



CITY COUNCIL MEETING

June 18, 2024 at 6:30 PM

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

AGENDA

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Mayor's Comments – Long Lake News, Meeting Review and Updates**
4. **Approve Agenda**
5. **Consent Agenda**
 - [A.](#) Approve Minutes of June 4, 2024 City Council Work Session
 - [B.](#) Approve Minutes of June 4, 2024 City Council Meeting
 - [C.](#) Approve Vendor Claims and Payroll
 - [D.](#) Adopt Resolution No. 2024-25 Promoting Michael Decker From Public Works Seasonal Maintenance Worker to the Position of Public Works Maintenance Worker I; Authorize Payment for Required Entry Level Driver Training Certification Course From Class A Leasing Driving School
 - [E.](#) Accept the Resignation of Firefighter James (JB) Seals From the Long Lake Fire Department
 - [F.](#) Adopt Resolution No. 2024-23 Approving Issuance of Special Event Permit #2024-03 for Corn Days 2024 on August 10, 2024; Approve Issuance of a Noise Variance Permit for Live Entertainment; Approve Issuance of a 1 to 4 Day Temporary On Sale Liquor License; and Approve an Application for Exempt for Gambling Activities at Corn Days
 - [G.](#) Adopt Resolution No. 2024-22 Approving Issuance of Special Event Permit #S2024-04 for the 50th Annual Corn Days Parade on August 10, 2024
 - [H.](#) Adopt Resolution No. 2024-24 Approving Issuance of Special Event Permit #S2024-05 for Buckhorn Days 2024 on July 13, 2024; Approve Issuance of a 1 to 4 Day Temporary On Sale Liquor License; Approve Issuance of a Noise Variance Permit for Announcements and Live Entertainment
 - [I.](#) Adopt Resolution No. 2024-27 Approving the Second Amendment to Assessment Agreement Between the City of Long Lake, the Long Lake EDA, and Long Lake Townhomes LLC, and Authorizing the Mayor and Administrator to Execute the Amendment
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. Cancel July 2, 2024 City Council Meeting

Note: Due to the Independence Day holiday week, staff recommends the City Council consider taking action by motion to cancel the July 2, 2024 City Council meeting. The Council's next meeting date would be Tuesday, July 16.

- B. Highlighting Upcoming Community Events
- C. Updates Regarding Fire Department Matters

8. Other Business

9. Adjourn

UPCOMING MEETINGS & OTHER DATES OF NOTE

Tuesday, July 16 (5:00 or 5:30 pm) / City Council Work Session or EDA Meeting, TBD

Tuesday, July 16 (6:30 pm) / City Council Meeting

Monday, July 29 (5:30 pm) / Park Board Meeting at Dexter Park



**MINUTES
CITY COUNCIL WORK SESSION
June 4, 2024**

CALL TO ORDER

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

Present: Mayor: Charlie Miner; Council: Jahn Dyvik, Mike Feldmann, and Gina Joyce (attended remotely via interactive technology)

Staff Present: City Administrator: Scott Weske; City Attorney: John Thames; Special Counsel: Chris Yetka (attended remotely); Fire Chief: Mike Heiland; and City Clerk: Jeanette Moeller

Absent: Council: Deirdre Kvale (with prior notice)

APPROVE AGENDA

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

OPEN CORRESPONDENCE

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

BUSINESS ITEMS

Closed Session Pursuant to Minn. Stat. 13D.05, Subd. 3 (b): Discuss Enforcement Action Related to Fire Services Contract

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

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

City Attorney Thames summarized that the City Council had just adjourned a Closed Session pursuant to Minn. Stat. 13D.05, subd. 3 (b) to discuss enforcement action related to the Fire Services contract, and staff and attorneys had been given direction.

OTHER BUSINESS

Follow Up Forum Video – Mayor Miner indicated that the LMCC was close to finishing work on producing a video of the Follow Up Forum held to share fire services updates.

Park Board Liaison Report – Council member Joyce reported that the Park Board had met the previous evening and was working on looking at grants for tree installations, particularly along Orchard Lane and in Hardin and Holbrook Parks. The Board is also exploring hosting a bike safety event. Council member

Dyvik noted that he hoped a new large holiday tree would be planted in Holbrook Park. Council member Joyce noted that the Holiday Tree Lighting event would be held on the first weekend in December.

July 2 City Council Meeting – Council member Joyce inquired whether Council members would be available to attend the Council’s regularly scheduled July 2 meeting, taking the holiday week into account. After a discussion of everyone’s schedules, Mayor and Council agreed that the July 2 meeting could be canceled if there is no priority agenda business.

ADJOURN

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

Respectfully submitted,

Jeanette Moeller
City Clerk



**MINUTES
CITY COUNCIL MEETING
June 4, 2024**

CALL TO ORDER

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

Present: Mayor: Charlie Miner; Council: Jahn Dyvik and Mike Feldmann

Staff Present: City Administrator: Scott Weske; and City Clerk: Jeanette Moeller

Absent: Council: Gina Joyce and Deirdre Kvale (with prior notice)

PLEDGE OF ALLEGIANCE

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

Mayor Miner offered the following comments and updates:

The Council had met in a work session prior to the regular meeting at which they had held a closed session to discuss enforcement action related to the Fire Services contract, and direction was given to staff.

Mayor Miner highlighted Memorial Day observances that had occurred in the community to honor veterans who had perished in the service of their country. He voiced his appreciation to Hamel VFW Post #5903, Long Lake Fire Department Rifle Squad, the Slow Burn Brigade, Dave Shaughnessy of the Orono Rotary Club, the Long Lake Fire Department, and the Public Works Department for their efforts and work related to these events.

He recalled that on May 29, 2024, the City had held a Follow Up Forum meeting in order to provide updates to the community regarding fire services. He thanked Calvin Presbyterian Church for allowing the City to utilize their facility for the meeting and explained that for those who were unable to attend, it would be shared on YouTube in the near future. The slide show of the presentation given by the Council was already available on the City’s website under the Fire Service Updates page. He expressed his appreciation to the Long Lake Garden Club, specifically Lauren Carlson and Anita Secord, for their work over the weekend on planters at the former BP site and sprucing up the monuments at the entrances to the City.

Mayor Miner also indicated that he had attended the Mound Fire Department fish fry event over the weekend and it was a great, well-attended event.

APPROVE AGENDA

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

CONSENT AGENDA

The Consent Agenda consisted of the following:

- A. Approve Minutes of May 21, 2024 City Council Work Session Meeting
- B. Approve Minutes of May 21, 2024 City Council Meeting
- C. Approve Vendor Claims and Payroll

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

OPEN CORRESPONDENCE

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

REGULAR BUSINESS ITEMS

Approve Joint Powers Agreement (JPA) with Hennepin County for Assessment Services

City Clerk Moeller reported that in past years, the City has contracted with an independent assessor for the provision of assessment services; however, the Hennepin County Board of Commissioners had recently voted to grant the County Assessor the authority to offer Joint Powers Agreements to provide local assessing services to cities with populations under 30,000 at no cost. She stated that if approved by Council, entering into an agreement with the County would represent a noteworthy cost savings for the City for these services. She outlined expectations and potential benefits that staff felt could be available with transitioning to contracting with the County, and noted that staff was recommending approval and adoption of the proposed Joint Powers Agreement subject to final revisions by the City Attorney.

A motion was made by Feldmann, seconded by Miner, to adopt Resolution No. 2024-01 approving entering into a Joint Powers Agreement for Assessment Services with Hennepin County, and authorizing the Mayor and City Administrator to execute said Agreement, subject to final revisions by the City Attorney. Ayes: all.

Updates Regarding Fire Department Matters

Mayor Miner reiterated that the City had hosted a Follow Up Forum last week related to fire services updates. There was good community turnout at the event and they were able to also hear a lot of feedback from residents. The City of Long Lake v. City of Orono court case has had some action over the last few weeks. The City of Orono had withdrawn their appeals of the case outcomes, though this may be temporary. Orono is anticipated to refile their appeals once Judge Miller has issued her order dictating how much Orono needs to pay Long Lake for reimbursement of legal fees. Court ordered mediation will be coming up on June 17, 2024, with Mayor Miner and Council member Dyvik attending on behalf of the City along with staff. He also reported that a Fire Advisory Board meeting was held earlier today and the Board received updates from Chief Heiland regarding duty crew statistics and response times.

Council member Dyvik went to the podium and displayed a map that showed the area that the Orono Fire Department will begin to cover beginning July 1, 2024. He explained that the area was made up of two CAD zones and noted that he had brought up something to the Fire Advisory Board (FAB) that he had just recently learned about, which was that the Forest Lake Bay and North Arm Bay fall completely within the CAD zone that Orono planned to take over on July 1, 2024. He had just learned at the Follow Up Forum meeting last week that Orono's expectation is that the Long Lake Fire Department will continue to cover those two bays which are completely land locked within what will be Orono's CAD

zone. At the FAB meeting earlier today, he'd stated that he found that expectation surprising considering that Orono has repeatedly communicated that they were ready to start on July 1, 2024. He noted that according to Orono Fire Chief VanEyll, the expectation had always been for Long Lake Fire Department to cover these areas because Orono does not have a boat; however, Council member Dyvik did not believe that there had ever been a formal decision made or an agreement that the Long Lake Fire Department would cover those bay areas when Orono Fire takes over that CAD zone. Apparently Orono's expectation is that the Long Lake Fire Department will continue to cover the bay areas that they currently cover until January 2026. He reiterated that he was surprised to hear that the Orono Fire Department did not plan to cover their whole CAD zone and that these calls would also be directly dispatched to the Long Lake Fire Department.

