



CITY COUNCIL MEETING

November 03, 2025 at 6:30 PM

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

AGENDA

1. Call to Order

2. Pledge of Allegiance

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

4. Approve Agenda

5. Consent Agenda

[A.](#) Approve Minutes of the October 21, 2025 City Council Work Session

[B.](#) Approve Minutes of October 21, 2025 City Council Meeting

[C.](#) Approve Vendor Claims and Payroll

[D.](#) Accept the Resignation of Noah Mackey From the Position of Public Works Maintenance Worker I

6. Open Correspondence

NOTE: Open Correspondence is an item on the agenda during which the public may address the City Council. **No formal action is taken by the City Council** and comments shall be limited to five minutes or less. *Open Correspondence comments may also be emailed to City staff by 12:00 noon on the date of the meeting.*

7. Regular Business

[A.](#) Approve Payment Request No. 1 (Final) for the 2025 Pavement Rehabilitation Project (Lindawood Lane)

[B.](#) Establish a Public Works Seasonal On Call Snowplow Operator Position

8. Other Business

9. Adjourn

UPCOMING MEETINGS & OTHER DATES OF NOTE

Tuesday, November 11 / City Offices Closed - Veterans Day

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

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

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

Watch the Livestream on our YouTube Channel

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



**MINUTES
CITY COUNCIL WORK SESSION
October 21, 2025**

CALL TO ORDER

The meeting was called to order at 5:34 pm.

Present: Mayor: Charlie Miner; Council: Jahn Dyvik, Mike Feldmann, Deirdre Kvale, and Todd Newcomer

Staff Present: Interim City Administrator: Amanda Nowezki; Public Works Director: Sean Diercks; and City Clerk: Jeanette Moeller

Absent: None

APPROVE AGENDA

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

OPEN CORRESPONDENCE

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

REGULAR BUSINESS

A. Discuss City Administrator Hiring/City Hall Staffing

City Clerk Moeller indicated that staff is seeking guidance on whether the Council is interested in promoting an internal candidate for the City Administrator position, or would prefer to conduct a search for a new candidate. She noted that if the Council was open to promoting an internal candidate, staff felt that the best next move would be to hire for an administrative assistant position to take on the day-to-day utility and permitting activities.

Councilmember Dyvik asked about the possible need to hire someone to cover finance duties.

Interim Administrator Nowezki explained that if she were promoted to the City Administrator position, she would like to retain as many of the financial responsibilities as possible. She recalled that before she came to Long Lake, the City Administrator was also in charge of the finance duties. The position described by City Clerk Moeller could potentially be a part-time position, but they felt it was vital to have a third staff person in the office to help with the day-to-day activities and answering phones.

Council and staff discussed possible duties for a new administrative support position, maintaining separation of duties, the current difficulties associated with only two staff members running the office, whether an administrative assistant should be part-time or full-time, and how the new permitting software may be able to take some of the burden off of staff.

Councilmember Kvale asked Nowezki about the duties she took on when former Administrator Weske left the City.

Nowezki gave a brief rundown of the meetings and activities she had taken on when she became Interim City Administrator. She observed that there were a lot of projects that were in need of more attention than they'd received.

Councilmember Kvale pointed out that it was difficult to focus on long-range planning if Nowezki is busy with too many data entry-type duties.

Moeller commented that it was important to update position descriptions for City staff because, as a small City, they have needed to play to the strengths of the staff members within their positions. She reflected that position descriptions should evolve with staff and noted that her description had not been changed in over 20 years. As an example, she noted that she handles a lot of planning and zoning duties, which are not reflected in the City Clerk job description.

Councilmember Kvale asked about cross-training staff members in case someone was out of the office.

Moeller replied that they did not really have the ability to cross-train at the moment. She shared examples of how the City could implement technology, such as the e-permitting software, that may assist in future cross-training efforts by streamlining tasks.

Mayor Miner stated that if the Council waited another month or two to make a decision on how to proceed with the City Administrator position, he didn't think his opinion would change. He indicated that Interim City Administrator Nowezki had done a great job stepping into the position, and he was in favor of moving forward with a promotion process for an internal hire, because the City already has the right candidate for the position sitting at the table.

The Council discussed staffing needs, typical education and background requirements for a City Administrator, other area cities that have promoted from within existing staff to the City Administrator position, and asked questions about current staffing.

Following the discussion, there was consensus of the Council to direct staff to pursue the internal promotion process for the City Administrator position, and to prepare information about the structure and duties for City Hall positions.

Moeller suggested staff prepare a dedicated discussion topic for an upcoming work session to update the Council on City staffing.

B. Updates Regarding 2026 Budget and Levy Preparations

Nowezki reported that the budget information presented to Council in their meeting packets would need to be cut down a bit, and voiced that her goal for the work session was to receive some direction from the Council on prioritization. She noted that when she had shared with Public Works Director Diercks that her current budget in progress was in need of trimming, he had offered a number of budget cuts he was willing to make in his Department, which was very helpful. She mentioned that she would like to work towards changing the way the City looks at a CIP, explaining that she did not want to budget capital item in the 101 Fund because many times the allocated funds have been consumed by other areas. She shared her intent to work towards developing a brand-new capital improvement program involving a dedicated fund assigned for capital items so that money is set aside and available for those specific goals. She referenced page 5 of the draft budget workpapers and pointed out that the Fire Services Contract had been budgeted at \$270,000, but she believed it was going to be closer to \$255,000, based on the numbers she had seen to date. She sought Council input on how much they

would like to transfer to each of the new capital funds that she planned to set up and briefly reviewed her suggested amounts. She noted that she also desired to establish a dedicated Public Works Fleet Fund, to enable improved planning for future equipment replacements.

The Council discussed the suggested capital fund transfers suggested by Interim City Administrator Nowezki.

OTHER BUSINESS

No other business was discussed.

ADJOURN

Hearing no objection, Mayor Miner adjourned the meeting by general consent at 6:32 pm.

Respectfully submitted,
Jeanette Moeller
City Clerk



**MINUTES
CITY COUNCIL MEETING
October 21, 2025**

CALL TO ORDER

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

Present: Mayor: Charlie Miner; Council: Jahn Dyvik, Mike Feldmann, Deirdre Kvale, and Todd Newcomer

Staff Present: Interim City Administrator: Amanda Nowezki; Public Works Director: Sean Diercks; and City Clerk: Jeanette Moeller

Absent: None

PLEDGE OF ALLEGIANCE

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

Mayor Miner gave a brief overview of the topics of discussion at both the EDA and Council Work Session meetings that took place immediately prior to the regular Council meeting.

Last Tuesday, Mayor Miner and local area Mayors had attended a meeting with Representative Kelly Morrison to receive updates on Federal actions, and to share their own updates as cities. One area of discussion had been growing water quality issues and increased blue-green algae presence.

Mayor Miner had attended a recent Orono School District event. He commended the District for their ongoing efforts to improve their curriculum; and for working to inject character into their students while helping them prepare them for adulthood and future careers.

He also reminded residents that on October 28 at 7:30 pm, there will be an event hosted by the Long Lake Waters Association and the Minnehaha Creek Watershed District to share information about water quality issues.

APPROVE AGENDA

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

CONSENT AGENDA

The Consent Agenda consisted of the following:

- A. Approve Minutes of October 7, 2025, City Council Work Session Meeting
- B. Approve Minutes of October 7, 2025, City Council meeting
- C. Approve Vendor Claims and Payroll
- D. Receive 3rd Quarter 2025 Revenues and Expenditures as of September 30, 2025
- E. Adoption Resolution No. 2025-35 Conditionally Appointing Joseph MacDonald to the position of Paid On-Call Firefighter

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

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

OPEN CORRESPONDENCE

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

REGULAR BUSINESS

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

Public Works Director Diercks reviewed quotes he had obtained for the installation of a new furnace and air conditioning unit that will serve the LMCC office space, as well as a new air conditioning unit for the eastern portion of the upstairs office area in the Public Works building.

