



CITY COUNCIL MEETING

October 21, 2025 at 6:30 PM

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

AGENDA

1. Call to Order

2. Pledge of Allegiance

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

4. Approve Agenda

5. Consent Agenda

A. Approve Minutes of October 7, 2025 City Council Work Session

B. Approve Minutes of October 7, 2025 City Council Meeting

C. Approve Vendor Claims and Payroll

D. Receive 3rd Quarter 2025 Revenues and Expenditures as of September 30, 2025

E. Adopt Resolution No. 2025-35 Conditionally Appointing Joseph MacDonald to the Position of Paid On-Call Firefighter

F. Adopt Resolution No. 2025-36 Conditionally Appointing Bryan Hinrichs to the Position of Paid On-Call Firefighter

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. Approve Furnace/Air Conditioning Replacements Proposal from City View Plumbing, HVAC & Water Conditioning for the Public Works Building and LMCC Office Space

B. Authorize Staff to Advertise for a Full-Time Public Works Maintenance Worker II Position

C. Consider Approval of a Roof Replacement Proposal for City Hall

D. Approve Removing and Replacing Five HVAC Roof-Top Units (RTUs) at Fire Station 1

E. Presentation by the Long Lake Fire Relief Association Requesting a Fire Pension Benefit Level Change

F. Schedule a Special City Council Meeting for Thursday, October 30, 2025

NOTE: Staff recommends the City Council vote to schedule a Special City Council meeting on Thursday, October 30, 2025 beginning at 5:00 pm for the purpose of conducting a Closed Session pursuant to MN Stat. 13D.05, subd. 3(b) (attorney-client privilege) to discuss open litigation related to the Fire Services Contract; and to consider approval of the Joint Powers Agreement for the Shoreline Fire Department and related agreements.

8. Other Business

9. Adjourn

UPCOMING MEETINGS & OTHER DATES OF NOTE

Tuesday, October 28 (5:00 pm - 7:30 pm) / MCWD Watershed Update Event at Orono City Hall

Monday, November 3 (5:00 pm or 5:30 pm) / City Council Work Session

Monday, November 3 (6:30 pm) / City Council Meeting

Tuesday, November 18 (5:00 pm or 5:30 pm) / City Council Work Session

Tuesday, November 18 (6:30 pm) / City Council Meeting

Members of the public may monitor the meeting in person or by viewing as follows:

Watch the Livestream on our YouTube Channel

<https://www.youtube.com/@CityofLongLakeMN/streams>



MINUTES
CITY COUNCIL WORK SESSION
October 7, 2025

CALL TO ORDER

The meeting was called to order at 5:00 pm.

Present: Mayor: Charlie Miner; Council: Jahn Dyvik, Mike Feldmann, Deirdre Kvale, and Todd Newcomer (attended remotely via Zoom)

Staff Present: Interim City Administrator: Amanda Nowezki; City Attorney: John Thames; Fire Chief: Mike Heiland; Assistant Fire Chief: Cody Farley; and City Clerk: Jeanette Moeller

Absent: None

APPROVE AGENDA

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

OPEN CORRESPONDENCE

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

BUSINESS ITEMS

A. Review Administrator Mentoring Proposal From David Drown & Associates

City Clerk Moeller highlighted the terms of a mentoring/coaching plan she'd received from Bart Fischer of David Drown & Associates (DDA) which would offer a series of in-person and virtual meetings to support a new City Administrator. She indicated that she was mentioning the proposal as an awareness item for Council, and would be raising the issue of filling the City Administrator position at a future meeting.

B. Closed Session Pursuant to MN Stat. 13D.05, Subd. 3(b) / Attorney-Client Privilege: Discussion of Open Litigation Related to the Fire Services Contract

A motion was made by Feldmann, seconded by Miner, to move the meeting into a Closed Session pursuant to Minn. Stat. 13D.05, subd. 3 (b) to discuss open litigation related to the Fire Services contract. Ayes: all by roll call.

A motion was made by Feldmann, seconded by Dyvik, to exit the Closed Session. Ayes: all by roll call.

City Attorney Thames summarized that the City Council had just adjourned a Closed Session pursuant to Minn. Stat. 13D.05, subd. 3 (b) to discuss open litigation related to the Fire Services contract, and he had received direction.

OTHER BUSINESS

No other business was discussed.

ADJOURN

Hearing no objection, Mayor Miner adjourned the meeting by general consent at 6:31 pm.

Respectfully submitted,

Jeanette Moeller, City Clerk



**MINUTES
CITY COUNCIL MEETING
October 7, 2025**

CALL TO ORDER

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

Present: Mayor: Charlie Miner; Council: Jahn Dyvik, Mike Feldmann, Deirdre Kvale, and Todd Newcomer (attended remotely via Zoom)

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

Absent: None

PLEDGE OF ALLEGIANCE

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

Mayor Miner reported that the Council had just finished a work session meeting at which they briefly discussed a mentoring proposal for the City Administrator position, and held a closed session related to litigation related to the fire services contract.

He shared that he had attended the annual Minnesota Mayors' Association meeting at the University of Minnesota Arboretum, and he outlined some of the topics of discussion.

He added that the Long Lake Fire Department's Fire Prevention Open House was held on October 6, 2025, which had a good turnout.

APPROVE AGENDA

Mayor Miner noted that Senator Ann Johnson Stewart was running a bit late, and the Council would need to move the agenda items around until she arrived.

A motion was made by Dyvik, seconded by Kvale, to approve the agenda as presented. Upon a roll call vote - Ayes: all.

CONSENT AGENDA

The Consent Agenda consisted of the following:

- A. Approve Minutes of September 16, 2025 City Council Work Session
- B. Approve Minutes of September 16, 2025 City Council Meeting
- C. Approve Vendor Claims and Payroll
- D. Accept the Resignation of Matt Fahrman from the position of Public Works Maintenance Worker I Effective October 17, 2025

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

OPEN CORRESPONDENCE

Jane Davidson, 1020 Old Long Lake Road – Ms. Davidson spoke as a representative of the Long Lake Waters Association. She reviewed the mission of the organization and its efforts to obtain funding for planning to address the waters within the watershed, which are severely degraded. She noted that Long Lake had moved from a 'C' grade to a 'D' grade lake and stated that the Minnehaha Creek Watershed District had begun work on a long-range plan and feasibility studies for projects on Long Lake. She informed the Council that the Long Lake Waters Association had organized a community meeting on October 28 to be held at the Orono City Hall to provide an overview of water quality information, present data, and move on to expected projects. She encouraged the Council to attend this meeting.

Councilmember Feldmann asked City Clerk Moeller to put out a quorum notice for the event to enable Council members to attend.

REGULAR BUSINESS

A. Legislative Updates by Senator Ann Johnson Stewart, District 45

This agenda item was postponed until later in the meeting pending Senator Johnson Stewart's arrival.

B. Reschedule November 4, 2025 City Council Meeting

City Clerk Moeller explained that November 4, 2025 is a General Election day in the State and statute requires that public meetings be rescheduled. She recommended the November 4 City Council meetings be rescheduled to either November 3 or November 5.

A motion was made by Dyvik, seconded by Miner, to reschedule the November 4, 2025 City Council meetings to be held on Monday, November 3, 2025. Ayes: all by roll call.

C. Approve Proposal from iWorQ Systems, Inc. for an E-permitting Software Application

Moeller reviewed the proposal from iWorQ Systems, Inc. for an e-permitting software application and highlighted details as well as responded to Council questions related to user training, pricing, data ownership, how the City would be able to customize its e-permitting portal, and the anticipated staff time that would be saved by implementing the software.

Interim City Administrator Nowezki observed that another advantage to the software would be that it is cloud-based. She reviewed the financing and budget impacts of approving the proposal.

A motion was made by Feldmann, seconded by Miner, to approve a pricing proposal from iWorQ Systems, Inc. for a Community Development e-permitting software solution, and to authorize the City Clerk to execute an agreement for iWorQ applications and services. Ayes: all by roll call.

D. Fire Department Transition/Future Fire Services News & Updates

Mayor Miner provided a status update relative to the continued work on a Joint Powers Agreement between Long Lake and Orono for future fire services.

Councilmember Kvale thanked the members of Council who have been involved in the negotiation efforts because she recognized it had been time consuming.

OTHER BUSINESS

Banners for Downtown - Councilmember Dyvik suggested that the City begin the process of looking into redesigning banners in order to have new banners ready by next summer. Nowezki mentioned that she had been approached by a local vendor who shared some samples of their banners. Councilmember Dyvik reminded the Council that they had discussed the possibility of soliciting art submissions from the community. Councilmember Kvale suggested considering contacting some of the local grade schools to encourage submissions by students.

Brine Treatment for City Streets - Councilmember Feldmann asked about how much brine usage could help reduce the quantity of salt the City uses on its roads. Moeller replied that staff and Council could ask Public Works Director Diercks to look into brine treatment further, but she recalled that the last time the topic of brine usage had arisen, Diercks' comments indicated based on initial information were that the process appeared to be cost-prohibitive.

Mayor Miner pointed out that Senator Johnson Stewart had arrived, and welcomed her to the meeting.

AGENDA ITEM 7A

Legislative Updates by Senator Ann Johnson Stewart, District 45

Senator Ann Johnson Stewart provided an update discussing which communities make up District 45; providing bonding request information and strategies to best position Long Lake for funding consideration; the potential for future legislation addressing e-bike usage; rising property taxes, possible reform, and the property valuation/assessment process; water quality/invasive species issues; an update on legislation preempting local zoning regulations; and highlighting the upcoming bonding tours, state capital investment possibilities, and funding requests for street projects. She addressed Council concerns regarding a desire for LGA formula changes, why Long Lake has not received funds, and suggested possibly establishing a meeting with area cities to discuss the LGA formula and explore how best to work towards being able to receive funding. She also commented on the Small Cities Assistance Program; recognized Comprehensive Plan challenges/costs for a small city like Long Lake; and contemplated on the potential for legislation to reduce the Comprehensive Plan required criteria for small cities.

Mayor Miner thanked Senator Johnson Stewart for her willingness to come to the City and share updates with the Council.

Senator Johnson Stewart noted that she was glad she had been able to share a more informal update tonight and to answer Council questions, but also offered to return with specific presentations on topics that may be of interest to Long Lake. She commented that she would follow up on the LGA and Comprehensive Plan related concerns that had been voiced by Council and staff, and indicated that if she was able to achieve any answers, she would forward them to Mayor Miner and City Clerk Moeller for distribution to the entire Council. She encouraged the Council to reach out to her if they had additional questions or issues they wanted her to look into.

OTHER BUSINESS – CONTINUED

Ash Tree Removals - Nowezki reported that she had spoken with Public Works Director Diercks earlier in the day and had learned that about 50 trees have been removed, of which 17 were handled by Public

Works staff. She added that residents have stopped by City Hall to communicate to staff that the contractor used for the other removals, Twins G Tree Service, had been doing an amazing job.

Public Works Staffing - Moeller indicated that she would be including an item on the next meeting agenda requesting authorization to post for a Public Works Maintenance Worker II position, and explained the difference between a Maintenance Worker I versus a Maintenance Worker II. She stated that staff was hoping to fast-track posting for the position in order to obtain assistance for Public Works Director Diercks.

Remote Meeting Attendance - Councilmember Newcomer thanked staff and the Council for facilitating his participation in tonight's meeting virtually since he had been unable to attend in person.

ADJOURN

Hearing no objection, Mayor Miner adjourned the meeting by general consent at 8:13 pm.

Respectfully submitted,

Jeanette Moeller, City Clerk



CITY OF
LONG LAKE

City Council Agenda Report

City of Long Lake

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

MEETING DATE / October 21, 2025

SUBJECT: Approve Vendor Claims and Payroll

Prepared By: Amanda Nowezki, Finance Director

Report Date: 10/15/2025

Recommended City Council Action

Staff recommends the following:

Motion to approve vendor claims paid in the amount of \$142,240.80 and electronic vendor payments in the amount of \$1,056.29 for a total amount of **\$143,297.09**; September Fire Department monthly payroll in the amount of **\$23,182.72**; and gross City Employee payroll paid October 16 in the amount of **\$24,028.62**.

Overview / Background

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

Supporting Information

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



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*Check Summary Register©

Checks 71561-71602

Name	Check Date	Check Amt	
10100 GENERAL FUND CASH			
71561	Advanced Imaging Solutions	10/7/2025	\$274.10 Copier Contract Maint - Oct 2025
71562	BIFFS, INC.	10/7/2025	\$590.00 Biff Rental-Holbrook Park
71563	CARSON, CLELLAND & SCHRED	10/7/2025	\$6,763.75 Sept Legal Fees-PW HR Issues/Notice
71564	CENTERPOINT ENERGY	10/7/2025	\$400.06 Gas Charges - (08/21/25-09/22/25) 450 Virgini
71565	CITY OF LONG LAKE	10/7/2025	\$943.88 Sept 2025 Utility Bill-450 Virginia Ave
71566	CITY OF ORONO	10/7/2025	\$257.36 FD2 Water/Sewer Bill - 3770 Shoreline Dr (08/
71567	FIRE SAFETY USA, INC.	10/7/2025	\$1,976.57 FD Rescue 11 Equipment-Extinguisher, Exting
71568	FIRSTNET (AT&T)	10/7/2025	\$631.66 FD WIRELESS SERVICES (8/26/25-9/25/25)
71569	GOPHER STATE ONE CALL	10/7/2025	\$116.10 Sept 2025 Locates
71570	HENNEPIN CTY INFO. TECH. DE	10/7/2025	\$3,516.02 FD Radio Lease Fees-Sept 2025
71571	Kirvida Fire, Inc.	10/7/2025	\$521.64 FD Engine #11 -Toyne Pumper; Replace front
71572	LONG LAKE FIRE DEPARTMENT	10/7/2025	\$19,269.50 4th Qtr 2025 Fire Contract
71573	MEDIACOM	10/7/2025	\$987.41 FD1 Phone/ Internet Services - (10/7/25-11/6/2
71574	Metro West Inspection Svcs Inc	10/7/2025	\$2,939.77 Sept 2025 Permits
71575	METROPOLITAN COUNCIL	10/7/2025	\$29,268.77 Waste Water Services - Nov 2025
71576	Platform Science	10/7/2025	\$23.00 FD Dashcam Video On-Demand
71577	Premium Waters, Inc.	10/7/2025	\$26.25 Bottled Water - Sept 2025
71578	PROLAWNS	10/7/2025	\$139.00 Seasonal Lawn Care Application Program - Ste
71579	RITeway BUSINESS FORMS	10/7/2025	\$226.93 Check Paper - AP
71580	WRIGHT-HENNEPIN SECURITY	10/7/2025	\$251.60 Oct 2025 Security - 450 Virginia Ave
71581	TWINS G TREE SERVICE	10/10/2025	\$17,100.00 Tree Removal Service - 1765 Watertown Rd w/
71582	WASTE MANAGEMENT	10/10/2025	\$6,177.57 Residential Recycling Services-Oct 2025
71583	Advanced Imaging Solutions	10/10/2025	\$14.75 Copier Color Toner Freight
71584	MN DEPT OF LABOR & INDUSTR	10/10/2025	\$468.50 3rd Qtr 2025 Building Permit Surcharge Report
71585	MN VALLEY TESTING LAB	10/10/2025	\$54.96 Monthly Chlorine Report
71586	NAVARRE MINNOCO	10/10/2025	\$110.75 FD FUEL - Aug 2025
71587	SUTTONS ADVANCED CLEANIN	10/10/2025	\$1,202.17 CH Cleaning Services - Oct 2025
71588	XCEL ENERGY	10/10/2025	\$1,993.49 Street Lights - Act #5156925594 (09/03/25-10/
71589	ALLEGRA	10/15/2025	\$300.00 FD T-Shirt Printing
71590	CITY OF ORONO	10/15/2025	\$154.98 FD-Unleaded Fuel (29.70 gal/\$2.22)
71591	CITY VIEW PLUMBING & HEATIN	10/15/2025	\$21,067.88 HVAC & Water Conditioning for PW LMCC Off
71592	CLAREY'S SAFETY EQUIPMENT	10/15/2025	\$390.48 FD Charging Clip and Cradle
71593	FERGUSON WATERWORKS	10/15/2025	\$500.10 PW Water Meter Horn Fittings
71594	HEALTHPTNR-GROUP HLTH	10/15/2025	\$67.20 FD EAP-Oct 2025
71595	HYDRO-KLEAN LLC	10/15/2025	\$8,264.13 Sanitary Sewer Cleaning and Televising- Phas
71596	MACQUEEN	10/15/2025	\$2,174.11 FD-Mounts/Fixtures for the New R-11
71597	MEDICA	10/15/2025	\$3,124.79 MEDICAL INS - Nov 2025
71598	SMILEY, MATTHEW	10/15/2025	\$705.66 2025 FOTOS Conference
71599	TIMESAVER OFF SITE	10/15/2025	\$253.00 10/07/25 City Council Meeting Minutes
71600	TRANSPORT GRAPHICS	10/15/2025	\$1,111.91 FD Graphic Repairs-C2 Accident Repairs (Insu
71601	WOYCHICK, TED J.	10/15/2025	\$35.76 Exp Reimb - E22 Mounting Aids
71602	XCEL ENERGY	10/15/2025	\$7,845.24 Steet Lights (08/21/25-09/22/25) - City Hall
Total Checks			\$142,240.80



LONG LAKE, MN

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*Check Detail Register©

Checks 71561-71602

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
10100 GENERAL FUND CASH					
71561	10/07/25	Advanced Imaging Solutions			
E 101-41500-4135		Copier Maintenance	\$77.00	INV364616	Copier Contract Maint - Oct 2025
E 101-41500-4135		Copier Maintenance	\$197.10	INV364616	Copier Contract Maint - 3RD QTR OVERAGES
		Total	\$274.10		
71562	10/07/25	BIFFS, INC.			
E 101-45200-3880		Portable Toilet Rental	\$103.00	INV270343	Biff Rental-Holbrook Park
E 101-45200-3880		Portable Toilet Rental	\$103.00	INV270344	Biff Rental-Hardin Park
E 101-45200-3880		Portable Toilet Rental	\$281.00	INV270345	Biff Rental-Nelson Lakeside Park
E 101-45200-3880		Portable Toilet Rental	\$103.00	INV270346	Biff Rental-Dexter Park
		Total	\$590.00		
71563	10/07/25	CARSON, CLELLAND & SCHREDER			
E 601-49400-3120		Legal Fees - Civil	\$94.25	8398	Sept Legal Fees-PW HR Issues/Notice
E 602-49450-3120		Legal Fees - Civil	\$94.25	8398	Sept Legal Fees-PW HR Issues/Notice
E 101-42110-3120		Legal Fees - Civil	\$1,355.75	8398	Sept Legal Fees-FD JPW Meetings and Prep
E 101-41610-3120		Legal Fees - Civil	\$1,914.00	8398	Sept Legal Fees-Review Handbook, HR Matters, MGDPA, Dome Grant, ROW Tree Issues, Etc
E 101-41610-3040		Legal Fees - Criminal	\$1,000.00	8398	Sept Legal Fees-Criminal
E 101-42110-3120		Legal Fees - Civil	\$2,305.50	8398	Sept Legal Fees-JPA Review, Conference with Interim Admin, Update Exhibits, etc
		Total	\$6,763.75		
71564	10/07/25	CENTERPOINT ENERGY			
E 101-41940-3830		Natural Gas Expense	\$53.00	093025	Gas Charges - (08/21/25-09/22/25) 450 Virginia
E 205-42282-3830		Natural Gas Expense	\$116.55	093025	Gas Charges - (08/21/25-09/22/25) 340 N Willow
E 205-42286-3830		Natural Gas Expense	\$28.00	093025	Gas Charges - (08/21/25-09/22/25) 3770 Shoreline
E 101-41942-3830		Natural Gas Expense	\$130.08	093025	Gas Charges - (08/21/25-09/22/25) 2145 Daniels
E 602-49450-3830		Natural Gas Expense	\$25.19	093025	Gas Charges - (08/21/25-09/22/25) 2200 Watertown Rd
E 602-49450-3830		Natural Gas Expense	\$25.19	093025	Gas Charges - (08/21/25-09/22/25) 250 Lindawood
E 101-45200-3830		Natural Gas Expense	\$22.05	093025	Gas Charges - (08/21/25-09/22/25) 309 Harrington
		Total	\$400.06		
71565	10/07/25	CITY OF LONG LAKE			
E 101-41940-3820		City Utilities (Wat,Sew,Sto	\$70.92	100125	Sept 2025 Utility Bill-450 Virginia Ave
E 101-41942-3820		City Utilities (Wat,Sew,Sto	\$158.21	100125	Sept 2025 Utility Bill-2145 Daniels St
E 601-49400-3820		City Utilities (Wat,Sew,Sto	\$47.73	100125	Sept 2025 Utility Bill-1964 Orchard Lane
E 205-42282-3820		City Utilities (Wat,Sew,Sto	\$193.85	100125	Sept 2025 Utility Bill-340 N Willow St
E 205-42282-3820		City Utilities (Wat,Sew,Sto	\$415.00	100125	Sept 2025 Utility Bill-340 Willow Dr(TruckFill 1051-00-6)
E 101-45200-3820		City Utilities (Wat,Sew,Sto	\$58.17	100125	Sept 2025 Utility Bill-350 Harrington
		Total	\$943.88		
71566	10/07/25	CITY OF ORONO			
E 205-42286-3820		City Utilities (Wat,Sew,Sto	\$193.71	1737700-00-9 FD2 Water/Sewer Bill - 3770 Shoreline Dr (08/26/25-09/26/25)	
E 205-42282-3820		City Utilities (Wat,Sew,Sto	\$63.65	480340000-0 FD1 Storm Wtr Bill - 340 Willow (07/01/25-09/30/25)	
		Total	\$257.36		



LONG LAKE, MN

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*Check Detail Register©

Checks 71561-71602

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
71567	10/07/25	FIRE SAFETY USA, INC.			
E 205-42281-4030		Light Truck Maint & Repair	\$563.07	204650	FD Rescue 11 Equipment-Hydrant Bag, Swivel Ball Valve
E 205-42281-4030		Light Truck Maint & Repair	\$1,413.50	204709	FD Rescue 11 Equipment-Extinguisher, Extinguisher Carrying System, Mounting Bracket Sets
		Total	\$1,976.57		
71568	10/07/25	FIRSTNET (AT&T)			
E 205-42281-3225		Truck Communication Ser	\$503.65	X10032025	FD WIRELESS SERVICES (8/26/25-9/25/25)
E 601-49400-2270		Utility Maint Supplies	\$128.01	X10032025	PW WIRELESS SERVICES (8/26/25-9/25/25)
		Total	\$631.66		
71569	10/07/25	GOPHER STATE ONE CALL			
E 601-49400-3855		Gopher One Locates Expe	\$116.10	5090558	Sept 2025 Locates
		Total	\$116.10		
71570	10/07/25	HENNEPIN CTY INFO. TECH. DEPT			
E 101-41942-3235		Cty 800mhz Radio Admin	\$87.39	1000254181	PW Radio Fees-Sept 2025
E 205-42281-3285		Radio Lease	\$1,694.96	1000254221	FD Radio Lease Fees-Sept 2025
E 205-42281-3235		Cty 800mhz Radio Admin	\$1,733.67	1000254221	FD Radio Fees-Sept 2025
		Total	\$3,516.02		
71571	10/07/25	Kirvida Fire, Inc.			
E 205-42281-4035		Heavy Truck Maint & Rep	\$521.64	13636	FD Engine #11 -Toyne Pumper; Replace front suction drain valve, Install auto drain front bumper, Etc
		Total	\$521.64		
71572	10/07/25	LONG LAKE FIRE DEPARTMENT			
E 101-42110-3135		Fire Department Services	\$19,269.50	20250032	4th Qtr 2025 Fire Contract
		Total	\$19,269.50		
71573	10/07/25	MEDIACOM			
E 205-42282-3275		Internet Access (Mediaco	\$546.91	092725	FD1 Phone/ Internet Services - (10/7/25-11/6/25)
E 205-42286-3275		Internet Access (Mediaco	\$440.50	092825	FD2 Phone/ Internet Services - (10/8/25-11/7/25)
		Total	\$987.41		
71574	10/07/25	Metro West Inspection Svcs Inc			
E 101-42400-3035		Bldg Inspection - Subcontr	\$2,939.77	4763	Sept 2025 Permits
		Total	\$2,939.77		
71575	10/07/25	METROPOLITAN COUNCIL			
E 602-49450-3100		MCES Sewer Treatment	\$29,268.77	1194040	Waste Water Services - Nov 2025
		Total	\$29,268.77		
71576	10/07/25	Platform Science			
E 205-42281-3225		Truck Communication Ser	\$23.00	30089267939	FD Dashcam Video On-Demand
		Total	\$23.00		
71577	10/07/25	Premium Waters, Inc.			
E 101-41500-4145		Bottled Water Service	\$26.25	614689-09-25	Bottled Water - Sept 2025



LONG LAKE, MN

Section 5C.

