



CITY COUNCIL MEETING

October 17, 2023 at 6:30 PM

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

AGENDA

1. Call to Order

2. Pledge of Allegiance

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

4. Approve Agenda

5. Consent Agenda

A. Approve Minutes of October 3, 2023 City Council Work Session

B. Approve Minutes of October 3, 2023 City Council Meeting

C. Approve Vendor Claims and Payroll

D. Approve an Application for Exempt Permit for the Church of St. George to Conduct Gambling Activities Including a Raffle During the Saturday, November 18, 2023 ‘Annual Holiday Boutique’ Event

E. Adopt Resolution No. 2023-43 Approving Promotion of Amanda Nowezki From Finance/Utilities Officer to Finance Director and Approving a Salary Step Increase

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

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

8. Other Business

9. Adjourn

UPCOMING MEETINGS & OTHER DATES OF NOTE

Monday, October 16 (5:30 pm) / Park Board Meeting at Holbrook Park

**** In the event of inclement weather, the Park Board will meet at Public Works ****

Monday, November 6 (5:00 pm or 5:30 pm) / City Council Work Session

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

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

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

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

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



**MINUTES
CITY COUNCIL WORK SESSION
October 3, 2023**

CALL TO ORDER

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

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

Staff Present: City Administrator: Scott Weske; Finance/Utilities Officer: Amanda Nowezki; and City Clerk: Jeanette Moeller

Absent: None

APPROVE AGENDA

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

OPEN CORRESPONDENCE

No one appeared to address the City Council during Open Correspondence.

BUSINESS ITEMS

Continue Discussion of Proposed Utility Billing Schedule and Rate Changes

Finance/Utilities Officer Nowezki advised that this agenda item represented is a continuation from the Council’s discussion during an August meeting about proposed utility billing schedule and rate changes. She noted that staff recommended considering moving to monthly billing regardless of what the Council decides about possible rate changes.

Council and staff discussed the potential need for additional equipment to better facilitate the meter reading process on a monthly basis.

Nowezki reviewed staff’s utility rate proposals in detail, including the addition of a dedicated Metropolitan Council sewer treatment fee; changes to water and sewer rates and tiers; changes to how stormwater charges are calculated; and shared examples of various scenarios how the proposed rates would impact residents and businesses in the City under a variety of usage categories.

Council and staff explored the best ways to communicate utility billing information to residents as well as commercial users.

Council member Dyvik asked about the impact to the funds and mentioned that he did not think the new rates would get the City’s enterprise funds ‘out of the hole’ right away.

Nowezki confirmed that Council member Dyvik was correct; however, positive progress would be made. With SAC and WAC funds received from development activity over the past year, the water

and sewer debt situation had been greatly improved, though the funds would continue to operate at a cash loss if rate adjustments did not occur. The rate changes recommended would result in a healthier position for the funds moving forward. Nowezki added that she'd worked very closely with Public Works Director Diercks in order to go over the budgets for each utility fund for 2024 and commented on expenditures that had been reallocated away from the utility funds.

Council member Dyvik inquired about the column titled 'approved 2023 budget'.

Nowezki explained that the intent of that data was to show how much had been approved in the budget for 2023 losses in the utility funds. She also displayed exhibits from the 3rd quarter financial reports highlighting enterprise fund balances.

Council and staff continued to address detailed questions about the proposed billing rate changes and discussed comparisons with rates charged by other cities in the area.

OTHER BUSINESS

LLFD Budget Action - Council member Dyvik reported that Orono's City Council had tabled approval of the Long Lake Fire budget. He outlined some of the subsequent communication that had gone on between the cities following that action. He shared a few of the things that concerned him about what Orono appears to be planning particularly with regard to the Station 2 side, and voiced his worry that their efforts may negatively impact the City and the ability of the Long Lake Fire Department to do their jobs.

Long Lake Waters Association - Council member Joyce advised that the Long Lake Waters Association would be meeting later in the week.

ADJOURN

Hearing no objection, Mayor Miner adjourned the meeting by general consent at 6:27 pm.

Respectfully submitted,

Scott Weske
City Administrator



**MINUTES
CITY COUNCIL MEETING
October 3, 2023**

CALL TO ORDER

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

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

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

Absent: None

PLEDGE OF ALLEGIANCE

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

Mayor Miner noted that the City Council had met in a work session prior to the regular meeting at which the Council had discussed proposed rates and schedule changes for utility billing.

APPROVE AGENDA

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

CONSENT AGENDA

The Consent Agenda consisted of the following:

- A. Approve Minutes of the September 19, 2023 City Council Work Session Meeting
- B. Approve Minutes of the September 19, 2023 City Council Meeting
- C. Approve Minutes of September 27, 2023 City Council Special Work Session
- D. Vendor Claims and Payroll
- E. Receive 3rd Quarter 2023 Revenues and Expenditures as of September 30, 2023
- F. Adopt Resolution No. 2023-40 Appointing Fire Chief Michael Heiland as a Regular Employee Recognizing Receipt of a Satisfactory Evaluation of his Probationary Period and Approving a Salary Step Increase

Mayor Miner called out Consent Agenda Item F and commended Fire Chief Heiland for his work for the City and the Fire Department, including starting the duty crew model.

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

OPEN CORRESPONDENCE

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

BUSINESS ITEMS

Public Hearing: Certification of Unpaid Delinquent City Utility Accounts and Services Invoices for Assessment/Collection

City Clerk Moeller explained that on an annual basis, a City has the ability to certify to the County delinquent utility accounts as well as unpaid general service charges which can then be collected with the following year's taxes. The property owner with the charge proposed for certification this year had been notified of the pending certification action and had not submitted any appeal in writing.

Mayor Miner opened the public hearing at 6:38 pm. There being no comments, he closed the public hearing.

A motion was made by Miner, seconded by Kvale, to adopt Resolution No. 2023-39 for the certification and collection of unpaid delinquent 2023 water and sewer utility charges, recycling program fees, stormwater charges, legal pass through, and unpaid general service charges. Ayes: all.

Consider Adoption of New City Utilities/Recycling Billing Schedule and Billing Rates

Mayor Miner commented that the Council had been discussing the issue of utility rates for quite some time and thanked staff for the information that they have put together for the Council.

Finance/Utilities Officer Nowezki reported that the first Resolution submitted by staff for the Council's consideration would convert the City's utility billing schedule from quarterly billing to a monthly billing cycle, and the second Resolution prepared for Council was for the adoption of a new utility rate structure. She advised that the City had experienced a combined five-year loss of \$572,000 in the utility funds, and provided a detailed review of the suggested changes to utility billing rates, fees and usage tiers. She presented example scenarios representative of low, medium, and high volume users that showed quarterly billing amounts as well as what they would pay with monthly billing under the new proposed rates for both residential and commercial users.

Mayor Miner reiterated that the Council had held in depth discussion about this topic at recent work sessions.

Nowezki noted that staff would work hard over the next few months to notify residents of these changes, including sending information out on Facebook, the ListServ, in a City newsletter, and also by including an insert with upcoming quarterly utility billing. She stated that staff intended to give everyone time to prepare and to ask questions about the changes. She added that her phone number and extension would be on all the utilities communications so people would be able to get in touch with her directly with their questions.

Moeller assured the Council that staff planned to create an informational handout that would be easy to understand.

Council member Dyvik observed that he would also like it to be communicated that sewer rate changes are largely due to the Metropolitan Council fees that are being charged to the City.

Nowezki noted that the proposed new utility billing \$10 Metropolitan Council sewer treatment fee to be charged would not even cover half of what the City pays.

Mayor Miner reflected that the Council had talked about the sewer utility rates issue since he came into office. He stated that Council had essentially been kicking the can down the road and had not addressed the issue despite the sewer fund continually losing money.

Nowezki mentioned that simply going with a blanket rate increase would not work and that her methodology had been to focus on a way to address rates fairly for the classes of users.

Mayor Miner highlighted some of the reasons that he believed making the change from quarterly to monthly would be a good change.

A motion was made by Dyvik, seconded by Kvale, to adopt Resolution No. 2023-41 approving changing the City's utility and curbside recycling billing cycle from a quarterly basis to a regular monthly basis.

Anita Secord, 114 Brown Road N, asked if she could address the Council.

Mayor Miner explained that this agenda item was not a public hearing matter, but invited her to briefly address the Council.

Ms. Secord asked if people were charged for recycling regardless of whether they chose to recycle or not.

Nowezki clarified that the recycling fee was a fixed fee that goes on every bill.

Ms. Secord stated that she would like to suggest that every City that has this issue with Metropolitan Council push back. Metropolitan Council representatives are not voted in, but rather are appointed, and she voiced her frustration that appointed positions have access to so much of the taxpayers' money. She indicated that she felt it was unfair that they strap the cities so much and impact their ability to function. She expressed frustration about the various ways the County and State have made it more expensive to live across the board, and shared that she recently had to go a few months without her medication because she could not afford it. She stated that she wanted the Council to understand what the citizens of Long Lake are facing and urged them to do something because they have more power than she does as just a citizen. She closed in giving her appreciation to the Council and City staff for all they do, and stated that she felt Metropolitan Council was the largest hindrance to the City that she has ever seen.

Ayes: all.

A motion was made by Miner, seconded by Kvale, to adopt Resolution No. 2023-42 establishing water, sewer, and storm sewer utility rates and tiers; and establishing curbside residential recycling rates. Ayes: all.

Updates and Discussion Regarding Fire Department Matters

Mayor Miner reported that Orono and Long Lake had attended court ordered mediation on September 26, 2023. He read aloud the statement that the City released on September 28, 2023: *The City of Long Lake made a concerted effort to obtain a mutual resolution with the City of Orono during court-ordered mediation on September 26, 2023. Long Lake was very willing to discuss a middle-ground solution, but in the end, the parties could not reach a settlement. As such, the present contract remains in effect until December 31, 2025, and is subject to the Court's temporary injunction order. What specifically occurred during the mediation is confidential pursuant to the Minnesota Rules of Evidence and the mediation*

agreement signed by both parties. The Long Lake City Council will evaluate its next steps regarding litigation against the City of Orono related to the court case (Court File No: 27-CV-23-9758.

Mayor Miner added that the temporary injunction order was available to be viewed on the City's website.

Council member Dyvik recalled that at the last Council meeting he'd shared that they had just held the Fire Advisory Board meeting that he had thought went well. In that meeting, after discussion, there was agreement by Orono and Long Lake regarding the Long Lake Fire Department budget which he thought was a good accomplishment in light of the current environment between the two cities. He had been optimistic that the member cities would approve the budget; however, approval of the budget had been tabled at the subsequent Orono City Council meeting. He mentioned that it may have been because Orono Council member Crosby was not going to be at the meeting, but he voiced his ongoing hope that Orono will take action and approve the budget.

Mayor Miner advised that the annual Fire Prevention Open House will be held on October 9, 2023 at 6:30 pm.

Fire Chief Heiland encouraged the Council and residents to come out to the Open House and to bring their families along.

Council member Dyvik asked Fire Chief Heiland to pass along an update on the duty crews when he has additional data gathered, similar to what he had done for the month of August.

Fire Chief Heiland offered the following additional updates:

- The Fire Department had two members come off of probation last night.
- The Department will be participating in the Orono Homecoming Parade on Friday night, which they are excited about.
- He indicated that he'd received a communication from someone that mentioned the possibility of starting a local fire academy for all the new firefighters. If it happens, it would help bring down the costs of training because all the departments and firefighters in the area could train together.
- He noted that there were some repairs completed today on all three engines.
- He reported that he had just dropped off three new background checks with the Wayzata Police Department for candidates interested in serving on the Fire Department.
- Battalion Chief Chris Adams is filling in as the Interim Assistant Chief until the end of the year.

Mayor Miner stated that Assistant Chief Shane Gardner's last day in that position was last week, and Mayor Miner had been able to reach out to him and thank him for his service.

Fire Chief Heiland added that Shane Gardner had done a great job in his position and shared that he had even received a standing ovation from the firefighters at their meeting the previous night.

OTHER BUSINESS

Appreciation for Utility Billing Efforts - Council member Kvale expressed her gratitude to Finance/Utilities Officer Nowezki for all the work she put into the recent utility billing changes.

Upcoming Board Meetings - Council member Joyce reported that before the next City Council meeting there will be a Park Board meeting as well as a Long Lake Waters Association meeting, and she would bring back updates following the meetings.

Fall Leaf Pickup Dates - Moeller indicated that the annual fall curbside leaf pickup dates had been scheduled for Tuesdays, November 7 and November 14, 2023. She reminded residents to make sure they only use compostable bags and to call their garbage hauler if their pickup is missed. She asked that residents also be sure that the bagged leaves they put out are from their own yard only and not a collection of leaves from friends and family members.

LMCC Considering Public Works Office – Moeller stated that Jim Lundberg at the LMCC had communicated to her that they have not ruled out the City's potential office site for them within the Public Works building, but were just currently awaiting an appraisal.

ADJOURN

Hearing no objection, Mayor Miner adjourned the meeting by general consent at 7:21 pm.

Respectfully submitted,

Scott Weske
City Administrator



CITY OF
LONG LAKE

City Council Agenda Report

City of Long Lake

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

MEETING DATE / October 17, 2023

SUBJECT: Approve Vendor Claims and Payroll

Prepared By: Amanda Nowezki, Finance/Utilities Officer

Report Date: 10/04/2023

Recommended City Council Action

Staff recommends the following:

Motion to approve vendor claims in the amount of \$92,928.48 and electronic vendor payments in the amount of \$7,463.38 for a total amount of **\$100,391.86**; 3rd quarter Fire Department payroll in the amount of **\$41,048.18**; September Fire Department Duty Crew payroll in the amount of **\$3,425.00**; October City Council Monthly payroll in the amount of **\$1,300.00**; and gross City Employee payroll paid October 5 in the amount of **\$26,136.28**.

Overview / Background

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

Supporting Information

- Listing of Claims Paid
- Electronic Vendor Payments
- 3rd quarter Fire Department Payroll
- Fire Department Duty Crew payroll
- City Council Payroll
- Biweekly Payroll



LONG LAKE, MN

10/04/23 9:53 AM

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Section 5C.