A motion was made by Kvale, seconded by Miner, to approve the proposal from City View Plumbing, HVAC & Water Conditioning in the amount of \$21,067.88 for the installation of a new furnace and air conditioning unit serving the LMCC offices, and a new air conditioning unit for the east half of the upstairs office of the Public Works building. Ayes: all.

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

City Clerk Moeller indicated that staff was requesting the Council consider authorizing hiring for a Public Works Maintenance Worker II position to fill a vacancy created by the resignation of a Maintenance Worker I. She clarified that the Maintenance Worker II position requires that applicants already have two years of experience in the water/wastewater field, and have obtained their Class D drinking water treatment and SD sanitary sewer collection licenses. A new employee with experience, training and licensing in place would offer more support for Public Works Director Diercks.

A motion was made by Feldmann, seconded by Dyvik, to approve the job description for the Public Works Maintenance Worker II position, revised October 15, 2025, and to authorize staff to advertise and solicit applications for the position. Ayes: all.

Moeller suggested that the Council reorder the agenda a bit in order to move the Fire Department-related item earlier on the agenda.

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

Mayor Miner recalled that Steve McDonald from Abdo had been at a February Council meeting at which they had discussed the service area change that occurred in the City of Orono in July of 2024.

Steve McDonald, Abdo, reviewed the benefit projections and assumptions used in the analysis for the Long Lake Fire Volunteer Fire Relief Association pension benefit through 2030 and presented details of three options for benefit level changes for Council consideration.

The Council discussed the possibilities of negative returns and the potential impact of various return scenarios.

Mayor Miner reported that it was looking likely that beginning in January 2026, most of the city of Medina would not be continuing their service with the new Fire Department, and he asked if that would impact the projections.

Mr. McDonald replied that he would have to look at the market values unless the Council had a percentage number for Medina's portion.

Mayor Miner believed that it was around 6%.

With that information, Mr. McDonald believed the projections would not change significantly.

Councilmember Kvale asked Mr. McDonald which funding level and risk he would recommend.

Mr. McDonald shared that he believed having a cushion was important, but anything over 100% would be acceptable.

The Council discussed their level of comfort with buffers and risk to the City.

Interim Administrator Nowezki observed that in the report for pensions anticipated to be paid, the report indicated an assumption based on interviews with members. She sought verification that the interviews were current.

Ryan Kanive, Vice President of the Long Lake Fire Relief Association, explained that this year they had reviewed members to include those who had over 20 years of service and were over 50 years old. He had also added himself in the assumption because he expects to retire within the next four or five years.

Councilmember Dyvik speculated that there may be a few retirements that happen as soon as the increase in pension benefits has been approved.

Mr. Kanive agreed that could be a probable outcome.

Mayor Miner added that the prepared information assumed that there would be about five retirements within the next five years, and he asked if any scenario had been run utilizing the example of a mass exodus as of January 1 to see how that may impact the funds.

Mr. McDonald confirmed that situation probably would not have too great an effect.

Councilmember Feldmann asked if this was all transparent, if the Fire Department changed names, and the Bylaws.

Mayor Miner asked if Mr. McDonald had any experience with a changing Fire Department. He questioned whether new Bylaws and a new name for the Fire Department may create pension related issues during an interim period.

Mr. McDonald indicated he would advise approaching the State for guidance and clarification.

Councilmember Kvale inquired about the impact to the City's liability if the structure of the JPA and the Fire Department changed. She asked if additional parties/partners to the agreement would be taking on any risk alongside the City.

Mayor Miner mentioned his concern about someone retiring during the interim period before all the JPA background documents and transition materials are in place.

Mr. McDonald offered to look into the matter in greater detail and bring back a recommendation to the City, recognizing that they are facing unique circumstances.

Nowezki stated that both the Bylaws and the new Fire Department name should be approved and enacted by the end of 2025.

Councilmember Kvale questioned whether it would be advisable to wait to make a decision on a pension benefit level change until after the new Bylaws and Fire Department were approved. She pointed out that it sounded like the proposed action for the Long Lake Relief Association may affect additional partners. She emphasized that there should be an increase in the pension benefit level, but wondered if the timing was correct to vote on it at this moment.

Councilmember Feldmann shared that he had asked himself if the City was making prudent decisions that their future partner city would also think were prudent. With that in mind, he expressed that he would be comfortable approving an increase now.

Councilmember Dyvik agreed that a benefit level increase was deserved and that the City should be prudent in this decision. Because of the transition in progress, it was important to him that the 110% funding level be maintained, which puts the increase to about \$9,000.

Councilmember Feldmann reviewed some of the calculations and clarified that an increase to \$9,200 would be at the 110% funding level, which he was comfortable with. He believed the City's future partner would also be comfortable with that amount.

A motion was made by Feldmann, seconded by Kvale, to increase the pension benefit to \$9,200 per year of service for the Long Lake Fire Relief Association.

Councilmember Dyvik noted that he was supportive of the proposed increase but asked if there were any considerations the Council wasn't anticipating that could cause problems in the future.

Councilmember Feldmann commented hypothetically that if the current Long Lake Fire Department contract were to be extended until 2030, he would vote the same in support of the proposed motion.

Ayes: all.

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

Moeller reported that the City had budgeted \$50,000 for building maintenance and repairs for anticipated improvements to City Hall in 2025. Former City Administrator Weske had been working with a vendor to explore a possible insurance claim for damages to the roof, but that claim had been unsuccessful. Weske had begun the process by obtaining quotes from a single contractor, but with year-end and winter weather coming, staff had taken the initiative to work with multiple contractors and obtain quotes for further consideration. She briefly described the various current roof issues and damages that have been observed, and reviewed details of quotes received from three area contractors.

Council and staff discussed the deteriorating condition of the roof, soffit, and fascia materials; the age of the current shingles; budget details; what would happen if the work was not done in 2025; the possible inclusion of gutters in key areas of the roof; and other entry improvements they would like to see.

Moeller added that she had some sample shingle colors available for the Council to take a look at and noted that staff was suggesting leaning toward something in the gray family to be more complementary to the buildings surrounding City Hall.

Councilmember Dyvik asked about other possible color options for fascia besides white.

Moeller responded that fascia color options hadn't been explored, but staff could look into available options.

A motion was made by Dyvik, seconded by Miner, to approve the pricing proposal for a full City Hall roof, soffit, and fascia replacement from All Around Property Preservation of Long Lake, MN, in the amount of \$43,800, and to authorize staff to approve additional incidental costs associated with any necessary roof decking repairs.

Councilmember Kvale asked when the contractor would be able to complete the work.

Moeller believed it was likely they would start very soon. She added that if the weather holds, staff anticipated the work should be able to be completed before mid-December.

Ayes: all.

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

Nowezki informed Council that Fire Chief Heiland had gathered three quotes for the replacement of the five HVAC rooftop units at Fire Station 1. Both she and Fire Chief Heiland were operating under the expectation that this would be run through the current fire services contract. She reviewed details of the quotes received and explained that Fire Chief Heiland had not included his recommendation in the staff report he'd prepared, but had communicated via email that he would recommend moving forward with the quote provided by New Century Service because they had done considerable work at both stations, were familiar with the facilities, were fair, and had always stood by their work.

