



## CITY COUNCIL MEETING

September 19, 2023 at 6:30 PM

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

### AGENDA

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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 September 5, 2023 City Council Work Session
  - B. Approve Minutes of September 5, 2023 City Council Meeting
  - C. Approve Vendor Claims and Payroll
  - D. Adopt Resolution No. 2023-36 Approving Issuance of Special Event Permit #S2023-11 for the Gear Western Half Marathon and 5K Event to be Held October 14, 2023; and Approve the Issuance of a Noise Variance Permit
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. Greater Wayzata Area Chamber of Commerce Presentation of Exceptional Service Award to City View Plumbing of Long Lake
  - B. Public Hearing: Consider Adoption of an Ordinance Amending Chapter 6 - Animals (Repeal and Replace) of the City Code of Ordinances
  - C. Public Hearing: Consider Adoption of an Ordinance Amending Chapter 36 - Utilities (Repeal and Replace) of the City Code of Ordinances
  - D. Adoption of Preliminary 2024 Payable Levy; Establish Truth in Taxation Public Meeting Date to Discuss Levy and Proposed Budget
  - E. Schedule September 27, 2023 City Council Special Work Session

**Note:** Assuming the City Council remains in favor of scheduling a Special Work Session meeting on Wednesday, September 27, staff requests the Council make a formal motion to schedule the aforementioned meeting (the motion should include the meeting start time).

F. Update Regarding Fire Department Matters

**8. Other Business**

**9. Adjourn**

**UPCOMING MEETINGS & OTHER DATES OF NOTE**

Tuesday, September 26 / Long Lake v. Orono, Mediation Proceedings

Tuesday, October 3 (5:00 pm or 5:30 pm) / City Council Work Session

Tuesday, October 3 (6:30 pm) / City Council Meeting



**MINUTES**  
**CITY COUNCIL WORK SESSION**  
**September 5, 2023**

**CALL TO ORDER**

The meeting was called to order at 5:05 pm.

**Present:** Mayor: Charlie Miner; Council: Deirdre Kvale, Mike Feldmann (arrived at 5:12 pm), Jahn Dyvik, and Gina Joyce

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

**Absent:** None

**APPROVE AGENDA**

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

**OPEN CORRESPONDENCE**

**Ron Umsted, 2142 Neilson Avenue** – Mr. Umsted asked for an update on the Fire Department situation. He mentioned he'd read in the paper that Orono had just approved spending \$4 million for three fire engines and questioned how that fits in with what is going on with the lawsuit and the injunction.

Mayor Miner confirmed that he could offer a brief update. He recalled that Orono's approved expenditure was for \$2.6 million and not \$4 million, but acknowledged that amount was still a lot of money. He agreed that it seemed like an odd thing for Orono to do with mediation coming up because it seems to be a sign that they do not hold much faith in the mediation process and are just going ahead and buying equipment. He explained that on September 26, 2023 there will be a mediation meeting where he, Council member Dyvik, and the City's two attorneys will be in attendance for Long Lake. He noted that the Council had met last week in a work session to discuss items that should be brought up during mediation.

Mr. Umsted asked how much of the mediation discussion and actions would become public and questioned the timeframe for when that information would be available.

Mayor Miner indicated that there has not yet been discussion of how and when information would be disseminated, and observed that some of the discussion during mediation is likely supposed to remain confidential.

Mr. Umsted inquired how long the mediation process would take and when the public could expect to hear the outcome of those discussions.

Council member Joyce responded that the answer to Mr. Umsted's question will truly depend on how mediation goes, and she did not think there was a set timeframe for the process.

Council member Dyvik commented that the Council does not yet know what the full process will look like. He clarified that the injunction that was ruled in the favor of Long Lake really just established that Orono cannot recruit the Long Lake firefighters and also cannot take over Station 2 before the contract is over. He stated that they are hoping that through mediation the cities can come to an agreement on a common solution. He reflected that he is not trying to be pessimistic, but all the indications coming from Orono appear to be that they are not interested in a common solution or any kind of partnership with Long Lake.

Council member Joyce noted that she would hope the City would be in a position to provide at least a high level update to the public by sometime in October.

Council member Dyvik agreed and suspected that Long Lake would be able to communicate some information within a few weeks of mediation beginning; however, at this point they do not know if the mediation process will take one day, a few weeks, or longer.

## **BUSINESS ITEMS**

### **Discussion of 2024 Preliminary Levy and Budget**

City Administrator Weske presented an overview of the proposed 2024 Preliminary Levy and Budget. He reminded the Council that they have to approve the Preliminary Levy for certification by the end of September and set a Truth in Taxation hearing for early December. Final budget approval would occur towards the end of December. He indicated that the City, once again, will receive \$0 from Local Government Aid from the state. He also gave a recommendation that the Council consider approving a wage study after what has occurred economically over the last few years in order to achieve fair market salaries across the board for staff.

Mayor and Council asked questions and discussed the calculation and increase in Police Department budget numbers; wage adjustments; the status of the City's enterprise funds; the proposed levy; anticipated health insurance rate increases; status of the pavement management fund in relation to the pavement management plan; aging City building issues that may arise; conceptual park projects; hockey rink needs; Fire Department related expenses; LMCC building rental possibilities; Public Works vehicle issues; Public Works equipment needs; and capital improvement planning.

City Clerk Moeller reminded the Council that they could consider levying higher during adoption of the Preliminary Levy with the understanding the Council could reduce the levy at Final Levy adoption. By that time, staff and Council may have a better idea about the outcome of mediation and the effect of that on Fire Department financial planning. She clarified that the Council cannot increase the levy after the Preliminary Levy has been adopted, but can only maintain or reduce the proposed levy. Levying higher currently may offer the Council a bit of room to move, especially if the Fire Department obligations will be increasing upon the outcome of mediation.

Dyvik questioned what fund the legal fees were being paid out of for the Fire Department situation.

Weske replied that the legal fees are coming out of the General Fund, which meaning that the City would overspend their budgeted amount but would still have cash on hand.

The Council discussed the impact of the continued legal fees on the current budget cycle.

Weske noted that, in the end, the expense would come out of the City's savings accounts just like what occurs with the Sewer Fund because that is also overspent. He suggested that when looking at levy increases, the Council give consideration to replenishing spending on their recent purchases of fire equipment because 2026 and the end of the contract will come up fast.

Weske closed in summarizing that he had presented this information so the Council could review some of the numbers in preparation for taking action on the Preliminary Levy at their next meeting.

Moeller noted that that since there is no current need for the EDA to meet, she would suggest that the Council plan for a work session meeting during that designated time slot to hold another budget review meeting.

**OTHER BUSINESS/WORK SESSION COUNCIL REPORTS**

**Wayzata Boulevard W Reconstruction, Phase 3** - Public Works Director Diercks reported that Phase 3 for the Wayzata Boulevard W Reconstruction Project will be initiated in 2024 and the preliminary estimate from Hennepin County is that they will be looking for \$100,000 from Long Lake for the City's portion of improvements. He had recently been informed that the City had already bonded for the work.

**ADJOURN**

*Hearing no objection, Mayor Miner adjourned the meeting by general consent at 6:28 pm.*

Respectfully submitted,

Scott Weske  
City Administrator



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

**CALL TO ORDER**

The meeting was called to order at 6:31pm.

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

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

**Absent:** None

**PLEDGE OF ALLEGIANCE**

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

Mayor Miner offered the following comments and updates:

The City Council had met in a work session prior to the regular meeting at which they had discussed the 2024 Preliminary Levy and Budget. Further discussion and adoption will occur at the September 19, 2023 City Council meeting.

Mayor Miner reflected that he hoped everyone had a nice Labor Day weekend. Public Works Director Diercks had informed the Council that the watering season for the hanging planters downtown ended as of Labor Day. He expressed his appreciation to the Public Works staff for coming in on weekends to make sure they were watered throughout the season.

Mayor Minor shared that Brad Roehl, a former Long Lake firefighter and Fire Chief, had passed away a few weeks ago and a memorial service was held on August 26, 2023.

**APPROVE AGENDA**

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

**CONSENT AGENDA**

The Consent Agenda consisted of the following:

- A. Receive Minutes of August 15, 2023 City Council Meeting
- B. Approve Vendor Claims and Payroll
- C. Adopt Resolution No. 2023-34 Approving Issuance of Special Event Permit S#2023-10 for the Birch’s on the Lake Fun Run 5K and 10K to be held on September 24, 2023
- D. Receive Minutes of August 29, 2023 Special City Council Work Session

Council member Kvale asked about the vendor claim from Patrick Dunne of WSB who has billings for July 3, July 10, July 17, July 24, July 31 that are all related to erosion control, rainfall inspection, and drive time; however, there are also ones for The Stax and Zvago projects for the same dates with

the same descriptions. She asked if WSB could add more detail because it seemed odd that the billing description included the exact same data for all three places.

City Administrator Weske explained that WSB has a schedule where they come out and do on-site MS4 compliance inspections of all the ongoing redevelopment projects on the same date. He indicated that they write their reports on-site on Mondays and send them to City staff.

City Clerk Moeller added that the inspection expenses are allocated to the project escrows.

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

## **OPEN CORRESPONDENCE**

**Marty Schneider, 1176 Wayzata Boulevard W** – Mr. Schneider was in attendance on behalf of the Long Lake Area Chamber of Commerce to give a summer recap as well as a fall preview. The Chamber would like to thank the City as well as the Public Works staff for their help with organization for Buckhorn Days and logistics at the Corn Days Parade, and he noted that both events went exceptionally well. With regard to Buckhorn Days, they had seen very good business participation in the event including The Stax and the West Hennepin Pioneer Museum. He reiterated that there were a lot of fun activities going on and the Chamber just wanted to take a moment and thank the City for staff's assistance. He commented that the Chamber has spent some time on figuring out what they would like to accomplish beyond festivals, and because the City will most likely have a 20-25% increase in its population, the Chamber has discussed focusing on finding a way to create a bridge between the residents and the businesses in the City. He noted that they are planning to appear before the Council at their first meeting in October to make a formal presentation regarding [www.elevatehennepin.org](http://www.elevatehennepin.org), which is an initiative that Medina and Plymouth also take part in. He explained that it is free of charge and any business can participate and receive up to 25 free hours of consulting services and access to other virtual and in-person modules. The Chamber is planning to roll it out during the coming week as well as to more formally publicize it to the community at-large in October. The Chamber may be looking to the Long Lake Economic Development Authority for some additional promotional funding. Mr. Schneider advised that he would send additional information to City Clerk Moeller so she can share it with anyone who may be interested. The Chamber would also like to reintroduce a business directory and link their website with the City's website. He summarized that he had just wanted to give the Council a bit of a preview before their official presentation in October.

Mayor Miner thanked the Chamber and Mr. Schneider for the hours they have dedicated to volunteering at the events in the City.

## **BUSINESS ITEMS**

### **Summary of August 29, 2023 City Council Special Meeting – Closed Session Pursuant to MN Stat. 13D.05, Subd. 3(b): Discuss Enforcement Action Related to the Fire Services Contract**

Mayor Miner reported that the Council had met in a Special Meeting and held a closed session pursuant to Minn. Stat. 13D.05 subd. 3(b) for the purpose of providing direction to staff in preparation for the upcoming mediation proceedings with Orono on September 26, 2023.

### **Appointment Filling a Vacancy for an Unexpected Term on the Planning Commission**

Moeller indicated that long-time community member and Planning Commissioner Steve Keating passed away this past year, which left a vacancy on the Planning Commission. She stated that Judd Axelson has expressed interest and applied for this position. Staff recommends that the Council

appoint Mr. Axelson to the position and noted that he was in attendance at the meeting tonight should the Council have any questions for him.

Mayor Miner thanked Mr. Axelson for his interest in filling Mr. Keating's significant vacancy on the Planning Commission.

Mr. Axelson expressed his appreciation to the Council for considering him for the position. He added that he has been interested in participating in the Commission for years and believes it will be a great way for him to contribute to the City.

*A motion was made by Kvale, seconded by Feldmann, to adopt Resolution No. 2023-35 appointing Judd Axelson to the position of Planning Commissioner for a term expiring December 31, 2026. Ayes: all.*

### **Review Rough Draft of Ordinance Amending Chapter 6 – Animals (Repeal and Replace)**

Moeller indicated that updating the City's Animals chapter of City Code rose to the priority list with a recent dog incident, but also due to staff receiving a number of escalating complaints about particularly off-leash dogs. She stated that she had prepared a rough draft of a full repeal and replace of the Animals chapter for the Council's initial feedback, reviewed details of the proposed amendments, and highlighted some of the key points that would be addressed by the new chapter.

Council members asked questions and offered some ideas for potential language changes that may provide clarification and for ease of understanding.

Moeller mentioned that she had sent the draft to City Attorney Thames and the Chief of Police for their review and comments as well. The plan is to hold a public hearing at the September 19, 2023 City Council meeting and for the Council to consider adoption of the proposed ordinance. Additionally, the proposed new utilities chapter ordinance has been noticed for review and consideration at the same meeting.

### **Reschedule November 7, 2023 City Council Meeting**

Moeller noted that November 7, 2023 is a General Election Day in Minnesota and therefore, the City Council cannot meet on that date as regularly scheduled. Staff recommends the meeting be rescheduled to either November 6 or November 8.

*A motion was made by Feldmann, seconded by Dyvik, to reschedule the November 7, 2023 City Council meeting to Monday, November 6, 2023. Ayes: all.*

### **Updates and Discussion Regarding Fire Department Matters**

Mayor Miner reiterated that the Council had held a work session last week in order to prepare for the upcoming mediation on September 26, 2023 with representatives from Orono and a third party mediator.

Mayor Miner reported that a Future Fire Services group meeting had also been held last week. State legislators were invited to attend, and Senators Kelly Morrison and Warren Limmer were in attendance. They discussed creation of a task force that would meet this fall with a goal to have a report ready for the next legislative session. The concept of the task force would be to look at ways the state can help with encouraging merging of Fire Departments in order to achieve better resource availability and just generally encourage partnerships. He stated that he felt the group had a really good discussion on this topic. Council member Dyvik added that the idea was to see if there was a way to incentivize cities to come together. Most of the cities involved in the Future Fire Services meetings seem to be in favor of this approach but taking the first step has been tough for everyone. Mayor Miner mentioned that the next Future Fire Services meeting would be held in November.

Long Lake is also providing information to Orono for their budget preparation purposes. Fire Advisory Board meetings were held recently to work through the annual Fire Department budget. Mayor Miner added that Fire Chief Heiland has put together information on the duty crew pilot program that began on August 1, 2023.

Council member Dyvik commented that he had seen the initial report from Fire Chief Heiland and asked when it would be shared with Orono.

Weske replied that it would be shared with them the following day.

Council member Dyvik voiced that he would like to see more detail in the report, for example, which days and shifts are most popular for duty crew sign ups. He stated that he would like to provide Orono with as much information as possible since they have had so many questions about it and have expressed concerns about not budgeting enough for 2024.

Weske confirmed that he had access to additional detailed information and would add it to the report.

Council member Feldmann noted that his name had come up during a recent Orono meeting regarding the response times information. A few residents had approached him and communicated that it had sounded like the response time issue had been resolved with Orono, which Council member Feldmann asserted was not accurate. The emails he had exchanged with Orono regarding the matter had stopped in July and there are still discrepancies in the data. It was implied at Orono's meeting that Council member Feldmann had somehow signed off on this issue and that they had come to some sort of resolution. He wanted it to be clear that was not true or accurate. The response time data is still an open issue and he is interested in finding out exactly how those numbers came to be.

Council member Dyvik stated recalled there was a question from a resident during the work session about when the City would be able to share information from the mediation process. As of this time, no one is sure how long the process will last, but he wanted to assure the community that once they are able to share information, they will. He stated that his understanding is that the representatives from Orono will be Orono Mayor Walsh and Council member Johnson. He reflected that he found that interesting because Orono's appointed negotiating team is Orono Council members Johnson and Veach, and their Fire Advisory Board representatives are Orono Council members Veach and Crosby, which means they have three different pairs of individuals involved.

Council member Dyvik added that he was pleased Fire Chief Heiland had started the pilot duty crew program and was already collecting data. He noted that he thinks having 50% of the shifts covered already is a great start. Council member Feldmann observed that gathering the data is an important first step to assist in future decisions. Mayor Miner agreed and acknowledged that there may be tweaks needed within the pilot program, but changes will be able to be made based on data.

## **OTHER BUSINESS**

**Nelson Lakeside Park Work Items** – Council member Dyvik was aware that the City's contractor will be paving the parking lot and the trailer parking at Nelson Lakeside Park, and expressed his understanding that the trailer parking spaces would be made deeper but the total number would be not expanding. Public Works Director Diercks confirmed Council member Dyvik's understanding was correct. Council member Dyvik asked about the swimming area and if they would be going back to the size that they previously had. Public Works Director Diercks indicated that the swimming area would return to its original size for the next swimming season. Council member Dyvik also asked

about whether feedback had been received from the MnDNR regarding the boat ramp area. He had been helping someone this weekend and with the water level so low, there is a big hole that has developed in the launch area which causes trailers to just drop down in the hole and get stuck. Diercks reported that he may have worked out a solution to that issue with the current paving contractor. The contractor thinks they may be able to place some three-inch rock in the hole, which would help. Council member Dyvik inquired about what could be done with the slabs in the ramp area, because they are kind of all leaning different ways. Diercks responded that the slabs move every year due to ice but stated that he would go take a look to see if there was anything that could be done to improve the situation.

**Internet Update** - Mayor Miner noted that the Council had experienced internet troubles during the work session and asked if there was any update on new fiber connections. Diercks replied that he believes that the connections have only been stubbed and have not yet been fully extended.

**Holiday Tree Lighting** – Council member Joyce reminded everyone that the Holiday Tree Lighting Event will be held on December 8, 2023 at Holbrook Park from 5:30 pm to 7:30 pm.

**Agendas and Meetings Management Update** – Moeller shared that the Agenda and Meetings Management module that the City had purchased in conjunction with the website is usable and she had begun her training. From what she has seen thus far, she is very excited to put it to use in the future. She encouraged Council members to let her know whenever any may be ready to discontinue the paper copies of their packets.

**ADJOURN**

*Hearing no objection, Mayor Miner adjourned the meeting by general consent at 7:43 pm.*

Respectfully submitted,

Scott Weske  
City Administrator



LONG LAKE, MN

09/13/23 11:33 AM

Page 1

Section 5C.

\*Check Summary Register©

Checks 69832-69869

Name	Check Date	Check Amt	
<b>10100 GENERAL FUND CASH</b>			
69832	Advanced Imaging Solutions	9/6/2023	\$58.00 Copier Contract Maint - Sept 2023
69833	AMERICAN ENVIROMENTAL, LLC	9/6/2023	\$1,000.00 2023 PMP-CCTV Inspection of 8' Sanitary Sew
69834	James Anderson	9/6/2023	\$146.86 Refund Overpayment on Utility Act 01-0000069
69835	CARSON, CLELLAND & SCHRED	9/6/2023	\$4,828.00 Aug Legal Fees-FD service contract, Mediation
69836	CENTERPOINT ENERGY	9/6/2023	\$26.31 Gas Charges - 2145 Daniels
69837	CITY OF ORONO	9/6/2023	\$186.96 FD2 - Water/Sewer Bill - 3770 Shoreline Dr (07
69838	FERGUSON WATERWORKS	9/6/2023	\$9,454.80 5/8x3/4" Water Meters (x20)
69839	FIRSTNET (AT&T)	9/6/2023	\$388.68 FD WIRELESS SERVICES (07/26/23-08/25/23
69840	GOPHER STATE ONE CALL	9/6/2023	\$105.30 Aug 2023 Locates
69841	League of Minnesota Cities	9/6/2023	\$2,171.00 LMC Annual Dues - 2023/2024
69842	MARTIN MARIETTA MATERIALS	9/6/2023	\$124.88 PW Streets-Hot Mix
69843	MEDIACOM	9/6/2023	\$1,284.36 Internet Services - FD2 (09/08/23-10/07/23)
69844	METROPOLITAN COUNCIL	9/6/2023	\$20,634.67 Waste Water Services - Oct 2023
69845	League of MN Cities	9/6/2023	\$30.00 2023/2024 Annual Dues Long Lake- Mayor Ch
69846	POPP COMMUNICATIONS	9/6/2023	\$477.17 CH Phone System - Sept 2023
69847	JANE SHAFFER	9/6/2023	\$109.06 Refund Overpayment on Utility Act 01-0000077
69848	TIMESAVER OFF SITE	9/6/2023	\$409.00 8/8 Fire Advisory Board Mtg-Transcripts and Mi
69849	WRIGHT-HENNEPIN SECURITY	9/6/2023	\$231.60 Sept 2023 Security-450 Virginia Ave
69850	Xcel Energy	9/6/2023	\$231.77 Street Lights - 2129 W Wayzata Blvd
69851	BIFFS, INC.	9/13/2023	\$530.00 Biff Rental-Hardin Park
69852	ECM PUBLISHERS, INC.	9/13/2023	\$289.63 Public Hearing - 10/13 General Service Charge
69853	FASTSIGNS	9/13/2023	\$361.28 FD Helmet Tags/Board Plates
69854	FERGUSON WATERWORKS	9/13/2023	\$625.00 Neptune 360 Mapping Service
69855	HENNEPIN CTY INFO. TECH. DE	9/13/2023	\$1,478.34 PW Radio Fees-Aug 2023
69856	IAFC	9/13/2023	\$240.00 IAFC Membership and Great Lakes Dues
69857	Kirvida Fire, Inc.	9/13/2023	\$1,407.98 FD1 Engine #21 - Annual Pump Test
69858	KODIAK Power Solutions	9/13/2023	\$687.69 FD1 - Annual Generator Service
69859	LARKIN HOFFMAN	9/13/2023	\$7,350.00 FD CONTRACT DISPUTE W/ORONO - Aug 2
69860	LEXIPOL LLC	9/13/2023	\$2,412.87 FD Annual Fire Policy Manual/Training Bulletin
69861	Metro West Inspection Svcs Inc	9/13/2023	\$6,644.06 Aug 2023 Permits
69862	MN State Fire Chiefs Assn.	9/13/2023	\$60.00 Membership - Line Officer/Associate Individual
69863	Premium Waters, Inc.	9/13/2023	\$18.90 Bottled Water - Aug 2023
69864	SAFETY VEHICLE SOLUTIONS	9/13/2023	\$957.00 Replace LLFD Officer Radio Speaker Mic-Chief
69865	SUTTONS ADVANCED CLEANIN	9/13/2023	\$1,293.33 CH Cleaning Services - Sept 2023
69866	TUNHEIM PARTNERS, INC	9/13/2023	\$1,500.00 Public Relations Service - July 2023
69867	WASTE MANAGEMENT- of WIMN	9/13/2023	\$4,004.14 FD1 Trash Services - Sept 2023
69868	WSB & ASSOCIATES, INC	9/13/2023	\$7,892.18 Symes St; Erosion Control Inspection
69869	Xcel Energy	9/13/2023	\$1,859.45 Street Lights - Act #5156925594
<b>Total Checks</b>			<b>\$81,510.27</b>



**LONG LAKE, MN**

**Payroll Summary**

**Pay Group: 01 Bi-Weekly**  
**Check Date: 9/7/2023 per. 18**

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	1,500.00	1,500.00	1,500.00	107.38	74.18		93.00	21.75						1,203.69
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	4,569.39	4,092.85	4,092.85	414.23	219.15			66.26	476.54					3,393.21
000000004 LAAKKONEN, DONALD A	3,073.03	2,522.69	2,522.69	330.09	112.38		174.92	40.91	298.55	251.79				1,864.39
000000271 MENARD, MATTHEW	2,296.76	2,104.48	2,104.48	103.00	102.73		141.52	33.10	178.09	14.19	454.54			1,269.59
000000091 MOELLER, JEANETTE	3,103.45	2,901.73	2,901.73	241.28	125.60		192.41	45.00	201.72					2,297.44
000000252 NOWEZKI, AMANDA	2,589.37	2,418.52	2,418.52	307.17	138.26		160.54	37.55	170.85					1,775.00
000000214 WESKE, SCOTT	4,758.64	4,461.16	4,461.16	768.37	280.79		294.66	68.91	291.47	6.01				3,048.43

**941 Deposit**

Federal Tax	\$2,839.05
Medicare	\$738.64
Social Security	\$2,591.64
Advanced EIC	None
<b>Total Deposit</b>	<b>\$6,169.33</b>

**Pay Summary**

Gross	25,741.75
Federal Gross	23,603.42
State Gross	23,603.42
FICA Gross	20,900.37

**Tax Summary**

Federal Tax	2,839.05	
State Tax	1,270.21	
Local Tax		
FICA Ded/Ben	1,295.82	1,295.82
Medicare Ded/Ben	369.32	369.32

**Others**

Retirement	1,866.34
Tax-Sheltered	271.99
Voluntary	454.54
Tips	0.00
Reimbursement	0.00
<b>Net Pay (-tips)</b>	<b>17,374.48</b>



