grants/Aid for Hwy	\$ -	\$0.00	\$0.00
R 101-33700 Met Council Grant			\$0.00
R 101-34001 Administrative Fees	\$ -	\$200.00	-\$200.00
R 101-34102 Planned Unit Dev (PUD) App Fee			\$0.00
R 101-34103 Rezoning and Subdivision Fees	\$ -	\$0.00	\$0.00
R 101-34104 Variances	\$ -	\$0.00	\$0.00
R 101-34106 Conditional Use Permit	\$ -	\$0.00	\$0.00
R 101-34108 Admin Fees Charged Out	\$ -	\$0.00	\$0.00
R 101-34220 FD Contract Admin Fees	\$ 18,000.00	\$18,000.00	\$0.00
R 101-34780 Park Fees	\$ 1,500.00	\$1,500.00	\$0.00
R 101-34950 Other Revenues	\$ -	\$100.00	-\$100.00
R 101-34952 Rent- Public Works Facility	\$ 8,300.00	\$7,000.00	\$1,300.00
R 101-35100 Court Fines	\$ 10,000.00	\$13,000.00	-\$3,000.00
R 101-35104 Other Fines	\$ -	\$0.00	\$0.00
R 101-36210 Interest Earnings	\$ -	\$0.00	\$0.00
R 101-36221 Verizon	\$ 42,500.00	\$40,100.00	\$2,400.00
R 101-36230 Contributions and Donations	\$ -	\$300.00	-\$300.00
R 101-36250 State Permit Surcharge	\$ 900.00	\$750.00	\$150.00
R 101-36260 Refunds & Reimbursements			\$0.00
TOTAL 101	\$162,000.00	\$145,250.00	\$16,750.00

City of Long Lake 2024 Budget

	2024 Proposed	2023	Budget Change
FUND 101 GENERAL FUND			
DEPT 41110 Council			
E 101-41110-1040 Council Salaries	\$ 15,600.00	\$ 15,600.00	\$0.00
E 101-41110-1220 FICA	\$ 1,000.00	\$ 1,220.00	-\$220.00
E 101-41110-1510 Workers Comp Ins	\$ 100.00	\$ 100.00	\$0.00
E 101-41110-3350 Education / conferences	\$ 1,200.00	\$ 1,200.00	\$0.00
E 101-41110-3500 Printing/Binding	\$ -	\$ -	\$0.00
E 101-41110-3510 Legal Notices Publishing	\$ 200.00	\$ 200.00	\$0.00
E 101-41110-4300 Miscellaneous	\$ -	\$ -	\$0.00
E 101-41110-4330 Dues and Subscriptions	\$ 650.00	\$ 1,000.00	-\$350.00
E 101-41110-4600 Recognition Expenditures	\$ 250.00	\$ 330.00	-\$80.00
TOTAL	\$ 19,000.00	\$ 19,650.00	-\$650.00
DEPT 41410 Elections			
E 101-41410-1045 Temp Election Judge Pay	\$ 9,500.00	\$ 3,500.00	\$6,000.00
E 101-41410-2100 Operating Supplies (GENERAL)	\$ 1,500.00	\$ 750.00	\$750.00
E 101-41410-3220 Postage	\$ 500.00	\$ 350.00	\$150.00
E 101-41410-3510 Legal Notices Publishing	\$ 2,000.00	\$ 1,500.00	\$500.00
E 101-41410-4040 Equip Maint & Repair	\$ 1,750.00	\$ 1,750.00	\$0.00
E 101-41410-4300 Miscellaneous	\$ 250.00	\$ 250.00	\$0.00
TOTAL	\$ 15,500.00	\$ 8,100.00	\$7,400.00
DEPT 41500 Administration			
E 101-41500-1000 FT Admin Office Salaries	\$ 279,930.67	\$ 257,614.74	\$22,315.93
E 101-41500-1110 Unused Vacation/Sick Pay	\$ -	\$ -	\$0.00
E 101-41500-1130 Insurance Opt Out Pay	\$ 13,279.80	\$ 12,294.96	\$984.84
E 101-41500-1210 PERA	\$ 21,000.00	\$ 20,000.00	\$1,000.00
E 101-41500-1220 FICA	\$ 21,000.34	\$ 20,000.00	\$1,000.34
E 101-41500-1310 Employer Paid Health	\$ 7,446.60	\$ 10,447.68	-\$3,001.08
E 101-41500-1420 Unemployment Benefit Payments	\$ -	\$ -	\$0.00
E 101-41500-1510 Worker s Comp Insurance Prem	\$ 5,000.00	\$ 12,000.00	-\$7,000.00
E 101-41500-2010 Accessories (paper, pens, etc)	\$ 1,200.00	\$ 1,200.00	\$0.00
E 101-41500-2030 Printed Forms	\$ 500.00	\$ 500.00	\$0.00
E 101-41500-2080 Training/Instruct Materials	\$ 1,000.00	\$ 1,000.00	\$0.00
E 101-41500-3000 Professional Svcs (GENERAL)	\$ 3,500.00	\$ 3,500.00	\$0.00
E 101-41500-3010 Auditing and Acct g Services	\$ 40,000.00	\$ 40,000.00	\$0.00
E 101-41500-3025 Assessor Fees - Subcontracted	\$ 27,000.00	\$ 20,500.00	\$6,500.00
E 101-41500-3090 Software Support	\$ 10,000.00	\$ 6,200.00	\$3,800.00
E 101-41500-3095 Computer Network Support	\$ 500.00	\$ 500.00	\$0.00
E 101-41500-3220 Postage	\$ 4,000.00	\$ 3,500.00	\$500.00
E 101-41500-3310 Travel / Mileage Reimbursement	\$ 250.00	\$ 250.00	\$0.00
E 101-41500-3350 Education / conferences	\$ 1,000.00	\$ 1,000.00	\$0.00
E 101-41500-3500 Printing/Binding	\$ 250.00	\$ 250.00	\$0.00
E 101-41500-3510 Legal Notices Publishing	\$ 750.00	\$ 750.00	\$0.00
E 101-41500-3520 General Notices and Pub Info	\$ 500.00	\$ 500.00	\$0.00
E 101-41500-3530 Ordinance Publication	\$ 200.00	\$ 200.00	\$0.00
E 101-41500-3550 Codification	\$ 3,000.00	\$ 3,000.00	\$0.00
E 101-41500-3610 General Liability Ins	\$ 41,000.00	\$ 41,000.00	\$0.00
E 101-41500-3700 Insurance Broker Fee	\$ 3,750.00	\$ 3,750.00	\$0.00
E 101-41500-4130 Postage Machine Maint	\$ 1,000.00	\$ 1,000.00	\$0.00
E 101-41500-4135 Copier Maintenance	\$ 1,000.00	\$ 1,000.00	\$0.00
E 101-41500-4140 Folder Inserter Machine Maint	\$ 450.00	\$ 450.00	\$0.00
E 101-41500-4145 Bottled Water Service	\$ 500.00	\$ 500.00	\$0.00

E 101-41500-4190 2040 Comp Plan Expense	\$ -	\$ -	\$0.00
E 101-41500-4300 Miscellaneous	\$ 425.00	\$ 425.00	\$0.00
E 101-41500-4330 Dues and Subscriptions	\$ 2,940.00	\$ 2,940.00	\$0.00
E 101-41500-4450 Food & Beverage (Mtgs/Trng)	\$ 380.00		
E 101-41500-5000 Capital Outlay	\$ -	\$ -	\$0.00
E 101-41500-5700 Office Equip and Furnishings	\$ -	\$ -	\$0.00
E 101-41500-5710 Computer/Printer Replacement	\$ 1,400.00	\$ 1,200.00	\$200.00
TOTAL	\$ 494,152.41	\$ 467,472.38	\$26,300.03
			\$0.00

DEPT 41610 City Attorney

	2024 Proposed	2023	
E 101-41610-3040 Legal Fees - Criminal	\$ 12,000.00	\$ 12,000.00	\$0.00
E 101-41610-3120 Legal Fees - Civil	\$ 43,000.00	\$ 25,000.00	\$18,000.00
TOTAL	\$ 55,000.00	\$ 37,000.00	\$18,000.00

DEPT 41910 Planning and Zoning

E 101-41910-1040 Planning Members Pay	\$ 5,000.00	\$ 6,300.00	-\$1,300.00
E 101-41910-1220 FICA	\$ 400.00		
E 101-41910-2010 Accessories (paper, pens, etc)	\$ 100.00	\$ 250.00	-\$150.00
E 101-41910-3000 Professional Svcs (GENERAL)	\$ 1,000.00	\$ 2,000.00	-\$1,000.00
E 101-41910-3030 Engineering Fees	\$ 2,000.00	\$ 1,000.00	\$1,000.00
E 101-41910-3032 General Planning	\$ 10,000.00	\$ 15,000.00	-\$5,000.00
E 101-41910-3120 Legal Fees - Civil	\$ 100.00	\$ 100.00	\$0.00
E 101-41910-3350 Education / conferences	\$ 300.00	\$ 250.00	\$50.00
E 101-41910-3500 Printing/Binding	\$ 100.00	\$ 100.00	\$0.00
E 101-41910-3510 Legal Notices Publishing	\$ 500.00	\$ 500.00	\$0.00
E 101-41910-4330 Dues and Subscriptions	\$ -	\$ -	\$0.00
TOTAL	\$ 19,500.00	\$ 25,500.00	-\$6,400.00

DEPT 41940 City Hall Facility

E 101-41940-2200 Repair/Maint Supply (GENERAL)	\$ 200.00	\$ 200.00	\$0.00
E 101-41940-3000 Professional Svcs (GENERAL)	\$ 2,100.00	\$ 2,100.00	\$0.00
E 101-41940-3210 Telephone/Internet	\$ 3,600.00	\$ 3,600.00	\$0.00
E 101-41940-3810 Electricity Expense	\$ 3,400.00	\$ 3,400.00	\$0.00
E 101-41940-3820 City Utilities (Wat,Sew,Storm)	\$ 600.00	\$ 600.00	\$0.00
E 101-41940-3830 Natural Gas Expense	\$ 2,200.00	\$ 2,200.00	\$0.00
E 101-41940-3840 Custodial & Waste Removal	\$ 3,700.00	\$ 3,600.00	\$100.00
E 101-41940-4010 Bldg Maint & Repairs	\$ 10,000.00	\$ 2,000.00	\$8,000.00
E 101-41940-4015 Grounds Maintenance	\$ 200.00	\$ 200.00	\$0.00
E 101-41940-5200 Buildings and Structures	\$ -	\$ -	\$0.00
E 101-41940-5700 Office Equip and Furnishings	\$ 4,000.00	\$ 3,000.00	\$1,000.00
TOTAL	\$ 30,000.00	\$ 20,900.00	\$9,100.00

DEPT 41942 Public Works Facility

E 101-41942-2230 Bldg & Grnds Maint Supplies	\$1,500.00	\$ 1,500.00	\$0.00
E 101-41942-3000 Professional Svcs (GENERAL)	\$2,000.00	\$ 2,100.00	-\$100.00
E 101-41942-3210 Telephone	\$2,500.00	\$ 2,000.00	\$500.00
E 101-41942-3235 Cty 800mhz Radio Admin Fee	\$1,000.00	\$ 900.00	\$100.00
E 101-41942-3810 Electricity Expense	\$14,000.00	\$ 12,250.00	\$1,750.00
E 101-41942-3820 City Utilities (Wat,Sew,Storm)	\$1,500.00	\$ 800.00	\$700.00
E 101-41942-3830 Natural Gas Expense	\$13,000.00	\$ 9,500.00	\$3,500.00
E 101-41942-3840 Custodial & Waste Removal	\$1,500.00	\$ 1,700.00	-\$200.00
E 101-41942-4010 Bldg Maint & Repairs	\$5,000.00	\$ 5,400.00	-\$400.00
E 101-41942-4015 Grounds Maintenance	\$500.00	\$ 500.00	\$0.00
TOTAL	\$ 42,500.00	\$ 36,650.00	\$5,850.00

DEPT 42110 Police & Fire

E 101-42110-3130 Subcontracted Police Svcs	\$ 332,072.00	\$ 322,400.00	\$9,672.00
E 101-42110-3180 Adult Corrections	\$ 509.00	\$ 1,199.14	-\$690.14

E 101-42280-3135 Fire Department Services	\$ 94,747.00	\$ 64,054.00	\$30,693.00
TOTAL	\$ 427,328.00	\$ 387,653.14	\$39,674.86