Councilmember Kvale asked about the proposal for the work from Ditter, as the Fire Chief's report indicated they came well-recommended by Orono Public Works.

Nowezki read aloud an email Fire Chief Heiland had sent to Orono's Administrator Edwards, in which he had recommended Orono move forward with authorizing the proposal from New Century Service. Administrator Edwards had responded that Orono would base their cost calculations on the bid from New Century Service.

Councilmember Dyvik sought details on warranties for the work and possible exclusions.

Nowezki responded that New Century Service's proposal referenced a one-year warranty for parts and labor, but she was unaware if there was a warranty included in the quote from Modern Heating and Air.

Councilmember Dyvik noted that New Century Service had indicated that they would offer a free preventative maintenance agreement for 2026 and asked about costs for that service beginning in 2027.

Nowezki replied that she did not believe the City currently had a preventative maintenance agreement with anyone for HVAC equipment at the station, and could research costs for the service beginning in 2027.

The Council discussed how the expense of the RTU replacements would be allocated to the current member cities.

A motion was made by Feldmann, seconded by Kvale, to approve the bid from New Century Service for the removal and replacement of the five HVAC/RTU units on the roof of Fire Station 1, in an amount not to exceed \$103,983.75, under the existing fire services contract.

Mayor Miner asked what would happen if Orono chose to vote in favor of one of the other quotes.

Moeller stated that in that scenario, staff would bring the item back to the Council for further discussion.

Councilmember Dyvik suggested the motion be amended to include that the Council's action was contingent upon approval from the City of Orono.

Amended motion was made by Feldmann, seconded by Kvale, to approve the bid from New Century Service for the removal and replacement of the five HVAC/RTU units on the roof of Fire Station 1, in an amount not to exceed \$103,983.75, under the existing fire services contract and subject to approval by the Orono City Council.

Ayes: all.

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

Moeller indicated that staff was requesting the Council schedule a Special City Council Meeting for October 30, 2025 at 5:00 pm to discuss agreements and matters related to the Fire Department. She read aloud the recommended motion language.

A motion was made by Dyvik, seconded by Feldmann, to schedule a Special City Council Meeting for Thursday, October 30, 2025 beginning at 5:00 pm for the purpose of conducting a Closed Session pursuant to MN. Stat. 13D.05, subd. 3(b) under attorney-client privilege to discuss open litigation related to the fire services contract; and to meet and consider approval of the Joint Powers Agreement for the Shoreline Fire Department, station leases, settlement agreement, contract extension, and related agreements.

Mayor Miner asked if the suggested motion language had included appointing Joint Powers Agreement Board members.

Nowezki interjected that she believed that should have been included in the recommended motion language from City Attorney Thames.

An amended motion was made by Dyvik, seconded by Feldmann, to schedule a Special City Council meeting for Thursday, October 30, 2025, beginning at 5:00 p.m., for the purpose of conducting a Closed Session pursuant to MN. Stat. 13D.05, sub. 3B, under attorney-client privilege to discuss open litigation related to the fire services contract and to meet and consider approval of the Joint Powers Agreement for

the Shoreline Fire Department, station leases, settlement agreement, contract extension, related agreements, and appointment of members to the Joint Powers Agreement Board. Ayes: all.

OTHER BUSINESS

Long Lake Water Quality Issues - Councilmember Dyvik encouraged residents to attend the meeting on October 28, 2025 being put on by the Long Lake Waters Association and the Minnehaha Creek Watershed District related to water quality issues. He voiced concern that the MCWD's proposed plans would be for the long-term rather than offering more immediate assistance. He commented that there should also be consideration given to solutions in the present, such as alum treatments. Council and staff discussed possible funding options for alum treatments, including a need to determine whether charitable gambling funds could be used for this purpose.

Midco Progress Update – Council and staff discussed the status of Midco's City-wide fiber project, and Diercks informed Council on issues with delays associated with locates.

Finance Updates - Nowezki commented that while the City has not been receiving LGA funds from the State, the City has been receiving funding through the Small Cities Assistance Program administered by MnDOT. For 2026, the City's allocation should be \$13,923, and it will be deposited into the City's Pavement Management Fund. Nowezki also reported that the City had received the awarded fire services related settlement, which had been deposited directly into the Fire Capital fund.

Grant Application - Moeller reported that she'd received notification a 2025 Polling Place Accessibility Grant was available. She explained that the current City Hall doors are heavy, and staff receives complaints about them regularly. Additionally, the electronic opening system for the outer doors isn't able to be utilized. She had reached out to the State to describe the status of the doors and ask whether a replacement project might fit with the goals of the grant, and received feedback that a door replacement project would likely fall under the primary priorities established for grant funding eligibility. She indicated that she was working on the preparation of a grant application and had been gathering quotes for the replacement of the doors. She had also prepared a letter for Mayor and Council signatures for the Council to support an application and authorize her to move forward with a submittal. Mayor and Council members were supportive of the application and signed the circulated letter.

Highway 12 Access Gate - Mayor Miner mentioned that he had reached out to local legislative representatives regarding the Highway 12 emergency access gate between the County road and the State road and was told that they were actively working with MnDOT to find a solution.

Orono Girls Swim & Dive Team - Councilmember Dyvik shared that the Orono Girls Swim and Dive Team won the State Championship last week for their second year in a row.

ADJOURN

Hearing no objection, Mayor Miner adjourned the meeting by general consent at 8:28 pm.

Respectfully submitted,
Jeanette Moeller
City Clerk



CITY OF
LONG LAKE

City Council Agenda Report

City of Long Lake

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

MEETING DATE / November 3, 2025

SUBJECT: Approve Vendor Claims and Payroll

Prepared By: Amanda Nowezki, Finance Director

Report Date: 10/29/2025

Recommended City Council Action

Staff recommends the following:

Motion to approve vendor claims paid in the amount of \$75,466.07 and electronic vendor payments in the amount of \$1,039.69 for a total amount of **\$76,505.76**; and gross City Employee payroll paid October 30 in the amount of **\$25,066.40**.

Overview / Background

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

Supporting Information

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



LONG LAKE, MN

10/29/25 3:45 PM

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Section 5C.