Mayor Miner added that he had also been surprised to learn that there was an assumption that the Long Lake Fire Department would continue to service the bay areas when it was clearly carved out as being within Orono's intended coverage area in the CAD map that was sent by Orono last June. He wished that there had been more communication from Orono to the City about this being their intent. He noted that the Long Lake Fire Department had also just learned this information about a week ago. He explained that some members of the Orono City Council have been giving the message to their residents that their Fire Department was all set and fully prepared to take over this area on July 1, 2024, but that is not completely accurate because there is quite a bit of lakeshore in this area and the Orono Fire Department would have no way to get to these areas. He stated that the two City Administrators have been asked to work together to determine if there should be a cost per call when those types of boat calls come in. He shared that the City is continuing to have discussions with the City of Wayzata about possible future partnership opportunities.

OTHER BUSINESS

City's Bonding Bill Request - Mayor Miner indicated that he had been playing phone tag with Representative Myers regarding the bonding bill, which did not pass. This meant that the City's request for bonding for a large road project would also not happen, and the City will need to be creative in how they approach funding for its roadway projects.

Cancelling July 2 Meeting – Moeller indicated that earlier in the work session, staff and Council had discussed potentially cancelling the first Council meeting in July which falls during the Independence Day/4th of July holiday week. She advised that she would report back to Council after a review of pending agenda business.

ADJOURN

Hearing no objection, Mayor Miner adjourned the meeting by general consent at 6:56 pm.

Respectfully submitted,

Scott Weske
City Administrator



CITY OF
LONG LAKE

City Council Agenda Report

City of Long Lake

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

MEETING DATE / June 18, 2024

SUBJECT: Approve Vendor Claims and Payroll

Prepared By: Amanda Nowezki, Finance Director

Report Date: 6/12/2024

Recommended City Council Action

Staff recommends the following:

Motion to approve vendor claims paid in the amount of \$156,457.32 and electronic vendor payments in the amount of \$1,827.73 for a total amount of **\$158,285.05**; June City Council monthly payroll in the amount of **\$1,300.00**; May Fire Department payroll in the amount of **\$20,933.28**; 2nd quarter Planning Commission payroll in the amount of **\$400.00**; and gross City Employee payroll paid June 13 in the amount of **\$27,662.70**.

Overview / Background

Check No. 70492 for \$54,409.00 to Telemetry & Process Controls Inc. represents payment for the water distribution system upgrade that was approved by Council on November 6, 2023.

Supporting Information

- Listing of Claims Paid
- Electronic Vendor Payments
- City Council Payroll
- Fire Department Payroll
- 2nd Quarter Planning Commission Payroll
- Biweekly Payroll



LONG LAKE, MN

06/12/24 5:17 PM

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Section 5C.

*Check Summary Register©

Checks 70465-70501

Name	Check Date	Check Amt	
10100 GENERAL FUND CASH			
70465	Advanced Imaging Solutions	6/12/2024	\$64.00 Copier Contract Maint - June 2024
70466	AV FOR YOU	6/12/2024	\$1,125.00 AV Services for Fire Dept Open House
70467	BOND TRUST SERVICES CORP	6/12/2024	\$22,705.00 2016A BOND INT PMTS
70468	CARSON, CLELLAND & SCHRED	6/12/2024	\$7,097.25 May Legal Fees-FD Contract Dispute;Review
70469	CENTERPOINT ENERGY	6/12/2024	\$609.64 Gas Charges - 450 Virginia
70470	CITY OF LONG LAKE	6/12/2024	\$985.45 May 2024 Utility Bills-450 Virginia
70471	CITY OF ORONO	6/12/2024	\$182.05 FD2 - Water/Sewer Bill - 3770 Shoreline Dr (04
70472	CITY OF WAYZATA	6/12/2024	\$133.00 Fire Fighter Background Cks - April 2024
70473	ECM PUBLISHERS, INC.	6/12/2024	\$116.40 Public Notice-Test Election Equipment 5/4/24
70474	EQUIPMENT MANAGEMENT CO	6/12/2024	\$1,200.00 FD1 EMC Comprehensive Annual Service
70475	FASTSIGNS	6/12/2024	\$265.91 FD Locker Nameplates
70476	FERGUSON WATERWORKS	6/12/2024	\$3,769.00 5/8x3/4" Water Meters (x12)
70477	FIRE SAFETY USA, INC.	6/12/2024	\$1,264.99 FD Extinguisher Can Harness Carrying System
70478	FIRSTNET (AT&T)	6/12/2024	\$458.76 FD1 WIRELESS SERVICES (04/26/24-05/25/2
70479	GOPHER STATE ONE CALL	6/12/2024	\$70.20 May 2024 Locates
70480	HEALTHPARTNERS OCCUPATIO	6/12/2024	\$236.00 Fire Dept Medical Exam - J Morales Garcia
70481	HENNEPIN CTY INFO. TECH. DE	6/12/2024	\$2,393.70 PW Radio Fees-May 2024
70482	Kirvida Fire, Inc.	6/12/2024	\$4,370.44 FD1 Engine #21 - International Pumper; Power
70483	MEDIACOM	6/12/2024	\$684.53 FD1 Phone/ Internet Services - (6/7/24-7/6/24)
70484	METROPOLITAN COUNCIL	6/12/2024	\$21,005.11 Waste Water Services - July 2024
70485	MN ASSOC OF SMALL CITIES (M	6/12/2024	\$1,000.00 2024-2025 Membership Dues
70486	MN FIRE SERVICE CERT BOARD	6/12/2024	\$861.00 Firefighter I/II Cert Exam/Haz Mat Operations-J
70487	NORTH MEMORIAL EMS	6/12/2024	\$130.00 BLS Ecards (x13)
70488	Premium Waters, Inc.	6/12/2024	\$4.32 Bottled Water - May 2024
70489	RIVERSIDE DESIGN	6/12/2024	\$280.00 Water Leak Postcards
70490	SUTTONS ADVANCED CLEANIN	6/12/2024	\$1,293.33 FD1 Cleaning Services - June 2024
70491	TIMESAVER OFF SITE	6/12/2024	\$413.00 5/15 Planning Comm Mtg Minutes
70492	Telemetry and Process Controls	6/12/2024	\$54,409.00 SCADA SYSTEM: Water Distribution Radio PL
70493	TRIMBLE	6/12/2024	\$145.00 FD Dashcam Video On-Demand
70494	WASTE MANAGEMENT	6/12/2024	\$4,094.69 Recycling Services-June 2024
70495	WESKE,SCOTT	6/12/2024	\$105.09 Expense Reimb-Future Fire Meeting with Wayz
70496	WRIGHT-HENNEPIN SECURITY	6/12/2024	\$251.60 June 2024 Security-450 Virginia Ave
70497	WSB & ASSOCIATES, INC	6/12/2024	\$15,667.37 General Engineering; Perry Ltr, Mtgs, Lindawo
70498	Xcel Energy	6/12/2024	\$223.29 Street Lights - 2129 W Wayzata Blvd
70499	Xcel Energy	6/12/2024	\$30.54 Steet Lights - 1070 W Wayzata Blvd
70500	Xcel Energy	6/12/2024	\$1,913.38 Street Lights - Act #5156925594
70501	Xcel Energy	6/12/2024	\$6,899.28 Electricity 04/24/24-05/23/24-CH
Total Checks			\$156,457.32



LONG LAKE, MN

***Check Detail Register©**

Checks 70465-70501

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
10100 GENERAL FUND CASH					
70465	06/12/24	Advanced Imaging Solutions			
E 101-41500-4135		Copier Maintenance	\$64.00	INV332625	Copier Contract Maint - June 2024
		Total	\$64.00		
70466	06/12/24	AV FOR YOU			
E 205-42281-3000		Professional Svcs	\$562.50	40960	AV Services for Fire Dept Open House
E 205-42285-3000		Professional Svcs	\$562.50	40960	AV Services for Fire Dept Open House
		Total	\$1,125.00		
70467	06/12/24	BOND TRUST SERVICES CORP			
E 601-49400-6110		Bond Interest	\$215.69	88170	2016A BOND INT PMTS
E 602-49450-6110		Bond Interest	\$655.83	88170	2016A BOND INT PMTS
E 603-43150-6110		Bond Interest	\$275.03	88170	2016A BOND INT PMTS
E 393-48111-6110		Bond Interest	\$1,433.45	88170	2016A BOND INT PMTS
E 601-49400-6110		Bond Interest	\$10,414.50	88171	2017A BOND INT PMTS
E 602-49450-6110		Bond Interest	\$4,126.50	88171	2017A BOND INT PMTS
E 603-43150-6110		Bond Interest	\$294.75	88171	2017A BOND INT PMTS
E 394-48112-6110		Bond Interest	\$4,814.25	88171	2017A BOND INT PMTS
E 393-48111-6200		Fiscal Agent Fees	\$475.00	89354	2016A BOND AGENT FEE
		Total	\$22,705.00		
70468	06/12/24	CARSON, CLELLAND & SCHREDER			
E 101-42110-3120		Legal Fees - Civil	\$1,703.75	5655	May Legal Fees-FD Contract Dispute;Review Orono appeal, COA order, Etc
G 700-29326		VirginiaAve/The Stax(Nrth	\$108.75	5655	May Legal Fees-The Stax (LL Townhomes); Review LOC release request
E 101-41610-3120		Legal Fees - Civil	\$3,175.50	5655	May Legal Fees-PW HR Matter, Council WS Mtgs,
E 205-42280-3120		Legal Fees - Civil	\$891.75	5655	May Legal Fees-FD HR Matter, Review Investigation, Conf with Administrator
G 700-29330		925 W Wayzata(Carlson)2	\$217.50	5655	May Legal Fees-Wilds on Wayzata; Corr with planner, review city authority issues
E 101-41610-3040		Legal Fees - Criminal	\$1,000.00	5655	May Legal Fees-Criminal
		Total	\$7,097.25		
70469	06/12/24	CENTERPOINT ENERGY			
E 101-41940-3830		Natural Gas Expense	\$109.64	80000790651	Gas Charges - 450 Virginia
E 205-42282-3830		Natural Gas Expense	\$143.51	80000790651	Gas Charges - 340 Willow
E 205-42286-3830		Natural Gas Expense	\$65.79	80000790651	Gas Charges - 3770 Shoreline
E 101-41942-3830		Natural Gas Expense	\$188.17	80000790651	Gas Charges - 2145 Daniels St
E 602-49450-3830		Natural Gas Expense	\$22.93	80000790651	Gas Charges - 2200 Watertown Rd
E 602-49450-3830		Natural Gas Expense	\$22.93	80000790651	Gas Charges - 250 Lindawood
E 101-45200-3830		Natural Gas Expense	\$56.67	80000790651	Gas Charges - 309 Harrington
		Total	\$609.64		
70470	06/12/24	CITY OF LONG LAKE			
E 101-41940-3820		City Utilities (Wat,Sew,Sto	\$43.85	060424	May 2024 Utility Bills-450 Virginia
E 101-41942-3820		City Utilities (Wat,Sew,Sto	\$138.88	060424	May 2024 Utility Bills-2145 Daniels
E 601-49400-3820		City Utilities (Wat,Sew,Sto	\$211.11	060424	May 2024 Utility Bills-1964 Orchard Ln
E 205-42282-3820		City Utilities (Wat,Sew,Sto	\$206.80	060424	May 2024 Utility Bills-340 Willow
E 205-42282-3820		City Utilities (Wat,Sew,Sto	\$348.76	060424	May 2024 Utility Bills-340 Willow (Truck Fill)