DEPT 42280 Fire Dept Administration

E 205-42280-1000 FT Admin Office Salaries	\$ 112,000.00	\$ 109,440.00	\$2,560.00
E 205-42280-1080 Fire Officer Pay	\$ 21,638.00	\$ 16,975.00	\$4,663.00
E 205-42280-1210 PERA	\$ 21,500.00	\$ 21,500.00	\$0.00
E 205-42280-1220 FICA	\$ 4,000.00	\$ 4,000.00	\$0.00
E 205-42280-1310 Employer Paid Health	\$ 14,500.00	\$ 14,625.00	-\$125.00
E 205-42280-1510 Worker s Comp Insurance Prem	\$ 44,000.00	\$ 40,000.00	\$4,000.00
E 205-42280-2010 Accessories (paper, pens, etc)	\$ 1,000.00	\$ 1,000.00	\$0.00
E 205-42280-2030 Printed Forms	\$ 500.00	\$ 500.00	\$0.00
E 205-42280-2080 Training/Instruct Materials	\$ 250.00	\$ 100.00	\$150.00
E 205-42280-2175 Fire Prevention Materials	\$ 1,500.00	\$ 1,200.00	\$300.00
E 205-42280-2180 Uniforms	\$ 500.00	\$ 500.00	\$0.00
E 205-42280-3000 Professional Srvs (GENERAL)	\$ 3,000.00	\$ 2,000.00	\$1,000.00
E 205-42280-3010 Accounting Services	\$ 6,200.00	\$ 4,000.00	\$2,200.00
E 205-42280-3090 Software Support	\$ 6,000.00	\$ 2,500.00	\$3,500.00
E 205-42280-3110 W.A.F.T.A	\$ 2,000.00	\$ 2,000.00	\$0.00
E 205-42280-3120 Legal Fees	\$ 2,000.00	\$ 2,000.00	\$0.00
E 205-42280-3150 LL Admin Fee	\$ 18,000.00	\$ 18,000.00	\$0.00
E 205-42280-3230 Cell Phones	\$ 1,500.00	\$ 2,250.00	-\$750.00
E 205-42280-3310 Travel / Mileage Reimbursement	\$ 400.00		\$400.00
E 205-42280-3350 Education / conferences	\$ 4,500.00	\$ 4,000.00	\$500.00
E 205-42280-3355 Motor Vehicle Lic & Reg	\$ 100.00		
E 205-42280-3610 General Liability Ins	\$ 9,500.00	\$ 9,500.00	\$0.00
E 205-42280-4045 Insurance Claim Expense	\$ 250.00	\$ 250.00	\$0.00
E 205-42280-4135 Copier Maintenance	\$ 650.00	\$ 650.00	\$0.00
E 205-42280-4300 Miscellaneous	\$ 1,500.00	\$ 1,500.00	\$0.00
E 205-42280-4330 Dues and Subscriptions	\$ 2,750.00	\$ 2,500.00	\$250.00
E 205-42280-4450 Food & Beverage (Mtgs/Trng)	\$ 1,500.00	\$ 1,000.00	\$500.00
E 205-42280-4600 Recognition Expenditures	\$ 1,000.00	\$ 1,000.00	\$0.00
E 205-42280-5710 Computer/Printer Replacement	\$ 4,000.00	\$ 4,000.00	\$0.00
E 205-42280-5800 Other Equipment	\$ 4,000.00	\$ 4,000.00	\$0.00
TOTAL	\$ 290,238.00	\$ 270,990.00	\$19,248.00

DEPT 42281 Willow Station Fire Operations

E 205-42281-1065 Willow Fire Call Pay	\$ 58,981.00	\$ 47,000.00	\$11,981.00
E 205-42281-1075 Fire Fighter Training Pay	\$ 35,872.00	\$ 28,200.00	\$7,672.00
E 205-42281-1085 Duty Crew Pay	\$ 33,780.00		
E 205-42281-1220 FICA	\$ 6,000.00	\$ 6,000.00	\$0.00
E 205-42281-1310 Employer Paid Health	\$ 635.00	\$ 635.00	\$0.00
E 205-42281-2080 Training/Instruct Materials	\$ 500.00	\$ 500.00	\$0.00
E 205-42281-2120 Motor Fuels	\$ 11,500.00	\$ 11,500.00	\$0.00
E 205-42281-2150 Shop Supplies	\$ 1,500.00	\$ 1,000.00	\$500.00
E 205-42281-2160 Chemicals and Chem Products	\$ 750.00	\$ 750.00	\$0.00
E 205-42281-2190 Medical Supplies	\$ 2,000.00	\$ 1,000.00	\$1,000.00
E 205-42281-2210 Equipment Parts	\$ 2,000.00	\$ 1,500.00	\$500.00
E 205-42281-2215 SCBA Equipment Parts	\$ 400.00	\$ 400.00	\$0.00
E 205-42281-2400 Small Tools and Minor Equip	\$ 2,800.00	\$ 2,500.00	\$300.00
E 205-42281-2410 Protective Gear/Uniforms	\$ 5,000.00	\$ 5,000.00	\$0.00
E 205-42281-2415 Turn Out Gear	\$ 20,000.00	\$ 18,000.00	\$2,000.00
E 205-42281-3000 Professional Srvs (GENERAL)	\$ 4,000.00	\$ 3,500.00	\$500.00
E 205-42281-3050 Physicals / Other Medical	\$ 8,500.00	\$ 8,000.00	\$500.00
E 205-42281-3230 Cell Phones	\$ 3,250.00	\$ 2,000.00	\$1,250.00
E 205-42281-3235 Cty 800mhz Radio Admin Fee	\$ 12,000.00	\$ 10,000.00	\$2,000.00

E 205-42281-3280 Pagers/Radios (Ancom)	\$ 750.00	\$ 2,000.00	-\$1,250.00
E 205-42281-3285 Radio Lease	\$ 4,100.00		
E 205-42281-3310 Travel / Mileage Reimbursement	\$ 500.00	\$ 500.00	\$0.00
E 205-42281-3350 Education / conferences	\$ 12,000.00	\$ 10,000.00	\$2,000.00
E 205-42281-4030 Light Truck Maint & Repair	\$ 5,000.00	\$ 4,000.00	\$1,000.00
E 205-42281-4035 Heavy Truck Maint & Repair	\$ 12,000.00	\$ 11,000.00	\$1,000.00
E 205-42281-4040 Equip Maint & Repair	\$ 3,000.00	\$ 2,500.00	\$500.00
TOTAL	\$ 246,818.00	\$ 177,485.00	\$69,333.00

DEPT 42282 Willow Stn Facility Costs

E 205-42282-2230 Bldg & Grnds Maint Supplies	\$ 750.00	\$ 750.00	\$0.00
E 205-42282-3000 Professional Svcs (GENERAL)	\$ 750.00	\$ 700.00	\$50.00
E 205-42282-3275 Internet Access (Mediacom)	\$ 8,300.00	\$ 8,250.00	\$50.00
E 205-42282-3810 Electricity Expense	\$ 12,500.00	\$ 10,000.00	\$2,500.00
E 205-42282-3820 City Utilities (Wat,Sew,Storm)	\$ 3,100.00	\$ 2,500.00	\$600.00
E 205-42282-3830 Natural Gas Expense	\$ 8,000.00	\$ 6,000.00	\$2,000.00
E 205-42282-3840 Custodial & Waste Removal	\$ 9,000.00	\$ 8,500.00	\$500.00
E 205-42282-3845 Lawn & Turf Maintenance	\$ 2,100.00	\$ 2,000.00	\$100.00
E 205-42282-4010 Bldg Maint & Repairs	\$ 16,000.00	\$ 15,000.00	\$1,000.00
			\$0.00
TOTAL	\$ 60,500.00	\$ 53,700.00	\$6,800.00

DEPT 42283 FD Non-Operational Costs

E 205-42283-1240 State Fire Aid Pension Contri	\$ 155,000.00	\$ 145,000.00	\$10,000.00
E 205-42283-5000 Capital Outlay (GENERAL)			
Utility Truck	\$ -	\$ -	\$0.00
Engine			\$0.00
TOTAL	\$ 155,000.00	\$ 145,000.00	\$10,000.00

DEPT 42285 Navarre Station Fire Ops

E 205-42285-1060 Navarre Fire Call Pay	\$ 45,877.00	\$ 29,850.00	\$16,027.00
E 205-42285-1075 Fire Fighter Training Pay	\$ 27,903.00	\$ 22,810.00	\$5,093.00
E 205-42285-1080 Fire Officer Pay		\$ 1,000.00	-\$1,000.00
E 205-42285-1085 Duty Crew Pay	\$ 25,500.00		
E 205-42285-1220 FICA	\$ 5,000.00	\$ 4,850.00	\$150.00
E 205-42285-1310 Employer Paid Health	\$ 350.00	\$ 330.00	\$20.00
E 205-42285-2080 Training/Instruct Materials	\$ 150.00	\$ 150.00	\$0.00
E 205-42285-2120 Motor Fuels	\$ 6,000.00	\$ 5,000.00	\$1,000.00
E 205-42285-2150 Shop Supplies	\$ 700.00	\$ 1,000.00	-\$300.00
E 205-42285-2160 Chemicals and Chem Products	\$ 750.00	\$ 750.00	\$0.00
E 205-42285-2190 Medical Supplies	\$ 1,800.00	\$ 1,500.00	\$300.00
E 205-42285-2210 Equipment Parts	\$ 1,500.00	\$ 1,500.00	\$0.00
E 205-42285-2215 SCBA Equipment Parts	\$ 500.00	\$ 300.00	\$200.00
E 205-42285-2400 Small Tools and Minor Equip	\$ 4,000.00	\$ 4,000.00	\$0.00
E 205-42285-2410 Protective Gear/Uniforms	\$ 5,000.00	\$ 5,000.00	\$0.00
E 205-42285-2415 Turn Out Gear	\$ 14,000.00	\$ 14,000.00	\$0.00
E 205-42285-3000 Professional Svcs (GENERAL)	\$ 4,600.00	\$ 4,600.00	\$0.00
E 205-42285-3050 Physicals / Other Medical	\$ 8,000.00	\$ 7,500.00	\$500.00
E 205-42285-3230 Cell Phones	\$ 1,000.00	\$ 1,000.00	\$0.00
E 205-42285-3235 Cty 800mhz Radio Admin Fee	\$ 8,000.00	\$ 6,000.00	\$2,000.00
E 205-42285-3280 Pagers/Radios (Ancom)	\$ 750.00	\$ 2,500.00	-\$1,750.00
E 205-42285-3285 Radio Lease	\$ 4,100.00		
E 205-42285-3310 Travel / Mileage Reimbursement	\$ 500.00	\$ 500.00	\$0.00
E 205-42285-3350 Education / conferences	\$ 12,000.00	\$ 14,000.00	-\$2,000.00
E 205-42285-4030 Light Truck Maint & Repair	\$ 3,000.00	\$ 3,500.00	-\$500.00
E 205-42285-4035 Heavy Truck Maint & Repair	\$ 7,000.00	\$ 7,000.00	\$0.00

E 205-42285-4040 Other equipment-boat	\$ 2,500.00	\$ 2,500.00	\$0.00
TOTAL	\$ 190,480.00	\$ 141,140.00	\$49,340.00

DEPT 42286 Navarre Stn Facility Costs

E 205-42286-2230 Bldg & Grnds Maint Supplies	\$ 500.00	\$ 500.00	\$0.00
E 205-42286-3000 Professional Svcs (GENERAL)	\$ 900.00	\$ 700.00	\$200.00
E 205-42286-3275 Internet Access (Mediacom)	\$ 7,000.00	\$ 6,750.00	\$250.00
E 205-42286-3810 Electricity Expense	\$ 4,500.00	\$ 6,000.00	-\$1,500.00
E 205-42286-3820 City Utilities (Wat,Sew,Storm)	\$ 2,300.00	\$ 2,400.00	-\$100.00
E 205-42286-3830 Natural Gas Expense	\$ 3,500.00	\$ 4,000.00	-\$500.00
E 205-42286-3840 Custodial & Waste Removal	\$ 7,000.00	\$ 6,500.00	\$500.00
E 205-42286-3845 Lawn & Turf Maintenance	\$ 1,500.00	\$ 1,500.00	\$0.00
E 205-42286-4010 Bldg Maint & Repairs	\$ 9,500.00	\$ 9,500.00	\$0.00
E 205-42286-4330 Dues and Subscriptions			\$0.00
TOTAL	\$ 36,700.00	\$ 37,850.00	-\$1,150.00