*Check Summary Register©

Checks 71603-71628

Name		Check Date	Check Amt	
10100 GENERAL FUND CASH				
71603	BAGS BY EMMA	10/22/2025	\$100.00	Large US Flag Canvas Bag
71604	CHARLIES AUTO BODY	10/22/2025	\$4,227.28	FD Graphic Repairs-C2 Accident Repairs (Insu
71605	CITY OF WAYZATA	10/22/2025	\$28,497.00	Police Services - Nov 2025
71606	DELTA DENTAL	10/22/2025	\$260.31	Dental Insurance - Nov 2025
71607	EHLERS AND ASSOCIATES	10/22/2025	\$2,176.25	TIF 1-6 Administration- TIF 1-6 Calculations an
71608	HAWKINS INC	10/22/2025	\$60.00	Water Chemicals - Chlorine Cylinder
71609	iWorQ Systems, Inc.	10/22/2025	\$3,000.00	iWorq Systems Internet Software Setup Costs
71610	PRIME PROJECT MGMT INC	10/22/2025	\$253.50	Refund Escrow for 905 W Wayzata Blvd
71611	READY WATT ELECTRIC	10/22/2025	\$966.00	Willow Dr Siren Repairs
71612	MN LIFE INSURANCE CO	10/22/2025	\$17.80	LIFE INS - Nov 2025
71613	WSB & ASSOCIATES, INC	10/22/2025	\$595.50	General Engineering; Project Mgmt
71614	ZIEGLER INC	10/22/2025	\$1,318.13	Well House #1- Generator Inspection, Change
71615	4 SEASONS TREE CARE INC	10/28/2025	\$3,500.00	Tree Removal - 20 Apple Glen Rd (50/50 cost
71616	ALL AROUND PROPERTY PRES	10/28/2025	\$24,150.00	CH Roof Replacement (Aprvd 10/21/25) Pmt 1
71617	COLONIAL LIFE	10/28/2025	\$101.27	Opl Adl Insurance - Nov 2025
71618	CORPORATE MECHANICAL INC	10/28/2025	\$460.00	City Hall RPZ Annual Test
71619	DELANO RENTAL	10/28/2025	\$404.06	Wood Chipper for Dead Ash Trees in ROW
71620	FIRE SAFETY USA, INC.	10/28/2025	\$2,667.47	FD Rescue 11 Equipment-EZ Can Bracket, Ad
71621	LANO EQUIPMENT OF LORETTO	10/28/2025	\$418.46	PW-Glass Door/Seal
71622	LARKIN HOFFMAN	10/28/2025	\$441.00	FD CONTRACT DISPUTE W/ORONO - Sept 2
71623	MACQUEEN	10/28/2025	\$542.30	FD Equipment - E21 Charger
71624	MADISON NATIONAL LIFE	10/28/2025	\$114.80	STD Insurance - Nov 2025
71625	MN FIRE SERVICE CERT BOARD	10/28/2025	\$158.50	Fire Apparatus Operator Cert Exam-M. Neubau
71626	Platform Science	10/28/2025	\$206.50	FD Dashcam Basic Bundle (Pmt 26 of 36)
71627	SUMMIT FIRE PROTECTION, CO	10/28/2025	\$798.02	FD1 Fire Sprinkler Inspection/Service
71628	XCEL ENERGY	10/28/2025	\$31.92	Steet Lights - 1070 W Wayzata Blvd
Total Checks			\$75,466.07	



LONG LAKE, MN

Section 5C.

10/29/25 3:52 PM

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*Check Detail Register©

Checks 71603-71628

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
10100 GENERAL FUND CASH					
71603	10/22/25	BAGS BY EMMA			
E 205-42281-2150		Shop Supplies	\$100.00	101025	Large US Flag Canvas Bag
		Total	\$100.00		
71604	10/22/25	CHARLIES AUTO BODY			
E 205-42280-4045		Insurance Claim Expense	\$4,227.28	102125	FD Graphic Repairs-C2 Accident Repairs (Insurance Claim)
		Total	\$4,227.28		
71605	10/22/25	CITY OF WAYZATA			
E 101-42110-3130		Subcontracted Police Svc	\$28,497.00	102025	Police Services - Nov 2025
		Total	\$28,497.00		
71606	10/22/25	DELTA DENTAL			
E 101-41500-1310		Employer Paid Health	\$78.09	RIS00006669	Dental Insurance - Nov 2025
E 101-43050-1310		Employer Paid Health	\$78.09	RIS00006669	Dental Insurance - Nov 2025
E 601-49400-1310		Employer Paid Health	\$31.24	RIS00006669	Dental Insurance - Nov 2025
E 602-49450-1310		Employer Paid Health	\$23.43	RIS00006669	Dental Insurance - Nov 2025
E 603-43150-1310		Employer Paid Health	\$23.43	RIS00006669	Dental Insurance - Nov 2025
G 101-21706		FlexPlan - Ins Prem	\$26.03	RIS00006669	Dental Insurance - Nov 2025
		Total	\$260.31		
71607	10/22/25	EHLERS AND ASSOCIATES			
E 385-47060-3000		Professional Srvs	\$2,176.25	103465	TIF 1-6 Administration- TIF 1-6 Calculations and Review
		Total	\$2,176.25		
71608	10/22/25	HAWKINS INC			
E 601-49400-2160		Chemicals and Chem Pro	\$60.00	7225814	Water Chemicals - Chlorine Cylinder
		Total	\$60.00		
71609	10/22/25	iWorQ Systems, Inc.			
E 101-41500-3090		Software Support	\$3,000.00	214014	iWorq Systems Internet Software Setup Costs
		Total	\$3,000.00		
71610	10/22/25	PRIME PROJECT MGMT INC			
G 700-29334		905 W Wayzata(Prime Pr	\$253.50	102225	Refund Escrow for 905 W Wayzata Blvd
		Total	\$253.50		
71611	10/22/25	READY WATT ELECTRIC			
E 101-45200-4040		Equip Maint & Repairs	\$966.00	2218244	Willow Dr Siren Repairs
		Total	\$966.00		
71612	10/22/25	MN LIFE INSURANCE CO			
E 101-41500-1310		Employer Paid Health	\$5.40	102125	LIFE INS - Nov 2025
E 205-42280-1310		Employer Paid Health	\$2.70	102125	LIFE INS - Nov 2025
E 101-43050-1310		Employer Paid Health	\$4.04	102125	LIFE INS - Nov 2025
E 601-49400-1310		Employer Paid Health	\$1.62	102125	LIFE INS - Nov 2025
E 602-49450-1310		Employer Paid Health	\$1.22	102125	LIFE INS - Nov 2025
E 603-43150-1310		Employer Paid Health	\$1.22	102125	LIFE INS - Nov 2025
G 101-21710		Other Deductions	\$1.60	102125	LIFE INS - Nov 2025



LONG LAKE, MN

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Checks 71603-71628

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
Total			\$17.80		
71613	10/22/25	WSB & ASSOCIATES, INC			
E 101-41910-3030		Engineering Fees	\$58.50	R-026729-00	General Engineering; Project Mgmt
E 101-41910-3030		Engineering Fees	\$450.00	R-026729-00	905 W Wayzata Blvd; Erosion Inspections 09/2 & 09/22
E 101-41910-3032		General Planning	\$87.00	R-026729-00	General Planning; Rental Prop Questions, State Lic Residential Facility Email
Total			\$595.50		
71614	10/22/25	ZIEGLER INC			
E 601-49400-3000		Professional Srvs	\$1,318.13	SI000710701	Well House #1- Generator Inspection, Change Oil & Filters
E 601-49400-3000		Professional Srvs	(\$1,318.13)	SI000710701	Well House #1- Generator Inspection, Change Oil & Filters
E 601-49400-2270		Utility Maint Supplies	\$1,318.13	SI000710701	Well House #1- Generator Inspection, Change Oil & Filters
Total			\$1,318.13		
71615	10/28/25	4 SEASONS TREE CARE INC			
E 101-43100-2255		Tree Removal	\$3,500.00	EF	Tree Removal - 20 Apple Glen Rd (50/50 cost split with owner)
Total			\$3,500.00		
71616	10/28/25	ALL AROUND PROPERTY PRES			
E 101-41940-4010		Bldg Maint & Repairs	\$6,000.00		CH Roof Soffit & Fascis Replacement (Aprvd 10/21/25) Pmt 1 of 2
E 101-41940-4010		Bldg Maint & Repairs	\$13,650.00	102325	CH Roof Replacement (Aprvd 10/21/25) Pmt 1 of 2
E 101-41940-4010		Bldg Maint & Repairs	\$4,500.00	102325	CH Side Wrap Trim Wrap
Total			\$24,150.00		
71617	10/28/25	COLONIAL LIFE			
G 101-21710		Other Deductions	\$101.27	43698311101	Opl Adl Insurance - Nov 2025
Total			\$101.27		
71618	10/28/25	CORPORATE MECHANICAL INC			
E 601-49400-4010		Bldg Maint & Repairs	\$230.00	W88579	Well House #1 RPZ Annual Test
E 101-41940-4010		Bldg Maint & Repairs	\$230.00	W88587	City Hall RPZ Annual Test
Total			\$460.00		
71619	10/28/25	DELANO RENTAL			
E 101-43100-2255		Tree Removal	\$404.06	54681	Wood Chipper for Dead Ash Trees in ROW
Total			\$404.06		
71620	10/28/25	FIRE SAFETY USA, INC.			
E 205-42281-4035		Heavy Truck Maint & Rep	\$287.39	205412	FD Rescue 11 Equipment-SCBA Brackets, Irons Shoulder Strap, etc
E 205-42281-4035		Heavy Truck Maint & Rep	\$545.70	205702	FD Rescue 11 Equipment-Extinguisher Can Harnessm Axe Hanger Kit, Water Fire Extinguisher
E 205-42281-4035		Heavy Truck Maint & Rep	\$110.90	205996	FD Rescue 11 Equipment-Leatherhead Pick Axe
E 205-42281-4035		Heavy Truck Maint & Rep	\$411.84	206062	FD Rescue 11 Equipment-EZ Can Bracket, Adapters, Etc
E 205-42281-4035		Heavy Truck Maint & Rep	\$1,311.64	206346	FD Elbow Adaptors for E11, E21, E22