## LONG LAKE, MN

09/13/23 11:38 AM

Page 1

# \*Check Detail Register©

Checks 69832-69869

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
<b>10100 GENERAL FUND CASH</b>					
<b>69832</b>	09/06/23	<b>Advanced Imaging Solutions</b>			
E 101-41500-4135		Copier Maintenance	\$58.00	INV312974	Copier Contract Maint - Sept 2023
		Total	\$58.00		
<b>69833</b>	09/06/23	<b>AMERICAN ENVIROMENTAL, LLC</b>			
E 420-43121-4085		Pvmt Mgmt - Reconstructi	\$1,000.00	3182	2023 PMP-CCTV Inspection of 8' Sanitary Sewer
		Total	\$1,000.00		
<b>69834</b>	09/06/23	<b>James Anderson</b>			
E 601-49400-4320		Utility Overpmts/Uncollect	\$146.86	694-01-7	Refund Overpayment on Utility Act 01-00000694-01-7
		Total	\$146.86		
<b>69835</b>	09/06/23	<b>CARSON, CLELLAND &amp; SCHREDER</b>			
E 101-41610-3120		Legal Fees - Civil	\$1,541.84	4314	Aug Legal Fees-FD service contract, Mediation statement, Mutual Aid Agreements, Recruitment, etc
E 101-41610-3120		Legal Fees - Civil	\$1,445.16	4314	Aug Legal Fees-Insurance Claim, Land Use App, Utility Fee Review, Code Enforcement, Etc
G 700-29328		1345 Wayzata Blvd-DISH	\$507.50	4314	Aug Legal Fees-DISH; Corr w/DISH attorney regarding MLA, Lease review, Corr w/engineer to review exhibits
G 700-29294		Old Long Lake R(Landing	\$43.50	4314	Aug Legal Fees-Landings at LL; Corr w/developer, review filings against prop owner, county records, etc
G 700-29299		445 Willow TMobile Tower	\$108.75	4314	Aug Legal Fees-Tmobile; Lease Draft
G 700-29295		1948 Wayzata (Zvago) 20	\$145.00	4314	Aug Legal Fees-Zvago; Review development agreement, compliance issue, and conf w/developer and planner
G 700-29321		1345 Wayz-Crown Cell To	\$36.25	4314	Aug Legal Fees-Crown Castle Lease; Corr w/crown and engineer regarding amended consent and plans
E 101-41610-3040		Legal Fees - Criminal	\$1,000.00	4314	Aug Legal Fees-Criminal
E 101-41610-3120		Legal Fees - Civil	(\$1,541.84)	4314	Aug Legal Fees-FD service contract, Mediation statement, Mutual Aid Agreements, Recruitment, etc
E 101-42110-3120		Legal Fees - Civil	\$1,541.84	4314	Aug Legal Fees-FD service contract, Mediation statement, Mutual Aid Agreements, Recruitment, etc
		Total	\$4,828.00		
<b>69836</b>	09/06/23	<b>CENTERPOINT ENERGY</b>			
E 602-49450-3830		Natural Gas Expense	\$26.31	10679608-08	Gas Charges - 25 Apple Glen Rd
E 101-41940-3830		Natural Gas Expense	\$51.80	80000790651	Gas Charges - 450 Virginia
E 205-42286-3830		Natural Gas Expense	\$32.30	80000790651	Gas Charges - 3770 Shoreline Dr
E 101-41942-3830		Natural Gas Expense	\$127.88	80000790651	Gas Charges - 2145 Daniels
E 602-49450-3830		Natural Gas Expense	\$26.31	80000790651	Gas Charges - 2200 Watertown
E 602-49450-3830		Natural Gas Expense	\$20.84	80000790651	Gas Charges - 250 Lindawood
E 101-45200-3830		Natural Gas Expense	\$19.00	80000790651	Gas Charges - 309 Harrington
E 205-42282-3830		Natural Gas Expense	(\$278.13)	80000790651	Gas Charges - 340 Willow Dr
		Total	\$26.31		
<b>69837</b>	09/06/23	<b>CITY OF ORONO</b>			



## LONG LAKE, MN

**\*Check Detail Register©**

Checks 69832-69869

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 205-42286-3820		City Utilities (Wat,Sew,Sto	\$186.96	173770000-0	FD2 - Water/Sewer Bill - 3770 Shoreline Dr (07/28/23-08/30/23)
		Total	\$186.96		
<b>69838</b>	09/06/23	<b>FERGUSON WATERWORKS</b>			
E 601-49400-2205		Water Meter Purchases	\$9,454.80	0518655	5/8x3/4" Water Meters (x20)
		Total	\$9,454.80		
<b>69839</b>	09/06/23	<b>FIRSTNET (AT&amp;T)</b>			
E 205-42285-3230		Cell Phones	\$76.46	8034X090320	FD WIRELESS SERVICES (07/26/23-08/25/23)
E 205-42281-3230		Cell Phones	\$235.76	8034X090320	FD WIRELESS SERVICES (07/26/23-08/25/23)
E 205-42280-3230		Cell Phones	\$76.46	8034X090320	FD WIRELESS SERVICES (07/26/23-08/25/23)
		Total	\$388.68		
<b>69840</b>	09/06/23	<b>GOPHER STATE ONE CALL</b>			
E 601-49400-3855		Gopher One Locates Expe	\$105.30	30880553	Aug 2023 Locates
		Total	\$105.30		
<b>69841</b>	09/06/23	<b>League of Minnesota Cities</b>			
E 101-41500-4330		Dues and Subscriptions	\$2,171.00	388805	LMC Annual Dues - 2023/2024
		Total	\$2,171.00		
<b>69842</b>	09/06/23	<b>MARTIN MARIETTA MATERIALS</b>			
E 101-43100-2240		Street Maint Materials	\$124.88	40063810	PW Streets-Hot Mix
		Total	\$124.88		
<b>69843</b>	09/06/23	<b>MEDIACOM</b>			
E 205-42286-3275		Internet Access (Mediaco	\$570.52	10091560-08	Internet Services - FD2 (09/08/23-10/07/23)
E 205-42282-3275		Internet Access (Mediaco	\$713.84	90000051-08	Internet Services - FD1 (09/07/23-10/06/23)
		Total	\$1,284.36		
<b>69844</b>	09/06/23	<b>METROPOLITAN COUNCIL</b>			
E 602-49450-3100		MCES (mthly) Sewer Trea	\$20,634.67	0001162000	Waste Water Services - Oct 2023
		Total	\$20,634.67		
<b>69845</b>	09/06/23	<b>League of MN Cities</b>			
E 101-41110-4330		Dues and Subscriptions	\$30.00	090123	2023/2024 Annual Dues Long Lake- Mayor Charlie Miner
		Total	\$30.00		
<b>69846</b>	09/06/23	<b>POPP COMMUNICATIONS</b>			
E 101-41940-3210		Telephone	\$294.88	992799045	CH Phone System - Sept 2023
E 101-41942-3210		Telephone	\$182.29	992799045	PW Phone System - Sept 2023
		Total	\$477.17		
<b>69847</b>	09/06/23	<b>JANE SHAFFER</b>			
E 601-49400-4320		Utility Overpmts/Uncollect	\$109.06	779-00-0	Refund Overpayment on Utility Act 01-00000779-00-0
		Total	\$109.06		
<b>69848</b>	09/06/23	<b>TIMESAVER OFF SITE</b>			
E 205-42280-3000		Professional Svcs	\$250.00	M28504	8/8 Fire Advisory Board Mtg-Transcripts and Minutes



## LONG LAKE, MN

**\*Check Detail Register©**

Checks 69832-69869

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 101-41500-3000		Professional Svcs	\$159.00	M28504	8/15 City Council Mtg Minutes
		Total	\$409.00		
<b>69849</b>	09/06/23	<b>WRIGHT-HENNEPIN SECURITY</b>			
E 101-41940-3000		Professional Svcs	\$57.90	15016899239	Sept 2023 Security-450 Virginia Ave
E 101-41942-3000		Professional Svcs	\$57.90	15016899239	Sept 2023 Security-2145 Daniels St
E 205-42286-3000		Professional Svcs	\$57.90	15016899239	Sept 2023 Security-3770 Shoreline Dr
E 205-42281-3000		Professional Svcs	\$57.90	15016899239	Sept 2023 Security-340 Willow Dr
		Total	\$231.60		
<b>69850</b>	09/06/23	<b>Xcel Energy</b>			
E 101-43100-3815		Street Lighting Maint/Elect	\$53.53	842365440	Street Lights - 2129 W Wayzata Blvd
E 101-43100-3815		Street Lighting Maint/Elect	\$178.24	842365440	Street Lights - 1758 W Wayzata Blvd
		Total	\$231.77		
<b>69851</b>	09/13/23	<b>BIFFS, INC.</b>			
E 101-45200-3880		Portable Toilet Rental	\$91.00	090623	Biff Rental-Holbrook Park
E 101-45200-3880		Portable Toilet Rental	\$91.00	W934294	Biff Rental-Hardin Park
E 101-45200-3880		Portable Toilet Rental	\$257.00	W934295	Biff Rental-Nelson Lakeside
E 101-45200-3880		Portable Toilet Rental	\$91.00	W934296	Biff Rental-Dexter Park
		Total	\$530.00		
<b>69852</b>	09/13/23	<b>ECM PUBLISHERS, INC.</b>			
E 101-41110-3510		Legal Notices Publishing	\$170.00	1331586	Corn Days Parade Ad from the Council
E 101-41500-3510		Legal Notices Publishing	\$27.75	964066	Public Hearing - 09/19 City Code Amendment (Animals)
E 602-49450-3510		Legal Notices Publishing	\$30.00	964066	Public Hearing - 09/19 City Code Amendment (Utility Rate)
E 101-41500-3510		Legal Notices Publishing	\$61.88	964067	Public Hearing - 10/13 General Service Charges
		Total	\$289.63		
<b>69853</b>	09/13/23	<b>FASTSIGNS</b>			
E 205-42281-2410		Protective Gear/Uniforms	\$180.64	100-91568	FD Helmet Tags/Board Plates
E 205-42285-2410		Protective Gear/Uniforms	\$180.64	100-91568	FD Helmet Tags/Board Plates
		Total	\$361.28		
<b>69854</b>	09/13/23	<b>FERGUSON WATERWORKS</b>			
E 601-49400-3090		Software Support	\$625.00	0515995	Neptune 360 Mapping Service
		Total	\$625.00		
<b>69855</b>	09/13/23	<b>HENNEPIN CTY INFO. TECH. DEPT</b>			
E 205-42281-3235		Cty 800mhz Radio Admin	\$931.58	1000212233	FD1 Radio Fees-Aug 2023
E 205-42285-3235		Cty 800mhz Radio Admin	\$465.79	1000212233	FD2 Radio Fees-Aug 2023
E 101-41942-3235		Cty 800mhz Radio Admin	\$80.97	1000212266	PW Radio Fees-Aug 2023
		Total	\$1,478.34		
<b>69856</b>	09/13/23	<b>IAFC</b>			
E 205-42280-4330		Dues and Subscriptions	\$240.00	263103	IAFC Membership and Great Lakes Dues
		Total	\$240.00		
<b>69857</b>	09/13/23	<b>Kirvida Fire, Inc.</b>			



## LONG LAKE, MN

## \*Check Detail Register©

Checks 69832-69869

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 205-42281-4035		Heavy Truck Maint & Rep	\$357.98	11738	FD1 Tanker #11 - Reversing Polarity 4 terminal toggle switch
E 205-42285-4035		Heavy Truck Maint & Rep	\$350.00	11750	FD2 Engine #22 - Annual Pump Test
E 205-42281-4035		Heavy Truck Maint & Rep	\$350.00	11751	FD1 Engine #11 - Annual Pump Test
E 205-42281-4035		Heavy Truck Maint & Rep	\$350.00	11752	FD1 Engine #21 - Annual Pump Test
		Total	\$1,407.98		
<b>69858</b>	09/13/23	<b>KODIAK Power Solutions</b>			
E 205-42286-4010		Bldg Maint & Repairs	\$307.89	12329724	FD2 - Annual Generator Service
E 205-42282-4010		Bldg Maint & Repairs	\$379.80	12332663	FD1 - Annual Generator Service
		Total	\$687.69		
<b>69859</b>	09/13/23	<b>LARKIN HOFFMAN</b>			
E 101-42110-3120		Legal Fees - Civil	\$7,350.00	826347	FD CONTRACT DISPUTE W/ORONO - Aug 2023
		Total	\$7,350.00		
<b>69860</b>	09/13/23	<b>LEXIPOL LLC</b>			
E 205-42280-3090		Software Support	\$2,412.87	INVLEX1896	FD Annual Fire Policy Manual/Training Bulletins
		Total	\$2,412.87		
<b>69861</b>	09/13/23	<b>Metro West Inspection Svcs Inc</b>			
E 101-42400-3035		Bldg Inspection - Subcontr	\$6,644.06	3825	Aug 2023 Permits
		Total	\$6,644.06		
<b>69862</b>	09/13/23	<b>MN State Fire Chiefs Assn.</b>			
E 205-42282-4330		Dues and Subscriptions	\$60.00	6238	Membership - Line Officer/Associate Individual (through 12/31/23)
		Total	\$60.00		
<b>69863</b>	09/13/23	<b>Premium Waters, Inc.</b>			
E 101-41500-4145		Bottled Water Service	\$18.90	614689-08-23	Bottled Water - Aug 2023
		Total	\$18.90		
<b>69864</b>	09/13/23	<b>SAFETY VEHICLE SOLUTIONS</b>			
E 205-42281-3280		Pagers/Radios (Ancom)	\$488.00	22101	Replace LLFD Officer Radio Speaker Mic-Chief 5
E 205-42281-3280		Pagers/Radios (Ancom)	\$469.00	22102	Motorola Charger for Chief 1 Tahoe
		Total	\$957.00		
<b>69865</b>	09/13/23	<b>SUTTONS ADVANCED CLEANING SRV</b>			
E 101-41940-3840		Custodial & Waste Remov	\$290.00	092823	CH Cleaning Services - Sept 2023
E 205-42282-3840		Custodial & Waste Remov	\$570.00	092823	FD1 Cleaning Services - Sept 2023
E 205-42286-3840		Custodial & Waste Remov	\$433.33	092823	FD2 Cleaning Services - Sept 2023
		Total	\$1,293.33		
<b>69866</b>	09/13/23	<b>TUNHEIM PARTNERS, INC</b>			
E 101-42110-3000		Professional Svcs	\$1,500.00	17673	Public Relations Service - July 2023
		Total	\$1,500.00		
<b>69867</b>	09/13/23	<b>WASTE MANAGEMENT- of WIMN</b>			
E 604-43200-3890		Res Curb Recycling	\$3,538.19	7825692-159	Recycling Services - Sept 2023
E 101-45200-3840		Custodial & Waste Remov	\$223.35	7827078-159	PW Trash Services - Sept 2023
E 205-42286-3840		Custodial & Waste Remov	\$122.03	7827079-159	FD2 Trash Services - Sept 2023



LONG LAKE, MN

**\*Check Detail Register©**

Checks 69832-69869

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 205-42282-3840		Custodial & Waste Remov	\$120.57	7827088-159	FD1 Trash Services - Sept 2023
		Total	\$4,004.14		
<b>69868</b>	09/13/23	<b>WSB &amp; ASSOCIATES, INC</b>			
G 700-29295		1948 Wayzata (Zvago) 20	\$720.00	R-015781-00	Zvago; Erosion Control Inspection
G 700-29295		1948 Wayzata (Zvago) 20	\$46.18	R-015781-00	Zvago; Erosion Control Inspection Mileage
G 700-29326		VirginiaAve/The Stax(Nrth	\$4,177.00	R-017904-00	The Stax; Construction Inspection, Erosion Control Inspection
G 700-29324		Symes(Aava Vetta) Bld:C	\$560.00	R-019417-00	Symes St; Erosion Control Inspection
E 101-41910-3032		General Planning	\$327.50	R-021104-00	General Planning; Lindawood, Brown Rd, Handicap Parking, Vehicle Sales, Fencing, Etc
G 700-29324		Symes(Aava Vetta) Bld:C	\$32.75	R-021104-00	Symes; Aava Vetta Calls & Emails to Hannah
G 700-29295		1948 Wayzata (Zvago) 20	\$327.50	R-021104-00	Zvago; Review Complaints regarding exterior coloring issues
G 700-29330		925 W Wayzata(Carlson)2	\$326.75	R-021104-00	Wilds on Wayzata; Design Review, Review ordinance and updated plans
E 420-43121-3030		Engineering Fees	\$168.00	R-021427-00	2024 PMP;Creat Proposed 2024 PMP Map
E 420-43121-3030		Engineering Fees	\$195.00	R-021427-00	2024 PMP;Meetings
E 101-41910-3030		Engineering Fees	\$714.00	R-021427-00	General Engineering; Xcel Easement Review
E 420-43121-3030		Engineering Fees	\$297.50	R-021815-00	2023 PMP; Prep/Fianl NTP, Setup funding in One Office, Construction Material Testing
		Total	\$7,892.18		
<b>69869</b>	09/13/23	<b>Xcel Energy</b>			
E 101-43100-3815		Street Lighting Maint/Elect	\$1,859.45	843478022	Street Lights - Act #5156925594
		Total	\$1,859.45		
		<b>10100</b>	<b>\$81,510.27</b>		

Fund Summary

<b>10100 GENERAL FUND CASH</b>	
101 GENERAL FUND	\$27,351.16
205 FIRE DEPARTMENT	\$10,750.09
420 PAVEMENT MGMT FUND	\$1,660.50
601 WATER FUND	\$10,441.02
602 SANITARY SEWER FUND	\$20,738.13
604 RECYCLING FUND	\$3,538.19
700 BUILDING PERMIT ESCROWS	\$7,031.18
	<b>\$81,510.27</b>



**REQUEST FOR ACTION**  
**Long Lake City Council**

Section 5C.

**MEETING DATE / September 19, 2023**

**Subject:** Approve Vendor Claims and Payroll

**Prepared By:** Amanda Nowezki, Finance/Utility Officer

**Staff Initials: AN**

**Recommended City Council Action**

Staff recommends the following motion:

Motion to approve vendor claims in the amount of \$81,510.27 and electronic vendor payments in the amount of \$4,945.93 for a total amount of **\$86,456.20**; gross City Employee payroll paid September 7 in the amount of **\$25,741.75**; August Fire Department Duty Crew payroll in the amount of **\$3,200.00**; and September City Council monthly payroll in the amount of **\$1,300.00**.

**Commentary**

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

**Supporting Information**

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

Financial Impact: \$	Budgeted (Y / N)?	Source:
Notes:		



# LONG LAKE, MN

09/12/23 3:48 PM

Page 1

Section 5C.

## \*Check Summary Register©

Checks 2794,2801,2804

	Name	Check Date	Check Amt	
<b>10100</b>	<b>GENERAL FUND CASH</b>			
2794e	USBANK CREDIT CARD	8/25/2023	\$4,265.77	CC-Aug 2023
2801e	PSN UTILITY ONLINE BILLING	9/6/2023	\$79.95	BILL PAY FEE - Aug 2023
2804e	NAPA Auto Parts	9/7/2023	\$600.21	Napa-Aug 2023
	<b>Total Checks</b>		<b>\$4,945.93</b>	



**LONG LAKE, MN**

**Payroll Summary**

**Pay Group: 06 City Council**

**Check Date: 9/7/2023 per. 9**

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: 02 Fire Dept Duty Crew**

**Check Date: 9/8/2023 per. 9**

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.	225.00	225.00	225.00				13.95	3.26						207.79
000000050 ALDRICH II, THOMAS C.	150.00	150.00	150.00				9.30	2.18						138.52
000000259 DAVIS, THOMAS	100.00	100.00	100.00				6.20	1.45						92.35
000000093 FARLEY, COLE	50.00	50.00	50.00				3.10	0.73						46.17
000000160 GARDNER, SHANE B.	50.00	50.00	50.00				3.10	0.73						46.17
000000226 HOSTER, RYAN	75.00	75.00	75.00				4.65	1.09						69.26
000000270 JOHNSRUD, MICHAEL	800.00	800.00	800.00	400.00	200.00		49.60	11.60						138.80
000000285 PAULISON, SAMUEL	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	125.00	125.00	125.00				7.75	1.81						115.44
000000212 SPINKS, SCOTT D.	700.00	700.00	700.00				43.40	10.15						646.45
000000276 STRAKA, AMANDA	850.00	850.00	850.00				52.70	12.33						784.97

**941 Deposit**

Federal Tax	\$400.00
Medicare	\$92.84
Social Security	\$396.80
Advanced EIC	None
<b>Total Deposit</b>	<b>\$889.64</b>

**Pay Summary**

Gross	3,200.00
Federal Gross	3,200.00
State Gross	3,200.00
FICA Gross	3,200.00

**Tax Summary**

Federal Tax	400.00
State Tax	200.00
Local Tax	
FICA Ded/Ben	198.40
Medicare Ded/Ben	46.42

**Others**

Retirement	
Tax-Sheltered	
Voluntary	
Tips	0.00
Reimbursement	0.00
<b>Net Pay (-tips)</b>	<b>2,355.18</b>



## LONG LAKE, MN

**\*Check Detail Register©**

Checks 2794,2801,2804

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
<b>10100 GENERAL FUND CASH</b>					
<b>2794 e</b>	08/25/23	<b>USBANK CREDIT CARD</b>			
E 101-43050-2010		Accessories (paper, pens,	\$188.05		PW-Office Depot;Toner
E 101-41942-3840		Custodial & Waste Remov	\$30.96		PW-Ace; Shop-Paint Thinner, Paper Towels, Plates
E 101-45200-2230		Bldg & Grnds Maint Suppli	\$80.69		PW-Ace; Parks - Hornet Spray
E 101-41940-4010		Bldg Maint & Repairs	\$23.96		PW-Ace; Furnace Filters for City Hall
E 101-43050-4330		Dues and Subscriptions	\$16.12		PW-Amazon Prime; Membership
E 101-41942-4010		Bldg Maint & Repairs	\$15.36		PW-Ace; Drill Bits for upstairs lights
E 101-45200-2200		Repair & Maint/Supply	\$33.97		PW-Ace; Marking Paint for Lake Park
E 101-41942-4010		Bldg Maint & Repairs	\$17.98		PW-Ace; Toilet Flush Lever for PW Bldg
E 101-45200-2400		Small Tools and Minor Eq	\$41.87		PW-Menards; Racket Straps
E 101-41942-4010		Bldg Maint & Repairs	\$751.61		PW-Menards; Fire Suppression Air Compressor
E 205-42280-4300		Miscellaneous	\$775.00		FD-Meta/Facebook; 5K Ads
E 205-42280-4600		Recognition Expenditures	\$48.22		FD-Walgreens; Print pictures of new officer/dept pics
E 205-42280-4300		Miscellaneous	\$20.17		FD-Meta/Facebook; 5K Ads
E 205-42280-2175		Fire Prevention Materials	\$226.95		FD-NFPA;Fire Prevention Week
E 205-42282-2230		Bldg & Grnds Maint Suppli	\$43.00		FD-Amazon;Outdoor American Flag
E 205-42280-3090		Software Support	\$1.99		FD-Google; 100 GB Drive
E 205-42280-4450		Food & Beverage (Mtgs/Tr	\$39.90		FD-Coborns; Water
E 205-42282-4010		Bldg Maint & Repairs	\$10.68		FD-Coborns; Soap
E 205-42281-2150		Shop Supplies	\$36.12		FD-Amazon; Recycling Bin
E 205-42280-4330		Dues and Subscriptions	\$16.12		FD-Amazon; Prime Membership Fee
E 205-42281-4030		Light Truck Maint & Repair	\$440.83		FD-Amazon; Blue Sea Sure Eject 120Vac System
E 205-42281-2190		Medical Supplies	\$26.34		FD-Amazon; Security Zip Ties
E 205-42285-2190		Medical Supplies	\$26.34		FD-Amazon; Security Zip Ties
E 205-42280-2175		Fire Prevention Materials	\$301.85		FD-Positive Promotion; Plastic Hats and Sports Balls
E 205-42282-3840		Custodial & Waste Remov	\$87.20		FD-Amazon; TP
E 205-42281-2190		Medical Supplies	\$6.00		FD-Amazon; Baby Aspirin
E 205-42285-2190		Medical Supplies	\$6.00		FD-Amazon; Baby Aspirin
E 205-42280-4450		Food & Beverage (Mtgs/Tr	\$52.08		FD-Carbone's; Hose Testing Pizza
E 205-42286-3840		Custodial & Waste Remov	\$43.57		FD-Amazon; Paper Towels
E 205-42280-4450		Food & Beverage (Mtgs/Tr	\$144.64		FD-Fork Less; EMS Training Meals
E 205-42281-4030		Light Truck Maint & Repair	\$220.42		FD-Amazon; Blue Sea Sure Eject 120Vac System
E 205-42285-4030		Light Truck Maint & Repair	\$220.42		FD-Amazon; Blue Sea Sure Eject 120Vac System
E 101-41500-3090		Software Support	\$30.00		CH-Google; Company Emails
E 101-41500-3090		Software Support	\$45.00		CH-Constant Contact
E 101-41500-3090		Software Support	\$119.88		CH-Drop Box
E 101-41110-4600		Recognition Expenditures	\$76.48		CH-NameTagWizard; Council name tags with new logo
		Total	\$4,265.77		
<b>2801 e</b>	09/06/23	<b>PSN UTILITY ONLINE BILLING</b>			
E 601-49400-3090		Software Support	\$40.00		BILL PAY FEE - Aug 2023
E 602-49450-3090		Software Support	\$39.95		BILL PAY FEE - Aug 2023
		Total	\$79.95		
<b>2804 e</b>	09/07/23	<b>NAPA Auto Parts</b>			
E 101-43000-2210		Equipment Parts	\$29.39	3270-576961	PW-BobCat Door Support



## LONG LAKE, MN

**\*Check Detail Register©**

Checks 2794,2801,2804

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 601-49400-2210		Equipment Parts	\$88.44	3270-577271	PW-Crane Truck Battery
E 602-49450-2210		Equipment Parts	\$88.44	3270-577271	PW-Crane Truck Battery
E 101-45200-2210		Equipment Parts	\$146.50	3270-577308	PW-ToolCat Battery
E 101-45200-2150		Shop Supplies	\$4.39	3270-577709	PW-Chain Saw Spark Plug
E 101-43100-4040		Equip Maint & Repair	\$50.51	3270-578152	PW-Pavement Roller Oil and Filters
E 101-43000-2150		Shop Supplies	\$15.66	3270-579304	PW-Liquid Wrench for Shop
E 101-43000-2210		Equipment Parts	\$176.88	3270-579622	PW-F-550 Truck Battery
		Total	\$600.21		
		<b>10100</b>	<b>\$4,945.93</b>		

**Fund Summary****10100 GENERAL FUND CASH**

101 GENERAL FUND	\$1,895.26
205 FIRE DEPARTMENT	\$2,793.84
601 WATER FUND	\$128.44
602 SANITARY SEWER FUND	\$128.39
	<b>\$4,945.93</b>



**REQUEST FOR ACTION**  
**Long Lake City Council**

**MEETING DATE / September 19, 2023**

---

**Subject:** Special Event Permit Request for Gear Western Half Marathon and 5K

**Prepared By:** Jeanette Moeller, City Clerk

**Staff Initials: JM**

---

**Recommended City Council Action**

Staff recommends the following motion:

Motion to adopt Resolution No. 2023-36 approving issuance of Special Event Permit #S2023-11 for the Gear Western Half Marathon and 5K event to be held October 14, 2023; and approve the issuance of a Noise Variance Permit authorizing the use of sound amplification equipment during the races and after-race party.