LONG LAKE, MN

***Check Detail Register©**

Checks 70465-70501

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 101-45200-3820		City Utilities (Wat,Sew,Sto)	\$36.05	060424	May 2024 Utility Bills-350 Harrington
		Total	\$985.45		
70471	06/12/24	CITY OF ORONO			
E 205-42286-3820		City Utilities (Wat,Sew,Sto)	\$182.05	173770000-0	FD2 - Water/Sewer Bill - 3770 Shoreline Dr (04/29/24-05/28/24)
		Total	\$182.05		
70472	06/12/24	CITY OF WAYZATA			
E 205-42285-3050		Physicals / Other Medical	\$133.00	060424	Fire Fighter Background Cks - April 2024
		Total	\$133.00		
70473	06/12/24	ECM PUBLISHERS, INC.			
E 101-41410-3510		Legal Notices Publishing	\$116.40	1392456	Public Notice-Test Election Equipment 5/4/24
		Total	\$116.40		
70474	06/12/24	EQUIPMENT MANAGEMENT COMPANY			
E 205-42281-4040		Equip Maint & Repair	\$600.00	64001	FD1 EMC Comprehensive Annual Service
E 205-42285-4040		Equip Maint & Repair	\$600.00	64001	FD2 EMC Comprehensive Annual Service
		Total	\$1,200.00		
70475	06/12/24	FASTSIGNS			
E 205-42281-2415		Turn Out Gear	\$132.00	100-98326	FD Locker Nameplates
E 205-42285-2415		Turn Out Gear	\$133.91	100-98326	FD Locker Nameplates
		Total	\$265.91		
70476	06/12/24	FERGUSON WATERWORKS			
E 601-49400-2205		Water Meter Purchases	\$3,769.00	530990	5/8x3/4" Water Meters (x12)
		Total	\$3,769.00		
70477	06/12/24	FIRE SAFETY USA, INC.			
E 205-42281-2160		Chemicals and Chem Pro	\$395.59	061124	Foam (5 Gal Pails x3)
E 205-42285-2160		Chemicals and Chem Pro	\$465.28	061124	Foam (5 Gal Pails x3)
E 205-42281-2210		Equipment Parts	\$76.89	187643	FD Extinguisher Can Harness Carrying System
E 205-42281-2400		Small Tools and Minor Eq	\$327.23	187945	FD Hydrant Bags
		Total	\$1,264.99		
70478	06/12/24	FIRSTNET (AT&T)			
E 205-42281-3225		Truck Communication Ser	\$305.84	X06032024	FD1 WIRELESS SERVICES (04/26/24-05/25/24)
E 205-42285-3225		Truck Communication Ser	\$114.69	X06032024	FD2 WIRELESS SERVICES (04/26/24-05/25/24)
E 601-49400-2270		Utility Maint Supplies	\$38.23	X06032024	PW WIRELESS SERVICES (04/26/24-05/25/24)
		Total	\$458.76		
70479	06/12/24	GOPHER STATE ONE CALL			
E 601-49400-3855		Gopher One Locates Expe	\$70.20	4050553	May 2024 Locates
		Total	\$70.20		
70480	06/12/24	HEALTHPARTNERS OCCUPATIONAL MED			
E 205-42285-3050		Physicals / Other Medical	\$236.00	15378	Fire Dept Medical Exam - J Morales Garcia
		Total	\$236.00		
70481	06/12/24	HENNEPIN CTY INFO. TECH. DEPT			



LONG LAKE, MN

***Check Detail Register©**

Checks 70465-70501

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 205-42281-3285		Radio Lease	\$311.76	1000227967	FD1 Radio Lease-May 2024
E 205-42285-3285		Radio Lease	\$311.77	1000227967	FD2 Radio Lease-May 2024
E 205-42281-3235		Cty 800mhz Radio Admin	\$810.00	1000227967	FD1 Radio Fees-May 2024
E 205-42285-3235		Cty 800mhz Radio Admin	\$540.66	1000227967	FD2 Radio Fees-May 2024
E 205-42281-3235		Cty 800mhz Radio Admin	\$168.09	1000227967	FD Radio Batteries
E 205-42281-3235		Cty 800mhz Radio Admin	\$168.08	1000227967	FD Radio Batteries
E 101-41942-3235		Cty 800mhz Radio Admin	\$83.34	1000227996	PW Radio Fees-May 2024
		Total	\$2,393.70		
70482	06/12/24	Kirvida Fire, Inc.			
E 205-42281-4035		Heavy Truck Maint & Rep	\$2,096.22	12325	FD1 Engine #21 - International Pumper; Power Steering Gear
E 205-42281-4035		Heavy Truck Maint & Rep	\$2,274.22	12366	FD1 Engine #11 -Kenworth; Repair Foam Pro Motor Driver
		Total	\$4,370.44		
70483	06/12/24	MEDIACOM			
E 205-42286-3275		Internet Access (Mediaco	\$296.62	21510091560	FD2 Phone/ Internet Services - (6/8/24-7/7/24)
E 205-42282-3275		Internet Access (Mediaco	\$387.91	21590000051	FD1 Phone/ Internet Services - (6/7/24-7/6/24)
		Total	\$684.53		
70484	06/12/24	METROPOLITAN COUNCIL			
E 602-49450-3100		MCES Sewer Treatment	\$21,005.11	0001173670	Waste Water Services - July 2024
		Total	\$21,005.11		
70485	06/12/24	MN ASSOC OF SMALL CITIES (MAOSC)			
E 101-41500-4330		Dues and Subscriptions	\$1,000.00	062024	2024-2025 Membership Dues
		Total	\$1,000.00		
70486	06/12/24	MN FIRE SERVICE CERT BOARD			
E 205-42281-2080		Training/Instruct Materials	\$861.00	12804	Firefighter I/II Cert Exam/Haz Mat Operations-J Brown/A McCaherty
		Total	\$861.00		
70487	06/12/24	NORTH MEMORIAL EMS			
E 205-42281-3350		Education / Conferences	\$130.00	8885021-062	BLS Ecards (x13)
		Total	\$130.00		
70488	06/12/24	Premium Waters, Inc.			
E 101-41500-4145		Bottled Water Service	\$4.32	310130438	Bottled Water - May 2024
		Total	\$4.32		
70489	06/12/24	RIVERSIDE DESIGN			
E 601-49400-3000		Professional Svcs	\$280.00	4301	Water Leak Postcards
		Total	\$280.00		
70490	06/12/24	SUTTONS ADVANCED CLEANING SRV			
E 205-42282-3840		Custodial & Waste Remov	\$570.00	7110	FD1 Cleaning Services - June 2024
E 205-42286-3840		Custodial & Waste Remov	\$433.33	7111	FD2 Cleaning Services - June 2024
E 101-41940-3840		Custodial & Waste Remov	\$290.00	7112	CH Cleaning Services - June 2024
		Total	\$1,293.33		