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*Check Detail Register©

Checks 71561-71602

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
Total			\$26.25		
71578	10/07/25	PROLAWNS			
E 205-42282-3845		Lawn & Turf Maintenance	\$139.00	55495	Seasonal Lawn Care Application Program - Step 5 of 5
Total			\$139.00		
71579	10/07/25	RITEWAY BUSINESS FORMS			
E 101-41500-2030		Printed Forms	\$226.93	25-32204	Check Paper - AP
Total			\$226.93		
71580	10/07/25	WRIGHT-HENNEPIN SECURITY			
E 101-41940-3000		Professional Srvs	\$62.90	093025	Oct 2025 Security - 450 Virginia Ave
E 101-41942-3000		Professional Srvs	\$62.90	093025	Oct 2025 Security - 2145 Daniels St
E 205-42282-3000		Professional Srvs	\$62.90	093025	Oct 2025 Security - 340 Willow Dr
E 205-42286-3000		Professional Srvs	\$62.90	093025	Oct 2025 Security - 3770 Shoreline Dr
Total			\$251.60		
71581	10/10/25	TWINS G TREE SERVICE			
E 601-49400-2255		Tree Removal	\$4,500.00	INV-95	Tree Removal Service - 2200 Watertown w/hauling (No stump grind)
E 101-45200-2255		Tree Removal	\$5,500.00	INV-96	Tree Removal Service - 20 Apple Glen w/hauling and stump grind
E 101-45200-2255		Tree Removal	(\$5,500.00)	INV-96	Tree Removal Service - 20 Apple Glen w/hauling and stump grind
E 101-43100-2255		Tree Removal	\$5,500.00	INV-96	Tree Removal Service - 20 Apple Glen w/hauling and stump grind
E 101-43100-2255		Tree Removal	\$2,800.00	INV-97	Tree Removal Service - 295 Lakeview w/hauling and stump grind
E 101-43100-2255		Tree Removal	\$2,500.00	INV-98	Tree Removal Service - 405 Dexter Dr w/hauling and stump grind
E 601-49400-2255		Tree Removal	\$1,800.00	INV-99	Tree Removal Service - 1765 Watertown Rd w/hauling and stump grind
Total			\$17,100.00		
71582	10/10/25	WASTE MANAGEMENT			
E 604-43200-3890		Res Curb Recycling	\$3,698.83	8155907-159	Residential Recycling Services-Oct 2025
E 604-43200-3890		Res Curb Recycling	\$2,478.74	8155907-159	Organics Recycling Services-Oct 2025
Total			\$6,177.57		
71583	10/10/25	Advanced Imaging Solutions			
E 101-41910-2010		Office Supplies	\$14.75	INV365151	Copier Color Toner Freight
Total			\$14.75		
71584	10/10/25	MN DEPT OF LABOR & INDUSTRY			
E 101-42400-4055		MN Bldg Permit Surcharg	\$468.50	SEPT053105	3rd Qtr 2025 Building Permit Surcharge Report - SEPT0531052025
Total			\$468.50		
71585	10/10/25	MN VALLEY TESTING LAB			
E 601-49400-3825		Water Testing Expense	\$54.96	1327498	Monthly Chlorine Report
Total			\$54.96		
71586	10/10/25	NAVARRE MINNOCO			



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Checks 71561-71602

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 205-42281-2120		Motor Fuels	\$110.75	100125	FD FUEL - Aug 2025
		Total	\$110.75		
71587	10/10/25	SUTTONS ADVANCED CLEANING SRV			
E 101-41940-3840		Custodial & Waste Remov	\$290.00	7810	CH Cleaning Services - Oct 2025
E 205-42282-3840		Custodial & Waste Remov	\$619.67	7811	FD1 Cleaning Services - Oct 2025
E 205-42286-3840		Custodial & Waste Remov	\$292.50	7812	FD2 Cleaning Services - Oct 2025
		Total	\$1,202.17		
71588	10/10/25	XCEL ENERGY			
E 101-43100-3815		Street Lighting Maint/Elect	\$1,993.49	947154828	Street Lights - Act #5156925594 (09/03/25-10/02/25)
		Total	\$1,993.49		
71589	10/15/25	ALLEGRA			
E 205-42281-2410		Fire Department Uniforms	\$300.00	171459	FD T-Shirt Printing
		Total	\$300.00		
71590	10/15/25	CITY OF ORONO			
E 205-42281-2120		Motor Fuels	\$65.86	20142675	FD-Unleaded Fuel (29.70 gal/\$2.22)
E 205-42281-2120		Motor Fuels	\$89.12	20142675	FD-Diesel Fuel (32 gal/\$2.78)
		Total	\$154.98		
71591	10/15/25	CITY VIEW PLUMBING & HEATING INC			
E 101-41942-2230		Bldg & Grnds Maint Suppli	\$21,067.88	161989503	HVAC & Water Conditioning for PW LMCC Office Space (Approved 10/21 Mtg)
		Total	\$21,067.88		
71592	10/15/25	CLAREY'S SAFETY EQUIPMENT			
E 205-42281-4035		Heavy Truck Maint & Rep	\$390.48	219309	FD Charging Clip and Cradle
		Total	\$390.48		
71593	10/15/25	FERGUSON WATERWORKS			
E 601-49400-2205		Water Meter Purchases	\$500.10	0556951	PW Water Meter Horn Fittings
		Total	\$500.10		
71594	10/15/25	HEALTHPTNR-GROUP HLTH			
E 205-42280-1310		Employer Paid Health	\$67.20	7130132	FD EAP-Oct 2025
		Total	\$67.20		
71595	10/15/25	HYDRO-KLEAN LLC			
E 602-49450-4060		Clean/Televise Sewer Line	\$8,264.13	096417	Sanitary Sewer Cleaning and Televising- Phase II (Apvd 08/04/25 CNCL MTG)
		Total	\$8,264.13		
71596	10/15/25	MACQUEEN			
E 205-42281-4030		Light Truck Maint & Repair	\$2,174.11	P56320	FD-Mounts/Fixtures for the New R-11
		Total	\$2,174.11		
71597	10/15/25	MEDICA			
E 101-41500-1310		Employer Paid Health	\$1,021.72	88510476319	MEDICAL INS - Nov 2025
E 101-43050-1310		Employer Paid Health	\$871.17	88510476319	MEDICAL INS - Nov 2025
E 601-49400-1310		Employer Paid Health	\$348.47	88510476319	MEDICAL INS - Nov 2025



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Checks 71561-71602

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 602-49450-1310		Employer Paid Health	\$261.35	88510476319	MEDICAL INS - Nov 2025
E 603-43150-1310		Employer Paid Health	\$261.35	88510476319	MEDICAL INS - Nov 2025
G 101-21706		FlexPlan - Ins Prem	\$360.73	88510476319	MEDICAL INS - Nov 2025
		Total	\$3,124.79		
71598	10/15/25	SMILEY, MATTHEW			
E 205-42280-3350		Conference/Meetings	\$200.00	092525	2025 FOTOS Conference
E 205-42280-3350		Conference/Meetings	\$322.96	092525	2025 FOTOS Conference - Lodging
E 205-42280-3310		Travel / Mileage Reimb	\$182.70	092525	2025 FOTOS Conference - Mileage
		Total	\$705.66		
71599	10/15/25	TIMESAVER OFF SITE			
E 101-41500-3000		Professional Svcs	\$253.00	31221	10/07/25 City Council Meeting Minutes
		Total	\$253.00		
71600	10/15/25	TRANSPORT GRAPHICS			
E 205-42280-4045		Insurance Claim Expense	\$1,111.91	305719	FD Graphic Repairs-C2 Accident Repairs (Insurance Claim)
		Total	\$1,111.91		
71601	10/15/25	WOYCHICK, TED J.			
E 205-42281-2150		Shop Supplies	\$35.76	091325	Exp Reimb - E22 Mounting Aids
		Total	\$35.76		
71602	10/15/25	XCEL ENERGY			
E 101-41940-3810		Electricity Expense	\$181.16	947348038	Steet Lights (08/21/25-09/22/25) - City Hall
E 205-42282-3810		Electricity Expense	\$1,043.62	947348038	Steet Lights (08/21/25-09/22/25) - FD 1
E 205-42286-3810		Electricity Expense	\$312.50	947348038	Steet Lights (08/21/25-09/22/25) - FD 2
E 101-41942-3810		Electricity Expense	\$964.87	947348038	Steet Lights (08/21/25-09/22/25) - PW
E 101-43100-3815		Street Lighting Maint/Elect	\$299.30	947348038	Steet Lights (08/21/25-09/22/25) - Street Lights
E 101-45200-3810		Electricity Expense	\$339.81	947348038	Steet Lights (08/21/25-09/22/25) - Parks
E 601-49400-3810		Electricity Expense	\$4,174.83	947348038	Steet Lights (08/21/25-09/22/25) - Wtr
E 602-49450-3810		Electricity Expense	\$529.15	947348038	Steet Lights (08/21/25-09/22/25) - Swr
		Total	\$7,845.24		
		10100	\$142,240.80		

Fund Summary

10100 GENERAL FUND CASH

101 GENERAL FUND	\$69,533.80
205 FIRE DEPARTMENT	\$16,035.60
601 WATER FUND	\$11,764.45
602 SANITARY SEWER FUND	\$38,468.03
603 SURFACE WATER MGMT FUND	\$261.35
604 RECYCLING FUND	\$6,177.57
	\$142,240.80



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Checks 3290,3293,3294

Name		Check Date	Check Amt	
10100 GENERAL FUND CASH				
3290e	POSTALIA	10/2/2025	\$500.00	Postage-Oct 2025
3293e	PSN UTILITY ONLINE BILLING	10/2/2025	\$310.80	BILL PAY FEE - Sept 2025
3294e	NAPA Auto Parts	10/7/2025	\$245.49	Napa Purchases - Sept
		Total Checks	\$1,056.29	



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Checks 3290,3293,3294

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
10100 GENERAL FUND CASH					
3290 e	10/02/25	POSTALIA			
E 601-49400-3220		Postage	\$170.00	100125	Postage-Oct 2025
E 602-49450-3220		Postage	\$170.00	100125	Postage-Oct 2025
E 101-41500-3220		Postage	\$160.00	100125	Postage-Oct 2025
		Total	\$500.00		
3293 e 10/02/25 PSN UTILITY ONLINE BILLING					
E 601-49400-3090		Software Support	\$155.40	316454	BILL PAY FEE - Sept 2025
E 602-49450-3090		Software Support	\$155.40	316454	BILL PAY FEE - Sept 2025
		Total	\$310.80		
3294 e 10/07/25 NAPA Auto Parts					
E 205-42281-4030		Light Truck Maint & Repair	\$148.88	229295-0	FD-Blister Pack Bulbs
E 205-42281-4030		Light Truck Maint & Repair	\$148.88	229657-0	FD-Blister Pack Bulbs
E 205-42281-4030		Light Truck Maint & Repair	(\$148.88)	230050-0	FD-Blister Pack Bulbs
E 205-42281-4030		Light Truck Maint & Repair	\$8.32	634006-0	FD-Blister Miniature Bulbs
E 602-49450-2270		Utility Maint Supplies	\$81.64	634236-0	PW-Sewer Generator Parts
E 602-49450-2270		Utility Maint Supplies	\$6.65	634237-0	PW-Sewer Generator Parts
E 602-49450-2270		Utility Maint Supplies	\$29.39	634692-0	PW-Sewer Generator Parts
E 602-49450-2270		Utility Maint Supplies	(\$29.39)	634709-0	PW-Sewer Generator Parts
		Total	\$245.49		
		10100	\$1,056.29		

Fund Summary

10100 GENERAL FUND CASH

101 GENERAL FUND	\$160.00
205 FIRE DEPARTMENT	\$157.20
601 WATER FUND	\$325.40
602 SANITARY SEWER FUND	\$413.69
	\$1,056.29



LONG LAKE, MN

Payroll Summary

Pay Group: 01 Bi-Weekly

Check Date: 10/16/2025 per. 21

Employee	Gross Wage	Federal Gross	State Gross	Federal Tax	State Tax	Local Tax	Social Security	Medicare	Retire	Tax Sheltered	Voluntary	Tips	Reimb.	Net
000000287 DECKER JR, MICHAEL	2,324.80	2,174.99	2,174.99	207.59	117.84		144.14	33.71	149.81		0.74			1,670.97
000000243 DIERCKS, SEAN	4,066.05	3,801.76	3,801.76	586.62	228.46		252.10	58.96	264.29					2,675.62
000000295 FAHRMAN, MATTHEW	2,583.89	2,101.52	2,101.52	154.91	83.01		140.63	32.89	166.65	315.72	105.45			1,584.63
000000286 HEILAND, MICHAEL	5,083.13	4,556.51	4,556.51	466.51	245.89			73.71	526.62					3,770.40
000000292 MACKEY, NOAH	2,641.71	2,471.30	2,471.30	221.15	137.98		163.79	38.30	170.41					1,910.08
000000091 MOELLER, JEANETTE	3,292.45	2,906.11	2,906.11	231.62	120.06		193.45	45.24	214.01	172.33				2,315.74
000000252 NOWEZKI, AMANDA	4,036.59	3,628.36	3,628.36	545.59	216.67		249.21	58.28	391.20	17.03	33.61			2,525.00

941 Deposit

Federal Tax	\$2,413.99
Medicare	\$682.18
Social Security	\$2,286.64
Advanced EIC	None
Total Deposit	\$5,382.81

Pay Summary

Gross	24,028.62
Federal Gross	21,640.55
State Gross	21,640.55
FICA Gross	18,440.41

Tax Summary

Federal Tax	2,413.99	
State Tax	1,149.91	
Local Tax		
FICA Ded/Ben	1,143.32	1,143.32
Medicare Ded/Ben	341.09	341.09

Others

Retirement	1,882.99
Tax-Sheltered	505.08
Voluntary	139.80
Tips	0.00
Reimbursement	0.00
Net	16,452.44



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Payroll Summary

Pay Group: 02 Fire Department

Pay Periods: 2025(Oct)

Employee	Gross Wage	Federal Gross	State Gross	Federal Tax	State Tax	Local Tax	Social Security	Medi-care	Retire	Tax Sheltered	Voluntary	Tips	Reimb.	Net
000000153 ADAMS, CHRISTOPHER D.	421.80	421.80	421.80		2.28		26.15	6.12						387.25
000000216 BERBIG, ZACHARY P.	579.78	579.78	579.78				35.95	8.41						535.42
000000291 BROWN, JOHN	338.52	338.52	338.52				20.99	4.91						312.62
000000302 BURKE, JEREMY	386.88	386.88	386.88				23.99	5.61						357.28
000000281 CARLSON, BEN	32.24	32.24	32.24				2.00	0.47						29.77
000000154 COTTON, PATRICK J.	498.64	498.64	498.64				30.92	7.23						460.49
000000259 DAVIS, THOMAS	635.60	635.60	635.60	10.23	13.72		39.41	9.22						563.02
000000093 FARLEY, COLE	1,115.56	1,115.56	1,115.56	58.22			69.17	16.18						971.99
000000274 FAUE, JESSE	556.14	556.14	556.14	2.28	9.47		34.48	8.06						501.85
000000233 FRANK, BRYAN	490.76	490.76	490.76		5.97		30.43	7.12						447.24
000000049 GOMAN, DAVID	474.64	474.64	474.64				29.43	6.88						438.33
000000177 GONSIOR, RYAN J.	823.92	823.92	823.92	29.06			51.08	11.95						731.83
000000229 GRADY, JOSHUA	535.24	535.24	535.24				33.18	7.76						494.30
000000293 GREGG, AIDAN	386.88	386.88	386.88		0.41		23.99	5.61						356.87
000000278 HAYDEN, ADAM	420.76	420.76	420.76				26.09	6.10						388.57
000000226 HOSTER, RYAN	1,089.35	1,089.35	1,089.35				67.54	15.80						1,006.01
000000301 IMS, GRAM	628.68	628.68	628.68	9.53	13.35		38.98	9.12						557.70
000000270 JOHNSRUD, MICHAEL	757.64	757.64	757.64	363.26	120.25		46.97	10.99						216.17
000000180 KANIVE, RYAN J.	209.56	209.56	209.56				12.99	3.04						193.53
000000112 KRAHL, JEFFREY C.	877.46	877.46	877.46				54.40	12.72						810.34
000000248 KULSETH, MATT	193.44	193.44	193.44				11.99	2.80						178.65
000000253 LOOSBROCK, RICHARD	628.68	628.68	628.68				38.98	9.12						580.58
000000290 MCCAHERTY, ALEX	677.04	677.04	677.04				41.98	9.82						625.24
000000275 MORSE, PAUL	2,443.66	2,443.66	2,443.66	209.36	66.98		151.51	35.43						1,980.38
000000296 NEUBAUER, MITCHELL	499.72	499.72	499.72				30.98	7.25						461.49
000000223 PASZKIEWICZ, JOHN	209.28	209.28	209.28				12.98	3.03						193.27
000000277 REWERTS, ANTHONY	814.34	814.34	814.34	28.10			50.49	11.81						723.94
000000241 RHEA, CHRISTOPHER	338.52	338.52	338.52				20.99	4.91						312.62
000000190 ROTHSTEIN, DAVID J.	96.72	96.72	96.72				6.00	1.40						89.32
000000222 SMILEY, MATTHEW	745.82	745.82	745.82				46.24	10.81						688.77
000000212 SPINKS, SCOTT D.	828.92	828.92	828.92				51.39	12.02						765.51
000000276 STRAKA, AMANDA	1,751.40	1,751.40	1,751.40	132.64	29.95		108.59	25.40						1,454.82
000000282 SWEARINGEN, LANCE	241.80	241.80	241.80				14.99	3.51						223.30
000000280 VASINA, VERONICA	447.40	447.40	447.40		3.65		27.74	6.49						409.52



LONG LAKE, MN

Payroll Summary

Pay Group: 02 Fire Department

Pay Periods: 2025(Oct)

Employee	Gross Wage	Federal Gross	State Gross	Federal Tax	State Tax	Local Tax	Social Security	Medicare	Retire	Tax Sheltered	Voluntary	Tips	Reimb.	Net
000000240 VEACH, BENJAMIN	823.58	823.58	823.58				51.06	11.94						760.58
000000297 WARNER, SIMONE	370.76	370.76	370.76				22.99	5.38						342.39
000000118 WOYCHICK, TED J.	811.59	811.59	811.59	60.00	25.00		50.32	11.77						664.50

941 Deposit

Federal Tax	\$902.68
Medicare	\$672.38
Social Security	\$2,874.72
Advanced EIC	None
Total Deposit	\$4,449.78

Pay Summary

Gross	23,182.72
Federal Gross	23,182.72
State Gross	23,182.72
FICA Gross	23,182.72

Tax Summary

Federal Tax	902.68	
State Tax	291.03	
Local Tax		
FICA Ded/Ben	1,437.36	1,437.36
Medicare Ded/Ben	336.19	336.19

Others

Retirement	
Tax-Sheltered	
Voluntary	
Tips	0.00
Reimbursement	0.00
Net	20,215.46



CITY OF
LONG LAKE

City Council Agenda Report

City of Long Lake

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

MEETING DATE / October 21, 2025

SUBJECT: Receive 3rd Quarter 2025 Revenues and Expenditures

Prepared By: Amanda Nowezki, Finance Director

Report Date: 10/14/2025

Recommended City Council Action

Staff recommends the following:

Motion to receive 3rd Quarter 2025 Revenues and Expenditures as of September 30, 2025 as presented.

Overview / Background

For the Council's awareness, snapshots of the City's fund account balances are to be presented on a quarterly basis. Attached are 3rd quarter 2025 revenue and expenditures for review.

Revenues: Fund-Revenue XXX-XXXXX

Expenses: Fund-Department-Expense XXX-XXXXX-XXXX

Notes: Current fund balances are listed on page 1. Numbered references are addressed at the bottom of each fund report - General Fund is on page 6, Water Fund is on page 8, Sewer Fund is on page 10, Surface Water Fund is on page 11, Recycling Fund is on page 12, Fire Dept Fund is on page 15.

Additional Commentary

Currently most funds are on budget for the year, with expenses ranging between 62% - 80% of the budget. The exception is the Sewer Fund, which is at 94% of budgeted expenses. Here are some important things to note regarding current fund revenue and expenses:

General Fund (101) Factors:

- Property tax settlements of approximately \$760,000 will be received in late November.

Enterprise Fund (602) Notes:

- Additional sanitary sewer cleaning and televising for Districts 2, 3, and 5 as approved by Council in August.

Fire Department Fund (205) Factors:

- Unbudgeted duty crew shifts and duty officer stipends are being reimbursed by Orono.

Should you have any questions regarding any of the information contained in these reports, please contact me by email or phone prior to the Council meeting for any clarification.

Supporting Information

- 3rd Quarter 2025 Budget Spreadsheets

FUND BALANCES

AS OF: September 30, 2025

<u>FUND</u>	<u>ACCOUNT</u>	<u>FUND BALANCE</u>
GENERAL FUND	G 101-10100	\$819,631.30
ECONOMIC DEVELOPMENT	G 105-10100	\$73,082.60
FIRE DEPARTMENT	G 205-10100	\$266,061.73
PARK FUND	G 210-10100	\$86,514.88
LAKE QUALITY IMPROVEMENT FUND	G 213-10100	\$5,000.00
CHARITABLE GAMBLING	G 225-10100	\$33,179.99
TAX INCREMENT FUNDS (#1-6, 1-9)	G 38_-10100	\$989,820.16
DEBT SERVICE FUNDS (2016A, 2017A)	G 39_-10100	\$22,053.47
CAPITAL PROJECT FUND	G 401-10100	\$3,363,178.09
PAVEMENT MGMT IMPROVEMENT FUND	G 420-10100	\$485,546.23
SEALCOATING/PATCHING FUND	G 421-10100	\$180.24
FIRE CAPITAL FUND	G 462-10100	(\$109,180.21)
WATER FUND	G 601-10100	\$1,192,740.04
SANITARY SEWER FUND	G 602-10100	\$349,303.91
SURFACE WATER MGMT FUND	G 603-10100	\$198,402.48
RECYCLING FUND	G 604-10100	\$18,856.98
BUILDING PERMIT ESCROWS	G 700-10100	\$18,751.22
TOTAL CITY BALANCE		<u><u>\$7,813,123</u></u>

INVESTMENT ACCOUNT \$7,363,056.73

BANK ACCOUNT \$450,066.38

\$7,813,123

2025 Quarterly Budget Spreadsheet-General Fund (101)

AS OF: September 30, 2025

	Budget	Year to Date	Difference	Percent of Budget
Total YTD Revenues	\$1,833,406.00	\$1,089,067.64	\$744,338.36	59.4%
Total YTD Expenses	\$1,819,659.90	\$1,150,055.62	\$669,604.28	63.2%
Total Profit/Loss	\$13,746.10	(\$60,987.98)		

Revenue	General	Budget	Year to Date	Remaining	% Revd.	Note:
101-31010	Current Ad Valorem Taxes	\$1,598,131.00	\$839,033.52	\$759,097.48	52.5%	<i>Semi-Annual</i>
101-31020	Delinquent Ad Valorem Taxes	\$0.00	\$11,826.84	(\$11,826.84)	100.0%	<i>Semi-Annual</i>
101-31030	Current Personal Prop	\$0.00	\$2,844.54	(\$2,844.54)	100.0%	<i>Semi-Annual</i>
101-31040	Fiscal Disparities	\$60,000.00	\$35,754.96	\$24,245.04	59.6%	<i>Semi-Annual</i>
101-32110	Liquor Licenses	\$37,000.00	\$38,075.00	(\$1,075.00)	102.9%	<i>Annual</i>
101-32180	Other Licenses/Permits	\$1,500.00	\$3,575.00	(\$2,075.00)	238.3%	
101-32181	Tobacco Licenses	\$750.00	\$750.00	\$0.00	100.0%	<i>Annual</i>
101-32182	Refuse Haulers	\$800.00	\$1,200.00	(\$400.00)	150.0%	<i>Annual</i>
101-32210	Building Permits	\$40,000.00	\$45,975.41	(\$5,975.41)	114.9%	
101-32222	Plan Check Fee	\$10,000.00	\$21,535.33	(\$11,535.33)	215.4%	
101-32230	Plumbing Permits	\$5,000.00	\$5,611.45	(\$611.45)	112.2%	
101-32235	Heating / Mechanical Permits	\$5,000.00	\$6,009.69	(\$1,009.69)	120.2%	
101-32240	Animal Licenses	\$100.00	\$137.50	(\$37.50)	137.5%	
101-32271	Sign Permits	\$100.00	\$275.00	(\$175.00)	275.0%	
101-34001	Administrative Fees	\$0.00	\$350.00	(\$350.00)	100.0%	
101-34106	Conditional Use Permit	\$0.00	\$500.00	(\$500.00)	100.0%	
101-34219	FD Admin Fees to Long Lake	\$18,000.00	\$18,000.00	\$0.00	100.0%	
101-34780	Park Fees	\$1,250.00	\$390.00	\$860.00	31.2%	
101-34950	Other Revenues	\$0.00	\$350.80	(\$350.80)	100.0%	
101-35100	Court Fines	\$10,000.00	\$9,182.93	\$817.07	91.8%	
101-36210	Interest Earnings	\$0.00	\$402.35	(\$402.35)	100.0%	
101-36221	Verizon	\$44,275.00	\$36,896.20	\$7,378.80	83.3%	
101-36250	State Permit Surcharge	\$1,500.00	\$2,761.12	(\$1,261.12)	184.1%	
101-36260	Refunds & Reimbursements	\$0.00	\$7,630.00	(\$7,630.00)	100.0%	[1]
Revenues	Total	\$1,833,406.00	\$1,089,067.64	\$744,338.36	59.4%	