*Check Summary Register©

Checks 69890-69913

Name	Check Date	Check Amt	
10100 GENERAL FUND CASH			
69890	Ancom Communications Inc	10/3/2023	\$1,003.06 FD1 Radio Batteries (x4)
69891	ASPEN MILLS	10/3/2023	\$8,412.48 FD Uniforms - Pants, Shirts, Tie, Shoes, Etc fo
69892	BITUMINOUS ROADWAYS, INC.	10/3/2023	\$25,026.97 Pavement Project Mill & Overlay - Glendale Dr
69893	CARSON, CLELLAND & SCHRED	10/3/2023	\$6,524.50 Sept Legal Fees-Assessment Issue, Review co
69894	CENTERPOINT ENERGY	10/3/2023	\$22.70 Gas Charges - 25 Apple Glen Rd
69895	CITY OF LONG LAKE	10/3/2023	\$2,393.31 3rd Qtr 2023 Utility Bills - 450 Virginia
69896	CORE & MAIN LP	10/3/2023	\$923.11 Hydrant Breakaway Kit
69897	ECM PUBLISHERS, INC.	10/3/2023	\$152.63 Utility Ordinances 2023-04
69898	EXCELSIOR FIRE DISTRICT	10/3/2023	\$2,000.00 FD Equipment - Hose Force Nozzels
69899	FERGUSON WATERWORKS	10/3/2023	\$1,407.88 Neptune 360 AMR 501-1000
69900	HOTSY MINNESOTA	10/3/2023	\$312.57 FD Car Wash Repairs - Bad Leak
69901	LEAGUE OF MN CITIES	10/3/2023	\$5,722.00 2022 Worker's Comp Audited Adj
69902	LONG LAKE FIRE DEPARTMENT	10/3/2023	\$16,013.50 4th Qtr 2023 Fire Contract
69903	MARTIN MARIETTA MATERIALS	10/3/2023	\$384.50 PW-MV4 Wear Rec Asphalt
69904	METROPOLITAN COUNCIL	10/3/2023	\$20,634.67 Waste Water Services - Nov 2023
69905	Minnesota Equipment	10/3/2023	\$96.40 PW-Zero Turn Mower Parts
69906	MN State Fire Chiefs Assn.	10/3/2023	\$390.00 2023 Annual Conference - M. Heiland
69907	NWHLM	10/3/2023	\$200.00 2024 Membership Dues
69908	Kyle Crissey	10/3/2023	\$198.00 IT Services - Changes to the firewall and wirele
69909	POPP COMMUNICATIONS	10/3/2023	\$478.83 CH Phone System - Oct 2023
69910	Premium Waters, Inc.	10/3/2023	\$4.32 Bottled Water - Oct 2023
69911	PROLAWNS	10/3/2023	\$129.00 Seasonal Lawn Care Application Program - Ste
69912	TRIMBLE	10/3/2023	\$206.50 FD Dashcam Basic Bundle
69913	Xcel Energy	10/3/2023	\$291.55 Steet Lights - 1070 W Wayzata Blvd
Total Checks			\$92,928.48



LONG LAKE, MN

***Check Detail Register©**

Checks 69890-69913

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
10100 GENERAL FUND CASH					
69890	10/03/23	Ancom Communications Inc			
E 205-42281-3280		Pagers/Radios (Ancom)	\$682.70	117097	FD1 Radio Batteries (x4)
E 205-42285-3280		Pagers/Radios (Ancom)	\$320.36	117097	FD Radio Batteries (x2)
		Total	\$1,003.06		
69891	10/03/23	ASPEN MILLS			
E 205-42281-2410		Protective Gear/Uniforms	\$1,445.35	319774	FD1 Uniforms - Tee Shirts (40 Long Sleeve & 40 Short Sleeve)
E 205-42285-2410		Protective Gear/Uniforms	\$1,445.35	319774	FD2 Uniforms - Tee Shirts (40 Long Sleeve & 40 Short Sleeve)
E 205-42281-2410		Protective Gear/Uniforms	\$298.40	320166	FD Uniforms - Pants, Shirts, Tie, Shoes, Etc for L.Swearingen
E 205-42281-2410		Protective Gear/Uniforms	\$283.55	320167	FD Uniforms - Pants, Shirts, Tie, Shoes, Etc for V. Vasina
E 205-42281-2410		Protective Gear/Uniforms	\$269.70	320168	FD Uniforms - Pants, Shirts, Tie, Shoes, Etc for J. Faue
E 205-42285-2410		Protective Gear/Uniforms	\$268.70	320169	FD Uniforms - Pants, Shirts, Tie, Shoes, Etc for B. Carlson
E 205-42281-2410		Protective Gear/Uniforms	\$2,174.72	320414	FD1 Uniforms -1/4 Zip Fleece (x16) and Cargo Shorts (x21)
E 205-42285-2410		Protective Gear/Uniforms	\$2,174.71	320414	FD2 Uniforms -1/4 Zip Fleece (x16) and Cargo Shorts (x21)
E 205-42285-2410		Protective Gear/Uniforms	\$52.00	320418	FD2 Uniforms - Black Cloth Ribbon
		Total	\$8,412.48		
69892	10/03/23	BITUMINOUS ROADWAYS, INC.			
E 420-43121-4085		Pvmt Mgmt - Reconstructi	\$11,826.97	17700	Pavement Project Mill & Overlay - Glendale Dr
E 420-43121-4085		Pvmt Mgmt - Reconstructi	\$13,200.00	17700	Pavement Project Mill & Overlay - City Hall Parking Lot
		Total	\$25,026.97		
69893	10/03/23	CARSON, CLELLAND & SCHREDER			
E 101-41610-3120		Legal Fees - Civil	\$2,095.25	4461	Sept Legal Fees-Assessment Issue, Review code, Animal Ord, Utility Ord, Zoning, Etc
E 101-42110-3120		Legal Fees - Civil	\$3,262.50	4461	Sept Legal Fees-FD Negotiations; Mediator Stmt, Closed Work Session, Review Orono Council/Public Postings
G 700-29328		1345 Wayzata Blvd-DISH	\$36.25	4461	Sept Legal Fees-DISH; Corr w/DISH rep regarding MLA disclosure
E 101-41610-3120		Legal Fees - Civil	\$72.50	4461	Sept Legal Fees-River Valley Marine; Corr w/property owner, planner, tenant regarding site plan compliance
G 700-29294		Old Long Lake R(Landing	\$58.00	4461	Sept Legal Fees-Landing at LL; Corr with developer, planner, engineer regarding permit requirements
E 101-41610-3040		Legal Fees - Criminal	\$1,000.00	4461	Sept Legal Fees-Criminal
		Total	\$6,524.50		
69894	10/03/23	CENTERPOINT ENERGY			
E 602-49450-3830		Natural Gas Expense	\$22.70	106679608-0	Gas Charges - 25 Apple Glen Rd
		Total	\$22.70		
69895	10/03/23	CITY OF LONG LAKE			



LONG LAKE, MN

***Check Detail Register©**

Checks 69890-69913

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 101-41940-3820		City Utilities (Wat,Sew,Sto	\$116.86	100323	3rd Qtr 2023 Utility Bills - 450 Virginia
E 101-41942-3820		City Utilities (Wat,Sew,Sto	\$366.52	100323	3rd Qtr 2023 Utility Bills - 2145 Daniels St
E 601-49400-3820		City Utilities (Wat,Sew,Sto	\$431.43	100323	3rd Qtr 2023 Utility Bills - 1964 Orchard Lane
E 205-42282-3820		City Utilities (Wat,Sew,Sto	\$843.56	100323	3rd Qtr 2023 Utility Bills - 340 Willow Dr (1031-00-0)
E 205-42282-3820		City Utilities (Wat,Sew,Sto	\$550.66	100323	3rd Qtr 2023 Utility Bills - 340 Willow Dr (TruckFill 1051-00-6)
E 101-45200-3820		City Utilities (Wat,Sew,Sto	\$84.28	100323	3rd Qtr 2023 Utility Bills - 350 Harrington Dr
		Total	\$2,393.31		
69896	10/03/23	CORE & MAIN LP			
E 601-49400-2210		Equipment Parts	\$923.11	T594637	Hydrant Breakaway Kit
		Total	\$923.11		
69897	10/03/23	ECM PUBLISHERS, INC.			
E 101-41500-3510		Legal Notices Publishing	\$74.25	966816	Animal Ordinances 2023-03
E 602-49450-3510		Legal Notices Publishing	\$78.38	966817	Utility Ordinances 2023-04
		Total	\$152.63		
69898	10/03/23	EXCELSIOR FIRE DISTRICT			
E 205-42281-2400		Small Tools and Minor Eq	\$1,000.00	I-266	FD Equipment - Hose Force Nozzels
E 205-42285-2400		Small Tools and Minor Eq	\$1,000.00	I-266	FD Equipment - Hose Force Nozzels
		Total	\$2,000.00		
69899	10/03/23	FERGUSON WATERWORKS			
E 601-49400-3090		Software Support	\$32.88	0515995-1	Neptune 360 AMR 501-1000
E 601-49400-3090		Software Support	\$1,375.00	0515995-1	Neptune 360 AMR Setup Fee
		Total	\$1,407.88		
69900	10/03/23	HOTSY MINNESOTA			
E 205-42281-2150		Shop Supplies	\$312.57	LL17123	FD Car Wash Repairs - Bad Leak
		Total	\$312.57		
69901	10/03/23	LEAGUE OF MN CITIES			
E 101-41500-1510		Workers Comp Insurance	\$5,722.00	40006218-09	2022 Worker's Comp Audited Adj
		Total	\$5,722.00		
69902	10/03/23	LONG LAKE FIRE DEPARTMENT			
E 101-42280-3135		Fire Department Services	\$16,013.50	20230027	4th Qtr 2023 Fire Contract
		Total	\$16,013.50		
69903	10/03/23	MARTIN MARIETTA MATERIALS			
E 601-49400-4065		Water Main Break	\$384.50	40490237	PW-MV4 Wear Rec Asphalt
		Total	\$384.50		
69904	10/03/23	METROPOLITAN COUNCIL			
E 602-49450-3100		MCES (mthly) Sewer Trea	\$20,634.67	0001163202	Waste Water Services - Nov 2023
		Total	\$20,634.67		
69905	10/03/23	Minnesota Equipment			
E 101-45200-2210		Equipment Parts	\$96.40	P00353	PW-Zero Turn Mower Parts
		Total	\$96.40		



LONG LAKE, MN

***Check Detail Register©**

Checks 69890-69913

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
69906	10/03/23	MN State Fire Chiefs Assn.			
	E 205-42280-3350	Education / Conferences	\$390.00	6266	2023 Annual Conference - M. Heiland
		Total	\$390.00		
69907	10/03/23	NWHLM			
	E 101-41110-4330	Dues and Subscriptions	\$200.00	100323	2024 Membership Dues
		Total	\$200.00		
69908	10/03/23	Kyle Crissey			
	E 205-42285-3000	Professional Svcs	\$99.00	2716924	IT Services - Changes to the firewall and wireless settings
	E 101-41500-3095	Computer Network Suppor	\$99.00	2716924	IT Services - Cleanup and remove infor from old Laptop
		Total	\$198.00		
69909	10/03/23	POPP COMMUNICATIONS			
	E 101-41940-3210	Telephone	\$296.15	992803152	CH Phone System - Oct 2023
	E 101-41942-3210	Telephone	\$182.68	992803152	PW Phone System - Oct 2023
		Total	\$478.83		
69910	10/03/23	Premium Waters, Inc.			
	E 101-41500-4145	Bottled Water Service	\$4.32	319681885	Bottled Water - Oct 2023
		Total	\$4.32		
69911	10/03/23	PROLAWNS			
	E 205-42282-3845	Lawn & Turf Maintenance	\$129.00	41015	Seasonal Lawn Care Application Program - Step 7 of 7
		Total	\$129.00		
69912	10/03/23	TRIMBLE			
	E 205-42281-3000	Professional Svcs	\$118.00	30089223738	FD Dashcam Basic Bundle
	E 205-42285-3000	Professional Svcs	\$88.50	30089223738	FD Dashcam Basic Bundle
		Total	\$206.50		
69913	10/03/23	Xcel Energy			
	E 101-43100-3815	Street Lighting Maint/Elect	\$31.54	846090008	Steet Lights - 1070 W Wayzata Blvd
	E 101-43100-3815	Street Lighting Maint/Elect	\$56.77	846479290	Street Lights - 2129 W Wayzata Blvd
	E 101-43100-3815	Street Lighting Maint/Elect	\$203.24	846479290	Street Lights - 1758 W Wayzata Blvd
		Total	\$291.55		
		10100	\$92,928.48		



LONG LAKE, MN

*Check Detail Register©

Checks 69890-69913

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
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Fund Summary

10100 GENERAL FUND CASH

101 GENERAL FUND	\$29,977.76
205 FIRE DEPARTMENT	\$13,946.83
420 PAVEMENT MGMT FUND	\$25,026.97
601 WATER FUND	\$3,146.92
602 SANITARY SEWER FUND	\$20,735.75
700 BUILDING PERMIT ESCROWS	\$94.25
	<hr/>
	\$92,928.48



LONG LAKE, MN

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Section 5C.

*Check Summary Register©

Checks 2812-2816

	Name	Check Date	Check Amt	
10100	GENERAL FUND CASH			
2812e	SPEEDWAY LLC	9/25/2023	\$2,459.54	FD Fuel - Sept 2023
2813e	USBANK CREDIT CARD	9/25/2023	\$3,127.63	CC Purchases - Sept 2023
2814e	MN DEPT OF REVENUE	9/30/2023	\$1,633.00	3rd Qtr 2023 Sales Tax
2815e	NAPA Auto Parts	10/2/2023	\$163.26	Sept 2023 Purchases
2816e	PSN UTILITY ONLINE BILLING	10/2/2023	\$79.95	BILL PAY FEE - Sept 2023
	Total Checks		\$7,463.38	