LONG LAKE, MN

***Check Detail Register©**

Checks 70465-70501

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
70491	06/12/24	TIMESAVER OFF SITE			
E 101-41910-3000		Professional Srvs	\$167.00	M29216	5/15 Planning Comm Mtg Minutes
E 101-41500-3000		Professional Srvs	\$246.00	M29216	5/21 City Council+ Worksession Mtg Minutes
		Total	\$413.00		
70492	06/12/24	Telemetry and Process Controls, Inc			
E 601-49400-5000		Capital Outlay	\$54,409.00	116693	SCADA SYSTEM: Water Distribution Radio PLC & OIT Update
		Total	\$54,409.00		
70493	06/12/24	TRIMBLE			
E 205-42281-3225		Truck Communication Ser	\$145.00	30089240038	FD Dashcam Video On-Demand
		Total	\$145.00		
70494	06/12/24	WASTE MANAGEMENT			
E 604-43200-3890		Res Curb Recycling	\$3,644.08	7935809-159	Recycling Services-June 2024
E 101-45200-3840		Custodial & Waste Remov	\$215.99	7937103-159	PW Trash Services-June 2024
E 205-42282-3840		Custodial & Waste Remov	\$118.01	7937104-159	FD1 Trash Services-June 2024
E 205-42286-3840		Custodial & Waste Remov	\$116.61	7937111-159	FD2 Trash Services-June 2024
		Total	\$4,094.69		
70495	06/12/24	WESKE,SCOTT			
E 101-41500-4450		Food & Beverage (Mtgs/Tr	\$100.10	062024	Expense Reimb-Future Fire Meeting with Wayzata
E 101-41500-2010		Office Supplies	\$4.99	062024	Expense Reimb-Velcro strips
		Total	\$105.09		
70496	06/12/24	WRIGHT-HENNEPIN SECURITY			
E 101-41940-3000		Professional Srvs	\$62.90	15016899239	June 2024 Security-450 Virginia Ave
E 101-41942-3000		Professional Srvs	\$62.90	15016899239	June 2024 Security-2145 Daniels St
E 205-42286-3000		Professional Srvs	\$62.90	15016899239	June 2024 Security-3770 Shoreline Dr
E 205-42282-3000		Professional Srvs	\$62.90	15016899239	June 2024 Security-340 Willow Dr
		Total	\$251.60		
70497	06/12/24	WSB & ASSOCIATES, INC			
G 700-29295		1948 Wayzata (Zvago) 20	\$478.12	R-015781-00	Zvago; Erosion control inspection report/mileage
G 700-29295		1948 Wayzata (Zvago) 20	\$390.00	R-015781-00	Zvago; Erosion Control Inspections, Punch List Review
G 700-29324		Symes(Aava Vetta) Bld:C	\$778.25	R-019417-00	Symes; Erosion control inspection report
G 700-29324		Symes(Aava Vetta) Bld:C	\$840.00	R-019417-00	Symes(Sonstegard); Erosion Control Inspections, Punch List Review
E 101-41910-3030		Engineering Fees	\$3,231.00	R-023717-00	General Engineering; Perry Ltr, Mtgs, Lindawood, Etc
E 101-41910-3030		Engineering Fees	\$2,530.00	R-023717-00	General Engineering; Perrys MPCA, Lindawood, Etc
E 101-41910-3032		General Planning	\$2,045.00	R-023772-00	General Planning; Stauber, Enforcement Ltrs, Lights, 1138 Underhill, Mtgs, Etc
E 101-41910-3032		General Planning	\$1,200.00	R-023772-00	General Planning; Sports Dome, ZO Amendments, Dog Wellness, Mtg, Etc
G 700-29330		925 W Wayzata(Carlson)2	\$1,995.00	R-023772-00	Wilds on Wayzata;Finish Plan Review/Memo, Letter of Incomplete App, Mtgs with City Attorney
G 700-29326		VirginiaAve/The Stax(Nrth	\$1,067.50	R-023772-00	The Stax; LOC Release Review-Inspection, Mtgs, Docs, Etc



LONG LAKE, MN

***Check Detail Register©**

Checks 70465-70501

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
G 700-29324		Symes(Aava Vetta) Bld:C	\$852.50	R-023772-00	Symes(AavaVetta); LOC Release Review- Inspection, Punch List, Etc
E 101-41910-3032		General Planning	\$260.00	R-023772-00	Peltier Benson Lot Line Adj; Plan Review, Emails, Etc
		Total	\$15,667.37		
70498	06/12/24	Xcel Energy			
E 101-43100-3815		Street Lighting Maint/Elect	\$55.31	879157391	Street Lights - 2129 W Wayzata Blvd
E 101-43100-3815		Street Lighting Maint/Elect	\$167.98	879157391	Street Lights - 1758 W Wayzata Blvd
		Total	\$223.29		
70499	06/12/24	Xcel Energy			
E 101-43100-3815		Street Lighting Maint/Elect	\$30.54	87827588	Steet Lights - 1070 W Wayzata Blvd
		Total	\$30.54		
70500	06/12/24	Xcel Energy			
E 101-43100-3815		Street Lighting Maint/Elect	\$1,913.38	879921626	Street Lights - Act #5156925594
		Total	\$1,913.38		
70501	06/12/24	Xcel Energy			
E 101-41940-3810		Electricity Expense	\$164.93	88088175	Electricity 04/24/24-05/23/24-CH
E 205-42282-3810		Electricity Expense	\$799.49	88088175	Electricity 04/24/24-05/23/24-FD1
E 205-42286-3810		Electricity Expense	\$309.80	88088175	Electricity 04/24/24-05/23/24-FD2
E 101-41942-3810		Electricity Expense	\$1,120.13	88088175	Electricity 04/24/24-05/23/24-PW
E 101-43100-3815		Street Lighting Maint/Elect	\$251.07	88088175	Electricity 04/24/24-05/23/24-Street Lights
E 101-45200-3810		Electricity Expense	\$474.24	88088175	Electricity 04/24/24-05/23/24-Parks
E 601-49400-3810		Electricity Expense	\$3,055.95	88088175	Electricity 04/24/24-05/23/24-WTR
E 602-49450-3810		Electricity Expense	\$723.67	88088175	Electricity 04/24/24-05/23/24-SWR
		Total	\$6,899.28		
		10100	\$156,457.32		

Fund Summary

10100 GENERAL FUND CASH

101 GENERAL FUND	\$22,314.03
205 FIRE DEPARTMENT	\$17,458.46
393 Debt Svc-2016A-Watertown/19513	\$1,908.45
394 Debt Svc-2017A GO Bond-CSAH112	\$4,814.25
601 WATER FUND	\$72,463.68
602 SANITARY SEWER FUND	\$26,556.97
603 SURFACE WATER MGMT FUND	\$569.78
604 RECYCLING FUND	\$3,644.08
700 BUILDING PERMIT ESCROWS	\$6,727.62
	\$156,457.32



LONG LAKE, MN

06/12/24 5:22 PM

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Section 5C.

*Check Summary Register©

Checks 2988-2991, 2995

	Name	Check Date	Check Amt	
10100	GENERAL FUND CASH			
2988e	POSTALIA	5/31/2024	\$500.00	Postage
2989e	MN DEPT OF REVENUE	6/3/2024	\$608.00	May 2024 Sales Tax
2990e	NAPA Auto Parts	6/3/2024	\$372.68	NAPA Purchases - May 2024
2991e	PSN UTILITY ONLINE BILLING	6/3/2024	\$293.20	BILL PAY FEE - MAY 2024 (FREE CKS)
2995e	NAPA Auto Parts	6/5/2024	\$53.85	Adl May Purchases
	Total Checks		\$1,827.73	



LONG LAKE, MN

***Check Detail Register©**
Checks 2988-2991, 2995

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
10100 GENERAL FUND CASH					
2988 e	05/31/24	POSTALIA			
E 601-49400-3220		Postage	\$235.25		Postage
E 602-49450-3220		Postage	\$236.00		Postage
E 101-41500-3220		Postage	\$28.75		Postage
		Total	\$500.00		
2989 e	06/03/24	MN DEPT OF REVENUE			
G 601-20801		Sales Tax Payable	\$608.00	053124	May 2024 Sales Tax
		Total	\$608.00		
2990 e	06/03/24	NAPA Auto Parts			
E 101-43000-2200		Repair & Maint/Supply	\$15.66	3270-597469	PW-Crane Truck Service Oil
E 205-42281-4030		Light Truck Maint & Repair	\$184.79	3270-597686	FD-Oil Changes for C1, C2
E 205-42281-4035		Heavy Truck Maint & Rep	\$30.89	3270-597795	FD-Engine 11 Antifreeze
E 205-42281-2150		Shop Supplies	\$10.77	3270-597853	PW-Fix a flat to move Junk truck from rear of station
E 101-43000-2150		Shop Supplies	\$72.72	3270-597963	PW-Grease for shop
E 205-42281-2150		Shop Supplies	\$21.55	3270-598185	FD-Steering Fluid
E 205-42281-4040		Equip Maint & Repair	\$36.30	3270-598360	FD-Gauge for Air Box
		Total	\$372.68		
2991 e	06/03/24	PSN UTILITY ONLINE BILLING			
E 601-49400-3090		Software Support	\$146.60		BILL PAY FEE - MAY 2024 (FREE CKS)
E 602-49450-3090		Software Support	\$146.60		BILL PAY FEE - MAY 2024 (FREE CKS)
		Total	\$293.20		
2995 e	06/05/24	NAPA Auto Parts			
E 205-42281-4040		Equip Maint & Repair	\$20.97	3270-599718	FD-Small Engine Oil
E 205-42285-2120		Motor Fuels	\$32.88	3270-599718	FD-E22 DEF
		Total	\$53.85		
		10100	\$1,827.73		

Fund Summary

10100 GENERAL FUND CASH

101 GENERAL FUND	\$117.13
205 FIRE DEPARTMENT	\$338.15
601 WATER FUND	\$989.85
602 SANITARY SEWER FUND	\$382.60
	<u>\$1,827.73</u>