Expense	City Council	Budget	Year to Date	Remaining	% Spent	Note:
101-41110-1040	Council Salaries	\$21,600.00	\$11,700.00	9,900.00	54.2%	
101-41110-1220	FICA	\$1,650.00	\$895.23	754.77	54.3%	
101-41110-1510	Workers Comp Insurance Prem	\$125.00	\$101.71	23.29	81.4%	
101-41110-3000	Professional Svcs	\$500.00	\$0.00	500.00	0.0%	
101-41110-3350	Conference/Meetings	\$1,000.00	\$1,087.40	(87.40)	108.7%	
101-41110-3500	Printing Expense	\$500.00	\$145.63	354.37	29.1%	
101-41110-3510	Legal Notices Publishing	\$200.00	\$175.00	25.00	87.5%	
101-41110-4300	Miscellaneous	\$50.00	\$50.19	(0.19)	100.4%	
101-41110-4330	Dues and Subscriptions	\$250.00	\$230.00	20.00	92.0%	
101-41110-4600	Recognition Expenditures	\$125.00	\$0.00	125.00	0.0%	
Total		\$26,000.00	\$14,385.16	\$11,614.84	55.3%	

Expenses	Elections	Budget	Year to Date	Remaining	% Spent
101-41410-2100	Operating Supplies	\$1,500.00	\$0.00	1,500.00	0.0%
101-41410-4040	Equip Maint & Repair	\$2,000.00	\$799.52	1,200.48	40.0%
Total		\$3,500.00	\$799.52	\$2,700.48	22.8%

Expenses	Administration	Budget	Year to Date	Remaining	% Spent	Note:
101-41500-1000	FT Admin Office Salaries	\$288,328.57	\$203,237.30	85,091.27	70.5%	
101-41500-1130	Insurance opt Out Pay	\$15,184.68	\$10,687.75	4,496.93	70.4%	
101-41500-1210	PERA	\$21,505.00	\$15,215.21	6,289.79	70.8%	
101-41500-1220	FICA	\$22,059.27	\$16,136.57	5,922.70	73.2%	
101-41500-1310	Employer Paid Health	\$8,869.02	\$10,836.04	(1,967.02)	122.2%	
101-41500-1510	Workers Comp Insurance Prem	\$3,000.00	\$2,190.86	809.14	73.0%	
101-41500-2010	Office Supplies	\$1,500.00	\$562.76	937.24	37.5%	
101-41500-2030	Printed Forms	\$750.00	\$242.44	507.56	32.3%	
101-41500-3000	Professional Srvs	\$8,000.00	\$4,234.50	3,765.50	52.9%	
101-41500-3010	Auditing and Accounting Services	\$35,000.00	\$19,956.00	15,044.00	57.0%	
101-41500-3090	Software Support	\$11,500.00	\$8,077.80	3,422.20	70.2%	
101-41500-3095	Computer Network Support	\$100.00	\$437.50	(337.50)	437.5%	
101-41500-3220	Postage	\$1,500.00	\$1,291.10	208.90	86.1%	
101-41500-3310	Travel / Mileage Reimbursement	\$100.00	\$0.00	100.00	0.0%	
101-41500-3350	Conference/Meetings	\$1,200.00	\$937.32	262.68	78.1%	
101-41500-3500	Printing Expense	\$250.00	\$47.25	202.75	18.9%	
101-41500-3510	Legal Notices Publishing	\$2,000.00	\$483.76	1,516.24	24.2%	
101-41500-3520	General Notices and Pub Info	\$250.00	\$0.00	250.00	0.0%	
101-41500-3530	Ordinance Publication	\$800.00	\$420.00	380.00	52.5%	
101-41500-3550	Codification	\$2,250.00	\$1,837.50	412.50	81.7%	
101-41500-3610	General Liability Ins	\$34,000.00	\$24,222.00	9,778.00	71.2%	
101-41500-3700	Insurance Broker Fee	\$3,500.00	\$3,500.00	0.00	100.0%	
101-41500-4130	Postage Machine Maint	\$1,000.00	\$513.00	487.00	51.3%	
101-41500-4135	Copier Maintenance	\$1,000.00	\$1,346.26	(346.26)	134.6%	
101-41500-4140	Folder Inserter Machine	\$500.00	\$500.00	0.00	100.0%	
101-41500-4145	Bottled Water Service	\$250.00	\$136.02	113.98	54.4%	
101-41500-4300	Miscellaneous	\$550.00	\$244.99	305.01	44.5%	
101-41500-4330	Dues and Subscriptions	\$3,000.00	\$4,244.50	(1,244.50)	141.5%	
101-41500-4450	Food & Beverage (Mtgs/Trng)	\$750.00	\$358.16	391.84	47.8%	
101-41500-5710	Computer/Printer Replacement	\$1,500.00	\$2,665.46	(1,165.46)	177.7%	[2]
Total		\$470,196.54	\$334,562.05	\$135,634.49	71.2%	

Expenses	City Attorney	Budget	Year to Date	Remaining	% Spent	Note:
101-41610-3040	Legal Fees - Criminal	\$12,000.00	\$8,000.00	4,000.00	66.7%	
101-41610-3120	Legal Fees - Civil	\$33,000.00	\$14,603.25	18,396.75	44.3%	
Total		\$45,000.00	\$22,603.25	\$22,396.75	50.2%	

Expenses	Planning	Budget	Year to Date	Remaining	% Spent	Note:
101-41910-1040	Planning Comm Salaries	\$4,200.00	\$850.00	3,350.00	20.2%	
101-41910-1220	FICA	\$300.00	\$65.02	234.98	21.7%	
101-41910-2010	Office Supplies	\$50.00	\$0.00	50.00	0.0%	
101-41910-3000	Professional Srvs	\$750.00	\$384.50	365.50	51.3%	
101-41910-3030	Engineering Fees	\$5,000.00	\$10,748.65	(5,748.65)	215.0%	[3]

101-41910-3032	General Planning	\$12,000.00	\$8,637.00	3,363.00	72.0%
101-41910-3500	Printing Expense	\$50.00	\$0.00	50.00	0.0%
101-41910-3510	Legal Notices Publishing	\$150.00	\$0.00	150.00	0.0%
Total		\$22,500.00	\$20,685.17	\$1,814.83	91.9%

Expenses	City Hall Facility	Budget	Year to Date	Remaining	% Spent	Note:
101-41940-2200	Repair/Maint Supply	\$250.00	\$0.00	250.00	0.0%	
101-41940-3000	Professional Srvs	\$1,500.00	\$566.10	933.90	37.7%	
101-41940-3210	Telephone	\$1,000.00	\$556.23	443.77	55.6%	
101-41940-3275	Internet	\$3,000.00	\$3,898.19	(898.19)	129.9%	
101-41940-3810	Electricity Expense	\$3,000.00	\$1,543.32	1,456.68	51.4%	
101-41940-3820	City Utilities (Wat,Sew,Storm)	\$750.00	\$553.71	196.29	73.8%	
101-41940-3830	Natural Gas Expense	\$2,750.00	\$1,998.02	751.98	72.7%	
101-41940-3840	Custodial & Waste Removal	\$4,000.00	\$2,886.08	1,113.92	72.2%	
101-41940-4010	Bldg Maint & Repairs	\$50,000.00	\$583.25	49,416.75	1.2%	
101-41940-4015	Grounds Maintenance	\$250.00	\$0.00	250.00	0.0%	
101-41940-5700	Office Equip and Furnishings	\$2,000.00	\$712.50	1,287.50	35.6%	
Total		\$68,500.00	\$13,297.40	\$55,202.60	19.4%	

Expenses	Public Works Facility	Budget	Year to Date	Remaining	% Spent	Note:
101-41942-2230	Bldg & Grnds Maint Supplies	\$1,000.00	\$86.98	913.02	8.7%	
101-41942-3000	Professional Srvs	\$2,000.00	\$566.10	1,433.90	28.3%	
101-41942-3210	Telephone	\$300.00	\$185.94	114.06	62.0%	
101-41942-3235	Cty 800mhz Radio Admin Fee	\$1,000.00	\$699.12	300.88	69.9%	
101-41942-3275	Internet Access	\$4,000.00	\$2,108.18	1,891.82	52.7%	
101-41942-3810	Electricity Expense	\$14,000.00	\$7,729.60	6,270.40	55.2%	
101-41942-3820	City Utilities (Wat,Sew,Storm)	\$2,000.00	\$1,296.43	703.57	64.8%	
101-41942-3830	Natural Gas Expense	\$10,000.00	\$7,961.77	2,038.23	79.6%	
101-41942-3840	Custodial & Waste Removal	\$1,650.00	\$310.34	1,339.66	18.8%	
101-41942-4010	Bldg Maint & Repairs	\$10,000.00	\$593.46	9,406.54	5.9%	
101-41942-4015	Grounds Maintenance	\$250.00	\$32.99	217.01	13.2%	
Total		\$46,200.00	\$21,570.91	\$24,629.09	46.7%	

Expenses	Police/Fire Services	Budget	Year to Date	Remaining	% Spent	Note:
101-42110-3000	Professional Srvs	\$0.00	\$900.00	(900.00)	100.0%	[4]
101-42110-3120	Legal Fees -Civil	\$150,000.00	\$39,121.00	110,879.00	26.1%	
101-42110-3130	Subcontracted Police Services	\$341,960.00	\$284,970.00	56,990.00	83.3%	
101-42110-3135	Fire Department Contract	\$103,954.00	\$61,916.71	42,037.29	59.6%	
101-42110-3180	Adult Corrections	\$615.00	\$180.00	435.00	29.3%	
101-42110-4040	Equip Maint & Repair	\$250.00	\$3,500.00	(3,250.00)	1400.0%	[5]
Total		\$596,779.00	\$390,587.71	\$206,191.29	65.4%	

Expenses	Inspection Services	Budget	Year to Date	Remaining	% Spent	Note:
101-42400-3035	Bldg. Inspection - Subcontract	\$42,500.00	\$14,361.66	28,138.34	33.8%	
101-42400-4055	MN Bldg. Permit Surcharge Exp	\$2,500.00	\$2,069.76	430.24	82.8%	
Total		\$45,000.00	\$16,431.42	\$28,568.58	36.5%	

Expenses	Public Works Fleet	Budget	Year to Date	Remaining	% Spent	Note:
101-43000-2120	Motor Fuels	\$17,000.00	\$9,774.10	7,225.90	57.5%	

101-43000-2150	Shop Supplies	\$2,000.00	\$1,376.58	623.42	68.8%
101-43000-2200	Repair/Maint Supply	\$1,500.00	\$1,415.96	84.04	94.4%
101-43000-2210	Equipment Parts	\$14,000.00	\$13,589.62	410.38	97.1%
101-43000-2400	Small Tools and Minor Equip	\$500.00	\$584.28	(84.28)	116.9%
101-43000-3000	Professional Srvs	\$500.00	\$0.00	500.00	0.0%
101-43000-3355	Motor Vehicle Lic & Reg	\$500.00	\$119.25	380.75	23.9%
101-43000-4040	Equip Maint & Repair	\$5,000.00	\$6,018.58	(1,018.58)	120.4%
101-43000-5000	Capital Outlay	\$25,000.00	\$3,000.00	22,000.00	12.0%
Total		\$66,000.00	\$35,878.37	\$30,121.63	54.4%

[6]

Expenses	Public Works Administration	Budget	Year to Date	Remaining	% Spent	Note:
101-43050-1010	FT Public Works Salaries	\$144,790.57	\$100,757.92	44,032.65	69.6%	
101-43050-1015	Part -Time PW Salaries	\$25,000.00	\$6,190.95	18,809.05	24.8%	
101-43050-1025	Public Works Overtime	\$2,000.00	\$621.75	1,378.25	31.1%	
101-43050-1110	Unused Vacation/Sick Pay	\$0.00	\$0.00	0.00	0.0%	
101-43050-1210	PERA	\$11,015.00	\$7,603.28	3,411.72	69.0%	
101-43050-1220	FICA	\$12,759.58	\$8,018.37	4,741.21	62.8%	
101-43050-1310	Employer Paid Health	\$18,969.21	\$16,227.25	2,741.96	85.5%	
101-43050-1510	Work Comp Insurance	\$24,000.00	\$7,531.13	16,468.87	31.4%	Semi-Annual
101-43050-2010	Office Supplies	\$200.00	\$463.13	(263.13)	231.6%	
101-43050-2080	Training and Education	\$5,000.00	\$2,176.65	2,823.35	43.5%	
101-43050-3350	Conference/Meetings	\$5,000.00	\$1,660.84	3,339.16	33.2%	
101-43050-3500	Printing Expense	\$500.00	\$0.00	500.00	0.0%	
101-43050-3610	General Liability Insurance	\$14,000.00	\$8,898.50	5,101.50	63.6%	
101-43050-4050	Office Equip Repair/Maint	\$100.00	\$342.09	(242.09)	342.1%	
101-43050-4170	Uniform	\$2,000.00	\$851.47	1,148.53	42.6%	
101-43050-4330	Dues and Subscriptions	\$150.00	\$0.00	150.00	0.0%	
Total		\$265,484.36	\$161,343.33	\$104,141.03	60.8%	

Expenses	Streets-Public Works	Budget	Year to Date	Remaining	% Spent	Note:
101-43100-2240	Street Maint Materials	\$12,500.00	\$2,145.08	10,354.92	17.2%	
101-43100-2245	Sand / Salt Plowing Materials	\$6,000.00	\$3,390.71	2,609.29	56.5%	
101-43100-2250	Landscape/Decor	\$10,000.00	\$5,252.00	4,748.00	52.5%	
101-43100-2255	Tree Removal	\$0.00	\$3,275.00	(3,275.00)	100.0%	[7]
101-43100-2260	Sign Repair Materials	\$500.00	\$0.00	500.00	0.0%	
101-43100-3000	Professional Srvs	\$1,000.00	\$0.00	1,000.00	0.0%	
101-43100-3030	Engineering Fees	\$2,000.00	\$5,441.25	(3,441.25)	272.1%	[8]
101-43100-3350	Conference/Meetings	\$250.00	\$0.00	250.00	0.0%	
101-43100-3815	Street Lighting Maint/Elect	\$30,500.00	\$20,862.21	9,637.79	68.4%	
101-43100-4040	Equip Maint & Repair	\$1,500.00	\$760.00	740.00	50.7%	
101-43100-4045	Insurance Claim Expense	\$250.00	\$0.00	250.00	0.0%	
Total		\$64,500.00	\$41,126.25	\$23,373.75	63.8%	

Expenses	Parks/Trails-Public Works	Budget	Year to Date	Remaining	% Spent	Note:
101-45200-1050	Rink Attendant Pay	\$1,500.00	\$0.00	1,500.00	0.0%	
101-45200-1220	FICA	\$115.00	\$0.00	115.00	0.0%	
101-45200-2150	Shop Supplies	\$235.00	\$614.52	(379.52)	261.5%	
101-45200-2210	Equipment Parts	\$1,200.00	\$985.85	214.15	82.2%	
101-45200-2230	Bldg & Grnds Maint Supplies	\$4,000.00	\$2,862.61	1,137.39	71.6%	
101-45200-2250	Landscaping Materials	\$2,500.00	\$1,005.91	1,494.09	40.2%	

101-45200-2255	Tree Removal	\$0.00	\$300.00	(300.00)	100.0%
101-45200-2400	Small Tools and Minor Equip	\$300.00	\$776.54	(476.54)	258.8%
101-45200-3000	Professional Svcs	\$1,000.00	\$0.00	1,000.00	0.0%
101-45200-3350	Conference/Meetings	\$200.00	\$0.00	200.00	0.0%
101-45200-3810	Electricity Expense	\$4,500.00	\$3,617.84	882.16	80.4%
101-45200-3820	City Utilities (Wat,Sew,Storm)	\$400.00	\$493.11	(93.11)	123.3%
101-45200-3830	Natural Gas Expense	\$2,500.00	\$1,345.80	1,154.20	53.8%
101-45200-3840	Custodial & Waste Removal	\$1,800.00	\$417.43	1,382.57	23.2%
101-45200-3845	Lawn & Turf Maintenance	\$1,000.00	\$0.00	1,000.00	0.0%
101-45200-3880	Portable Toilet Rental	\$4,500.00	\$3,029.98	1,470.02	67.3%
101-45200-4010	Bldg Maint & Repairs	\$2,000.00	\$0.00	2,000.00	0.0%
101-45200-4015	Grounds Maint	\$0.00	\$0.00	0.00	100.0%
101-45200-4040	Equip Maint & Repair	\$4,500.00	\$1,335.49	3,164.51	29.7%
101-45200-4150	Equipment Rentals	\$250.00	\$0.00	250.00	0.0%
101-45200-5000	Capital Outlay	\$7,500.00	\$0.00	7,500.00	0.0%
Total		\$40,000.00	\$16,785.08	\$23,214.92	42.0%

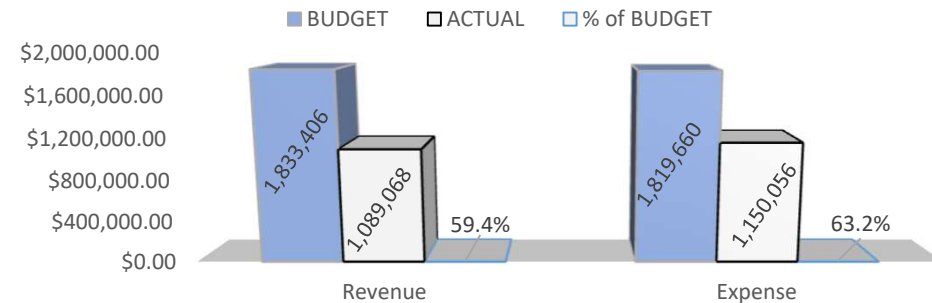
Expenses	Inter Fund Transfers	Budget	Year to Date	Remaining	% Spent	Note:
101-49300-7222	Op Trsfr to Lake Quality (213)	\$0.00	\$0.00	0.00	100.0%	
101-49300-7241	Op Trsfr to Capital Fund (401)	\$0.00	\$0.00	0.00	100.0%	
101-49300-7243	Op Trsfr to Fire Cap (462)	\$0.00	\$0.00	0.00	100.0%	
101-49300-7245	Op Trsfr to Pavement Mgmt. (420)	\$0.00	\$0.00	0.00	100.0%	
101-49300-7272	Op Trsfr to Seal Coating (421)	\$60,000.00	\$60,000.00	0.00	100.0%	
Total		\$60,000.00	\$60,000.00	0.00	100.0%	

Expenses	Total	\$1,819,659.90	\$1,150,055.62	\$669,604.28	63.2%
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Ref Note:

- [1] League of MN Cities insurance premium surplus refund
- [2] Server replacement at City Hall
- [3] City engineering fees related to 250 Lindawood, 905 Wayzata Blvd, and 1138 Underhill Cir
- [4] Fire Station #1 appraisal
- [5] Flock Safety annual service fee for the license plate reader cameras
- [6] Repairs to the Public Work crane truck
- [7] Right-of-way tree removal as approved by council
- [8] Engineering fees related to the Grand Ave street and utility reconstruction bonding request

FUND 101 BUDGET TO ACTUAL YTD



	Revenue	Expense
■ BUDGET	\$1,833,406.00	\$1,819,659.90
□ ACTUAL	\$1,089,067.64	\$1,150,055.62
■ % of BUDGET	59.4%	63.2%

2025 Quarterly Budget Spreadsheet-Water Fund (601)

AS OF: September 30, 2025

	Budget	Year to Date	Difference	Percent of Budget
Total YTD Revenues	\$375,000.00	\$285,453.37	\$89,546.63	76.1%
Total YTD Expenses	\$625,193.86	\$415,937.85	\$209,256.01	66.5%
Total Profit/Loss	(\$250,193.86)	(\$130,484.48)		

Revenue	Water Fund	Budget	Year to Date	Remaining	% Recvd	Note:
601-36101	Certified Del Utilities	\$0.00	\$201.57	(201.57)	100.0%	
601-37100	Water Billings	\$350,000.00	\$255,079.51	94,920.49	72.9%	
601-37105	Water Sales to Orono	\$17,500.00	\$17,384.06	115.94	99.3%	
601-37110	Hydrant Rental / Usage	\$0.00	\$54.05	(54.05)	100.0%	
601-37150	City WAC Hookup Fee	\$0.00	\$3,600.00	(3,600.00)	100.0%	[1]
601-37155	Water Tap Fee	\$0.00	\$1,800.00	(1,800.00)	100.0%	[1]
601-37158	Water Meter Sales	\$0.00	\$1,397.98	(1,397.98)	100.0%	
601-37160	Water Penalty	\$500.00	\$503.86	(3.86)	100.8%	
601-37170	MDH Water Test Fee	\$7,000.00	\$5,432.34	1,567.66	77.6%	
Revenues	Total	\$375,000.00	\$285,453.37	\$89,546.63	76.1%	

Expenses	Water Fund	Budget	Year to Date	Remaining	% Spent	Note:
601-49400-1010	FT Public Works Salaries	\$57,916.35	\$40,303.29	17,613.06	69.6%	
601-49400-1070	PW On-Call Pay	\$5,362.71	\$3,668.79	1,693.92	68.4%	
601-49400-1210	PERA	\$4,450.00	\$3,297.86	1,152.14	74.1%	
601-49400-1220	FICA	\$4,552.12	\$3,270.84	1,281.28	71.9%	
601-49400-1310	Employer Paid Health	\$7,587.68	\$6,477.24	1,110.44	85.4%	
601-49400-1510	Workers Comp Insurance Prem	\$8,500.00	\$3,765.57	4,734.43	44.3%	Semi-Annual
601-49400-2010	Office Supplies	\$500.00	\$125.00	375.00	25.0%	
601-49400-2150	Shop Supplies	\$500.00	\$160.50	339.50	32.1%	
601-49400-2160	Chemicals and Chem Products	\$33,000.00	\$31,960.59	1,039.41	96.9%	
601-49400-2205	Water Meter Purchases	\$2,500.00	\$0.00	2,500.00	0.0%	
601-49400-2210	Equipment Parts	\$5,000.00	\$4,215.88	784.12	84.3%	
601-49400-2255	Tree Removal	\$0.00	\$6,525.00	(6,525.00)	100.0%	
601-49400-2270	Utility Maint Supplies	\$3,000.00	\$2,723.24	276.76	90.8%	
601-49400-2400	Small Tools and Minor Equip	\$250.00	\$137.73	112.27	55.1%	
601-49400-3000	Professional Srvs	\$1,500.00	\$1,146.71	353.29	76.4%	
601-49400-3030	Engineering Fees	\$2,000.00	\$2,588.00	(588.00)	129.4%	[2]
601-49400-3090	Software Support	\$2,750.00	\$2,892.15	(142.15)	105.2%	
601-49400-3120	Legal Fees - Civil	\$750.00	\$753.13	(3.13)	100.4%	
601-49400-3220	Postage	\$3,000.00	\$1,609.70	1,390.30	53.7%	
601-49400-3310	Travel / Mileage Reimbursement	\$100.00	\$0.00	100.00	0.0%	
601-49400-3350	Conference/Meetings	\$750.00	\$1,262.50	(512.50)	168.3%	[3]
601-49400-3510	Legal Notices Publishing	\$500.00	\$1,177.50	(677.50)	235.5%	[4]
601-49400-3610	General Liability Ins	\$4,000.00	\$3,097.00	903.00	77.4%	
601-49400-3810	Electricity Expense	\$34,000.00	\$26,859.07	7,140.93	79.0%	
601-49400-3820	City Utilities (Wat,Sew,Storm)	\$1,500.00	\$337.04	1,162.96	22.5%	
601-49400-3825	Water Testing Expense	\$1,500.00	\$576.22	923.78	38.4%	

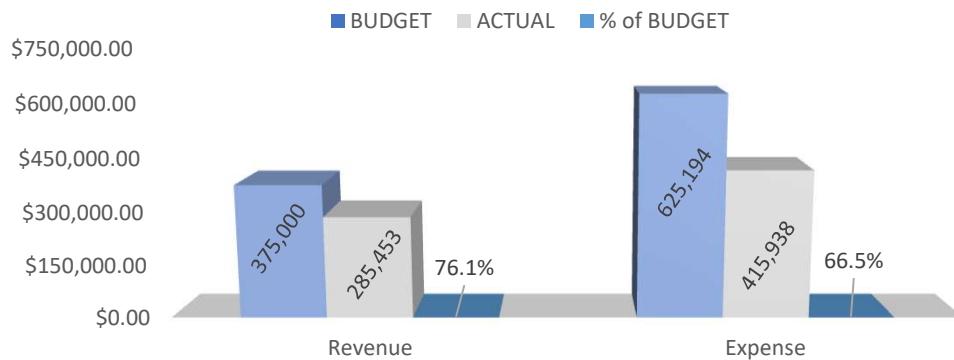
601-49400-3831	Generator Fuel Expense	\$1,000.00	\$0.00	1,000.00	0.0%
601-49400-3855	Gopher One Locates Expense	\$1,250.00	\$463.10	786.90	37.0%
601-49400-4010	Bldg Maint & Repairs	\$750.00	\$0.00	750.00	0.0%
601-49400-4040	Equip Maint & Repair	\$10,000.00	\$19,705.34	(9,705.34)	197.1%
601-49400-4065	Water Main Breaks	\$35,000.00	\$9,721.66	25,278.34	27.8%
601-49400-4070	Water/Sewer Easements	\$500.00	\$417.05	82.95	83.4%
601-49400-4300	Depreciation	\$135,000.00	\$133,000.00	2,000.00	98.5%
601-49400-4300	Miscellaneous	\$425.00	\$0.00	425.00	0.0%
601-49400-4320	Utility Overpmts/Uncollectable	\$1,500.00	\$1,506.13	(6.13)	100.4%
601-49400-4330	Dues and Subscriptions	\$1,000.00	\$50.00	950.00	5.0%
601-49400-4400	MHD Water Act Fees Remitted	\$7,600.00	\$5,547.00	2,053.00	73.0%
601-49400-5000	Capital Outlay	\$150,000.00	\$0.00	150,000.00	0.0%
601-49400-6010	Debt Srv Bond Principal	\$73,700.00	\$76,420.00	(2,720.00)	103.7%
601-49400-6110	Bond Interest	\$22,000.00	\$20,174.52	1,825.48	91.7%
601-49400-6200	Fiscal Agent Fees	\$0.00	\$2.50	(2.50)	100.0%
Total		\$625,193.86	\$415,937.85	\$209,256.01	66.5%