DEPT 42400 Protective Inspection

E 101-42400-2010 Accessories (paper, pens, etc)	\$ -	\$ 100.00	-\$100.00
E 101-42400-3000 Professional Svcs (GENERAL)	\$ -	\$ 647.52	-\$647.52
E 101-42400-3035 Bldg Inspection - Subcontract	\$ 20,000.00	\$ 23,800.42	-\$3,800.42
E 101-42400-4055 MN Bldg Permit Surcharge Exp	\$ 2,500.00	\$ 2,176.99	\$323.01
TOTAL	\$ 22,500.00	\$ 26,724.93	-\$4,224.93

DEPT 43000 Public Works Fleet / Shop

E 101-43000-2120 Motor Fuels	\$20,000.00	\$ 11,000.00	\$9,000.00
E 101-43000-2150 Shop Supplies	\$2,000.00	\$ 2,000.00	\$0.00
E 101-43000-2200 Repair/Maint Supply (GENERAL)	\$1,500.00	\$ 1,500.00	\$0.00
E 101-43000-2210 Equipment Parts	\$9,000.00	\$ 5,500.00	\$3,500.00
E 101-43000-2400 Small Tools and Minor Equip	\$1,200.00	\$ 1,200.00	\$0.00
E 101-43000-3000 Professional Svcs (GENERAL)	\$1,500.00	\$ 1,500.00	\$0.00
E 101-43000-3355 Motor Vehicle Lic & Reg	\$500.00	\$ 400.00	\$100.00
E 101-43000-4040 Equip Maint & Repair	\$5,000.00	\$ 5,500.00	-\$500.00
E 101-43000-4050 Office Equip Repair/Maint	\$0.00	\$ 100.00	-\$100.00
E 101-43000-4150 Other Equipment Rentals	\$0.00	\$ -	\$0.00
E 101-43000-4300 Miscellaneous	\$0.00	\$ -	\$0.00
E 101-43000-4311 Escrow Expense	\$0.00		\$0.00
E 101-43000-5000 Capital Outlay (GENERAL)-Transfer to Fund	\$20,000.00	\$ 12,244.36	\$7,755.64
TOTAL	\$60,700.00	\$ 40,944.36	\$19,755.64

DEPT 43050 Public Works Administration

E 101-43050-1010 FT Public Works Salaries	\$148,250	\$ 72,056.23	\$76,193.46
E 101-43050-1015 Part -Time PW Salaries	\$20,000.00	\$ -	\$20,000.00
E 101-43050-1025 Public Works Overtime	\$5,000.00	\$ 5,000.00	\$0.00
E 101-43050-1210 PERA	\$13,860.00	\$ 5,043.94	\$8,816.06
E 101-43050-1220 FICA	\$13,868	\$ 5,512.30	\$8,355.93
E 101-43050-1310 Employer Paid Health	25,415.10	\$ 23,573.20	\$1,841.90
E 101-43050-1510 Worker s Comp Insurance Prem	\$23,000.00	\$ -	\$23,000.00
E 101-43050-2010 Accessories (paper, pens, etc)	\$200.00	\$ 200.00	\$0.00
E 101-43050-2080 Training/Instruct Materials	\$500.00	\$ 500.00	\$0.00
E 101-43050-3350 Education / Conferences	\$5,000.00	\$ 750.00	\$4,250.00
E 101-43050-3500 Printing/Binding	\$0.00	\$ -	\$0.00
E 101-43050-3610 General Liability Ins	\$15,000.00	\$ -	\$15,000.00
E 101-43050-4050 Office Equip Repair/Maint	\$100.00	\$ 100.00	\$0.00
E 101-43050-4170 Uniform	\$2,000.00	\$ -	\$2,000.00
E 101-43050-4330 Dues and Subscriptions	\$1,000.00	\$ -	\$1,000.00
TOTAL	\$ 273,193.03	\$ 112,635.67	\$160,557.35

DEPT 43100 Street Maintenance

E 101-43100-2240 Street Maint Materials	\$15,000.00	\$	8,000.00	\$7,000.00
E 101-43100-2245 Sand / Salt Plowing Materials	\$6,000.00	\$	6,000.00	\$0.00
E 101-43100-2250 Landscaping Materials	\$3,000.00	\$	3,000.00	\$0.00
E 101-43100-2260 Sign Repair Materials	\$500.00	\$	500.00	\$0.00
E 101-43100-3000 Professional Svcs (GENERAL)	\$2,000.00	\$	2,250.00	-\$250.00
E 101-43100-3030 Engineering Fees	\$3,000.00	\$	3,500.00	-\$500.00
E 101-43100-3350 Education/Confrences	\$500.00	\$	250.00	\$250.00
E 101-43100-3815 Street Lighting Maint/Elect	\$28,000.00	\$	28,000.00	\$0.00
E 101-43100-3870 Street Sweeping	\$0.00	\$	4,500.00	-\$4,500.00
E 101-43100-4040 Equip Maint & Repair	\$1,000.00	\$	1,800.00	-\$800.00
E 101-43100-4045 Insurance Claim Expense	\$250.00	\$	250.00	\$0.00
E 101-43100-4080 Pvmt Mgmt - Seal Coating	\$65,000.00	\$	50,000.00	\$15,000.00
E 101-43100-4085 Pvmt Mgmt - Reconstruction	\$5,000.00	\$	5,000.00	\$0.00
E 101-43100-4150 Other Equipment Rentals	\$0.00	\$	-	\$0.00
E 101-43100-4300 Miscellaneous	\$0.00	\$	100.00	-\$100.00
TOTAL	\$129,250.00		\$113,150.00	\$16,100.00

\$0.00

DEPT 45200 Parks Maintenance

E 101-45200-1050 Rink Attendant Pay	\$	1,800.00	\$	1,800.00	\$0.00
E 101-45200-1210 PERA			\$	2,000.00	-\$2,000.00
E 101-45200-1220 FICA			\$	2,000.00	-\$2,000.00
E 101-45200-2150 Shop Suplies	\$	250.00	\$	250.00	\$0.00
E 101-45200-2200 Repair/Maint Supply (GENERAL)	\$	2,000.00	\$	2,000.00	\$0.00
E 101-45200-2210 Equipment Parts	\$	1,200.00	\$	1,400.00	-\$200.00
E 101-45200-2230 Bldg & Grnds Maint Supplies	\$	3,500.00	\$	4,000.00	-\$500.00
E 101-45200-2250 Landscaping Materials	\$	2,000.00	\$	500.00	\$1,500.00
E 101-45200-2400 Small Tools and Minor Equip	\$	400.00	\$	400.00	\$0.00
E 101-45200-3000 Professional Svcs (GENERAL)	\$	2,000.00	\$	3,000.00	-\$1,000.00
E 101-45200-3350 Education/Conference	\$	250.00	\$	-	\$250.00
E 101-45200-3810 Electricity Expense	\$	4,000.00	\$	3,500.00	\$500.00
E 101-45200-3820 City Utilities (Wat,Sew,Storm)	\$	300.00	\$	300.00	\$0.00
E 101-45200-3830 Natural Gas Expense	\$	2,500.00	\$	1,400.00	\$1,100.00
E 101-45200-3840 Custodial & Waste Removal	\$	1,600.00	\$	1,700.00	-\$100.00
E 101-45200-3845 Lawn & Turf Maintenance	\$	1,500.00	\$	1,500.00	\$0.00
E 101-45200-3880 Portable Toilet Rental	\$	4,000.00	\$	3,600.00	\$400.00
E 101-45200-4010 Bldg Maint & Repairs	\$	1,000.00	\$	1,000.00	\$0.00
E 101-45200-4040 Equip Maint & Repair	\$	1,500.00	\$	2,500.00	-\$1,000.00
E 101-45200-4150 Other Equipment Rentals	\$	500.00	\$	500.00	\$0.00
E 101-45200-4300 Miscellaneous	\$	-	\$	-	\$0.00
E 101-45200-5000 Capital Outlay (GENERAL)	\$	10,000.00	\$	15,000.00	-\$5,000.00
TOTAL	\$	40,300.00	\$	48,350.00	-\$8,050.00

Long Lake Fire Budget Allocation January - June 2024								
			Orono		Long Lake		Medina	
			Hours	%	Hours	%	Hours	%
Call Hours								
Excludes Mutual Aid & M Beach	2020	4,292	3,641	84.83%	528	12.30%	123	2.87%
	2021	5,299	4,200	79.26%	761	14.36%	338	6.38%
	2022	6,132	4,932	80.43%	893	14.56%	307	5.01%
Total		<u>15,723</u>	<u>12,773</u>		<u>2,182</u>		<u>768</u>	
Annual Average		5,241	4,258	81.24%	727	13.88%	256	4.88%
Weighting Factor		30%		<u>24.37%</u>		<u>4.16%</u>		<u>1.47%</u>
Estimated Market Value		5,032.09	Millions 4,342.58	86.30%	Millions 375.51	7.46%	Millions 314.00	6.24%
Weighting Factor		70%		<u>60.41%</u>		<u>5.22%</u>		<u>4.37%</u>
Combined Allocation Factors		100%		<u>84.78%</u>		<u>9.39%</u>		<u>5.83%</u>
Allocated Amounts								
Net Operating Budget (Excluding M Beach)		\$ 392,155	332,467		36,811		22,876	

Long Lake Fire Budget Allocation July - Dec 2024								
			Orono		Long Lake		Medina	
			Hours	%	Hours	%	Hours	%
Call Hours								
Excludes Mutual Aid & M Beach	2020	2,949	2,298	77.92%	528	17.91%	123	4.17%
	2021	3,781	2,682	70.93%	761	20.13%	338	8.94%
	2022	4,497	3,297	73.31%	893	19.86%	307	6.83%
Total		<u>11,226</u>	<u>8,276</u>		<u>2,182</u>		<u>768</u>	
Annual Average		3,742	2,759	73.72%	727	19.44%	256	6.84%
Weighting Factor		30%		<u>22.12%</u>		<u>5.83%</u>		<u>2.05%</u>
Estimated Market Value		2,941.07	Millions 2,251.56	76.56%	Millions 375.51	12.77%	Millions 314.00	10.68%
Weighting Factor		70%		<u>53.59%</u>		<u>8.94%</u>		<u>7.47%</u>
Combined Allocation Factors		100%		<u>75.71%</u>		<u>14.77%</u>		<u>9.53%</u>
Allocated Amounts								
Net Operating Budget (Excluding M Beach)		392,155	296,883		57,915		37,356	

Long Lake Fire Budget Allocation Total						
		TOTAL	Orono		Long Lake	Medina
Annual Allocation	2024	\$ 784,309	\$	629,351	\$ 94,727	\$ 60,232
	2023	\$ 654,607	\$	555,136	\$ 61,466	\$ 38,196
	Change	\$ 129,702	\$	74,215	\$ 33,261	\$ 22,036
	% Change	20%		13%	54%	58%
	% of budget			80%	12%	8%