LONG LAKE, MN

Payroll Summary

Pay Group: 06 City Council

Check Date: 6/6/2024 per. 6

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 Department

Check Date: 6/10/2024 per. 6

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.	375.60	375.60	375.60		0.14		23.29	5.45						346.72
000000050 ALDRICH II, THOMAS C.	866.85	866.85	866.85				53.74	12.57						800.54
000000216 BERBIG, ZACHARY P.	760.15	760.15	760.15				47.13	11.02						702.00
000000291 BROWN, JOHN	219.10	219.10	219.10				13.58	3.18						202.34
000000095 BULLEMER, PAUL D.	266.92	266.92	266.92				16.55	3.87						246.50
000000281 CARLSON, BEN	328.65	328.65	328.65				20.38	4.77						303.50
000000154 COTTON, PATRICK J.	470.37	470.37	470.37				29.16	6.82						434.39
000000259 DAVIS, THOMAS	384.30	384.30	384.30		0.61		23.83	5.57						354.29
000000093 FARLEY, COLE	853.98	853.98	853.98	41.23			52.95	12.38						747.42
000000274 FAUE, JESSE	391.25	391.25	391.25		0.98		24.26	5.67						360.34
000000233 FRANK, BRYAN	469.50	469.50	469.50		5.17		29.11	6.81						428.41
000000049 GOMAN, DAVID	344.30	344.30	344.30				21.35	4.99						317.96
000000177 GONSIOR, RYAN J.	706.63	706.63	706.63	20.31			43.81	10.25						632.26
000000229 GRADY, JOSHUA	409.95	409.95	409.95				25.42	5.94						378.59
000000293 GREGG, AIDAN	578.85	578.85	578.85		11.02		35.89	8.39						523.55
000000278 HAYDEN, ADAM	572.55	572.55	572.55	7.26			35.50	8.30						521.49
000000226 HOSTER, RYAN	884.96	884.96	884.96				54.87	12.83						817.26
000000270 JOHNSRUD, MICHAEL	1,029.45	1,029.45	1,029.45	170.86	88.48		63.83	14.93						691.35
000000180 KANIVE, RYAN J.	297.35	297.35	297.35				18.44	4.31						274.60
000000112 KRAHL, JEFFREY C.	406.39	406.39	406.39				25.20	5.89						375.30
000000248 KULSETH, MATT	219.10	219.10	219.10				13.58	3.18						202.34
000000253 LOOSBROCK, RICHARD	313.00	313.00	313.00				19.41	4.54						289.05
000000290 MCCAHERTY, ALEX	344.30	344.30	344.30				21.35	4.99						317.96
000000275 MORSE, PAUL	1,351.67	1,351.67	1,351.67	93.17	29.05		83.80	19.60						1,126.05
000000196 PALMER, ERIK J.	269.10	269.10	269.10				16.68	3.90						248.52
000000223 PASZKIEWICZ, JOHN	753.78	753.78	753.78				46.73	10.93						696.12
000000277 REWERTS, ANTHONY	548.62	548.62	548.62	4.86			34.01	7.95						501.80
000000241 RHEA, CHRISTOPHER	344.30	344.30	344.30				21.35	4.99						317.96
000000232 RIOUX, SHAUN	31.30	31.30	31.30				1.94	0.45						28.91
000000190 ROTHSTEIN, DAVID J.	359.95	359.95	359.95				22.32	5.22						332.41
000000244 SEALS, JAMES	46.95	46.95	46.95				2.91	0.68						43.36
000000222 SMILEY, MATTHEW	716.14	716.14	716.14				44.40	10.38						661.36
000000212 SPINKS, SCOTT D.	1,090.98	1,090.98	1,090.98	1.89	5.54		67.64	15.82						1,000.09
000000276 STRAKA, AMANDA	1,512.09	1,512.09	1,512.09	155.56	34.46		93.75	21.93						1,206.39



LONG LAKE, MN

Payroll Summary

Pay Group: 02 Fire Department

Check Date: 6/10/2024 per. 6

Employee	Gross Wage	Federal Gross	State Gross	Federal Tax	State Tax	Local Tax	Social Security	Medicare	Tax			Tips	Reimb.	Net Pay
									Retire	Sheltered	Voluntary			
000000282 SWEARINGEN, LANCE	266.05	266.05	266.05				16.50	3.86						245.69
000000280 VASINA, VERONICA	500.40	500.40	500.40	5.40	6.03		31.02	7.26						450.69
000000240 VEACH, BENJAMIN	625.49	625.49	625.49				38.78	9.07						577.64
000000118 WOYCHICK, TED J.	709.96	709.96	709.96				44.02	10.29						655.65
000000254 WRIGHT, KENNEDY	313.00	313.00	313.00				19.41	4.54						289.05

941 Deposit

Federal Tax	\$500.54
Medicare	\$607.04
Social Security	\$2,595.78
Advanced EIC	None
Total Deposit	\$3,703.36

Pay Summary

Gross	20,933.28
Federal Gross	20,933.28
State Gross	20,933.28
FICA Gross	20,933.28

Tax Summary

Federal Tax	500.54	
State Tax	181.48	
Local Tax		
FICA Ded/Ben	1,297.89	1,297.89
Medicare Ded/Ben	303.52	303.52

Others

Retirement	
Tax-Sheltered	
Voluntary	
Tips	0.00
Reimbursement	0.00
Net Pay (-tips)	18,649.85



LONG LAKE, MN

Payroll Summary

Pay Group: 07 Planning Commission

Pay Periods: 2024(2)

Employee	Gross Wage	Federal Gross	State Gross	Federal Tax	State Tax	Local Tax	Social Security	Medicare	Tax			Tips	Reimb.	Net Pay
									Retire	Sheltered	Voluntary			
000000289 AXELSON, JUDD	100.00	100.00	100.00				6.20	1.45						92.35
000000279 GOODSSELL, LORI	100.00	100.00	100.00				6.20	1.45						92.35
000000103 SECORD, ANITA L.	100.00	100.00	100.00				6.20	1.45						92.35
000000268 SEE, VIRGINIA	100.00	100.00	100.00				6.20	1.45						92.35

941 Deposit

Federal Tax	None
Medicare	\$11.60
Social Security	\$49.60
Advanced EIC	None
Total Deposit	\$61.20

Pay Summary

Gross	400.00
Federal Gross	400.00
State Gross	400.00
FICA Gross	400.00

Tax Summary

Federal Tax		
State Tax		
Local Tax		
FICA Ded/Ben	24.80	24.80
Medicare Ded/Ben	5.80	5.80

Others

Retirement	
Tax-Sheltered	
Voluntary	
Tips	0.00
Reimbursement	0.00
Net Pay (-tips)	369.40



LONG LAKE, MN

Payroll Summary

Pay Group: 01 Bi-Weekly
Check Date: 6/13/2024 per. 12

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	1,586.20	1,586.20	1,586.20	113.81	78.48		98.34	23.00						1,272.57
000000243 DIERCKS, SEAN	3,967.63	3,711.03	3,711.03	575.39	222.97		245.99	57.53	256.60					2,609.15
000000286 HEILAND, MICHAEL	4,925.05	4,413.76	4,413.76	452.57	237.68			71.41	511.29					3,652.10
000000004 LAAKKONEN, DONALD A	3,440.79	2,847.56	2,847.56	385.42	131.18		196.53	45.96	322.35	270.88				2,088.47
000000292 MACKEY, NOAH	2,398.58	2,243.97	2,243.97	192.74	123.21		148.71	34.78	154.61					1,744.53
000000091 MOELLER, JEANETTE	3,196.55	2,976.99	2,976.99	242.47	127.43		197.46	46.18	207.78	11.78				2,363.45
000000252 NOWEZKI, AMANDA	3,241.65	2,999.81	2,999.81	242.13	209.70		200.98	47.00	241.84					2,300.00
000000214 WESKE, SCOTT	4,906.25	4,599.97	4,599.97	787.23	287.88		303.81	71.05	300.21	6.07				3,150.00

941 Deposit

Federal Tax	\$2,991.76
Medicare	\$793.82
Social Security	\$2,783.64
Advanced EIC	None
Total Deposit	\$6,569.22

Pay Summary

Gross	27,662.70
Federal Gross	25,379.29
State Gross	25,379.29
FICA Gross	22,448.92

Tax Summary

Federal Tax	2,991.76	
State Tax	1,418.53	
Local Tax		
FICA Ded/Ben	1,391.82	1,391.82
Medicare Ded/Ben	396.91	396.91

Others

Retirement	1,994.68
Tax-Sheltered	288.73
Voluntary	
Tips	0.00
Reimbursement	0.00
Net Pay (-tips)	19,180.27



CITY OF
LONG LAKE

City Council Agenda Report

City of Long Lake

450 Virginia Avenue, PO Box 606

Long Lake, MN 55356

MEETING DATE / June 18, 2024

SUBJECT: Promoting Michael Decker From Public Works Seasonal Maintenance Worker to the Position of Public Works Maintenance Worker I; Authorize Payment for Attendance at Required Driver Training Certification

Prepared By: Sean Diercks, Public Works Director

Report Date: 6/12/2024

Recommended City Council Action

Staff recommends the following:

Motion to adopt Resolution No. 2024-25 promoting Michael Decker from Public Works Seasonal Maintenance Worker to the position of Public Works Maintenance Worker I at Salary Step 1.

Motion to authorize payment in the amount of \$3,480 for Michael Decker to attend the required Entry Level Driver Training Certification course from Class A Leasing Driving School located in Blaine, MN.

Overview / Background

In the spring of 2023, the City of Long Lake hired Seasonal Maintenance Worker Michael Decker to assist the Public Works staff. A seasonal employment term usually lasts for approximately six months. This addition was to provide extra seasonal help during the summer months.

Mr. Decker has become a dependable employee, displays a learning attitude, shows up for work daily and on time, and isn't afraid to get dirty – in short, he has proven to be someone the City can invest in to become a good long-term employee.

Late fall of 2023, as Mr. Decker's seasonal term was expiring, he was asked if he would be interested in doing a winter seasonal employment term with the City. Mr. Decker was more than willing to stay on for the winter seasonal term. Also, at that time, it was suggested to Mr. Decker that he might look into working on getting his CDL driver's license if he was interested in gaining full-time employment with the City as it is a requirement for Maintenance Workers to possess a CDL.

During the spring of 2024, Mr. Decker studied for, tested, and received his Commercial Driver's License (CDL) learner's permit, which gives him the ability to drive (practice) with other CDL license holders present for training purposes moving towards the (ELDT) certification.