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Checks 71603-71628

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
Total			\$2,667.47		
71621	10/28/25	LANO EQUIPMENT OF LORETTO			
E 101-43000-2210		Equipment Parts	\$418.46	03-1193991	PW-Glass Door/Seal
Total			\$418.46		
71622	10/28/25	LARKIN HOFFMAN			
E 101-42110-3120		Legal Fees - Civil	\$441.00	865237	FD CONTRACT DISPUTE W/ORONO - Sept 2025
Total			\$441.00		
71623	10/28/25	MACQUEEN			
E 205-42281-4035		Heavy Truck Maint & Rep	\$542.30	P56842	FD Equipment - E21 Charger
Total			\$542.30		
71624	10/28/25	MADISON NATIONAL LIFE			
E 101-41500-1310		Employer Paid Health	\$32.80	1728072	STD Insurance - Nov 2025
E 205-42280-1310		Employer Paid Health	\$16.40	1728072	STD Insurance - Nov 2025
E 101-43050-1310		Employer Paid Health	\$32.80	1728072	STD Insurance - Nov 2025
E 601-49400-1310		Employer Paid Health	\$13.12	1728072	STD Insurance - Nov 2025
E 602-49450-1310		Employer Paid Health	\$9.84	1728072	STD Insurance - Nov 2025
E 603-43150-1310		Employer Paid Health	\$9.84	1728072	STD Insurance - Nov 2025
Total			\$114.80		
71625	10/28/25	MN FIRE SERVICE CERT BOARD			
E 205-42281-2080		Training and Education	\$158.50	14843	Fire Apparatus Operator Cert Exam-M. Neubauer
Total			\$158.50		
71626	10/28/25	Platform Science			
E 205-42281-3225		Truck Communication Ser	\$206.50	30089268824	FD Dashcam Basic Bundle (Pmt 26 of 36)
Total			\$206.50		
71627	10/28/25	SUMMIT FIRE PROTECTION, CO			
E 205-42282-4010		Bldg Maint & Repairs	\$798.02	3602714	FD1 Fire Sprinkler Inspection/Service
Total			\$798.02		
71628	10/28/25	XCEL ENERGY			
E 101-43100-3815		Street Lighting Maint/Elect	\$31.92	949698491	Steet Lights - 1070 W Wayzata Blvd
Total			\$31.92		
10100			\$75,466.07		



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Checks 71603-71628

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
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Fund Summary

10100 GENERAL FUND CASH

101 GENERAL FUND	\$62,594.06
205 FIRE DEPARTMENT	\$8,719.17
385 TAX INCREMENT # 1-6	\$2,176.25
601 WATER FUND	\$1,654.11
602 SANITARY SEWER FUND	\$34.49
603 SURFACE WATER MGMT FUND	\$34.49
700 BUILDING PERMIT ESCROWS	\$253.50
	\$75,466.07



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*Check Summary Register©

Checks 3299-3300

Name		Check Date	Check Amt	
10100 GENERAL FUND CASH				
3299e	MN UNEMPLOYMENT INSURANC	10/22/2025	\$1.00	Unemployment Balance
3300e	SPEEDWAY LLC	10/27/2025	\$1,038.69	Fuel - Oct 2025
		Total Checks	\$1,039.69	



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***Check Detail Register©**
Checks 3299-3300

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
10100 GENERAL FUND CASH					
3299 e	10/22/25	MN UNEMPLOYMENT INSURANCE			
G 101-21710		Other Deductions	\$1.00		Unemployment Balance
		Total	\$1.00		
3300 e	10/27/25	SPEEDWAY LLC			
E 101-43000-2120		Motor Fuels	\$790.34	108100651	PW Fuel - Oct 2025
E 205-42281-2120		Motor Fuels	\$248.35	108100651	FD Fuel - Oct 2025
		Total	\$1,038.69		
		10100	\$1,039.69		

Fund Summary

10100 GENERAL FUND CASH

101 GENERAL FUND	\$791.34
205 FIRE DEPARTMENT	\$248.35
	\$1,039.69



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Payroll Summary

Pay Group: 01 Bi-Weekly

Check Date: 10/30/2025 per. 22

Employee	Gross Wage	Federal Gross	State Gross	Federal Tax	State Tax	Local Tax	Social Security	Medicare	Retire	Tax Sheltered	Voluntary	Tips	Reimb.	Net
000000287 DECKER JR, MICHAEL	2,728.15	2,552.12	2,552.12	263.93	143.48		169.14	39.56	176.03		0.74			1,935.27
000000243 DIERCKS, SEAN	4,066.05	3,801.76	3,801.76	586.62	228.46		252.10	58.96	264.29					2,675.62
000000295 FAHRMAN, MATTHEW	3,419.99	3,125.19	3,125.19	277.75	148.56		198.99	46.54	84.28	210.52	-105.49			2,558.84
000000286 HEILAND, MICHAEL	5,083.13	4,556.51	4,556.51	466.51	245.89			73.71	526.62					3,770.40
000000292 MACKEY, NOAH	2,440.04	2,282.74	2,282.74	195.52	125.16		151.28	35.38	157.30					1,775.40
000000091 MOELLER, JEANETTE	3,292.45	2,906.11	2,906.11	231.62	120.06		193.45	45.24	214.01	172.33				2,315.74
000000252 NOWEZKI, AMANDA	4,036.59	3,635.19	3,635.19	543.16	217.13		249.64	58.38	391.20	10.20	16.88			2,550.00

941 Deposit

Federal Tax	\$2,565.11
Medicare	\$715.54
Social Security	\$2,429.20
Advanced EIC	None
Total Deposit	\$5,709.85

Pay Summary

Gross	25,066.40
Federal Gross	22,859.62
State Gross	22,859.62
FICA Gross	19,590.22

Tax Summary

Federal Tax	2,565.11
State Tax	1,228.74
Local Tax	
FICA Ded/Ben	1,214.60
Medicare Ded/Ben	357.77

Others

Retirement	1,813.73
Tax-Sheltered	393.05
Voluntary	-87.87
Tips	0.00
Reimbursement	0.00
Net	17,581.27



CITY OF
LONG LAKE

City Council Agenda Report

City of Long Lake

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

MEETING DATE / November 3, 2025

SUBJECT: Accept the Resignation of a Public Works Maintenance Worker

Prepared By: Jeanette Moeller, City Clerk

Report Date: 10/28/2025

Recommended City Council Action

Staff recommends the following:

Motion to accept the resignation of Noah Mackey from the position of Public Works Maintenance Worker I for the City of Long Lake.