[5]

Ref Note:

- [1] City WAC fees received for construction projects
- [2] Engineering fees related to Lead Service Line reporting
- [3] Public Works staff attended the annual MN Rural Water Technical Conference
- [4] Publication of the 2024 Drinking Water Report
- [5] Repairs to the Well 2 Flowmeter, including updates to the SCADA interlink

FUND 601 BUDGET TO ACTUAL YTD



	Revenue	Expense
■ BUDGET	\$375,000.00	\$625,193.86
■ ACTUAL	\$285,453.37	\$415,937.85
■ % of BUDGET	76.1%	66.5%

2025 Quarterly Budget Spreadsheet-Sewer Fund (602)

AS OF: September 30, 2025

	Budget	Year to Date	Difference	Percent of Budget
Total YTD Revenues	\$585,000.00	\$544,665.83	\$40,334.17	93.1%
Total YTD Expenses	\$640,145.39	\$600,402.55	\$39,742.84	93.8%
Total Profit/Loss	(\$55,145.39)	(\$55,736.72)		

Revenue	Sewer Fund	Budget	Year to Date	Remaining	% Recvd	Note:
602-34401	Orono Sewerage Sales	\$25,000.00	\$20,720.86	4,279.14	82.9%	
602-36101	Certified Del Utilities	\$0.00	\$315.28	(315.28)	100.0%	
602-37200	Sanitary Sewer Billings	\$208,000.00	\$272,241.56	(64,241.56)	130.9%	
602-37210	MetCouncil Sewer Treatment Fee	\$351,225.24	\$240,117.31	111,107.93	68.4%	
602-37250	City SAC Hookup Fee	\$0.00	\$3,600.00	(3,600.00)	100.0%	[1]
602-37251	MCES SAC Fee	\$0.00	\$4,970.00	(4,970.00)	100.0%	[1]
602-37255	Sanitary Sewer Tap Fee	\$0.00	\$1,800.00	(1,800.00)	100.0%	[1]
602-37260	Swr Penalty	\$774.76	\$900.82	(126.06)	116.3%	
Revenues	Total	\$585,000.00	\$544,665.83	\$40,334.17	93.1%	

Expenses	Sewer Fund	Budget	Year to Date	Remaining	% Spent	Note:
602-49450-1010	FT Public Works Salaries	\$43,437.26	\$30,227.43	13,209.83	69.6%	
602-49450-1070	PW On-Call Pay	\$5,362.71	\$3,668.75	1,693.96	68.4%	
602-49450-1210	PERA	\$3,660.00	\$2,542.21	1,117.79	69.5%	
602-49450-1220	FICA	\$3,744.42	\$2,623.22	1,121.20	70.1%	
602-49450-1310	Employer Paid Health	\$5,690.76	\$4,857.98	832.78	85.4%	
602-49450-1510	Workers Comp Insurance Prem	\$8,500.00	\$3,765.57	4,734.43	44.3%	Semi-Annual
602-49450-2010	Office Supplies	\$500.00	\$125.00	375.00	0.0%	
602-49450-2150	Shop Supplies	\$500.00	\$142.76	357.24	28.6%	
602-49450-2210	Equipment Parts	\$2,000.00	\$5,771.45	(3,771.45)	288.6%	[2]
602-49450-2270	Utility Maint Supplies	\$500.00	\$169.78	330.22	34.0%	
602-49450-2400	Small Tools and Minor Equip	\$175.00	\$137.73	37.27	78.7%	
602-49450-3000	Professional Srvs	\$1,100.00	\$3,967.00	(2,867.00)	360.6%	[3]
602-49450-3030	Engineering Fees	\$1,000.00	\$20,817.00	(19,817.00)	2081.7%	[4]
602-49450-3090	Software Support	\$2,750.00	\$2,892.12	(142.12)	105.2%	
602-49450-3100	MCES Sewer Treatment	\$351,225.24	\$292,687.70	58,537.54	83.3%	
602-49450-3120	Legal Fees-Civil	\$500.00	\$428.62	71.38	85.7%	
602-49450-3220	Postage	\$3,000.00	\$1,495.00	1,505.00	49.8%	
602-49450-3230	Cell Phones	\$2,100.00	\$1,383.84	716.16	65.9%	
602-49450-3350	Conference/Meetings	\$350.00	\$2,132.50	(1,782.50)	609.3%	[5]
602-49450-3510	Legal Notices Publishing	\$50.00	\$0.00	50.00	0.0%	
602-49450-3610	General Liability Ins	\$850.00	\$564.00	286.00	66.4%	
602-49450-3810	Electricity Expense	\$5,650.00	\$3,637.01	2,012.99	64.4%	
602-49450-3830	Natural Gas Expense	\$1,250.00	\$837.07	412.93	67.0%	
602-49450-4040	Equip Maint & Repair	\$500.00	\$0.00	500.00	0.0%	
602-49450-4060	Clean/Televise Sewer Lines	\$25,000.00	\$74,837.97	(49,837.97)	299.4%	[6]
602-49450-4070	Sewer Easements	\$1,000.00	\$1,295.96	(295.96)	129.6%	
602-49450-4200	Depreciation	\$82,000.00	\$75,000.00	7,000.00	91.5%	

602-49450-4330	Dues and Subscriptions	\$1,500.00	\$299.40	1,200.60	20.0%
602-49450-4410	MCES SAC Charge Expense	\$2,500.00	\$4,920.30	(2,420.30)	196.8%
602-49450-5000	Capital Outlay	\$25,000.00	\$0.00	25,000.00	0.0%
602-49450-6010	Debt Srv Bond Principal	\$49,250.00	\$50,180.00	(930.00)	101.9%
602-49450-6110	Bond Interest	\$9,500.00	\$8,995.18	504.82	94.7%
Total		\$640,145.39	\$600,402.55	\$39,742.84	93.8%

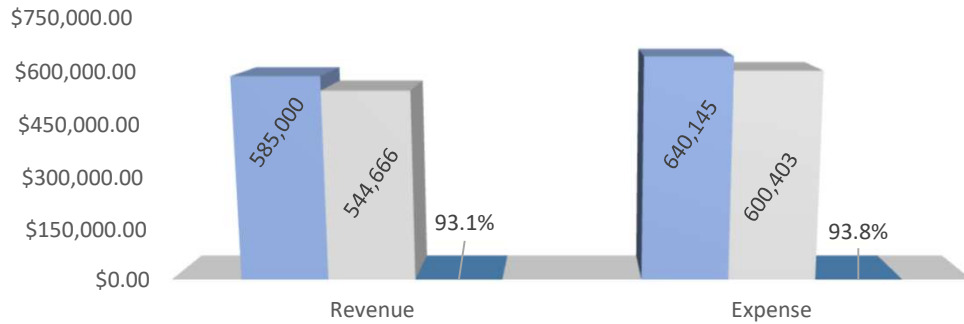
[1]

Ref Note:

- [1] City and Met Council SAC fees received for construction projects
- [2] Repairs to both the Apple Glen and the Watertown Rd Lift Stations
- [3] Replace floats on the Watertown Lift Station
- [4] Engineering fees related to District 1 sanitary sewer review and MCES inflow and infiltration (I&I)
- [5] Sanitary Sewer treatment exam refresher class
- [6] Sanitary Sewer cleaning and televising project for Dist 1, 2, 3, and 5 as approved by council

FUND 602 BUDGET TO ACTUAL YTD

BUDGET ACTUAL % of BUDGET



	Revenue	Expense
BUDGET	\$585,000.00	\$640,145.39
ACTUAL	\$544,665.83	\$600,402.55
% of BUDGET	93.1%	93.8%

2025 Quarterly Budget Spreadsheet-Surface Water (603)

AS OF: September 30, 2025
Total YTD Revenues
Total YTD Expenses
Total Profit/Loss

Budget	Year to Date	Difference	Percent of Budget
\$90,000.00	\$65,811.50	\$24,188.50	73.1%
\$95,145.39	\$76,627.55	\$18,517.84	80.5%
(\$5,145.39)	(\$10,816.05)		

Revenue	Surface Water Fund	Budget	Year to Date	Remaining	% Recvd	Note:
603-36210	Interest Earnings	\$0.00	\$0.00	0.00	100.0%	
603-37300	Surface Water Mgmt Billings	\$89,900.00	\$65,650.96	24,249.04	73.0%	
603-37360	SWM Penalty	\$100.00	\$160.54	(60.54)	160.5%	
603-39320	Premiums on Bonds Sold	\$0.00	\$0.00	\$0	100.0%	
Revenues	Total	\$90,000.00	\$65,811.50	\$24,188.50	73.1%	

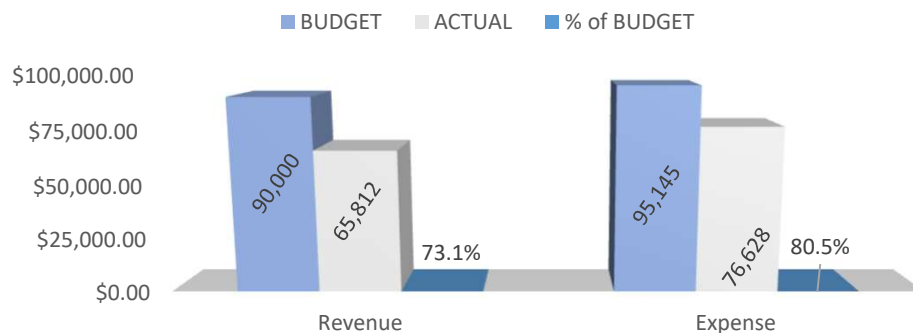
Expenses	Surface Water Fund	Budget	Year to Date	Remaining	% Spent	Note:
603-43150-1010	FT Public Works Salaries	\$43,437.26	\$30,227.43	13,209.83	69.6%	
603-43150-1210	PERA	\$3,300.00	\$2,267.12	1,032.88	68.7%	
603-43150-1220	FICA	\$3,317.37	\$2,249.33	1,068.04	67.8%	
603-43150-1230	MN Paid Leave Tax	\$0.00	\$0.00	0.00	100.0%	
603-43150-1310	Employer Paid Health	\$5,690.76	\$4,857.98	832.78	85.4%	
603-43150-3000	Professional Srv	\$500.00	\$0.00	500.00	0.0%	
603-43150-3030	Engineering Fees	\$750.00	\$554.50	195.50	73.9%	
603-43150-3090	Software Support	\$400.00	\$708.33	(308.33)	177.1%	[1]
603-43150-4040	Equip Maint & Repair	\$1,750.00	\$169.54	1,580.46	9.7%	
603-43150-4200	Depreciation	\$23,500.00	\$23,000.00	500.00	97.9%	
603-43150-6010	Debt Srv Bond Principal	\$11,500.00	\$11,550.00	(50.00)	100.4%	
603-43150-6110	Bond Interest	\$1,000.00	\$1,043.32	(43.32)	104.3%	
Total		\$95,145.39	\$76,627.55	\$18,517.84	80.5%	

Ref Note:

[1]

New GIS Mapping Software annual subscription

FUND 603 BUDGET TO ACTUAL YTD



	Revenue	Expense
BUDGET	\$90,000.00	\$95,145.39
ACTUAL	\$65,811.50	\$76,627.55
% of BUDGET	73.1%	80.5%

2025 Quarterly Budget Spreadsheet-Recycling Fund (604)

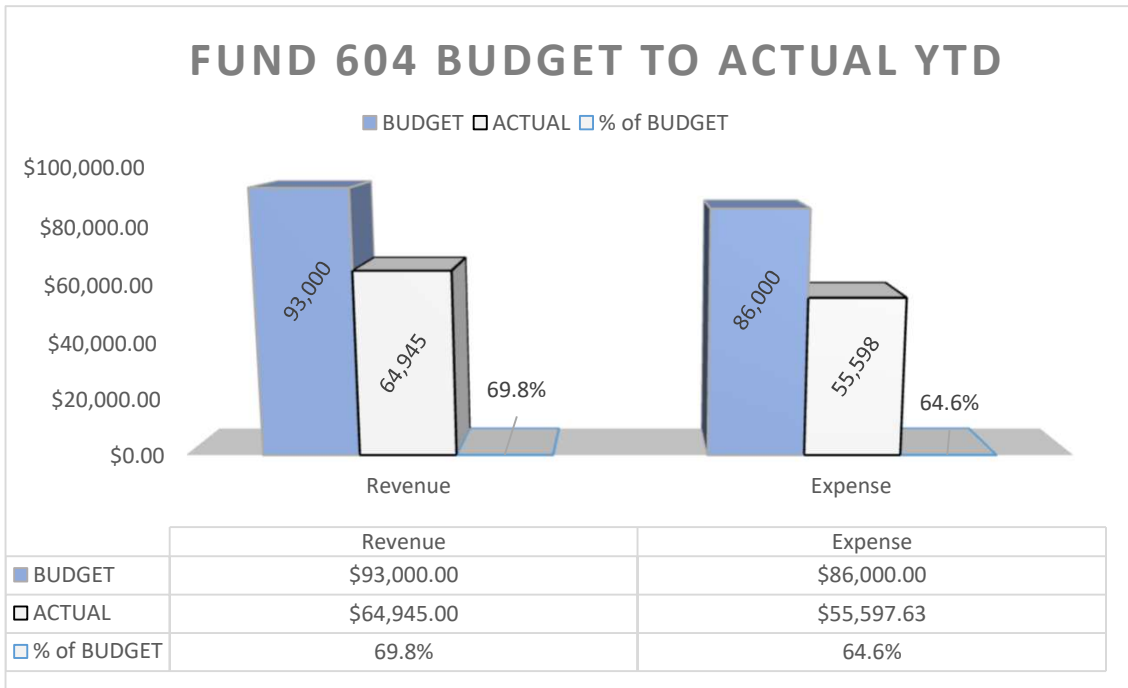
AS OF: September 30, 2025

	Budget	Year to Date	Difference	Percent of Budget	Ref Note:
Total YTD Revenues	\$93,000.00	\$64,945.00	\$28,055.00	69.8%	
Total YTD Expenses	\$86,000.00	\$55,597.63	\$30,402.37	64.6%	
Total Profit/Loss	\$7,000.00	\$9,347.37			

Revenue	Recycling Fund	Budget	Year to Date	Remaining	% Recvd	Note:
604-33640	Recycling Grant	\$900.00	\$1,982.94	(\$1,083)	220.3%	
604-37400	Res Recycling Billings	\$61,050.00	\$41,657.28	\$19,393	68.2%	
604-37460	Recycling Penalty	\$50.00	\$130.43	(\$80)	260.9%	
604-38000	Organics Recycling Billings	\$31,000.00	\$21,174.35	\$9,826	68.3%	
Revenues	Total	\$93,000.00	\$64,945.00	\$28,055.00	69.8%	

Expenses	Recycling Fund	Budget	Year to Date	Remaining	% Spent	Note:
604-43200-3890	Res Curb Recycling	\$55,000.00	\$33,289.47	21,710.53	60.5%	
604-43200-3895	Res Organic Recycling	\$26,000.00	\$22,308.16	3,691.84	85.8%	
604-43200-3897	Community Yard Waste	\$5,000.00	\$0.00	5,000.00	0.0%	Annual
Total		\$86,000.00	\$55,597.63	\$30,402.37	64.6%	

Ref Note:



2025 Quarterly Budget Spreadsheet-Fire Dept (205)

AS OF: September 30, 2025

	Budget	Year to Date	Difference	Percent of Budget	Ref Note:
Total YTD Revenues	\$989,124.00	\$699,281.70	\$289,842.30	70.7%	
Total YTD Expenses	\$952,817.00	\$590,188.18	\$362,628.82	61.9%	
Total Profit/Loss	\$36,307.00	\$109,093.52			

Revenue	Fire Fund	Budget	Year to Date	Remaining	% Revd.	Note:
205-33402	FD Training Grants	\$0.00	\$25,901.96	(\$25,902)	100.0%	[1]
205-33420	Fire Relief Assoc 2% State Aid	\$165,000.00	\$1,000.00	\$164,000	0.6%	Annual
204-34212	Orono Fire Contract Revenue	\$577,849.00	\$445,190.25	\$132,659	77.0%	
205-34214	Long Lake Fire Contract Revenue	\$103,954.00	\$71,246.50	\$32,708	68.5%	
205-34217	Medina Fire Contract Revenue	\$68,245.00	\$46,105.25	\$22,140	67.6%	
205-34218	Minnetonka Beach contract reeve	\$63,000.00	\$47,250.00	\$15,750	75.0%	
205-34220	FD Other Non-Contract Revenue	\$5,998.00	\$7,183.92	(\$1,186)	119.8%	
205-34222	Orono Reimb-Duty Crew	\$0.00	\$7,850.00	(\$7,850)	100.0%	[2]
205-34223	Orono Reimb-Duty Officer	\$0.00	\$2,360.00	(\$2,360)	100.0%	[2]
205-34951	Rent - Fire Dept.	\$5,078.00	\$3,808.26	\$1,270	75.0%	
205-36230	Contributions and Donations	\$0.00	\$2,085.56	(\$2,086)	100.0%	
205-39100	Sales of Land/Capital Assets	\$0.00	\$39,300.00	(\$39,300)	100.0%	[3]
Revenues	Total	\$989,124.00	\$699,281.70	\$289,842.30	70.7%	

Expenses	Fire Administration	Budget	Year to Date	Remaining	% Spent	Note:
205-42280-1000	FT Admin Office Salaries	\$116,035.94	\$81,644.14	34,391.80	70.4%	
205-42280-1055	FD Duty Crew Payroll	\$0.00	\$950.00	(950.00)	100.0%	[2]
205-42280-1060	FD Administrative Assistant	\$0.00	\$2,320.00	(2,320.00)	100.0%	[2]
205-42280-1080	Fire Officer Pay	\$21,638.00	\$14,828.48	6,809.52	68.5%	
205-42280-1085	Duty Officer Stipend	\$0.00	\$5,190.00	(5,190.00)	100.0%	
205-42280-1130	Insurance opt Out Pay	\$14,500.00	\$10,983.84	3,516.16	75.8%	
205-42280-1210	PERA	\$21,464.06	\$14,451.07	7,012.99	67.3%	
205-42280-1220	FICA	\$7,500.00	\$3,175.07	4,324.93	42.3%	
205-42280-1310	Employer Paid Health	\$985.00	\$785.00	200.00	79.7%	
205-42280-1510	Workers Comp Insurance Prem	\$44,000.00	\$25,723.16	18,276.84	58.5%	Semi-Annual
205-42280-2010	Office Supplies	\$1,000.00	\$1,049.15	(49.15)	104.9%	
205-42280-2030	Printed Forms	\$500.00	\$144.24	355.76	28.8%	
205-42280-2080	Training and Education	\$250.00	\$137.35	112.65	54.9%	
205-42280-2175	Fire Prevention Materials	\$1,500.00	\$844.14	655.86	56.3%	
205-42280-2410	Protective Gear/Uniforms	\$500.00	\$0.00	500.00	0.0%	
205-42280-3000	Professional Svcs	\$4,000.00	\$3,055.75	944.25	76.4%	
205-42280-3010	Auditing and Accounting Services	\$7,500.00	\$4,000.00	3,500.00	53.3%	
205-42280-3090	Software Support	\$8,500.00	\$11,394.39	(2,894.39)	134.1%	
205-42280-3110	W.A.F.T.A	\$2,000.00	\$2,000.00	0.00	100.0%	
205-42280-3120	Legal Fees - Civil	\$2,500.00	\$0.00	2,500.00	0.0%	
205-42280-3150	LL Admin Fee	\$18,000.00	\$18,000.00	0.00	100.0%	
205-42280-3230	Cell Phones	\$520.00	\$366.00	154.00	70.4%	
205-42280-3310	Travel / Mileage Reimb	\$400.00	\$132.66	267.34	33.2%	
205-42280-3350	Conference/Meetings	\$4,500.00	\$6,268.20	(1,768.20)	139.3%	

205-42280-3355	Motor Vehicle Lic & Reg	\$100.00	\$0.00	100.00	0.0%
205-42280-3610	General Liability Ins	\$9,500.00	\$10,809.50	(1,309.50)	113.8%
205-42280-4045	Insurance Claim Expense	\$250.00	\$0.00	250.00	0.0%
205-42280-4135	Copier Maintenance	\$650.00	\$0.00	650.00	0.0%
205-42280-4300	Miscellaneous	\$1,500.00	\$112.90	1,387.10	7.5%
205-42280-4330	Dues and Subscriptions	\$2,750.00	\$2,210.71	539.29	80.4%
205-42280-4450	Food & Beverage (Mtgs/Trng)	\$1,500.00	\$1,539.25	(39.25)	102.6%
205-42280-4600	Recognition Expenditures	\$1,000.00	\$0.00	1,000.00	0.0%
205-42280-5710	Computer/Printer Replacement	\$4,000.00	\$392.84	3,607.16	9.8%
205-42280-5800	Other Equipment	\$4,000.00	\$1,570.25	2,429.75	39.3%
Total		\$303,043.00	\$224,078.09	\$78,964.91	73.9%

Expenses	Fire Operations	Budget	Year to Date	Remaining	% Spent	Note:
205-42281-1055	FD Duty Crew Payroll	\$51,600.00	\$25,470.00	26,130.00	49.4%	
205-42281-1065	Fire Call Pay	\$78,250.00	\$77,085.84	1,164.16	98.5%	
205-42281-1075	Fire Fighter Training Pay	\$63,774.00	\$25,832.30	37,941.70	40.5%	
205-42281-1220	FICA	\$7,500.00	\$9,797.41	(2,297.41)	130.6%	
205-42281-2080	Training and Education	\$650.00	\$662.92	(12.92)	102.0%	
205-42281-2120	Motor Fuels	\$15,300.00	\$7,034.84	8,265.16	46.0%	
205-42281-2150	Shop Supplies	\$2,200.00	\$435.19	1,764.81	19.8%	
205-42281-2160	Chemicals and Chem Products	\$1,500.00	\$1,630.66	(130.66)	108.7%	
205-42281-2190	Medical Supplies	\$3,800.00	\$4,651.25	(851.25)	122.4%	
205-42281-2210	Equipment Parts	\$3,500.00	\$5,323.32	(1,823.32)	152.1%	[4]
205-42281-2215	SCBA Equipment Parts	\$900.00	\$1,011.53	(111.53)	112.4%	
205-42281-2400	Small Tools and Minor Equip	\$6,800.00	\$4,825.08	1,974.92	71.0%	
205-42281-2410	Protective Gear/Uniforms	\$10,000.00	\$4,390.66	5,609.34	43.9%	
205-42281-2415	Turn Out Gear	\$34,000.00	\$24,588.00	9,412.00	72.3%	
205-42281-3050	Physicals / Other Medical	\$16,000.00	\$2,800.00	13,200.00	17.5%	
205-42281-3080	Training and Education	\$24,000.00	\$31,375.50	(7,375.50)	130.7%	[1]
205-42281-3225	Truck Communication Services	\$5,250.00	\$7,494.83	(2,244.83)	142.8%	
205-42281-3235	Cty 800mhz Radio Admin Fee	\$20,000.00	\$20,560.54	(560.54)	102.8%	
205-42281-3280	Pagers/Radios (Ancom)	\$1,500.00	\$1,250.00	250.00	83.3%	
205-42281-3285	Radio Lease	\$7,200.00	\$6,142.12	1,057.88	85.3%	
205-42281-3310	Travel / Mileage Reimb	\$1,000.00	\$0.00	1,000.00	0.0%	
205-42281-4030	Light Truck Maint & Repair	\$8,000.00	\$15,298.50	(7,298.50)	191.2%	[5]
205-42281-4035	Heavy Truck Maint & Repair	\$19,000.00	\$10,539.84	8,460.16	55.5%	
205-42281-4040	Equip Maint & Repair	\$5,500.00	\$6,898.01	(1,398.01)	125.4%	
Total		\$387,224.00	\$295,098.34	\$92,125.66	76.2%	