**City of Long Lake
LL Fire Department Operating Expenses
2024 Operating Budget**

Account Number	Account Description	42280 Admin	42281 Stn #1 Ops	42282 Stn #1 Bldg	42285 Stn #2 Ops	42286 Stn #2 Bldg	Minnetonka Beach	2024 Budget	Percent Increase	Dollar Increase	Budget 2023
1000	FT Chief Sal	\$112,000						\$112,000	0.61%	\$ 675	\$ 111,325
1060/1065	Fire Call Pay (6700 Hrs x \$15.65= \$104,858)		\$58,981		\$39,226		\$6,651	\$104,858	36.45%	\$ 28,008	\$ 76,850
1075	Training Pay (4075 Hrs x \$15.650= \$63,774		\$35,872		\$23,857		\$4,045	\$63,774	25.02%	\$ 12,764	\$ 51,010
1080	Fire Officer Pay	\$20,638					\$1,000	\$21,638	20.38%	\$ 3,663	\$ 17,975
1085	Duty Crew Pay (All shifts) \$93,600 x60%=\$59,280		\$33,780		\$21,000		\$4,500	\$59,280		\$ 59,280	\$ -
1210	PERA	\$21,000					\$500	\$21,500	0.00%	\$ -	\$ 21,500
1220	FICA	\$4,000	\$6,000		\$4,150		\$850	\$15,000	1.01%	\$ 150	\$ 14,850
1310/1130	Employer Paid Health/Insurance Opt Out	\$14,500	\$635		\$350			\$15,485	-0.67%	\$ (105)	\$ 15,590
1510	Work Comp Ins	\$44,000						\$44,000	10.00%	\$ 4,000	\$ 40,000
	Subtotal Sal & Benefits	\$216,138	\$135,268	\$0	\$88,583	\$0	\$17,546	\$457,535	31.21%	108,435	\$ 347,475
2010	Office Supplies	\$1,000						\$1,000	0.00%	\$ -	\$ 1,000
2030	Printed Forms	\$500						\$500	0.00%	\$ -	\$ 500
2080	Training/ Instruct Materials	\$250	\$500		\$150			\$900	-25.00%	\$ (300)	\$ 1,200
2120	Motor Fuels		\$11,500		\$3,700		\$2,300	\$17,500	6.06%	\$ 1,000	\$ 16,500
2150	Shop Supplies		\$1,500		\$200		\$500	\$2,200	10.00%	\$ 200	\$ 2,000
2160	Chemicals / Foam		\$750		\$250		\$500	\$1,500	0.00%	\$ -	\$ 1,500
2175	Fire Prevention Materials	\$1,500						\$1,500	25.00%	\$ 300	\$ 1,200
2180	Uniforms	\$500						\$500	0.00%	\$ -	\$ 500
2190	Medical Supplies		\$2,000		\$1,000		\$800	\$3,800	52.00%	\$ 1,300	\$ 2,500
2210	Equipment Parts		\$2,000		\$750		\$750	\$3,500	16.67%	\$ 500	\$ 3,000
2215	SCBA Equipment Parts		\$400		\$500			\$900	28.57%	\$ 200	\$ 700
2230	Bldg & Grounds Maint Supp			\$750		\$500		\$1,250	0.00%	\$ -	\$ 1,250
2400	Small Tools		\$2,800		\$2,500		\$1,500	\$6,800	4.62%	\$ 300	\$ 6,500
2410	Protective Gear / Uniforms		\$5,000		\$4,000		\$1,000	\$10,000	0.00%	\$ -	\$ 10,000
2415	Turn Out Gear		\$20,000		\$11,000		\$3,000	\$34,000	6.25%	\$ 2,000	\$ 32,000
	Subtotal Supplies	\$3,750	\$46,450	\$750	\$24,050	\$500	\$10,350	\$85,850	6.88%	5,500	\$ 79,900
3000	Prof Services(Lexipol SOP Hose&Ladder Testing)	\$3,000	\$4,000	\$750	\$2,500	\$900	\$2,100	\$13,250	15.22%	\$ 1,750	\$ 11,500
3010	Auditing/Accounting Services for RA	\$6,200						\$6,200	55.00%	\$ 2,200	\$ 4,000
3050	Physicals Other Medical		\$8,500		\$8,000			\$16,500	6.45%	\$ 1,000	\$ 15,500
3090	Computer Software Support	\$6,000						\$6,000	140.00%	\$ 3,500	\$ 2,500
3110	W.A.F.T.A. Dues	\$2,000						\$2,000	0.00%	\$ -	\$ 2,000
3120	Legal Fees	\$2,000						\$2,000	0.00%	\$ -	\$ 2,000
3150	LL Administration Fee	\$18,000						\$18,000	0.00%	\$ -	\$ 18,000

3230	Cell Phones (Nextel/Sprint)	\$1,500	\$3,250		\$1,000		\$5,750	9.52%	\$ 500	\$ 5,250	
3235	800 mHz Radio Admin Fee		\$12,000		\$6,500	\$1,500	\$20,000	25.00%	\$ 4,000	\$ 16,000	
3275	Internet (MediaCom)			\$8,300	\$0	\$7,000	\$15,300	2.00%	\$ 300	\$ 15,000	
3280	Pagers / Radios (Ancom)		\$750		\$500	\$250	\$1,500	-66.67%	\$ (3,000)	\$ 4,500	
3285	Radio Lease		\$4,100		\$3,100	\$1,000	\$8,200		\$ 8,200		
3310	Travel / Mileage Reimb	\$400	\$500		\$500		\$1,400	40.00%	\$ 400	\$ 1,000	
3350	Education / Conferences	\$4,500	\$12,000		\$8,000	\$4,000	\$28,500	1.79%	\$ 500	\$ 28,000	
3355	Vehicle License Registration	\$100					\$100		\$ 100		
3610	General Liability Insurance	\$9,500					\$9,500	0.00%	\$ -	\$ 9,500	
3810	Electricity Exp (Excel)			\$12,500	\$4,500		\$17,000	6.25%	\$ 1,000	\$ 16,000	
3820	City Water/Sewer/Storm			\$3,100	\$2,300		\$5,400	10.20%	\$ 500	\$ 4,900	
3830	Natural Gas (CenterPoint)			\$8,000	\$3,500		\$11,500	15.00%	\$ 1,500	\$ 10,000	
3840	Custodial & Waste Removal			\$9,000	\$7,000		\$16,000	6.67%	\$ 1,000	\$ 15,000	
3845	Lawn & Turf Maintenance			\$2,100	\$1,500		\$3,600	2.86%	\$ 100	\$ 3,500	
4010	Bldg Maint & Repair			\$16,000	\$9,500		\$25,500	4.08%	\$ 1,000	\$ 24,500	
4030	Light Truck Maint/Repair		\$5,000		\$1,500	\$1,500	\$8,000	6.67%	\$ 500	\$ 7,500	
4035	Heavy Truck Maint/Repair		\$12,000		\$5,500	\$1,500	\$19,000	5.56%	\$ 1,000	\$ 18,000	
4040	Other Equip/Boat Maint		\$3,000		\$2,000	\$500	\$5,500	10.00%	\$ 500	\$ 5,000	
4045	Insurance Claim Expenses	\$250					\$250	0.00%	\$ -	\$ 250	
4135	Copier Maintenance	\$650					\$650	0.00%	\$ -	\$ 650	
4300	Miscellaneous	\$1,500					\$1,500	0.00%	\$ -	\$ 1,500	
4330	Dues & Subscriptions	\$2,750					\$2,750	10.00%	\$ 250	\$ 2,500	
4450	Meeting Supplies	\$1,500					\$1,500	50.00%	\$ 500	\$ 1,000	
4600	Recognition Expenditures	\$1,000					\$1,000	0.00%	\$ -	\$ 1,000	
	Subtotal Purchased Svcs	\$60,850	\$65,100	\$59,750	\$39,100	\$36,200	\$12,350	\$273,350	11.28%	27,300	\$ 242,050
							\$0				
5710	Computer/Printer Replac	\$4,000					\$4,000	0.00%	\$ -	\$ 4,000	
5800	Other Equip	\$4,000					\$4,000	0.00%	\$ -	\$ 4,000	
	Subtotal Capital	\$8,000	\$0	\$0		\$0	\$0	\$8,000	0.00%	-	\$ 8,000
							\$0				
	Total LLFD Op Budget	\$ 288,738	\$ 246,818	\$ 60,500	\$ 151,733	\$ 36,700	\$ 40,246	\$824,735	20.85%	\$ 141,235	\$ 677,425

2024 Budget Overview			
Utility Fund Budgets	Proposed	With Depreciation	Cash +/-
Fund 601-Water Revenues	\$ 372,000	\$ (198,347)	\$ (63,347)
Fund 602-Sewer Revenues	\$ 530,000	\$ (55,398)	\$ 15,602
Fund 603-Surface Water Revenues	\$ 75,000	\$ (33,216)	\$ (11,716)
Fund 604-Recycling Revenues	\$ 55,000	\$ 5,000	
Utility Revenues	\$ 1,032,000	\$ (281,961)	

Utility Fund Budgets	Proposed	Difference
Fund 601-Water Expenses	\$ 570,347	\$ 91,358.99
Fund 602-Sewer Expenses	\$ 585,398	\$ 13,311.16
Fund 603-Surface Water Expenses	\$ 108,216	\$ (23,740.22)
Fund 604-Recycling	\$ 50,000	\$ 1,400.00
Utility Expenses	\$ 1,313,961	\$ 82,330

Water Fund	2024 Budget	2023 Budget	Difference
R 601-36101 Certified Del Utilities	\$0.00		\$0.00
R 601-36108 Levy #20417 Util Imp-Lndg @ LL	\$0.00		\$0.00
R 601-36200 Miscellaneous	\$0.00	\$0.00	\$0.00
R 601-37100 Water Billings	\$350,000.00	\$312,000.00	\$38,000.00
R 601-37105 Water Sales to Orono	\$15,000.00	\$13,000.00	\$2,000.00
R 601-37110 Hydrant Rental / Useage	\$0.00		\$0.00
R 601-37150 City WAC Hookup Fee	\$0.00		\$0.00
R 601-37155 Water Tap Fee	\$0.00		\$0.00
R 601-37158 Water Meter Sales	\$0.00	\$0.00	\$0.00
R 601-37160 Water Penalty	\$0.00		\$0.00
R 601-37170 MDH Water Test Fee	\$7,000.00		\$7,000.00
R 601-39320 Premiums on Bonds Sold	\$0.00	\$0.00	\$0.00
TOTAL	\$372,000.00	\$325,000.00	\$47,000.00

Sewer Fund	2024 Budget	2023 Budget	Difference
R 602-33700 Met Council Grant	\$0.00	\$0.00	\$0.00
R 602-34401 Orono Sewerage Sales	\$30,000.00	\$23,000.00	\$7,000.00
R 602-36101 Certified Del Utilities	\$0.00	\$0.00	\$0.00
R 602-36108 Levy #20417 Util Imp-Lndg @ LL	\$0.00		\$0.00
R 602-36210 Interest Earnings	\$0.00	\$0.00	\$0.00
R 602-362630 Refunds & Reimb	\$0.00		\$0.00
R 602-37200 Sanitary Sewer Billings	\$500,000.00	\$420,000.00	\$80,000.00
R 602-37250 City SAC Hookup Fee	\$0.00	\$0.00	\$0.00
R 602-37251 MCES SAC Fee	\$0.00	\$0.00	\$0.00
R 602-37255 Sanitary Sewer Tap Fee	\$0.00	\$0.00	\$0.00
R 602-37260 Swr Penalty	\$0.00	\$3,000.00	-\$3,000.00
R 602-39320 Premiums on Bonds Sold	\$0.00	\$0.00	\$0.00
TOTAL	\$530,000.00	\$446,000.00	\$84,000.00

Surface Water Fund	2024 Budget	2023 Budget	Difference
R 603-33700 Met Council Grant	\$0.00	\$0.00	\$0.00
R 603-36210 Interest Earnings	\$0.00	\$0.00	\$0.00
R 603-37300 Surface Water Mgmt Billings	\$75,000.00	\$65,500.00	\$9,500.00
R 603-37360 SWM Penalty	\$0.00	\$1,200.00	-\$1,200.00
R 603-39320 Premiums on Bonds Sold	\$0.00		\$0.00
TOTAL 603	\$75,000.00	\$66,700.00	\$8,300.00

Recycling Fund	2024 Budget	2023 Budget	Difference
R 604-33640 Recycling Grant	\$0.00	\$0.00	\$0.00
R 604-36210 Interest Earnings	\$0.00	\$0.00	\$0.00
R 604-37400 Res Recycling Billings	\$55,000.00	\$46,000.00	\$9,000.00
R 604-37460 Recycling Penalty	\$0.00	\$350.00	-\$350.00
TOTAL 604	\$55,000.00	\$46,350.00	\$8,650.00