Overview / Background

On Tuesday, October 28, Public Works Maintenance Worker Noah Mackey submitted a letter to Interim City Administrator Nowezki informing staff of his intent to resign from his position effective Wednesday, November 5, 2025. Mr. Mackey began his probationary employment with the City on March 4, 2024, and he had not yet met the requirements for appointment to regular employee status.

Mr. Mackey's letter of resignation is attached for formal acceptance by the City Council.

Supporting Information

- Resignation letter dated October 22, 2025 (received October 28, 2025) from Noah Mackey

Noah Mackey
637 8th Ave S
Hopkins, MN 55343

10/22/2025



Sean Diercke
City of Long Lake Public Works
450 Virginia Ave
Long Lake, MN 55356

Dear Mr. Sean Diercke:

I am writing to formally resign from my position as a Maintenance Worker with the City of Long Lake Public Works, effective November 5th, 2025.

I have truly appreciated the opportunity to serve the City of Long Lake and contribute to maintaining our community's infrastructure and public spaces. Working with the Public Works team has been a great experience, and I'm grateful for the support, teamwork, and learning opportunities I've had during my time here.

Please let me know how I can help make the transition as smooth as possible. I'm happy to assist in wrapping up current projects or training others before my departure.

Thank you again for the opportunity to be part of the City of Long Lake Public Works team. I wish everyone continued success and take pride in knowing I was able to contribute to the city's ongoing work for the community.

Sincerely,
Noah Mackey



CITY OF
LONG LAKE

City Council Agenda Report

City of Long Lake

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

MEETING DATE / November 3, 2025

SUBJECT: Approve Payment Request No. 1 (Final) for the 2025 Pavement Rehabilitation Project (Lindawood Lane)

Prepared By: Jeff Oliver PE, City Engineer
Rachel Scheu PE, Project Engineer

Report Date: 10/28/2025

Recommended City Council Action

Staff recommends the following:

Motion to approve Payment No. 1 (Final) to Asphalt Surface Technologies Corporation (ASTECH Corp.) in the amount of \$173,215.93 for the 2025 Pavement Rehabilitation Project.

Overview / Background

Staff recommends authorization of the final payment to ASTECH Corp. for the 2025 Pavement Rehabilitation Project. The improvement project included pavement reclamation and paving of Lindawood Lane, curb installation, minor storm sewer infrastructure installation, and other related work.

The original contract amount was \$206,563.51 and there were no Change Orders for the project.

The contractor has provided the following documentation, which are on file with the City:

- a) Contractor Affidavit
- b) IC-134's for all subcontractors and the prime contractor
- c) Lien Waivers from all subcontractors
- d) Consent of Surety to final payment
- e) Warranty/Maintenance Bond with a two-year term

Supporting Information

- Letter from City Engineer dated October 28, 2025
- Pay Voucher No. 1 (Final) from ASTECH Corp.



October 28, 2025

Ms. Amanda Nowezki
Interim City Administrator
City of Long Lake
450 Virginia Avenue
Long Lake, MN 55356

Re: 2025 Pavement Rehabilitation Project
WSB Project No. 026981-000

Dear Ms. Nowezki:

Please find enclosed with this letter Final Pay Voucher 1 for the above-mentioned project in the amount of \$173,215.93. The final payment represents the final quantities and release of the remaining retainage for the construction contract. The final quantities have been reviewed and agreed upon by the contractor and WSB. Following processing, please keep one copy of the documents for the City's records and return two copies to our office. One of the copies will be forwarded to the contractor and the second will be placed in our files.

Also enclosed with this letter is the following documentation required for closure of the project.

- Final Lien Waivers from ASTECH Corp. and its sub-contractors.
- Certified IC-134's from ASTECH Corp. and its sub-contractors demonstrating withholding of required State income taxes.
- Consent from Surety to Final Payment certification.
- A two (2) year Maintenance Bond
- A Contractor Affidavit certifying that all of ASTECH Corp.'s costs for the project are paid in full.

The final payment for the City of Long Lake 2025 Pavement Rehabilitation Project will be considered at the November 3, 2025, City Council meeting. Approval of Final Pay Voucher 1, and receipt of the documents outlined above will represent final acceptance of the improvements and the contract for the project will be closed. WSB recommends approval of Final Pay Voucher 1 to ASTECH Corp. in the amount of \$173,215.93.

If you have any questions regarding this matter, please contact me at 612.523.7374.

Sincerely,
WSB

A handwritten signature in black ink, appearing to read "Jeff Oliver", is written over a light blue horizontal line.

Jeff Oliver PE
City Engineer

2025 Street Improvement Project

Final Pay Voucher 1



Client: City of Long Lake
450 Virginia Avenue, PO Box 606
Long Lake, MN 55356-0606

Contractor: Asphalt Surface Technologies Corporation
P.O. Box 1025
St. Cloud, MN 56302

WSB Project No.: 026981-000

Client Project No.:

State Project No.:

Federal Project No.:

Contract Amount

Original Contract	\$206,563.51
Contract Changes	\$0.00
Revised Contract	\$206,563.51

Funds Encumbered

Original	\$206,563.51
Additional	N/A
Total	\$206,563.51

Work Certified To Date

Base Bid Items	\$173,215.93
Contract Changes	\$0.00
Material On Hand	\$0.00
Total	\$173,215.93

Work Certified This Voucher	Work Certified To Date	Less Amount Retained	Less Previous Payments	Amount Paid This Voucher	Total Amount Paid To Date
\$173,215.93	\$173,215.93	\$0.00	\$0.00	\$173,215.93	\$173,215.93
Percent Retained: 0%			Percent Complete: 83.86%		

FINAL PAY VOUCHER

I hereby certify that a Final Examination has been made of the noted Contract, that the Contract has been completed, that the entire amount of Work Shown in this Final Voucher has been performed and the Total Value of the Work Performed in accordance with, and pursuant to, the terms of the Contract is as shown in this Final Voucher.

Approved By Asphalt Surface Technologies Corporation

Signature

10/16/2025

Date

Approved By WSB

Signature

10/28/2025

Date

Approved By City of Long Lake

Signature

Date

2025 Street Improvement Project

Final Pay Voucher 1



Payment Summary

No.	Up Through Date	Work Certified Per Voucher	Amount Retained Per Voucher	Amount Paid Per Voucher
1	09/30/2025	\$173,215.93	\$0.00	\$173,215.93

Funding Category Name	Work Certified To Date	Less Amount Retained	Less Previous Payments	Amount Paid This Voucher	Total Amount Paid To Date
Local Funding	\$173,215.93	\$0.00	\$0.00	\$173,215.93	\$173,215.93

Accounting Number	Funding Source	Amount Paid This Voucher	Revised Contract Amount	Funds Encumbered To Date	Paid Contractor To Date
Local Funding	Local	\$173,215.93	\$206,563.51	\$206,563.51	\$173,215.93