**Overview / Background**

Brian McCollor, on behalf of Gear West, has requested a Special Event Permit to hold their annual half marathon and 5K followed by an outdoor race party on Saturday, October 14. The races start at 8:30 am and 9:00 am, with after-race festivities (located at Gear West) anticipated to end around 12:00 noon. Race cleanup along the course and at the start/finish areas would be completed by 1:00 pm.

The races would take place on streets in both Long Lake and Orono, and on portions of the Dakota Trail, Luce Line Trail, Wurzer Trail, and Wayzata Boulevard W trail. The applicant will be required to obtain permission from the Hennepin County Transportation Department for use Brown Road (County Road 146) and for crossing Wayzata Boulevard W (County Road 112). The event organizer will work with the Police Department regarding traffic control planning along race routes. As in past years, to allow some flexibility in addressing any additional route related concerns that may arise due to unforeseen circumstances, staff is recommending approval of Special Event Permit #S2023-11 for the Gear Western Country Half Marathon and 5K with a condition that any changes to final race routes through Long Lake be as agreed to in writing by the Wayzata Police Chief or his designee.

Gear West also proposes to host an outdoor race party with western themed refreshments, amplified music, and race awards following the half marathon and 5K for event participants on their property. No alcoholic beverages will be sold or distributed. The event organizer will be obtaining permission from nearby businesses (Lake Community Bank, Lakeside Wine + Spirits, and Chiro Center) for use of their sites to accommodate overflow parking.

**Supporting Information**

- Resolution No. 2023-36
- Special Event Permit for the Gear Western Half Marathon and 5K
- Event narrative, half marathon and 5K race route maps
- Noise Variance Permit application



**City Council  
Resolution No. 2023-36**

**A RESOLUTION APPROVING THE ISSUANCE OF SPECIAL EVENT PERMIT #S2023-11 FOR THE GEAR WESTERN HALF MARATHON AND 5K TO BE HELD OCTOBER 14, 2023**

**WHEREAS**, the City has received a Special Event Permit application from Brian McCollor of Gear West to hold the Gear Western Half Marathon and 5K race competitions and after-race gathering on Saturday, October 14, 2023 from 8:00 am to 12:00 noon; and

**WHEREAS**, the races would take place on streets and regional trails in both Long Lake and Orono, followed by an outdoor race party on the Gear West property featuring refreshments, amplified music and awards, to be attended by up to 300 participants; and

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

**WHEREAS**, by accepting this permit the applicant agrees to comply with the conditions outlined on the Special Event Permit attached hereto and made a part of this Resolution.

**NOW THEREFORE, BE IT RESOLVED**, that the City Council of the City of Long Lake hereby approves issuance of Special Event Permit #S2023-11 for the Gear Western Half Marathon and 5K races and race party to be held October 14, 2023 contingent on receipt of documentation, agency approvals, and satisfaction of all applicable conditions outlined by the Special Event Permit.

Adopted by the City Council of the City of Long Lake this 19<sup>th</sup> day of September 2023.

BY:

\_\_\_\_\_  
Charlie Miner, Mayor

ATTEST:

\_\_\_\_\_  
Jeanette Moeller, City Clerk



# Special Event Permit Application

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

<b>FOR OFFICE USE ONLY</b>	
Amount Due: \$	10 <span style="float: right;">Section 5D.</span>
Date Paid:	8/31/23
<input checked="" type="checkbox"/> Check #	45176
<input type="checkbox"/> Credit Card	
<input type="checkbox"/> Cash Receipt #	
Deposit Required?	
<input type="checkbox"/> Yes, Check #	
<input checked="" type="checkbox"/> No	

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

**Event Name** Gearwestern Half Marathon and 5K

**Describe Location or Area of City Where Event Will Take Place** Races will start and finish at Gear West. Running on streets and paths.

**# of Participants Expected to Attend Event** 300 runners total

**Describe Any Participation/Entry Fees to be Charged** Entry fee to be charged to cover cost of putting on race.

### Event Dates/Times Proposed

<b>** List all Event Dates/Times Below **</b>			
<b>Day of Week</b>	<b>Date</b>	<b>Start Time</b>	<b>End Time</b>
Saturday	October 14 <sup>th</sup> , 2023	7:00 reg. 8:30 first race	Done at 12:00 noon

### Event Type (CHECK ALL THAT APPLY)

- Parade     Festival     Run/Walk     Sporting Event     Block Party     Private Party  
 Other, Explain \_\_\_\_\_

### Event Includes (CHECK ALL THAT APPLY)

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

Will Parking for Event Exceed On Site Parking Facilities Available?

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

Traffic Control Personnel Provided by Whom Wayzata Police & Orono Reserves, We will direct the runners.

Delineation Equipment (Barricades, Signs, Traffic Cones, No Parking Signs, etc.) Provided by Whom Gear West, We try not to restrict traffic.

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

No streets to be closed. We will have volunteers at all road crossings.

**Site Map and Detailed Description of Event Required**

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

**Insurance Carrier for Event**

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

Name of Insurance Carrier West Bend Mutual Policy Number A095930

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

Full Name Brian McCollor Daytime Phone 952-473-0377

Alternate Phone 651-757-7892 Email Address speedy@gearwest.com

Street Address 1786 West Wayzata Blvd. Suite B

City, State, Zip Long Lake, MN 55356

**Organization Information**

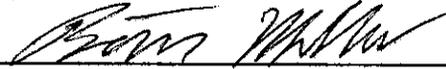
Organization Name Gear West

Mailing Address 1786 Vest Wayzata Blvd. Suite B

City, State, Zip Long Lake MN 55356

Phone 952-473-0377 Fax 952-473-9960

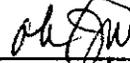
By signature below, applicant/event organizer agrees to abide by any and all conditions of Special Event Permit approval, if approved; and hereby agrees to indemnify, hold harmless, and exempt the City of Long Lake, its officers, employees, and agents from any and all claims, costs and liabilities, including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

**X Signature of Applicant**  **Date** 8/30/23

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

APPLICATION SUBMITTED WAS:  Complete With Exhibits [ ] Incomplete - Date Completed \_\_\_\_\_

**Review by Department Head or Designee**

Public Works Reviewed By  Date 9/6/2023

Fire Department Reviewed By MF/gm Date 9/6/2023

Police Department Reviewed By MS/gm Date 9/6/2023

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

Date Approved \_\_\_\_\_

**PERMIT #** 82023-11

**Conditions of Permit Approval**

Permit Conditions Detailed in Attached Letter Dated 9/7/2023

[ ] Permit Conditions Listed Below:



September 7, 2023

Brian McCollor, Event Organizer  
 Gear West Ski and Run  
 1786 W Wayzata Boulevard, Suite B  
 Long Lake, MN 55356

**RE: SPECIAL EVENT PERMIT CONDITIONS, PERMIT #S2023-11**  
 Gear Western Country Half Marathon and 5K  
 Saturday, October 14, 2023 (8:00 am to 12:00 noon)

Dear Event Organizer:

Your application for a Special Event Permit for the Gear Western Country Half Marathon and 5K run and subsequent race party is hereby approved, subject to the conditions listed below. The Wayzata Police Department and its officers, acting on behalf of the City of Long Lake, are empowered to revoke this Special Event Permit at any time for any safety concerns that are not immediately resolved by the permit holder or a representative of the permit holder. This revocation shall cause the immediate cancellation of the event originally authorized by this Permit.

- [ ] The Long Lake Fire Department and Wayzata Police Department, acting on behalf of the City of Long Lake, may impose additional conditions to this Permit by letter or memorandum of the Fire or Police Chief as needed.
- [ ] It is a condition of this permit that Gear West hire Wayzata Police Department officers on a contractual basis to assist in traffic control at intersections, to be determined by the Chief of Police or his designee. The Event Organizer is required to contact Wayzata Police Chief Marc Schultz at 952.404.5340 to arrange for Police assistance as needed during the event and to work with race volunteer staff.
- [ ] Any changes to the final race routes for the half marathon and 5K must be as agreed to in writing and approved by Wayzata Police Chief Marc Schultz or his designee. Proof of approval for any route changes must be submitted to the City Clerk *by no later than Wednesday, October 11.*
- [ ] Event organizer shall provide copy of written documentation from the Hennepin County Transportation Department authorizing the event's use of CSAH 146 (Brown Road) and crossing of CSAH 112 (Wayzata Boulevard W). Copy of documentation from Hennepin County must be submitted to the City Clerk *by no later than Wednesday, October 11.*
- [ ] It is a condition of this Permit that Gear West obtain any permits requested by the City of Orono for use of Orono facilities or roadways.

**SPECIAL EVENT PERMIT CONDITIONS, PERMIT #S2023-11**

Gear Western Country Half Marathon and 5K/ Saturday, October 14, 2023 (8:00 am to 12:00 noon)

Page 2 of 2

- [ ] It is a condition of this Permit that Gear West obtain any permits requested by the Minnesota Department of Natural Resources for use of the Luce Line State Trail.
- [ ] At least 3 days prior to the event date, Event Organizer is required to post temporary signage (minimum of 2 signs) on Gear West property along the Wayzata Boulevard W trail advising public trail users that the half marathon and 5K runs will be held on Saturday, October 14 from 8:00 am to 12:00 noon. This temporary signage must be for public advisory to general trail users – not purposed for event advertising. *Temporary signage must be posted by no later than Wednesday, October 11, and removed immediately following the event.*
- [ ] Event Organizer will be responsible to assure volunteers wearing traffic safety vests are posted at intersections and business access points along the race route in Long Lake, and to direct participants to off-site parking locations. Traffic control personnel must be provided to direct and assist participants at every intersection they will traverse during the run. Traffic control personnel must utilize traffic safety vests and/or flags while at their posts.
- [ ] Event Organizer shall be responsible to provide directional signage along the race routes for participants to follow. Signage must be removed immediately after the event.
- [ ] Cleanup of event related debris along the race routes must be completed within 24 hours of the end of the race.
- [ ] Emergency services must be on standby for the race portions of the event. Copy of written correspondence from the LLFD or other emergency services provider confirming that emergency services will be present must be submitted to the City Clerk *by no later than Wednesday, October 11.*
- [ ] Written permission from property or business owner(s) for off-site parking locations to be utilized for the event must be submitted to the City Clerk (may be emailed to [jmoeller@longlakemn.gov](mailto:jmoeller@longlakemn.gov)) *by no later than Wednesday, October 11.*
- [ ] A Noise Variance Permit must be obtained from the City to allow the use of sound amplification equipment for the broadcast of musical entertainment at the Gear West property following the race.
- [ ] Alcoholic beverages may not be served or consumed at the race party site.
- [ ] A Certificate of General Liability Insurance must be submitted to the City Clerk *by no later than Wednesday, October 11.*

Please be advised that by acceptance of Special Event Permit #S2023-11, the permit holder, on behalf of any and all organizations and private persons, grants authority to operate under the Special Event Permit, and agrees to indemnify and hold harmless the City of Long Lake from all claims arising from said event. The permit holder, all organizations and private persons exercising authority under this Permit, do waive and release all claims against the City of Long Lake, its officers or employees for any damage to person or property arising from the exercise of privileges granted by this Permit and agrees to hold harmless the City of Long Lake, its employees and officers from any such claim.

**SPECIAL EVENT PERMIT CONDITIONS, PERMIT #S2023-11**

Gear Western Country Half Marathon and 5K/ Saturday, October 14, 2023 (8:00 am to 12:00 noon)

Page 3 of 3

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

Sincerely,



Jeanette Moeller, City Clerk

# GEAR WESTERN COUNTRY HALF MARATHON & 5K

LONG LAKE  MINNESOTA

## BORTON VOLVO

Y'all are invited to saddle up and ride with us at the Gear Western Country Half Marathon and Borton Volvo 5k, a real charming small-town event that's got a big-time feel! Don't let this day of running pass you by, partner. Get your boots in the game and register on the back.

**WHEN**

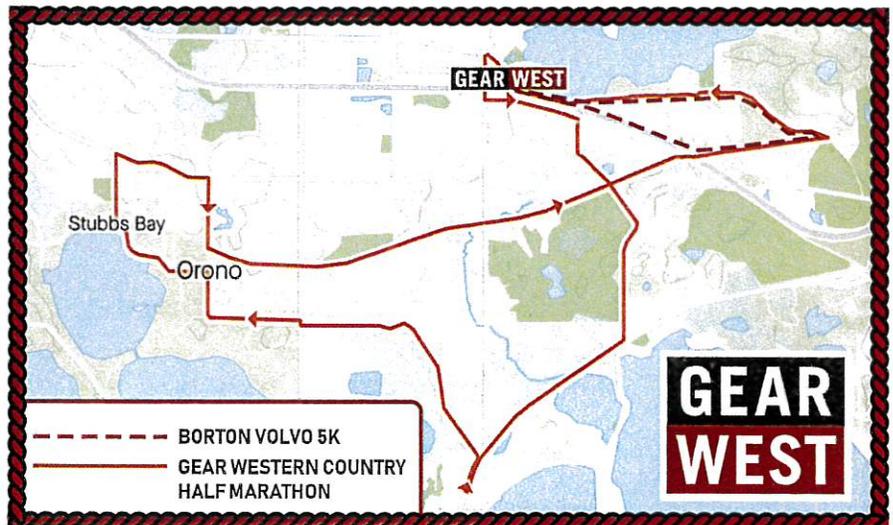
Saturday, October 14, 2023

Gear Western Half Marathon - 8:30 AM

Borton Volvo 5k - 9:00 AM

**WHERE**

Gear West Ski and Bike  
1786 Wayzata BLVD  
Long Lake, MN 55356



## Gearwestern Half Marathon 2023

This will be the 12<sup>th</sup> annual Gearwestern Half Marathon, we plan for 300 runners in the half marathon and 5K. We are excited to be an in person event again this year. We do not close roads and our runners cause very little impact on the local traffic. We will need help with traffic 4 places on the course. At the Start area as well as at the intersection of Brown Rd and Willow Dr, at the Luce Line Trail and Old Crystal Bay Rd and at the Luce Line Trail and Willow. All other corners are at stop signs or controlled intersections, we will have volunteers at all of these places. We also have 5 aid stations along the course to support the runners. Odom Health will have race day medical support in the morning, as well I will be in contact with Long Lake Fire for emergency support. In the previous years of the event we not had any issues with traffic or runners, hopefully we can have a safe and enjoyable event again this year.

### Schedule of events -

8:00 Packet pick up

8:30 Half Marathon Start

9:00 5K Start

9:20 – 10:00 5K Finish

10:00 – 11:30 Half Marathon Finish

12:00 Course and Start/Finish clean up.

Please contact me if have questions or concerns at any time as we get closer to the event. We will be following all current Covid-19 guidelines, and as an outdoor event we feel we will be able to hold a safe event. There have been several larger events and overall they have been very safe.

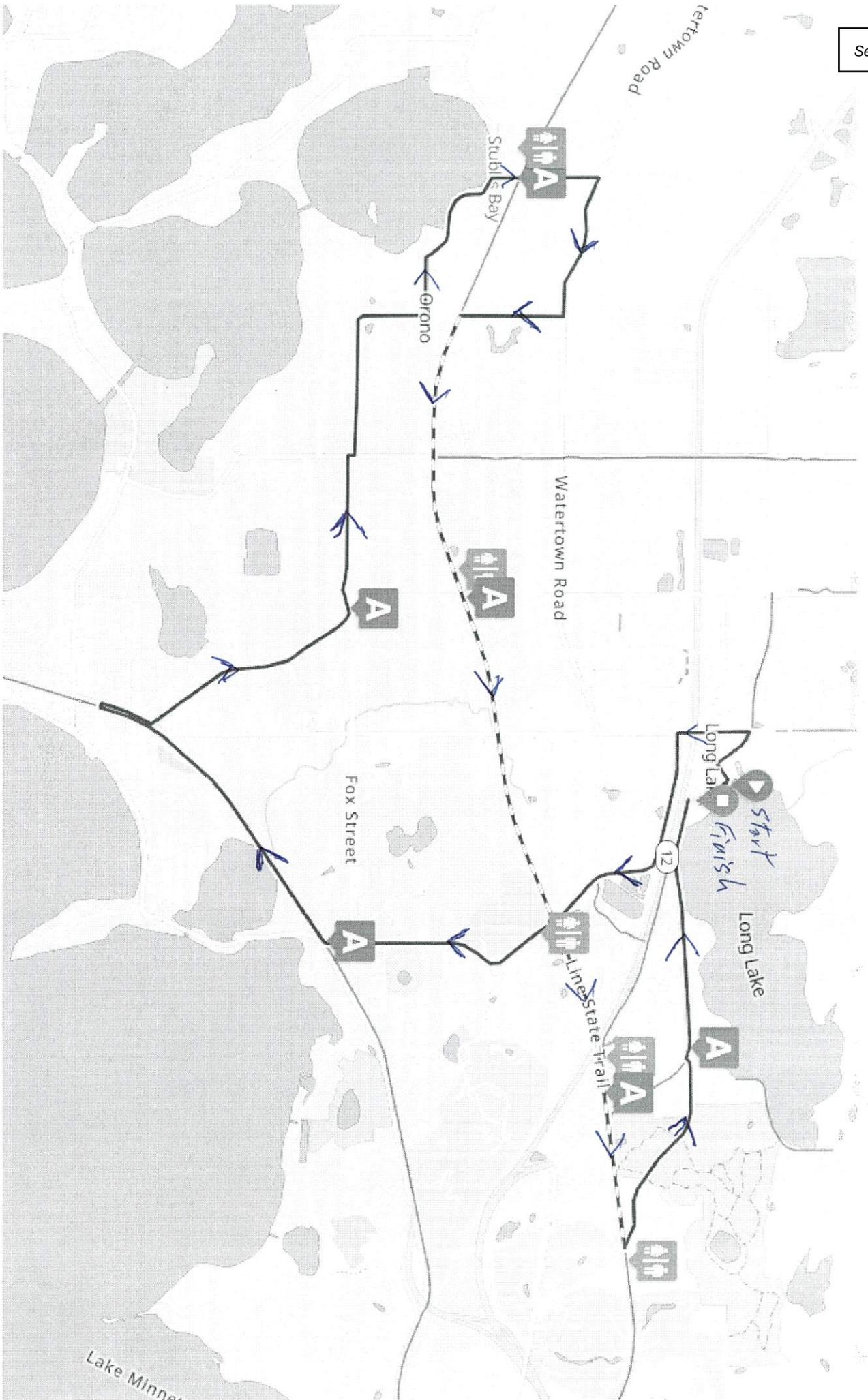
Thank you for your consideration,

Brian "Speedy" McCollor

Gear West Ski and Run

W) 952-473-0377      C) 651-757-7892

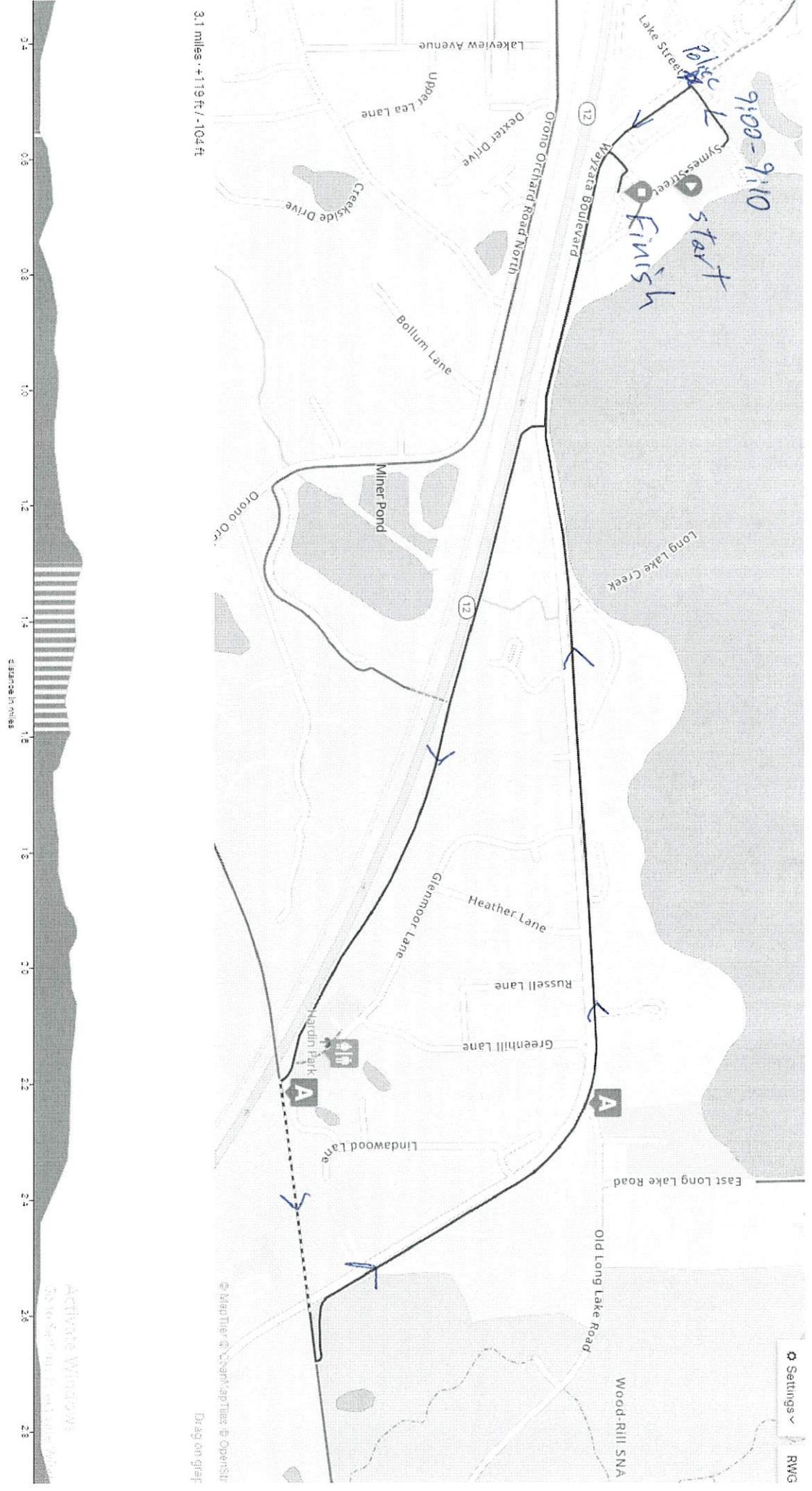
HALF MARATHON MAP with aid stations marked  
→ Race Start, 8:30 am



# 5K Race Course

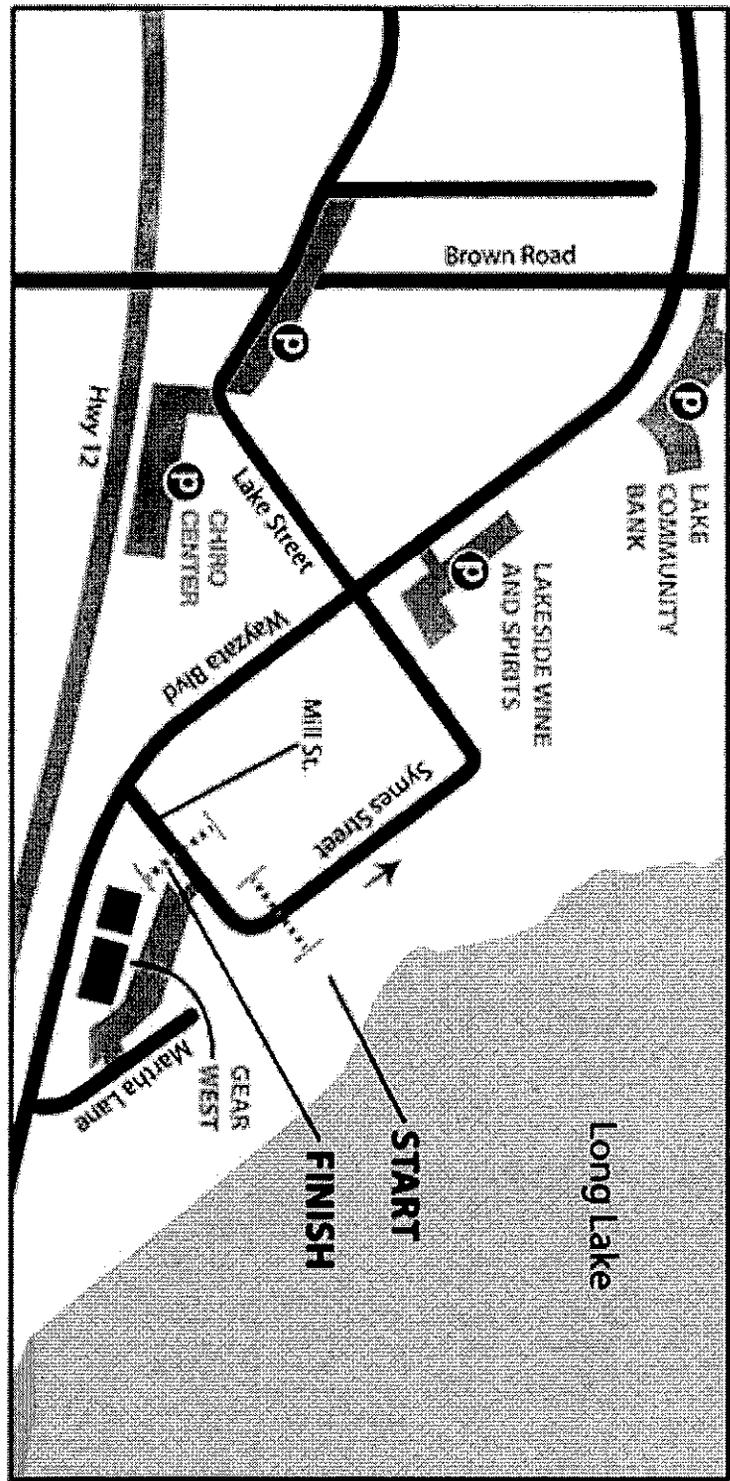
\* Starts at 9:00 am and is complete between 9:45-10:00 am.