LONG LAKE, MN

***Check Detail Register©**

Checks 2812-2816

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
10100 GENERAL FUND CASH					
2812 e	09/25/23	SPEEDWAY LLC			
E 205-42281-2120		Motor Fuels	\$834.00	91950399	FD Fuel - Sept 2023
E 101-43000-2120		Motor Fuels	\$1,625.54	91950399	FD Fuel - Sept 2023
		Total	\$2,459.54		
2813 e	09/25/23	USBANK CREDIT CARD			
E 601-49400-3220		Postage	\$29.45		PW-USPS; Postage
E 101-43000-2400		Small Tools and Minor Eq	\$32.25		PW-Ace; LED Battery
E 101-45200-2230		Bldg & Grnds Maint Suppli	\$84.00		PW-Ace; Wasp & Horbet spray for Hardin Park
E 101-41940-4010		Bldg Maint & Repairs	\$59.29		PW-Ace; Bulbs for City Hall
E 601-49400-4330		Dues and Subscriptions	\$16.12		PW-Amazon Prime Sub
E 101-43050-4170		Uniforms	\$27.99		PW-Fleet Farm; Jeans for Sean
E 601-49400-4300		Miscellaneous	\$192.47		PW-Amazon Prime Business - To be refunded
E 101-45200-2150		Shop Supplies	\$28.99		PW-Ace; Chainsaw Chain
E 101-43000-2150		Shop Supplies	\$47.44		PW-Ace; Shop Batteries
E 101-41942-2230		Bldg & Grnds Maint Suppli	\$13.18		PW-Ace; Shop Fittings
E 101-43000-3000		Professional Svcs	\$225.00		PW-Rapis Services Locksmith; Emergency Chevy Unlock
E 101-43000-2150		Shop Supplies	\$1.90		PW-Ace; Shop Supplies
E 205-42282-2230		Bldg & Grnds Maint Suppli	\$129.03		FD-Large Maltese Stickers for each station
E 205-42286-2230		Bldg & Grnds Maint Suppli	\$129.03		FD-Large Maltese Stickers for each station
E 205-42280-4450		Food & Beverage (Mtgs/Tr	\$19.53		FD-Lunds;Donuts
E 205-42281-4030		Light Truck Maint & Repair	(\$440.83)		FD-Amazon; Blue Sea Sure Eject 120Vac System
E 205-42280-3090		Software Support	\$1.99		FD-Google; 100 GB Drive
E 205-42281-3280		Pagers/Radios (Ancom)	\$81.11		FD-TrueValue; Ship Pagers
E 205-42280-4330		Dues and Subscriptions	\$16.12		FD-Amazon; Prime Membership Fee
E 205-42280-4450		Food & Beverage (Mtgs/Tr	\$147.95		FD-Fork Less; EMT Training Meals
E 205-42281-2190		Medical Supplies	\$220.00		FD-CVS; EPI Pens
E 205-42285-2190		Medical Supplies	\$219.99		FD-CVS; EPI Pens
E 205-42280-2175		Fire Prevention Materials	\$370.56		FD-Walmart;Fire Open House
E 205-42282-2230		Bldg & Grnds Maint Suppli	\$22.55		FD-Ace;Volt Tester, Electrical Tae, Outlet
E 205-42282-2230		Bldg & Grnds Maint Suppli	\$30.10		FD-Ace;GFI
E 101-41500-4450		Food & Beverage (Mtgs/Tr	\$70.45		CC-Carbones; Food for City Council Work Session
E 101-41500-4450		Food & Beverage (Mtgs/Tr	\$10.30		CC-Orono Station; Beverages for City Council Work Session
E 101-41110-4600		Recognition Expenditures	\$156.45		CC The TeeHive; Long Lake Logo Shirts (x5)
E 101-41500-2030		Printed Forms	\$113.45		CH The TeeHive; Long Lake Logo Shirts (x4)
E 101-41500-3090		Software Support	\$30.00		CH-Google; Company Emails
E 602-49450-3350		Education / Conferences	\$130.00		PW-MN Pollution Control; Training-12 Renewal Hours
E 602-49450-3350		Education / Conferences	\$2.80		PW-MN Pollution Control; Training-Service Fee
E 101-41500-3090		Software Support	\$45.00		CH-Constant Contact
E 205-42281-3280		Pagers/Radios (Ancom)	\$23.98		FD-TrueValue; Ship Pagers
E 101-41500-3090		Software Support	\$839.99		CH-LogMeln-Yearly Subscription
		Total	\$3,127.63		
2814 e	09/30/23	MN DEPT OF REVENUE			
G 601-20801		Sales Tax Payable	\$1,633.00		3rd Qtr 2023 Sales Tax
		Total	\$1,633.00		



LONG LAKE, MN

***Check Detail Register©**
Checks 2812-2816

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
2815 e	10/02/23	NAPA Auto Parts			
E 101-45200-2210		Equipment Parts	\$88.42	3270-579856	PW-Air Filters for Mowers
E 101-43000-2200		Repair & Maint/Supply	\$5.81	3270-580081	PW-Oil for Crane Truck
E 101-43000-2200		Repair & Maint/Supply	\$26.05	3270-580123	PW-Engine Enamel for Crane Truck
E 101-45200-2210		Equipment Parts	\$4.79	3270-580234	PW-Spark Plug
E 101-43000-2150		Shop Supplies	\$23.51	3270-581092	PW-Epoxy
E 101-43000-2150		Shop Supplies	\$14.68	3270-581296	PW-Carburetor Cleaner
		Total	\$163.26		
2816 e	10/02/23	PSN UTILITY ONLINE BILLING			
E 601-49400-3090		Software Support	\$39.95		BILL PAY FEE - Sept 2023
E 602-49450-3090		Software Support	\$40.00		BILL PAY FEE - Sept 2023
		Total	\$79.95		
		10100	\$7,463.38		

Fund Summary

10100 GENERAL FUND CASH	
101 GENERAL FUND	\$3,574.48
205 FIRE DEPARTMENT	\$1,805.11
601 WATER FUND	\$1,910.99
602 SANITARY SEWER FUND	\$172.80
	\$7,463.38



LONG LAKE, MN

Payroll Summary

Pay Groups: 05,03
Pay Periods: 2023(Oct)

Employee	Gross Wage	Federal Gross	State Gross	Federal Tax	State Tax	Local Tax	Social Security	Medicare	Tax			Tips	Reimb.	Net Pay
									Retire	Sheltered	Voluntary			
000000153 ADAMS, CHRISTOPHER D.	1,964.56	1,964.56	1,964.56	91.46	59.90		121.80	28.49						1,662.91
000000050 ALDRICH II, THOMAS C.	1,950.00	1,950.00	1,950.00				120.90	28.28						1,800.82
000000216 BERBIG, ZACHARY P.	1,131.00	1,131.00	1,131.00				70.12	16.40						1,044.48
000000095 BULLEMER, PAUL D.	808.18	808.18	808.18				50.11	11.72						746.35
000000281 CARLSON, BEN	455.00	455.00	455.00				28.21	6.60						420.19
000000154 COTTON, PATRICK J.	1,289.18	1,289.18	1,289.18				79.93	18.69						1,190.56
000000259 DAVIS, THOMAS	847.18	847.18	847.18		0.12		52.52	12.28						782.26
000000093 FARLEY, COLE	1,652.56	1,652.56	1,652.56	60.26			102.46	23.96						1,465.88
000000274 FAUE, JESSE	819.00	819.00	819.00				50.78	11.88						756.34
000000233 FRANK, BRYAN	1,027.00	1,027.00	1,027.00		9.74		63.67	14.89						938.70
000000160 GARDNER, SHANE B.	1,704.56	1,704.56	1,704.56		45.99		105.68	24.72						1,528.17
000000049 GOMAN, DAVID	845.00	845.00	845.00				52.39	12.25						780.36
000000177 GONSIOR, RYAN J.	1,366.56	1,366.56	1,366.56	31.66			84.73	19.82						1,230.35
000000229 GRADY, JOSHUA	702.00	702.00	702.00				43.52	10.18						648.30
000000278 HAYDEN, ADAM	702.00	702.00	702.00				43.52	10.18						648.30
000000194 HINKER, JUSTIN L.	962.00	962.00	962.00				59.64	13.95						888.41
000000226 HOSTER, RYAN	1,337.74	1,337.74	1,337.74				82.94	19.40						1,235.40
000000270 JOHNSRUD, MICHAEL	1,833.00	1,833.00	1,833.00	400.00	200.00		113.65	26.58						1,092.77
000000180 KANIVE, RYAN J.	765.74	765.74	765.74				47.48	11.10						707.16
000000112 KRAHL, JEFFREY C.	1,133.18	1,133.18	1,133.18				70.26	16.43						1,046.49
000000204 KUBISTA, PAUL L.	78.00	78.00	78.00				4.84	1.13						72.03
000000248 KULSETH, MATT	730.18	730.18	730.18				45.27	10.59						674.32
000000253 LOOSBROCK, RICHARD	1,027.00	1,027.00	1,027.00				63.67	14.89						948.44
000000275 MORSE, PAUL	1,157.00	1,157.00	1,157.00	10.70			71.73	16.78						1,057.79
000000196 PALMER, ERIK J.	754.00	754.00	754.00				46.75	10.93						696.32
000000223 PASZKIEWICZ, JOHN	1,163.64	1,163.64	1,163.64				72.15	16.87						1,074.62
000000285 PAULISON, SAMUEL	468.00	468.00	468.00				29.02	6.79						432.19
000000277 REWERTS, ANTHONY	897.00	897.00	897.00				55.61	13.01						828.38
000000241 RHEA, CHRISTOPHER	1,170.00	1,170.00	1,170.00				72.54	16.97						1,080.49
000000232 RIOUX, SHAUN	975.00	975.00	975.00				60.45	14.14						900.41
000000190 ROTHSTEIN, DAVID J.	886.18	886.18	886.18				54.94	12.85						818.39
000000244 SEALS, JAMES	587.18	587.18	587.18				36.40	8.51						542.27
000000222 SMILEY, MATTHEW	1,172.18	1,172.18	1,172.18				72.68	17.00						1,082.50
000000212 SPINKS, SCOTT D.	942.64	942.64	942.64				58.44	13.67						870.53



LONG LAKE, MN

Payroll Summary

Pay Groups: 05,03
Pay Periods: 2023(Oct)

Employee	Gross Wage	Federal Gross	State Gross	Federal Tax	State Tax	Local Tax	Social Security	Medicare	Tax			Tips	Reimb.	Net Pay
									Retire	Sheltered	Voluntary			
000000276 STRAKA, AMANDA	1,170.00	1,170.00	1,170.00				72.54	16.97						1,080.49
000000282 SWEARINGEN, LANCE	806.00	806.00	806.00				49.97	11.69						744.34
000000280 VASINA, VERONICA	988.00	988.00	988.00		7.65		61.26	14.33						904.76
000000240 VEACH, BENJAMIN	832.00	832.00	832.00				51.58	12.06						768.36
000000118 WOYCHICK, TED J.	1,142.74	1,142.74	1,142.74				70.85	16.57						1,055.32
000000254 WRIGHT, KENNEDY	806.00	806.00	806.00				49.97	11.69						744.34

941 Deposit

Federal Tax	\$594.08
Medicare	\$1,190.48
Social Security	\$5,089.94
Advanced EIC	None
Total Deposit	\$6,874.50

Pay Summary

Gross	41,048.18
Federal Gross	41,048.18
State Gross	41,048.18
FICA Gross	41,048.18

Tax Summary

Federal Tax	594.08	
State Tax	323.40	
Local Tax		
FICA Ded/Ben	2,544.97	2,544.97
Medicare Ded/Ben	595.24	595.24

Others

Retirement	
Tax-Sheltered	
Voluntary	
Tips	0.00
Reimbursement	0.00
Net Pay (-tips)	36,990.49



LONG LAKE, MN

Payroll Summary

Pay Group: 02 Fire Dept Duty Crew

Check Date: 10/5/2023 per. 10

Employee	Gross Wage	Federal Gross	State Gross	Federal Tax	State Tax	Local Tax	Social Security	Medicare	Tax			Tips	Reimb.	Net Pay
									Retire	Sheltered	Voluntary			
000000153 ADAMS, CHRISTOPHER D.	600.00	600.00	600.00	39.81	23.41		37.20	8.70						490.88
000000050 ALDRICH II, THOMAS C.	100.00	100.00	100.00				6.20	1.45						92.35
000000216 BERBIG, ZACHARY P.	100.00	100.00	100.00				6.20	1.45						92.35
000000281 CARLSON, BEN	50.00	50.00	50.00				3.10	0.73						46.17
000000259 DAVIS, THOMAS	100.00	100.00	100.00				6.20	1.45						92.35
000000233 FRANK, BRYAN	75.00	75.00	75.00				4.65	1.09						69.26
000000160 GARDNER, SHANE B.	50.00	50.00	50.00				3.10	0.73						46.17
000000194 HINKER, JUSTIN L.	150.00	150.00	150.00				9.30	2.18						138.52
000000226 HOSTER, RYAN	225.00	225.00	225.00				13.95	3.26						207.79
000000270 JOHNSRUD, MICHAEL	100.00	100.00	100.00	76.92			6.20	1.45						15.43
000000248 KULSETH, MATT	100.00	100.00	100.00				6.20	1.45						92.35
000000275 MORSE, PAUL	50.00	50.00	50.00				3.10	0.73						46.17
000000277 REWERTS, ANTHONY	25.00	25.00	25.00				1.55	0.36						23.09
000000222 SMILEY, MATTHEW	200.00	200.00	200.00				12.40	2.90						184.70
000000212 SPINKS, SCOTT D.	750.00	750.00	750.00		2.98		46.50	10.88						689.64
000000276 STRAKA, AMANDA	650.00	650.00	650.00	8.08	7.51		40.30	9.43						584.68
000000282 SWEARINGEN, LANCE	100.00	100.00	100.00				6.20	1.45						92.35

941 Deposit

Federal Tax	\$124.81
Medicare	\$99.38
Social Security	\$424.70
Advanced EIC	None
Total Deposit	\$648.89

Pay Summary

Gross	3,425.00
Federal Gross	3,425.00
State Gross	3,425.00
FICA Gross	3,425.00

Tax Summary

Federal Tax	124.81
State Tax	33.90
Local Tax	
FICA Ded/Ben	212.35
Medicare Ded/Ben	49.69

Others

Retirement	
Tax-Sheltered	
Voluntary	
Tips	0.00
Reimbursement	0.00
Net Pay (-tips)	3,004.25



LONG LAKE, MN

Payroll Summary

Pay Group: 06 City Council
Check Date: 10/5/2023 per. 10

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

941 Deposit

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

Pay Summary

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

Tax Summary

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

Others

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



LONG LAKE, MN

Payroll Summary

Pay Group: 01 Bi-Weekly
Check Date: 10/5/2023 per. 20

Employee	Gross Wage	Federal Gross	State Gross	Federal Tax	State Tax	Local Tax	Social Security	Medicare	Retire	Tax Sheltered	Voluntary	Tips	Reimb.	Net Pay
000000287 DECKER JR, MICHAEL	1,600.00	1,600.00	1,600.00	119.38	80.98		99.20	23.20						1,277.24
000000243 DIERCKS, SEAN	3,851.11	3,601.99	3,601.99	567.53	217.12		238.77	55.84	249.12					2,522.73
000000286 HEILAND, MICHAEL	4,594.59	4,115.08	4,115.08	419.13	220.66			66.62	479.51					3,408.67
000000004 LAAKKONEN, DONALD A	3,108.14	2,555.51	2,555.51	337.31	114.61		177.09	41.42	300.83	251.80				1,885.08
000000271 MENARD, MATTHEW	2,530.98	2,323.47	2,323.47	136.15	117.62		156.04	36.49	193.31	14.20	454.54			1,422.63
000000091 MOELLER, JEANETTE	3,103.45	2,864.42	2,864.42	236.81	123.06		190.10	44.46	201.72	37.31				2,269.99
000000252 NOWEZKI, AMANDA	2,589.37	2,418.52	2,418.52		1.62		160.54	37.55	170.85					2,218.81
000000214 WESKE, SCOTT	4,758.64	4,461.09	4,461.09	768.35	280.79		294.66	68.91	291.47	6.08				3,048.38

941 Deposit

Federal Tax	\$2,584.66
Medicare	\$748.98
Social Security	\$2,632.80
Advanced EIC	None
Total Deposit	\$5,966.44

Pay Summary

Gross	26,136.28
Federal Gross	23,940.08
State Gross	23,940.08
FICA Gross	21,232.30

Tax Summary

Federal Tax	2,584.66	
State Tax	1,156.46	
Local Tax		
FICA Ded/Ben	1,316.40	1,316.40
Medicare Ded/Ben	374.49	374.49

Others

Retirement	1,886.81
Tax-Sheltered	309.39
Voluntary	454.54
Tips	0.00
Reimbursement	0.00
Net Pay (-tips)	18,053.53



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 17, 2023

SUBJECT: Approve an Application for Exempt Permit for the Church of St. George to Conduct a Raffle at the 'Annual Holiday Boutique' Event

Prepared By: Jeanette Moeller, City Clerk

Report Date: 10/11/2023

Recommended City Council Action

Staff recommends the following:

Motion to approve an Application for Exempt Permit for the Church of St. George to conduct gambling activities including a raffle during the Saturday, November 18, 2023 'Annual Holiday Boutique' event, with the raffle drawing to take place on Sunday, November 19, 2023.