Expenses	Facility Fire Station 1	Budget	Year to Date	Remaining	% Spent	Note:
205-42282-2230	Bldg & Grnds Maint Supplies	\$1,000.00	\$91.14	908.86	9.1%	
205-42282-3000	Professional Svcs	\$1,000.00	\$566.10	433.90	56.6%	
205-42282-3275	Internet Access (Mediacom)	\$8,300.00	\$4,499.25	3,800.75	54.2%	
205-42282-3810	Electricity Expense	\$12,500.00	\$7,552.72	4,947.28	60.4%	
205-42282-3820	City Utilities (Wat,Sew,Storm)	\$3,100.00	\$2,306.05	793.95	74.4%	
205-42282-3830	Natural Gas Expense	\$8,000.00	\$6,151.00	1,849.00	76.9%	
205-42282-3840	Custodial & Waste Removal	\$9,000.00	\$6,289.84	2,710.16	69.9%	
205-42282-3845	Lawn & Turf Maintenance	\$2,600.00	\$1,131.17	1,468.83	43.5%	

205-42282-4010	Bldg Maint & Repairs	\$16,000.00	\$20,689.46	(4,689.46)	129.3%
Total		\$61,500.00	\$49,276.73	\$12,223.27	80.1%

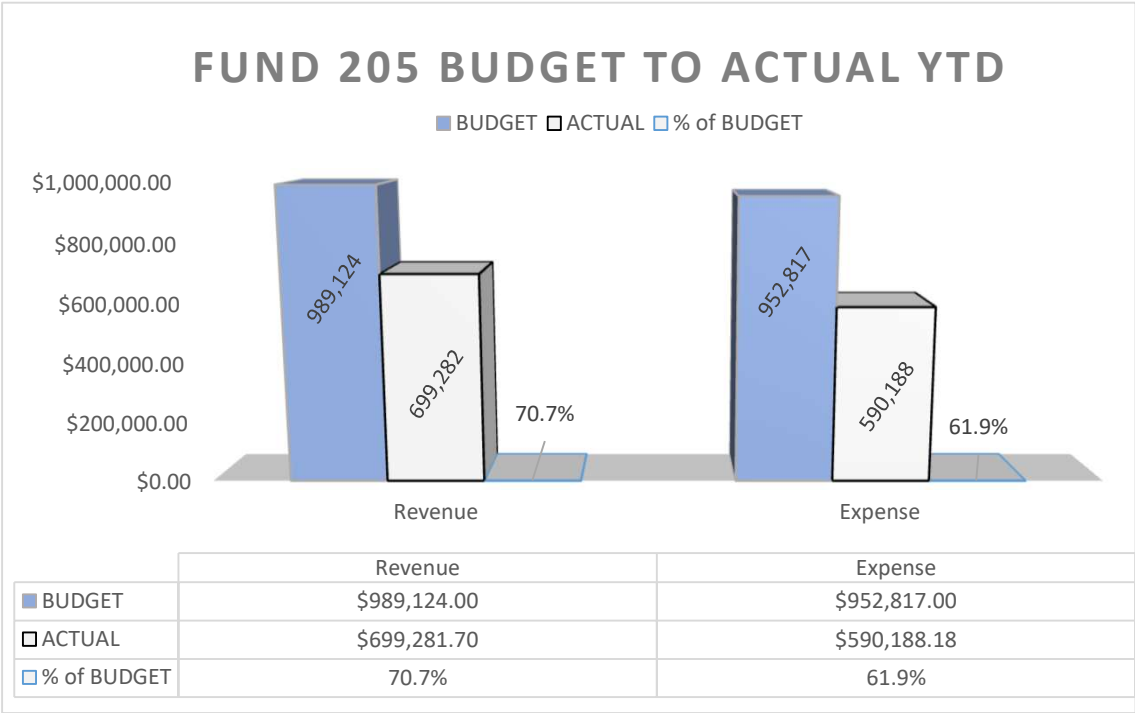
Expenses	Facility Fire Station 2	Budget	Year to Date	Remaining	% Spent	Note:
205-42286-2230	Bldg & Grnds Maint Supplies	\$250.00	\$0.00	250.00	0.0%	
205-42286-3000	Professional Svcs	\$1,000.00	\$566.10	433.90	56.6%	
205-42286-3275	Internet Access	\$7,000.00	\$3,556.66	3,443.34	50.8%	
205-42286-3810	Electricity Expense	\$4,500.00	\$2,955.83	1,544.17	65.7%	
205-42286-3820	City Utilities (Wat,Sew,Storm)	\$2,300.00	\$1,533.16	766.84	66.7%	
205-42286-3830	Natural Gas Expense	\$3,500.00	\$3,203.20	296.80	91.5%	
205-42286-3840	Custodial & Waste Removal	\$7,000.00	\$3,042.45	3,957.55	43.5%	
205-42286-3845	Lawn & Turf Maintenance	\$1,000.00	\$56.18	943.82	5.6%	
205-42286-4010	Bldg Maint & Repairs	\$9,500.00	\$5,821.44	3,678.56	61.3%	
Total		\$36,050.00	\$20,735.02	\$15,314.98	57.5%	

Expenses	Fire Non-Operational Costs	Budget	Year to Date	Remaining	% Spent	Note:
205-42283-1240	State Fire Aid Pension Contri	\$165,000.00	\$1,000.00	164,000.00	0.6%	Annual
205-42283-5000	Capital Outlay	\$0.00	\$0.00	0.00	100.0%	
Total		\$165,000.00	\$1,000.00	\$164,000.00	0.6%	

Total Fire Expenses	\$952,817.00	\$590,188.18	\$362,628.82	61.9%
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Ref Note:

- [1] MBFTE Training Reimbursements
- [2] Unbudgeted Duty Crew shifts, rate increase, and Duty Officer stipends are reimbursed by Orono
- [3] Proceeds from the sale of the old Fire Engine 11
- [4] Additional equipment needed for the new Fire Engine 11 (Hose, Hydrant Wrench, Chainsaw, etc.)
- [5] Mechanical repairs to Utility 11 for resale preparation
- [6] Fire Station 1 Building Repairs; water softener replacement, HVAC repairs, lighting conversion to LED





CITY OF
LONG LAKE

City Council Agenda Report

City of Long Lake

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

MEETING DATE / October 21, 2025

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

Prepared By: Mike Heiland, Fire Chief

Report Date: 10/10/2025

Recommended City Council Action

Staff recommends the following:

Motion to adopt Resolution No. 2025-35 conditionally appointing Joseph MacDonald 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 Joseph MacDonald. The conditions of the offer are that the firefighter pass a physical exam, psychological exam, agility test, and successfully complete their probationary period. The interview panel consisted of Chief Mike Heiland, Captain Ryan Hoster, and Firefighter Matt Kulseth.

Supporting Information

- Resolution No. 2025-35



**City Council
Resolution No. 2025-35**

**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 Joseph MacDonald 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 officers.

NOW THEREFORE, BE IT RESOLVED, that the City Council of the City of Long Lake hereby appoints Joseph MacDonald 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 screen, physical agility test, and the successful completion of a probationary period.

Adopted by the City Council of the City of Long Lake this 21th day of October 2025.

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 / October 21, 2025

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

Prepared By: Mike Heiland, Fire Chief

Report Date: 10/15/2025

Recommended City Council Action

Staff recommends the following:

Motion to adopt Resolution No. 2025-36 conditionally appointing Bryan Hinrichs 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 Bryan Hinrichs. The conditions of the offer are that the firefighter pass a physical exam, psychological exam, agility test, and successfully complete their probationary period. The interview panel consisted of Firefighters Amanda Straka, Rick Loosbrock, and Alex McCaherty.

Supporting Information

- Resolution No. 2025-36



**City Council
Resolution No. 2025-36**

**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 Bryan Hinrichs 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 officers.

NOW THEREFORE, BE IT RESOLVED, that the City Council of the City of Long Lake hereby appoints Bryan Hinrichs 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 screen, physical agility test, and the successful completion of a probationary period.

Adopted by the City Council of the City of Long Lake this 21th day of October 2025.

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 / October 21, 2025

SUBJECT: Approve Furnace/Air Conditioning Replacements Proposal from City View Plumbing, HVAC & Water Conditioning for the Public Works Building and LMCC Office Space

Prepared By: Sean Diercks, Public Works Director

Report Date: 10/13/2025

Recommended City Council Action

Staff recommends the following:

Motion to approve the proposal from City View Plumbing, HVAC & Water Conditioning in the amount of \$21,067.88 for the installation of a new furnace and air conditioning unit serving the LMCC offices, and a new air conditioning unit for the east half of the upstairs office of the Public Works building.

Overview / Background

The existing air conditioning and furnace that would serve the new LMCC offices is been tagged out of service for over at least 10 years. The Public Works Department rerouted some ductwork last summer to provide air conditioning relief to these downstairs offices during the remodel from a unit normally meant for upstairs that is also 40 years old. The 40 year old unit was 'band-aid' repaired about eight years ago with a larger capacitor for the a/c unit. Also at that time, a new furnace was installed to replace one that had failed while serving the drug task force offices, but the a/c unit was only repaired.

In summary, this proposal would add new a furnace and a/c unit for the LMCC offices that have been out of service for an untold amount of time, and retro-fit a new a/c unit to the eight year old furnace for the east half of the upstairs offices in the Public Works building. After completing this project, three out of the four units will have been replaced/updated, and there is one furnace and a/c unit left to replace for the Public Works offices. The upstairs west heat and air unit is the last unit to be replaced, it's also been tagged out of service. In addition, cold storage heater replacement also remains.

Supporting Information

Two quotes were obtained from local Long Lake heating and air companies - High Road Heating and Cooling, and City View Plumbing, HVAC & Water Conditioning - for (1) furnace replacement, and replacement of (2) air conditioning units.

1. **High Road Heating and Cooling** provided a complete proposal in the amount of \$21,930.21.
2. **City View Plumbing, HVAC & Water Conditioning** provided a complete proposal in the amount of \$21,067.88.



2165 Daniels Street, Ste #7

Long Lake Section 7A.

763-477-5551 Office

www.HighRoadHeating.com

Info@HighRoadHeating.com

* 10 year parts Warranty
* 2 year Labor warranty
* Furnace mounted on box

Name: Long Lake Public Works (Shawn)
Address: 2105 Daniels St
City/ST/Zip: Long Lake, MN 55356

Date: 07/23/2025
Phone: 612-237-9520
Email: _____

EQUIPMENT OPTIONS				
Furnace: <u>GRVT801005CN</u>	AC: _____	<u>2 stage Furnace</u>	<u>13.45 AC</u>	
Furnace: _____	AC: <u>GLXS3BN30</u>	<u>9,033.35</u>		
Furnace: _____	AC: <u>GLXS3BN36</u>	<u>7,862.41</u>		
Furnace: _____	AC: _____	<u>8,306.45</u>		
AC COIL <u>2.5 ton CAPFA3022B3A</u> <u>3ton CAPFA3626C3A</u>				
Line Set - NEW <u>(FLUSH)</u>				
AC <u>Replacement</u> or NEW				
AC - <u>Reconnect</u> or Reclaim				
Humidifier - Reconnect - NEW				
Thermostat - <u>Reconnect</u> - NEW				
Filter - Use Existing or New				
IAQ				
IAQ				
IAQ				
Chimney Venting/Liner <u>Reconnect</u>				
Class B Vent Connector				
Plenum work <u>Adapt</u> or Rebuild				
Ductwork Modifications				
Zone System - Yes/ <u>No</u> Disconnect-Reconnect				
New Zone System:				
Fresh Air Intake in place, add/dchange - size:				
Electrical				
Piping				
Condensate Pump Yes/No				
Chimney Cap - <u>Existing</u> , add or new				
		Total	<u>25,202.21</u>	
Furnace & AC Combo install			<u>-682</u>	
Furnace & AC Special			<u>+1525</u>	
AC special with loyal customer Contract Price:			<u>-1065</u>	
REBATES/TAX CREDITS				
<u>Since Commercial we will check on Rebates for you & get back to you.</u>				
Total After Rebates & Credits			<u>21,930.21</u>	

City of Long Lake

Furnace & AC Options

Furnace Model	Z9Es100c16sMP51
AC Model	GIXS3BN30
	GLXS3bn36
	Good
furn	\$ 9,033.35
GIXS3BN30	\$ 7,862.41
GLXS3bn36	\$ 8,306.45
Combo Price	\$ -
HO Tstat	\$ -
Total	\$ 25,202.21
Rebates	
Dual System	\$ (682.00)
Furn AC Special	\$ (1,525.00)
AC Special	\$ (525.00)
Loyal Customer Discount	\$ (540.00)
Total	\$ 21,930.21



2165 Daniels Street, Ste #7, Long Lake, MN 55356 • 763-477-3331 • www.highroadheating.com

WHY CHOOSE HIGH ROAD HEATING & COOLING

1. Reputation for Integrity

The name "High Road" is a commitment to honesty, transparency, and ethical service. Customers can expect:

- Fair pricing with no hidden fees
- Honest assessments of whether repairs or replacements are necessary
- Respectful, professional interactions

2. Experienced Technicians

A reputable HVAC company like High Road employs certified and experienced technicians who:

- Are knowledgeable about a wide range of brands and systems
- Perform clean, code-compliant installations
- Offer solid advice on energy efficiency and system sizing

3. Quality Equipment Options

High Road partners with trusted HVAC manufacturers, offering:

- High-efficiency furnaces, boilers, air conditioners & heat pumps
- Smart thermostat compatibility
- Warranties on parts and labor
- Offers Comfort Enhancers like Indoor Air Quality Products

4. Customer-Centric Service

We offer:

- Flexible scheduling
- Clear communication
- Follow-up support and maintenance options

5. Transparent Estimates

A strong reason to work with High Road is our commitment to:

- Free, no-pressure estimates
- Detailed breakdowns of costs and system options
- Financing or rebate assistance if available
- Repair 1st, Replace 2nd Philosophy

6. Positive Reviews & Referrals

High Road has great Google reviews, BBB ratings, and word-of-mouth referrals

Always Choose the High Road!



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APPLES TO APPLES GUARANTEE

Anyone can install something cheaper by cutting corners and pricing it for less. It's important to know what is and what is not included in any heating & cooling system you choose for your home. We put it all in writing for your peace of mind.

"We guarantee an 'apples to apples' comparison for our HVAC installations, ensuring that our bid includes the same quality equipment, comprehensive scope of work, warranties, and services as any competing bid you receive."

This guarantee helps ensure transparency and allows you to make an informed decision when comparing quotes from different HVAC contractors.

Our Apples to Apples Guarantee is our promise to you that you cannot find a comparable installation for less...or we'll pay you \$500 and match the price. All we ask is that the comparison be "Apples to Apples."

Always Choose the High Road!



2165 Daniels Street, Ste #7, Long Lake, MN 55356 • 763-477-3331 • www.highroadheating.com

Terms and Conditions

1. All orders not paid in full in advance are subject to approval by the Company's credit department.
2. This proposal may be withdrawn by the Company if not accepted within 30 days.
3. The Company shall provide only trained and qualified technicians employed or supervised by us.
4. All labor is to be performed during Company's normal business hours, unless noted in this proposal.
5. Warranty work is performed during the Company's normal business hours but can be performed after normal hours if Customer pays the difference between standard labor rate and overtime labor rate.
6. Until final payment is made, the Company will retain the title to all materials and equipment it installs.
7. Unless noted in this proposal, payment is due in full upon completion of work. A monthly finance charge, equal to the highest allowable interest rate, may be levied on Customer's account if delinquent over 30 days.
8. In the event Customer's account must be referred to attorneys for collection, Customer agrees to pay reasonable attorney fees, court costs and other collection costs.
9. Customer will carry fire, extended coverage, and other necessary insurance.
10. Customer shall assume risk of loss or damage to equipment after it is set in place on the job.
11. Every attempt will be made to complete the work on the date(s) specified, but because the Company may have no control over equipment availability and delivery, all completion dates are estimates only.
12. The Company shall not be liable for damage, loss or delays resulting from fire, explosion, flooding, the elements, labor troubles or any other cause beyond our control.
13. The Company shall use ordinary care in performing all work but shall not be liable for incidental or consequential damages, or shall it be liable for injuries to persons or damage to property except those directly caused by negligent acts of the company's employees.
14. The Company shall not be responsible for any damages incurred due to inability of the building structure to properly support the installed equipment, or for expense incurred in removing, replacing or refinishing part of the building structure necessary for the performance of any service or installation, unless otherwise noted in this proposal.
15. The company shall not be liable for any present and future taxes, charges or other governmental fees, or any items of equipment, labor or special tests required or recommended by insurance companies, equipment vendors or governmental authorities.
16. The Company shall not be liable for the identification, detection, abatement, encapsulation, storage, removal, or transportation of any regulated or hazardous substances. Regulated or hazardous substance that may include, but are not limited to asbestos, certain refrigerants and refrigerant oils. If any such products or materials are encountered during the course of work, the Company can discontinue work until regulated or hazardous materials have been removed or hazard or liability is eliminated. The Company shall receive an extension equal to the time of delay to complete the work and reserves the right to be compensated for any loss due to the delay.
17. ANY PERSON OR COMPANY SUPPLYING LABOR OR MATERIALS FOR THIS IMPROVEMENT TO YOUR PROPERTY MAY FILE A LIEN AGAINST YOUR PROPERTY IF THAT PERSON OR COMPANY IS NOT PAID FOR THE CONTRIBUTIONS.
18. This agreement contains the entire understanding between the Company and the Customer, any modifications, amendments, or changes must be in writing and signed by both parties.

Always Choose the High Road!



City View Plumbing, HVAC, & Water
Conditioning
1880-B West Wayzata Blvd
P.O. Box 150
Long Lake, MN 55356
www.CityViewPlumbing.com
Phone: 952-473-8793
Plumbing License # PC644178
Mechanical License #MB005208

Estimate 161923660
Estimate Date 10/10/2025

Billing Address
Long Lake, City of
450 Virginia Avenue
Long Lake, MN 55356 USA

Job Address
Long Lake/Public Works
2145 Daniels Street
Long Lake, MN 55356 USA

Service #	Description	Quantity
AHRI# 214790683	100K BTU R801T 80% Efficient / 3 Ton Straight Cool Condenser RA13NY	1.00
1. Furnish and install a new Ruud R801T1005A21UHS furnace, RCFY3621MTANM evaporator coil, and RA13NY36AJ1N outdoor condenser. 2. Connect new equipment to existing supply and return ductwork. 3. Connect new furnace to existing electrical and vent. 4. Connect to the existing gas line. 5. Start up the new furnace and confirm its proper operation. 6. Furnish and install one E1 Pro thermostat for the system. 7. Review system operation and maintenance with the owner.		

Sub-Total	\$12,386.00
Tax	\$0.00
Total Due	\$12,386.00
Deposit/Downpayment	\$0.00
Est. Financing	\$688.11

Thank You For Your Business!
Please Remit Payment to:
City View Plumbing
P.O. Box 150
Long Lake, MN 55356

- 35% - $\$433.51$
 $\$11,952.49$

Payment Terms: Any project in excess of \$1000 we require a 50% down payment prior to scheduling the work with the remainder of the balance due upon receipt of the final invoice. Any project below \$1000 dollars the balance of the project is due upon receipt of the final invoice. We will extend a 3.5% Cash or Check discount to the final invoice if paid at the time of service.

- Payment By Check: Checks can be made out to the following; City View Plumbing and Heating, P.O. Box 150, Long Lake, MN 55356
- Payment By Card: We accept all major cards.

We reserve the right to cancel this contract, and/or cease work, if payments thereon are not received when due. If nonpayment results in our cessation of work, you will be required to shut down, remobilization and startup costs before we resume work, and we will be issued a time extension to any penalty clause(s) which may apply, equal to the total number of days delayed by nonpayment. Final payment under this contract will be paid upon receipt of invoice. An interest charge of 1.5% per month will be assessed to all accounts 30 days or more past due. Customer shall be liable for all collection costs, including employee time and expenses, and all attorney's fees and costs incurred in either collection and/or protection of our interests of past due accounts. The parties expressly agree that any forbearance by contractor from collecting interest due on customer's account in a given case shall not be deemed a waiver, modification or other limitation on contractor's right to collect such interest in future dealings with the customer herein, or any other customer.

Work to be completed within one hundred twenty (120) days from start date, if delayed beyond 120 days, and delay is not of City View Plumbing & Heating Company, Inc. making, the owner may be charged for any additional costs incurred, if any. It is also expressly agreed by customer that customer's signature(s) shall be as legally binding as customer's original signature(s).

Payment Terms: Any project in excess of \$1000 we require a 50% down payment prior to scheduling the work with the remainder of the balance due upon receipt of the final invoice. Any project below \$1000 the balance of the project is due upon receipt of the final invoice.

- **Payment By Check:** Checks can be made out to the following: City View Plumbing and Heating, P.O. Box 150, Long Lake, MN 55356
- **Payment By Card:** We accept all major cards you can call the office to either pay by phone or receive a payment link to pay online. A 3.5% Credit card surcharge may be added.

Workmanship Warranty: All work to be performed in a professional manner according to standard practices. We warrant our workmanship against defects for a period of ONE YEAR from installation date.

- Purging/Bleeding air from heating systems is a one-time event. Subsequent need for additional purging/bleeding of air from system is not a warranty event.
- In use of conventional repair efforts, City View is to be held blameless for any damage or destruction of customers deteriorated plumbing fixtures, piping, and/or appurtenances, which may no longer be serviceable.
- City View provides no warranty on repairs made to antiquated plumbing fixtures and or heating appliances due to their age.

Material Warranty: Materials furnished and installed by CityView includes a 6-month labor warranty, from date of installation, to resolve any defective issues with those materials. After such time, we agree to pass on to customer any warranties that may be extended by the manufacturer(s) of the material supplied by us. We shall not be responsible for materials damaged, lost or stolen after delivery into owner's possession, through no fault of ours, or for failure to deliver and perform because of reasons beyond our control.

Material Warranty Exclusion: We provide no product/workability/labor warranty on product, material(s) and/or fixtures/appliances supplied by others, other than to ensure they are properly installed. Additional charges will be added for incurred costs to address, attend to and/or solve any problems with the fixtures/materials supplied by others. This includes, but is not limited to missing parts, incorrect parts, incorrect fixtures, fixture/material delivery delays, defective parts, defective fixtures, workability issues, providing professional fixture-selection guidance to owner etc. When encountered, a non-negotiable Change Order will be issued to which all expense incurred as a result will be billed over- and-above the Base Contract Price quoted herein.

Fixture Selection: Color/Finish/Items of Dislike: Finishes and color vary from manufacturer to manufacturer. Customer accepts full responsibility for their selection including any/all communication between them and showroom personnel including after-the-fact personal dislike issues with selected items. Price credit resolutions will be passed on to customer upon City View's receipt from vendor. Further, it is understood and agreed that non-special-order items of dislike or received/ordered-in-error fixtures are returnable, but in doing so, all expense incurred by City View resulting in the return, i.e. labor, handling, restocking charges (15-30%) etc., will be billed as an automatic non-negotiable Change Order to the quoted prices herein.

FREIGHT, DELIVERY, SHIPPING/HANDLING CHARGES:

If any are incurred, they will be billed in addition to quoted price(s) herein as an automatic Change Order to this contract.

Countertop Furnished/Installed by Others: Tight holes in the new countertop resulting in additional unplanned labor due to the forced abnormal installation of fixtures onto and through the new countertop will be billed as an automatic Change Order to this contract as it is incurred.

Plan Errors/Omissions: This contract is based solely and completely on specifications actually submitted to, or compiled by, City View Plumbing & Heating Company, Inc. at the time of the drawing of this Specification and Contract. General plans and specifications not actually submitted, shall not apply. Additional expense incurred resulting from plan errors and omissions will constitute immediate ADD Change Orders to this contract. This event will not warrant a signed Change Order due to the fact that our pricing is based solely on the furnished plans. *This contract, when accepted, shall be the complete agreement between the parties.*

SPECIFIC EXCLUSIONS:

- **Hidden Conditions:** Elements of the existing structure currently hidden and undiscovered within the unopened walls, ceilings, floors that would require alterations, relocation etc., and/or unusual and undisclosed conditions, or deviations from the above specifications that would require relocation due to the design are not included as part of this contract and shall result in an additional charge over and above the base contract price set forth herein.
- **Winter Conditions:** Additional costs incurred by City View directly related to winter conditions will constitute a Change Order to this contract, as attention to such has not been included in the pricing of this contract unless specifically mentioned. Tasks would include, but are not limited to providing temporary heat, additional costs incurred relating to frozen ground conditions; measures needed for freeze protection, etc.
- **Inability to Perform:** Delays or impossibility of performance by City View Plumbing & Heating Company, Inc. because of strikes, accidents, or other reasons beyond the control of City View Plumbing & Heating Company, Inc. shall relieve us from all liability herein.
- **Subcontract Work:** Unless otherwise specified, this contract shall cover only plumbing, heating, and/or air conditioning. This specifically excludes carpentry, plastering, painting, patching, concrete floor sawing/break-up and replacement, line-voltage wiring, debris removal, old equipment or fixture removal etc., unless specifically listed within descriptions of work included.
- **Clean up:** We include broom cleaning our work area only. If additional cleaning is requested or required over and above the included broom cleaning, the additional expense incurred will be billed as an ADD Change Order to this contract.

Fees: Engineering fees, or any additional fees that may be required by a governmental authority, the architect, or the owner, shall be charged as an extra to the price set out in this contract.