3.1 miles +119 ft / -104 ft



Gear Western Street / Finish area, with parking locations noted. Gear West staff will help direct runners to parking areas. Maps of the course including parking are sent to entrants.

**PARKING / START AREA**





# Noise Variance Permit Application

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

- Complete this permit application form and submit to City Hall **at least 45 days prior to the event start date.** Permit applications must be reviewed by staff and presented to City Council for approval and authorization to issue.

### Applicant Information (Person Responsible for Duties of Permit Holder)

Organization Name (If Applicable) Gear West Ski & Run

Contact Name Brian "Speedy" McCollor Daytime Phone 952-473-0377

Alternate Phone 651-757-7892 Email Address speedy@gearwest.com

Mailing Address 1786 Wayzata Blvd W, Suite B

City, State, Zip Long Lake, MN 55356

### Noise Variance Request

Describe in detail the activity (live music, sound amplification for an event, construction, etc.) requiring a variance from the City's noise ordinance on the lines below:

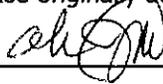
Use of sound amplification equipment to broadcast race announcements and music during the  
Gear Western Half Marathon & 5K event

**\*\* PLEASE LIST ALL DATES AND REQUESTED HOURS FOR PROPOSED NOISE ACTIVITY BELOW \*\***

Day of Week	Date	Start Time	End Time
Saturday	October 14, 2023	8:00 am	12:00 noon

### Applicant Signature

Permit holder is required to have an individual present at all times to monitor sound levels and assure operation within reasonable limits. The applicant / organization acknowledges that the Wayzata Police Department and its officers, acting on behalf of the City of Long Lake, are empowered to revoke this Noise Variance Permit at any time for any concerns that are not immediately resolved by the permit holder or a representative of the permit holder. This revocation shall cause the immediate termination of the noise originally authorized by this permit.

**X Signature of Applicant**  **Date** 9/5/2023

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

Noise Variance Permit Approved By \_\_\_\_\_ (CITY CLERK OR AUTHORIZED DESIGNEE)

Date of City Council Approval \_\_\_\_\_

### Conditions of Permit Approval

\_\_\_\_\_

\_\_\_\_\_





**REQUEST FOR ACTION**  
**Long Lake City Council**

**MEETING DATE / September 19, 2023**

**Subject:** Public Hearing: Consider Adoption of an Ordinance Amending Chapter 6 – Animals (Repeal and Replace)

**Prepared By:** Jeanette Moeller, City Clerk

**Staff Initials:** JM

**Recommended City Council Action**

Upon conclusion of the public hearing, staff recommends the following:

Motion to adopt Ordinance No. 2023-03 repealing and replacing Chapter 6 – Animals of the City Code of Ordinances (select Option A or Option B), and direct staff to publish an Ordinance Publication Summary notice.

**Overview / Background**

As staff continues to evaluate areas of City Code that are in need of review and updating, one area that has been on our list for an overhaul is our Animals chapter. The existing language has some deficiencies with regard to certain public safety protocols and current animal husbandry trends.

Staff has prepared the attached Ordinance No. 2023-03 that would repeal and replace Chapter 6 – Animals with new text. This proposed Ordinance has been reviewed in detail by our Police Chief and City Attorney, and incorporates their changes and recommendations. The new draft Ordinance:

- Option A Version: Establishes that use of an e-collar does not meet the definition of a dog being leashed or 'under restraint' at any time.

Option B Version: Allows leashing, e-collars and clicker training equipment as allowable restraints; however, all dogs would be held to the standard of being kept within six feet of their owner/custodian. Also, establishes that use of an e-collar or clicker training equipment does not meet the definition of a dog being leashed while on City park property.

- Declares it to be unlawful to keep livestock animals, venomous reptiles, or any other animals of which the keeping in captivity is prohibited by state or federal law (for example: no horses, no tigers or other large cats that would be in violation of the federal Big Cat Public Safety Act enacted in December 2022).
- Requires that both dogs and cats over six months of age have a current rabies vaccination.
- At the Police Chief's recommendation, includes language referenced in state statute regarding animals unattended and endangered in motor vehicles.
- Allows kennel permits to be issued by the City Clerk versus requiring all kennel permits to be subject to City Council review, thereby making the kennel permit process less intimidating to encourage compliance.
- Adopts the provisions of Minn. Stats. 347.50 through 347.55 dealing with the regulation of dangerous dogs, utilizing the same language Wayzata currently uses in their code for ease of enforcement.

Financial Impact: \$	Budgeted (Y / N)?	Source:
Notes:		

- Adds a new 'Chicken Permit' process as well as regulations for chicken ownership and facilities. Chicken facilities would need to be set back at least 25 feet from the nearest point of any right-of-way.

Staff recommends the City Council hold the required public hearing to invite public comment, and upon conclusion of the public hearing, consider adoption of Ordinance No. 2023-03 to repeal and replace Chapter 6 – Utilities of the City Code of Ordinance. Please note that the motion to adopt the Ordinance must include whether the Option A or Option B version are being acted upon.

### **Supporting Information**

- Ordinance Publication Summary
- Ordinance Amending Chapter 6 – Animals (Option A)
- Ordinance Amending Chapter 6 – Animals (Option B)



**PUBLIC NOTICE**  
**CITY OF LONG LAKE**  
**Ordinance Publication Summary**

**An Ordinance Amending Chapter 6 – Animals of the City of  
 Long Lake Code of Ordinances**

The City Council has authority to regulate municipal code in the City of Long Lake. Following a public hearing and discussion at the City Council, the City Council adopted Ordinance No. 2023-03 to amend City Code as described in this summary publication as follows:

Ordinance No. 2023-03: A text amendment to the City of Long Lake Code of Ordinances repealing existing Chapter 6 – Animals in its entirety and adopting a new Chapter 6 – Animals to update definitions, update outdated terminology and include statutory references where applicable; to clearly identify enforcement authority; to update what violation(s) constitute declaration of a public nuisance animal; to prohibit the keeping of certain livestock animals, reptiles of the venomous or constrictor type, or any other animals of which the keeping in captivity is prohibited by state or federal law; to require that all dogs and cats in the City over the age of six months be inoculated for rabies; to address animals in motor vehicles left unattended in a manner that endangers the animal's health or safety; to amend kennel permit requirements to allow kennel permits to be issued administratively by City staff; to update leashing and restraint requirements; to adopt the provisions of Minn. Stats. 347.50 through 347.55 dealing with the regulation of dangerous dogs by reference; and to add a new 'Chicken Permit' process as well as regulations for chicken ownership and chicken facilities.

Ordinance No. 2023-03 was adopted by the Long Lake City Council on the 19<sup>th</sup> day of September, 2023 and shall become effective September 30, 2023 upon this publication. This is a summary of Ordinance No. 2023-03. A printed copy of the entire Ordinance is available for inspection by any person during the City Clerk's regular office hours and on the City's official website at [www.longlakemn.gov](http://www.longlakemn.gov). If you have any questions regarding this notice, please feel free to contact Long Lake City Hall at 952.473.6961.

Jeanette Moeller  
 Clerk of the City of Long Lake

**Published:** September 30, 2023 edition of 'The Laker Pioneer'



**City of Long Lake  
Hennepin County, Minnesota  
Ordinance No. 2023-03**

**OPTION A**

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**An Ordinance Amending Chapter 6 – Animals of the  
City of Long Lake Code of Ordinances**

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

**Section 1.** The City Code of Ordinances, Chapter 6 – Animals, is repealed in its entirety.

**Section 2.** The City Code of Ordinances, Chapter 6 – Animals, is adopted as follows:

**Chapter 6**

**ANIMALS**

**ARTICLE I. IN GENERAL**

**Sec. 6-1. Definitions.**

The following words, terms and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

*Animal control officer* means the person designated as such by the city administrator or chief of police to perform duties described by this chapter.

*At large* means off of the property of the owner and not under the restraint of the owner, a member of the owner’s immediate family, or in the custody of an individual appointed by the owner.

*Kenel* means a premises where three or more dogs six months of age and older are kept or where the business of raising, selling, boarding, breeding, showing, or treating dogs is conducted, except that this term does not include veterinary clinics.

*Owner* means any person owning, keeping, harboring or having custody of an animal within the city.

*Premises* means any building, dwelling, structure, shelter or land wherein animals are kept or confined.

*Under restraint* means controlled by a physical or electric fence, leash or owner’s or owner’s appointed custodian’s command within the confines of the owner’s property; by a leash not exceeding six feet in length while outside of the owner’s property so as to be effectively restrained; or within a vehicle being driven or parked on a public street. Use of an e-collar does not meet the definition of *under restraint* at any time.

*Veterinary clinic* means a place that is operated by a duly licensed veterinarian for the treatment, hospitalization, surgery, care and boarding of animals and birds.

#### **Sec. 6-2. Enforcement.**

It shall be the duty of the chief of police together with the animal control officer and any peace officer whose duties include the enforcement of the law within the city to enforce the provisions of this chapter and to transport or cause to be transported to impound any animal kept within the city contrary to the provisions of this chapter. The above-described animal control officer and peace officer is authorized and empowered to issue citations and sign complaints against any person in violation of the provisions of this chapter.

#### **Sec. 6-3. Public nuisance animal(s).**

Any animal which does any of the following three or more times in any 12 month period will be declared a public nuisance. Citations may be issued by the animal control officer and/or police department for individual occurrences of any of the following, and the animal(s) may be impounded at the expense of the owner.

- (a) The animal is found to be at large.
- (b) The animal damages the property of anyone other than its owner.
- (c) The animal causes unsanitary conditions of enclosures or surroundings, which conditions are not corrected by the owner within two days after personal or written notice.
- (d) The animal disturbs or annoys a person or persons residing in the vicinity by loud and frequent barking, howling, yelping, or other such noises if such noise occurs for repeated intervals of at least three minutes with less than one minute of silence intervals and is audible off the owner's or caretaker's premises.
- (e) The animal molests or attacks passersby or passing vehicles.
- (f) The animal attacks other domestic animals or protected wildlife.
- (g) The animal is fierce, dangerous, or vicious, or is dangerous to the public health, safety and welfare.
- (h) The animal aggressively chases a person and the pursuit occurs outside of the owner's or caretaker's premises.

#### **Sec. 6-4. Certain animals prohibited.**

It shall be unlawful to keep or harbor in the city any horses, cows, sheep, goats, swine, animals of the genus Reptilia or allied genera which are venomous or of the constrictor type, or any other animals of which the keeping in captivity is prohibited by state or federal law.

**Sec. 6-5. State statutes adopted; discovery of rabies.**

The provisions of Minn. Stats. §35.67 through §35.69, as amended from time to time, dealing with procedures to be followed on the discovery of rabies in the city are hereby adopted by reference and are made a part of this chapter as if set out in full.

**Sec. 6-6. Rabies inoculation required.**

No person shall own, harbor, keep or have custody of any dog or cat over six months of age within the city unless the animal has a current rabies vaccination. Every owner of a dog and/or cat shall maintain a certificate of each animal's vaccination and shall, upon request, display it to the chief of police, animal control officer, or investigating peace officer.

**Sec. 6-7. Animals unattended in motor vehicles.**

A person may not leave a dog, cat, or other animal unattended in a standing or parking motor vehicle in a manner that endangers the animal's health or safety. A peace officer, a humane agent, or a member of the city's fire department may use reasonable force to enter a motor vehicle and remove an animal which has been left in the vehicle in violation of this section, and shall use reasonable means to contact the owner of the animal to arrange for its return home. If the animal's owner is unable to be reached, the peace officer, humane agent, or member of the city's fire department may take the dog, cat, or other animal to an animal shelter. A violation of this section may be cited as a petty misdemeanor consistent with Minn. Stat. §346.57.

**Secs. 6-8 – 6-20. Reserved.****ARTICLE II. DOGS****Sec. 6-21. Exemption for police dogs.**

Any dog deployed by the city's designated law enforcement department shall be exempt from the requirements and prohibitions of this chapter.

**Sec. 6-22. License required.**

No person shall own, harbor, keep or have custody of a dog over six months of age within the city unless a current license for the dog has been obtained and the tag affixed as provided under this article. Licenses shall be issued every two years. A late payment charge per dog shall be assessed for failure to timely purchase or renew a license as required by this section. The payment of such penalty for a late license purchase shall be in addition to any other penalties provided by law. A transient dog need not be licensed if it will be in the city less than 45 days in a calendar year, confined in a suitable enclosure or maintained on a leash, and accompanied by a health and rabies vaccination certificate.

**Sec. 6-23. License fees; application.**

The fees for licenses, replacement licenses, and late payment penalties shall be set forth by resolution of the city council for inclusion in the city fee schedule. When licenses are issued for less than the full biannual license period, license fees may be prorated by half if the license application is made during the second year of the license term. Application for licensing shall be on a form provided by the city clerk and will require owner contact information, a detailed physical description

of each dog being licensed, and veterinarian information. An application for licensing will not be complete unless it is accompanied by a certificate of inoculation for rabies which is not more than two years old. The certificate is required to show both the rabies tag number and the date the inoculation was administered. Rabies vaccination information must also be recorded on the license application form.

#### **Sec. 6-24. License tags.**

Upon receipt of a completed license application and payment of all applicable license and late payment fees, City staff shall provide and furnish for each licensed dog a metal or plastic tag upon which there shall be stamped or engraved the registered number for each dog, the words "city of Long Lake", and the years of the current license period in effect at the time of licensing. City staff shall keep a registry of all licensed dogs and the registry shall contain the owner's name, address, contact information, description of the dog, and number of each license. Every owner shall place and keep around the neck of each dog a collar made of durable material on which the license tag is securely affixed. If a license tag is lost or stolen, the owner may obtain a new tag by submitting a request to the city clerk, and the first replacement will be issued at no cost to the owner. Any additional replacements would be subject to a replacement license fee. No person shall counterfeit any license tag, and a license tag is not transferable unless a transfer request has been approved by the city clerk.

#### **Sec. 6-25. License cancellation.**

The city administrator or his/her designee may cancel the license of any dog which the city administrator and/or police department determines to be a public nuisance animal, as defined by this chapter. Upon such determination, the owner shall be immediately notified by personal delivery or US mail, addressed to the owner's last known address, that the dog is determined to be a public nuisance animal and the reasons therefore. Notice shall be deemed given on the date of personal delivery or, in the event of mailing, three days after deposit in the mail. The notice shall further advise the owner that the cancellation of the license shall be effective ten (10) days following receipt of the notice. Notwithstanding any other provisions of this chapter, the owner of any dog whose license has been cancelled and is impounded by the city or the city's police department shall pay an additional impound fee as set by resolution of the city council prior to release of the dog. It shall be unlawful for any person to own, harbor, have in his or her custody, or keep on his or her premises a dog whose license has been cancelled pursuant to this chapter.

#### **Sec. 6-26. Kennels.**

No person, breeding operation or business shall own, harbor, keep, or have custody of three or more dogs over six months old on their property without first having secured a kennel permit as required herein. Veterinary clinics operated by a duly licensed veterinarian are exempt from kennel permit requirements. A permit license shall be issued on an annual basis and applications shall be made for the whole or unexpired portion of the year ending on December 31 following the first effective date of the permit. Residential and commercial kennel permit fees will be set forth by resolution of the city council for inclusion in the city fee schedule. Residential and commercial kennels shall be kept in a clean and healthful condition at all times and shall be open for inspection by police department or city staff at any time. No kennel permit or renewal shall be issued by the city clerk except upon review of the kennel permit application by the chief of police or his/her designee. As a condition of obtaining and holding a kennel permit, all kennel permit holders must comply with this article and this chapter; and failure to comply with this chapter may constitute grounds for denial of a new kennel permit or permit renewal. If kennel permit issuance or renewal

is denied, an applicant may appeal to the city council for review; however, the city council's decision will be deemed final. To appeal a kennel permitting decision, the applicant must file a written notice of appeal with the city clerk within fifteen (15) days of receipt of notice of the city's decision. Notice by the city shall be deemed given on the date of personal delivery or, in the event of mailing, three days after deposit in the mail. A kennel permit may be revoked by the city council due to any violation of the provisions of this chapter, or any health or nuisance order, laws or regulations.

**Sec. 6-27. Leashing and restraint required; custodial duties.**

- (a) All dogs in the city are required to be controlled by:
- (1) A fence, leash, picketed by means of a chain or cable to a secure object confining the dog to a specified area, or owner's command when within the confines of the owner's property.
  - (2) Being within a vehicle being driven or parked on a public street.
  - (3) A leash not exceeding six feet in length while outside of the owner's property and under the control and direction of the owner or a member of the immediate family. An e-collar is not an acceptable leash under this section.
- (b) No person having custody or control of any dog shall permit the dog to be on any unfenced area or lot abutting a street, public park, public place, or upon any private land in the city outside the owner's premises without being restrained as required by this chapter.
- (c) No person having custody or control of any dog shall permit the dog at any time to be on any street, public park, or public place in the city without being restrained or secured by a chain or leash not exceeding six feet in length. An e-collar is not an acceptable leash.
- (d) While located in any public park area, all dogs are required to be secured by physical leash not exceeding six feet in length, unless a city installed "Dog Park" or "Pet Area" sign is present and states that off-leash activity is permitted in the signed area. Dogs are prohibited and not allowed to be present at any time on the sand blanket and in the swimming beach areas at Nelson Lakeside Park. Neither an e-collar or clicker training device is an acceptable leash for dogs on public park property, and physical leashing is required.
- (e) Any person having custody or control of any dog shall remove the feces of the dog over which they have custody or control, which is deposited upon any street, public park (including designated "Pet Areas"), or public place in the city and shall dispose of the feces in city waste receptacles or shall otherwise properly and sanitarily dispose of the feces in accordance with city solid waste regulations.
- (f) Any person having control or custody over a dog while the dog is off the owner's or custodian's private property shall have suitable equipment for pickup, removal and sanitary disposal of feces.

**Sec. 6-28. State statutes adopted; dangerous dogs.**

The provisions of Minn. Stats. §347.50 through §347.55, as amended from time to time, dealing with the regulation of dangerous dogs, are hereby adopted by reference and are made a part of this chapter as if set out in full.

**Sec. 6-29. Violations; impoundment.**

- (a) No dog owner or custodian shall permit a dog to be at large within the city. Any dog found to be at large may be impounded by the animal control officer or duly empowered peace officer. The impounding officer shall give notice of the impounding to the owner of the dog, if known.
- (b) A dog owner or custodian shall keep each dog under restraint at all times.
- (c) The animal control officer and duly empowered peace officers are hereby authorized to impound any fierce, dangerous or vicious dog endangering the safety of the general public or any other animal life.
- (d) The animal control officer and duly empowered peace officers are hereby authorized to impound any dog found at large, or any dog found without a license.
- (e) Fierce, dangerous, vicious, or public nuisance dogs are not permitted on any city park property.
- (f) No owner or custodian shall permit his/her dog(s) to damage or foul any lawn, garden, property of another person, or city owned property.
- (g) No person shall keep, own, harbor or otherwise possess any dog which has been declared a public nuisance animal as set forth in this chapter. The animal control officer or duly empowered peace officers may impound any dog which they have reason to believe is in violation of this chapter if the owner is not present at the premises and it is the only way to reasonably abate the nuisance.
- (h) Whenever a dog is picked up by the animal control officer or a peace officer and such dog has a city license tag or identification tag, notification of the owner shall be attempted immediately. Any dog impounded shall be kept with humane treatment and sufficient food and water for the animal's comfort for at least five regular business days, unless sooner reclaimed by the owner. Any owner reclaiming an impounded dog must remit payment of maintenance costs as established by the impounding entity; must pay the applicable impound release fee set forth by resolution of the city council for inclusion in the city fee schedule; and if the dog is unlicensed, must pay applicable license fees and license the dog with the city immediately. Any dog not claimed by the owner within five business days may be disposed of in a manner permitted by law.

**Secs. 6-30 – 6-40. Reserved.****ARTICLE II. CHICKENS****Sec. 6-41. Definitions.**

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

*Chicken or domesticated chicken* means a subspecies of the species *Gallus domesticus*.

*Coop* means the structure for the keeping or housing of chickens. A coop is also an accessory structure, and no property owner or occupant of property within the city may exceed the number of accessory structures permitted by the city's zoning ordinances.

*Hen* means a female chicken.

*Rooster* means a male chicken

*Run* means an enclosed and covered area attached to the coop where the chickens can roam unsupervised.

**Sec. 6-42. Purpose.**

The purpose of this article is to provide minimum standards for the keeping of domesticated chickens. This article enables residents to keep chickens on a non-commercial basis as an accessory use to a single family residence, while limiting the potential for adverse effects upon surrounding properties. Such adverse effects can include noise, odors, unsanitary conditions, attraction of predators, chickens running at large, unsightly conditions, and similar adverse conditions.

**Sec. 6-43. Permit required.**

No person shall maintain or keep domesticated chickens without a permit issued by the city. Application for a permit required by this article shall be made to the city upon a form furnished by the city. A permit fee in an amount established by resolution of the city council shall be paid to the city with the application. In order to be issued a permit, the applicant and the property on which the chickens are proposed to be maintained must comply with the following requirements and standards.

- (a) The property's principal use must be a single family residential dwelling and the property must be located in the R-1A, R-1, R-2, or R-3 Single Family Residential zoning district. Properties with more than one single family residential dwelling are not eligible for a permit.
- (b) The applicant must submit a sworn and notarized statement stating that the applicant has informed all immediate neighbors to the front, rear, and sides of the property on which the chickens are proposed to be maintained. This statement must be included with the permit application in order for the application to be considered complete. Misrepresentation within this required statement shall be grounds for denial or revocation of a permit.
- (c) The applicant must not have had a prior chicken permit revoked by the city.
- (d) No person is permitted to keep more than four chickens on any lot within the city.
- (e) The required coop and attached run must be located in the rear yard and must be set back a minimum of 25 feet from all adjacent neighboring residences, and be set back a minimum of five feet from any lot line and a minimum of 25 feet from the nearest point of any city right-of-way.

**Sec. 6-44. Requirements of chicken keeping practices.**

- (a) No roosters or crowing hens are allowed.

- (b) No outdoor butchering of chickens is allowed.
- (c) Chickens must be kept in a coop or run whenever they are unsupervised; however, while directly and continuously supervised, they are allowed in a fenced in area outside of a coop or run.
- (d) The coop must be maintained in good condition; be compliant with city zoning standards; be constructed to accessory structure standards; be enclosed and constructed of durable materials to prevent entry by predators or the escape of chickens; be built to protect the chickens from extreme heat or cold; and provide at least four square feet of area per chicken.
- (e) The run must be maintained in good condition; be compliant with city zoning standards; be constructed to accessory structure standards; be attached to the coop; be enclosed and constructed of durable materials to prevent entry by predators or the escape of chickens; and provide at least four square feet of area per chicken.
- (f) The chickens living area must be maintained in a clean and sanitary condition. Odor shall not be perceptible at the property's lot line. All stored manure shall be placed within a fully enclosed container. All manure not used for composting or fertilizing shall be removed weekly. The coop, run and property must be kept free from trash and accumulated manure.
- (g) Feed must be stored in a rodent-proof container inside of a structure.
- (h) No person may keep chickens inside any residence.

**Sec. 6-45. Revocation of permit; enforcement authority.**

A chicken permit issued by city staff under this article may be revoked by the city administrator or his/her designee if it is determined after an inspection by city staff, the animal control officer, or duly empowered peace officer that the permit holder has not maintained the standards set forth in this article or that chickens are being kept in such a manner as to constitute a public nuisance. The animal control officer and peace officers are empowered to conduct enforcement activities related to this article. If the city denies or revokes a chicken permit, the applicant or permit holder may appeal to the city council for review; however, the city council's decision will be deemed final. To appeal a chicken permit denial or revocation, the applicant must file a written notice of appeal with the city clerk within fifteen (15) days of receipt of notice of the city's decision. Notice by the city shall be deemed given on the date of personal delivery or, in the event of mailing, three days after deposit in the mail.

**Secs. 6-46 – 6-50. Reserved.**

**Section 3.** This Ordinance shall be effective upon adoption and publication according to law.

Adopted by the City Council of the City of Long Lake this 19<sup>th</sup> day of September 2023.

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Date of Adoption:	September 19, 2023
Date of Publication:	September 30, 2023
Effective Date:	September 30, 2023

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BY:

\_\_\_\_\_  
Charlie Miner, Mayor

ATTEST:

\_\_\_\_\_  
Jeanette Moeller, City Clerk



**City of Long Lake  
Hennepin County, Minnesota  
Ordinance No. 2023-03**

**OPTION B**

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**An Ordinance Amending Chapter 6 – Animals of the  
City of Long Lake Code of Ordinances**

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

**Section 1.** The City Code of Ordinances, Chapter 6 – Animals, is repealed in its entirety.

**Section 2.** The City Code of Ordinances, Chapter 6 – Animals, is adopted as follows:

**Chapter 6**

**ANIMALS**

**ARTICLE I. IN GENERAL**

**Sec. 6-1. Definitions.**

The following words, terms and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

*Animal control officer* means the person designated as such by the city administrator or chief of police to perform duties described by this chapter.

*At large* means off of the property of the owner and not under the restraint of the owner, a member of the owner's immediate family, or in the custody of an individual appointed by the owner.

*Kennel* means a premises where three or more dogs six months of age and older are kept or where the business of raising, selling, boarding, breeding, showing, or treating dogs is conducted, except that this term does not include veterinary clinics.

*Owner* means any person owning, keeping, harboring or having custody of an animal within the city.

*Premises* means any building, dwelling, structure, shelter or land wherein animals are kept or confined.

*Under restraint* means controlled by a physical or electric fence, leash or owner's or owner's appointed custodian's command within the confines of the owner's property; by a leash not exceeding six feet in length while outside of the owner's property so as to be effectively restrained; by use of an e-collar or clicker training device, provided the animal is kept no more than six feet from the owner or owner's custodian at all times while outside of the owner's property; or within a vehicle being driven or parked on a public street.

*Veterinary clinic* means a place that is operated by a duly licensed veterinarian for the treatment, hospitalization, surgery, care and boarding of animals and birds.