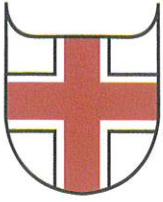
Overview / Background

The Church of St. George has requested approval of a permit to conduct gambling activities, specifically a raffle, during their upcoming 'Annual Holiday Boutique' event to be held on Saturday, November 18, 2023 from 9:00 am to 4:00 pm, with a raffle drawing to occur during a Knights of Columbus breakfast at the Church on Sunday, November 19.

Staff recommends approval of the Church's Application for Exempt Permit as proposed. Upon receipt of Council approval, the Church of St. George will submit their signed Application for Exempt Permit to the Minnesota Gambling Control Board for review and issuance.

Supporting Information

- Event narrative letter and event flier for the 'Annual Holiday Boutique'
- Application for Exempt Permit form



THE CHURCH OF ST. GEORGE

Section 5D.

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

September 28, 2023

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

Dear Jeanette,

I am submitting our application for a gambling license for a raffle for the Holiday Boutique this year. I very much appreciate your assistance in helping me through this process.

The Holiday Boutique will be held in the Community Center and Fireside Room of the Church of St. George on Saturday, November 18th from 9am-4pm. The event will include craft vendors, a luncheon, and a raffle. There will also be a raffle drawing the next morning on Sunday, November 19th at 10:45am in conjunction with a Knight of Columbus breakfast.

The contact person for the event is:

Sara Dore: 952-473-1247, Parish Staff, Church of St. George

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

Many thanks and God Bless,

Sara Dore
Parish Secretary

The Church of St. George
**ANNUAL HOLIDAY
BOUTIQUE**

Cookie Booth



Holiday Shopping



Homemade Pies



- General Store!**
- Variety of Vendors!**
- Children's Choir!**
- Raffle!**
- Soup & Sloppy Joe Lunch!**

Saturday, Nov. 18, 2023

9:00AM- 4:00 PM

133 N BROWN ROAD, LONG LAKE

Join us Sunday for the Knights
of Columbus Pancake Breakfast
8:30AM -11:00AM

MINNESOTA LAWFUL GAMBLING
LG220 Application for Exempt Permit

An exempt permit may be issued to a nonprofit organization that:

- conducts lawful gambling on five or fewer days, and
- awards less than \$50,000 in prizes during a calendar year.

If total raffle prize value for the calendar year will be \$1,500 or less, contact the Licensing Specialist assigned to your county by calling 651-539-1900.

Application Fee (non-refundable)

Applications are processed in the order received. If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**.

Due to the high volume of exempt applications, payment of additional fees prior to 30 days before your event will not expedite service, nor are telephone requests for expedited service accepted.

ORGANIZATION INFORMATION

Organization Name: Church of St. George Previous Gambling Permit Number: X-27024-23-019
Minnesota Tax ID Number, if any: 9115209 Federal Employer ID Number (FEIN), if any: 41-0797341
Mailing Address: 133 N. BROWN RD.
City: LONG LAKE State: MN Zip: 55356 County: Hennepin
Name of Chief Executive Officer (CEO): FR. SHANE Stoppel-Wasinger
CEO Daytime Phone: 952-473-1247 CEO Email: frshane@stgeorgelonglake.org
(permit will be emailed to this email address unless otherwise indicated below)
Email permit to (if other than the CEO): info@stgeorgelonglake.org

NONPROFIT STATUS

Type of Nonprofit Organization (check one):
 Fraternal Religious Veterans Other Nonprofit Organization

Attach a copy of one of the following showing proof of nonprofit status:

(DO NOT attach a sales tax exempt status or federal employer ID number, as they are not proof of nonprofit status.)

- A current calendar year Certificate of Good Standing**
Don't have a copy? Obtain this certificate from:
MN Secretary of State, Business Services Division
60 Empire Drive, Suite 100
St. Paul, MN 55103
Secretary of State website, phone numbers:
www.sos.state.mn.us
651-296-2803, or toll free 1-877-551-6767
- IRS income tax exemption (501(c)) letter in your organization's name**
Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.
- IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)**
If your organization falls under a parent organization, attach copies of both of the following:
1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling; and
2. the charter or letter from your parent organization recognizing your organization as a subordinate.

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): Church of St. George
Physical Address (do not use P.O. box): 133 N Brown Rd
Check one:
 City: Long Lake Zip: 55356 County: Hennepin
 Township: _____ Zip: _____ County: _____

Date(s) of activity (for raffles, indicate the date of the drawing): November 19, 2023

Check each type of gambling activity that your organization will conduct:
 Bingo Paddlewheels Pull-Tabs Tipboards Raffle

Gambling equipment for bingo paper, bingo boards, raffle boards, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo ball selection devices may be borrowed from another organization authorized to conduct bingo. To find a licensed distributor, go to www.mn.gov/gcb and click on **Distributors** under the **List of Licensees** tab, or call 651-539-1900.

LG220 Application for Exempt Permit

LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT (required before submitting application to the Minnesota Gambling Control Board)

**CITY APPROVAL
for a gambling premises
located within city limits**

The application is acknowledged with no waiting period.

The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).

The application is denied.

Print City Name: _____

Signature of City Personnel: _____

Title: _____ Date: _____

The city or county must sign before submitting application to the Gambling Control Board.

**COUNTY APPROVAL
for a gambling premises
located in a township**

The application is acknowledged with no waiting period.

The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.

The application is denied.

Print County Name: _____

Signature of County Personnel: _____

Title: _____ Date: _____

TOWNSHIP (if required by the county)
On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.213.)

Print Township Name: _____

Signature of Township Officer: _____

Title: _____ Date: _____

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

The information provided in this application is complete and accurate to the best of my knowledge. I acknowledge that the financial report will be completed and returned to the Board within 30 days of the event date.

Chief Executive Officer's Signature: Fr. Shane Stoppel-Wasinger Date: 9/27/2023
(Signature must be CEO's signature; designee may not sign)

Print Name: FR. SHANE STOPPEL-WASINGER

REQUIREMENTS

Complete a separate application for:

- all gambling conducted on two or more consecutive days; or
- all gambling conducted on one day.

Only one application is required if one or more raffle drawings are conducted on the same day.

Financial report to be completed within 30 days after the gambling activity is done:
A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.

Your organization must keep all exempt records and reports for 3-1/2 years (Minn. Statutes, section 349.166, subd. 2(f)).

MAIL APPLICATION AND ATTACHMENTS

Mail application with:

- ✓ a copy of your proof of nonprofit status; and
- ✓ application fee (non-refundable). If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**. Make check payable to **State of Minnesota**.

To: Minnesota Gambling Control Board
1711 West County Road B, Suite 300 South
Roseville, MN 55113

Questions?
Call the Licensing Section of the Gambling Control Board at 651-539-1900.

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Department of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

**Office of the Minnesota Secretary of State
Certificate of Existence and Registration**

I, Steve Simon, Secretary of State of Minnesota, do certify that: The entity listed below was filed under the chapter of Minnesota Statutes listed below with the Office of the Secretary of State on the date listed below and that this entity or filing is registered at the time this certificate has been issued.

Name:	The Church of St. George
Date Filed:	09/11/1901
File Number:	1629-NPA
Minnesota Statutes, Chapter:	Not Available
Home Jurisdiction:	Not Available

This certificate has been issued on: 06/08/2023



Steve Simon
Secretary of State
State of Minnesota



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 17, 2023

SUBJECT: Adopt Resolution Approving a Promotion of Amanda Noweski from Finance/Utility Billing Officer to Finance Director

Prepared By: Scott Weske, City Administrator

Report Date: 10/17/2023

Recommended City Council Action

Staff recommends the following:

Motion to adopt Resolution No. 2023-43 approving a promotion of Amanda Noweski from Finance/Utility Billing Officer to Finance Director and a one-time salary increase to Step 8 of the Finance Director scale.

Overview / Background

Prior to 2008, the City had a City Administrator, Finance Director, City Planner, City Clerk, and a part time office assistant to complete all the functions and daily operations of City Hall. After the City Administrator moved on, the Finance Director became the Administrator and the part time office assistant was never filled after that position was vacated.

In 2019, staff created the position of Finance/Utilities Officer out of necessity due to the significant need for support in City Hall. The goal was to hire an hourly paid employee to be responsible for utility billing and basic finance operations, thereby reducing the workload for the other office staff.

Ms. Noweski was appointed to the position of Finance/Utilities Officer on November 21, 2019 and subsequently began her employment with the City on December 2 of that year.

Staff continues to be very pleased with Ms. Noweski's excellent performance and would recommend the City Council ratify the City Administrator's finding that she has earned a promotion and has demonstrated the ability to do all the duties required as the Finance Director. The Finance/Utilities Officer position will not be filled and the Finance Director position will replace it. Staff also recommends Ms. Noweski receive a one-time salary increase to Step 8 of the Finance Director scale.

Supporting Information

- Resolution No. 2023-43
- Personnel Action Form
- Finance Director Position Description



**City Council
Resolution No. 2023-43**

**A RESOLUTION PROMOTING AMANDA NOWEZKI TO THE POSITION OF FINANCE DIRECTOR
AND APPROVING A SALARY STEP INCREASE**

WHEREAS, Ms. Nowezki was appointed to the position of Finance/Utilities Officer on November 21, 2019 and subsequently began her employment with the City on December 2 of that year; and

WHEREAS, the City Administrator is tasked with evaluating the employee’s performance, and recommending whether or not if any adjustments should be made to his or her compensation; and

WHEREAS, the City Administrator continues to be very pleased with Ms. Nowezki’s excellent performance and would recommend the City Council ratify the City Administrator’s finding that she has earned a promotion and has demonstrated the ability to do all the duties required as the Finance Director, as well as approve a salary step increase.

NOW, THEREFORE BE IT RESOLVED, by the City Council of the City of Long Lake, Minnesota that Finance/Utilities Officer Amanda Nowezki is hereby promoted to Finance Director and her salary is increased to \$74,500 or Step 8 of the 2023 Salary Plan effective October 18, 2023.

Adopted by the City Council of the City of Long Lake this 17th day of October 2023.

BY:

Charlie Miner, Mayor

ATTEST:

Jeanette Moeller, City Clerk



Personnel Action Form

City of Long Lake
450 Virginia Avenue
PO Box 606
Long Lake, MN 55356
Phone: (952) 473-6961

Employee Information / Personnel Action

Employee's Name: Amanda Nowezki Department: Finance

1. Type of Action: Appointment - Probationary Seasonal / Temporary
 Personnel Action - Performance Evaluation Disciplinary

Status: Regular Full Time Regular Part Time Seasonal Employee

Benefits: Full - Health, Life, Dental Insurance, etc.
 Partial - Prorated Sick / Vacation Leave
 None

Exempt From PERA? No Yes (if yes, see reverse side)

Other Actions (Not Appointments) -

COLA Increase Merit Pay Resignation Reclassification
 Step Increase Promotion Retirement Other _____
 Transfer Dismissal Suspension _____

	PRESENT STATUS	PROPOSED STATUS
2. Position Classification (Title)	<u>Finance/Utility Billing Officer</u>	<u>Finance Director</u>
3. Salary Step	<u>Step 6 (December 2023)</u>	<u>Step 8</u>
4. Wage (or Bonus)	<u>\$63,460</u>	<u>\$74,500</u>
5. Reason for Action	<u>Staff continues to be very pleased with Ms. Nowezki's excellent performance and finds that she has earned a promotion and has demonstrated the ability to do all the duties required as the Finance Director.</u>	
6. Effective Date	<u>10/18/2023</u>	

7. SIGNATURES

STAFF SIGNATURE

Date

DEPARTMENT HEAD SIGNATURE

Date

CITY ADMINISTRATOR SIGNATURE

Date

COPIES TO: ADMINISTRATOR / FINANCE OFFICER / EMPLOYEE
REVISED 01/02/2020

Position Title: Finance Director, Full-Time
Department: Administration
Accountable to: City Administrator

PRIMARY OBJECTIVE:

To conduct the planning, and administration of all financial activities for the City. Duties include, but are not limited to, management of all accounting functions in accordance with generally accepted accounting principles as well as established policies, payroll, utility billing, accounts payable, general ledger, investments, risk management; and providing assistance to the City Manager, City Council and Economic Development Authority on financial planning and related matters.

ESSENTIAL FUNCTIONS:

1. Maintains the General Ledger Accounting System.
 - Maintain city-wide chart of accounts.
 - Ensure coding and posting to accounts by subsidiary systems.
 - Reconcile subsidiary ledgers to General Ledgers.
 - Prepare interim and closing journal entries.
 - Maintain revenue and expenditure ledgers.
 - Maintain accounts payable and receivable ledgers.
2. Maintains Supporting Subsidiary Utility Billing System.
 - Reconciles subsidiary system to the General Ledger.
 - Processes and posts to ledger payroll and cash receipts.
 - Develop and execute reports and data base queries to process subsidiary work.
3. Maintain Special Assessment System and Associated Records.
 - Assist in preparation of assessment project by certifying the final assessment roll, performing any re-certifications and abatements.
 - Record receipts, deletions, and additions to assessment rolls on a current basis.
 - Respond to public inquiries for public information on certification.
 - Coordinate accuracy of special assessment information with Hennepin County Auditor.
4. Manages City Cash and Investments.
 - Reconcile cash accounts to General Ledger Cash balances for all funds.
 - Transfer funds between investments and checking account to ensure coverage of outstanding checks.
 - Prepare all debt service wire transfers.
 - Prepares short-term and long-range cash forecasts.
 - Obtains investment quotes and works with outside agents on cash investments.
 - Prepares and reviews investment schedule.
 - Executes wire transfers for transfers of investment funds.

5. Computes and Prepares Bi-Weekly Payroll and Reports.
 - Coordinates benefit and payroll information for new hires.
 - Enters new employees in to the payroll system.
 - Prepares the bi-weekly City employee, monthly City Council, quarterly Planning Commission, quarterly Firefighter/Fire Officer, and Fire Department Duty Crew payrolls.
 - Calculates and enters compensation and/or benefit changes into the payroll system.
 - Informs employees of benefit and insurance changes.
 - Coordinates annual benefits open enrollment.
 - Prepares year-end W2s and 1099s.

6. Maintains Vendor Listing and Prepares Vendor Payments
 - Matches vendor invoice with purchase order and receiving documentation, codes vendor invoice into accounting system, and obtains proper department and City Administrator approval where necessary.
 - Prepares vendor claims listing for approval by the City Council.
 - Manages timing of vendor payment to avoid late fees and other penalties.
 - Prepares and distributes year-end 1099's to vendor and to appropriate Federal and State agencies.