Soil: Unless otherwise specified, the price quoted herein assumes good soil conditions suitable for the type of plumbing or heating installation required. If rock, fill, water, frozen soil, or other unsuitable soil conditions are encountered requiring additional labor costs and/or special equipment such as jack hammers, rock drills, casings, ditch pumps, etc., when encountered will constitute an immediate Change Order to this contract and will be billed as an extra charge to same.

Change Orders: Any alteration or deviation from the preceding Specification and Contract, involving extra cost(s), will be executed only upon written change order(s) signed by both parties. Additional charges associated with such change order(s), if applicable, will be added to the total sum of the original Specification and Contract.

Asbestos: This contract is conditioned on the inclusion of the following contract language:

2) The work shall not include the detection, abatement, encapsulation, or removal of asbestos, or the removal of products, materials, or equipment containing asbestos, unless specifically listed within descriptions of work included. 2) This clause shall govern any conflicting or inconsistent clause of the General Contract, general conditions of the contract, special conditions, technical conditions, plans or specifications. 3) In the event we encounter any asbestos product or materials in the course of performing this work, we shall have the right to discontinue the work and remove our employees from the project, or that portion of the project wherein such product or material was encountered, until such product or materials and hazards connected therewith are abated, encapsulated and removed, and/or it is determined that no hazard exists; further, we shall receive an extension of time to complete our work, compensation for delays encountered and compensation for any change in the sequence or method of our work occasioned as a consequence of said encounter.

Insurance: Owner agrees to carry fire, tornado and other necessary insurance. City View Plumbing & Heating Company, Inc. carries comprehensive business insurance, including full employee Worker's Compensation Insurance.

Lien Notice: We are authorized by law to provide you with this notice. You are, therefore, hereby notified that: A) Any person or company supplying labor or materials for this improvement to your property, may file a lien against your property if that person or company is not paid for the contributions; B) Under Minnesota law, you have the right to pay persons who supplied labor or materials for this improvement directly, and deduct this amount from our contract price, or withhold the amounts due them from us until 120 days after completion of the improvements, unless we give you a lien waiver signed by persons who supplied any labor or material for the improvement, and who give you timely notice.

A \$30.00 fee, per occurrence, will be charged for returned checks.

An interest charge of 18% per annum, 1.5% per month, will be assessed to all past due balances. Customers shall be liable for all collection costs, including employee time and expenses, and all attorney's fees and costs incurred in either collection and/or protection of our interests of past due accounts. The parties expressly agree that any forbearance by City View from collecting interest due on customer's account in any given case shall not be deemed a waiver, modification or other limitation on City View's right to collect such interest in future dealings with the customer herein, or any other customer.



City View Plumbing, HVAC, & Water
Conditioning
1880-B West Wayzata Blvd
P.O. Box 150
Long Lake, MN 55356
www.CityViewPlumbing.com
Phone: 952-473-8793
Plumbing License # PC644178
Mechanical License #MB005208

Estimate 161934308
Estimate Date 10/10/2025

Billing Address
Long Lake, City of
450 Virginia Avenue
Long Lake, MN 55356 USA

Job Address
Long Lake/Public Works
2145 Daniels Street
Long Lake, MN 55356 USA

Service #	Description	Quantity
AHRI# 214784976	3 Ton Straight Cool RA13NY (21" Cabinet) 1. Disconnect the existing evaporator coil, and outdoor condenser from the ducting. Remove it from the premises and properly dispose of it. 2. Furnish and install a new Ruud RCFY3621MTAAM evaporator coil, and RA13NY36AJ1N outdoor condenser. 3. Connect new equipment to existing supply and return ductwork. 4. Connect to existing electrical and vent. 5. Start up the system and confirm its proper operation. 6. Furnish and install one E1 Pro Thermostat 7. Review system operation and maintenance with the owner.	1.00
AprilAire 600A	1. Furnish and install one AprilAire 600A bypass humidifier on the ductwork. 2. Mount the new humidistat on the ductwork or tie it in with the smart thermostat. 3. Connect to the existing water line. 4. Confirm the unit's proper operation.	1.00

Sub-Total	\$9,446.00
Tax	\$0.00
Total Due	\$9,446.00
Deposit/Downpayment	\$0.00
Est. Financing	\$524.78

Thank You For Your Business!
Please Remit Payment to:
City View Plumbing
P.O. Box 150
Long Lake, MN 55356

- 3.5% - \$330.61
\$9115.39

Payment Terms: Any project in excess of \$1000 we require a 50% down payment prior to scheduling the work with the remainder of the balance due upon receipt of the final invoice. Any project below \$1000 dollars the balance of the project is due upon receipt of the final invoice. We will extend a 3.5% Cash or Check discount to the final invoice if paid at the time of service.

- Payment By Check: Checks can be made out to the following; City View Plumbing and Heating, P.O. Box 150, Long Lake, MN 55356
- Payment By Card: We accept all major cards.

We reserve the right to cancel this contract, and/or cease work, if payments thereon are not received when due. If nonpayment results in our cessation of work, you will be required to shut down, remobilization and startup costs before we resume work, and we will be issued a time extension to any penalty clause(s) which may apply, equal to the total number of days delayed by nonpayment. Final payment under this contract will be paid upon receipt of invoice. An interest charge of 1.5% per month will be assessed to all accounts 30 days or more past due. Customer shall be liable for all collection costs, including employee time and expenses, and all attorney's fees and costs incurred in either collection and/or protection of our interests of past due accounts. The parties expressly agree that any forbearance by contractor from collecting interest due on customer's account in a given case shall not be deemed a waiver, modification or other limitation on contractor's right to collect such interest in future dealings with the customer herein, or any other customer.

Work to be completed within one hundred twenty (120) days from start date. If delayed beyond 120 days, and delay is not of City View Plumbing & Heating Company, Inc. making, the owner may be charged for any additional costs incurred, if any. It is also expressly agreed by customer that customer's signature(s) shall be as legally binding as customer's original signature(s).

Payment Terms: Any project in excess of \$1000 we require a 50% down payment prior to scheduling the work with the remainder of the balance due upon receipt of the final invoice. Any project below \$1000 dollars the balance of the project is due upon receipt of the final invoice.

- **Payment By Check:** Checks can be made out to the following: City View Plumbing and Heating, P.O. Box 150, Long Lake, MN 55356
- **Payment By Card:** We accept all major cards you can call the office to either pay by phone or receive a payment link to pay online. A 3.5% Credit card surcharge may be added.

Workmanship Warranty: All work to be performed in a professional manner according to standard practices. We warrant our workmanship against defects for a period of ONE YEAR from installation date.

- Purging/Bleeding air from heating systems is a one-time event. Subsequent need for additional purging/bleeding of air from system is not a warranty event.
- In use of conventional repair efforts, City View is to be held blameless for any damage or destruction of customers deteriorated plumbing fixtures, piping, and/or appurtenances, which may no longer be serviceable.
- City View provides no warranty on repairs made to antiquated plumbing fixtures and/or heating appliances due to their age.

Material Warranty: Materials furnished and installed by CityView Includes a 6-month labor warranty, from date of installation, to resolve any defective issues with those materials. After such time, we agree to pass on to customer any warranties that may be extended by the manufacturer(s) of the material supplied by us. We shall not be responsible for materials damaged, lost or stolen after delivery into owner's possession, through no fault of ours, or for failure to deliver and perform because of reasons beyond our control.

Material Warranty Exclusion: We provide no product/workability/labor warranty on product, material(s) and/or fixtures/appliances supplied by others, other than to ensure they are properly installed. Additional charges will be added for incurred costs to address, attend to and/or solve any problems with the fixtures/materials supplied by others. This includes, but is not limited to missing parts, incorrect parts, incorrect fixtures, fixture/material delivery delays, defective parts, defective fixtures, workability issues, providing professional fixture-selection guidance to owner etc. When encountered, a non-negotiable Change Order will be issued to which all expense incurred as a result will be billed over- and-above the Base Contract Price quoted herein.

Fixture Selection: Color/Finish/Items of Dislike: Finishes and color vary from manufacturer to manufacturer. Customer accepts full responsibility for their selection including any/all communication between them and showroom personnel including after-the-fact personal dislike issues with selected items. Price credit resolutions will be passed on to customer upon City View's receipt from vendor. Further, it is understood and agreed that non-special-order items of dislike or received/ordered-in-error fixtures are returnable, but in doing so, all expense incurred by City View resulting in the return, i.e. labor, handling, restocking charges (15-30%) etc., will be billed as an automatic non-negotiable Change Order to the quoted prices herein.

FREIGHT, DELIVERY, SHIPPING/HANDLING CHARGES:

If any are incurred, they will be billed in addition to quoted price(s) herein as an automatic Change Order to this contract.

Countertop Furnished/installed by Others: Tight holes in the new countertop resulting in additional unplanned labor due to the forced abnormal installation of fixtures onto and through the new countertop will be billed as an automatic Change Order to this contract as it is incurred.

Plan Errors/Omissions: This contract is based solely and completely on specifications actually submitted to, or compiled by, City View Plumbing & Heating Company, Inc. at the time of the drawing of this Specification and Contract. General plans and specifications not actually submitted, shall not apply. Additional expense incurred resulting from plan errors and omissions will constitute immediate ADD Change Orders to this contract. This event will not warrant a signed Change Order due to the fact that our pricing is based solely on the furnished plans. *This contract, when accepted, shall be the complete agreement between the parties.*

SPECIFIC EXCLUSIONS:

- **Hidden Conditions:** Elements of the existing structure currently hidden and undiscovered within the unopened walls, ceilings, floors that would require alterations, relocation etc., and/or unusual and undisclosed conditions, or deviations from the above specifications that would require relocation due to the design are not included as part of this contract and shall result in an additional charge over and above the base contract price set forth herein.
- **Winter Conditions:** Additional costs incurred by City View directly related to winter conditions will constitute a Change Order to this contract, as attention to such has not been included in the pricing of this contract unless specifically mentioned. Tasks would include, but are not limited to providing temporary heat, additional costs incurred relating to frozen ground conditions; measures needed for freeze protection, etc.
- **Inability to Perform:** Delays or impossibility of performance by City View Plumbing & Heating Company, Inc. because of strikes, accidents, or other reasons beyond the control of City View Plumbing & Heating Company, Inc. shall relieve us from all liability herein.
- **Subcontract Work:** Unless otherwise specified, this contract shall cover only plumbing, heating, and/or air conditioning. This specifically excludes carpentry, plastering, painting, patching, concrete floor sawing/break-up and replacement, line-voltage wiring, debris removal, old equipment or fixture removal etc., unless specifically listed within descriptions of work included.
- **Clean up:** We include broom cleaning our work area only. If additional cleaning is requested or required over and above the included broom cleaning, the additional expense incurred will be billed as an ADD Change Order to this contract.

Fees: Engineering fees, or any additional fees that may be required by a governmental authority, the architect, or the owner, shall be charged as an extra to the price set out in this contract.

Soil: Unless otherwise specified, the price quoted herein assumes good soil conditions suitable for the type of plumbing or heating installation required. If rock, fill, water, frozen soil, or other unsuitable soil conditions are encountered requiring additional labor costs and/or special equipment such as jack hammers, rock drills, casings, ditch pumps, etc., when encountered will constitute an immediate Change Order to this contract and will be billed as an extra charge to same.

Change Orders: Any alteration or deviation from the preceding Specification and Contract, involving extra cost(s), will be executed only upon *written change order(s) signed by both parties*. Additional charges associated with such change order(s), if applicable, will be added to the total sum of the original Specification and Contract.

Asbestos: This contract is conditioned on the inclusion of the following contract language:

2) The work shall not include the detection, abatement, encapsulation, or removal of asbestos, or the removal of products, materials, or equipment containing asbestos, unless specifically listed within descriptions of work included. 2) This clause shall govern any conflicting or inconsistent clause of the General Contract, general conditions of the contract, special conditions, technical conditions, plans or specifications. 3) In the event we encounter any asbestos product or materials in the course of performing this work, we shall have the right to discontinue the work and remove our employees from the project, or that portion of the project wherein such product or material was encountered, until such product or materials and hazards connected therewith are abated, encapsulated and removed, and/or it is determined that no hazard exists; further, we shall receive an extension of time to complete our work, compensation for delays encountered and compensation for any change in the sequence or method of our work occasioned as a consequence of said encounter.

Insurance: Owner agrees to carry fire, tornado and other necessary insurance. City View Plumbing & Heating Company, Inc. carries comprehensive business insurance, including full employee Worker's Compensation Insurance.

Lien Notice: We are authorized by law to provide you with this notice. You are, therefore, hereby notified that: A) Any person or company supplying labor or materials for this improvement to your property, may file a lien against your property if that person or company is not paid for the contributions; B) Under Minnesota law, you have the right to pay persons who supplied labor or materials for this improvement directly, and deduct this amount from our contract price, or withhold the amounts due from us until 120 days after completion of the improvements, unless we give you a lien waiver signed by persons who supplied any labor or material for the improvement, and who give you timely notice.

A \$30.00 fee, per occurrence, will be charged for returned checks.

An interest charge of 18% per annum, 1.5% per month, will be assessed to all past due balances. Customers shall be liable for all collection costs, including employee time and expenses, and all attorney's fees and costs incurred in either collection and/or protection of our interests of past due accounts. The parties expressly agree that any forbearance by City View from collecting interest due on customer's account in any given case shall not be deemed a waiver, modification or other limitation on City View's right to collect such interest in future dealings with the customer herein, or any other customer.



CITY OF
LONG LAKE

City Council Agenda Report

City of Long Lake

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

MEETING DATE / October 21, 2025

SUBJECT: Authorize Staff to Advertise for a Full-Time Public Works Maintenance Worker II Position

Prepared By: Jeanette Moeller, City Clerk

Report Date: 10/15/2025

Recommended City Council Action

Staff recommends the following:

Motion to approve the job description for the Public Works Maintenance Worker II position, revised October 15, 2025, and to authorize staff to advertise and solicit applications for the position.

Overview / Background

The City's Public Works Department currently has a vacancy due to the recent resignation of Public Works Maintenance Worker I Matt Fahrman.

Rather than posting to hire another Maintenance Worker I to fill the opening, staff recommends the Council authorize soliciting applications for a Maintenance Worker II level employee. At this time, our Public Works Director's team consists of two Maintenance Worker I probationary status employees who are working towards earning their water/sewer certifications while essentially learning on the job daily. Staff recognizes that the Public Works Director needs the support and assistance of an employee with more Public Works background and experience. The Maintenance Worker II position description requires an employee have a minimum of two years' experience in the water/wastewater field; and have already obtained both their Class D drinking water treatment license issued by the Minnesota Department of Health, and a SD sanitary sewer collections license issued by the Minnesota Pollution Control Agency.

The 2025 pay plan includes a salary range for a Maintenance Worker II employee beginning at \$32.04 per hour at Step One, and up to \$37.25 per hour at the maximum step, plus benefits. Pending receipt of Council authorization to post the position announcement, staff's intent would be to begin soliciting applications promptly in order to be conducting interviews and recommending a final candidate for appointment by the City Council in November or December.

Please note that staff is also requesting approval of a revised job description for the Public Works Maintenance Worker II position due primarily to significant formatting and minor content updates made during a review of the document.

Supporting Information

- Position Description for Public Works Maintenance Worker II (updated October 15, 2025)



POSITION DESCRIPTION

Position Title Public Works Maintenance Worker II	Position Status Regular Full-Time, Non-Union
Department / Accountable To Public Works / Public Works Director	Revision Date October 15, 2025

POSITION SUMMARY

Under the supervision of the Public Works Director, this position performs manual work in construction, operations, maintenance, and repair of City infrastructure and facilities; and performs a variety of maintenance tasks pertaining to Public Works operations and services.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

1. Performs a variety of construction, operational and maintenance activities in the completion of assigned departmental services and operations, which includes drinking water production/distribution systems, sanitary sewer collection systems, stormwater collection systems, parks, city facilities, streets, and other manual Public Works labor responsibilities.
2. Operates a wide variety of hand and small power tools and equipment such as push mowers, weed eaters, shovels, rakes, trucks, pick axes, and various other equipment in support of a variety of maintenance and construction operations.
3. When assigned to water/wastewater utility functions, performs tasks pertinent to the overall operations, construction and maintenance and repair of well houses, lift stations, water tower, water/wastewater mains, manholes, vaults, curb stops, water services, valves, fire hydrants and meters, such as uncovering buried pipelines and cutting and measuring pipe.
4. Operates valves on water lines to isolate leaking sections. Repairs leaks or breaks in the distribution or collection system. Assists in operating collection equipment to clear obstructions. Replaces and repairs manholes and assist in utility locating.
5. When assigned to streets/Public Works duties, directs traffic around work site and assembles appropriate barricades. Cleans and repairs streets, street signs, alleys, gutters and drains. Shovels and spreads sealer and asphalt and operates an asphalt roller.
6. Performs overall grounds/parks maintenance duties, which includes mowing grass, operating a weed eater, removing and trimming shrubbery, raking leaves and removing trash.
7. Assembles and disassembles traffic control pylons, barriers and signs. Assists with traffic control activities.
8. Cleans debris from ditches, culverts, and creek beds. Collects and hauls trash, garbage, debris, dirt, sand and gravel. Power washes trash containers.

9. Performs additional construction and maintenance tasks such as grading, pouring concrete, asphalt spreading, filling potholes, and general grounds maintenance.
10. Works with and around heavy construction equipment. Completes and assists in strenuous repair, installation or construction activities.
11. When assigned to stormwater collection duties, performs overall general maintenance tasks, which include pouring concrete to repair drainage structures and pipes and performing maintenance and construction duties. Assists in installation of erosion control products in accordance with the City's MS4 stormwater regulations.
12. Operates hand tools as well as medium and light equipment including tractors, riding mowers, jack hammers, cement mixers, chain saws and various other equipment in support of a variety of maintenance and construction operations.
13. Performs other duties as assigned or apparent.
14. Assigned to after hours and 24-hour/day weekend on-call duty shifts. Can and will be called in to assist any time of the day or night when needed for snowplowing, main breaks, etc.
15. Assists in snow removal from City streets, City parking lots, trails, sidewalks, and maintains access to City well houses, water tower, lift stations, and fire hydrants. Assists with snow removal operations on State, County, and City right-of-way.
16. Maintains and repairs the Public Works fleet of equipment, including fabrication and welding.
17. Adheres to assigned work schedule as outlined in the City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Policies.

MINIMUM QUALIFICATION REQUIREMENTS

- High school diploma or GED.
- Must be at least 18 years of age.
- Minimum of two years' experience in water/wastewater field.
- Must possess a current Class D drinking water treatment license issued by the Minnesota Department of Health, and a SD sanitary sewer collections license issued by the Minnesota Pollution Control Agency.
- Must possess a valid Class B Minnesota Driver's License with air brakes.
- Must be able to operate heavy equipment such as a pick-up, backhoe, skid loader, dump truck, etc.
- Must be able to work weekends and holidays when necessary, be on call, and respond to calls during non-work hours.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Operation and maintenance of power-driven equipment.
- Basic operations and practices of water/wastewater/stormwater distribution and collection systems.
- Basic operations and practices of Public Works responsibilities.

- Basic methods and techniques of general construction, maintenance and repair related to Public Works.
- Occupational hazards and standard safety practices.
- General Public Works departmental goals, policies, and regulations.
- Proper techniques and uses of a variety of hand tools and power tools.
- Pertinent federal, state and City laws, codes and regulations.

Skill in:

- Prioritizing work activities.
- Observation and decision-making
- Organization and time management.
- Operating assigned equipment.

Ability to:

- Understand oral and written instructions; read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals; and to communicate with other employees including the general public. Ability to communicate clearly and concisely, both orally and in writing.
- Make arithmetic computations using whole numbers, fractions and decimals. Ability to compute volume, flow, detentions, flow velocities, chemical dosing calculations, rates, percentages and ratios.
- Perform a variety of skilled construction and maintenance tasks.
- Perform strenuous manual labor tasks related to assigned responsibilities.
- Safely and properly operate various tools and light equipment.
- Interpret and explain City policies and procedures
- Establish and maintain effective working relationships with those contacted in the course of work.
- Maintains due regard for the safety and welfare of self and other employees.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Heavy Work - Depending on assignment, positions in this classification typically exert up to 100 pounds of force occasionally, up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly while having to move objects.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee regularly works indoors and outdoors year-round in an extreme variety of weather.

Depending on the assignment, this position typically requires touching, talking, hearing, seeing, grasping, standing, stooping, kneeling, crouching, reaching, walking, repetitive motions, climbing, balancing, pushing, pulling and lifting. Employees may be exposed to moving mechanical parts, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, intense noises, gases, vibrations, and work place restrictions.

EXAMPLES OF PERFORMANCE CRITERIA

- Establishes effective working relationships with others.
- Demonstrates thorough completion of assignments and performance of duties under limited supervision.

- Maintains due regard for the safety and welfare of self and other employees.
- Receives direction in a businesslike and professional manner.
- Communicates clearly and efficiently both orally and in writing.
- Completes necessary and accurate arithmetic calculations while in the performance of job functions.

SELECTION GUIDELINES

Review of completed City Employment Application and resume; review of education and experience; an oral interview; an in person skills review, and a successful background check determine final candidate selection. NOTE: Appointees will be subject to completion of the standard probationary period for a Public Works Maintenance Worker.

The examples of duties included in this position description are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee, and is subject to change by the employer as the needs of the employer and requirements of the job change.



CITY OF
LONG LAKE

City Council Agenda Report

City of Long Lake

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

MEETING DATE / October 21, 2025

SUBJECT: Consider Approval of a Roof Replacement Proposal for City Hall

Prepared By: Jeanette Moeller, City Clerk

Report Date: 10/15/2025

Recommended City Council Action

Staff recommends the City Council consider the following:

Option 1. Roof Replacement Only - Motion to approve a pricing proposal for a full City Hall roof replacement from All Around Property Preservation of Long Lake, MN in the amount of \$31,800, and to authorize staff to approve additional incidental costs associated with any necessary roof decking repairs.

Option 2. Roof, Soffit and Fascia Replacement – Motion to approve a pricing proposal for a full City Hall roof, soffit and fascia replacement from All Around Property Preservation of Long Lake, MN in the amount of \$43,800, and to authorize staff to approve additional incidental costs associated with any necessary roof decking repairs.

Option 3. No Action – The Council may opt not to move forward with a full roof replacement at this time; however, a future City Hall reroof and additional building updates should remain a budget consideration.

Overview / Background

City Hall's roof is 23 years old and is showing its age with areas of hail damage, exposed or lifted nail heads, shingles beginning to uplift (losing adhesive) or tear in places, and damage to the ridge vent. Additionally, the white coating is flaking off the metal fascia in some areas around the perimeter of the roofline. In anticipation of a potential reroofing project, \$50,000 was budgeted in 2025 for City Hall building and maintenance repairs, of which less than \$2,000 has been spent to date this year.

Former Administrator Weske had previously shared some initial quotes from one company for reroofing City Hall back in June; however, the quotes varied widely based upon differing roofing materials, and Councilmembers were in agreement that replacing the asphalt shingles with a similar product would be the preferred, more cost-effective option for the building.

Over the past few weeks, staff has been meeting with a series of roofing contractors to obtain quotes for a tear off and reroof project at City Hall. The lowest quote we've received is from a Long Lake roofing company, All Around Property Preservation, at a cost of \$31,800 to tear off and reroof the building with an updated asphalt shingle product (Owens Corning or Timberline). They also included a \$12,000 option for replacement of the white soffit and fascia. If the Council would like to move forward with reroofing City Hall in 2025, staff recommends consideration be given to approving the quote from All Around Property Preservation, with or without the soffit and fascia replacement option. It should be noted that if any of the roof decking has been damaged and repairs are needed, minimal additional expense beyond the contract amount would apply.

Supporting Information

- Pricing proposal from All Around Property Preservation (Long Lake)
- Pricing proposal from AllStar Construction (Maple Plain)
- Pricing proposal from Apple Roofing (Plymouth)



RETAIL CONTRACT

Buyer: Long Lake City Hall (Jeanette Moeller)	Home Phone:	Date: 10/15/2025
Property Address: 468 Virginia Ave	Cell Phone: 952-473-6961 EX.1	Work Phone:
Property City, State Zip: Long Lake MN 55356	Contractor's Representative: Jason Rakos	
Email: jmoeller@longlakemn.gov	Representative's Contact #: 651-271-9609	
Preferred Contact Method: Phone	Job ID: MN25031403	

Pre-Project Notes

- We will apply and obtain all necessary permit(s), and complete all necessary inspections, per the permit requirements. The costs of permit(s) are not included in this estimate/agreement, and will be billed as incurred, unless stated otherwise.
- We will comply with MN required International Residential Code (IRC), and local building code.
- A staging area in the driveway and/or yard will be needed for placement of all materials, equipment, and the dumpster / dump trailer. Vehicles and personal property will need to be moved away from the staging and working areas.
- We will use caution around the landscaping and surrounding areas as best we can, but due to foot traffic and falling debris, some wear and tear is possible.
- Our production team will also inspect all completed work on full roofing and siding projects, and make sure any applicable punch list items are completed in a timely manner.
- Our crews are expected to roll the yard and landscaping with magnets. On full roofing and siding replacement projects, All Around will also have a 3rd party cleanup company come out to complete another dedicated cleanup of any remaining jobsite debris.
- Our process and your satisfaction are important to us. Upon scheduling your project, you will receive a phone call and/or email from our Production Team to review expectations for your project. Our Production Team typically calls to schedule 5-7 days' ahead of your start date, but this can vary and may be on shorter notice.