**Sec. 6-2. Enforcement.**

It shall be the duty of the chief of police together with the animal control officer and any peace officer whose duties include the enforcement of the law within the city to enforce the provisions of this chapter and to transport or cause to be transported to impound any animal kept within the city contrary to the provisions of this chapter. The above-described animal control officer and peace officer is authorized and empowered to issue citations and sign complaints against any person in violation of the provisions of this chapter.

**Sec. 6-3. Public nuisance animal(s).**

Any animal which does any of the following three or more times in any 12 month period will be declared a public nuisance. Citations may be issued by the animal control officer and/or police department for individual occurrences of any of the following, and the animal(s) may be impounded at the expense of the owner.

- (a) The animal is found to be at large.
- (b) The animal damages the property of anyone other than its owner.
- (c) The animal causes unsanitary conditions of enclosures or surroundings, which conditions are not corrected by the owner within two days after personal or written notice.
- (d) The animal disturbs or annoys a person or persons residing in the vicinity by loud and frequent barking, howling, yelping, or other such noises if such noise occurs for repeated intervals of at least three minutes with less than one minute of silence intervals and is audible off the owner's or caretaker's premises.
- (e) The animal molests or attacks passersby or passing vehicles.
- (f) The animal attacks other domestic animals or protected wildlife.
- (g) The animal is fierce, dangerous, or vicious, or is dangerous to the public health, safety and welfare.
- (h) The animal aggressively chases a person and the pursuit occurs outside of the owner's or caretaker's premises.

**Sec. 6-4. Certain animals prohibited.**

It shall be unlawful to keep or harbor in the city any horses, cows, sheep, goats, swine, animals of the genus Reptilia or allied genera which are venomous or of the constrictor type, or any other animals of which the keeping in captivity is prohibited by state or federal law.

**Sec. 6-5. State statutes adopted; discovery of rabies.**

The provisions of Minn. Stats. §35.67 through §35.69, as amended from time to time, dealing with procedures to be followed on the discovery of rabies in the city are hereby adopted by reference and are made a part of this chapter as if set out in full.

**Sec. 6-6. Rabies inoculation required.**

No person shall own, harbor, keep or have custody of any dog or cat over six months of age within the city unless the animal has a current rabies vaccination. Every owner of a dog and/or cat shall maintain a certificate of each animal's vaccination and shall, upon request, display it to the chief of police, animal control officer, or investigating peace officer.

**Sec. 6-7. Animals unattended in motor vehicles.**

A person may not leave a dog, cat, or other animal unattended in a standing or parking motor vehicle in a manner that endangers the animal's health or safety. A peace officer, a humane agent, or a member of the city's fire department may use reasonable force to enter a motor vehicle and remove an animal which has been left in the vehicle in violation of this section, and shall use reasonable means to contact the owner of the animal to arrange for its return home. If the animal's owner is unable to be reached, the peace officer, humane agent, or member of the city's fire department may take the dog, cat, or other animal to an animal shelter. A violation of this section may be cited as a petty misdemeanor consistent with Minn. Stat. §346.57.

**Secs. 6-8 – 6-20. Reserved.****ARTICLE II. DOGS****Sec. 6-21. Exemption for police dogs.**

Any dog deployed by the city's designated law enforcement department shall be exempt from the requirements and prohibitions of this chapter.

**Sec. 6-22. License required.**

No person shall own, harbor, keep or have custody of a dog over six months of age within the city unless a current license for the dog has been obtained and the tag affixed as provided under this article. Licenses shall be issued every two years. A late payment charge per dog shall be assessed for failure to timely purchase or renew a license as required by this section. The payment of such penalty for a late license purchase shall be in addition to any other penalties provided by law. A transient dog need not be licensed if it will be in the city less than 45 days in a calendar year, confined in a suitable enclosure or maintained on a leash, and accompanied by a health and rabies vaccination certificate.

**Sec. 6-23. License fees; application.**

The fees for licenses, replacement licenses, and late payment penalties shall be set forth by resolution of the city council for inclusion in the city fee schedule. When licenses are issued for less than the full biannual license period, license fees may be prorated by half if the license application is made during the second year of the license term. Application for licensing shall be on a form provided by the city clerk and will require owner contact information, a detailed physical description

of each dog being licensed, and veterinarian information. An application for licensing will not be complete unless it is accompanied by a certificate of inoculation for rabies which is not more than two years old. The certificate is required to show both the rabies tag number and the date the inoculation was administered. Rabies vaccination information must also be recorded on the license application form.

#### **Sec. 6-24. License tags.**

Upon receipt of a completed license application and payment of all applicable license and late payment fees, City staff shall provide and furnish for each licensed dog a metal or plastic tag upon which there shall be stamped or engraved the registered number for each dog, the words "city of Long Lake", and the years of the current license period in effect at the time of licensing. City staff shall keep a registry of all licensed dogs and the registry shall contain the owner's name, address, contact information, description of the dog, and number of each license. Every owner shall place and keep around the neck of each dog a collar made of durable material on which the license tag is securely affixed. If a license tag is lost or stolen, the owner may obtain a new tag by submitting a request to the city clerk, and the first replacement will be issued at no cost to the owner. Any additional replacements would be subject to a replacement license fee. No person shall counterfeit any license tag, and a license tag is not transferable unless a transfer request has been approved by the city clerk.

#### **Sec. 6-25. License cancellation.**

The city administrator or his/her designee may cancel the license of any dog which the city administrator and/or police department determines to be a public nuisance animal, as defined by this chapter. Upon such determination, the owner shall be immediately notified by personal delivery or US mail, addressed to the owner's last known address, that the dog is determined to be a public nuisance animal and the reasons therefore. Notice shall be deemed given on the date of personal delivery or, in the event of mailing, three days after deposit in the mail. The notice shall further advise the owner that the cancellation of the license shall be effective ten (10) days following receipt of the notice. Notwithstanding any other provisions of this chapter, the owner of any dog whose license has been cancelled and is impounded by the city or the city's police department shall pay an additional impound fee as set by resolution of the city council prior to release of the dog. It shall be unlawful for any person to own, harbor, have in his or her custody, or keep on his or her premises a dog whose license has been cancelled pursuant to this chapter.

#### **Sec. 6-26. Kennels.**

No person, breeding operation or business shall own, harbor, keep, or have custody of three or more dogs over six months old on their property without first having secured a kennel permit as required herein. Veterinary clinics operated by a duly licensed veterinarian are exempt from kennel permit requirements. A permit license shall be issued on an annual basis and applications shall be made for the whole or unexpired portion of the year ending on December 31 following the first effective date of the permit. Residential and commercial kennel permit fees will be set forth by resolution of the city council for inclusion in the city fee schedule. Residential and commercial kennels shall be kept in a clean and healthful condition at all times and shall be open for inspection by police department or city staff at any time. No kennel permit or renewal shall be issued by the city clerk except upon review of the kennel permit application by the chief of police or his/her designee. As a condition of obtaining and holding a kennel permit, all kennel permit holders must comply with this article and this chapter; and failure to comply with this chapter may constitute grounds for denial of a new kennel permit or permit renewal. If kennel permit issuance or renewal

is denied, an applicant may appeal to the city council for review; however, the city council's decision will be deemed final. To appeal a kennel permitting decision, the applicant must file a written notice of appeal with the city clerk within fifteen (15) days of receipt of notice of the city's decision. Notice by the city shall be deemed given on the date of personal delivery or, in the event of mailing, three days after deposit in the mail. A kennel permit may be revoked by the city council due to any violation of the provisions of this chapter, or any health or nuisance order, laws or regulations.

**Sec. 6-27. Leashing and restraint required; custodial duties.**

- (a) All dogs in the city are required to be controlled by:
- (1) A fence, leash, picketed by means of a chain or cable to a secure object confining the dog to a specified area, e-collar, or owner's command when within the confines of the owner's property.
  - (2) Being within a vehicle being driven or parked on a public street.
  - (3) A leash not exceeding six feet in length while outside of the owner's property and under the control and direction of the owner or a member of the immediate family. Use of an e-collar or clicker training device as an alternative to a physical leash is only acceptable provided the dog is kept within six feet of the owner or custodian at all times.
- (b) No person having custody or control of any dog shall permit the dog to be on any unfenced area or lot abutting a street, public park, public place, or upon any private land in the city outside the owner's premises without being restrained as required by this chapter.
- (c) No person having custody or control of any dog shall permit the dog at any time to be on any street or public place in the city without being restrained or secured by a chain or leash not exceeding six feet in length. Use of an e-collar or clicker training device as an alternative to a physical leash is only acceptable provided the dog is kept within six feet of the owner or custodian at all times.
- (d) While located in any public park area, all dogs are required to be secured by physical leash not exceeding six feet in length, unless a city installed "Dog Park" or "Pet Area" sign is present and states that off-leash activity is permitted in the signed area. Dogs are prohibited and not allowed to be present at any time on the sand blanket and in the swimming beach areas at Nelson Lakeside Park. Neither an e-collar or clicker training device is an acceptable leash for dogs on public park property, and physical leashing is required.
- (e) Any person having custody or control of any dog shall remove the feces of the dog over which they have custody or control, which is deposited upon any street, public park (including designated "Pet Areas"), or public place in the city and shall dispose of the feces in city waste receptacles or shall otherwise properly and sanitarily dispose of the feces in accordance with city solid waste regulations.
- (f) Any person having control or custody over a dog while the dog is off the owner's or custodian's private property shall have suitable equipment for pickup, removal and sanitary disposal of feces.

**Sec. 6-28. State statutes adopted; dangerous dogs.**

The provisions of Minn. Stats. §347.50 through §347.55, as amended from time to time, dealing with the regulation of dangerous dogs, are hereby adopted by reference and are made a part of this chapter as if set out in full.

**Sec. 6-29. Violations; impoundment.**

- (a) No dog owner or custodian shall permit a dog to be at large within the city. Any dog found to be at large may be impounded by the animal control officer or duly empowered peace officer. The impounding officer shall give notice of the impounding to the owner of the dog, if known.
- (b) A dog owner or custodian shall keep each dog under restraint at all times.
- (c) The animal control officer and duly empowered peace officers are hereby authorized to impound any fierce, dangerous or vicious dog endangering the safety of the general public or any other animal life.
- (d) The animal control officer and duly empowered peace officers are hereby authorized to impound any dog found at large, or any dog found without a license.
- (e) Fierce, dangerous, vicious, or public nuisance dogs are not permitted on any city park property.
- (f) No owner or custodian shall permit his/her dog(s) to damage or foul any lawn, garden, property of another person, or city owned property.
- (g) No person shall keep, own, harbor or otherwise possess any dog which has been declared a public nuisance animal as set forth in this chapter. The animal control officer or duly empowered peace officers may impound any dog which they have reason to believe is in violation of this chapter if the owner is not present at the premises and it is the only way to reasonably abate the nuisance.
- (h) Whenever a dog is picked up by the animal control officer or a peace officer and such dog has a city license tag or identification tag, notification of the owner shall be attempted immediately. Any dog impounded shall be kept with humane treatment and sufficient food and water for the animal's comfort for at least five regular business days, unless sooner reclaimed by the owner. Any owner reclaiming an impounded dog must remit payment of maintenance costs as established by the impounding entity; must pay the applicable impound release fee set forth by resolution of the city council for inclusion in the city fee schedule; and if the dog is unlicensed, must pay applicable license fees and license the dog with the city immediately. Any dog not claimed by the owner within five business days may be disposed of in a manner permitted by law.

**Secs. 6-30 – 6-40. Reserved.**

## ARTICLE II. CHICKENS

### Sec. 6-41. Definitions.

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

*Chicken or domesticated chicken* means a subspecies of the species *Gallus domesticus*.

*Coop* means the structure for the keeping or housing of chickens. A coop is also an accessory structure, and no property owner or occupant of property within the city may exceed the number of accessory structures permitted by the city's zoning ordinances.

*Hen* means a female chicken.

*Rooster* means a male chicken

*Run* means an enclosed and covered area attached to the coop where the chickens can roam unsupervised.

### Sec. 6-42. Purpose.

The purpose of this article is to provide minimum standards for the keeping of domesticated chickens. This article enables residents to keep chickens on a non-commercial basis as an accessory use to a single family residence, while limiting the potential for adverse effects upon surrounding properties. Such adverse effects can include noise, odors, unsanitary conditions, attraction of predators, chickens running at large, unsightly conditions, and similar adverse conditions.

### Sec. 6-43. Permit required.

No person shall maintain or keep domesticated chickens without a permit issued by the city. Application for a permit required by this article shall be made to the city upon a form furnished by the city. A permit fee in an amount established by resolution of the city council shall be paid to the city with the application. In order to be issued a permit, the applicant and the property on which the chickens are proposed to be maintained must comply with the following requirements and standards.

- (a) The property's principal use must be a single family residential dwelling and the property must be located in the R-1A, R-1, R-2, or R-3 Single Family Residential zoning district. Properties with more than one single family residential dwelling are not eligible for a permit.
- (b) The applicant must submit a sworn and notarized statement stating that the applicant has informed all immediate neighbors to the front, rear, and sides of the property on which the chickens are proposed to be maintained. This statement must be included with the permit application in order for the application to be considered complete. Misrepresentation within this required statement shall be grounds for denial or revocation of a permit.
- (c) The applicant must not have had a prior chicken permit revoked by the city.
- (d) No person is permitted to keep more than four chickens on any lot within the city.

- (e) The required coop and attached run must be located in the rear yard and must be set back a minimum of 25 feet from all adjacent neighboring residences, and be set back a minimum of five feet from any lot line and a minimum of 25 feet from the nearest point of any city right-of-way.

**Sec. 6-44. Requirements of chicken keeping practices.**

- (a) No roosters or crowing hens are allowed.
- (b) No outdoor butchering of chickens is allowed.
- (c) Chickens must be kept in a coop or run whenever they are unsupervised; however, while directly and continuously supervised, they are allowed in a fenced in area outside of a coop or run.
- (d) The coop must be maintained in good condition; be compliant with city zoning standards; be constructed to accessory structure standards; be enclosed and constructed of durable materials to prevent entry by predators or the escape of chickens; be built to protect the chickens from extreme heat or cold; and provide at least four square feet of area per chicken.
- (e) The run must be maintained in good condition; be compliant with city zoning standards; be constructed to accessory structure standards; be attached to the coop; be enclosed and constructed of durable materials to prevent entry by predators or the escape of chickens; and provide at least four square feet of area per chicken.
- (f) The chickens living area must be maintained in a clean and sanitary condition. Odor shall not be perceptible at the property's lot line. All stored manure shall be placed within a fully enclosed container. All manure not used for composting or fertilizing shall be removed weekly. The coop, run and property must be kept free from trash and accumulated manure.
- (g) Feed must be stored in a rodent-proof container inside of a structure.
- (h) No person may keep chickens inside any residence.

**Sec. 6-45. Revocation of permit; enforcement authority.**

A chicken permit issued by city staff under this article may be revoked by the city administrator or his/her designee if it is determined after an inspection by city staff, the animal control officer, or duly empowered peace officer that the permit holder has not maintained the standards set forth in this article or that chickens are being kept in such a manner as to constitute a public nuisance. The animal control officer and peace officers are empowered to conduct enforcement activities related to this article. If the city denies or revokes a chicken permit, the applicant or permit holder may appeal to the city council for review; however, the city council's decision will be deemed final. To appeal a chicken permit denial or revocation, the applicant must file a written notice of appeal with the city clerk within fifteen (15) days of receipt of notice of the city's decision. Notice by the city shall be deemed given on the date of personal delivery or, in the event of mailing, three days after deposit in the mail.

**Secs. 6-46 – 6-50. Reserved.**

**Section 3.** This Ordinance shall be effective upon adoption and publication according to law.

Adopted by the City Council of the City of Long Lake this 19<sup>th</sup> day of September 2023.

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Date of Adoption:	September 19, 2023
Date of Publication:	September 30, 2023
Effective Date:	September 30, 2023

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BY:

\_\_\_\_\_  
Charlie Miner, Mayor

ATTEST:

\_\_\_\_\_  
Jeanette Moeller, City Clerk



**REQUEST FOR ACTION**  
**Long Lake City Council**

**MEETING DATE / September 19, 2023**

**Subject:** Public Hearing: Consider Adoption of an Ordinance Amending Chapter 36 – Utilities (Repeal and Replace)

**Prepared By:** Jeanette Moeller, City Clerk

**Staff Initials:** JM

**Recommended City Council Action**

Upon conclusion of the public hearing, staff recommends the following:

Motion to adopt Ordinance No. 2023-04 repealing and replacing Chapter 36 – Utilities of the City Code of Ordinances, and direct staff to publish an Ordinance Publication Summary notice.

**Overview / Background**

Council and staff have held significant discussion over the past year (or more) regarding changing the City’s utility billing schedule from a quarterly to a monthly basis. Staff reviewed the current City Code of Ordinances, Chapter 36 – Utilities, and found that there were multiple references to specifically quarterly billing within the water, sewer and stormwater sections of code; thereby necessitating an update to the chapter before a billing cycle change could be implemented.

After further review of the existing language, staff determined that a full repeal and replace was warranted to address outdated information, add overall clarity, and to generally improve the chapter in its entirety. Staff has prepared the attached Ordinance No. 2023-04 that would repeal and replace Chapter 36 – Utilities with new text. The proposed Ordinance has been reviewed in detail by our Public Works Director, City Engineer and City Attorney and incorporates their changes and recommendations. Below are a few key highlights the proposed Ordinance addresses.

- Establishes right of entry to allow the city the right to enter private property for the purpose of reading meters (for manual meters), to inspect and repair a utility system or a connection with the system, and for connecting/disconnecting services.
- Clearly addresses ownership of public versus private utility services, and identifies penalties for tampering with or damaging city utility equipment and appurtenances.
- Establishes that utility and utility-related rates shall be fixed on a billing schedule to be determined by Resolution of the City Council for inclusion in the City Fee Schedule, ultimately simplifying the process for any future changes to the schedule and rates.
- Adds language for regulating the use of water during periods of water shortage, identifies water use restrictions that may be implemented, and adds language for the declaration of a water emergency.
- Essentially declares the intentional and continued discharge of stormwater, groundwater, runoff, etc. into the sanitary sewer system to be unlawful and addresses violation penalties.
- Better addresses sump pump requirements, and indicates that no certificate of occupancy for a new structure will be issued without confirming sump pump and foundation drain discharge is properly routed.

Financial Impact: \$	Budgeted (Y / N)?	Source:
Notes:		

- Incorporates illicit discharge detection and elimination language from the zoning code into the stormwater section – a more logical location given that this pertains to the regulation of non-stormwater discharges to the storm drainage system.

Staff recommends the City Council hold the required public hearing to invite public comment, and upon conclusion of the public hearing, consider adoption of Ordinance No. 2023-04 to repeal and replace Chapter 36 – Utilities.

**Supporting Information**

- Ordinance Publication Summary
- Ordinance Amending Chapter 36 - Utilities



**City of Long Lake  
Hennepin County, Minnesota  
Ordinance No. 2023-04**

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**An Ordinance Amending Chapter 36 – Utilities of the  
City of Long Lake Code of Ordinances**

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

**Section 1.** The City Code of Ordinances, Chapter 36 – Utilities, is repealed in its entirety.

**Section 2.** The City Code of Ordinances, Chapter 36 – Utilities, is adopted as follows:

**Chapter 36**

**UTILITIES**

**ARTICLE I. IN GENERAL**

**Sec. 36-1. Definitions.**

The following words, terms and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

*Authorized enforcement agency* means the City of Long Lake, its staff, and consultants employed or retained to represent the city.

*Best management practice (BMP)* means erosion control, sediment control, and water quality management practices that are the most effective and practicable means of controlling, preventing, and minimizing the degradation of surface water, including construction-phasing, minimizing the length of time soil areas are exposed, prohibitions, and other management practices published by state or designated area-wide planning agencies.

*Clean Water Act* means the federal Water Pollution Control Act as set forth in United States Code, Title 33, Sec. 1251 et. seq. and any subsequent amendments thereto.

*Construction activity* means activities subject to NPDES construction permits. These include construction projects resulting in land disturbance. Such activities include, but are not limited to: clearing and grubbing, grading, excavating, and demolition.

*Discharge* means adding, introducing, releasing, leaking, spilling, casting, throwing, or emitting any pollutant, or placing any pollutant in a location where it is likely to pollute waters of the state or to infiltrate any public utility infrastructure.

*Erosion* means the group of natural processes, including weathering, dissolution, abrasion, corrosion, and transportation, by which material is worn away from the earth's surface or the erosive process of washing away soil by water.

*Hazardous materials* means any material, including any substance, waste, or combination thereof, which because of its quantity, concentration, or physical, chemical, or infectious characteristics may cause, or significantly contribute to, a substantial present or potential hazard to human health, safety, property, or the environment when improperly treated, stored, transported, disposed of, or otherwise managed.

*Illegal discharge* means any direct or indirect non-stormwater discharge to the storm drain system, except as specifically exempted in this chapter.

*Illicit connections* means any drain or conveyance, whether on the surface or subsurface, which allows an illegal discharge to enter the storm drain system including, but not limited to: any conveyances which allow any non-stormwater discharge including sewage, process wastewater, and wash water to enter the storm drain system; and any connections to the storm drain system from drains and sinks, regardless of whether said drain or connection had been previously allowed, permitted, or approved by an authorized enforcement agency; or any drain or conveyance connected from a commercial or industrial land use to the storm drain system which has not been documented in plans, maps, or equivalent records and approved by an authorized enforcement agency.

*Industrial activity* means activities subject to NPDES Industrial Permits as defined in Code of Federal Regulations, Title 40, section 122.26(b)(14) and any subsequent amendments thereto.

*Metropolitan Council* means the policy-making board, established in 1967, that guides and governs the strategic growth of the seven-county metropolitan area; and provides essential services and infrastructure, including wastewater treatment services.

*Metropolitan Council Environmental Services (MCES)* means the division of Metropolitan Council that operates and maintains approximately 640 miles of regional sewers and treats up to 250 million gallons of wastewater daily at eight regional treatment plants, serving nearly 95% of the seven-county metropolitan area's population.

*MPCA* means the Minnesota Pollution Control Agency.

*National Pollutant Discharge Elimination System (NPDES)* means the national program for issuing, modifying, revoking, reissuing, terminating, monitoring, and enforcing permits, and imposing and enforcing pretreatment requirements under the Clean Water Act, United States Code, Title 33, Sec. 1251 et. seq. and any subsequent amendments thereto.

*National Pollutant Discharge Elimination System (NPDES) permit* means a permit issued by the EPA, or by a state under authority delegated pursuant to United States Code, Title 33, Sec. 1342 (b), that authorizes the discharge of pollutants to waters of the United States, whether the permit is applicable on an individual group, or general area-wide basis.

*Non-stormwater discharge* means any discharge to the storm drain system that is not composed entirely of stormwater.

*Person* means any individual, association, organization, partnership, firm, corporation or other entity recognized by law and action as the owner, the owner's agent, or the responsible party for certain premises or improvements thereon.

*Pollutant* means waste substances and anything which causes or contributes to pollution. Pollutants may include, but are not limited to: paints, varnishes and solvents; oil and other automotive fluids; hazardous and non-hazardous liquid and solid wastes; yard wastes; refuse, rubbish, garbage, litter, or other discarded or abandoned objects; pesticides, herbicides, and fertilizers; hazardous substances; wastes and residues that result from construction of a building or structure; and noxious or offensive matter of any kind.

*Pollute* means to discharge pollutants into waters of the state.

*Premises* means any building, lot, parcel of land, or portion of land, whether improved or unimproved, including, without limitation, adjacent sidewalks and parking strips or areas.

*Service availability charge (SAC)* means an availability charge established by the Metropolitan Council for collection by the city, to be paid by a property owner, for a property connecting to the sewer city sewer system; and also means a charge established by the city for connection to its water and/or sewer systems.

*Sewer system* means pipelines or conduits, pumping stations, and force mains, and all other constructions, devices, and appliances appurtenant thereto, used for conducting sewage or industrial waste or other wastes to a point of ultimate treatment and disposal.

*Storm sewer system, also municipal separate storm sewer system (MS4)* means the system of facilities, owned and operated by the city, by which stormwater is collected, treated and/or conveyed, including but not limited to any roads with drainage systems, municipal streets, gutters, curbs, inlets, piped storm drains, pumping facilities, retention and detention basins, natural and human-made or altered drainage channels, reservoirs, and other drainage structures.

*Stormwater* means any surface flow, runoff, and drainage consisting entirely of water from any form of natural precipitation, and resulting from such precipitation.

*Stormwater management prevention plan* means a document which describes the BMPs and activities to be implemented by a person or business to identify sources of pollution or contamination at a site and the actions to eliminate or reduce pollutant discharges to stormwater, stormwater conveyance systems, and/or receiving waters to the maximum extent practicable.

*Surface waters* means all waters of the state other than ground waters, which include ponds, lakes, rivers, streams, wetlands, public ditches, and public drainage systems except those designed and used to collect, convey, treat or dispose of sanitary sewage.

*Wastewater* means any water or other liquid, other than uncontaminated stormwater, discharged from a facility.

*Water system or waterworks* means waterworks systems, including mains, valves, hydrants, service connections, wells, pumps, reservoirs, tanks, treatment plants, and other appurtenances of a waterworks system.

*Waters of the state* means all streams, lakes, ponds, marshes, watercourses, waterways, wells, springs, reservoirs, aquifers, irrigation systems, drainage systems and all other bodies or accumulations of water, surface or underground, natural or artificial, public or private, which are contained within, flow through, or border upon the state or any portion thereof; and has the meaning given it in Minn. Stat. §115.01, subd. 22, as it may be amended from time to time.

**Sec. 36-2. Ownership of municipal utilities.**

Ownership of all municipal utilities, treatment plants, lines, mains, extensions and appurtenances shall be and remain by the city, and no person shall own any part of portion of these utilities. However, private facilities and appurtenances constructed on private property are not intended to be included in city ownership. All private extensions of public utilities shall be constructed and maintained in accordance with city standards.

**Sec. 36-3. Right of entry.**

The city has the right to enter in and upon private property, including buildings and dwelling houses, in which or upon is installed a municipal utility, or a connection with a municipal utility, at all times reasonable under the circumstances for the purpose of: reading utility meters; inspection and repair of a utility system or any part of the system, public or private connection with the system; or for the purpose of connecting and disconnecting services.