Entry Level Driver Training Certification (ELDT) is now required by the Federal Motor Carrier Safety Administration (FMCSA) as of February 7, 2022. This training covers the essential skills, knowledge and practical experience needed to safely operate commercial vehicles, navigate diverse road conditions and adhere to federal regulations. Course completion is automatically reported to the FMCSA. Once the course is completed, the training school also provides a vehicle for testing, and assists the students on passing the CDL driving and written exams. The Class A Leasing Driving School, located in Blaine, Minnesota, provides all the federally

required training to test for obtaining a CDL, and the training plan for Mr. Decker has been quoted to cost \$3,480. The plan consists of up to 40 hours of pre-trip classroom training. Up to eight hours of one-on-one driver training behind the wheel, and a vehicle to take the driver's test (up to two times) at a DMV. Mr. Decker will have six months, or by his first probationary review, to have possess a CDL.

Supporting Information

- Resolution No. 2024-25 approving the promotion of Michael Decker to the position of Public Works Maintenance Worker I
- Personnel Action Form
- Public Works Maintenance Worker I Position Description



**City Council
Resolution No. 2024-25**

**A RESOLUTION PROMOTING MICHAEL DECKER TO THE POSITION OF PUBLIC WORKS MAINTENANCE
WORKER I AND APPROVING A SALARY INCREASE**

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

WHEREAS, Michael Decker was appointed to the position of Seasonal Maintenance Worker in 2023, and began his employment with the City on June 12 of that year; and

WHEREAS, the Public Works Director continues to be very satisfied with Mr. Decker’s excellent attitude, dedication, and performance and would recommend the City Council ratify the Public Works Director’s finding that he has earned a promotion to the Public Works Maintenance Worker I position and the corresponding salary increase; and

WHEREAS, Mr. Decker has obtained a CDL Learner’s permit and will obtain full CDL licensing before then end of his probationary period in addition to all other licensing within the required timelines set forth in the Position Description, and has further demonstrated the ability to complete all the other duties required as the Public Works Maintenance Worker I.

NOW, THEREFORE BE IT RESOLVED, by the City Council of the City of Long Lake, Minnesota that Seasonal Maintenance Worker Michael Decker is hereby promoted to the position of Public Works Maintenance Worker I, and his salary is increased to \$27.34/hour or Step 1 of the 2024 Salary Plan. Mr. Decker must obtain a commercial license within his probationary period in order to meet the essential job functions of the position and stay in good standing as a Maintenance Worker I.

Adopted by the City Council of the City of Long Lake this 18th day of June 2024.

BY:

Charlie Miner, Mayor

ATTEST:

Jeanette Moeller, City Clerk



Personnel Action Form

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

Employee Information / Personnel Action

Employee's Name: Mike Decker Department: Public Works

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

Status: Regular Full Time Regular Part Time Seasonal Employee

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

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

Other Actions (Not Appointments) -

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

	PRESENT STATUS	PROPOSED STATUS
2. Position Classification (Title)	<u>Seasonal Maintenance Worker</u>	<u>Maintenance Worker I</u>
3. Salary Step	<u>N/A</u>	<u>Step 1</u>
4. Wage (or Bonus)	<u>\$20.00/hr</u>	<u>\$27.34/hr</u>
5. Reason for Action	<u>Promote to Maintenance Worker I position. Six months to obtain CDL.</u>	
6. Effective Date	<u>June 19, 2024</u>	

7. SIGNATURES

Michael Decker
STAFF SIGNATURE

6-12-2024
Date

[Signature]
DEPARTMENT HEAD SIGNATURE

6-12-2024
Date

[Signature]
CITY ADMINISTRATOR SIGNATURE

6-12-2024
Date

Position Title: Public Works Maintenance Worker I, Full-Time
Department: Public Works
Accountable to: Public Works Director

PRIMARY OBJECTIVE:

Performs manual work in construction, operations, maintenance, and repair of City infrastructure and facilities. Performs a variety of maintenance tasks pertaining to public works operations and services.

ESSENTIAL DUTIES & RESPONSIBILITIES:

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

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

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

MINIMUM JOB REQUIREMENTS:

High school diploma/GED

Must be at least 18 years of age.

Must possess a valid Class B Minnesota Driver's License.

OTHER REQUIREMENTS

Must be able to effectively operate heavy equipment such as a pick-up, backhoe, skid loader, dump truck, lawn mowers, wide variety hand tools, etc.

The ability to obtain within 18 months a Class "C" drinking water treatment license issued by the Minnesota Dept. of Health, and a "SD" sanitary sewer collections license issued by the Minnesota Pollution Control Agency.

KNOWLEDGE, SKILLS AND ABILITIES.

Knowledge of:

- Operation and maintenance of power- driven equipment.
- Occupational hazards and standard safety practices.
- Proper techniques and uses of a variety of hand tools and power tools.
- Pertinent federal, state and City laws, codes and regulations.

Skill in:

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

Ability to:

- Perform a variety of skilled construction and maintenance tasks.
- Perform strenuous manual labor tasks related to assigned responsibilities.
- Safely and properly operate various tools and light equipment
- Understand oral and written instructions.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Maintains due regard for the safety and welfare of self and other employees.

PHYSICAL DEMANDS

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

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

WORK ENVIRONMENT

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

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

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

EXAMPLES OF PERFORMANCE CRITERIA

- Establishes effective working relationships with others.
- Caries out assignments and duties under limited supervision.
- Maintains due regard for the safety and welfare of self and other employees.

- Receives direction in a businesslike and professional manner.
- Communicates effectively orally and in writing.

SELECTION GUIDELINES

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

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

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



CITY OF
LONG LAKE

City Council Agenda Report

City of Long Lake

450 Virginia Avenue, PO Box 606

Long Lake, MN 55356

MEETING DATE / June 18, 2024

SUBJECT: Accept the Resignation of a Firefighter From the Long Lake Fire Department

Prepared By: Mike Heiland, Fire Chief

Report Date: 06/11/24

Recommended City Council Action

Staff recommends the following:

Motion to accept the resignation of firefighter James (JB) Seals from the Long Lake Fire Department.

Overview / Background

Firefighter James (JB) Seals has submitted a letter to Fire Chief Heiland informing him of his intent to resign from the Long Lake Fire Department, effective Monday, June 3, 2024. JB joined the Department on July 17, 2018. We sincerely appreciate his years of dedicated service to our community as a firefighter, and wish him the best in his future endeavors.



CITY OF
LONG LAKE

City Council Agenda Report

City of Long Lake

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

MEETING DATE / June 18, 2024

SUBJECT: Special Event Permit Request for Corn Days 2024

Prepared By: Jeanette Moeller, City Clerk

Report Date: 6/11/2024

Recommended City Council Action

Staff recommends the following:

Motion to adopt Resolution No. 2024-23 approving issuance of Special Event Permit #S2024-03 for the Corn Days 2024 one-day festival to be held August 10, 2024; to approve the issuance of a Noise Variance Permit authorizing sound amplification for musical entertainment on August 9-10; to approve issuance of a 1 to 4 Day Temporary On Sale Liquor License for the Church of St. George to allow the sale of alcoholic beverages for events on August 9-10; and to approve an Application for Exempt Permit for the Church of St. George to conduct gambling activities including bingo and raffles during the 2024 Corn Days event.

Overview / Background

The Church of St. George has made applications requesting to hold their annual Corn Days summer festival located at their property at 133 Brown Road N to be held on Saturday, August 10, 2024. The festival will offer a wide variety of family-friendly activities including children's games, inflatable(s), a petting zoo, a cornhole tournament, a caricaturist and hair artist, and a parked classic car rally; live entertainment; food and beverages; merchandise vendors; as well as bingo and raffle/silent auction entries.

Please note that the Application for 1 to 4 Day Temporary On Sale Liquor License for liquor service and Noise Variance Permit for live entertainment both encompass a two-day period of Friday, August 9 and Saturday, August 10. Although the Corn Days one-day festival will be held on Saturday, August 10, the Church will also be offering liquor service and musical entertainment for non-public Church events (the Corn Days setup day) to be held on Friday, August 9.

Staff recommends approval of a Special Event Permit for the Corn Days 2024 summer festival with conditions as specified in the attached permit; approval of a Noise Variance Permit to allow the use of sound amplification equipment for musical entertainment; approval of a temporary liquor license; and approval of a permit to conduct gambling activities including bingo and raffle games.

Supporting Information

- Resolution No. 2024-23
- Special Event Permit for Corn Days 2024
- Event narrative, schedule of events, and site maps for Corn Days 2024
- Noise Variance Permit for use of sound amplification equipment during event setup and the festival date
- Application for 1 to 4 Day Temporary On Sale Liquor License form
- Application for Exempt Permit form
- Proof of permission for overflow parking



**City Council
Resolution No. 2024-23**

**A RESOLUTION APPROVING THE ISSUANCE OF SPECIAL EVENT PERMIT #S2024-03 FOR CORN DAYS 2024
TO BE HELD AUGUST 10, 2024**

WHEREAS, the City has received a Special Event Permit application from the Church of St. George to hold their annual Corn Days summer festival on August 10, 2024 on their property located at 133 Brown Road N; and

WHEREAS, this year’s one-day event will offer a variety of activities and games for children and families, a parked classic car rally, live entertainment, food and beverages, and bingo and raffle(s); and

WHEREAS, City staff and the Wayzata Police Department have reviewed the event application and identified conditions to permit issuance outlined on the Special Event Permit attached hereto and made a part of this Resolution; 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 #S2024-03 for the Corn Days 2024 summer festival to be held August 10, 2024 contingent on receipt of documentation, agency approvals, and satisfaction of all applicable conditions outlined by the Special Event Permit.

Adopted by the City Council of the City of Long Lake this 18th day of June 2024.

BY:

Charlie Miner, Mayor

ATTEST:

Jeanette Moeller, City Clerk



Special Event Permit Application

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

FOR OFFICE USE ONLY Section 5F.