Production Team Contact Info

- Roofing: Nate Nutter / 507-404-0973 / Nate@allaround.com
- Roofing Field Inspector & Coordinator: Steve Emery / 612-799-7928 / Steve@allaround.com
- Siding: Eric Schwartz / 320-224-3216 / Eric@allaround.com
- Permits, Dumpsters, Materials: Emily Grimley 612-499-5257 / Emily@allaround.com
- Management: Nick Zeman / Direct Line: 612-735-7820 / Nick@allaround.com

Pricing Options Menu

- ALL ESTIMATED PROJECT COSTS ARE LISTED AS:
Total Cost in BLACK / Cash or Check Discounted Price in RED

Roofing Scope

Roof Tear Off and Inspection:

- Remove and dispose of 1 layer of asphalt shingles, felt underlayment, box vents / ridge vents, bathroom / kitchen vents. Roof surface will be de-nailed / stapled and cleared with a broom or leaf-blower to create a clean substrate prior to installing the new underlayment.
- Existing ice and water shield is heavily adhered to the roof decking and will be left on the surface unless new decking is being installed. Because the existing ice and water shield covers the roof sheathing it's not possible to do a topside visual inspection of this sheathing.
- Roof to wall flashing and roof decking will be inspected once the old material is removed. If any flashing or decking is missing, damaged, or not to code, it will need to be added or replaced, unless it is covered in the Scope and Price at the time the Agreement is signed. Additional work required will be documented and a Change Order submitted for the costs.
- Any new roof to wall flashing will cost \$21.00 per linear foot and may require siding work. Lap siding will be cut back and new 4" (unfinished) cedar or primed or white LP Smartside trim will be installed to cover where the siding was cut back. Cutting back lap siding and installing trim will add \$11.75 per linear foot. Vinyl siding requires detach and reset and will be charged at an hourly rate of \$95.00 per man hour and material cost, with a 20% mark-up on materials.
- Any roof decking that is rotted, split, or delaminated will require spot replacement at a rate of \$85.00 per 4' x 8' sheet of 7/16" OSB or Plywood. Spot repairs to 3/4" decking will be \$95.00 per sheet. Spot repairs to plank-style decking will be \$15.00 per linear foot (8' minimum).
- Plank style decking cannot be spaced more than 1/4" apart due to manufacturer and code requirements. Plank-style roof decks spaced consistently more than 1/4" will require the surface to be re-decked with 7/16" osb or 3/8" plywood over the planks. Re-decking can range from \$85.00 - \$105.00 per 4' x 8' sheet required, depending on roof pitch and complexity, and may require new roof to wall flashing.
- If an additional layer of asphalt shingles is discovered, we are required to remove and dispose of it at the cost of \$60.00 per square. Cedar shake to be removed at a rate of \$105.00 per square. A "square" is defined as 100 sf, including the waste factor used.
- Additional layers and / or any flashing and sheathing repairs are often unforeseen. All Around is responsible for removing all additional layers of shingles, and to make all repairs to flashing and decking that are required to meet code and manufacturer specifications. We will immediately proceed with and document any necessary repairs as they come up. The Buyer understands they are responsible for the additional costs and signing a Change Order for any additional repairs. All Around will notify you in a timely manner if anything comes up that will result in additional costs above the Agreement Price.
- When replacing the base flashing and storm collar around any HVAC exhaust pipes, the pipe can become disconnected. This is beyond our control and not a common occurrence. Notify us right away if you suspect any components have been affected by the roof installation.

Roof Installation:

- Install aluminum drip edge and gutter apron flashing on all eaves and Rakes, IF noted in the Checklist below.
- Install ice and water shield to code on all eaves and valleys.
- Install synthetic felt throughout the remainder of the roof surface.
- Install pre-formed steel 24" colored W valley metal in all valleys.
- Install Owens Corning or GAF starter strip shingle around the entire perimeter of the roof.
- Install Owens Corning Duration or GAF Timberline HD Architectural Shingles. Install Owens Corning or GAF hip and ridge cap shingles.
- Install new Lomanco 750 metal roof vents. If ridge venting is present, we will install Lomanco OmniRoll or LOR4 shingle-over ridge venting.
- Install new pipe jack / soil stack covers over all plumbing pipe jacks.
- Install new Broan or Snap Cap bathroom and kitchen vents.
- If a chimney is present, it will be re-flashed with new ice and water shield and step flashing around the base, and new reglet metal counterflashing over the step flashing. Chimneys with stone cladding cannot be re-flashed by the roof installers.
- We will install recommended metal accessory color based on your shingle color selection.
- All exposed nails on vents and ridge will be sealed.
- All Around will register your roofing System Warranty with Owens Corning or GAF following the installation.

ESTIMATED PROJECT COST – ROOFING: \$36,666.66 / \$31,800.00

Additional Roofing Options:

Soffit & Fascia

- Install new aluminum center vented soffit around the home. If soffit is included to be installed under cantilevered walls, those sections will have either solid or center-vented aluminum soffit.
- Install new aluminum fascia around the home. Fascia profile and texture will be determined on the Checklist and Materials Selections Below.
- Fascia that has rot, decay or made of particle board material will need to be replaced or have additional wood sub-fascia installed to create a nail-able substrate for the aluminum fascia to be fastened to.
- All soffit and fascia components will be installed using necessary utility channel and trim nails.
- Box ends will also be wrapped with the new aluminum coil stock to match the fascia.

ESTIMATED PROJECT COST – SOFFIT & FASCIA: \$13,333.33 / \$12,000.00



Allstar Construction - MN
 Allstar Construction Commercial
 Operating Company, LLC
 5145 Industrial St #103
 Maple Plain, MN 55359
 (952) 942-7454
 AR@allstartoday.com
 Phone: (952) 942-7454

Roof Replacement

10/13/2025

Company Representative
 Ron Holm
 Phone: (651) 245-4938
 ron@allstartoday.com

Jeanette Moeller
City of Long Lake
 450 Virginia Avenue
 Long Lake, MN 55356
 (952) 473-6961 Ext. 1

Job: Jeanette Moeller

1-Roofing - Sloped Section

Timberline HDZ RE Roof

1. Remove the existing asphalt roofing, felt paper, valley flashing, pipe jack flashing, damper vent flashing and fasteners down to the existing roof deck.
2. Remove and replace any rotten or unusable roof sheathing at an additional rate of \$75 per sheet.
3. Provide and install GAF Timberline HDZ asphalt roofing, starter coursing, hip and ridge cap.
4. Provide and install ice and water shield to code and synthetic felt paper to the remainder of the roof deck.
5. Provide and install prefinished steel 24" W valley.
6. Reuse the existing step flashing and dormer flashing if applicable.
7. Provide and install GAF Cobra ridge venting.
8. Provide and install prefinished steel pipe jack flashing and damper vents.
9. Provide and install applicable fasteners and sealants.
10. Clean up and haul away the work related debris.

Price: \$

\$33,136.53

Soffit and Fascia Section

Aluminum Soffit and Fascia (Custom Bent Fascia)

1. Demo existing and install prefinished aluminum custom bent fascia. Includes approx. 66 LF in order to replace areas of flaking paint

Price: \$

\$1,962.77

Sub Total	\$35,099.30
Tax	\$1,285.56
TOTAL	\$36,384.86

RESTORATION CONTRACT

By signing this Restoration Contract (the "Contract" or "Agreement"), the customer identified above (the "Customer" or "You") authorizes Allstar Construction Commercial Operating Company, LLC ("Contractor") to (1) conduct an inspection and document damage to the Loss Address identified above; (2) discuss with the Customer's insurance company (the "Insurer") the scope of damage it identifies and the scope and price of the work needed to repair certain damages; and (3) perform repairs if and when Contractor approves Insurer's scope and price to repair certain damages. The Parties agree that the work shall not commence until Contractor has provided a good faith estimate of the itemized and detailed cost of services and materials. The Insurer's proposed scope and price to complete the repairs is subject to Contractor's approval, without exception. Customer's signature below authorizes Contractor to complete approved repairs at the replacement cost value described on the Insurer's loss statement (the "Work") after Contractor pro

good faith estimate of the itemized and detailed cost of services of materials, subject to the terms and conditions below with no additional work requested but not included in the Insurer's loss statement; (2) necessary repairs to satisfy build code requirements, to the extent not reimbursable by your insurance policy; (3) any emergency repairs; and (4) any of the replacement cost value that is not recoverable under the applicable policy. By signing this Agreement, You confirm You know and/or have confirmed with Insurer the coverages available under your policy and acknowledge that Contractor has not and will not advise on any policy coverage matters. Customer further agrees that any supplemental work that Contractor may later identify as necessary and supplemental to the Work shall become a part of this Agreement and is included in the Work. By signing this Agreement, Customer acknowledges that Contractor is a General Contractor and charges overhead and profit as a part of the Work. This Agreement between the parties for the Work consists of the following documents: (i) this contract, including the terms set forth on the following page; (ii) the Insurer's loss statement(s) or similar documents describing the scope, price, and replacement cost of the covered damage; (iii) any change orders or addenda that may be subsequently added; (iv) two copies of the Notice of Cancellation; (v) two copies of the Notice of Cancellation Due to Insurance Claim Denial; (vi) the Mold Notice and Waiver; (vii) the Urea Formaldehyde Notice; (viii) the Building Performance Guidelines; (ix) the Statutory Warranties; and (x) the Minn. Stat. § 325E.66 notice. By signing this Agreement, Customer acknowledges advanced receipt of the documents iv-x prior to executing this Contract. Customer acknowledges and agrees that this Agreement merges all agreements between the Parties, and any representations not expressly contained in writing herein are not included.

Notes: **MINNESOTA LAW REQUIRES US TO NOTIFY YOU THAT IT IS ILLEGAL FOR A RESIDENTIAL CONTRACTOR TO PAY ANY PART OF YOUR INSURANCE DEDUCTIBLE.**

ACCEPTANCE OF AGREEMENT

By Customer's signature, Customer acknowledges and agrees that it understands and accepts this Agreement, that Contractor has notified Customer both orally and in writing of its right to cancel this Agreement, that Contractor will perform the Work subject to the terms of this Agreement, and that Customer will be responsible for the payment of Customer's insurance deductible.

In the event this Agreement was procured through a home solicitation sale as defined by Minnesota Statutes § 325G.06, you may rescind this Agreement as set forth in the accompanying Notice of Cancellation by cancelling this purchase at any time prior to midnight of the third business day after the date of this purchase. In the event the Insurer denies your claim, you may also cancel this Agreement within 72 hours of receiving notification of the denied claim. See attached Notice of Cancellation forms for an explanation of these rights.

ADDITIONAL TERMS AND CONDITIONS

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

2. Changes. Any modifications to the Work require a written Change Order signed by Contractor and Customer. Changes may result in extra charges. Customer shall sign any Change Order for additional work required by an engineer or building inspector. All changes to this Agreement must be in writing signed by both Contractor and at least one Customer.

3. Performance. Contractor shall begin the Work within 180 days after approval of the price, scope, and replacement cost offered by Insurer to repair the covered damages, or as soon thereafter as practicable. The Work shall be substantially completed in a timely fashion consistent with the time required to perform the Work in a good and workmanlike manner, barring unforeseen delays such as weather, availability of workers and material, or other events beyond Contractor's control.

4. Warranty and Workmanship. Other than those statutory warranties which may apply to the Work, CONTRACTOR HEREBY DISCLAIMS ALL OTHER WARRANTIES, EXPRESS OR IMPLIED. Contractor further disclaims claims for breach of contract, negligence, and other claims of any kind whatsoever for which Customer has not provided Contractor with written or actual notice within six months from the date of discovery of the problem. Customer agrees to allow Contractor or its agents to review the conditions of any claim, item, or matter in dispute prior to disturbing the conditions and before any repairs or alterations are made, or the right to make said claim is waived. Customer further agrees that Contractor shall have the right to cure any alleged defect in workmanship within 30 days, or longer if impractical, prior to initiating legal action.

5. Cooperation. Customer shall pay Contractor all proceeds received from the Insurer for the Work. If any additional or unforeseen work is required after the Work has begun, Customer agrees to sign a Change Order covering that work and to be responsible for payment of the costs for the same and will cooperate with Contractor's efforts to submit supplemental invoices to the Insurer on the same, if applicable. Contractor shall be entitled to receive all compensation approved and paid by the Insurer.

6. Customer's Obligations. Customer agrees to provide Contractor, at no cost, clear access (including removal of ice and snow) to work areas for workers, vehicles, delivery and storage of materials and rubbish. Customer agrees to hold Contractor harmless from damage that may arise from equipment, delivery of materials, and/or storage of materials and rubbish. Customer agrees to indemnify and hold Contractor harmless from any damage or injury caused by any construction debris on the property. Customer shall provide Contractor with electricity, water, and other utilities at no cost. Customer shall identify underground utilities, if applicable. Contractor shall not be expected to keep gates or doors closed or locked and Customer agrees to indemnify and hold Contractor harmless from claims arising therefrom. Excess construction material remains the property of Contractor. Customer agrees to remove and protect any personal property in or near the work area and agrees to indemnify and hold Contractor harmless from all claims for damage that may occur to such property. Customer understands construction may cause vibrations, and shall not hold Contractor responsible for damage to photos, wall hangings, or any personal property damaged by normal construction activity. Customer shall not direct Contractor's working forces, provide materials or labor, or hire subcontractors. Customer shall hold Contractor harmless from any damage resulting from installation, weight, and/or removal of dumpsters, delivery trucks, vehicles, and other construction equipment.

7. Existing Conditions. This Agreement is based solely on Customer's representations and Contractor's observations at the time of this Agreement. Customer assumes all liability and responsibility for preexisting or concealed conditions. Contractor may suspend Work if preexisting or unknown conditions require additional work until Contractor and Customer reach agreement thereon. Contractor does not assume responsibility for pre-existing building code, zoning, other violations, or other inadequate conditions currently existing on the property. Some improvements may vary from the Agreement as to color, brand, grade, and actual dimensions. Customer grants Contractor the right to make variations, substitutions, or changes that do not materially affect design and quality. Contractor does not warrant or represent that its work will prevent or eliminate ice accumulation or ice dams and the Customer agrees that Contractor shall not be liable for the same.

8. Hazardous Material. Customer assumes complete liability and responsibility for all hazardous conditions including, asbestos, mold, lead, or other hazardous or harmful materials that may exist at or within the property. All such conditions shall be considered to pre-date Contractor's work, and Contractor may stop work until the problem is removed. Customer agrees to indemnify and hold Contractor harmless from mold, fungus, or biological material claims and damages.

9. Insurance. Contractor maintains insurance policies covering its general liability and workers' compensation obligations as required by law. **10.**

Cancellation. Customer acknowledges Contractor shall undertake substantial effort identifying damage to Customer's property, preparing estimates, communicating with Insurer, supplying and scheduling materials and labor, coordinating tradespersons, attending inspections with building officials, and other activities, and that damages arising from Customer's breach or cancellation would be difficult to ascertain. If Customer cancels this Agreement without the legal right to do so, then Contractor shall be entitled to, as liquidated damages and not as a penalty, payment of any work performed at the Property, any restocking charges from returned material, the cost of material that cannot be returned, plus 10% of the price of repairs offered by Customer's Insurer.

11. Confidential Information. Customer acknowledges and agrees that cost and expenses incurred by Contractor are confidential and proprietary to Contractor and shall not be disclosed to any party, including but not limited to the price of subcontracted labor, material costs, invoices, project expenses, and other costs incurred by Contractor in performing the Work.

12. Payment. Contractor will not start the Work until it receives the initial Actual Cash Value payment from the Insurer, plus any additional amounts Contractor may require. Final payment is due upon substantial completion of the Work. Final payment is a condition precedent to any applicable

warranties. All invoices are payable within 30 days. Failure to make timely payment will result in charges added to the overdue amount at _____ per annum or the maximum charge allowed by law. Customer agrees to pay all collection costs, including court, legal, and attorneys' fees incurred in the collection of past due amounts or in the event of litigation where Contractor is the prevailing party.

13. Miscellaneous. If any provision of this Agreement is found unenforceable, the availability and enforceability of all remaining provisions shall remain in full effect. The headings herein are for reference purposes only and shall not affect the meaning or interpretation of this Agreement. **14. Advertising.** Customer authorizes contractor to place its advertising yard sign on Customer's property. Customer grants Contractor unlimited license to record images of the Work in any form and to reproduce those images for advertising and promotional use.

Minn. Stat. § 325E.66 Notice

Minnesota law requires that Contractor provide you the following information:
Subdivision 1. Payment or rebate of insurance deductible Residential contractor; prohibited insurance practices. (a) A residential contractor providing home repair or improvement services to be paid by an insured from the proceeds of a property or casualty insurance policy shall not: (1) as an inducement to the sale or provision of goods or services to an insured, advertise or promise to pay, directly or indirectly, all or part of any applicable insurance deductible or offer to compensate an insured for providing any service to the insured. The prohibition under this clause includes but is not limited to offering compensation in exchange for: (i) allowing the residential contractor to conduct an inspection of the covered property; (ii) making an insurance claim for damage to the covered property; or (iii) referring the residential contractor's services to others when insurance proceeds are payable; (2) provide an insured with an agreement authorizing repairs without also providing a good faith estimate of the itemized and detailed cost of services and materials undertaken pursuant to a property and casualty claim; or (3) interpret policy provisions or advise an insured regarding coverages or duties under the insured's policy, or adjust a property insurance claim on behalf of the insured, unless the contractor has a license as a public adjuster under chapter 72B. (b) If a residential contractor violates this section, the insurer to whom the insured tendered the claim shall not be obligated to consider the estimate prepared by the residential contractor. The residential contractor must provide a written notification of the requirements of this section with its initial estimate. The adjuster or insurer must provide a written notification of the requirements of this section in the initial estimate relating to the claim. (c) For purposes of this section, "residential contractor" means a residential roofer, as defined in section 326B.802, subdivision 14; a residential building contractor, as defined in section 326B.802, subdivision 11; and a residential remodeler, as defined in section 326B.802, subdivision 12.

.....

Company Authorized Signature

Date

Customer Signature

Date

Customer Signature

Date



APPLE MINNESOTA
14505 21ST AVE N SUITE
226
PLYMOUTH, MN 55447
Phone: (763) 325-8818

Company Representative
Roger Rousu
Phone: (612) 513-2562
roger.rousu@appleroof.com

Jeanette Moeller
City Hall in Long Lake
450 Virginia Avenue
Long Lake, MN 55356
(952) 473-6961 Ext. 1

Job: MN-40250544: Jeanette Moeller

Long Lake City Hall Roof Replacement

Scope Of Work:

- * Set up property protection over plants, windows, and any other necessary items.
- * Tear Off old roofing shingles & all roofing accessories.
- * Remove & Replace any rotted decking where necessary that prevents a proper nailing surface, \$125 per board.
- * Install GAF Timberline HDZ roofing shingles & accessories per Manufacturer's Specifications.
- * Clean-up & remove all materials and debris from roof and surrounding area.
- * Complete nail sweep on ground perimeter.

GAF Timberline HDZ SG (3 BD/SQ)

Apple Synthetic Felt (10 sq)

GAF WeatherWatch Ice & Water Shield

GAF ProStart Starter Shingle Strip (120')

GAF Cobra Snow Country Advanced Ridge Vent - 12" (4')

GAF Seal-A-Ridge (25')

Aluminum Infinity Drip Edge - .019 - T Style - 1 1/2" (10')

Tri-Built Steel W-Valley w/ Hem - 30GA - 24" (10')

Tri-Built Galvanized Steel Flat Step Flashing - 8"x8" (50 PC/BD)

Tri-Built Steel Dormer Flashing with Hem - 28GA (10')

Tri-Built Roofing Coil Nails - 1 1/4" (7200 Cnt)

A11/T50 Staples - 5/16"x1/2" (5000 Cnt)

Tri-Built Galvanized Steel Base Pipe Flashing - 4N1

Tri-Built All Weather Roofing & Construction Sealant (10.1 oz) - Clear

Install ridge vent

Tear Off & Install Laminated Shingles

Other - Dumpster- Small- Approx 1-3 tons of debris

permit fee

\$33,204.27

Frieze Board Aluminum Wrap Replacement

Scope Of Work:

- * Remove and Replace green aluminum wrapped frieze board that is beneath the soffits.

Klauer Classic Aluminum Trim Coil - 24"x50'

Tear off & Install frieze board

Independent Stainless Steel Trim Nails - 1 1/4" (1 Lb)

TOTAL

\$39,073.10

Starting at **\$387/month** with  **Acorn** FINANCE • **APPLY****THIS PROPOSAL IS VALID FOR 30 DAYS**

A down payment of 1/2 of the total contract amount is due before work is to begin. The remainder shall be due upon completion. In the event that there is more than one (1) trade involved, remainder for each trade will be due upon completion of each phase.

Any additional sheeting, if needed, will be done at \$105.00 per sheet. Any additional unforeseen layers will be removed at the cost of \$25 per square (\$30 per square if Woodshake Shingles), per layer. Unless otherwise stated, this contract does not include the costs for any permits required. Any loose hanging items should be removed from wall prior to any work being done on roof.

BUYER'S RIGHT TO CANCEL

You may rescind your agreement as set forth in the accompanying Notice of Cancellation by cancelling this purchase at any time prior to midnight of the third business day after the date of this purchase. See the attached Notice of Cancellation form for an explanation of this right. In all other circumstances, this Agreement is binding when signed by You.

ADDITIONAL TERMS AND CONDITIONS

1. Waiver of the list of subcontractors and suppliers. Owner is not required to waive the right granted by Section 53.256 of the Property Code to receive from the Contractor an original or updated list of subcontractors and suppliers. By signing this document, I agree to waive my right to receive from the Contractor an original or updated list of subcontractors and suppliers. I understand and acknowledge that, after signing this document, this waiver may not be cancelled at a later date. I have voluntarily consented to this waiver.

2. Changes. Any modifications to the Work require a written Change Order signed by Contractor and Customer. Changes may result in extra charges. Customer shall sign any Change Order for additional work required by an engineer or building inspector. All changes to this Agreement must be in writing signed by both Contractor and at least one Customer.

3. Performance. Contractor shall begin the Work within 180 days after its approval of the price and scope offered by Insurer to repair the covered damages, or as soon thereafter as practicable. In the event any Work requires specific licensure or permit, Contractor shall either procure the licensure or permit or delegate and/or subcontract that portion of the Work. The Work shall be substantially completed in a timely fashion consistent with the time required to perform the Work in a good and workmanlike manner, barring unforeseen delays such as weather, availability of workers and material, pandemics or other events beyond Contractor's control.

4. Warranty and Workmanship. Other than those statutory warranties, which may or may not apply to the Work, CONTRACTOR HEREBY DISCLAIMS ALL OTHER WARRANTIES, EXPRESS OR IMPLIED. Contractor further disclaims claims for breach of contract, negligence, and other claims of any kind whatsoever for which Customer has not provided Contractor with written or actual notice within six months from the date of discovery of the problem. Customer agrees to allow Contractor or its agents to review the conditions of any claim, item, or matter in dispute prior to disturbing the conditions and before any repairs or alterations are made, or the right to make said claim is waived.

5. Cooperation. Customer shall pay Contractor all proceeds received from the Insurer for the Work. If any additional or unforeseen work is required after the Work has begun (or if additional work is requested by Customer), Customer agrees to sign a Change Order covering that work and to be responsible for payment of the costs for the same and will cooperate with Contractor's efforts to submit supplemental invoices to the Insurer on the same, if applicable. Contractor shall be entitled to receive all compensation approved and paid by the Insurer.

6. Customer's Obligations. Customer agrees to provide Contractor, at no cost, clear access to work areas for workers, vehicles, delivery and storage of materials and rubbish. Customer agrees to hold Contractor harmless from damage that may arise from equipment, delivery of materials, and/or storage of materials and rubbish. Customer agrees to indemnify and hold Contractor harmless from any damage or injury caused by any construction debris on the property. Customer shall provide Contractor with electricity, water, and other utilities at no cost. Customer shall identify underground utilities, if applicable. Contractor shall not be expected to keep gates or doors closed or locked and Customer agrees to indemnify and hold Contractor harmless from claims arising therefrom. Excess construction material remains the property of Contractor. Customer agrees to remove and protect any personal property in or near the work area and agrees to indemnify and hold Contractor harmless from all claims for damage that may occur to such property. Customer shall not direct Contractor's working forces, provide materials or labor, or hire subcontractors. Customer shall hold Contractor harmless from any damage resulting from installation, weight, and/or removal of dumpsters, delivery trucks, vehicles, and other construction equipment. Customer acknowledges vibrations from construction may cause damage to fixtures, drywall, or items hung on walls and that Customer holds Contractor harmless from any such damage.

7. Existing Conditions. This Agreement is based solely on Customer's representations and Contractor's observations at the time of this Agreement. Customer assumes all liability and responsibility for pre-existing or concealed conditions. Contractor is not responsible and Customer holds Contractor harmless from damage to any concealed gas, water, HVAC, or electrical lines. Contractor may suspend Work if pre-existing or unknown conditions require additional work until Contractor and Customer reach agreement thereon. Existing out of square and plumb conditions may require similar conditions in the new work. Contractor does not assume responsibility for pre-existing building code, zoning, other violations, or other inadequate conditions currently existing on the property. Some improvements may vary from the Agreement as to color, brand, grade, and actual dimensions. Customer grants Contractor the right to make variations, substitutions, or changes required by governmental regulations or other changes that do not materially affect design and quality.