**Sec. 36-4. Municipal utility service outside the city.**

The city council may authorize the city administrator and public works department to furnish municipal utility service to consumers outside city limits, provided such consumers enter into an agreement with the city for said service and specifically agree to all the terms of this chapter, including but not limited to rules, regulations, billing frequency, and rates adopted consistent with this chapter as it may be amended from time to time, and the right to specially assess delinquent services, charges and penalties. The city council may also authorize the city administrator and public works department to furnish municipal utility service to consumers outside the city through approval of an agreement with the city in which the property is located. In all circumstances, city water and/or sewer connection fees and city service availability charges will apply for any new connections to the city's municipal utility system.

**Sec. 36-5. Connection to city utilities required; permission required for connection.**

All properties within municipal city limits are required to connect to the city's public water and sewer systems. Private wells and septic systems are prohibited. It is unlawful for any person to make any connection with, make any opening into, use, extend or alter in any way any municipal utility system without having first applied for and received express written permission and all applicable permits to do so from the city.

**Sec. 36-6. Utility plan required; construction to plan and code required.**

A utility plan is required to be submitted to and approved by the city public works director or city engineer prior to permitting of installation or connection of any new utilities. All facilities for water, sewer and stormwater are required to be constructed in accordance with the approved plan unless otherwise authorized by the city public works director or city engineer. Failure to install or maintain any utility service in accordance with the approved utility plan and/or state plumbing code; or failure to have, allow, or satisfy all required inspections; shall be a grounds for termination of service to

any property and/or for stop work orders to be issued by the city administrator, public works director, or city engineer.

**Sec. 36-7. Application, connection and sale of service; permits required.**

Application for city utility services shall be made upon forms supplied by the City, and strictly in accordance with such forms. No connection shall be made until a permit has been issued by the city to a licensed plumber and consent has been received from the city to make the connection, and all fees, charges, and assessments required by this chapter have been paid in full. All utilities shall be sold and delivered to consumers under the then current applicable rate applied to the amount of such utilities taken as metered or ascertained in connection with such rates. Where no stub is provided or where the customer desires a different location, the cost of extending service to the main including, without limitation, tapping, establishing the connection point, and filling and permanent repair, shall be at the customer's sole expense. No utility connection permit shall authorize street openings or excavations of the roadway surface, curb or gutter without a right-of-way permit approved by the city's public works director or his/her designee.

**Sec. 36-8. Connection fees; service availability charges.**

City utility services shall be furnished only after property application has been made, city new water and/or sewer main line tap fees are paid, applicable Metropolitan Council Environmental Services sewer service availability charges have been paid, city water and/or sewer service availability charges have been paid, and connection permit fees have been paid in full. The number of sewer service availability charge (SAC) units determined by Metropolitan Council Environmental Services to be due will be used to determine the number of city water and sewer service availability charge units applicable for improvements, development or redevelopment, or use changes for various public, commercial, industrial, institutional, residential and multi-family residential projects. An applicant for an aforementioned project is required to submit to Metropolitan Council Environmental Services for a SAC determination as part of any building permit process. For every one Metropolitan Council Environmental Services SAC unit fee determined to be due, a corresponding city water availability charge (WAC) unit fee and sewer SAC unit fee will be imposed. For commercial, industrial or institutional projects only, an applicant may petition the city council for review of the city's WAC and SAC units determined to be due for their project; however, in doing so, the applicant must provide evidence to support that payment in full would represent a unique and significant hardship to the development activity or improvement proposed. The city council will review and rule upon the petition in its discretion. A building permit will not be issued for work to proceed until the city council has ruled upon the applicant's petition and, by submitting a petition, the applicant acknowledges and agrees that building permit review will be stayed pending a ruling on the petition.

**Sec. 36-9. Protecting public from hazards.**

All excavations for any utility connection installations shall be adequately guarded with barricades and lights so as to protect the public from any hazard. Streets, sidewalks and other public property disturbed in the course of work are required to be restored in a manner satisfactory to the city.

**Sec. 36-10. Discontinuance of service.**

Any or all city utilities may be shut off or discontinued whenever it is found that:

- (a) The owner or occupant of a premises served, or any person working on any connection with the city utility systems, has violated applicable law or any related requirement of this chapter or any connection with the system;
- (b) Any charge for a city utility service, or any other utility-related financial obligation imposed on the present owner or occupant of the premises served, is unpaid after due notice; or
- (c) There is fraud or misrepresentation by the owner or occupant in connection with any application for service or delivery or charges; or
- (d) Such action is required to address an emergency situation.

For those services that have been shut off or discontinued by the city, the customer may be required to pay a fee for both the disconnection of services, and for the reconnection of services at such time that services may be restored.

**Sec. 36-11. Permission required for turning on discontinued service.**

It is unlawful for any person to turn on, tamper with, or connect a utility when the utility has been turned off or disconnected by the city for nonpayment of a bill, or for any other reason, without first having obtained a permit or written permission to do so from the city.

**Sec. 36-12. Damage to city utility equipment.**

Any person causing damage to any city utility equipment or appurtenance, including but not limited to meters, streetlights, water hydrants and curb cocks, shall pay the replacement value of such equipment or appurtenance to the city, including labor for renewal, repair and installation of any equipment. It is unlawful for any person to willfully or negligently break, damage, destroy, uncover, or tamper with any structure, appurtenance or equipment that is a part of the city sanitary sewer, water, or stormwater system.

**Sec. 36-13. Utility rates, payment and delinquency.**

- (a) All rates and charges for municipal utilities including but not limited to rates for service, permit fees, sewer and water system connection fees, sewer and water system service availability charges, Metropolitan Council Service Availability Charges (SAC), meter reading fees, manual meter reading fees, disconnection and reconnection fees, penalties for nonpayment, curbside recycling fees, and fire hydrant meter usage service charges and late fees, shall be fixed on a billing schedule to be determined and amended by resolution of the city council for inclusion in the city fee schedule. A utilities billing statement shall be transmitted to each consumer account for every billing period. All utility charges shall be delinquent if they remain unpaid after the due date of any bill, and the customer will be responsible for assessed late fees for any delinquency. If utility services have been suspended due to delinquency, utility services shall not be restored at that location when it is under the same ownership until disconnection and reconnection fees have been paid in addition to amounts owed for services and penalties. If delinquent charges are specially assessed under subsection (b) of this section, an additional sum of five percent (5%) computed on the delinquent amount of charges and penalties, and applicable Hennepin County administrative fees, shall be added to and become part of the amount so assessed to cover administrative costs of making the assessment.

- (b) All city utility accounts shall be in the name of the property owner or his/her duly authorized agent, subject to the consent of the city; however, payment for services and charges provided for in this chapter shall at all times be the responsibility of the property owner. The city may collect payment for delinquent accounts in a civil action, or in the alternative and at the option of the city, as otherwise provided in this subsection. Each such charge is made a lien upon the premises served. All such charges which are more than 30 days past due as of September 1 of each year shall be certified by the city administrator or his/her designee to the county auditor on or before December 1 of each year; and the administrator in so certifying such charges to the county auditor shall specify the amount, the description of the premises served, and the name of the owner. The amount so certified shall be extended by the auditor on the tax rolls against said premises in the same manner as other taxes, collected by the county treasurer, and paid to the city along with other taxes.

**Sec. 36-14. Violations.**

Except as otherwise provided, any person violating a provision of this chapter is guilty of a misdemeanor, punishable in accordance with state law. Any person or entity violating a provision of this ordinance will also be liable to the city for any expense, loss or damage incurred by the city as a result.

**Sec. 36-15. Appeals.**

Any person aggrieved by any of the provisions of this chapter shall have to right to appeal to the city council in writing setting forth the grounds or reasons as to why a section of this chapter should not be enforced specifically or generally. The written notice of appeal must be delivered to the city administrator or his/her designee, within a 30 day period following the date that the appellant's claim arises. If a claim relates to a pending service disconnection, written notice of appeal shall be filed within 30 days of the city's provision of written notice of default and intent to disconnect services. If such written notice of appeal is timely received by the city, the appeal will be reviewed at and any pending disconnection shall be stayed until the next regular city council meeting, at which time the appealing party may appear and present evidence to support his/her position. The council shall then rule upon the appeal and mail written notice of its findings of fact and decision to the appealing party. If the council rules to deny the appeal of the appealing party, said person must comply with the enforcement of provisions of this chapter, and any disconnection shall proceed forthwith.

**Secs. 36-16 – 36-20. Reserved.**

**ARTICLE II. WATER SYSTEM**

**Sec. 36-21. Permits required.**

No person or entity shall tap or make any direct or indirect connection to or extension of the city water system, nor shall any person or entity disconnect or terminate the use of any service from the system, without first having obtained from the city a permit to do so and having paid to the city all required fees. Permit requests for connection or disconnection will be reviewed by the city's public works director and/or the city engineer. Application for such permits shall be made at city hall on forms supplied by the city, and no permit will be issued unless all applicable fees are paid in full. Upon issuing any such permit, a copy shall be retained in the file for the affected property.

**Sec. 36-22. Permanent or temporary termination of water service.**

Any water service to be terminated because of demolition, remodeling, or other reason must be disconnected at the city main, or alternate location approved in advance by the city's public works director and/or city engineer, before demolition, remodeling, etc. takes place. Any water service to be permanently terminated is required to be disconnected at the main and capped off before any work occurs.

**Sec. 36-23. Separate services.**

Each separately occupied property or each separate building or occupancy unit on a single property shall be served by and shall utilize a separate service connection not shared by any other property or occupancy, including each unit of any townhouse development, or each commercial occupancy under separate ownership. Exceptions, subject to written permission by the city, are:

- (1) Duplex dwellings consisting of two residential units in one building, on one parcel of property, owned by one owner;
- (2) Condominium, residential or commercial uses having more than one owner within the same building, where the land and/or common areas of the building, including service areas, are owned in common or by an association; or
- (3) Apartment buildings or leasehold commercial or industrial buildings having one owner but multiple tenants.

**Sec. 36-24. Stop cock is city property; identification of property owner responsibility.**

The stop cock at the main and property or curb line, together with the box and cover, are the property of the city, as is the main. All persons are prohibited from interfering with or otherwise altering them absent authorization from the city. Service lines from the curb stop to the main are the property of the city. The connection to the curb stop and all lines servicing a property are the responsibility of the property owner, and any repairs or maintenance thereto are the responsibility of the property owner.

**Sec. 36-25. Water meters.**

- (a) *Requirement.* All properties connected to the city water system must have a properly functioning and calibrated radio-read water meter of the appropriate size and type approved by the city to obtain an accurate recording of the water used at the full range of anticipated flow rates. It is unlawful for any person to take or use water from the city water system except through a city provided meter, installed by either city public works staff or by permit issued to a licensed plumber. Separate meters may be purchased by licensed plumbers for installation as irrigation meters for outside water usage; however, deduct meters are not permitted.
  - (1) *Maintenance, repair and replacement.* The city shall maintain and repair or replace all meters when rendered unserviceable through ordinary wear and tear. Where replacement, repair or adjustment of any meter is rendered necessary by the act, neglect or carelessness of the owner or occupant of any premises, any expense incurred by the city shall be charged against and collected from the owner or occupant of the premises.

- (2) *City property.* Water meters shall be and remain the property of the city and may be removed or replaced or changed as to size and type by the city whenever deemed necessary.
- (3) *Access to read meters.* City employees delegated for that purpose shall have free access at reasonable hours of the day to all parts of every building and premises connected with the city water supply system for reading of meters and inspections. The city shall be authorized to make adjustments in water charges where in staff's opinion, the amount billed is erroneous due to meter deficiency or other mistake.
- (b) *Meter replacement.* Installation of a radio-read water meter is required on all structures served by the municipal water system. If a property owner does not authorize entry onto a property to allow replacement of a non-compliant meter within 30 days after the city requests entry, a surcharge fee as set forth in the city fee schedule will be applied with each billing cycle. Failure to authorize entry and replacement of a deficient or non-compliant meter shall also qualify as a billing deficiency and may subject the affected property to disconnection of services pursuant to the terms of this Chapter.
- (c) *New construction.* A city provided radio-read water meter is required before either a temporary or permanent certificate of occupancy will be issued for any building. The property owner shall be responsible for retaining the services of a licensed plumber for the installation of all required water meter equipment.
- (d) *Meter reading; failure to read.* The city reads water meters in a timely manner according to the billing schedule determined and amended by resolution of the city council for inclusion in the city fee schedule. If the city is unable to obtain an accurate meter reading because of a nonfunctioning or inaccessible water meter, the city may estimate a bill based on the past water usage for the property. The city will provide notification to the property owner of the inability to obtain an accurate water meter reading and of the city's need to obtain access to the property to allow for evaluation and determination of the problem by the city, that the property owner shall cooperate with the city to allow for or facilitate correction of the situation in a prompt manner. If the property owner is unresponsive or uncooperative in coordinating with the city to allow for repair of the water meter and related equipment, the city reserves the right to add a nonrefundable service charge for a nonfunctioning or inaccessible water meter to the next bill. Failure to authorize entry and repair or replacement of a deficient or non-compliant meter shall also qualify as a billing deficiency and may subject the affected property to disconnection of services pursuant to the terms of this Chapter.
- (e) *Fire hydrant meters.* A city provided fire hydrant meter may be rented for use during construction, landscaping, and any other purpose subject to prior approval by the city. The hydrant meter damage deposit, water usage rate, and daily rental fee shall be set forth by resolution of the city council for inclusion in the city fee schedule.

### **Sec. 36-26. Deficiency of water and shutting off water.**

The city is not liable for any deficiency or failure in the supply of water to customers whether occasioned by shutting the water off for the purpose of making repairs or connections or by any other cause. In case of fire, or alarm of fire, water may be shut off to ensure a supply for firefighting. In making repairs or during construction of new infrastructure, water may be shut off at any time and kept off so long as may be necessary.

**Sec. 36-27. Regulating the use of water during periods of water shortage.**

- (a) *Purpose.* In order to avoid a water shortage due to inadequate capacity in water systems, to ensure an adequate water supply for fire protection, to protect the environment of Long Lake, to ensure the protection of subterranean aquifers, to maintain the quality of domestic water supplies, and to protect the general health, safety and welfare of residents, the regulations on nonessential water uses prescribed in this section shall apply during periods of water shortages.
- (b) *Implementation of restrictions.* Whenever the city council shall determine that a shortage of water threatens the city, it may enact by resolution the restrictions for nonessential water use set forth in this section. The resolution shall outline the uses of water that will be restricted; the types of water supply which will be restricted (i.e. public water system, lakes or other surface water systems; dates and times during which the restrictions will apply, whether the use restrictions will apply to all city properties or will vary depending upon location or identification of property; when the restrictions will be implemented and when they will terminate; and whether the restrictions will be voluntary or involuntary.
- (c) *Notification of public.* Whenever the city council enacts the restrictions in this section, city staff shall be directed to take such action as is reasonably practicable to notify the general public of the restrictions. The notice shall be posted on the city's website, on any city bulletin boards, and shall be published in the local newspaper as soon as possible following adoption of the restrictions. The notice shall include the information described in subsection (a) of this section.
- (d) *Restrictions.*
- (1) During a water shortage, the city council may order one or any combination of the following restrictions:
    - a. A complete or partial ban on water use for watering lawns, trees and shrubs, irrigation, car washing, filling swimming pools, other uses determined by the city to be nonessential, or any combination;
    - b. An odd/even water ban in which residents of addresses ending in an even digit may water on even-numbered calendar days and residents of addresses ending in an odd digit may water on odd-numbered calendar days;
    - c. A limitation of water use for specified hours of the day;
    - d. A voluntary or involuntary restriction;
    - e. A use restriction applicable to all or part of the city based on land use or property identification; and
    - f. Any other appropriate restrictions.
  - (2) Newly seeded or sodded lawns may apply to the city for an exemption from these provisions for a period of 30 days after installation, although no new seeding or sodding may begin after any applicable water use restriction is instituted.
  - (3) The council delegates to the city administrator or his/her designee the authority to declare a state of water emergency in the form of an odd/even or total sprinkling ban or a complete water use ban of municipal users of any public system in the city when, in the opinion of the administrator or his/her designee, municipal water supplies have

reached the point that it could endanger the supply for domestic sanitation and/or fire protection purposes, or that a danger to public health or safety exists. All orders of the city administrator during a declared water emergency shall be enforced immediately, and efforts will be made to promptly provide notice by city media outlets. If the water emergency is to continue for an extended period, it would require ratification by resolution at the council's next regularly scheduled council meeting.

- (e) *Termination.* Any water use restrictions imposed by the council during a water shortage shall terminate by resolution of the city council.

**Sec. 36-28. Opening fire hydrants prohibited; exception for hydrant meter rental.**

It is unlawful for any person, other than members of the fire department or other person duly authorized by the city, to open any fire hydrant or attempt to draw water from the hydrant or in any manner interfere with the hydrant. It is also unlawful for any person so authorized to deliver or cause to be delivered to any other person any hydrant key or wrench, except for the purposes strictly pertaining to their lawful use. The city may authorize a person to connect to a specially approved fire hydrant by checking out a hydrant meter to said person, subject to withholding a damage deposit and to payment of daily rental and all water usage fees. In that circumstance, the damage deposit will not be returned until payment of daily rental and water usage fees has been made; and in the event payment is not received within 30 days of invoicing, the city shall have the authority to utilize damage deposit funds to satisfy amounts owed to the city, and shall return the balance of the deposit to the person who supplied it.

**Sec. 36-29. Repair of leaks.**

It is the responsibility of the consumer or owner to maintain the service pipe from and including the connection to the curb stop into the house or other building. In case of failure upon the part of any consumer or owner to repair any leak occurring in his/her service pipe within 24 hours after oral or written notice has been given to the owner occupant of the premises, the water may be shut off and will not be turned on until disconnection and reconnection charges have been paid and the water service has been repaired. When the waste of water is great or when damage is likely to result from the leak, the water will be turned off without delay if the repair is not commenced immediately.

**Sec. 36-30. Abandoned services penalties.**

Whenever ordered by the city, all service installations connected to the water system that have been abandoned or, for any reason, have become useless for further service shall be disconnected at the main and capped. The owner of the premises served by this service shall pay the cost of the excavation. The city shall perform the actual disconnection, and all pipe and appurtenances removed from the street right-of-way shall become the property of the city. When new buildings are erected on the site of old ones, a new permit shall be required to connect to the water system; and when it is desired to increase the old water service, a main line tapping charge shall be paid as if the connection were a new service through the permitting process. It is unlawful for any person to cause or allow any service pipe to be hammered or squeezed together at the ends to stop the flow of water, or to save expense in improperly removing such pipe from the main. Such improper disposition shall be corrected by the city, and the cost incurred shall be borne by the person causing or allowing such work to be performed. In addition to any specifically identified party responsible for improper abandonment of facilities, any improper abandonment shall also be attributable to the owner of the affected property.

**Secs. 36-31 – 36-40. Reserved.****ARTICLE III. SEWER SYSTEM****Sec. 36-41. Permits required.**

No person or entity shall tap or make any direct or indirect connection to or extension of the city sewer system, nor shall any person or entity disconnect or terminate the use of any service from the system, without first having obtained from the city a permit to do so and having paid to the city all required fees. Permit requests for connection or disconnection will be reviewed by the city's public works director and/or the city engineer. Application for such permits shall be made at city hall on forms supplied by the city, and no permit will be issued unless all applicable fees are paid in full. Upon issuing any such permit, a copy shall be retained in the file for the affected property.

**Sec. 36-42. Basis for sewer charges.**

For all properties connected to the city sewer system, utility billing for sewer charges will be comprised of a base rate in combination with a sewer usage charge. The quantity used for computing the sewer usage charge shall be equal to either the metered quantity of water used during each billing period; or the metered discharge to the sanitary sewer system during each billing period if the building is equipped with a sewage metering device. Metered water services used exclusively for irrigation purposes shall not be required to pay a sewer charge.

**Sec. 36-43. Sewer availability charge.**

Metropolitan Council Environmental Services has determined to reserve unused capacity in the metropolitan disposal system, as defined in Minn. Stat. §473.121, subd. 4 for local government units in which new connections will be made to that system, and to allocate the debt service costs of the unused capacity among the local government units. For the city to pay such costs allocated to it, the city needs to establish Metropolitan Council Environmental Services sewer service availability charges (SAC) for all connections made directly or indirectly to the metropolitan disposal system. The number of sewer SAC units determined by Metropolitan Council Environmental Services to be due will be used to determine the number of city water and sewer service availability charge units applicable for improvements, development or redevelopment, or use changes for various public, commercial, industrial, institutional, residential and multi-family residential projects. An applicant for an aforementioned project is required to submit to Metropolitan Council Environmental Services for a SAC determination as part of any building permit process. For every one Metropolitan Council Environmental Services SAC unit fee determined to be due, a corresponding city sewer SAC unit fee and water WAC unit fee will be imposed. Each dwelling unit within a single family dwelling building, double dwelling building, and residential townhouse shall be assessed one SAC unit as determined by Metropolitan Council Environmental Services, and one corresponding city sewer SAC and city water WAC unit per dwelling. If additional building permits or new sewer connections are made after initial connection and all applicable SAC and WAC fees have been paid, or when an increase of wastewater flow into the municipal sewer system is determined by Metropolitan Council Environmental Services, SAC shall be recalculated and any additional charges shall be paid.

**Sec. 36-44. Permanent or temporary termination of sewer service.**

Any sewer service to be terminated because of demolition, remodeling, or other reason must be disconnected at the city main, or alternate location approved in advance by the city's public works

director and/or city engineer, before demolition, remodeling, etc. takes place. Any water service to be permanently terminated is required to be disconnected at the main and capped off before any work occurs.

**Sec. 36-45. Mains and appurtenances are city property; identification of property owner responsibility.**

Sewer mains and any sewer appurtenances in public right-of-way are the property of the city, and all persons are prohibited from interfering with or otherwise altering any city sewer main facilities absent authorization from the city. The connection to the sewer main and all lines servicing a property are the responsibility of the property owner, and any repairs or maintenance thereto are the responsibility of the property owner.

**Sec. 36-46. Gravity flow problems.**

In all structures in which any building drain is too low to permit gravity flow to the municipal sewer, sanitary sewage shall be lifted by artificial means for discharge to the sewer service connection, subject to the approval of the city public works director or city engineer. Where installed, gravity flow measures shall be solely the responsibility of the property owner.

**Sec. 36-47. Grease, oil and sand interceptors.**

Pursuant to Minnesota Plumbing Code, Chapter 4715.1100, grease, oil and sand interceptors shall be provided when, in the opinion of a city inspector or the public works director, they are necessary for the proper handling of liquid waste containing grease in excessive amounts, or any flammable wastes, sand and other harmful ingredients. Where installed, interceptors shall be maintained by the owner at his/her expense in efficient operation at all times. Any damage resulting from the improper maintenance of an interceptor shall be the responsibility of the property owner, including the cost of cleaning and repairing city lines. Any owner who fails to comply with an invoice for damages resulting from the improper maintenance shall be liable for paying the costs incurred by the city in enforcing this section including, without limitation, attorneys' fees.

**Sec. 36-48. Deleterious and harmful substances.**

No sewage, including industrial wastes, shall contain any substance which is deemed deleterious or harmful by the city to the operation of the sewer system or to any plant or facilities used in the treatment or disposal of such sewage. If a user of the sewer system discharges excessive loads or any deleterious or harmful substances which are likely to hinder or injuriously affect sewer operations, the user must discontinue the practice immediately, and is hereby declared to be in violation of this section. Each day of said violation continuing after having been notified in writing by the city administrator, public works director, or city engineer to discontinue such practice shall be deemed a separate violation.

**Sec. 36-49. Unlawful discharge.**

It is unlawful to discharge any of the following described wastes into the sewer system:

- (a) Liquids having a temperature higher than 150 degrees Fahrenheit.
- (b) Water or waste which contains more than 100 ppm by weight of fat, oil or grease.

- (c) Gasoline, benzene, fuel oil or any other flammable or explosive liquid, solid or gas.
- (d) Garbage or refuse.
- (e) Ashes, cinders, shavings, feathers, tar or other liquor or viscous substance capable of causing obstruction to the flow in the sewer system or other interference with the proper operation of the system.
- (f) Noxious or malodorous substances capable of creating a public nuisance.

**Sec. 36-50. Inflow and infiltration; prohibited discharges of groundwater/stormwater into the sanitary sewer system.**

No person shall discharge or cause to be discharged, directly or indirectly, any stormwater, surface water, groundwater, roof runoff, subsurface drainage or cooling water to any sanitary sewer. The city declares any such activity to be a public nuisance. Any person having a roof drain, sump pump, unauthorized swimming pool discharge, cistern overflow pipe or surface drain connected and/or discharging into the sanitary sewer shall disconnect and remove any piping or system conveying such water to the sanitary sewer system. Any owner of any property found to be in violation of this section shall make the necessary changes to comply with this division within 30 calendar days of receiving notification from the city, and such change shall be inspected and verified by authorized city employees or agents. A property that is found to be not in compliance with this section is subject to re-inspections by authorized city employees or agents to confirm that the property maintains continued compliance.

Existing buildings with sump pumps and all newly constructed buildings with sumps shall have a rigid discharge line permanently installed to the outside wall of the building. The discharge shall extend outside of the foundation and may not be pumped directly onto any public right-of-way unless approved by the city public works director or his/her designee. Any sump discharging to the city's stormwater system must also include a check valve. Sumps may not discharge water into the municipal sewer system at any time; nor may they be routed to discharge directly onto neighboring private property.

It shall be unlawful for any person to maintain a condition which violates the provisions of this section and each day that a person so maintains such a condition shall amount to a separate violation. Any person violating this section shall also be responsible for all costs incurred by the city as a result of the violation and in enforcement of this section including, without limitation, sampling and monitoring expenses and attorneys' fees.

**Sec. 36-51. Connection and disconnection permit inspections; inspections with building permits.**

Any property owner or consumer applying for a sewer connection or disconnection permit from the city shall agree to an inspection of the structure's sump pump, footing or foundation drain discharge and sanitary sewer service lateral for compliance with this section. No permanent occupancy for a new structure shall be issued without an inspection of compliance having been completed by either an authorized city public works staff member or by the city's building official. If a city building inspector is on a property for inspecting compliance with any building permit, the city inspector has the authority to also inspect the property for compliance with this section.