Contract Item Status

Line No.	Item	Description	Unit	Unit Price	Contract Quantity	Quantity This Voucher	Amount This Voucher	Quantity To Date	Amount To Date
1	2021.501	MOBILIZATION	LS	\$13,500.00	1	1	\$13,500.00	1	\$13,500.00
2	2101.502	CLEARING	EACH	\$495.00	8	8	\$3,960.00	8	\$3,960.00
3	2101.502	GRUBBING	EACH	\$330.00	8	8	\$2,640.00	8	\$2,640.00
4	2104.502	SALVAGE MAIL BOX SUPPORT	EACH	\$192.50	16	1	\$192.50	1	\$192.50
5	2104.502	SALVAGE SIGN	EACH	\$27.50	3	1	\$27.50	1	\$27.50
6	2104.503	SAWING BIT PAVEMENT (FULL DEPTH)	L F	\$3.00	375	375	\$1,125.00	375	\$1,125.00
7	2104.503	SALVAGE RETAINING WALL	L F	\$6.05	90	40	\$242.00	40	\$242.00
8	2104.503	REMOVE CURB & GUTTER	L F	\$11.00	15	15	\$165.00	15	\$165.00
9	2104.503	REMOVE BITUMINOUS CURB	L F	\$9.35	150	150	\$1,402.50	150	\$1,402.50
10	2104.503	REMOVE SEWER PIPE (STORM)	L F	\$16.50	73	73	\$1,204.50	73	\$1,204.50
11	2104.504	REMOVE BITUMINOUS DRIVEWAY PAVEMENT	S Y	\$8.91	552	39	\$347.49	39	\$347.49
12	2104.518	REMOVE BITUMINOUS WALK	S F	\$5.00	90	90	\$450.00	90	\$450.00
13	2106.507	EXCAVATION - COMMON (CV) (P)	CY	\$34.43	166	166	\$5,715.38	166	\$5,715.38
14	2106.507	EXCAVATION - SUBGRADE	CY	\$34.43	53	21	\$723.03	21	\$723.03
15	2106.507	SELECT GRANULAR EMBANKMENT (CV)	CY	\$58.00	53	0	\$0.00	0	\$0.00
16	2106.507	COMMON EMBANKMENT (CV) (P)	CY	\$50.00	35	35	\$1,750.00	35	\$1,750.00
17	2106.601	SITE GRADING	LS	\$1,260.00	1	1	\$1,260.00	1	\$1,260.00
18	2108.504	GEOTEXTILE FABRIC TYPE 5	S Y	\$3.30	159	20	\$66.00	20	\$66.00

2025 Street Improvement Project

Final Pay Voucher 1



Contract Item Status									
Line No.	Item	Description	Unit	Unit Price	Contract Quantity	Quantity This Voucher	Amount This Voucher	Quantity To Date	Amount To Date
19	2112.519	SUBGRADE PREPARATION	RDST	\$500.00	1	1	\$500.00	1	\$500.00
20	2123.610	STREET SWEEPER (WITH PICKUP BROOM)	HOURL	\$198.00	10	4	\$792.00	4	\$792.00
21	2130.523	WATER	MGAL	\$40.00	17	7.5	\$300.00	7.5	\$300.00
22	2211.507	AGGREGATE BASE (CV) CLASS 5	C Y	\$60.00	64	64	\$3,840.00	64	\$3,840.00
23	2215.504	FULL DEPTH RECLAMATION	S Y	\$2.80	3208	3208	\$8,982.40	3208	\$8,982.40
24	2331.603	JOINT ADHESIVE	L F	\$2.75	284	0	\$0.00	0	\$0.00
25	2360.504	TYPE SP 9.5 WEAR CRS MIX(2,B)3.0" THICK	S Y	\$28.05	557	46	\$1,290.30	46	\$1,290.30
26	2360.509	TYPE SP 9.5 WEARING COURSE MIX (2,B)	TON	\$97.02	578	629.54	\$61,077.97	629.54	\$61,077.97
27	2501.502	15" CAS PIPE APRON	EACH	\$513.70	2	2	\$1,027.40	2	\$1,027.40
28	2501.602	TRASH GUARD FOR 15" PIPE APRON	EACH	\$649.00	2	2	\$1,298.00	2	\$1,298.00
29	2503.603	15" HDPE PIPE SEWER	L F	\$39.80	151	163	\$6,454.80	163	\$6,454.80
30	2504.602	ADJUST GATE VALVE & BOX	EACH	\$275.00	3	3	\$825.00	3	\$825.00
31	2503.604	4" INSULATION	S Y	\$23.10	30	7	\$161.70	7	\$161.70
32	2506.502	ADJUST FRAME & RING CASTING	EACH	\$1,023.00	5	5	\$5,115.00	5	\$5,115.00
33	2506.502	CASTING ASSEMBLY	EACH	\$858.00	3	3	\$2,574.00	3	\$2,574.00
34	2506.503	CONSTRUCT DRAINAGE STRUCTURE DESIGN 48-4020	L F	\$880.00	6	6	\$5,280.00	6	\$5,280.00
35	2506.602	CONST DRAINAGE STRUCTURE DESIGN SPEC (2'X3')	EACH	\$3,553.00	2	2	\$7,106.00	2	\$7,106.00
36	2506.602	CHIMNEY SEAL	EACH	\$363.00	5	5	\$1,815.00	5	\$1,815.00
37	2511.507	RANDOM RIPRAP CLASS III	C Y	\$149.60	18	12	\$1,795.20	12	\$1,795.20
38	2521.518	6" CONCRETE WALK	S F	\$19.47	75	82.5	\$1,606.28	82.5	\$1,606.28
39	2531.503	CONCRETE CURB & GUTTER DESIGN D412	L F	\$31.90	284	300	\$9,570.00	300	\$9,570.00
40	2531.618	TRUNCATED DOMES	S F	\$60.50	16	16	\$968.00	16	\$968.00
41	2540.602	MAIL BOX	EACH	\$55.00	5	1	\$55.00	1	\$55.00
42	2540.602	MAIL BOX SUPPORT	EACH	\$192.50	16	1	\$192.50	1	\$192.50
43	2540.602	TEMPORARY MAIL BOX	EACH	\$55.00	16	0	\$0.00	0	\$0.00

2025 Street Improvement Project

Final Pay Voucher 1

**Contract Item Status**

Line No.	Item	Description	Unit	Unit Price	Contract Quantity	Quantity This Voucher	Amount This Voucher	Quantity To Date	Amount To Date
44	2563.601	TRAFFIC CONTROL	LS	\$1,265.00	1	1	\$1,265.00	1	\$1,265.00
45	2564.602	INSTALL SALVAGED SIGN	EACH	\$247.50	3	0	\$0.00	0	\$0.00
46	2573.501	STABILIZED CONSTRUCTION EXIT	LS	\$550.00	1	1	\$550.00	1	\$550.00
47	2573.502	STORM DRAIN INLET PROTECTION	EACH	\$181.50	3	3	\$544.50	3	\$544.50
48	2573.503	SILT FENCE, TYPE MS	LF	\$3.00	400	300	\$900.00	300	\$900.00
49	2573.503	SEDIMENT CONTROL LOG TYPE WOOD FIBER	LF	\$2.86	400	0	\$0.00	0	\$0.00
50	2574.507	COMMON TOPSOIL BORROW	CY	\$50.60	130	120	\$6,072.00	120	\$6,072.00
51	2574.508	FERTILIZER TYPE 3	LB	\$1.10	49	12	\$13.20	12	\$13.20
52	2575.505	SEEDING	ACRE	\$4,950.00	0.24	0.24	\$1,188.00	0.24	\$1,188.00
53	2575.608	SEED RESIDENTIAL TURFGRASS	LB	\$4.40	48	300	\$1,320.00	300	\$1,320.00
54	2575.508	HYDRAULIC MULCH MATRIX	LB	\$1.76	626	300	\$528.00	300	\$528.00
55	2575.523	WATER	MGAL	\$45.00	26	0	\$0.00	0	\$0.00
56	2104.601	SALVAGE AND REINSTALL LANDSCAPE STRUCTURES	LS	\$3,000.00	1	0.47926	\$1,437.78	0.47926	\$1,437.78
57	2502.601	IRRIGATION SYSTEM PROVISION	LS	\$2,000.00	1	1	\$2,000.00	1	\$2,000.00
Bid Totals:							\$173,215.93		\$173,215.93