8. Hazardous Material. Customer assumes complete liability and responsibility for all hazardous conditions including, asbestos, mold, lead, or other hazardous or harmful materials that may exist at or within the property. All such conditions shall be considered to pre-date Contractor's work, and Contractor may stop work until the problem is removed. Customer agrees to indemnify and hold Contractor harmless from mold, fungus, or biological material claims and damages.

9. Insurance. Contractor maintains insurance policies covering its general liability and workers' compensation obligations as required by law.

10. Cancellation. Customer acknowledges Contractor shall undertake substantial effort identifying damage to Customer's property, preparing estimates, communicating with Insurer, supplying and scheduling materials and labor, coordinating tradespersons, attending inspections with building official

inspecting Customer's property, and other activities incidental to this Agreement and that damages arising from Customer's breach or cancellation shall be difficult to ascertain. If Customer cancels this Agreement without legal right to do so before Contractor starts the Work, then Contractor shall be entitled to, as liquidated damages and not as a penalty, payment of any work performed at the Property, any restocking charges from returned material, the cost of material that cannot be returned, plus 10% of price and scope of repairs offered by Customer's Insurer. If Customer cancels this Agreement without legal right to do so after Contractor starts the Work, then Contractor shall be entitled to full payment of any work performed plus 10% of the Agreement price as liquidated damages and not as a penalty.

- 11. Payment.** Contractor will not start the Work until it receives the initial Actual Cash Value payment from the Insurer, plus any additional amounts Contractor may require. Final payment is due upon substantial completion of the Work. All invoices are payable within 30 days. Failure to make timely payment will result in charges added to the overdue amount at the lesser of 18% per annum (1.5% per month) or the maximum charge allowed by law, whichever is less. Customer agrees to pay all collection costs, including court, legal, and attorneys' fees incurred in the collection of past due amounts and/or protection of Contractor's interest in collecting payment.
- 12. Miscellaneous.** If any provision of this Agreement is found unenforceable, the availability and enforceability of all remaining provisions shall remain in full effect. The headings herein are for reference purposes only and shall not affect the meaning or interpretation of this Agreement.
- 13. Advertising.** Customer authorizes contractor to place its advertising yard sign on Customer's property. Customer grants Contractor unlimited license to record images of the Work in any form and to reproduce those images for advertising and promotional use.
- 14. Deductible.** It is illegal for a contractor to pay all or part of your insurance deductible.

Company Authorized Signature

Date

Customer Signature

Date

Customer Signature

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 / October 21, 2025

SUBJECT: Approve Removing and Replacing Five HVAC Roof-Top Units (RTUs) at Fire Station 1

Prepared By: Mike Heiland, Fire Chief

Report Date: 10/14/2025

Recommended City Council Action

Staff recommend the following:

Motion to approve the bid from _____ for the removal and replacement of the five HVAC/RTU units on the roof of Fire Station 1, in an amount not to exceed \$_____.

Overview / Background

The LLFD obtained three bids for the replacement of the five HVAC/RTU units on the roof at Fire Station 1. Replacing the units is the recommended and most cost-effective course of action to ensure continued reliable heating and cooling at the Station 1 facility. Further repairs are not recommended.

Supporting Information

Three quotes were obtained for removal and replacement of all five RTU's:

1. Bid from New Century Service - \$ 103,983.75. They're a known vendor and have done a considerable amount of work at both stations and are very familiar with our facilities.
2. Bid from Ditter - \$ 99,875.00. Ditter came highly recommended by Orono Public Works.
3. Bid from Modern Heating and Air - \$ 77,000.00. The contractor offered to completed the job essentially at cost. They also came highly recommended by an LLFD member who works in the trade. The contractor mentioned he does one or two pro bono jobs every year.



Long Lake Fire Department
340 Willow Drive N
Long Lake MN 55356

We hereby propose to furnish equipment, labor, & materials for the following items:

Remove and dispose of all five existing Trane RTU's and thermostats. Install five curb adaptors, five new Honeywell TH8320 programmable thermostats. Install five new Trane 5YCC4060A1115A RTU's. Connect existing gas lines to new units. Modify existing electrical where necessary to connect to new units. Install low leak economizers, smoke detection monitors and filter racks in new RTU's. Start up new units and check all operations in heating and cooling.

Total payment due to Ditter: \$99,875.00

Warranty: 10 year heat exchanger, 5 year compressor, 1 year parts and labor

Payment terms: 50% down, full balance due on completion

Tim Underhill
Ditter Cooling & Heating
820 Tower Drive
Hamel, MN. 55340
763-452-2484
timu@ditterinc.com

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

Acceptance of Proposal – The above prices, Specifications and conditions are satisfactory and are hereby Accepted. You are authorized to do the work as specified. Payment will be made as outlined above. Finance charges of 1-1/2% per month may be assessed on over due accounts.

Authorized

Signature: _____ Tim Underhill _____

NOTE: This proposal may be withdrawn by us if not accepted within _____ 10 _____ days.

Customer

Signature: _____

You, the buyer, may cancel this transaction at any time prior to midnight of the third business day after The date of the transaction. See attached note of cancellation form.

NOTICE OF RIGHT OF RESCISSION

(Identification of Transaction)

Notice to customer required by Federal Law:

You have entered into a transaction on _____ which may result in a lien, mortgage, or other security on your property. You have legal right under federal law to cancel this transaction, if you desire to do so, without any penalty or obligation within three business days from the above date or any later date on which all material disclosures required under the Truth of Lending Act have been given to you. If you so cancel the transaction, any lien, mortgage, or other security interest on your property arising from this transaction is automatically void. You are entitled to receive a refund of any down payment or other consideration if you cancel. If you decide to cancel this transaction, you may do so by notifying:

Ditter Inc.
820 Tower Drive
Hamel, MN 55340

At

(Address of Creditor's Place of Business)

By mail or telegram sent not later than midnight of _____

You may also use any other form of written notice identifying the transaction to the above address not later than that time. This notice may be used for that purpose by dating and signing below:

I hereby cancel this transaction. Customer's Signature _____ Date _____



5500 QUEENS AVENUE NE, OTSEGO, MN 55330
Phone: (763) 416-2732 | Fax: (763) 416-2734



ELECTRICAL
PLUMBING
HEATING & COOLING
HOME IMPROVEMENT

QUOTE

Section 7D.

Quote Number:
23109

Work Order Id:

Date:
07/15/2025
Expiration Date:
08/14/2025
Submitted By:
Dusko
Page: 1 of 1

Proposal To:
Long Lake Fire Station #1
340 Willow Dr N
Long Lake MN 55356
12386

Service Location:
Long Lake Fire Station #1
340 Willow Dr N
Long Lake MN 55356
12386

We are pleased to present the replacement quote for five (5) 5T Trane roof top units

Includes:

- *Regular time labor
- *Roof top units (5)
- *Curb adapter and extention
- *Smoke detectors
- *Shipping and receiving
- *Crane and rigging
- *Recycling of old unit
- *Line voltage electrical
- *Control disconnect/reconnect
- *Gas piping disconnect/reconnect
- *Start up
- *Permit
- *One year parts and labor warranty

****NCS WOULD LIKE TO INCLUDE A FREE OF CHARGE PM FOR 2026 IF PM AGREEMENT FOR 2027 IS SIGNED AT THIS TIME****

Excludes:

- *Overtime
- *Emergency replacements
- *Any code upgrades to existing system
- *Industry supply chain price increases

Description

HVAC Labor Regular
Electrical Labor

Truck Charge
5T RTU
Curb Adapter
Permits & Bonds
Gas piping material
Electrical material
Crane Rental
Shipping & Handling
Disposal Fees
Curb extension

Initial: _____

Total

103,983.75



Modern Heating & Air
Building Efficiency and Sustainability
A Service Logic Company

SUBMITTED TO:

Long Lake Fire Station 1
340 Willow Drive N
Long Lake, MN 55356

JOB NAME:

BO25-657 RTU ReplacementsDATE: **10/14/2025**

JOB LOCATION:

Station 1

ATTENTION:

Management

MISCELLANEOUS JOB INFORMATION.

Trane Packaged RTU's 5 Ton Mfg. (2002)

MHAC is pleased to provide a proposal for HVAC for the above-mentioned project on the plans provided to us. The following items are included in our proposal:

Replace Packaged Gas Electric Roof Top Units

- Disconnect power and remove (5) packaged RTU's
- Furnish and install (5) custom curb adapters
- Furnish and install (5) 5 Ton Trane Roof Top Units
- Furnish and install (5) low leak economizers
- Use of existing unit electrical disconnects
- Extend gas piping and electrical as needed
- Use of existing building automation
- Check, test and start system
- Permits Crane, freight, delivery and tax

Price Not To Exceed NTE \$ 77,000.00**Note: Curb adapter lead time 10-15 working days.****Exclusions:**

- Power and control wiring
- Service, repair and warranty of existing equipment
- Plumbing and overtime labor

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

AUTHORIZED SIGNATURE: *Bob Oakes*

Bob Oakes – Project Manager

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

SIGNATURE

DATE OF ACCEPTANCE:



CITY OF
LONG LAKE

City Council Agenda Report

City of Long Lake

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

MEETING DATE / October 21, 2025

SUBJECT: Presentation by the Long Lake Fire Relief Association Requesting a Fire Pension Benefit Level Change

Prepared By: Scott Weske, (Former) City Administrator

Report Date: 9/9/2025

Recommended City Council Action

Staff recommends the following discussion:

The Long Lake Fire Department Relief Association is asking the City Council to consider making a motion to increase the pension benefit level to \$9,000 or \$9,500 per year of service.

Overview / Background

An earlier policy established by the Council in August of 2004 attempted to provide pension benefit increases at 3% level in future years. At that time, 3% increases in the pension benefit was intended to be related largely to average annual pay increases provided by the three cities to their various employee groups. Clearly, economic times and perceptions have changed such that the notion of automatic annual salary increases would not be set forth in policy today.

In 2008, the Fire Relief Association investment portfolio took a severe downturn with a related material reduction in pension plan assets. By 2009, it was apparent that the automatic 3% pension increase policy was not sustainable. In the intervening three years (2009-2011), the pension investment portfolio had largely recovered from the 2008 major losses and was once again in a position of having pension assets exceed pension liability. Action taken by the Long Lake City Council in 2012 ratified a 1.0% increase from \$2,889 to 2,918 per year of service. Action was also taken by the Long Lake City Council in 2013 ratified a 1.0% increase from \$2,918 to \$2,947.

In 2012 the State Legislators enacted special funding that increased the 2% State Aid given to municipalities to fund their fire departments relief associations pensions. The 2% State Aid is a percentage of the fire insurance premiums on commercial properties. This special legislation increased this aid by about 30 percent for all municipalities. The result of this increase was a large jump in our funded ratio. The Fire Relief Association went from 111% to 129% even after a 1% increase in the benefit level.

In 2014, the Long Lake Fire Relief Association Board of Trustees worked with our auditors and created a worksheet showing what a 16% increase in the benefit level would have on the funded ratio. The funded level decreased slightly to 120% at the end of 2014. Action was taken by the Long Lake City Council in 2014 ratifying at 15.3715% increase, which brought the benefit level up to \$3,400.

In 2015, the Long Lake Fire Relief Association Board of Trustees worked with their Auditors and the City. Action was taken by the Long Lake City Council to ratify a 11.7647% increase to the benefit level. This brings the benefit level to \$3,800.

In 2016, the Long Lake Fire Relief Association Board of Trustees chose not to approach the City for an increase due to the rate of return being negative and our funding ratio dropping below 110% at the end of 2015. 2016 was a good year for the fund and the funding ratio increased from 104.90% to 114.20%. The increase is mainly due to an 8% rate of return on the investments.

In 2017, the Long Lake Fire Relief Association Board of Trustees worked with their Auditors and created a worksheet showing varying levels of pension benefit increase would do to the fund. Action was taken by the Long Lake City Council to increase the pension benefit level 14.4737% increase, which results in a pension benefit level of \$4,350. At the end of 2017 the funding ratio dropped from 114.20% to 113.90%.

In 2018, the Long Lake Fire Relief Association Board of Trustees worked with their Auditors and created projections based on varying returns in the market on the Special Fund. The Board was looking for an increase of 12.6436%. This would increase the pension benefit level from \$4,350 to \$4,900. Action was taken by the Long Lake City Council to increase the pension benefit level to \$4,900. At the end of 2018, the funding ratio was at 110.9%.

In 2019, the Long Lake Fire Relief Association Board of Trustees didn't approach the City of Long Lake for a benefit increase.

In 2020, the Long Lake Fire Relief Association Board of Trustees worked with their auditors and created projections based on varying returns in the market on the Special Fund. The Board was looking for an increase of 22.449%. This would increase the pension benefit level from \$4,900 to \$6,000. Action was taken by the Long Lake City Council to increase the pension benefit level to \$6,000. At the end of 2020, the funding ratio was at 123.5%.

In 2021, the Long Lake Fire Relief Association Board of Trustees worked with their auditors and created projections based on varying returns in the market on the Special Fund. The Board was looking for an increase of 16.667%. This would increase the pension benefit level from \$6,000 to \$7,000.

In September the Long Lake Fire Relief Association Board of Trustees worked with their auditors and created projections based on varying returns in the market on the Special Fund. The Board is looking for an increase of 28.57% or 33.71%. This would increase the pension benefit level from \$7,000 to \$9,000 or \$9,500 per years of service. A representative from Abdo will be present to answer and of the Council's questions.

Supporting Information

- Long Lake Fire Relief Association Benefit Projections (December 31, 2025 – December 31, 2030)
Prepared by Abdo

BENEFIT PROJECTIONS

LONG LAKE FIRE VOLUNTEER FIRE RELIEF ASSOCIATION
LONG LAKE, MINNESOTA

FOR THE YEARS ENDED
DECEMBER 31, 2025 THROUGH 2030

Long Lake Volunteer Fire Department Relief Association
Long Lake, Minnesota
Benefit Projections
December 31, 2025, through December 31, 2030
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Long Lake Volunteer Fire Department Relief Association
Long Lake, Minnesota
Benefit Projections
December 31, 2025, through December 31, 2030

Section 7E.

I. Introduction

We have performed procedures which were agreed to by the Long Lake Fire Relief Association (the Association), solely to assist in evaluating the projected benefit levels of the Long Lake Fire Relief for the years ended December 31, 2025, through 2030. The Association's management is responsible for the projection format and the assumptions made.

The City of Long Lake, Minnesota (the City) operates a municipal fire department. The members of the department are also members of the Fire Relief Association which is a separate non-profit corporation. The Association provides for a retirement benefit based on years of service and the City Council ultimately approves and agrees to the benefit level. Annually a calculation is completed under State Statutes (MN Stat. section 69.772) that determines whether a municipal contribution is required based on the projected earnings and costs of the Association. This projection follows the format outlined in section 69.772 and uses the assumptions described below.

The financial projection is based on revenue and expense as summarized in the assumptions listed below and presents, to the best of management's knowledge and belief, the Association's expected results of cash flows for the projection period if such revenue, earnings, retirements and expenses of cash occur. Accordingly, the projection reflects the Associations' judgment as of NEED DATE, the date of this projection, of the expected conditions and its expected course of action if such results were attained. The presentation is designed to provide information to the City Council concerning the required municipal contribution and should not be considered to be a presentation of expected future results. Accordingly, this projection may not be useful for other purposes. The assumptions disclosed herein are those that management believes are significant to the projection. Furthermore, there will usually be differences between projected and actual results, because events and circumstances frequently do not occur as expected and those differences may be material.

II. Summary of Assumptions

The significant assumptions used are listed below:

Assets

The balance of the Special Fund assets at December 31, 2024 with the state aid to be received each year, an estimated increase in interest and appreciation/depreciation of the investments, estimated amount of administrative expenses and the estimated pensions paid was included in the balance used to determine the beginning balance of year of the projection. Subsequent years of the projection are assumptions listed below.

Revenue

State Aid - The Long Lake area was used for the 2025 aid calculation. The subsequent years assume a 3.5 percent increase over prior years.

Municipal Contribution – There is no voluntary contribution assumed each year in addition to the required to maintain consistent municipal contribution

Interest and Investment Returns - Assumes the following combined rate of return:

<u>Year</u>	<u>Scenarios</u>
2025	7.00%
2026	5.00%
2027	5.00%
2028	5.00%
2029	5.00%
2030	5.00%

Long Lake Volunteer Fire Department Relief Association
Long Lake, Minnesota
Benefit Projections
December 31, 2025, through December 31, 2030

Section 7E.

II. Summary of Assumptions (Continued)

Expenditures

Pensions Paid - Active and Deferred member retirement projections were assumed based on interviews with members.

Administrative Expense - Assumed a 3 percent increase per year using 2024 as a base.

Calculated Municipal Benefit - The calculation of a required municipal contribution was completed using the state statute formula outlined in Minnesota Statute Section 69.772.

Scenarios presented

The association directed Abdo to prepare 3 different scenarios with assumptions as listed below.

Scenario 1 - Annual Benefit Level increased to \$8,500 in 2026.

Scenario 2 - Annual Benefit Level Increased to \$9,000 in 2026.

Scenario 3 - Annual Benefit Level Increased to \$9,500 in 2026.

The schedules on the next pages summarize each scenario. Each of the scenarios presented result in assets in excess of accrued liability and do not calculate any municipal liability. Although management directed positive returns for next 6 years, an item to note is that a negative return in 2026 or beyond will trigger a municipal contribution for the \$9,000 and \$9,500 benefit level. For example a negative 5% return in 2026 will create a municipal contribution of \$4,704 in 2026 at the \$9,000 benefit level and a \$37,013 contribution in 2026 and \$14,019 in 2027 at the \$9,500 benefit level. Its important to keep this in mind as you are considering changes to benefit levels.

Long Lake Volunteer Fire Department Relief Association
Long Lake, Minnesota
Benefit Projections
December 31, 2025, through December 31, 2030

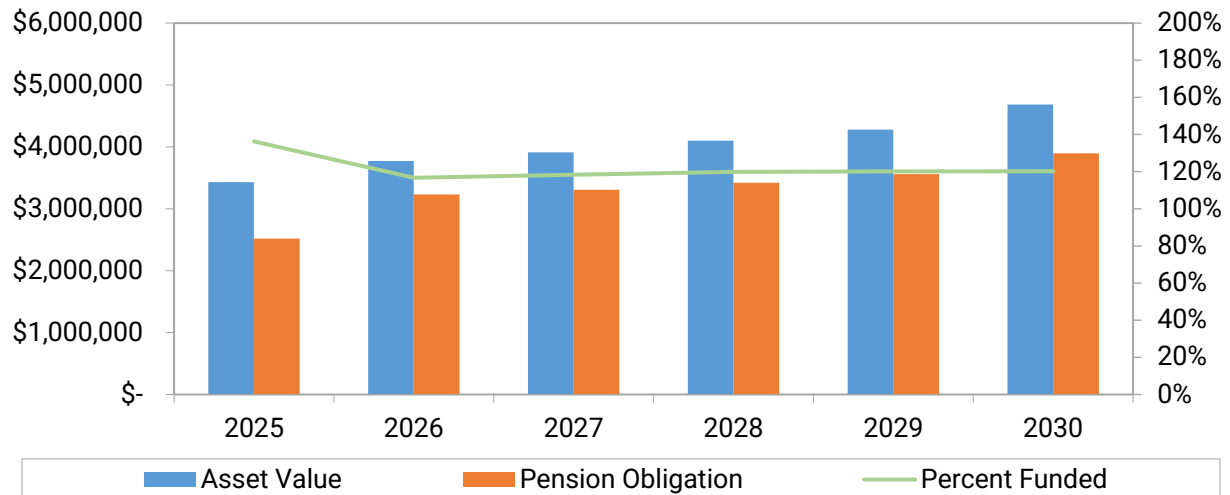
III. Summary of Alternatives

Scenario 1 - Annual Benefit Level increased to \$8,500 in 2026.

SUMMARY WITH BENEFIT LEVEL INCREASED TO \$8,500 IN 2026

YEAR	BENEFIT LEVEL	MUNICIPAL CONTRIBUTION		PROJECTED ACCRUED LIABILITY	PROJECTED ASSETS	SURPLUS/ (DEFICIT)	PERCENTAGE FUNDED
		Voluntary	Required				
2025	\$ 7,000	\$ -	\$ -	\$ 2,518,162	\$ 3,431,754	\$ 913,593	136%
2026	8,500	-	-	3,230,649	3,770,889	540,240	117%
2027	8,500	-	-	3,305,664	3,911,861	606,197	118%
2028	8,500	-	-	3,419,368	4,099,967	680,599	120%
2029	8,500	-	-	3,560,361	4,278,277	717,916	120%
2030	8,500	-	-	3,895,781	4,684,523	788,742	120%
Total		\$ -	\$ -				

Funding Level Scenario 1



Long Lake Volunteer Fire Department Relief Association
Long Lake, Minnesota
Benefit Projections
December 31, 2025, through December 31, 2030

Section 7E.

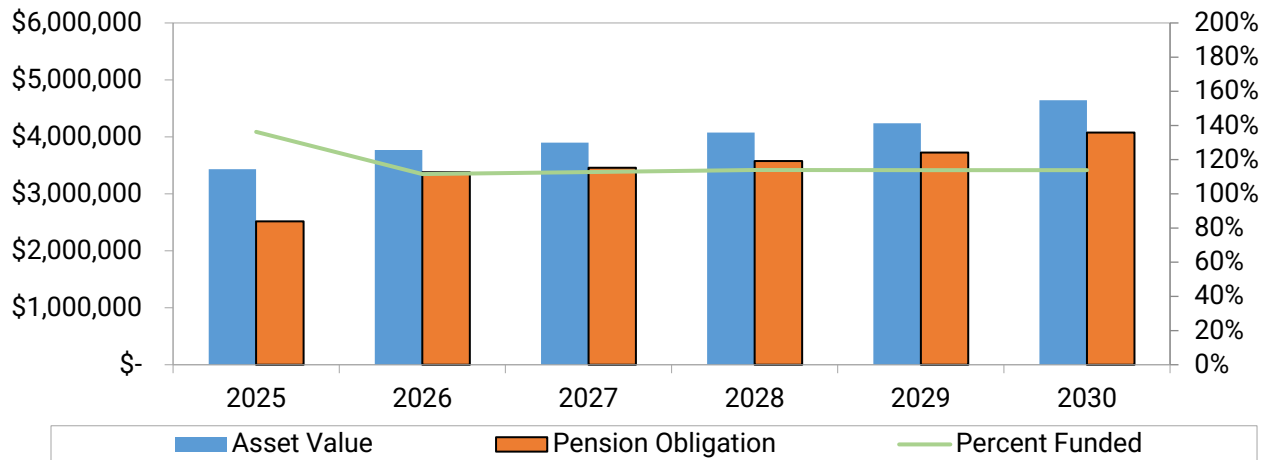
III. Summary of Alternatives (Continued)

Scenario 2 - Annual Benefit Level increased to \$9,000 in 2026.

SUMMARY WITH BENEFIT LEVEL INCREASED TO \$9,000 IN 2026

YEAR	BENEFIT LEVEL	MUNICIPAL CONTRIBUTION		PROJECTED ACCRUED LIABILITY	PROJECTED ASSETS	SURPLUS/ (DEFICIT)	PERCENTAGE FUNDED
		Voluntary	Required				
2025	\$ 7,000	\$ -	\$ -	\$ 2,518,162	\$ 3,431,754	\$ 913,593	136%
2026	9,000	-	-	3,379,615	3,770,889	391,274	112%
2027	9,000	-	-	3,459,042	3,898,861	439,819	113%
2028	9,000	-	-	3,577,380	4,075,317	497,936	114%
2029	9,000	-	-	3,724,511	4,239,895	515,383	114%
2030	9,000	-	-	4,077,398	4,644,222	566,824	114%
Total		\$ -	\$ -				

Funding Level Scenario 2



Long Lake Volunteer Fire Department Relief Association
Long Lake, Minnesota
Benefit Projections
December 31, 2025, through December 31, 2030

Section 7E.

III. Summary of Alternatives (Continued)

Scenario 3 - Annual Benefit Level increased to \$9,500 in 2026.

SUMMARY WITH BENEFIT LEVEL INCREASED TO \$9,500 IN 2026

YEAR	BENEFIT LEVEL	MUNICIPAL CONTRIBUTION		PROJECTED ACCRUED LIABILITY	PROJECTED ASSETS	SURPLUS/ (DEFICIT)	PERCENTAGE FUNDED
		Voluntary	Required				
2025	\$ 7,000	\$ -	\$ -	\$ 2,518,162	\$ 3,431,754	\$ 913,593	136%
2026	9,500	-	-	3,528,581	3,770,889	242,309	107%
2027	9,500	-	-	3,612,420	3,885,861	273,440	108%
2028	9,500	-	-	3,735,393	4,060,167	324,773	109%
2029	9,500	-	-	3,888,662	4,211,487	322,825	108%
2030	9,500	-	-	4,259,014	4,614,394	355,379	108%
Total		<u>\$ -</u>	<u>\$ -</u>				

Funding Level Scenario 3