**Sec. 36-52. Abandoned services penalties.**

Whenever ordered by the city, all service installations connected to the sewer system that have been abandoned or, for any reason, have become useless for further service shall be disconnected at the main and capped. The owner of the premises served by this service shall pay the cost of the excavation. The city shall perform the actual disconnection, and all pipe and appurtenances removed from the street right-of-way shall become the property of the city. When new buildings are erected on the site of old ones, a new permit shall be taken out to connect to the sewer system; and when it is desired to increase the old sewer service, a main line tapping charge shall be paid as if the connection were a new service through the permitting process. It is unlawful for any person to cause or allow any service pipe to be hammered or squeezed together, or to otherwise cause or allow for the improper removal of such pipe from the main. Such improper disposition shall be corrected by the city, and the cost incurred shall be borne by the person causing or allowing such work to be performed. In addition to any specifically identified party responsible for improper abandonment of facilities, any improper abandonment shall also be attributable to the owner of the affected property.

**Sec. 36-53. Industrial user sewer strength charges.**

- (a) *Establishment of strength charges.* For the purpose of paying the costs allocated to the city each year by the Metropolitan Waste Control Commission (hereinafter "the Commission") which are based upon the strength of discharge of all industrial users receiving waste treatment services within or served by the city, there is hereby approved, adopted and established, in addition to the sewer charge based upon the volume of discharge, a sewer charge upon each such company or corporation based upon the strength of industrial waste discharged into the sewer system of the city (hereinafter "the strength charge").
- (b) *Establishment of a strength charge formula.* For the purpose of computing the strength charge established in this section, there is hereby established the same strength charge formula as is designated in Resolution No. 76-172 of the Commission, dated June 15, 1976, said formula being based upon pollution qualities and difficulty of disposal of the sewage produced through an evaluation of pollution qualities and quantities in excess of an annual average base and the proportionate costs of operation and maintenance of waste treatment services provided by the Commission.
- (c) *Strength charge payment.* The strength charge established in this section shall be paid by each industrial user subject to such charge before the 20<sup>th</sup> day next succeeding the date of billing thereof by or on behalf of the city, and such payment shall be deemed to be delinquent if not paid to the billing entity before said date. If such payment is not paid before said date, an industrial user shall also pay interest compounded monthly at the rate of two-thirds of one percent per month on the unpaid balance due, in addition to any other delinquency charges required by this chapter.
- (d) *Establishment of a tax lien.* If payment of the strength charge established in this section is not paid before the 60<sup>th</sup> day next succeeding the date of billing thereof to an industrial user by or on behalf of the city, said delinquent charge, plus accrued interest pursuant to subsection (c) above, shall be deemed to be a charge against the owner, lessee or occupant of the property served, and the city administrator or city clerk shall certify such unpaid delinquent balance to the Hennepin County Auditor as a tax lien against the property served for collection as other taxes are collected. Such certification shall not preclude the city from recovery of said delinquent charge and interest thereon under any other available remedy.

**Secs. 36-54 – 36-60. Reserved.**

#### **ARTICLE IV. STORM SEWER SYSTEM**

##### **Sec. 36-61. Drainage plan required.**

In the development, improvement or alteration of land, the direction, quantity or quality of drainage shall not be changed unless plans for the development, improvement or alteration are submitted to the city engineer and, as applicable, the city's public works director, and are found to be in compliance with the city's stormwater management policies. Runoff shall be properly channeled into a storm drain, watercourse, ponding area or other public facility.

##### **Sec. 36-62. Erosion and sediment control plan.**

Prior to the issuance of a building or grading permit for any development, improvement or alteration of land, a plan for erosion and sedimentation control shall be presented with the site plan. The erosion and sedimentation control plan shall specify the measures to be used before, during and after construction until the soil and slope are stabilized by permanent cover. These control measures shall be maintained in good working order until site stabilization occurs. Failure to install or maintain any erosion control measures in accordance with the approved erosion and sediment control plan; or failure to have, allow, or satisfy required inspections; shall be grounds for stop work orders to be issued by the city administrator, public works director, or city engineer. Costs incurred by the city for engineering oversight of erosion control through the duration of a project's construction shall be the responsibility of the developer and/or permit holder.

##### **Sec. 36-63. Approval.**

Plans and provisions required for compliance with this article must be submitted to the city engineer and, as applicable, the city's public works director for approval.

##### **Sec. 36-64. Stormwater drainage utility.**

- (a) *Statutory authority.* Minn. Stat. §444.075 authorizes cities to impose just and reasonable charges for the use and availability of storm sewer facilities. By this article, the city elects to exercise such authority.
- (b) *Findings and determinations.* In providing for such charges, the findings and determinations set out in this section are made.
  - (1) The city has constructed, operated and maintained a storm sewer system in the exercise of its governmental authority and in order to promote the public's health, safety, convenience and general welfare.
  - (2) Every property owner in the city has the obligation to pay a proportionate share of the costs of the construction, reconstruction, repair, enlargement, improvement, maintenance, operation, and use of the storm sewer systems in the city that accommodate stormwater from the owner's property.
  - (3) Assigning costs and making charges based upon expected typical stormwater runoff cannot be done with mathematical precision, but can only be accomplished by applying a uniform policy.

- (c) *Excluded lands.* No charge for system availability or service shall be made against land which is a public or private street right-of-way; vacant and unimproved land with substantially all of its surface having vegetation as ground cover; or any land owned by the city.
- (d) *Establishing basic rate; stormwater utility charges.* The city's storm sewer utility, also referred to as the stormwater utility, charges will be established under a uniform policy in compliance with Minn. Stat. §444.075. Said stormwater utility charges shall follow a billing schedule to be determined and amended by resolution of the city council for inclusion in the city fee schedule, in accordance with section 36-13 of this chapter.

### **Sec. 36-65. Illicit discharge detection and elimination.**

The purpose of this section is to provide for the health, safety, and general welfare of the city through the regulation of non-stormwater discharges to the storm drainage system as required by federal and state law. This section establishes methods for controlling the introduction of pollutants into the municipal separate storm sewer system (MS4) in order to comply with requirements of the National Pollutant Discharge Elimination System (NPDES) process. Objectives are to regulate the contribution of pollutants to the MS4 by stormwater discharges by any user; to prohibit illicit connections and discharges to the MS4; and to establish legal authority to carry out all inspections, surveillance, and monitoring procedures necessary to ensure compliance with this section.

- (a) *Public nuisances.* All acts or failure to act by persons which may result in the degradation of the quality of surface and ground waters as well as public and private land resources is considered to be a public nuisance. In addition to the enforcement processes and penalties provided in this section, any condition caused or permitted to exist in violation of this section is a threat to public health, safety, and welfare, and is declared and deemed a nuisance; and may be summarily abated or restored at the violator's expense, and/or addressed by a criminal action or a civil action to abate, enjoin, or otherwise compel the cessation of such nuisance may be taken. The following specific items are declared public nuisances:
- (1) *Erosion and sedimentation.* The deposition of measurable amounts of soil by wind or water action into public road ditches, natural or man-made watercourses, wetlands, shorelands and water bodies or adjoining private properties is a public nuisance, provided such deposition is related to the failure of a landowner or property occupant to apply accepted soil erosion.
  - (2) *Deposition or disposal.* The deposition or disposal of any substance onto land or into a watercourse or water body which in its present or decomposed state may release nutrients or chemicals into ground and surface waters or otherwise impair water resources is a public nuisance. Such substances include, but are not limited to: fertilizers, pesticides, plant or animal parts or waste, garbage, refuse, construction or demolition material, sewage sludge, petrochemicals, toxic salts, and other hazardous materials.
  - (3) *Excavation and fill activities.* The excavation of any material from or placement of any fill material into any man-made or natural watercourse, wetland, lake, or other water body without necessary local, state or federal authorizations is a public nuisance.

- (b) *Prohibition of illegal discharges.* No person shall discharge or cause to be discharged into the municipal storm drain system or watercourses any materials, including but not limited to pollutants or waters containing any pollutants that cause or contribute to a violation of applicable water quality standards, other than stormwater. The commencement, conduct or continuance of any illegal discharge to the storm sewer system is prohibited, except as described below.
- (1) The following discharges are exempt from discharge prohibitions established by this section: water line flushing or other potable water sources, landscape irrigation or lawn watering, diverted stream flows, rising ground water, ground water infiltration to storm drains, uncontaminated pumped ground water, foundation or footing drains (not including active ground water dewatering systems), crawl space pumps, air conditioning condensation, springs, noncommercial washing of vehicles, natural riparian habitat or wetland flows, swimming pools if dechlorinated (typically less than one PPM chlorine), firefighting activities, and any other water source not containing pollutants.
  - (2) Discharges specified in writing by the authorized enforcement agency as being necessary to protect public health and safety.
  - (3) Dye testing is an allowable discharge, but requires a verbal notification to the authorized enforcement agency prior to the time of the test.
  - (4) The prohibition shall not apply to any non-stormwater discharge permitted under an NPDES permit, waiver, or waste discharge order issued to the discharger and administered under the authority of the Federal Environmental Protection Agency, provided that the discharger is in full compliance with all requirements of the permit, waiver, or order and other applicable laws and regulations, and provided that written approval has been granted for any discharge to the storm drain system.
- (c) *Prohibition of illicit connections.* The construction, use, maintenance or continued existence of illicit connections to the storm drain system is prohibited. This prohibition expressly includes, without limitation, illicit connections made in the past, regardless of whether the connection was permissible under law or practices applicable or prevailing at the time of the connection. Any individual is considered to be in violation of this section if the individual connects a line conveying sewage to the MS4, or allows such a connection to continue.
- (d) *Suspension of MS4 access due to illicit discharges in emergency situations.* The city may, without prior notice, suspend MS4 discharge access when such suspension is necessary to stop an actual or threatened discharge which presents or may present an imminent and substantial danger to the environment, or the health or welfare of persons, or to the MS4 or waters of the United States. If the violator fails to comply with a suspension order issued in an emergency, the authorized enforcement agency may take such steps as deemed necessary to prevent or minimize damage to the MS4 or waters of the United States, or to minimize danger to persons.
- (e) *Suspension of MS4 access due to the detection of illicit discharge.* Any party discharging to the city's MS4 in violation of this section may have their MS4 access terminated if such termination would abate or reduce an illicit discharge. The authorized enforcement agency will notify a violator of the proposed termination of its MS4 access. The violator may petition the authorized enforcement agency for reconsideration and a hearing before the city

council. An individual commits a violation if they reinstate MS4 access to premises terminated pursuant to this section without the prior approval of the city.

- (f) *Industrial or construction activity charges.* Any individual or party subject to an industrial or construction NPDES stormwater discharge permit shall comply with all provisions of the permit. Proof of compliance with said permit may be required in a form acceptable to the city prior to the allowing of discharges to the MS4.
- (g) *Monitoring of discharges.* This section applies to all facilities that have stormwater discharges associated with industrial and/or construction activity.
- (1) The authorized enforcement agency shall be permitted to enter and inspect facilities subject to regulation under this article as often as may be necessary to determine compliance. If the discharger has security measures in force which require proper identification and clearance before entry onto its premises, the discharger shall make the necessary arrangements to allow access to representatives of the authorized enforcement agency.
  - (2) Facility operators shall allow the authorized enforcement agency ready access to all parts of the premises for the purposes of inspection, sampling, examination and copying of records that must be kept under the conditions of an NPDES permit to discharge stormwater, and the performance of any additional duties as defined by state and federal law.
  - (3) The authorized enforcement agency shall have the right to set up on any permitted facility such devices as are necessary in the opinion of the authorized enforcement agency to conduct monitoring and/or sampling of the facility's stormwater discharge.
  - (4) The authorized enforcement agency has the right to require the discharger to install monitoring equipment as necessary. The facility's sampling and monitoring equipment shall be maintained at all times in a safe and proper operating condition by the discharger at its own expense. All devices used to measure stormwater flow and quality shall be calibrated to ensure their accuracy.
  - (5) Any temporary or permanent obstruction to the safe and easy access to the facility to be inspected and/or sampled shall be promptly removed by the operator at the written or oral request of the authorized enforcement agency and shall not be replaced. The costs of clearing such access shall be borne by the operator.
  - (6) Delays in allowing the authorized enforcement agency access to a permitted facility is a violation of a stormwater discharge permit and of this section. An individual who is the operator of the facility with a NPDES permit to discharge stormwater associated with industrial activity commits an offense if the person denies the authorized enforcement agency reasonable access to the permitted facility for the purpose of conducting any activity authorized or required by this section.
  - (7) If the authorized enforcement agency has been refused access to any part of the premises from which stormwater is/has been discharged, and the city is able to demonstrate probable cause to believe that there may be a violation of this section, or that there is a need to inspect and/or sample as part of a routine inspection and sampling program designed to verify compliance with this section or any order issued

hereunder, or to protect the overall public health, safety and welfare of the community, then the authorized enforcement agency may seek issuance of a search warrant from any court of competent jurisdiction.

- (h) *Requirement to prevent, control, and reduce stormwater pollutants by the use of Best Management Practices (BMPs).* The city will adopt requirements identifying Best Management Practices (BMPs) of any activity, operation, or facility which may cause or contribute to pollution or contamination of stormwater, the storm drain system, or waters of the United States. The owner or operator of a commercial or industrial establishment shall provide, at their own expense, protection from accidental discharge of prohibited materials or other wastes into the municipal storm drain system or watercourses through the use of these structural and non-structural BMPs. Further, any individual responsible for a property or premises which is, or may be, the source of an illicit discharge may be required to implement, at said individual's expense, additional structural and non-structural BMPs to prevent the further discharge of pollutants to the MS4. Compliance with all terms and conditions of a valid NPDES permit authorizing the discharge of stormwater associated with commercial or industrial activity, to the extent practicable, shall be deemed compliant with the provisions of this section. These BMPs shall be part of a stormwater pollution prevention plan (SWPPP) as necessary for compliance with requirements of the NPDES permit.
- (i) *Watercourse protection.* Every individual owning property through which a watercourse passes, or such person's lessee, shall keep and maintain that part of the watercourse within the property free of trash, debris, excessive vegetation, and other obstacles that would pollute, contaminate, or significantly impede or reduce the flow of water through the watercourse. In addition, the owner or lessee shall maintain existing privately owned structures within or adjacent to a watercourse so that such structures will not become a hazard to the use, function, or physical integrity of the watercourse.
- (j) *Notification of spills.* As soon as any individual responsible for a facility, property or operation, or responsible for emergency response for a facility, property or operation, has information of any known or suspected release of materials which are resulting or may result in illegal discharges or pollutants discharging into stormwater, the storm sewer system, or any water of the United States, said individual shall take all necessary steps to ensure the discovery, containment, and cleanup of such release. In the event of a release of hazardous materials, said individual must immediately notify emergency services if the situation warrants, and must notify the city in person, by email or phone no later than the next business day. Notifications in person or by phone are required to be documented by the individual and submitted to the city in writing within three business days of the phone or in person notice. If the discharge of prohibited materials emanates from a commercial or industrial establishment, the owner or operator of such establishment shall also retain an on-site written record of the discharge and the actions taken to prevent its recurrence, with said records to be retained on-site for at least three years.
- (k) *Enforcement, notice of violation.* Whenever the city finds that an individual or other party has violated a prohibition or failed to meet a requirement of this section, the authorized enforcement agency may order compliance by written notice of violation to the responsible individual. Such notice may require, without limitation:
- (1) The performance of monitoring, analysis and reporting;
  - (2) The elimination of illicit connections or discharges;

- (3) That violating discharges, practices, or operations shall cease and desist;
  - (4) The abatement or remediation of stormwater pollution or contamination hazards and the restoration of any affected property;
  - (5) Payment of a fine to cover administrative and remediation costs; and
  - (6) The implementation of source control or treatment BMPs. If abatement of a violation and/or restoration of affected property is required, the notice shall set forth a deadline within which such remediation or restoration must be completed. Said notice shall further advise that, should the violator fail to remediate or restore within the established deadline, the work will be done by a designated governmental agency or a contractor, and the expense thereof shall be charged to the violator.
- (l) *Enforcement measures after appeal.* If the violation has not been corrected pursuant to the requirements set forth in the notice of violation, or in the event of an appeal, within 15 days of the decision of the city council upholding the decision of the authorized enforcement agency, then representatives of the authorized enforcement agency shall enter upon the subject private property and are authorized to take any and all measures necessary to abate the violation and/or restore the property. It shall be unlawful for any person, owner or agent in possession of any premises to refuse to allow the city or its designated contractor to enter upon the premises for the purposes set forth above.
- (m) *Cost of abatement of the violation.* Within 30 days after abatement of the violation, the owner of the property will be notified of the cost of the abatement, including administrative costs. The property owner may file a written protest objection to the amount of the assessment within 15 days. If the amount due is not paid within a timely manner as determined by the decision of the city, the charges shall become a special assessment against the property and shall constitute a lien on the property for the amount of the assessment. Any individual or party violating any of the provisions of this article shall become liability to the city by reason of such violation.
- (n) *Injunctive relief.* It shall be unlawful for any person or party to violate any provision or fail to comply with any of the requirements of this section. If any individual or party has violated and continues to violate the provisions of this section, the authorized enforcement agency may petition for a preliminary or permanent injunction restraining the person from activities which would create further violations or compel the individual to perform abatement or remediation of the violation.
- (o) *Compensatory action.* In lieu of enforcement proceedings, penalties, and remedies authorize by this section, the authorized enforcement agency may impose alternative compensatory actions upon a violator such as storm drain stenciling, attendance at compliance workshops, creek cleanup, etc.
- (p) *Criminal prosecution; recovery of costs.* Any person that has violated or continues to violate this section shall be subject to criminal prosecution to the fullest extent of the law. The city may also recover all attorneys' fees, court costs, and other expenses associated with enforcement of this section including, without limitation, sampling and monitoring expenses.

**Secs. 36-66 – 36-80. Reserved.**

**Section 3.** This Ordinance shall be effective upon adoption and publication according to law.

Adopted by the City Council of the City of Long Lake this 19<sup>th</sup> day of September 2023.

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Date of Adoption:	September 19, 2023
Date of Publication:	September 30, 2023
Effective Date:	September 30, 2023

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BY:

\_\_\_\_\_  
Charlie Miner, Mayor

ATTEST:

\_\_\_\_\_  
Jeanette Moeller, City Clerk



**PUBLIC NOTICE**  
**CITY OF LONG LAKE**  
**Ordinance Publication Summary**

**An Ordinance Amending Chapter 36 – Utilities of the City of  
 Long Lake Code of Ordinances**

The City Council has authority to regulate municipal code in the City of Long Lake. Following a public hearing and discussion at the City Council, the City Council adopted Ordinance No. 2023-04 to amend City Code as described in this summary publication as follows:

Ordinance No. 2023-04: A text amendment to the City of Long Lake Code of Ordinances repealing existing Chapter 36 – Utilities in its entirety and adopting a new Chapter 36 – Utilities to update definitions, update outdated terminology and include statutory references where applicable; to update language regarding private versus municipal ownership of utility infrastructure and appurtenances, access to utility infrastructure and appurtenances, and to address responsibilities related to damages and repairs as well as penalties for violations thereof; to establish the city's right to enter private property at reasonable times for municipal utility purposes; to amend language in the Water System, Sewer System and Storm Sewer System articles to allow for changes in the billing schedule to be implemented by Resolution of the City Council in preparation for a future change from a quarterly to a monthly utility billing cycle; to update the Water System article to add language regarding regulation of water usage during periods of water shortage; to update the Sewer System article updating language regarding inflow and infiltration, sump pump requirements, and penalties for violations thereof; and to amend the Storm Sewer System article to incorporate illicit discharge detection and elimination language currently in the City's Zoning Ordinance.

Ordinance No. 2023-04 was adopted by the Long Lake City Council on the 19<sup>th</sup> day of September, 2023 and shall become effective September 30, 2023 upon this publication. This is a summary of Ordinance No. 2023-04. A printed copy of the entire Ordinance is available for inspection by any person during the City Clerk's regular office hours and on the City's official website at [www.longlakemn.gov](http://www.longlakemn.gov). If you have any questions regarding this notice, please feel free to contact Long Lake City Hall at 952.473.6961.

Jeanette Moeller  
 Clerk of the City of Long Lake

**Published:** September 30, 2023 edition of 'The Laker Pioneer'



**REQUEST FOR ACTION**  
**Long Lake City Council**

Section 7D.

**MEETING DATE / September 19, 2023**

**Subject:** Adoption of Preliminary 2024 Payable Levy; Establish Truth in Taxation Public Meeting Date to Discuss Levy and Proposed Budget

**Prepared By:** Scott Weske, City Administrator

**Staff Initials: SW**

**Recommended City Council Action**

Staff recommends the following separate motions:

*Motion to adopt Resolution No. 2023-37 establishing the preliminary property tax levy payable in 2024 for the City of Long Lake.*

*Motion to adopt Resolution No. 2023-38 establishing the Truth in Taxation public meeting date as December 5, 2023 to discuss the proposed levy and budget for taxes payable 2024 for the City of Long Lake.*

With the above actions, the City Council will be complying with the statutory requirements to establish and communicate proposed levy information, to select a taxes payable 2024 Public Meeting date to discuss the proposed levy and budget, and to certify the City’s preliminary levy and proposed budget to the County Auditor by the required deadline of September 30, 2023.

Council should be aware that the final levy adopted by end of December 2023 can decrease from the preliminary levy, but it generally cannot increase without the addition of specific allowable “add-on” levy circumstances.

**Overview / Background**

**Levy Option - Below is the levy amount that would maintain the City’s tax rate the same.**

Levy	Levy Increase	Tax Rate	Tax Rate Change	Levy Percent Increase
\$1,577,590	\$170,850	33.441%	0.000%	12.145%

Under this scenario, the proposed levy is an increase of \$170,850 or 10.83% which has no increase in the tax rate. The current proposed budget and levy maintaining the existing tax rate flat is anticipated to result in an estimated \$50,000 in available cash that could be allocated towards a number of ongoing capital improvement needs or towards city street improvements.

**Final Levy History**

Year	Final Levy	Tax Rate
2016	\$1,064,579	43.79
2017	\$1,064,579	39.18
2018	\$1,064,579	37.15
2019	\$1,064,579	36.417
2020	\$1,118,585	36.576
2021	\$1,232,677	36.58
2022	\$1,277,908	36.245
2023	\$1,406,740	33.441

**Presented Levy Option**

Year	Presented Levy	Tax Rate
2024	\$1,577,590	33.441 (Flat)

Financial Impact: \$	Budgeted (Y / N)?	Source:
Notes:		

**Proposed General Fund Budget Considerations**

**Revenues**

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

**Expenditures**

- **Employee Wages** - A 3% COLA increase is budgeted for all employees. Council may want to think about a larger increase due to the cost of inflation and wages compared to peers. Staff suggests Council approving a wage study to be completed.
- **Police Contract** - The annual contract fee for 2024 will be \$332,072 resulting in a \$9,672 increase from the 2023 amount which is 3%.
- **Fire Department** - The budget was increased \$168,065 which is 24.28%. Of the increase, \$132,854 or 80%, is for market-adjusted pay increases for firefighters and officers, establishing duty crews and increased workers compensation premiums.
  - Call and Training Pay: Increased from \$13.00 an hour to \$15.65 an hour or 20.38%
  - Officer Pay: Increased 20.38%
  - Duty Crew: All shifts (Monday through Saturday) would come to \$98,800 if all shifts were filled at the higher \$50/four-hour shift rate. The calculated assumption is only 85% of the shifts would be filled, amounting to \$83,980.
  - The additional \$32,875 increase is for operations. The majority of the increase is due to radio fees and lease, computer software support, and auditing fees. The City's share is \$75,563 which is an \$11,509 increase.
- **Health Insurance** - Staff is estimating an 11% increase; however, staff will know more in the coming months once plans and rates are provided by carriers. Staff is aware that a change in insurance carriers may be necessary based on expense.

**Current Capital Improvement Needs and Recommended Funding if Agreed Upon**

- Fund 401- \$360,000 Frontloader for Public Works
- Fund 401- \$100,000 City Hall building upgrades (reroof, general needed maintenance items)
- Fund 401- \$100,000 Public Works building upgrades (HVAC, windows, general building repairs)
- Fund 401- \$75,000 Update Holbrook Park skating rinks
- Fund 401- \$330,000 Ordered Fire Department vehicles

Cash Balance		
Fund	January	September
101 - GENERAL FUND	\$ 1,110,105	\$ 787,216
105 - ECONOMIC DEVELOPMENT	\$ 284,339	\$ 75,509
205 - FIRE DEPARTMENT	\$ 54,424	\$ 206,091
210 - PARK FUND	\$ 86,510	\$ 86,810
213 - LAKE QUALITY IMPROVEMENT FUND	\$ -	\$ 5,000
225 - CHARITABLE GAMBLING	\$ 22,790	\$ 24,192
401 - PERMANENT IMP REVOLVING FUND	\$ 3,477,890	\$ 3,531,052
420 - PAVEMENT MGMT FUND	\$ 113,586	\$ 265,584
462 - FIRE CAPITAL FUND	\$ 196,138	\$ 181,591
601 - WATER FUND	\$ 1,244,068	\$ 1,319,980
602 - SANITARY SEWER FUND	\$ (28,479)	\$ 36,033
603 - SURFACE WATER MGMT FUND	\$ 176,185	\$ 161,190
604 - RECYCLING FUND	\$ (26,701)	\$ (13,878)

**Bond Debt Service**

\$86,657  
Go Bond 2016A - \$41,193  
Go Bond 2017A - \$45,464

**Utilities**

The options above do not address the need to increase utility rates as those funds are annually losing cash and not able to pay for any future projects. A new utility rate schedule will be proposed for Council consideration and adoption in fourth quarter 2023.