Amount Due: \$ 100
Date Paid: 6/5/24
 Check # 40508
 Credit Card
 Cash Receipt # _____
Deposit Required?
 Yes, Check # _____
 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 CORN DAYS 2024

Describe Location or Area of City Where Event Will Take Place South side of the church grounds on the corner of Brown Rd/Watertown Rd.

of Participants Expected to Attend Event 1500

Describe Any Participation/Entry Fees to be Charged NONE

Event Dates/Times Proposed

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

Day of Week	Date	Start Time	End Time
<u>SATURDAY</u>	<u>August 10</u>	<u>10 am</u>	<u>10 pm</u>

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 10-20
 Other Vehicles, Explain Not running - parked
 Games, Amusement Devices or Carnival Equipment, Describe petting zoo, inflatables, games, Corn Hole Tournament, Car show

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 RETTINGERS ALLOWS OVERFLOW PARKING IF THERE IS NO SERVICE THERE

Traffic Control Personnel Provided by Whom _____

Delineation Equipment (Barricades, Signs, Traffic Cones, No Parking Signs, etc.) Provided by Whom _____

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

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 CATHOLIC MUTUAL GROUP Policy Number B589

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

Full Name SARA DORE Daytime Phone 952-473-1247

Alternate Phone 763-312-9651 Email Address info@stgeorgelonglake.org

Street Address 133 N. BROWN RD

City, State, Zip Long Lake MN 55356

Organization Information

Organization Name Church of St. George

Mailing Address 133 N. Brown Rd

City, State, Zip Long Lake MN 55356

Phone 952-473-1247 Fax _____

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

X Signature of Applicant Sara Dore Date 5/30/2024

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

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

Review by Department Head or Designee

Public Works Reviewed By SD/gm Date 6/6/24

Fire Department Reviewed By MH/EM Date 6/5/24

Police Department Reviewed By MS/AM Date 6/5/24

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

Date Approved _____ PERMIT # S2024-03

Conditions of Permit Approval

Permit Conditions Detailed in Attached Letter Dated 6/5/24

[] Permit Conditions Listed Below:



June 5, 2024

Sara Dore, Event Organizer
Church of St George
133 Brown Road N
Long Lake, MN 55356

RE: SPECIAL EVENT PERMIT CONDITIONS, PERMIT #S2024-03
Corn Days 2024 / Saturday, August 10, 2024 (10:00 am – 10:00 pm)

Dear Event Organizer:

Your application for a Special Event Permit for Corn Days 2024 is hereby approved, subject to the conditions listed below. The Wayzata Police Department and its officers, acting on behalf of the City of Long Lake, are empowered to revoke this Special Event Permit at any time for any safety concerns that are not immediately resolved by the permit holder or a representative of the permit holder. This revocation shall cause the immediate cancellation of the event originally authorized by this Permit.

- [] The Long Lake Fire Department and Wayzata Police Department, acting on behalf of the City of Long Lake, may impose additional conditions to this Permit by email correspondence of the Fire or Police Chief as needed.
- [] Event organizer is required to contact Wayzata Police Chief Marc Schultz at 952-404-5340 to discuss event preparation, to arrange for Police assistance as may be needed during the event, and to work with Corn Days volunteer staff.
- [] A 1 Day to 4 Day Temporary On Sale Liquor License must be obtained from the City to permit alcohol sales and service during the Corn Days 2024 one-day festival on Saturday, August 10, and during the Church of St. George non-public events on Friday, August 9.
- [] For the Corn Days festival on Saturday, August 10, controlled access to alcoholic beverage sales area must be provided. The alcohol sales area must be clearly fenced off with limited points of entry provided, preferably no more than two. ID's must be checked for anyone who appears 35 years of age or younger. Wristbands are required for alcoholic beverage service. Alcoholic beverages may not leave Church of St George property at any time.
- [] Any persons working alcohol sales for Corn Days 2024 may not be under the influence of or consume alcoholic beverages while staffing their location.

SPECIAL EVENT PERMIT CONDITIONS, PERMIT #S2024-03

Corn Days 2024 / Saturday, August 10, 2024 (10:00 am – 10:00 pm)

Page 2 of 2

- [] Gear West has indicated the 5K and 1K run events will not be using Long Lake streets.
- [] The Long Lake Area Chamber of Commerce is required to apply for and obtain a Special Event Permit from the City of Long Lake in a timely manner prior to the event date for the Corn Days Parade.
- [] An Application for Exempt Permit is required in order for the Church of St. George to conduct gambling activities including bingo and raffles during Corn Days 2024.
- [] Any restaurant or bar operating a booth at the event and conducting alcohol sales must provide copies of their current Caterers Permit license from the Minnesota Department of Public Safety, Alcohol & Gambling Enforcement Division, to the City Clerk *by no later than Thursday, August 8.*
- [] A Noise Variance Permit must be obtained from the City to allow the use of sound amplification for live entertainment during the Corn Days 2024 one-day festival on August 10, and during the Church of St. George non-public events on Friday, August 9. Live entertainment must end consistent with the expiration time(s) listed in the approved Noise Variance Permit.
- [] Portable restrooms and handwashing stations must be available on site in addition to existing Church facilities in order to accommodate the anticipated attendance.
- [] Written permission or email correspondence from property or business owner(s) for any off-site parking locations to be utilized for Corn Days 2024 must be submitted to the City Clerk *by no later than Thursday, August 8.*
- [] A Certificate of General Liability Insurance must be submitted to the City Clerk *by no later than Thursday, August 8.*

Please be advised that by acceptance of Special Event Permit #S2024-03, the permit holder, on behalf of any and all organizations and private persons, grants authority to operate under the Special Event Permit, and agrees to indemnify and hold harmless the City of Long Lake from all claims arising from said event. The permit holder, all organizations and private persons exercising authority under this Permit, do waive and release all claims against the City of Long Lake, its officers or employees for any damage to person or property arising from the exercise of privileges granted by this Permit and agrees to hold harmless the City of Long Lake, its employees and officers from any such claim.

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

Sincerely,



Jeanette Moeller
City Clerk

June 3, 2024



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

Dear Jeanette,

I am submitting our applications for Corn Days 2024 for consideration by the city. I very much appreciate your assistance in helping me through this process and getting our event on the city council meeting agenda.

This year Corn Days will be a one-day community celebration that will be held on Saturday, August 10, 2024, from 12:00pm. - 10:00pm. The event will take place on St. George parish grounds. St. George has on-site parking for 200 vehicles with street parking plus the availability of additional parking at Rettinger's Funeral Home if needed, though we have not previously needed this additional parking.

We will serve food and beverages on **Saturday from 12:00pm - 10:00pm** with live music from **12:45pm-10:00pm**. In addition to the live music, we will also have kids' inflatables and games, a petting zoo, a caricaturist & hair artist, bingo, silent auction, a car rally to the west of the church, a Cornhole tournament, a wine pull, a pancake breakfast on Saturday, and a Fiesta Dinner in the community Center. The car rally, which will be a classic car show on the west lawn area adjacent to the community center, will display parked cars.

St. George will have approximately 4 food booths, a pop and water booth, and a beer tent. We are inviting several outside food vendors this year, as well merchandise vendors.

We will contract with Biffs, Inc. for bathrooms and hand washing facilities and Republic or Curbside for garbage containers and coordinate site clean up internally. Please note the second map which shows the bathrooms and handwashing stations.

We will have a beer tent supplied by the Dabblers Depot run by St. George parish members that requires a temporary on-sale liquor license.

In addition to the festival on Saturday, August 10th, we will have a **smaller parish volunteer event on the evening of Friday, August 9th** for set up and corn husking during which alcohol will be served and live music will be played. This event will take place between 5pm-9pm.

Event Coordinators are:

Sara Dore: cell 763-312-9651, Parish Staff, Church of St. George
Robb Smith, cell 651-788-3090, 2024 Corn Days Co-Chair
Maria Veach, cell 612-220-2435, 2024 Corn Days Co-Chair

Thank you for your assistance in making Corn Days 2024 a success. Let me know if you need any further information.

Many thanks and God Bless,

Sara Dore
Church of St. George
952-473-1247 X101

Enclosures:

- 1) Special Event Permit Application (including site map)
- 2) Noise Variance Permit
- 3) 2 MN Applications:
 - a. MN Department of Public Safety Application for 1 - 4 day temporary on-sale liquor license (requires city sign-off)
 - b. Minnesota Lawful Gambling Permit (requires city sign-off)
- 4) \$125 check for permits (\$100 for special events and \$25 for temporary liquor license)
- 5) Corn Days Flyer with detailed event narrative



The Church of St. George

Corn Days

Saturday, August 10, 2024

Located South of Hwy 112 on the corner of Brown Rd & Watertown Rd in Long Lake

For More Information, call 952-473-1247 or visit CORNDAYS.COM



- 7:30am 5K Race Day Registration and Packet Pickup
- 9:00am Gear West 5K Start at Hackberry Park
- 10:00am Gear West Candy Corn 1 Mile, Hackberry Park
- 8:30am-11:00am Knights of Columbus Breakfast
- 12:00pm-10:00pm Grounds Open: Food Booths, Beer Tent, & Merchandise Vendors
- 12:00pm Long Lake Chamber of Commerce Parade
- 1:00pm-7:00pm Inflatables & Games (wristband)
- 1:00pm-7:00pm Petting Zoo (wristband)
- 1:00pm-7:00pm Cars and Corn
- 1:00pm-7:00pm Wine Pull in the Beer Tent
- 1:00pm-7:00pm Glitter Hair (wristband)
- 1:00pm-3:30pm BINGO in the Community Center

- 1:00pm-5:00pm Caricature Artist (wristband)
- 1:00pm-3:45pm Live Music: *Maddie Kadlec*
- 4:00pm-5:00pm Mass
- 5:00pm Fiesta Dinner in the Community Center
- 5:00pm-7:00pm Live Music: *Welcome Drive*
- 7:00pm-10:00pm Live Music: *ECHO*
- 10:00pm Grounds Close
- SUNDAY, AUGUST 11th in the Community Center**
- 10:00am-11:00am: Breakfast to Benefit Red Lake Mission
- 10:45am: Raffle Drawing
- 11:00am: Silent Auction bidding ends

New! Corn Hole Tournament, 1-7pm

Stay tuned for more details!