Project Category Totals

Category	Amount This Voucher	Amount To Date
A. STREET IMPROVEMENTS	\$169,778.15	\$169,778.15
B. PROVISIONAL ITEMS	\$3,437.78	\$3,437.78

Contract Change Item Status

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

Contract Change Totals

No.	Contract Change	Description	Amount This Voucher	Amount To Date

2025 Street Improvement Project

Final Pay Voucher 1

**Material On Hand Additions**

Line No.	Item	Description	Date	Added	Comments

Material On Hand Balance

Line No.	Item	Description	Date	Added	Used	Remaining



CITY OF
LONG LAKE

City Council Agenda Report

City of Long Lake

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

MEETING DATE / November 3, 2025

SUBJECT: Establish a Public Works Seasonal On Call Snowplow Operator Position

Prepared By: Jeanette Moeller, City Clerk

Report Date: 10/29/2025

Recommended City Council Action

Staff recommends the following:

Motion to adopt Resolution No. 2025-39 establishing the position of Public Works Seasonal On Call Snowplow Operator and amending the City's 2025 Salary Plan.

Overview / Background

The City's Public Works Department is short-staffed at this time due to the resignation of two entry level Maintenance Worker I employees. Applications are being accepted at this time to fill at least one vacancy; however, as winter weather approaches, staff recognizes that the Public Works Department will need assistance with snow removal operations this season.

A job description has been prepared for a new Public Works *Seasonal On Call* Snowplow Operator position, dated October 29, 2025, to establish the requirements, duties, and expectations of an employee working for the City in this capacity. Staff recommends the hourly wage for the Public Works Seasonal On Call Snowplow Operator be established at \$50/hour. Appointees to temporary/seasonal positions are not entitled to City benefits.

Though the intent is for our Public Works Department to be fully staffed in the nearby future, this proposed position would likely continue to be of value moving forward. Staff is anticipating that a designated seasonal on call snowplow operator may be a great help to the Department both during and immediately following significant winter storm events.

It should be noted that the City's existing Employee Handbook grants a supervisor (in this case, Public Works Director Diercks), in consultation with the Administrator, the authority to make a temporary appointment on an as needed basis. Following establishment of the Public Works Seasonal On Call Snowplow Operator position by Resolution of the City Council, staff will be empowered to appoint a candidate to fill the vacancy – and we have a wonderfully qualified candidate with uniquely Long Lake-specific experience interested in the position.

Supporting Information

- Resolution No. 2025-39
- Public Works Seasonal On Call Snowplow Operator Position Description



**City Council
Resolution No. 2025-39**

**A RESOLUTION ESTABLISHING THE POSITION OF PUBLIC WORKS SEASONAL ON CALL SNOWPLOW
OPERATOR AND AMENDING THE 2025 SALARY PLAN**

WHEREAS, the City Administrator and Public Works Director are tasked with evaluating the staffing needs for the Public Works Department on an ongoing basis; and

WHEREAS, recognizing that the Public Works Department may need assistance with snow removal operations on a seasonal, on call basis, a Position Description has been prepared for a new Public Works Seasonal On Call Snowplow Operator position, dated October 29, 2025, to establish the requirements, duties, and expectations of an employee working for the City of Long Lake in this capacity; and

WHEREAS, upon a review of the current 2025 Salary Plan and City benefits, staff recommends the hourly wage for the Public Works Seasonal On Call Snowplow Operator be established at \$50.00 / hour.

NOW, THEREFORE BE IT RESOLVED, by the City Council of the City of Long Lake, Minnesota that the Position Description dated October 29, 2025 for the Public Works Seasonal On Call Snowplow Operator is hereby approved and the position is established.

FURTHER, BE IT RESOLVED, that the City's 2025 Salary Plan is hereby amended to include the salary range as set forth above for the Public Works Seasonal On Call Snowplow Operator employment position.

Adopted by the City Council of the City of Long Lake this 3rd day of November 2025.

BY:

Charlie Miner, Mayor

ATTEST:

Jeanette Moeller, City Clerk



POSITION DESCRIPTION

Position Title Seasonal On Call Snowplow Operator	Position Status Seasonal, On Call (Part-Time)
Department / Accountable To Public Works / Public Works Director	Revision Date October 29, 2025

POSITION SUMMARY

Under the supervision of the Public Works Director, this seasonal position is responsible for safely clearing snow and ice from roads, parking lots, and other areas during winter storms.

ESSENTIAL DUTIES & RESPONSIBILITIES

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

1. Responds promptly to snow events; remaining available to report for duty as soon as a snow or ice event is called, which can happen at any time, day or night.
2. Drives and operates snowplow trucks, salt/sand spreaders, skid steers, and other snow removal equipment safely and efficiently.
3. Applies de-icing agents, spreading salt, sand, or other de-icing materials on driving surfaces to prevent ice buildup and increase traction.
4. Performs physical tasks such as shoveling snow from walkways, doorways, and other areas not accessible by a plow.
5. Conducts pre-shift and post-shift inspections and performs routine maintenance on snow removal vehicles and equipment, including cleaning and minor repairs.

MINIMUM QUALIFICATION REQUIREMENTS

- High school diploma or GED.
- Must be at least 18 years of age.
- Must possess a valid Minnesota Driver's License. Depending on the size of the equipment, a Minnesota Commercial Driver's License may also be required.
- Must have previous experience operating snow removal equipment.
- Must be dependable, reliable, and able to respond quickly to call-outs, often on short notice. This position requires readiness to work irregular hours, including nights, weekends, and holidays, and involves operating heavy machinery in challenging weather.
- Must have the physical stamina for long shifts in harsh, cold weather.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Operation and maintenance of power-driven equipment, including snow removal and de-icing equipment.
- Occupational hazards and standard safety practices.
- Proper techniques and uses of a variety of hand tools and power tools.

- Pertinent federal, state and City laws, codes and regulations.

Skill in:

- Prioritizing snow removal and de-icing activities throughout the community during weather events.
- Attention to detail. Focus is needed to navigate poor visibility and hazardous road conditions while effectively clearing surfaces.
- Observation and decision-making.
- Time management.
- Operating assigned equipment.

Ability to:

- Understand and follow oral and written instructions; read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals; and to communicate with other employees including the general public.
- Communicate effectively orally and in writing.
- Perform strenuous manual labor tasks related to assigned responsibilities associated with snow removal.
- Safely and properly operate various tools, snow removal, and heavy equipment.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Maintains due regard for the safety and welfare of self and other employees.

PHYSICAL DEMANDS

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

- Must have the physical stamina for long shifts in harsh, cold weather.
- Must be able to lift heavy objects, stand, and bend for extended periods.
- Specific vision abilities required for this position 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.

While performing the duties of this job, this employee works indoors and outdoors on an on call basis during the late fall through early spring months in harsh, cold weather, primarily during snow and ice related weather events.

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

EXAMPLES OF PERFORMANCE CRITERIA

- Responds to call-outs in a dependable manner and on short notice.
- Establishes effective working relationships with others.
- Demonstrates thorough performance of duties under limited supervision.
- Maintains due regard for the safety and welfare of self and other employees.
- Receives direction in a businesslike and professional manner.

- Communicates clearly and efficiently both orally and in writing.

SELECTION GUIDELINES

Review of completed City Employment Application; review of experience; an oral interview; an in person skills review, and a successful background check may determine final candidate selection.

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

This 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.