FUND 601 Water Fund				
DEPT 49400 Water Utilities (GENERAL)		2024 Budget	2023 Budget	Difference
E 601-49400-1010 FT Public Works Salaries	\$	59,300	\$ 72,056.23	-\$12,756.36
E 601-49400-1015 Part -Time PW Salaries	\$	-	\$ -	\$0.00
E 601-49400-1025 Public Works Overtime	\$	-	\$ 1,000.00	-\$1,000.00
E 601-49400-1070 PW On-Call Pay	\$	6,582	\$ 6,500.00	\$82.40
E 601-49400-1110 Unused Vacation/Sick Pay	\$	-	\$ -	\$0.00
E 601-49400-1200 Employer Contrib Ret (General)	\$	-	\$ -	\$0.00
E 601-49400-1210 PERA	\$	5,271	\$ 7,345.23	-\$2,074.50
E 601-49400-1220 FICA	\$	5,278	\$ 7,597.25	-\$2,319.08
E 601-49400-1310 Employer Paid Health	\$	10,166.04	\$ 7,395.51	\$2,770.53
E 601-49400-1510 Worker s Comp Insurance Prem	\$	8,500.00	\$ 3,500.00	\$5,000.00
E 601-49400-2010 Accessories (paper, pens, etc)	\$	500.00	\$ 1,005.50	-\$505.50
E 601-49400-2150 Shop Supplies	\$	1,000.00	\$ 1,000.00	\$0.00
E 601-49400-2160 Chemicals and Chem Products	\$	33,000.00	\$ 20,000.00	\$13,000.00
E 601-49400-2205 Water Meters Purchases	\$	2,500.00	\$ 2,500.00	\$0.00
E 601-49400-2210 Equipment Parts	\$	5,000.00	\$ 4,500.00	\$500.00
E 601-49400-2270 Utility Maint Supplies	\$	5,000.00	\$ 5,200.00	-\$200.00
E 601-49400-2400 Small Tools and Minor Equip	\$	200.00	\$ 200.00	\$0.00
E 601-49400-3000 Professional Srvs (GENERAL)	\$	1,000.00	\$ 1,200.00	-\$200.00
E 601-49400-3030 Engineering Fees	\$	2,000.00	\$ 2,200.00	-\$200.00
E 601-49400-3090 Software Support	\$	2,500.00	\$ 2,000.00	\$500.00
E 601-49400-3120 Legal Fees - Civil	\$	1,300.00	\$ 500.00	\$800.00
E 601-49400-3210 Telephone	\$	-	\$ 500.00	-\$500.00
E 601-49400-3220 Postage	\$	2,500.00	\$ 1,000.00	\$1,500.00
E 601-49400-3310 Travel / Mileage Reimbursement	\$	100.00	\$ 60.00	\$40.00
E 601-49400-3350 Education / conferences	\$	1,000.00	\$ 800.00	\$200.00
E 601-49400-3500 Printing/Binding	\$	-	\$ 200.00	-\$200.00
E 601-49400-3510 Legal Notices Publishing	\$	750.00	\$ 600.00	\$150.00
E 601-49400-3610 General Liability Ins	\$	2,000.00	\$ 2,000.00	\$0.00
E 601-49400-3810 Electricity Expense	\$	30,000.00	\$ 28,000.00	\$2,000.00
E 601-49400-3820 City Utilities (Wat,Sew,Storm)	\$	1,000.00	\$ 345.00	\$655.00
E 601-49400-3825 Water Testing Expense	\$	2,000.00	\$ 1,000.00	\$1,000.00
E 601-49400-3855 Gopher One Locates Expense	\$	800.00	\$ 800.00	\$0.00
E 601-49400-4010 Bldg Maint & Repairs	\$	600.00	\$ 550.00	\$50.00
E 601-49400-4040 Equip Maint & Repair	\$	10,000.00	\$ 10,000.00	\$0.00
E 601-49400-4065 Watermain Breaks	\$	30,000.00	\$ 15,000.00	\$15,000.00
E 601-49400-4070 Water/Sewer Easements	\$	500.00	\$ -	\$500.00
E 601-49400-4100 Rentals (GENERAL)	\$	300.00	\$ 300.00	\$0.00
E 601-49400-4160 Machinery Rentals	\$	-	\$ -	\$0.00
E 601-49400-4170 Uniform	\$	-	\$ 500.00	-\$500.00
E 601-49400-4200 Depreciation	\$	135,000.00	\$ 134,620.00	\$380.00
E 601-49400-4300 Miscellaneous	\$	1,000.00	\$ 2,000.00	-\$1,000.00
E 601-49400-4320 Utility Overpayments/Uncollectables	\$	500.00	\$ -	\$500.00
E 601-49400-4330 Dues and Subscriptions	\$	700.00	\$ 600.00	\$100.00
E 601-49400-4400 MHD Water Act Fees Remitted	\$	7,500.00	\$ 7,360.00	\$140.00
E 601-49400-5000 Capital Outlay (GENERAL)	\$	70,000.00	\$ -	\$70,000.00
E 601-49400-5300 Improvements Other Than Bldgs	\$	-	\$ -	\$0.00
E 601-49400-6010 Debt Srv Bond Principal-future bond	\$	100,000.00	\$ 95,026.00	\$4,974.00
E 601-49400-6110 Bond Interest	\$	25,000.00	\$ 32,000.00	-\$7,000.00
E 601-49400-6200 Fiscal Agent s Fees	\$	-	\$ 27.50	-\$27.50
TOTAL	\$	570,347.21	\$ 478,988.23	\$91,358.99

FUND 602 Sanitary Sewer Fund
DEPT 49450 Sewer (GENERAL)

E 602-49450-1010 FT Public Works Salaries	\$ 44,474.91	\$ 72,056.23	-\$27,581.33
E 602-49450-1015 Part -Time PW Salaries	\$ -	\$ -	\$0.00
E 602-49450-1025 Public Works Overtime	\$ -	\$ 1,000.00	-\$1,000.00
E 602-49450-1070 PW On-Call Pay	\$ 6,582.40	\$ 6,500.00	\$82.40
E 602-49450-1110 Unused Vacation/Sick Pay	\$ -	\$ -	\$0.00
E 602-49450-1210 PERA	\$ 4,088.07	\$ 7,300.00	-\$3,211.93
E 602-49450-1220 FICA	\$ 4,088.00	\$ 7,300.00	-\$3,212.00
E 602-49450-1310 Employer Paid Health	\$ 7,624.53	\$ 7,395.51	\$229.02
E 602-49450-1510 Worker s Comp Insurance Prem	\$ 8,500.00	\$ 4,000.00	\$4,500.00
E 602-49450-2150 Shop Supplies	\$ 500.00	\$ 500.00	\$0.00
E 602-49450-2210 Equipment Parts	\$ 2,500.00	\$ 2,100.00	\$400.00
E 602-49450-2270 Utility Maint Supplies	\$ 500.00	\$ 250.00	\$250.00
E 602-49450-2400 Small Tools and Minor Equip	\$ 200.00	\$ 200.00	\$0.00
E 602-49452-3000 Professional Srvs (GENERAL)	\$ 1,500.00	\$ 4,000.00	-\$2,500.00
E 602-49450-3010 Auditing and Acct g Services	\$ -	\$ 2,000.00	-\$2,000.00
E 602-49450-3030 Engineering Fees	\$ 1,500.00	\$ 1,000.00	\$500.00
E 602-49450-3090 Software Support	\$ 2,500.00	\$ 2,000.00	\$500.00
E 602-49450-3100 MCES (mthly) Sewer Treatment	\$ 255,000.00	\$ 250,000.00	\$5,000.00
E 602-49450-3120 Legal Fees - Civil	\$ 1,300.00	\$ 250.00	\$1,050.00
E 602-49450-3210 Telephone	\$ -	\$ 500.00	-\$500.00
E 602-49450-3220 Postage	\$ 2,500.00	\$ 1,000.00	\$1,500.00
E 602-49450-3230 Cell Phones	\$ 2,000.00	\$ 2,200.00	-\$200.00
E 602-49450-3350 Education / conferences	\$ 500.00	\$ 500.00	\$0.00
E 602-49450-3500 Printing/Binding	\$ -	\$ 100.00	-\$100.00
E 602-49450-3510 Legal Notice Publishing	\$ 140.00	\$ 125.00	\$15.00
E 602-49450-3610 General Liability Ins	\$ 600.00	\$ 3,000.00	-\$2,400.00
E 602-49450-3810 Electricity Expense	\$ 5,000.00	\$ 5,000.00	\$0.00
E 602-49450-3830 Natural Gas Expense	\$ -	\$ 900.00	-\$900.00
E 602-49450-3831 Generator Fuel Expense	\$ 900.00	\$ -	\$900.00
E 602-49450-4040 Equip Maint & Repair	\$ 1,000.00	\$ 1,000.00	\$0.00
E 602-49450-4060 Clean / Televisive Sewer Lines	\$ 25,000.00	\$ 25,000.00	\$0.00
E 602-49450-4070 Sewer Easements	\$ 1,000.00	\$ 500.00	\$500.00
E 602-49450-4160 Machinery Rentals	\$ -	\$ -	\$0.00
E 602-49450-4170 Uniform	\$ -	\$ 500.00	-\$500.00
E 602-49450-4200 Depreciation	\$ 71,000.00	\$ 50,000.00	\$21,000.00
E 602-49450-4300 Miscellaneous	\$ -	\$ -	\$0.00
E 602-49450-4330 Dues and Subscriptions	\$ 1,900.00	\$ 1,500.00	\$400.00
E 602-49450-4410 MCES SAC Charge Expense	\$ -	\$ 2,500.00	-\$2,500.00
E 602-49450-5000 Capital Outlay (GENERAL)	\$ 50,000.00	\$ 50,000.00	\$0.00
E 602-49450-6110 Bond Interest	\$ 48,000.00	\$ 59,910.00	-\$11,910.00
E 602-49450-6110 Bond Interest	\$ 10,000.00	\$ -	\$10,000.00
E 602-49452-4060 Clean / Televisive Sewer Lines	\$ 25,000.00	\$ -	\$25,000.00
TOTAL	\$ 585,397.90	\$ 572,086.75	\$ 13,311.16

FUND 603 Surface Water Management Fund**DEPT 43150 Storm Sewer**

E 603-43150-1010 FT Public Works Salaries	\$ 44,474.91	\$ 72,056.23	-\$27,581.33
E 603-43150-1110 Unused Vacation/Sick Pay	\$ -	\$ -	\$0.00
E 603-43150-1210 PERA	\$ 3,557.00	\$ 5,375.44	-\$1,818.44
E 603-43150-1220 FICA	\$ 3,559.80	\$ 5,140.27	-\$1,580.47
E 603-43150-1310 Employer Paid Health	\$ 7,624.53	\$ 7,395.51	\$229.02
E 603-43150-2270 Utility Maint Supplies	\$ 500.00	\$ 500.00	\$0.00
E 603-43150-3000 Professional Srvs (GENERAL)	\$ 1,000.00	\$ -	\$1,000.00
E 603-43150-3030 Engineering Fees-ms4	\$ 3,000.00	\$ 6,000.00	-\$3,000.00
E 603-43150-3090 Software Support	\$ 1,000.00	\$ 750.00	\$250.00
E 603-43150-3350 Education / conferences	\$ -	\$ 250.00	-\$250.00

E 603-43150-3510 Legal Notices Publishing	\$ -	\$ 50.00	-\$50.00
E 603-43150-3870 Street Sweeping	\$ -	\$ 3,500.00	-\$3,500.00
E 603-43150-4040 Equip Maint & Repair	\$ 5,000.00	\$ 1,000.00	\$4,000.00
E 603-43150-4085 Pvmt Mgmt - Reconstruction	\$ 2,500.00	\$ -	\$2,500.00
E 603-43150-4160 Machinery Rentals	\$ 500.00	\$ 500.00	\$0.00
E 603-43150-4170 Uniform	\$ -	\$ 250.00	-\$250.00
E 603-43150-4200 Depreciation	\$ 21,500.00	\$ 16,000.00	\$5,500.00
E 603-43150-6010 Debt Srv Bond Principal	\$ 12,000.00		
E 603-43150-6110 Bond Interest	\$ 2,000.00	\$ 13,189.00	-\$11,189.00
TOTAL	\$ 108,216.24	\$ 131,956.46	-\$23,740.22

FUND 604 Recycling Fund**DEPT 43200 Recycling**

E 604-43200-3890 Res Curb Recycling	\$ 45,000.00	\$ 45,000.00	\$0.00
E 604-43200-3895 Soft Organic Waste	\$ 5,000.00	\$ 3,600.00	\$1,400.00
TOTAL	\$ 50,000.00	\$ 48,600.00	\$1,400.00



CITY OF
LONG LAKE

City Council Agenda Report

City of Long Lake

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

MEETING DATE / December 19, 2023

SUBJECT: Adoption of 2024 City Fee Schedule

Prepared By: Jeanette Moeller, City Clerk

Report Date: 12/14/2023

Recommended City Council Action

Staff recommends the following:

Motion to approve Ordinance No. 2023-05 adopting the 2024 Fee Schedule for the City of Long Lake, and to direct staff to publish a summary ordinance.