7. Works with the City Administrator in the Preparation of the Annual City Budget.
 - Prepares a budget adoption schedule for the City Administrator and the City Council.
 - Prepares expense and revenue history estimate worksheets for budget preparation.
 - Works with the Administrator to prepare and refine preliminary and final budgets for presentation to the City Council.
 - Works with the City Clerk to coordinate the certification of the preliminary and final city levy to Hennepin County.
 - Enters the adopted budget into the financial system.
 - Provides departments with a copy of the approved budget and monthly budget updates.
 - Publishes budget summary in accordance with State requirements.

8. Works with the City Administrator to prepare Capital Improvement Plan.
 - Works with City Administrator and appropriate departments heads to develop short and long-range Capital Improvement Plans for approval by the City Council.

9. Coordinates Annual Financial Audits with External City Auditor.
 - Prepares audit correspondence and assembles audit information and reports for auditors.
 - Compiles figures for closing accounts.
 - Prepares supporting audit schedules and reports.
 - Prepares year-end adjustments to financial ledger balances.
 - Prepares draft statements for auditors and reviews draft audit report.
 - Coordinates presentation of the annual audit to the City Council.

10. Maintains City invoice/billing system for all non-utility invoicing.
 - Prepares invoices from billing memorandums.
 - Prepares invoices for false alarm billings on a monthly basis.
 - Prepares invoices for incident billing as needed.

- Performs timely collection of delinquent invoices, including use of small claims court or other appropriate process.

11. Implements/Provides Oversight of Utility Billing.

- Directly supervises the Receptionist/Office Assistant/Utility Billing Clerk with regard to utility billing functions including entering utility readings into the financial system; preparing and reviewing utility invoices; responding to customer questions and requests for final readings; processing work orders for meter reviews, data logs and meter changeouts; keeping utility billing customer information updated on a timely bases; processing and certifying delinquent accounts; etc.
- Is responsible for all of the utility billing functions outlined above in the absence of a Receptionist/Office Assistant/Utility Billing Clerk.

12. Coordination of Risk Management and Loss Control.

- Coordinates the preparation of the annual LMCIT property and worker's compensation insurance applications.
- Maintains current policies and statements of value for city equipment, buildings, vehicles, and property.
- Prepare payments for liability, property, and workers compensation claims and premiums.
- Prepare works compensation audit and final premium.
- Maintain claim revenue and interfund reimbursements.

13. Tax Increment Financing Reports.

- Completes the annual Tax Increment Financing Reports for submission to the Office of the State Auditor.
- Reviews the status of the Tax Increment Financing Districts. Informs the Administrator of any concerns.
- Coordinates the issuance and payment of Tax Increment Revenue notes on projects with the Administrator and Financial Consultants.
- Coordinates the closing of districts with assistance.

14. Works with the City Administrator to Support Economic Development Authority (EDA)/Economic Development Activities.

- Works with the City Administrator and City Financial Consultant on Economic Development planning and projects.
- Provides financial and accounting support to the EDA.
- Along with the City Financial Consultant, provides financial recommendations to the EDA and City Council.

15. Customer Service.

- Assists with answering the phone and providing assistance to walk-in customers as needed during the City Clerk's absence.

Performs other duties as assigned or apparent.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or

ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Education and Experience.

- High school diploma or GED equivalent.
- Bachelor's Degree in Finance, Accounting or related field.
- Must be at least 18 years of age.
- 4 years of accounting experience
- 2 years accounting supervisory experience strongly preferred.
- 2 years municipal/governmental experience strongly preferred.
- Basic computer skills and software knowledge.

2. Knowledge, Skills and Abilities.

- Knowledge of sound accounting and investment principles and practices as they relate to municipal government.
- Knowledge of payroll and employee benefit and insurance policies, practices, and procedures.
- Knowledge of municipal fund accounting.
- Knowledge of municipal bonds and other financing tools.
- Knowledge of tax increment financing and other business subsidy tools (including reporting requirements).
- Knowledge of Microsoft Office Suite (Word, Excel, PowerPoint, Access) and accounting software systems.
- Working Knowledge of at least one accounting software package.
- Ability to follow verbal and written instructions.
- Ability to communicate effectively orally and in writing.
- Ability to establish effective working relationships with employees, other agencies, and the general public.

3. Special Requirements.

- No felony convictions.

4. Tools and Equipment Used

- Computer workstation.
- Banyon Financial System accounting software.
- Microsoft Word and Excel.
- Computer, calculator, phone, fax, printer, copier.

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. Reasonable accommodations might be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to talk; hear; sit; stand; walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision, and peripheral vision.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works indoors in an office setting with moderate noise levels.

EXAMPLES OF PERFORMANCE CRITERIA

- Establishes effective working relationships with others.
- Carries out assignments and duties under limited supervision.
- Prepares reports and assembles data as required in an accurate manner.
- Maintains due regard for the safety and welfare of self and other employees.
- Receives direction in a businesslike and professional manner.
- Communicates effectively in person and on the phone.

SELECTION GUIDELINES

Formal application and resume; review of education and experience; oral interview; background check, final selection. NOTE: Appointees will be subject to completion of a standard probationary period.

The examples of duties 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 17, 2023

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

Prepared By: Sean Diercks / Public Works Director

Report Date: 10/12/2023

Recommended City Council Action

Staff recommends the following:

Motion to approve the purchase of a 2021 Hyundai HL940AXT wheel loader as quoted by Universal Truck Sales of St Paul, MN.

Overview / Background

During the winter season of 2022-2023 it became evident that some of the current snow removal equipment used by the Public Works Department is underpowered, especially during larger snow events. The addition of the wheel loader is necessary during snowfall events to help plow certain areas of Long Lake that the current plow equipment struggles with - for example, areas such as the Greenhill Lane hill, all the cul-de-sacs, dead ends, parking lots, downtown areas, and let's not forget to mention the need for loading trucks when snow hauling and or when sand/salting is warranted. The current backhoe that is used for loading plow trucks, and is still used during an occasional snowfall for plowing, is 25+ years old and is almost worn out.

The Public Works Department started the budget process in the summer of 2023 with adding a wheel loader purchase. The initial thought was to budget for a new John Deere wheel loader from RDO Equipment under the state bid process. The department obtained quotes from RDO equipment back in April of 2023 for budgeting. The department requested updated quotes from RDO again in late August/early September and the quoted price had increased \$5,000 compared to the April 2023 quote. In addition, the department also had been looking for a decent used wheel loader for months for another viable option.

After pretty much giving up the hunt for wheel loaders, City Clerk Moeller emailed me this listing for a used 2021 Hyundai HL940AXT that her and Administrator Weske had found for sale in St Paul, MN at Universal Truck Sales with an attractive price compared to state bid pricing for a new wheel loader from RDO Equipment.

On Monday October 9, Luke and I went to look at the machine. The machine is two years old with approximately 500 hours on it. It was originally purchased by Sullivan Farms in western MN. They kept it for 16 months, and traded it in for a new 2023 larger model Hyundai. As the photos depict, this is a very gently used machine that is close to new in its condition, and it also falls within the same specs as the two John Deere models.

Additionally, Universal Truck Sales is an authorized Hyundai Construction Equipment dealer that provides parts, service, and any future warranty work if needed either at their shop or in the field. The machine currently has two years remaining on a five-year factory warranty. Hyundai has pre-authorized an available extended warranty up to 5 years/5000 hours for an additional \$6,600.00, and the machine passes an engine oil sample analysis.

The following information is the pricing for the above-mentioned machines.

- **Universal Truck Sales L.L.C. / 2845 Long Lake Road, St Paul, MN**

2021 Hyundai HL 940AXT Wheel Loader	\$149,900.00
Extended Warranty to 5 Years/5,000 Hours	\$ 6,600.00
Beacon Light	\$ 300.00
Total	\$156,800.00

- **RDO Equipment Co. / 11030 Holly Lane, Dayton, MN**

2023 John Deere 524 P Wheel Loader	\$212,809.19 (\$56,009.19)
2023 John Deere 544 P Wheel Loader	\$222,750.00 (\$65,950)

After reviewing all the supporting information, specs, and reviewing the machines in person, the Public Works Department is confident in recommending to the City Council to approve the purchase of the 2021 Hyundai Wheel Loader from Universal Truck Equipment as quoted.

Note: Color photos of the 2021 Hyundai HL 940AXT Wheel Loader under consideration are in the Council meeting e-packet for your review.

Supporting Information

- Universal Truck Sales L.L.C. - Hyundai HL 940 AXT Wheel Loader quote
- RDO Equipment - John Deere 524 P Wheel Loader quote
- RDO Equipment - John Deere 544 P Wheel Loader quote

UNIVERSAL
TRUCK SALES L.L.C.

2021 HYUNDAI HL940AXT



USD **\$149,900**

Machine Location: 2845 Long Lake Rd Saint Paul, Minnesota
55113

Seller Information

Universal Truck Sales

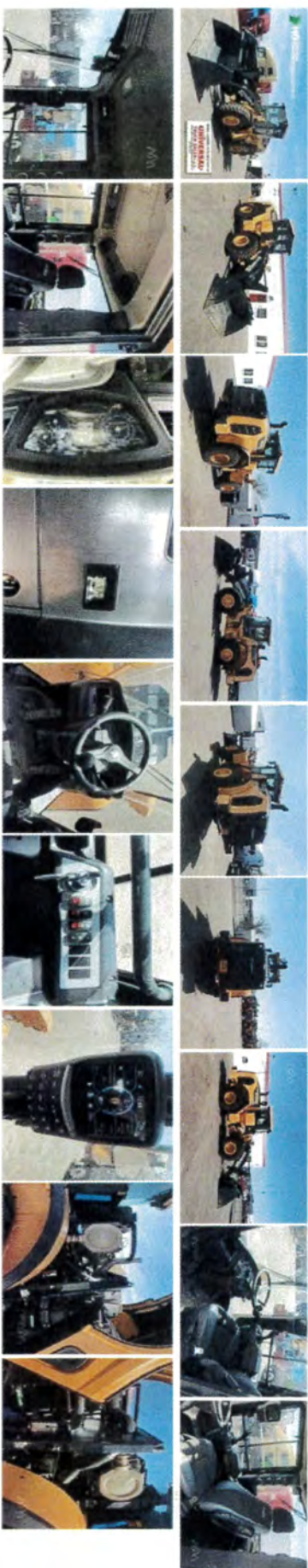
Contact: Felix Duran

Phone: **(612) 902-2776**

Saint Paul, Minnesota 55112

(612) 902-2776

[Video Chat](#)





[Hide Thumbnails](#)

Description

2021 HYUNDAI HL940A XT. *CUMMINS B6.7 ENGINE* Clean Machine. *LOW HOURS* ... Only 477 Hours. Quick Attach Coupler. 3.0 YRD Bucket. *2 YEAR WARRANTY REMAINING*. Rear View Camera. Rental and Leasing Options Available. Call For Availability!

Specifications

Year	2021	Manufacturer	HYUNDAI
Model	HL940AXT	Hours	477
Serial Number	HHKHWWL40CL0000198	Condition	Used
Stock Number	000198	Hours Meter	Accurate / Verified
Bucket	Yes	Bucket Width	102 in
Bucket Capacity	3 cu yd	Operating Weight	30,560 lb
Breakout Force	26,325 lb	Tipping Load	17,970 lb
Auxiliary Hydraulics	Yes	Coupler	Yes
Quick Attach	Yes	Scales	Yes
Self Leveling Bucket	Yes	Cold Weather Package	Yes
Front Tire % Remaining	90	Rear Tire % Remaining	90
Ride Control	Yes	ROPS	Enclosed
Operator Controls	Joystick	A/C	Yes
A/C Condition	Excellent	Heater	Yes
Rearview Camera	Yes	Heated Seat	Yes
Drive	4WD	Horsepower	155 HP
Transmission Type	Powershift	Number of Speeds	4
Load Sensing	Yes	Engine Turbo	Yes





HL940A DIMENSIONS

All dimensions are approximate.



Description	HL940A	HL940A XT
A Height to Top of Exhaust Pipe	3,310 (10' 10")	3,310 (10' 10")
B Height to Top of Cabin	3,300 (10' 10")	3,300 (10' 10")
C Height to Top of Product Link Antenna	3,445 (11' 4")	3,445 (11' 4")
D Height to Top of Warning Beacon	3,430 (11' 3")	3,430 (11' 3")
E Ground Clearance	417 (1' 4.4")	417 (1' 4.4")
F Wheelbase	3,000 (9' 10")	3,000 (9' 10")
G Overall Length (Without Bucket)	6,430 (21' 1")	7,020 (23')
H Shipping Length (With Bucket Level on Ground)	7,600 (24' 11")	8,190 (26' 10")
I Hinge Pin Height at Carry Position	430 (1' 5")	600 (1' 12")
J Hinge Pin Height at Maximum Lift	3,820 (12' 6")	4,425 (14' 6")

Unit : mm (ft/in)

Description	HL940A	HL940A XT
K Lift Arm Clearance at Maximum Lift	3,235 (10' 7")	3,840 (12' 7")
L Dump Clearance at Maximum Lift and 45° Discharge	2,765 (9' 1")	3,370 (11' 1")
M Reach at Maximum Lift and 45° Discharge	1,095 (3' 7")	1,090 (3' 7")
N Dump Angle at Maximum Lift and Dump (on Stops)	48	47
O Roll Back Angle	Ground	42
	Carry	47
P Clearance Circle (Diameter) to Outside of Tires	10,910 (35' 10")	10,910 (35' 10")
Q Clearance Circle (Diameter) to Inside of Tires	5,910 (19' 5")	5,910 (19' 5")
R Width Over Tires (Unloaded)	2,450 (8')	2,450 (8')
R1 Overall Width (with bucket)	2600 (8' 6")	-
S Tread Width	1,930 (6' 4")	1,930 (6' 4")

HL940A OPERATING SPECIFICATIONS WITH BUCKETS

Linkage Bucket Type Edge Type		General Purpose Pin On		General Purpose Hook on		High Lift Linkage Change
		Bolt-On Cutting Edges	Bolt-On Cutting Edges	Bolt-On Cutting Edges	Bolt-On Cutting Edges	
Capacity - Rated	m ³	2.3	2.1	2.3	-	
	yd ³	3.0	2.7	3.0	-	
Capacity - Rated at 110% Fill Factor	m ³	2.5	2.3	2.5	-	
	yd ³	3.3	3.0	3.3	-	
Width	mm	2,600	2,550	2,600	-	
	ft/in	8' 6"	8' 4"	8' 6"	-	
Dump Clearance at Maximum Lift and 45° Discharge	mm	2,765	2,795	2,640	+605	
	ft/in	9' 1"	9' 2"	8' 8"	+1' 12"	
Reach at Maximum Lift and 45° Discharge	mm	1,095	1,065	1,220	-5	
	ft/in	3' 7"	3' 6"	4'	-0.2"	
Digging Depth	mm	90	90	90	+40	
	ft/in	3.5"	3.5"	3.5"	+1.6"	
T Shipping Length (with Bucket)	mm	7,600	7,560	7,775	+590	
	ft/in	24' 11"	24' 10"	25' 6"	+1' 11"	
U Overall Height with Bucket	mm	5,185	5,145	5,395	+605	
	ft/in	17'	16' 11"	17' 8"	+1' 12"	
V Loader Clearance Circle	mm	12,180	12,110	12,280	+570	
	ft/in	40'	39' 9"	40' 3"	+1' 10"	
Static Tipping Load, Straight (No Tire Deflection)	kg	10,000	10,100	9,200	-1850	
	lb	22,050	22,270	20,285	-4075	
Static Tipping Load, Articulated (No Tire Deflection)	kg	8,600	8,700	7,900	-1550	
	lb	18,960	19,180	17,420	-3415	
Breakout Force	kg	11,800	12,230	10,200	+140	
	lb	26,015	26,965	22,490	+310	
Operating Weight*	kg	13,400	13,360	13,675	+460	
	lb	29,545	29,455	30,150	+1015	

* All height and tire related dimensions are with standard 20.5 R25, ** L3 tires.