**Supporting Information**

- Resolution No. 2023-37 Establishing 2023 Preliminary Levy Payable in 2024
- Resolution No. 2023-38 Establishing Public Meeting Date for Truth in Taxation
- 2024 Preliminary Budget Overview
- 2024 General Fund Revenues/Expenses
- 2024 Fire Department Fund Revenues Expenses



**City Council  
Resolution No. 2023-37**

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

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

**WHEREAS**, staff has taken into consideration the current economic climate regarding change in the total levy; and

**WHEREAS**, a balanced 2024 proposed General Fund budget has been developed that is supported by a 12.14% levy increase assumption; and

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

General Fund / Operating Levy	\$1,490,933
Debt Service Levy	<u>\$86,657</u>
<i>Go Bond (Series 2016A) \$41,193</i>	
<i>Go Bond (Series 2017A) \$45,464</i>	
Total Preliminary Levy	<u>\$1,577,590</u>

Adopted by the City Council of the City of Long Lake this 19<sup>th</sup> day of September 2023.

BY:

\_\_\_\_\_  
Charlie Miner, Mayor

ATTEST:

\_\_\_\_\_  
Jeanette Moeller, City Clerk



**City Council  
Resolution No. 2023-38**

**A RESOLUTION ESTABLISHING DECEMBER 5 AS THE 2023 TRUTH IN TAXATION PUBLIC MEETING DATE TO DISCUSS THE PROPOSED PROPERTY TAX LEVY FOR THE TAXES PAYABLE 2024 AND THE PROPOSED BUDGET FOR TAXES PAYABLE YEAR 2024 FOR THE CITY OF LONG LAKE, MINNESOTA**

**WHEREAS**, the Minnesota legislature has repealed requirements to set aside specific dates for use by cities for an Initial Hearing and Continuation Hearing concerning the Truth in Taxation (TNT) process; and

**WHEREAS**, the Truth in Taxation Public Meeting may be part of a regularly scheduled meeting; and

**NOW THEREFORE, BE IT RESOLVED**, by the City Council of Long Lake, County of Hennepin, Minnesota, that the following date, location, and time is designated for the 2023 Public Meeting to discuss the proposed levy and budget for taxes payable year 2024:

- December 5, 2023 – Public Meeting at 6:30 pm in the City Hall Council Chambers, 450 Virginia Avenue, Long Lake, Minnesota

**BE IT FURTHER RESOLVED**, that the City Clerk is hereby instructed to transmit a certified copy of this resolution, along with completed Hennepin County form documentation, to the County Auditor of Hennepin County after adoption and before September 30, 2023.

Adopted by the City Council of the City of Long Lake this 19<sup>th</sup> day of September 2023.

BY:

\_\_\_\_\_  
Charlie Miner, Mayor

ATTEST:

\_\_\_\_\_  
Jeanette Moeller, City Clerk

**2024 Budget Overview**

<b>Fund 101-General Fund Expenses</b>	<b>2024</b>	<b>Difference</b>	<b>2023</b>
Council	\$ 19,000.00	\$ (650)	\$ 19,650.00
Elections	\$ 15,500.00	\$ 7,400	\$ 8,100.00
Administration	\$ 486,500.00	\$ 19,028	\$ 467,472.38
City Attorney	\$ 55,000.00	\$ 18,000	\$ 37,000.00
Planning/ Zoning	\$ 19,500.00	\$ (6,000)	\$ 25,500.00
City Hall Facility	\$ 30,000.00	\$ 9,100	\$ 20,900.00
Public Works Facility	\$ 42,500.00	\$ 5,850	\$ 36,650.00
Police	\$ 332,581.00	\$ 8,982	\$ 323,599.14
Protective Inspections	\$ 22,500.00	\$ (4,225)	\$ 26,724.93
Public Works	\$ 273,200.00	\$ 160,564	\$ 112,635.67
Public Works Fleet	\$ 60,700.00	\$ 19,756	\$ 40,944.36
Streets	\$ 129,250.00	\$ 16,100	\$ 113,150.00
Parks	\$ 40,300.00	\$ (8,050)	\$ 48,350.00
Long Lake Share for FD	\$ 75,583	\$ 11,529	\$ 64,054

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

FD Non Operations Share-Fund 462			\$ 115,773
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Fire Department Administration	\$ 290,782	\$ 19,792	\$ 270,990
Willow Operations	\$ 229,788	\$ 52,303	\$ 177,485
Willow Facility	\$ 57,200	\$ 3,500	\$ 53,700
Navarre Operations	\$ 231,460	\$ 90,320	\$ 141,140
Navarre Facility	\$ 40,000	\$ 2,150	\$ 37,850
<b>Total Operations</b>	<b>\$ 849,230</b>	<b>\$ 168,065</b>	<b>\$ 681,165</b>

	\$ -		
<b>Fire Department Non Operations</b>	<b>\$ 155,000</b>		<b>\$ 145,000</b>
<i>2% money fire relief</i>	\$ 155,000		\$ 145,000
<i>Capital- Truck replacement</i>			

<b>Fire Department Budget</b>		<b>\$ 1,004,230</b>
<b>FD Revenues</b>		<b>\$ 1,026,504</b>
		\$ 22,274

<b>General Fund Total</b>	<b>\$ 1,602,114</b>
Tax Levy Revenues	\$ 1,490,933
General Fund Revenues	\$ 162,000.00
<b>General Fund Revenues</b>	<b>\$ 1,652,933</b>

<b>Levy Amount</b>	<b>\$ 1,577,590</b>
Levy Operations	\$ 1,490,933
Levy Debt Payments	\$ 86,657.00

	<b>Total</b>	<b>\$ 2,679,437</b>
Difference	\$ 50,819	

# General Fund (101)

## 2024 Budget

Total YTD Revenues	\$1,652,933.00
Total YTD Expenses	\$1,602,114.00
<b>Total Profit/Loss</b>	<b>\$50,819.00</b>

### Revenue

R 101-31010 Current Ad Valorem Taxes	\$1,490,933.00	
R 101-31020 Delinquent Ad Valorem Taxes	\$0.00	
R 101-31030 Current Personal Prop		
R 101-31040 Fiscal Disparities	\$0.00	
R 101-31900 Penalties and Interest DelTax	\$0.00	
R 101-32110 Alcoholic Beverages	\$31,750.00	
R 101-32180 Other Licenses/Permits	\$1,500.00	
R 101-32181 Tobacco Licenses	\$750.00	
R 101-32182 Refuse Haulers	\$750.00	
R 101-32210 Building Permits	\$25,000.00	
R 101-32222 Plan Check Fee	\$10,000.00	
R 101-32230 Plumbing Permits	\$5,000.00	
R 101-32235 Heating / Mechanical Permits	\$5,000.00	
R 101-32240 Animal Licenses	\$850.00	
R 101-32271 Sign Permits	\$200.00	
R 101-34001 Administrative Fees	\$0.00	
R 101-34220 FD Contract Admin Fees	\$18,000.00	
R 101-34780 Park Fees	\$1,500.00	
R 101-34950 Other Revenues	\$0.00	
R 101-34952 Rent- Public Works Facility	\$8,300.00	
R 101-35100 Court Fines	\$10,000.00	
R 101-36221 Verizon	\$42,500.00	
R 101-36230 Contributions and Donations	\$0.00	
R 101-36250 State Permit Surcharge	\$900.00	
<b>Total Revenues</b>	<b>\$1,652,933.00</b>	

### Expenses

#### Council

E 101-41110-1040 Council Salaries	\$15,600.00	
E 101-41110-1220 FICA	\$1,000.00	
E 101-41110-1510 Workers Comp Ins	\$100.00	
E 101-41110-3350 Education / conferences	\$1,200.00	
E 101-41110-3500 Printing/Binding	\$0.00	
E 101-41110-3510 Legal Notices Publishing	\$200.00	
E 101-41110-4300 Miscellaneous	\$0.00	
E 101-41110-4330 Dues and Subscriptions	\$650.00	
E 101-41110-4600 Recognition Expenditures	\$250.00	
	<b>\$19,000.00</b>	

#### Elections

E 101-41410-1045 Temp Election Judge Pay	\$9,500.00	
E 101-41410-2100 Operating Supplies (GENERAL)	\$1,500.00	
E 101-41410-3220 Postage	\$500.00	
E 101-41410-3510 Legal Notices Publishing	\$2,000.00	
E 101-41410-4040 Equip Maint & Repair	\$1,750.00	
E 101-41410-4300 Miscellaneous	\$250.00	
	<b>\$15,500.00</b>	

**Administration**

E 101-41500-1000 FT Admin Office Salaries	\$267,987.76	
E 101-41500-1110 Unused Vacation/Sick Pay	\$0.00	
E 101-41500-1130 Insurance Opt Out Pay	\$13,524.46	
E 101-41500-1210 PERA	\$21,000.00	
E 101-41500-1220 FICA	\$21,000.33	
E 101-41500-1310 Employer Paid Health	\$11,492.45	
E 101-41500-1420 Unemployment Benefit Payment	\$0.00	
E 101-41500-1510 Worker s Comp Insurance Prem	\$5,000.00	
E 101-41500-2010 Accessories (paper, pens, etc)	\$1,200.00	
E 101-41500-2030 Printed Forms	\$500.00	
E 101-41500-2080 Training/Instruct Materials	\$1,000.00	
E 101-41500-3000 Professional Srvs (GENERAL)	\$3,500.00	
E 101-41500-3010 Auditing and Acct g Services	\$40,000.00	
E 101-41500-3025 Assessor Fees - Subcontacted	\$27,000.00	
E 101-41500-3090 Software Support	\$10,000.00	
E 101-41500-3095 Computer Network Support	\$500.00	
E 101-41500-3220 Postage	\$4,000.00	
E 101-41500-3310 Travel / Mileage Reimbursement	\$250.00	
E 101-41500-3350 Education / conferences	\$1,000.00	
E 101-41500-3500 Printing/Binding	\$250.00	
E 101-41500-3510 Legal Notices Publishing	\$750.00	
E 101-41500-3520 General Notices and Pub Info	\$500.00	
E 101-41500-3530 Ordinance Publication	\$200.00	
E 101-41500-3550 Codification	\$3,000.00	
E 101-41500-3610 General Liability Ins	\$41,000.00	
E 101-41500-3700 Insurance Broker Fee	\$3,750.00	
E 101-41500-4130 Postage Machine Maint	\$1,000.00	
E 101-41500-4135 Copier Maintenance	\$1,000.00	
E 101-41500-4140 Folder Inserter Machine Maint	\$450.00	
E 101-41500-4145 Bottled Water Service	\$500.00	
E 101-41500-4300 Miscellaneous	\$425.00	
E 101-41500-4330 Dues and Subscriptions	\$2,940.00	
E 101-41500-4450 Food & Beverage (Mtgs/Trng)	\$380.00	
E 101-41500-5710 Computer/Printer Replacement	\$1,400.00	
	\$486,500.00	

**City Attorney**

E 101-41610-3040 Legal Fees - Criminal	\$12,000.00	
E 101-41610-3120 Legal Fees - Civil	\$43,000.00	
	\$55,000.00	

**Planning and Zoning**

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

**City Hall Facility**

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

**Public Works Facility**

E 101-41942-2230 Bldg & Grnds Maint Supplies	\$1,500.00	
E 101-41942-3000 Professional Svcs (GENERAL)	\$2,000.00	
E 101-41942-3210 Telephone	\$2,500.00	
E 101-41942-3235 Cty 800mhz Radio Admin Fee	\$1,000.00	(\$81/Month)
E 101-41942-3810 Electricity Expense	\$14,000.00	Averaging \$1000 more per year
E 101-41942-3820 City Utilities (Wat,Sew,Storm)	\$1,500.00	Includes new rates
E 101-41942-3830 Natural Gas Expense	\$13,000.00	
E 101-41942-3840 Custodial & Waste Removal	\$1,500.00	
E 101-41942-4010 Bldg. Maint & Repairs	\$5,000.00	
E 101-41942-4015 Grounds Maintenance	\$500.00	
<b>\$42,500.00</b>		

**Police & Fire**

E 101-42400-2010 Accessories (paper, pens, etc)	\$0.00	
E 101-42400-3035 Bldg Inspection - Subcontract	\$20,000.00	
E 101-42400-4055 MN Bldg Permit Surcharge Exp	\$2,500.00	
<b>\$22,500.00</b>		

**Police & Fire**

E 101-42110-3130 Subcontracted Police Svcs	\$332,072.00	
E 101-42110-3180 Adult Corrections	\$509.00	
E 101-42280-3135 Fire Department Services	\$75,583.00	
<b>\$408,164.00</b>		

**Public Works Fleet**

E 101-43000-1010 FT Public Works Salaries	\$0.00	Remove Act - Pay from 43050
E 101-43000-2010 Accessories (paper, pens, etc.)	\$0.00	Remove Act - Pay from 43050
E 101-43000-2080 Training/Instruct Materials	\$0.00	Remove Act - Pay from 43050
E 101-43000-2120 Motor Fuels	\$20,000.00	
E 101-43000-2150 Shop Supplies	\$2,000.00	
E 101-43000-2200 Repair & Maint/Supply	\$1,500.00	
E 101-43000-2210 Equipment Parts	\$9,000.00	
E 101-43000-2400 Small Tools and Minor Equip	\$1,200.00	
E 101-43000-3000 Professional Svcs (GENERAL)	\$1,500.00	Dot Inspection (Do not include Maint)
E 101-43000-3355 Motor Vehicle Lic & Reg	\$500.00	
E 101-43000-4040 Equip Maint & Repair	\$5,000.00	
E 101-43000-4050 Office Equip Repair/Maint	\$0.00	Remove Act - Pay from 43050
E 101-43000-5000 Capital Outlay (GENERAL)	\$20,000.00	Windows, AC, Heat
<b>\$60,700.00</b>		

**Public Works Administration**

E 101-43050-1010 FT Public Works Salaries	\$148,250.00	50% of PW Wages w/3%+\$1 Increase (+1 Staff)
E 101-43050-1015 Part -Time PW Salaries	\$20,000.00	100% due to Mowing/Parks
E 101-43050-1025 Public Works Overtime	\$5,000.00	100% due to Plowing/Parks
E 101-43050-1210 PERA	\$13,860.00	
E 101-43050-1220 FICA	\$13,868.00	
E 101-43050-1310 Employer Paid Health	\$25,422.00	50% of PW Ins w/5% increase (+1 Staff)
E 101-43050-1510 Work Comp Insurance	\$23,000.00	50% of PW Work Comp (2023=\$32,500)
E 101-43050-2010 Accessories (paper, pens, etc.)	\$200.00	
E 101-43050-2080 Training/Instruct Materials	\$500.00	
E 101-43050-3350 Education / Conferences	\$5,000.00	CDL Training
E 101-43050-3610 General Liability Insurance	\$15,000.00	Move from 101-41500
E 101-43050-4170 Uniform	\$2,000.00	
E 101-43000-4050 Office Equip Repair/Maint	\$100.00	Add Act
E 101-43050-4330 Dues and Subscriptions	\$1,000.00	
<b>\$273,200.00</b>		

**Streets-Public Works**

E 101-43100-2240 Street Maint Materials	\$15,000.00	
E 101-43100-2245 Sand / Salt Plowing Materials	\$6,000.00	
E 101-43100-2250 Landscaping Materials	\$3,000.00	
E 101-43100-2260 Sign Repair Materials	\$500.00	
E 101-43100-3000 Professional Srvs (GENERAL)	\$2,000.00	
E 101-43100-3030 Engineering Fees	\$3,000.00	
E 101-43100-3350 Education / Conferences	\$500.00	
E 101-43100-3815 Street Lighting Maint/Elect	\$28,000.00	
E 101-43100-4040 Equip Maint & Repair	\$1,000.00	
E 101-43100-4045 Insurance Claim Expense	\$250.00	Deductable
E 101-43100-4080 Pvmt Mgmt-Seal Coating/Patch	\$65,000.00	
E 101-43100-4085 Pvmt Mgmt-Reconstruction	\$5,000.00	
<b>\$129,250.00</b>		

**Parks-Public Works**

E 101-45200-1010 FT Public Works Salaries	\$0.00	Remove Act - Pay from 43050
E 101-45200-1050 Rink Attendant Pay	\$1,800.00	
E 101-45200-2150 Shop Supplies	\$250.00	
E 101-45200-2200 Repair/Maint Supply	\$2,000.00	
E 101-45200-2210 Equipment Parts	\$1,200.00	
E 101-45200-2230 Bldg & Grnds Maint Supplies	\$3,500.00	
E 101-45200-2250 Landscaping Materials	\$2,000.00	Garden Club
E 101-45200-2400 Small Tools and Minor Equip	\$400.00	
E 101-45200-3000 Professional Srvs (GENERAL)	\$2,000.00	
E 101-45200-3350 Education / Conferences	\$250.00	
E 101-45200-3810 Electricity Expense	\$4,000.00	
E 101-45200-3820 City Utilities (Wat,Sew,Storm)	\$300.00	
E 101-45200-3830 Natural Gas Expense	\$2,500.00	
E 101-45200-3840 Custodial & Waste Removal	\$1,600.00	
E 101-45200-3845 Lawn & Turf Maintenance	\$1,500.00	
E 101-45200-3880 Portable Toilet Rental	\$4,000.00	
E 101-45200-4010 Bldg Maint & Repairs	\$1,000.00	
E 101-45200-4040 Equip Maint & Repair	\$1,500.00	
E 101-45200-4150 Other Equipment Rentals	\$500.00	
E 101-45200-5000 Capital Outlay (GENERAL)	\$10,000.00	
<b>\$40,300.00</b>		

**Total Expenses \$1,602,114.00**

# Fire Dept Fund (205)

## 2024 Budget

Total YTD Revenues	\$1,026,504.00
Total YTD Expenses	\$1,004,230.00
<b>Total Profit/Loss</b>	<b>\$22,274.00</b>

### Revenue

R 205-33420 Fire Relief Assoc 2% State Aid	\$155,000.00
R 205-34205 False Alarm Billings	\$0.00
R 205-34210 Orono Fire Capital Funding	\$0.00
R 205-34212 Orono Fire Contract Revenue	\$682,638.00
R 205-34213 Long Lake Fire Capital Funding	\$0.00
R 205-34214 Long Lake Fire Contract Revenue	\$75,583.00
R 205-34215 Medina Fire Capital Funding	\$0.00
R 205-34217 Medina Fire ContractRevenue	\$46,969.00
R 205-34218 Minnetonka Beach Contract Revenue	\$61,614.00
R 205-34220 FD Other Non-Contract Revenue	\$0.00
R 205-34951 Rent - Fire Dept.	\$4,700.00
<b>Total Revenues</b>	<b>\$1,026,504.00</b>

### Expenses

#### Fire Dept Administration

E 205-42280-1000 FT Admin Office Salaries	\$112,000.00
E 205-42280-1080 Fire Officer Pay	\$21,432.00
E 205-42280-1210 PERA	\$21,500.00
E 205-42280-1220 FICA	\$4,000.00
E 205-42280-1310 Employer Paid Health	\$14,500.00
E 205-42280-1510 Worker s Comp Insurance Prem	\$44,000.00
E 205-42280-2010 Accessories (paper, pens, etc)	\$1,000.00
E 205-42280-2030 Printed Forms	\$500.00
E 205-42280-2080 Training/Instruct Materials	\$250.00
E 205-42280-2175 Fire Prevention Materials	\$1,500.00
E 205-42280-2180 Uniforms	\$500.00
E 205-42280-3000 Professional Srvs (GENERAL)	\$3,000.00
E 205-42280-3010 Accounting Services	\$6,200.00
E 205-42280-3090 Software Support	\$6,000.00
E 205-42280-3110 W.A.F.T.A	\$2,000.00
E 205-42280-3120 Legal Fees	\$2,000.00
E 205-42280-3150 LL Admin Fee	\$18,000.00
E 205-42280-3230 Cell Phones	\$2,250.00
E 205-42280-3310 Travel / Mileage Reimbursemen	\$400.00
E 205-42280-3350 Education / conferences	\$4,500.00
E 205-42280-3355 Motor Vehicle Lic & Reg	\$100.00
E 205-42280-3610 General Liability Ins	\$9,500.00
E 205-42280-4045 Insurance Claim Expense	\$250.00
E 205-42280-4135 Copier Maintenance	\$650.00
E 205-42280-4300 Miscellaneous	\$1,500.00
E 205-42280-4330 Dues and Subscriptions	\$2,750.00
E 205-42280-4450 Food & Beverage (Mtgs/Trng)	\$1,500.00
E 205-42280-4600 Recognition Expenditures	\$1,000.00
E 205-42280-5710 Computer/Printer Replacement	\$4,000.00
E 205-42280-5800 Other Equipment	\$4,000.00
	<b>\$290,782.00</b>

**Willow Station Fire Operations**

E 205-42281-1065 Willow Fire Call Pay	\$58,981.00	
E 205-42281-1075 Fire Fighter Training Pay	\$35,872.00	
E 205-42281-1085 Duty Crew Pay	\$30,000.00	
E 205-42281-1220 FICA	\$6,000.00	
E 205-42281-1310 Employer Paid Health	\$635.00	
E 205-42281-2080 Training/Instruct Materials	\$500.00	
E 205-42281-2120 Motor Fuels	\$11,500.00	
E 205-42281-2150 Shop Supplies	\$1,000.00	
E 205-42281-2160 Chemicals and Chem Products	\$750.00	
E 205-42281-2190 Medical Supplies	\$2,000.00	
E 205-42281-2210 Equipment Parts	\$2,000.00	
E 205-42281-2215 SCBA Equipment Parts	\$400.00	
E 205-42281-2400 Small Tools and Minor Equip	\$2,800.00	
E 205-42281-2410 Protective Gear/Uniforms	\$5,000.00	
E 205-42281-2415 Turn Out Gear	\$20,000.00	
E 205-42281-3000 Professional Srvs (GENERAL)	\$4,000.00	
E 205-42281-3050 Physicals / Other Medical	\$8,500.00	
E 205-42281-3230 Cell Phones	\$2,500.00	
E 205-42281-3235 Cty 800mhz Radio Admin Fee	\$12,000.00	
E 205-42281-3280 Pagers/Radios (Ancom)	\$750.00	
E 205-42281-3285 Radio Lease	\$4,100.00	
E 205-42281-3310 Travel / Mileage Reimbursemen	\$500.00	
E 205-42281-3350 Education / conferences	\$6,000.00	
E 205-42281-4030 Light Truck Maint & Repair	\$1,000.00	
E 205-42281-4035 Heavy Truck Maint & Repair	\$10,000.00	
E 205-42281-4040 Equip Maint & Repair	\$3,000.00	
	<b>\$229,788.00</b>	

**Willow Stn Facility Costs**

E 205-42282-2230 Bldg & Grnds Maint Supplies	\$750.00	
E 205-42282-3000 Professional Srvs (GENERAL)	\$750.00	
E 205-42282-3275 Internet Access (Mediacom)	\$8,300.00	
E 205-42282-3810 Electricity Expense	\$11,000.00	
E 205-42282-3820 City Utilities (Wat,Sew,Storm)	\$2,800.00	
E 205-42282-3830 Natural Gas Expense	\$6,500.00	
E 205-42282-3840 Custodial & Waste Removal	\$9,000.00	
E 205-42282-3845 Lawn & Turf Maintenance	\$2,100.00	
E 205-42282-4010 Bldg Maint & Repairs	\$16,000.00	
	<b>\$57,200.00</b>	

**FD Non-Operational Costs**

E 205-42283-1240 State Fire Aid Pension Contri	\$155,000.00	
E 205-42283-5000 Capital Outlay (GENERAL)	\$0.00	
Utility Truck	\$0.00	
Engine	\$0.00	
	<b>\$155,000.00</b>	

**Navarre Station Fire Ops**

E 205-42285-1060 Navarre Fire Call Pay	\$45,877.00	
E 205-42285-1075 Fire Fighter Training Pay	\$27,903.00	
E 205-42285-1080 Fire Officer Pay	\$0.00	
E 205-42285-1085 Duty Crew Pay	\$53,980.00	

E 205-42285-1220 FICA	\$5,000.00	_____
E 205-42285-1310 Employer Paid Health	\$350.00	_____
E 205-42285-2080 Training/Instruct Materials	\$150.00	_____
E 205-42285-2120 Motor Fuels	\$6,000.00	_____
E 205-42285-2150 Shop Supplies	\$1,200.00	_____
E 205-42285-2160 Chemicals and Chem Products	\$750.00	_____
E 205-42285-2190 Medical Supplies	\$1,800.00	_____
E 205-42285-2210 Equipment Parts	\$1,500.00	_____
E 205-42285-2215 SCBA Equipment Parts	\$500.00	_____
E 205-42285-2400 Small Tools and Minor Equip	\$4,000.00	_____
E 205-42285-2410 Protective Gear/Uniforms	\$5,000.00	_____
E 205-42285-2415 Turn Out Gear	\$14,000.00	_____
E 205-42285-3000 Professional Srvs (GENERAL)	\$4,600.00	_____
E 205-42285-3050 Physicals / Other Medical	\$8,000.00	_____
E 205-42285-3230 Cell Phones	\$1,000.00	_____
E 205-42285-3235 Cty 800mhz Radio Admin Fee	\$8,000.00	_____
E 205-42285-3280 Pagers/Radios (Ancom)	\$750.00	_____
E 205-42285-3285 Radio Lease	\$4,100.00	_____
E 205-42285-3310 Travel / Mileage Reimbursemen	\$500.00	_____
E 205-42285-3350 Education / conferences	\$18,000.00	_____
E 205-42285-4030 Light Truck Maint & Repair	\$7,000.00	_____
E 205-42285-4035 Heavy Truck Maint & Repair	\$9,000.00	_____
E 205-42285-4040 Other equipment-boat	\$2,500.00	_____
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	\$231,460.00	

**Navarre Stn Facility Costs**

E 205-42286-2230 Bldg & Grnds Maint Supplies	\$500.00	_____
E 205-42286-3000 Professional Srvs (GENERAL)	\$900.00	_____
E 205-42286-3275 Internet Access (Mediacom)	\$7,000.00	_____
E 205-42286-3810 Electricity Expense	\$6,000.00	_____
E 205-42286-3820 City Utilities (Wat,Sew,Storm)	\$2,600.00	_____
E 205-42286-3830 Natural Gas Expense	\$5,000.00	_____
E 205-42286-3840 Custodial & Waste Removal	\$7,000.00	_____
E 205-42286-3845 Lawn & Turf Maintenance	\$1,500.00	_____
E 205-42286-4010 Bldg Maint & Repairs	\$9,500.00	_____
E 205-42286-4330 Dues and Subscriptions	\$0.00	_____
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	\$40,000.00	