Overview / Background

The fees charged for City goods and services are reviewed annually by City staff to ensure that the fees charged reflect the actual value of the goods and services provided. Fees are also compared with those charged by neighboring cities for similar services. City staff reviewed the fees charged in 2023 and is recommending no adjustments to the City's fee schedule for 2024 at this time. Generally, permitting fees remain comparable to those charged by neighbor and area cities.

- **Note: Utility Rates** – The attached fee schedule includes the most current utility billing rates and new monthly billing schedule as adopted by Resolution of the City Council at the October 3, 2023 meeting. The rate schedule approving Resolution included an annual operating increase of 4% per year for all utility rates; however, staff will be prepared to review the impact of that annual rate change with the Council at the end of 2024 prior to automatic inclusion in the following year's (2025) fee schedule.
- **Note: MCES SAC Fees (No Change)** – Metropolitan Council Environmental Services (MCES) establishes their Service Availability Charge (SAC) on an annual basis. This is a fee that the City collects through building permits on behalf of the Metropolitan Council and remits directly to MCES. The Metropolitan Council did not adopt an increase in its SAC unit fee for 2024, thus the SAC fee will remain unchanged from the 2014 - 2023 rate of \$2,485 per unit.

Supporting Information

- Ordinance No. 2023-05 and Summary Ordinance for Publication
- 2024 City Fee Schedule



**City of Long Lake
Hennepin County, Minnesota
Ordinance No. 2023-05**

AN ORDINANCE ADOPTING THE 2024 FEE SCHEDULE FOR THE CITY OF LONG LAKE

The City Council of the City of Long Lake does hereby ordain as follows:

Section 1. Chapter 1, Section 1-15, City Fee Schedule, of the Code of Ordinances, City of Long Lake, Minnesota, is hereby amended to provide for charges to be imposed by the City for specified goods and services, including permits, licenses and utility charges according to the fee schedule attached and made a part hereof.

Section 2. This Ordinance shall be effective beginning January 1, 2024.

Adopted by the City Council of the City of Long Lake this 19th day of December 2023.

Date of Adoption:	December 19, 2023
Date of Publication:	December 30, 2023
Effective Date:	January 1, 2024

BY:

Charlie Miner, Mayor

ATTEST:

Jeanette Moeller, City Clerk



**City of Long Lake
Hennepin County, Minnesota
Ordinance No. 2023-05**

AN ORDINANCE ADOPTING THE 2024 FEE SCHEDULE FOR THE CITY OF LONG LAKE

The City Council of the City of Long Lake does hereby ordain as follows:

Section 1. Chapter 1, Section 1-15, City Fee Schedule, of the Code of Ordinances, City of Long Lake, Minnesota, is hereby amended to provide for charges to be imposed by the City for specified goods and services, including permits, licenses and utility charges according to the fee schedule attached and made a part hereof.

Section 2. This Ordinance shall be effective beginning January 1, 2024.

Adopted by the City Council of the City of Long Lake this 19th day of December 2023.

A printed copy of the entire ordinance is available for inspection by any person during the City Clerk's regular office hours. The printed copy includes the complete 2024 Fee Schedule as an attachment to the ordinance. The 2024 Fee Schedule is also available on the City's website at www.longlakemn.gov.

Date of Adoption:	December 19, 2023
Date of Publication:	December 30, 2023
Effective Date:	January 1, 2024

BY:

Charlie Miner, Mayor

ATTEST:

Jeanette Moeller, City Clerk



2024 City Fee Schedule

City Council Approved: 12/19/2023 - ORD# 2023-05

CITY OF
LONG LAKE

STREET EXCAVATING PERMIT		REFERENCES
Restoration by City (contractor option with prior City approval)	\$200.00 base fee	ADMINISTRATIVE
Gravel surface	\$2.00 / sq ft	ADMINISTRATIVE
Asphalt, concrete or bituminous	\$6.00 / sq ft	ADMINISTRATIVE
Portland cement concrete	\$8.00 / sq ft	ADMINISTRATIVE
Heavy duty asphalt concrete	\$8.00 / sq ft	ADMINISTRATIVE
Restoration by contractor (\$50.00 base fee + \$5,000 deposit)	\$5,050.00	ADMINISTRATIVE
RIGHT OF WAY ENCROACHMENT		REFERENCES
Curb cut fee	\$75.00	CH 30, ART II, SEC 30-31
Right of way permit fee	\$75.00	CH 30, ART II, SEC 30-31
Letter of credit or bond for right of way permit - AMOUNT TO BE DETERMINED BY PUBLIC WORKS DIRECTOR		ADMINISTRATIVE
WATER SYSTEM		REFERENCES
Well inspection	\$50.00	CH 36, ART I, SEC 36-13
Minimum inspection (City water)	\$50.00	CH 36, ART I, SEC 36-13
New main line service tap (applies to residential properties outside Long Lake)	\$1,900.00	CH 36, ART I, SEC 36-13
New main line service tap (applies to commercial properties outside Long Lake)	\$7,500.00	CH 36, ART I, SEC 36-13
New main line service tap (applies to Long Lake residential properties that have not been previously assessed, ex: subdivided property)	\$1,800.00	CH 36, ART I, SEC 36-13
New main line service tap (applies to Long Lake commercial properties that have not been previously assessed, ex: subdivided property)	\$6,500.00	CH 36, ART I, SEC 36-13
Hook up / volume or access charge per SAC unit (274 gallons per day, applies to all properties and is subject to increase w/property change of use)	\$1,800.00	CH 36, ART I, SEC 36-13
Temporary disconnect (for non-payment)	\$75.00	CH 36, ART I, SEC 36-13
Restore disconnect (for non-payment)	\$75.00	CH 36, ART I, SEC 36-13
Permanent disconnect (capping utilities)	\$75.00	ADMINISTRATIVE
SEWER SYSTEM		REFERENCES
Minimum inspection	\$50.00	ADMINISTRATIVE
New main line service tap (applies to residential/commercial properties outside Long Lake)	\$1,900.00	CH 36, ART I, SEC 36-13
New main line service tap (applies to Long Lake residential/commercial properties that have not been previously assessed, ex: subdivided property)	\$1,800.00	CH 36, ART I, SEC 36-13
Hook up / volume or access charge per SAC unit (274 gallons per day, applies to all properties and is subject to increase w/property change of use)	\$1,800.00	CH 36, ART I, SEC 36-13
Metro waste volume charge per SAC unit (274 gallons/day, rates set by/payable to MCES)	\$2,485.00	CH 36, ART I, SEC 36-13
Permanent disconnect (capping utilities)	\$75.00	ADMINISTRATIVE

WATER USAGE CHARGES (Incorporated in City Utility Billing)		REFERENCES
Residential and commercial minimum fixed charge (applies to all properties)	\$5.50 / month	CH 36, ART I, SEC 36-13
Apartment complex (containing only one water meter) fixed monthly charge	\$2.75 / res unit	CH 36, ART I, SEC 36-13
RESIDENTIAL Tier 1 = 0 - 2,000 gallons used per month	\$3.89 / 1,000 gal	CH 36, ART I, SEC 36-13
RESIDENTIAL Tier 2 = 2,000 - 7,000 gallons used per month	\$4.48 / 1,000 gal	CH 36, ART I, SEC 36-13
RESIDENTIAL Tier 3 = Over 7,000 gallons used per month	\$5.14 / 1,000 gal	CH 36, ART I, SEC 36-13
COMMERCIAL Tier 1 = 0 - 8,000 gallons used per month	\$3.89 / 1,000 gal	CH 36, ART I, SEC 36-13
COMMERCIAL Tier 2 = 8,000 - 16,000 gallons used per month	\$4.48 / 1,000 gal	CH 36, ART I, SEC 36-13
COMMERCIAL Tier 3 = Over 16,000 gallons used per month	\$5.14 / 1,000 gal	CH 36, ART I, SEC 36-13
LARGE INDUSTRIAL (usage over 800,000 in one month) ALL USAGE	\$4.48 / 1,000 gal	CH 36, ART I, SEC 36-13
IRRIGATION ALL USAGE	\$5.60 / 1,000 gal	CH 36, ART I, SEC 36-13
MANUAL utility meter read/entry fee	\$45.00 / month	CH 36, ART I, SEC 36-13
Hydrant hook up fee per day	\$50.00 / day	CH 36, ART I, SEC 36-13
Minnesota Department of Health water service connection fee	\$0.81 / month	CH 36, ART I, SEC 36-13
Annual utility rate increase	4% / year	CH 36, ART I, SEC 36-13

SANITARY SEWER USAGE CHARGES (Incorporated in City Utility Billing)		REFERENCES
Residential and commercial minimum fixed charge (applies to all properties)	\$5.50 / month	CH 36, ART I, SEC 36-13
Apartment complex (containing only one water meter) fixed monthly charge	\$2.75 / res unit	CH 36, ART I, SEC 36-13
Residential and commercial rate per 1,000 gallons	\$7.84 / 1,000 gal	CH 36, ART I, SEC 36-13
Metropolitan Council Enviromental services (MCES) sewer treatment fee	\$10.00 / month	CH 36, ART I, SEC 36-13
UNMETERED monthly fixed charge	\$95.00 / month	CH 36, ART I, SEC 36-13
Annual utility rate increase	4% / year	CH 36, ART I, SEC 36-13

SURFACE WATER MANAGEMENT / STORM SEWER CHARGES (Incorporated in City Utility Billing)		REFERENCES
Residential minimum charge (based on .40 acre)	\$4.50 / month	CH 36, ART I, SEC 36-13
Commercial/Industrial/Apartments per acre, per month	\$40.00 / acre	CH 36, ART I, SEC 36-13
Green space (parks, cemetery, etc.) per acre, per month	\$30.00 / acre	CH 36, ART I, SEC 36-13
Annual utility rate increase	4% / year	CH 36, ART I, SEC 36-13

RECYCLING CHARGES (Incorporated in City Utility Billing)		REFERENCES
Residential fee per month	\$7.50 / month	CH 36, ART I, SEC 36-13
Apartment complex (utilizing city recycling services) fixed monthly charge	\$2.50 / res unit	CH 36, ART I, SEC 36-13

CITY UTILITY BILLING - PAST DUE ACCOUNT PENALTIES		REFERENCES
Past due utility accounts are assessed a late payment penalty on the total balance due	5% / month	CH 36, ART I, SEC 36-13
Hennepin county certification fee on delinquent utilities and unpaid services	\$2.50	CH 36, ART I, SEC 36-13
Annual interest on Hennepin County certified assessments	5% / year	CH 36, ART I, SEC 36-13

BUILDING PERMITS (Based on 1997 Uniform Building Code + 15%)		REFERENCES
Total Valuation \$1.00 to \$500.00 = \$27.03		CH 8, ART II, DIV 2, SEC 8-52
Valuation \$501.00 to \$2,000.00 = \$27.03 for the first \$500.00 + \$3.51 for each additional \$100.00, or fraction thereof, to and including \$2,000.00		CH 8, ART II, DIV 2, SEC 8-52
Valuation \$2,001.00 to \$25,000.00 = \$79.68 for the first \$2,000.00 + \$16.10 for each additional \$1,000.00, or fraction thereof, to and including \$25,000.00		CH 8, ART II, DIV 2, SEC 8-52
Valuation \$25,001.00 to \$50,000.00 = \$449.98 for the first \$25,000.00 + \$11.62 for each additional \$1,000.00, or fraction thereof, to and including \$50,000.00		CH 8, ART II, DIV 2, SEC 8-52

BUILDING PERMITS -- CONTINUED FROM PREVIOUS	REFERENCES
Valuation \$50,001.00 to \$100,000.00 = \$740.48 for the first \$50,000.00 + \$8.05 for each additional \$1,000.00, or fraction thereof, to and including \$100,000.00	CH 8, ART II, DIV 2, SEC 8-52
Valuation \$100,001.00 to \$500,000.00 = \$1,142.98 for the first \$100,000.00 + \$6.44 for each additional \$1,000.00, or fraction thereof, to and including \$500,000.00	CH 8, ART II, DIV 2, SEC 8-52
Valuation \$500,001.00 to \$1,000,000.00 = \$3,718.98 for the first \$500,000.00 + \$5.38 for each additional \$1,000.00, or fraction thereof, to and including \$1,000,000.00	CH 8, ART II, DIV 2, SEC 8-52
Valuation \$1,000,000.00 and up = \$6,408.98 for the first \$1,000,000.00 + \$4.20 for each additional \$1,000.00, or fraction thereof	CH 8, ART II, DIV 2, SEC 8-52
* Additional State Surcharge fee applies = \$0.50 per \$1,000.00 OR 0.0005 x Valuation	CH 8, ART II, DIV 2, SEC 8-52
Plan review fee (if applicable) = 65% of permit fee	CH 8, ART II, DIV 2, SEC 8-52
Additional plan review required by changes, additions or revisions to plans	CH 8, ART II, DIV 2, SEC 8-52
Inspections outside of normal business hours	CH 8, ART II, DIV 2, SEC 8-52
Inspections for which no fee is specifically indicated (minimum charge, 1/2 hour)	CH 8, ART II, DIV 2, SEC 8-52
For use of outside consultants for plan checking and inspections, or both	CH 8, ART II, DIV 2, SEC 8-52