HL940A BUCKET SELECTION CHART

Standard Lift Arm - General Purpose Bucket

Type	m ³ (yd ³)	Material Density [ton/m ³]														
		1.0	1.1	1.2	1.3	1.4	1.5	1.6	1.7	1.8	1.9	2.0	2.1	2.2	2.3	2.4
Bolt-On Cutting Edge	2.3 (3.0)	2.6 m ³ (3.4 yd ³)						2.2 m ³ (2.9 yd ³)								
Bolt-On-Teeth	2.1 (2.7)							2.4 m ³ (3.1 yd ³)						2.0 m ³ (2.6 yd ³)		
Cutting Edge (ISO Quick Coupler)	2.3 (3.0)	2.6 m ³ (3.4 yd ³)						2.2 m ³ (2.9 yd ³)								

High Lift Arm (XT) - General Purpose Bucket

Type	m ³ (yd ³)	Material Density [ton/m ³]														
		1.0	1.1	1.2	1.3	1.4	1.5	1.6	1.7	1.8	1.9	2.0	2.1	2.2	2.3	2.4
Bolt-On Cutting Edge	2.3 (3.0)	2.6 m ³ (3.4 yd ³)						2.2 m ³ (2.9 yd ³)								
Bolt-On-Teeth	2.1 (2.7)							2.4 m ³ (3.1 yd ³)						2.0 m ³ (2.6 yd ³)		
Cutting Edge (ISO Quick Coupler)	2.3 (3.0)	2.6 m ³ (3.4 yd ³)						2.2 m ³ (2.9 yd ³)								

115% 100% 95%

SPECIFICATIONS HL940A

ENGINE

Maker / Model	CUMMINS / B6.7
Type	Tier 4F/ Stage V Emission Certified. 6 cylinder diesel engine with No Manual Regeneration.
Gross Power (SAE J1995)	156 HP (116 kW) at 2,200 rpm
Net Power (SAE J1349)	154 HP (115 kW) at 2,200 rpm
Max. Power	165 HP (123 kW) at 1,800 rpm
Peak Gross Torque (SAE J1995)	550 lbft (746 N-m) at 1,300 rpm
Displacement	6.7 L (408 cu in)

*Stage V & Tier 4 Final Certified

TRANSMISSION

Torque Converter Type	3-Elements, Single-stage, Single phase
Tire	20.5 R25, ★★, L3
Travel Speed, km/h (mph)	4 speed T/M
	1st 7.0 (4.3)
	2nd 12.8 (7.9)
Forward	3rd 25.1 (15.6)
	4th 40.0 (24.9)
	1st 7.4 (4.6)
Reverse	2nd 13.5 (8.4)
	3rd 26.4 (16.4)

AXLES

Drive System	Four-wheel drive system
Mount	Rigid front axle and oscillating rear axle
Rear Axle Oscillation	Oscillating ±11° degrees
Hub Reduction	Planetary reduction at wheel end
Differential	Conventional
Reduction Ratio	21.533

HYDRAULIC SYSTEM

Type	Load sensing hydraulic system
Pump	Variable displacement piston pump, 39.3 gpm
Control Valve	2 spool (Bucket, Boom) 3 spool (Bucket, Boom, Aux)
System Pressure	4,061 psi (280 bar)
Lift Circuit	The valve has four functions: raise, hold, lower and float can adjust automatic kickout from horizontal to full lift.
Tilt Circuit	The valve has three functions: tilt back, hold and dump. Can adjust automatic bucket positioner to desired load angle.
	Type: Double acting No. of cylinders-bore x stroke:
Cylinder	Lift 2-110 × 738 mm (4.3" × 29")
	HL940A Tilt 125 × 560 mm (4.9" × 1' 10")
	HL940A XT Tilt 125 × 580 mm (4.9" × 1' 11")
Cycle Time	Raise: 5.5 sec, Dump: 1.9 sec Lower: 3.9 sec, Total: 11.3 sec

* Hyundai Bio Hydraulic Oil (HBHO) optional.

OVERVIEW

Description	HL940A	HL940A XT
Operating Weight	13,601 kg (29,985 lb)	13,862 kg (30,560 lb)
Bucket Capacity	Heaped 2.3 m ³ (3.0 yd ³)	2.3 m ³ (3.0 yd ³)
	Struck 2.0 m ³ (2.62 yd ³)	2.0 m ³ (2.62 yd ³)
Breakout Force-Bucket	11,800 kg (26,015 lb)	11,940 kg (26,325 lb)
Tipping Load	Straight 10,471 kg (23,085 lb)	8,150 kg (17,970 lb)
	Full Turn 9,003 kg (19,850 lb)	7,050 kg (15,545 lb)

TIRES

Type	Tubeless, loader design tires
Standard	20.5 R25, ★★, L3
	20.5-25 16PR L3
Options Include	20.5-25 16PR LS 20.5 R25, ★, XHA

BRAKES

Service Brakes	Hydraulically actuated, wet disc brakes actuate all 4 wheels independent axle-by-axle system. Self adjusting & wheel speed brake.
Parking Brake	Spring-applied, hydraulically released brake
Emergency Brake	When brake oil pressure drops, indicator light alerts operator and parking brake automatically applies.

STEERING SYSTEM

Type	Load sensing hydrostatic articulated steering
Pump	Variable displacement piston pump, 149 lpm
System Pressure	210 bar (3,046 psi)
Cylinder	Double acting 2-65 × 429 mm (2.5" × 16.9")
Steering Angle	40° to both right and left angle, respectively
Features	Center-point frame articulation. Tilt and telescopic steering column.

SERVICE REFILL CAPACITIES

Fuel Tank	220.0 liters (58 US gal)
Def Tank	30.1 liters (8.0 US gal)
Cooling System	37.0 liters (9.8 US gal)
Crankcase	18.0 liters (4.8 US gal)
Transmission	34.7 liters (9.2 US gal)
Front Axle	23.0 liters (6.1 US gal)
Rear Axle	23.0 liters (6.1 US gal)
Hydraulic Tank	90.0 liters (23.8 US gal)
Hydraulic System (Including Tank)	130.0 liters (34.3 US gal)

CABIN

ROPS / FOPS Cabin Meet ISO 3471 and ISO 3449

CAB NOISE LEVEL

Guaranteed noise level presented below can be differed depending on a range of factors such as operating condition, speed of a cooling fan, types of engine and so forth. Hearing protection shall be necessary if an operator is working in the improperly maintained cabin or exposed to a noisy environment by leaving doors and/or windows open.

With cooling fan speed at maximum value:

Operator sound pressure level (ISO 6396:2008)	68 dB(A)
Exterior sound power level (ISO 6395:2008)	108 dB(A)

* Distance of 15 m (49.2 ft), moving forward in second gear ratio.

ENGINE	STD	OPT
ENGINE, CUMMINS, B6.7		
3 Stage air precleaner	•	
Alternator, 95A	•	
Fuel warmer	•	
Engine oil level dipstick gauge	•	
Fuel / water separator	•	
VGT (Variable Geometry Turbo)	•	
CLEAN EMISSION MODULE		
DCC, DPF and SCR	•	
<small>Active Emission Regeneration (No Manual Regeneration Required)</small>		
Stage V Certified Emissions	•	
EGR Free	•	
Automatic Regeneration	•	
COOLING SYSTEM		
Antifreeze	•	
Auto Reversing Fan (adjustable Time/ Interval Frequencies) w/ Manual Override	•	
Coolant Level Sight Gauge	•	
Fan guard	•	
Wide Fin Radiator	•	
POWER TRAIN	STD	OPT
TRANSMISSION		
Transmission F4/R3, computer controlled, electronic soft shift, auto-shift and kick-down features included	•	
Transmission oil sight level	•	
Wide Fin Transmission Oil Cooler	•	
AXLE		
Conventional (Rear)	•	
Hydraulic lock differential (Front)	•	
Limited slip differential (Front / Rear)		•
BRAKE		
Parking brake	•	
Service brake (Enclosed wet-disc)	•	
TIRES		
20.5 R25, ★★, L3	•	
20.5-25 16PR L3		•
20.5-25 16PR L5		•
20.5 R25, ★, XHA		•
HYDRAULIC SYSTEM	STD	OPT
Diagnostic pressure taps	•	
Hyundai Bio Hydraulic Oil (VG46)	•	
Hydraulic oil level sight gauge	•	
Hydraulic Oil VG32	•	
Hydraulic Oil VG46	•	
Wide Fin Hydraulic Oil Cooler	•	
HYDRAULIC CONTROL		
Fingertp	•	
Joystick	•	
ELECTRO-HYDRAULIC CONTROL		
Boom kickout, automatic	•	
Bucket positioner, automatic	•	
Extra piping for auxiliary function	•	
Fingertp	•	
Joystick	•	
Quick coupler piping	•	
Ride control system	•	
CAB & INTERIOR	STD	OPT
ALARMS, AUDIBLE AND VISUAL		
Air filter clogging	•	
Battery voltage	•	
Brake oil pressure	•	
DEF low level	•	
Engine coolant level	•	
Engine coolant temperature	•	
Engine oil pressure	•	
Fuel level	•	
Hydraulic oil temperature	•	
Parking brake	•	
Service brake oil pressure	•	
Seat belt ON/OFF	•	
Transmission error	•	

CAB & INTERIOR	STD	OPT
ALARMS, AUDIBLE AND VISUAL		
Transmission oil temperature	•	
GAUGES		
Diesel Exhaust Fluid (DEF) level	•	
Engine coolant temperature	•	
Fuel level	•	
Horn, electric	•	
Speedometer	•	
Transmission oil temperature	•	
INDICATOR LIGHTS		
Clutch Cut Off	•	
Differential Lock	•	
Engine auto stop	•	
FNR	•	
High beam	•	
Parking brake	•	
Pilot cut off	•	
Ride control	•	
Seat belt ON/OFF	•	
Turning light	•	
LCD DISPLAY		
Clock and fault code	•	
DEF level	•	
DEF low level	•	
Engine rpm	•	
Horn, electric	•	
Job time and distance	•	
Operating hour counter	•	
Transmission gear range	•	
BATTERIES		
850CCA, 12V, 2PCS	•	
LIGHTING SYSTEM		
Brake lights(Counterweight)	•	
LED dome light	•	
2 Head lights on front tower	•	
2 Head lights (LED) on front tower	•	
2 Stop and tail lights	•	
4 Turn signals	•	
2 Working lights on front roof	•	
4 Working lights on front roof	•	
2 Working lights on rear roof	•	
4 Working lights (LED) on front roof	•	
2 Working lights (LED) on rear roof	•	
2 Working lights on grill	•	
2 Working lights (LED) on grill	•	
SWITCHES		
Battery master switch	•	
Differential Lock	•	
Emergency steering	•	
FNR shifter	•	
Hazard	•	
Parking	•	
Pilot cut off	•	
SYSTEM MEMORY SETTINGS		
Autolube, integrated in secondary display	•	
Auto position	•	
Beacon light	•	
Fine modulation	•	
Main light	•	
Mirror heat	•	
Quick coupler	•	
Rear wiper	•	
Ride control	•	
Work light	•	
Work load	•	
IGNITION		
Key	•	
Push Start Button	•	
CAB (SOUND SUPPRESSED)		
24V to 12V DC converter (20A)	•	
Coat hook	•	
Magazine pocket	•	
One door cab	•	
Radio / USB player	•	

CAB & INTERIOR	STD	OPT
CAB(SOUND SUPPRESSED)		
Rear view mirrors (1 Inside)	•	
Rear view mirrors (2 Outside, heated)	•	
Roller type sunshade (Front window)	•	
ROPS / FOPS CAB	•	
Rubber floor mat	•	
Steering column, tilt and telescopic	•	
Steering wheel with knob	•	
Tinted safety glass	•	
Wrist rest	•	
DOOR		
Door and cab locks, one key	•	
Doors, service access (Locking)	•	
Doors, service access (Remote control)	•	
AUTOMATIC CLIMATE CONTROL		
Air conditioner & heater	•	
Defroster	•	
Intermittent wiper and washer, front and rear	•	
SEAT		
3" Retractable seat belt & adjustable air suspension (Heated)	•	
PERSONAL STORAGE SPACE		
Console box	•	
Holder, can and cup	•	
PEDALS		
Accel pedal without ECO switch	•	
Dual-brake pedal	•	
One accelerator pedal	•	
One brake pedal	•	
SAFETY	STD	OPT
Alarm, back-up	•	
Boom safety lock	•	
Emergency steering	•	
Emergency stop	•	
Fire extinguisher	•	
OBJECT DETECTION		
AAVM - All Around View Monitoring	•	
IMOD (Intelligent Moving Object Detection)	•	
RADAR + Secondary Monitor	•	
OTHERS	STD	OPT
2nd Monitor	•	
3 Spool MCV	•	
Air Compressor	•	
Auto Engine Shut Down	•	
Auto Grease System	•	
Articulation Locking Bar	•	
Heavy Counterweight	•	
Hi-Mate, Satellite	•	
ISO Quick Coupler	•	
LED Beacon Lamp	•	
License Plate & 10W LED Lamp	•	
Lift and tie-down hooks	•	
Loader linkage, sealed	•	
Sun Shade on Rear Window of Cabin	•	
Vandalism protection caplocks	•	
Wheel Chocks	•	
SAFETY		
Handrails	•	
Ladders	•	
Platforms	•	
Steps	•	
TELEMATICS		
ECD (Engine Connected Diagnostics)	•	
Hi MATE	•	
GUARDS		
Belly-Pan Guard	•	
Crankcase	•	
Fenders (Front)	•	
Fenders (Rear)	•	
Transmission	•	

* Standard and optional equipment may vary. Contact your Hyundai dealer for more information. The machine may vary according to international standards.
 * The photos may include attachments and optional equipment that are not available in your area.
 * Materials and specifications are subject to change without advance notice.
 * All imperial measurements rounded off to the nearest pound or inch.

PLEASE CONTACT



www.hceamericas.com
 6100 Atlantic Blvd., Norcross, GA 30071
 TEL (678) 823-7777 FAX (678) 823-7778

524 P

Wheel Loader



JOHN DEERE

Section 7A.





Investment Proposal (Quote)

Section 7A.

RDO Equipment Co.
 11030 Holly Lane N
 Dayton MN, 55311
 Phone: (763) 294-7800 - Fax:

Proposal for:
 CITY OF LONG LAKE
 PO BOX 806
 LONG LAKE, MN, 55356
 HENNEPIN

Investment Proposal Date: 4/28/2023
 Pricing Valid Until: 5/12/2023
 Deal Number: 1655032
 Customer Account#: 2855065
 Sales Professional: Nick Andvik
 Phone: (763) 294-7800
 Fax:
 Email: nandvik@rdoequipment.com

Equipment Information

Quantity	Serial Number Stock Number	Hours (approx.)	Status / Year / Make / Model Additional Items	List Price Per Unit	Cash Price
1	TBD TBD	0	New 2023 JOHN DEERE 524P 6021DW 524 P-Tier Wheel Loader 0202 United States 0259 English 0351 Translated Text Labels 0400 Standard Loader 0451 Standard Z-BAR 0612 Level 2 Trim 0655 Level 2 Performance 8500 Cold Weather Package 8295 Heated And Powered Exterior Mirrors 8505 Guards - Transmission & Bottom 8502 Maintenance and Service Package 8508 Auxiliary Equipment Package 8042 Axle Oil Cooling and Filtration 0952 Rear Camera (Secondary Display) 1100 Less Detection System 1301 Left Side Steps 183E JDLink™ 2205 SmartWeigh Ready + Trial 4095 John Deere 6.8L - FT4/SV 6522 Rear Counterweight & Rear Hitch w/ Pin 7026 Joystick Controls 7055 Four Function Hydraulics 5110 Firestone SGG - 20.5-25 L2 16PR Bias Tires w/ 3 PC Rims 5554 Full Coverage Front & Rear Fenders w/ Mudflaps 7403 Hydraulic Coupler - JRB 416 Pattern 7823 3,25 YD (2.50 CM) Enhanced Performance 7458 Bolt-On Cutting Edge 7500 Less Fork Frame 7700 Less Tines BYT12749 5th/6th Function Hydraulics Warranty -John Deere Power Train & Hyd.-60 Months, 1500 Hours,Deductible: 0, Exp Date: 9/20/2028	\$335,244.00	\$212,809.19
1	TBD TBD	0	Attachment - New 2023 LITTLE FALLS MACHINE PR-1243-E2-MS PR-1243-E2-MS 12' reversible plow Inside Parts LJR8 Hooks Inside Parts LADAPT Inside Parts Rubber Flap Inside Parts Stucchi 4 port - #L4PFQ		\$16,645.00
1	TBD TBD	0	Attachment - New 2023 LITTLE FALLS MACHINE LLDL-10A LLDL-10A FALLS MODEL LDL-10A REAR MOUNTED SNOW WING Inside Parts Stucchi 2 port - #L2pFQ		\$23,095.00
Equipment Subtotal:				\$259,655.19	

D1655032

Page 1 of 2

Purchase Order Totals

Balance:	\$259,655.19
Sub Total:	\$259,655.19
Cash with Order:	\$0.00
Balance Due:	\$259,655.19

*Applicable taxes not shown for this document

152 Hp.

544 P

Wheel Loader



JOHN DEERE

Section 7A.



Purchase Order Totals

Balance:	\$270,202.00
Sub Total:	\$270,202.00
Cash with Order:	\$0.00
Balance Due:	\$270,202.00

*Applicable taxes not shown for this document

166 Hp



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 17, 2023

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

Prepared By: Scott Weske, City Administrator

Report Date 10/11/2023

Recommended City Council Action

Staff recommends the following:

Motion to authorize DDA Human Resources, Inc. to complete a job classification and compensation study at a cost not to exceed \$8,910.

Overview / Background

With all of the changes coming to the City of Long Lake, along with all of the outside economic factors impacting City operations and City staff, staff feels it is the right time to update the City’s philosophy related to personnel.

Over the last 15 years, the common practice has been the City Council approving an annual wage increase of 0%-3% during the budget cycle. There has been a few times in the last five years that there have been wage adjustments to individuals or groups of employees to try and stay in line with peers in the same class.

Completion of a job classification and competition study will provide a path forward for future wage increases, job classification changes, and support if an additional employee was added to a position that currently doesn’t exist.

Staff recommends the City Council approve a job classification and compensation study to be completed by DDA Human Resources, Inc. and support the recommendations and results of the study moving forward.

Supporting Information

- Service Proposal from DDA Human Resources, Inc. dated 10/6/23

CITY OF LONG LAKE



SERVICE PROPOSAL
October 6, 2023
DR. TESSIA MELVIN

EXECUTIVE SUMMARY

October 6, 2023

Scott Weske, City Administrator
City of Long Lake

RE: Proposal for Job Classification and Compensation Services

Dear Mr. Weske:

Thank you for the opportunity to submit this proposal to the City of Long Lake. Based on our experience with the type of work outlined in the proposal, we are confident our experience and expertise will allow us to address your needs, goals and exceed your expectations.

Three major factors distinguish DDA Human Resources from other providers:

- All our employees come with years of public sector experience. We specialize in government, and we know first-hand the challenges of managing public sector compensation. This helps us deliver practical, workable solutions.
- We believe that classification and compensation can and should be managed as a practical, common-sense process – not as some theoretical or statistical exercise in regression analysis. We will help you design a compensation system that is technically solid and one you understand. We measure our effectiveness as a consulting firm not by studies completed, but by studies that are **actually implemented**.
- We think a compensation should be actively managed as an ongoing program – not neglected and then fixed with a major compensation study like this. With proper on-going maintenance support, major disruptive and expensive compensation studies are unnecessary. We are pioneers in providing ongoing maintenance solutions.

Our firm's goal is to be known as the best human resources consultant in Minnesota. There is only one way to get there – by delivering exceptional service. We will do our very best to earn your trust, your respect, and your future business.

Our success has been driven by utilizing staff that is experienced and well-trained in government planning, human resources, payroll, compensation systems and market analysis. We understand that each client has a specific project scope. We will customize our approach with our attention to detail, collaboration with your staff, transparent and customized communications. Our overall project approach provides efficient and effective outcomes and sets ourselves apart in our ability to value your organization.

Involvement with Personnel

Our approach to this project is to engage staff to ensure that we have an understanding of the project, each individual's role in the project, overall expectations and needs and deadlines. Throughout the project, there will be periodic meetings with staff, Project Team, Working Committee and other groups as needed to share information, solicit input and provide updates. We believe communications is important and will customize a plan that suits the organization. Your internal staff and leadership are key to truly understanding your organization and developing solutions that can be implemented.

Commitment to Meet Your Needs

We assist all our clients in implementing a solution that works. In order to do that, we will do the following for you:

- Present a clear project plan.
- Use portal technology to share and collaborate documents.
- Provide an environment that solicits and welcomes ideas and strategies from the employees and designated teams.
- Present recommendations in a clear, concise manner. We use non-technical terms and examples to gain employee buy-in.
- Respond to project team needs in a timely manner.

We have included cost for each option for 10 positions, as follows:

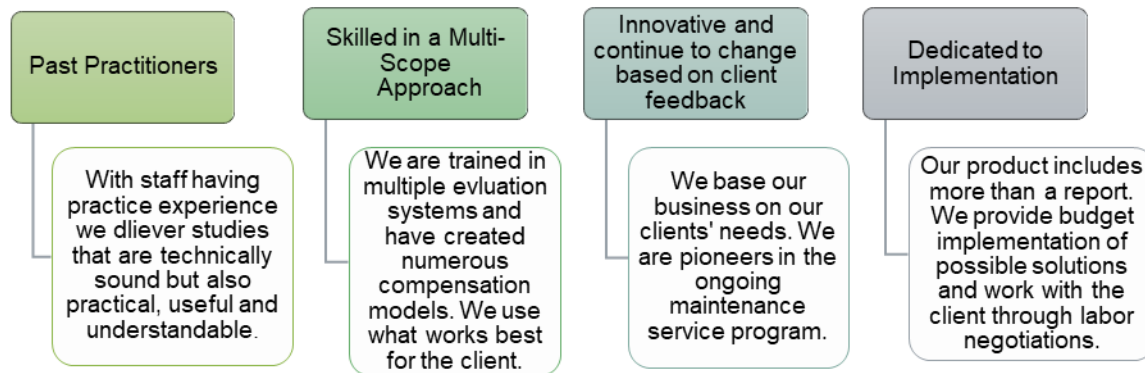
Option	Services	Total Cost Not to Exceed
1	Compensation Study/ Market Analysis	\$3,310
2	Compensation Study/ Market Analysis Amend or Establish Compensation System	\$5,310
3	Compensation Study/ Market Analysis Amend or Establish Compensation System Implementation Analysis and Strategy for Compensation	\$7,310
4	Ongoing Maintenance	\$3,000
5	Full Classification and Compensation Study	\$8,910

Contents of Proposal

- Our Firm and Qualifications
- Our Philosophy for Compensation and Classification Studies
- Our Service Team
- References
- Project Plan and Timeline
- Project Investment
- Our Clients
- Our Offices

OUR FIRM AND QUALIFICATIONS

Our parent company, David Drown Associates, Inc. has provided consulting services to over 450 units of government across Minnesota since 1997. Over these years, DDA Human Resources staff has gotten to know government well and we continually strive to keep our services practical, useful, and up to date. Our history and corporate culture have grown from an honest desire to serve public sector clients in a practical and common-sense manner. We are not your ordinary consultant. The DDA Human Resource difference is:



In addition to our work with various cities, counties and government entities, we partner with organizations that include League of Minnesota Cities, Association of Minnesota Counties (AMC) and Pay Equity. As part of our work with AMC, we provide the Technical Human Resource Program. And we have teamed up with Pay Equity to help educate entities on reporting, classifications, and compliance.

Other Services We Provide

Executive Searches

Our approach to conducting executive searches is a simple one. We want to find the best fit for your organization. This is accomplished by listening to what you are saying and building the entire search process off that foundation. We strive to gather a significant amount of background information so, when the elected body ultimately approves moving forward with the search, we will have fully encapsulated your expectations.

Organizational Analysis

Creating an organizational structure that maximizes service effectiveness is challenging. In order for the City or County to function in a lean, efficient manner, there must a structure in place to capitalize on the organization's most valuable resource – the people.

Multi-Agency Services

Cities and Counties continue to face financial challenges created by a growing list of mandates and service expectations and a contraction of available financial resources. This dilemma can sometimes be solved by creating service partnerships with other units of government. We have experience evaluating options and providing a path forward for specific services or large parts of the organization.

We approach compensation study work as a practical, common-sense process – not as some theoretical or statistical exercise in regression analysis.
We collect information, analyze it, and communicate our findings in simple understandable ways.
Our honest goal is to help you design a compensation system that is technically solid, is one you actually understand, and one that works better than what you have now.
We measure our effectiveness as a consulting firm not by studies completed, but by studies that are **actually implemented**.
We do this through customizing your competitive pay philosophy.

DDA's proprietary compensation model incorporates the latest data on competitive market conditions with data on your organization. Using this model, we can calibrate and compare your current wage ranges with the market and provide trend lines clearly showing how your wage scales stack up. You will have the information you need to make informed decisions.



- Internal Indicators**
- Benefits
 - Incentives
 - Healthcare
 - Retirement
 - Vacation/ Sick time
 - Work Balance
 - Flexibility
- External Indicators**
- Benchmarks (size, tax capacity, services, etc.)
 - Level of Responsibility
 - Reporting Relationships
 - Experience Required
 - Size of Organizations
 - Organizational Structure
 - # of Employees Supervised

OUR PHILOSOPHY FOR COMPENSATION AND CLASSIFICATION STUDIES

Government is in the service delivery business, and quality service requires quality employees. An effective compensation system will help you attract and keep talented employees. Likewise, an out-of-date or ill-conceived compensation system will produce turnover and hamper efforts to recruit quality replacements.

In the real world of limited resources, government is increasingly expected to do more with less. Accordingly, a community’s pay philosophy must strike a reasonable balance between a desire to pay your good employees well to retain their good services, while at the same time controlling costs to keep faith with the taxpayers. Designing a pay system is not easy, every community is different, and a “one size fits all” approach seldom produces a good result.

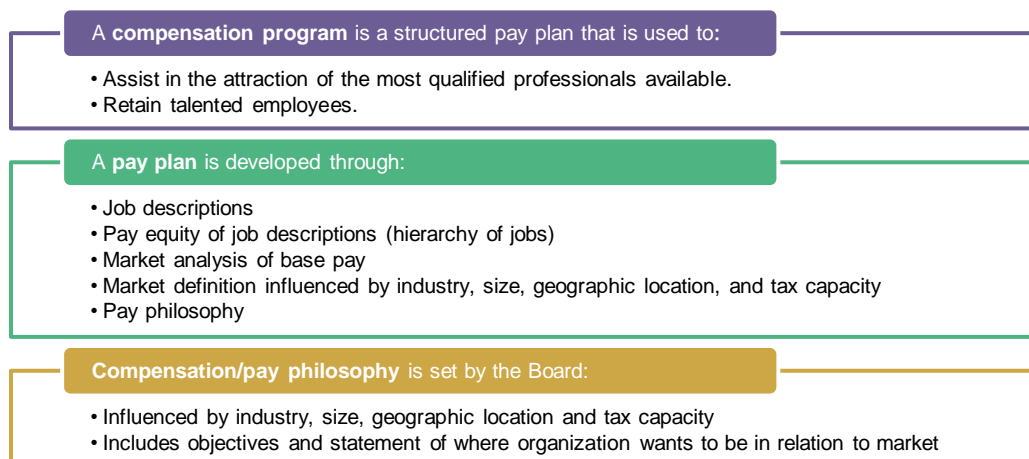
We approach compensation study work as a practical, common-sense process – not as some theoretical or statistical exercise in regression analysis. We collect information, analyze it, and communicate our findings in simple understandable ways. Our honest goal is to help you design a compensation system that is technically solid, is one you actually understand, and one that works better than what you have now.

As we work with you to build the best compensation system for your community, we keep four very practical objectives in mind:

Compensation and Benefits	Internal Equity	Positive and Transparent	Customized
<ul style="list-style-type: none"> • Competitive to hire, retain, and motivate qualified employees 	<ul style="list-style-type: none"> • Satisfy MN Pay Equity Requirements 	<ul style="list-style-type: none"> • Be open and fair to employees, managers and unions 	<ul style="list-style-type: none"> • Establish a pay philosophy based on your organization

DDA Human Resources believes your compensation and classifications systems should be based on:

1. Updated job descriptions
2. Market Competitiveness set by a decided pay philosophy
3. Pay Equity



OUR FIRM AND QUALIFICATIONS

DDAHR maintains a staff of 10 individuals. We also maintain relationships with several independent consultants in key specialty areas. Here is the Team we have assembled for your project:

Dr. Tessia Melvin –Department Head

Tessia heads the compensation and classification (C&C) services area of DDAHR. Over the past six years, Tessia has served as lead analyst on over 65 separate C&C engagements with Minnesota communities. She brings to the position nearly 13 years of diverse service to city and county government. As a City Administrator in Maple Plain, Minnesota, Tessia drafted five-year budgets, capital improvement plans, infrastructure improvement plans, and led strategic planning program. Working in Dakota County, Minnesota, Tessia provided leadership training, managed their performance management system, and worked with compensation and benefits. Dedicated to local governments and continued learning, Tessia earned her doctorate in Public Administration.