HEATING/MECHANICAL PERMITS (Based on 1997 Uniform Building Code + 15%)	REFERENCES
Total Valuation \$1.00 to \$500.00 = \$27.03	CH 8, ART II, DIV 2, SEC 8-52
Valuation \$501.00 to \$2,000.00 = \$27.03 for the first \$500.00 + \$3.51 for each additional \$100.00, or fraction thereof, to and including \$2,000.00	CH 8, ART II, DIV 2, SEC 8-52
Valuation \$2,001.00 to \$25,000.00 = \$79.68 for the first \$2,000.00 + \$16.10 for each additional \$1,000.00, or fraction thereof, to and including \$25,000.00	CH 8, ART II, DIV 2, SEC 8-52
Valuation \$25,001.00 to \$50,000.00 = \$449.98 for the first \$25,000.00 + \$11.62 for each additional \$1,000.00, or fraction thereof, to and including \$50,000.00	CH 8, ART II, DIV 2, SEC 8-52
Valuation \$50,001.00 to \$100,000.00 = \$740.48 for the first \$50,000.00 + \$8.05 for each additional \$1,000.00, or fraction thereof, to and including \$100,000.00	CH 8, ART II, DIV 2, SEC 8-52
Valuation \$100,001.00 to \$500,000.00 = \$1,142.98 for the first \$100,000.00 + \$6.44 for each additional \$1,000.00, or fraction thereof, to and including \$500,000.00	CH 8, ART II, DIV 2, SEC 8-52
Valuation \$500,001.00 to \$1,000,000.00 = \$3,718.98 for the first \$500,000.00 + \$5.38 for each additional \$1,000.00, or fraction thereof, to and including \$1,000,000.00	CH 8, ART II, DIV 2, SEC 8-52
Valuation \$1,000,000.00 and up = \$6,408.98 for the first \$1,000,000.00 + \$4.20 for each additional \$1,000.00, or fraction thereof	CH 8, ART II, DIV 2, SEC 8-52
* Additional State Surcharge fee applies = \$0.50 per \$1,000.00 OR 0.0005 x Valuation	CH 8, ART II, DIV 2, SEC 8-52
Plan review fee (if applicable) = 65% of permit fee	CH 8, ART II, DIV 2, SEC 8-52
Additional plan review required by changes, additions or revisions to plans	CH 8, ART II, DIV 2, SEC 8-52
Inspections outside of normal business hours	CH 8, ART II, DIV 2, SEC 8-52
Inspections for which no fee is specifically indicated (minimum charge, 1/2 hour)	CH 8, ART II, DIV 2, SEC 8-52
For use of outside consultants for plan checking and inspections, or both	CH 8, ART II, DIV 2, SEC 8-52

PLUMBING PERMITS (Based on 1997 Uniform Building Code + 15%)	REFERENCES
Total Valuation \$1.00 to \$500.00 = \$27.03	CH 8, ART II, DIV 2, SEC 8-52
Valuation \$501.00 to \$2,000.00 = \$27.03 for the first \$500.00 + \$3.51 for each additional \$100.00, or fraction thereof, to and including \$2,000.00	CH 8, ART II, DIV 2, SEC 8-52
Valuation \$2,001.00 to \$25,000.00 = \$79.68 for the first \$2,000.00 + \$16.10 for each additional \$1,000.00, or fraction thereof, to and including \$25,000.00	CH 8, ART II, DIV 2, SEC 8-52
Valuation \$25,001.00 to \$50,000.00 = \$449.98 for the first \$25,000.00 + \$11.62 for each additional \$1,000.00, or fraction thereof, to and including \$50,000.00	CH 8, ART II, DIV 2, SEC 8-52

PLUMBING PERMITS (Based on 1997 Uniform Building Code + 15%) -- CONTINUED FROM PREVIOUS	REFERENCES
Valuation \$50,001.00 to \$100,000.00 = \$740.48 for the first \$50,000.00 + \$8.05 for each additional \$1,000.00, or fraction thereof, to and including \$100,000.00	CH 8, ART II, DIV 2, SEC 8-52
Valuation \$100,001.00 to \$500,000.00 = \$1,142.98 for the first \$100,000.00 + \$6.44 for each additional \$1,000.00, or fraction thereof, to and including \$500,000.00	CH 8, ART II, DIV 2, SEC 8-52
Valuation \$500,001.00 to \$1,000,000.00 = \$3,718.98 for the first \$500,000.00 + \$5.38 for each additional \$1,000.00, or fraction thereof, to and including \$1,000,000.00	CH 8, ART II, DIV 2, SEC 8-52
Valuation \$1,000,000.00 and up = \$6,408.98 for the first \$1,000,000.00 + \$4.20 for each additional \$1,000.00, or fraction thereof	CH 8, ART II, DIV 2, SEC 8-52
* Additional State Surcharge fee applies = \$0.50 per \$1,000.00 OR 0.0005 x Valuation	CH 8, ART II, DIV 2, SEC 8-52
Plan review fee (if applicable) = 65% of permit fee	CH 8, ART II, DIV 2, SEC 8-52
Additional plan review required by changes, additions or revisions to plans	\$47.00 / hour CH 8, ART II, DIV 2, SEC 8-52
Inspections outside of normal business hours	\$47.00 / hour CH 8, ART II, DIV 2, SEC 8-52
Inspections for which no fee is specifically indicated (minimum charge, 1/2 hour)	\$47.00 / hour CH 36, ART II, DIV 3, SEC 36-81
For use of outside consultants for plan checking and inspections, or both	ACTUAL COSTS CH 36, ART II, DIV 3, SEC 36-232

WATER METERS, METER ACCESSORIES & RELATED EQUIPMENT	REFERENCES
All water meters, meter accessories and related equipment will be sold on demand at the current rate charged to the City by the meter equipment vendor	SOLD ON DEMAND AT EQUIP COST CH 36, ART I, SEC 36-25
Utility surcharge for obsolete water meters	\$45.00 / month
* Utility surcharge to be applied to utility bills for properties which have not come into compliance with City requests for meter change out	

EXCAVATION & GRADING PERMITS (Based on 1997 Uniform Building Code)	REFERENCES
50 cubic yards or less = \$23.50	CH 8, ART II, DIV 2, SEC 8-52
51 to 100 cubic yards = \$37.00	CH 8, ART II, DIV 2, SEC 8-52
101 to 1,000 cubic yards = \$37.00 for the first 100 cubic yds + \$17.50 for each additional 100 cubic yds	CH 8, ART II, DIV 2, SEC 8-52
1,001 to 10,000 cubic yards = \$194.50 for the first 1,000 cubic yds + \$14.50 for each additional 1,000 cubic yds	CH 8, ART II, DIV 2, SEC 8-52
10,001 to 100,000 cubic yards = \$325.00 for the first 10,000 cubic yds + \$66.00 for each additional 10,000 cubic yds	CH 8, ART II, DIV 2, SEC 8-52
100,001 cubic yards and up = \$919.00 for the first 100,000 cubic yds + \$36.50 for each additional 10,000 cubic yds	CH 8, ART II, DIV 2, SEC 8-52
* Plan review for grading permits may be applicable per the City Building Official	CH 8, ART II, DIV 2, SEC 8-52

ZONING & PUBLIC PLAN REVIEW	REFERENCES
Applicant will deposit escrow when required and agrees to pay all expenses related to the request, including expenses in excess of escrow. Where escrow is required, escrow amounts will be set as estimated by the City Administrator or his/her designee, and will not be less than \$1,500 per application. Consultant engineering, planning and attorney fees are reimbursible pursuant to City Ordinance. Any remaining escrow funds will be returned to the applicant.	CH 26, ART II
SUBDIVISIONS	
Lot combination	\$500.00 + escrow ZON ORD, SEC 4, SUBD 3
Lot consolidation	\$500.00 + escrow ZON ORD, SEC 4, SUBD 3
Lot correction	\$500.00 + escrow ZON ORD, SEC 4, SUBD 3
Minor subdivision (6 lots or less), preliminary and/or final plat	\$500.00 + escrow ZON ORD, SEC 4, SUBD 3
Major subdivision (more than 6 lots), preliminary and/or final plat	\$1,000.00 + escrow ZON ORD, SEC 4, SUBD 3

ZONING & PUBLIC PLAN REVIEW -- CONTINUED FROM PREVIOUS**REFERENCES**

Section 7D.

<u>PLANNED UNIT DEVELOPMENT (PUD)</u>		
Concept plan	\$500.00 + escrow	ZON ORD, SEC 4, SUBD 3
Master development plan / PUD zoning amendment	\$500.00 + escrow	ZON ORD, SEC 4, SUBD 3
Plan amendments	\$500.00 + escrow	ZON ORD, SEC 4, SUBD 3
<u>CONDITIONAL USE PERMIT</u>		
Business, industrial, multi-family, single-family commercially owned, and non-homestead properties	\$500.00 + escrow	ZON ORD, SEC 4, SUBD 3
Single-family homestead properties	\$500.00 + escrow	ZON ORD, SEC 4, SUBD 3
VACATIONS	\$250.00 + escrow	ZON ORD, SEC 4, SUBD 3
<u>VARIANCES</u>		
Business, industrial, multi-family, single-family commercially owned, and non-homestead properties	\$500.00 + escrow	ZON ORD, SEC 4, SUBD 3
Single-family homestead properties, non-commercial purpose	\$500.00 (no escrow)	ZON ORD, SEC 4, SUBD 3
Signs	\$500.00 + escrow	ZON ORD, SEC 4, SUBD 3
<u>SITE PLAN REVIEW</u>		
Single-family, homestead (non-commercial purpose)	\$500.00	
Single-family (1 commercially owned; or 2 or more)	\$500.00 + escrow	ZON ORD, SEC 4, SUBD 3
Multiple family (including duplexes)	\$750.00 + escrow	ZON ORD, SEC 4, SUBD 3
Business / commercial / industrial	\$750.00 + escrow	ZON ORD, SEC 4, SUBD 3
Informal concept review	No charge	
<u>EXPANSION OF A NONCONFORMING USE OR STRUCTURE</u>		
-- Business, industrial, non-homestead properties	\$500.00 + escrow	ZON ORD, SEC 4, SUBD 3
-- Homestead properties	\$500.00 + escrow	ZON ORD, SEC 4, SUBD 3
<u>ADMINISTRATIVE REVIEWS</u>		
-- Accessory structure zoning review	\$50.00	ZON ORD, SEC 4, SUBD 3
-- Zoning verification letter	\$175.00	ADMINISTRATIVE
AFTER THE FACT FEES	2 x base fee	ZON ORD, SEC 4, SUBD 3
<u>ZONING ORDINANCE</u>		
-- Zoning map amendment / rezoning	\$500.00 + escrow	ZON ORD, SEC 4, SUBD 3
-- Zoning text amendment	\$500.00 + escrow	ZON ORD, SEC 4, SUBD 3
<u>COMPREHENSIVE PLAN</u>		
-- Comprehensive plan amendment	\$500.00 + escrow	ZON ORD, SEC 4, SUBD 3
-- Color copy of the comprehensive plan	\$35.00	ADMINISTRATIVE

LICENSES & PERMITS (Require City Council Approval)**REFERENCES**

Section 7D.