Mark Goldberg, MA-HRR – Principal Consultant

Mark Goldberg is a Principal Consultant with the firm. Mark’s experience is broad and deep. He has held a variety of compensation leadership positions in media, high tech, manufacturing, local government organizations and the University of Minnesota. In addition, Mr. Goldberg has over 6 years of experience consulting with major public sector organizations around the country with a focus on project in Minnesota such as Koochiching County, the city of Red Wing and the City of Aitkin. He has a master’s degree in industrial and labor Relations from Cornell University and a bachelor’s degree in human resource administration from Muhlenberg College.



David Drown – Technical Support

David is the founder and owner of DDA. David will lend his technical and statistical expertise to the team to manage the collection and analysis of market data, help calibrate your compensation plan, and calculate budget impacts. David received his undergraduate degree in civil engineering and served in local government as a registered civil engineer early in his career. He also holds an MBA in finance from the Carlson School of Management and has served as a finance and economic development consultant to numerous cities and counties across the State.

Kelly Jones – Technical Support

Kelly received his Bachelor of Arts degree in Psychology and his Master of Science degree in Industrial and Organizational Psychology from Saint Cloud State University in Saint Cloud, Minnesota. Prior to entering the field of compensation, he served as a project coordinator and talent management specialist for Sleep Number and Robert Half. Kelly has spent the last 3 years as a technical analyst and compensation consultant, while assisting dozens of Cities and Counties across the United States with their compensation and classification needs. His work will be primarily focused on data collection and analysis, while also assisting the DDA team with any ongoing project needs.

Tom Blakesley – Technical Support

Tom is the newest member of the DDA team. Prior to joining DDA, Tom worked extensively in client/customer relations. He also brings experience in working with and analyzing business data in the private sector. He will be primarily working on data collection and analysis and providing a great deal of the initial groundwork and research for classification and compensation studies.

Supporting Team Members (*Our Bench*)

Melanie Ault

Melanie Ault brings to DDAHR over 20 years of experience leading Minnesota county human resources and labor relations operations with additional experience at the city, regional, and state levels. Melanie joined DDAHR in 2017, after serving as Washington County’s HR Director. You might recognize her by her passion for examining pending legislation and its ramifications for the public sector. Melanie holds BA, MAPA, and JD degrees, with further education in public administration. She is an avid supporter of professional organizations, serving on the state and national levels. She loves making new connections and looks forward to helping you find answers and ideas. Melanie is one of our AMC Human Resources Technical Assistance Program staff.

George Gmach

George has been doing classification and compensation study work in Minnesota for 30 years. He worked with the Stanton Group for 12+ years with management responsibility for salary and benefit surveys and compensation consulting. His experience has crossed multiple industries and included private, non-private and public sectors. George also worked at Employers Association and its successor for 16 years. During his career, he has designed and conducted several hundred compensation and benefit surveys and has implemented multiple compensation programs in large and small organizations across all sectors. He designed and modified job evaluation systems and implemented them in the public sector. He has worked with the Minnesota Pay Equity Statutes since their inception. In addition, he is a military veteran who served as a combat medic in Vietnam.

REFERENCES

Reference #1: **City of Mankato, Minnesota**

Contact: Gwen Campbell, Communications and HR Manager
 952-443-4230
gcampbell@ci.victoria.mn.us

Contract dated: May 15, 2019 – completed October 2019, we continue to provide ongoing maintenance

Scope of Services: *This was a full-service class and comp study for a rapidly growing suburban community. We updated all job descriptions including several new job titles; classified all job titles using DDA’s JET system, completed a market analysis of 14 benchmark communities (93% participation) and 5 “spotlight communities”, evaluated two alternative salary plans with pay ranges calibrated at 100% of benchmark averages, and provided an implementation plan with employee-by-employee grade/step assignments and a calculation of budget impact. Victoria says they plan to enroll in DDA’s ongoing service program.*

Reference #2: **City of Fridley, MN**

Contact: Becca Hellegers, Employee Resources Manager, 763-572-3507,
Becca.Hellegers@FridleyMN.gov

Contract Dated: February 2020 – December 2020, they have entered an ongoing maintenance contract with us

Scope of Services: *DDA was originally engaged to complete a market study only of wages paid to 97 position descriptions. The work plan was expanded to have us perform a full classification and compensation study for all positions, classifying all jobs and designing a new pay plan for the City.*

Reference #3: City of Golden Valley, MN

Contact: Kirsten Santelices, HR Director
763-593-3989
ksantelices@goldenvalleymn.gov

Contract Dated: January 2020 – completed December 2020, we continue to provide ongoing maintenance

Scope of Services: *All job titles were reclassified using the JET evaluation system, and several employee challenges were reviewed and resolved. Market wage study revealed that the current pay plan wages averaged about 5% below the benchmark average. We developed a new pay plan with expanded steps, reviewed several approaches for implementation, and ultimately arrived at a plan that worked within the City's limited budget.*

Reference #4: Rochester, MN

Contact: Leena Murphy, Senior HR
507-328-2561
lmurphy@rochestermn.gov

Contract Dated: October 2021 for ongoing maintenance

Scope of Services: *This is an example of a client engagement with a scope of services looking to maintain their current classification system. We learned a new classification system, their job positions and are able to maintain their pay philosophy, job descriptions and maintain competitive pay without having to complete an entire study.*

PROJECT PHASE

Project Orientation

The first step of the project is to review and analyze data provided by the client. This includes any existing job description, job evaluation system, policies, pay philosophies and pay strategies, current compensation model, pay equity and any other data the client has available. We will discuss strengths and weaknesses of the current compensation and classification systems and identify possible barriers to implementing and maintain change.

- **Project Administration:** Meeting with Project Team to develop and confirm detailed project schedule and review system history/materials.
- **Define Communication Strategy:** Partner with the client to design a communication strategy that combines best practices in the industry with practical applications and tools. Create necessary stakeholder teams to assist with communication (Project Team, Working Committee, etc.)
- **Employee Orientation Sessions (optional):** Conducted virtually, with one session recorded so any employee who is unable to attend can see the information presented.

After this review, we will meet with the client to discuss project expectations, define strategic goals and objectives, identify current challenges and discuss timeline.

Position Review

Using the client’s existing job descriptions and Job Evaluation system, our team will conduct a review and analysis of the overall compensation structure with a focus on:

- Opportunities for improvement or areas of risk
- Alignment of compensation and performance with management philosophies
- Identification of current or potential pay compression, pay equity, or bargaining issues
- Identification of any ADA, FLSA and other State and Federal Requirement concerns
- Identification of job classification and industry mismatch.

We have worked with a variety of job evaluation systems and is experienced in many compensation models. This phase of the project will include meeting with leadership to understand and discuss any noted recommendations and identified challenges moving to the next phase of the project.

Labor and Market Analysis

We will work with Project Team to confirm the labor market and identify comparable organizations and gather data from various sources.

We will utilize the data that we have collected from around the state, supplemented by additional survey sources to provide updated and accurate wage information.

- If we do not have data from a particular entity selected by the City/County, we will reach out to that organization and ask them to provide us with a current roster.
- We will collect detailed wage information on *all jobs* that you have in common with

these communities – not just a selected list.

- We will organize the results of this analysis using a series of graphs and charts that are designed to clearly show how your current pay ranges and wages compare to those of benchmark entities. This is the information needed to develop of a pay

structure that balances both internal and external equity and assures compliance with State Pay Equity Compensation Standards.

Pay Grid Calibration

All compensation and market adjustment recommendations will be evaluated to calculate reliable implementation costs. We will provide 2 recommendations.

- We will provide recommendations and options for either an adjustment of your existing compensation plan, or a replacement plan that produces a better match with your compensation philosophy.
- We will fine tune the plan to establish fair and equitable compensation relationships within and outside the organization that are workable within a union and non-union environment.
- We will provide system testing to assure that any option proposed will comply with the State's pay equity standards and Federal requirements.

Implementation Cost Analysis

All compensation and market adjustment recommendations will be evaluated to calculate reliable implementation costs.

- We will outline transition options and next steps/costs.
- We will evaluate the cost/budget implications of up to two (2) alternative implementation strategies that consider your current budget constraints.

Final Documents and Systems Presentation

All documents will be reviewed with the Project Team in draft format before finalization and distribution. Final reporting will include comprehensive findings, recommendations, description of methodology, data analysis and resources to maintain classification and compensation changes.

- Quality Assurance: DDA HR conducts quality assurance reviews and provides the draft report to the County for review and feedback.
- Final Report: DDA HR discusses consolidated feedback from the County and finalizes the report and communications plan.
- Guidelines and Policies: DDA HR provides the Project Team with compensation administrative guidelines and policies aligned with the updated/new system for review.
- Two draft revisions with Project Team and in person presentation to Council and related travel time and mileage.

ADDITIONAL SERVICES

Job Classification

Job classification is a series of decisions about how a position is valued within an organization. Each factor requires a decision as to how the job under consideration will be rated using levels that are increasingly complex and of great impact, frequency, or quantity. We look at the job rather than the employee.

- Job Evaluation: DDA HR will use the existing system or new system to evaluate all jobs using the information gathered from the PDQs.
- Job Classification Appeal Process: Once jobs classifications are completed, employees and supervisors will review. If changes are needed, they will complete a Job Classification Appeal Form.
- DDA will review appeals and work with Project Team and employees to create consistent results.
- Review Fair Labor Standards Act (FLSA) Designations: DDA HR will review exempt and non-exempt designations to ensure they are appropriate for classifications and make recommended changes, where appropriate.

Job Description Re-Write

- Position Analysis Questionnaire (PAQ)- DDA will work with you to design a PAQ that reflects your needs. We have several versions to customize your needs.
- We will distribute a position analysis questionnaire (PAQ) to all employees and their supervisors, asking them to outline all the important requirements for and duties of the job.
- DDA write job descriptions in newly designed and approved job description template.
- Employees and supervisors will be asked to review the new job descriptions, and we will guide a controlled process for employees to appeal the content of descriptions before they are finalized.
- Addition job descriptions may be added to provide for internal promotional opportunities, or jobs may be consolidated to make administration easier.
- Job Description Appeal Process: Once jobs descriptions are completed, employees and supervisors will review. If changes are needed, they will complete a Job Description Appeal form.
- DDA will review appeals and work with Project Team and employees to create consistent results.

Ongoing Maintenance

This exclusive DDA Human Resources, Inc. program is designed to eliminate the need for large classification and compensation study every 4 to 6 years. Services include everything needed to keep a freshly updated compensation plan perpetually current. We find that over half of larger communities who have completed a compensation study with DDAHR have opted to convert to this management approach. Our ongoing maintenance scope generally includes a three-year commitment and includes the following services:

- We review, update and reclassify as necessary 1/3 of job descriptions annually.
- We annually update a market analysis of wages with benchmark communities and suggestion changes to pay plan as necessary to remain in tune with the market.

- For any new jobs or changed jobs, we will write and classify the position for placement in the compensation system.
- We will complete and submit a pay equity report every three years or when otherwise required.
- If desired, we will handle data input of wage data into the LMC/AMC salary system.

We will provide budget support by:

- Recommending an adjustment to your Pay Plan for the coming year based upon COLA and market factors.
- Preparing up to two (2) analysis of budget impacts of alternatives for wage adjustments.
- Making an annual presentation to the staff and/or selected group on the status of your compensation system.

PROJECT INVESTMENT

Option	Services	Total Cost Not to Exceed	Estimated Timeline per Option
1	Compensation Study/ Market Analysis	\$3,310	4-6 weeks
2	Compensation Study/ Market Analysis Amend or Establish Compensation System	\$5,310	8-10 weeks
3	Compensation Study/ Market Analysis Amend or Establish Compensation System Implementation Analysis and Strategy for Compensation	\$7,310	10-12 weeks
4	Ongoing Maintenance	\$3,000	Ongoing work done annually
5	Full Classification and Compensation Study	\$8,910	20-24 weeks

Our 80 City Clients

<p>Aitkin Audubon Brainerd More Breezy Point Brownton Caledonia Cannon Falls Canton Clarks Grove Cold Spring Crosby Deephaven Detroit Lakes Dundas East Grand Forks Eden Prairie Edina Eyota Fairfax Fridley Gaylord Glyndon Golden Valley Granite Falls Hanover Harmony Hawley</p>	<p>Henning Howard Lake Kasson Lake City Lake Crystal Lake Elmo Lake Park Lakefield Lanesboro Lafayette Lester Prairie Little Canada Mahnomon Mankato Mantorville Maple Grove Mayer Medford Medina Minneota Minnetonka Minnetrissa Mora New Richland New Ulm Nisswa North St. Paul</p>	<p>North Mankato Norwood Young America Olivia Paynesville Pequot Lakes Pierz Pillager Plymouth Preston Rochester Rockville Royalton Sartell Spring Valley St. Augusta St. Paul Park Staples Thief River Falls Thomsen Victoria Wabasha Warroad Watertown Waverly Willmar Zumbrota</p>
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Our 39 County Clients

<p>Benton County Big Stone County Blue Earth County Brown County Cass County Clay County Cook County Chippewa County Dodge County Douglas County Faribault County Fillmore County Freeborn County</p>	<p>Goodhue County Houston County Hubbard County Itasca County Jackson County Kandiyohi County Koochiching County Lac Qui Parle County Le Sueur County Mahnomon County Martin County Meeker County Morrison County</p>	<p>Mower County Murray County Olmsted County Polk County Rice County Rock County St. Louis County Swift County Wabasha County Wadena County Waseca County Wilkin County Yellow Medicine County</p>
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Our 31 Other Governmental Entity Clients

Brown County Soil and Water Conservation District
Carnelian marine St. Croix Watershed District
Criminal Justice Network Dakota County
Cook County Soil and Water Conservation District
Counties Providing Technology
Crow Wing County Soil and Water Conservation District
Detroit Lakes Utilities
East Regional Development Commission
Headwaters Regional Development Commission
Metro I-Net
Metro Cities Group
MN County Attorney’s Association
MN Prairie County Alliance
MN Multi Housing Authority
Mower County Soil/Water Conservation District
Murray County Hospital
New Ulm Utilities
NW Minnesota HRA
Pipestone HRA
Pope Douglas Solid Waste Management
Prairie Lakes Municipal Solid Waste Authority
Region 4 Mental Health
Ric Rice and Steele 911 Center
Sourcewell
Southlake Minnetonka Police Department
Three Rivers Park District
Tri-Cap
Tri-County Community Corrections
Upper Valley Regional Development Center
Washington County Conservation District
Washington County Conservation District

Our Offices

Minneapolis	5029 Upton Avenue S, Minneapolis, MN 55410
Otsego	6954 Martin Farms Ave NE, Otsego, MN 55330
St. Paul	1887 Montreal Avenue, Saint Paul, MN 55116
Stillwater	6363 Jamaca Avenue North, Stillwater, MN 55082
Wayzata	3620 Northome Avenue, Wayzata, MN 55391