LICENSES & PERMITS (Require City Council Approval)		REFERENCES
<u>INTOXICATING LIQUOR</u>		
-- On sale intoxicating liquor license	\$6,000.00 / year	CH 4, ART II, DIV 2, SEC 4-54
-- On sale intoxicating liquor license, Sunday sales	\$200.00 / year	CH 4, ART II, DIV 2, SEC 4-54
-- Temporary 1 to 4 day on sale intoxicating liquor license	\$25.00	CH 4, ART II, DIV 2, SEC 4-54
-- Off sale intoxicating liquor license	\$100.00 / year	CH 4, ART II, DIV 2, SEC 4-54
-- Small brewer, off-sale intoxicating license	\$200.00 / year	CH 4, ART II, DIV 2, SEC 4-54
-- Small brewer, off-sale intoxicating license, Sunday sales	\$200.00 / year	CH 4, ART II, DIV 2, SEC 4-54
-- Brew pub, off-sale intoxicating license	\$200.00 / year	CH 4, ART II, DIV 2, SEC 4-54
-- Brew pub, off-sale intoxicating license, Sunday sales	\$200.00 / year	CH 4, ART II, DIV 2, SEC 4-54
-- Brewer taproom license	\$600.00 / year	CH 4, ART II, DIV 2, SEC 4-54
-- Brewer taproom license, Sunday sales	\$200.00 / year	CH 4, ART II, DIV 2, SEC 4-54
-- Background investigation fee for new license applicants	\$500.00	CH 4, ART II, DIV 2, SEC 4-53
<u>WINE</u>		
-- On sale wine license (includes on sale intoxicating malt liquor, i.e. strong beer)	\$600.00 / year	CH 4, ART II, DIV 2, SEC 4-54
-- Background investigation fee for new license applicants	\$500.00	CH 4, ART II, DIV 2, SEC 4-53
-- Temporary on sale wine license	\$25.00	CH 4, ART II, DIV 2, SEC 4-54
<u>3.2% MALT LIQUOR</u>		
-- On sale 3.2% malt liquor license	\$100.00 / year	CH 4, ART II, DIV 2, SEC 4-54
-- Off sale 3.2% malt liquor license	\$75.00 / year	CH 4, ART II, DIV 2, SEC 4-54
-- Background investigation fee for new license applicants	\$500.00	CH 4, ART II, DIV 2, SEC 4-53
-- Temporary on sale 3.2% malt liquor license	\$25.00	CH 4, ART II, DIV 2, SEC 4-54
<u>LIQUOR LICENSE ADMINISTRATIVE PENALTIES</u>		
-- 1st violation within a 2 year period = \$500.00		CH 4, ART II, DIV 3, SEC 4-84
-- 2nd violation within a 2 year period = \$1,000.00 and 5 days suspension		CH 4, ART II, DIV 3, SEC 4-84
-- 3rd violation within a 2 year period = \$2,000.00 and 15 days suspension		CH 4, ART II, DIV 3, SEC 4-84
-- 4th violation within a 2 year period = License revocation		CH 4, ART II, DIV 3, SEC 4-84
TOBACCO PRODUCTS LICENSE	\$150.00 / year	CH 10, ART III, DIV 2, SEC 10-100
<u>TOBACCO LICENSE ADMINISTRATIVE PENALTIES</u>		
-- 1st violation within 2 years = \$200.00		CH 10, ART III, DIV 2, SEC 10-95
-- 2nd violation within 2 years = \$300.00 and 2 business days suspension		CH 10, ART III, DIV 2, SEC 10-95
-- 3rd violation within 2 years = \$500.00 and 5 business days suspension		CH 10, ART III, DIV 2, SEC 10-95
<u>MASSAGE SERVICES</u>		
-- Therapeutic massage enterprise license	\$300.00	CH 10, ART IV, DIV 2, SEC 10-514
-- Therapeutic massage enterprise license - background investigation	\$500.00	CH 10, ART IV, DIV 2, SEC 10-514
-- Massage therapist license	\$75.00	CH 10, ART IV, DIV 2, SEC 10-514
-- Massage therapist license - background investigation	\$150.00	CH 10, ART IV, DIV 2, SEC 10-514
-- Inspection fee, third inspection - failure to correct	\$250.00	CH 10, ART IV, DIV 3, SEC 10-531
SOLICITOR'S PERMIT	\$25.00	CH 24, ART II, SEC 24-33

LICENSES & PERMITS (Require City Council Approval) -- CONTINUED FROM PREVIOUS		REFERENCES
<u>REFUSE HAULERS</u>		
-- Residential refuse hauler license	\$200.00 / year	CH 28, ART III, SEC 28-61
-- Commercial refuse hauler license	\$200.00 / year	CH 28, ART III, SEC 28-61
<u>SPECIAL EVENT PERMIT</u>		
<i>Special Event, Level 1</i> - Events, including parades and athletic events, that use Long Lake or use City streets and/or sidewalks, but do not use City parks.	\$100.00	CH 22, ART II, SEC 22-34
<i>Special Event, Level 2</i> - Events using a City park, with attendance under 100 participants and spectators combined, and no road closures. Includes events using both Nelson Lakeside Park and Long Lake. Permit fee includes one day of park rental, any additional dates for park rental must be reserved separately at the applicable per date reservation rate.	\$125.00	CH 22, ART II, SEC 22-34
<i>Special Event, Level 3</i> - Events using a City park, with attendance greater than 100 participants and spectators combined, and may involve road closures. Includes events using both Nelson Lakeside Park and Long Lake. Permit fee includes one day of park rental, any additional dates for park rental must be reserved separately at the applicable per date reservation rate.	\$150.00	CH 22, ART II, SEC 22-34
<u>NOISE VARIANCE PERMIT</u>	No fee	CH 16, ART III, SEC 16-151
<u>KENNEL PERMIT</u>		
-- Residential permit	\$25.00 / year	CH 6, ART II, DIV 6, SEC 6-151
-- Commercial permit	\$100.00 / year	CH 28, ART III, SEC 28-61
MISCELLANEOUS LICENSES & PERMITS (Require City Staff Approval)		REFERENCES
<u>SIGNS</u>		
-- Temporary sign permit (maximum of 90 days per year)	\$30.00 / permit	CH 8, ART V, DIV 2, SEC 8-211
-- Permit fee (including penalty) for temporary signage installed without obtaining permit	\$60.00 / permit	CH 8, ART V, DIV 2, SEC 8-211
-- Sandwich board sign permit (must be renewed annually)	\$60.00	CH 8, ART V, DIV 2, SEC 8-211
-- Permit fee (including penalty) for sandwich board signage placed without a permit	\$120.00	CH 8, ART V, DIV 3, SEC 8-236
-- Permanent sign permit, up to 16 square feet	\$35.00	CH 8, ART V, DIV 2, SEC 8-211
-- Permanent sign permit, 17 to 32 square feet	\$60.00	CH 8, ART V, DIV 2, SEC 8-211
-- Permanent sign permit, over 32 square feet	\$85.00	CH 8, ART V, DIV 2, SEC 8-211
-- Fine for permanent signage installed without a permit	2 x permit fee	CH 8, ART V, DIV 2, SEC 8-211
<u>VACANT BUILDING REGISTRATION</u>		
-- Vacant building registration, residential - vacant less than 1 year	\$100.00/unit / year	CH 8, ART VIII, SEC 8-308
-- Vacant building registration, residential - vacant 1+ years	\$200.00/unit / year	CH 8, ART VIII, SEC 8-308
-- Vacant building registration, comm/ind/non-res - vacant less than 1 year	\$1,000.00 / year	CH 8, ART VIII, SEC 8-308
-- Vacant building registration, comm/ind/non-res - vacant 1+ years	\$2,000.00 / year	CH 8, ART VIII, SEC 8-308
-- Vacant building registration, administrative registration penalty	\$100.00 / year	CH 8, ART VIII, SEC 8-308
<u>COURTESY BENCH PERMIT</u>		
-- Fee is per bench, to be paid annually	\$50.00 / bench	

MISCELLANEOUS LICENSES & PERMITS (Require City Staff Approval) -- CONTINUED FROM PREVIOUS	REFERENCES
<u>DOG LICENSES / ANIMAL CONTROL</u>	
-- Dog license, neutered or spayed (2 year license period)	\$25.00 CH 6, ART II, DIV 2, SEC 6-52
-- Dog license, non-neutered or non-spayed (2 year license period)	\$35.00 CH 6, ART II, DIV 2, SEC 6-52
-- Late payment charge for failure to purchase dog license(s) as required	\$2.00 / dog CH 6, ART II, DIV 2, SEC 6-51
-- Animal impound, first offense in a one-year period	\$60.00 CH 6, ART II, DIV 2, SEC 6-81
-- Animal impound, second offense in a one-year period	\$80.00 CH 6, ART II, DIV 2, SEC 6-81
-- Animal impound, all additional offenses in a one-year period	\$100.00 CH 6, ART II, DIV 2, SEC 6-81
<u>FIREWORKS PERMITS</u>	
-- Fireworks permit, for transient merchant	\$350.00 CH 18, ART IV, SEC 18-205
-- Fireworks permit, for permanent storefront	\$100.00 CH 18, ART IV, SEC 18-205
<u>PARK USE PERMITS</u>	
-- Resident (applies to residents / businesses of Long Lake)	\$30.00 / day CH 22, ART II, SEC 22-33
-- Non-resident (applies to individuals / businesses residing outside Long Lake)	\$60.00 / day CH 22, ART II, SEC 22-33
-- Ballfield or hockey light usage, Holbrook Park	\$15.00 / day CH 22, ART II, SEC 22-33
-- Damage deposit (for seasonal reservations or special event usage)	\$750.00 CH 22, ART II, SEC 22-33
MISCELLANEOUS CHARGES & FEES	REFERENCES
<u>COPIES</u>	\$0.25 / sheet ADMINISTRATIVE
<u>MAPS</u>	
-- 11" x 17" city or zoning map (color)	\$8.00 ADMINISTRATIVE
-- 11" x 17" zoning map or City map (black and white)	\$5.00 ADMINISTRATIVE
<u>NOTARY FEE</u>	
-- Notary, City use	No charge
-- Notary, personal use per document	\$1.00 ADMINISTRATIVE
<u>FINANCE DEPARTMENT FEES</u>	
-- Returned check fee	\$25.00 / check ADMINISTRATIVE
-- Special assessment searches	\$12.00 ADMINISTRATIVE
<u>FALSE ALARMS - POLICE</u>	
-- False alarms, 1 to 3 alarms during a calendar year	No charge
-- False alarms, 4 to 7 alarms during a calendar year	\$50.00 / alarm CH 20, ART IV, SEC 20-103
-- False alarms, 8 to 10 alarms during a calendar year	\$200.00 / alarm CH 20, ART IV, SEC 20-103
-- False alarms, 11 and/or more alarms during a calendar year	\$500.00 / alarm CH 20, ART IV, SEC 20-103
<u>FALSE ALARMS - FIRE</u>	
-- False alarms, 1st alarm during a calendar year	No charge
-- False alarms, 2nd alarm during a calendar year	\$75.00 / alarm ADMINISTRATIVE
-- False alarms, 3rd alarm during a calendar year	\$250.00 / alarm ADMINISTRATIVE
-- False alarms, 4th alarm during a calendar year	\$350.00 / alarm ADMINISTRATIVE
-- False alarms, 5th alarm and/or any additional alarms during a calendar year	\$500.00 / alarm ADMINISTRATIVE

MISCELLANEOUS CHARGES & FEES -- CONTINUED FROM PREVIOUS**REFERENCES**

Section 7D.

INCIDENT BILLING - FIRE

Fire incident billing charges apply when gas leaks are caused by contractors, calls are classified as Hazardous Materials incidents, for burns without a permit, for burning of illegal items as classified by the Mn/DNR, and for burning during a Mn/DNR burn restriction

-- Utility vehicles = \$50.00 / hour

ADMINISTRATIVE

-- Chief's or Duty Officer's command vehicle = \$50.00 / hour

ADMINISTRATIVE

-- Engines = \$200.00 / hour

ADMINISTRATIVE

-- Light rescues = \$75.00 / hour

ADMINISTRATIVE

-- Heavy rescue = \$225.00 / hour

ADMINISTRATIVE

-- Grass rig = \$125.00 / hour

ADMINISTRATIVE

-- Watercraft = \$150.00 / hour

ADMINISTRATIVE

-- Supplies = Billed at replacement value

ADMINISTRATIVE

-- Fire Marshal = \$40.00 / hour

ADMINISTRATIVE

-- Firefighter = \$25.00 per person / hour

ADMINISTRATIVE

INCIDENT BILLING - PUBLIC WORKS

Public Works incident billing charges apply when Public Works employees are called in after-hours to respond to a private emergency, or to a public emergency/public nuisance at any time created by the action(s) of a private business or residence.

-- Public Works on call employee response = \$50.00 per employee / hour

ADMINISTRATIVE

-- Sewer cleaning, business emergency/sewer backup = \$750.00 / incident

ADMINISTRATIVE