St. George Silent Auction

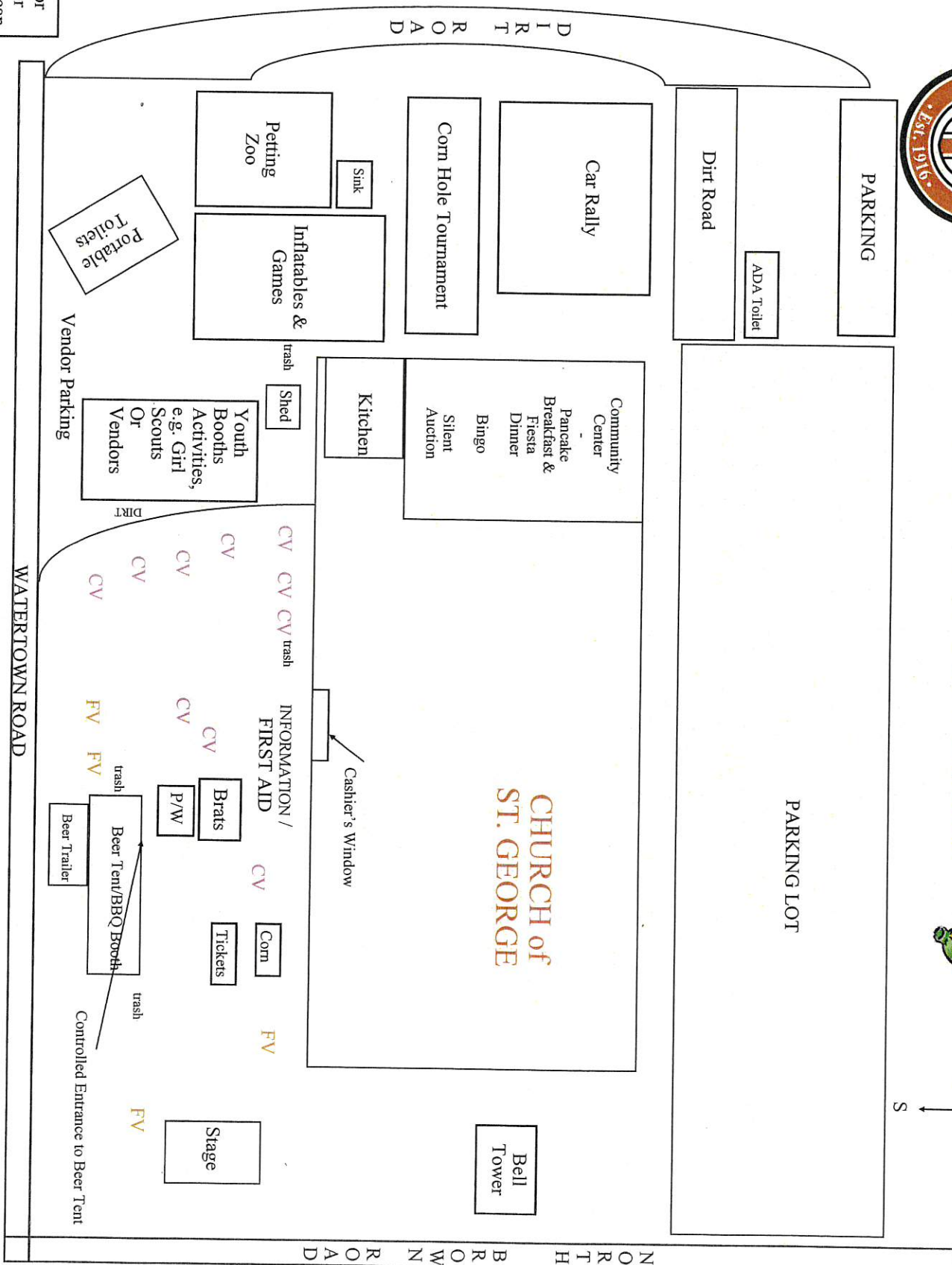
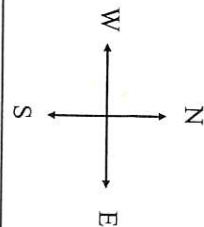
Online bidding: August 4th-August 11th; check out corndays.com, Facebook, or Instagram@stgeorgechurchll for details!



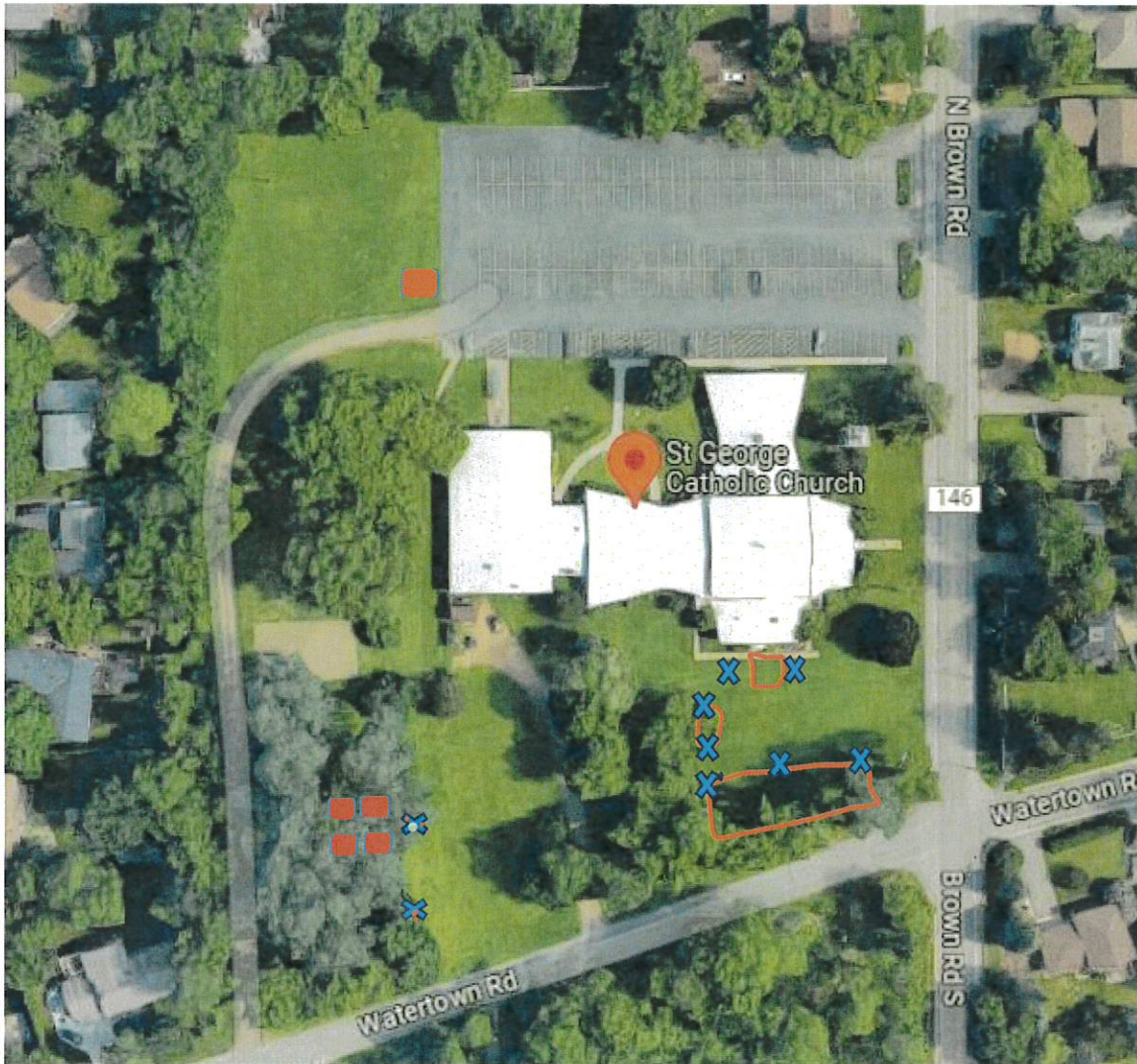
For information about registering for the Long Lake Chamber of Commerce Corn Days Parade, contact Marty at 612-237-3843 or martyexplore@msn.com.



CORN DAYS FESTIVAL SATURDAY, AUGUST 10, 2024



CV = Craft Vendor
 FV = Food Vendor
 Note: More slots can be added for both CV and FV as space allows.



BIFF'S SINKS AND TOILETS

ADA Portable Toilet: By the intersection of the southwest corner of the church parking lot and the dirt road.

Portable Toilet Cluster & Sink: There is an area between the trees on the west part of the property. The sink is at the entrance with the four toilet units arranged with two on one side and two on the other, facing each other with a wide aisle in between.

Zoo Sink: There is an enclosure of trees used for the petting zoo area. The sink will be by the entrance of this area.

Beer Tent Sinks: There are three sinks outside the beer tent, one along the front west edge, one in approximately the front middle and one on the front east end.

Brat Booth Sinks: There are sinks on either side of the brat booth tent.

The Corn Booth: There are sinks on either side of the corn booth tent.



Noise Variance Permit

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

Phone: (952) 473-6961
Fax: (952) 476-9622

Applicant Information

Church of St. George

Sara Dore

Organization / Applicant Name

Contact Person (if an organization)

133 N Brown Rd

Long Lake, MN 55356

Street Address

City / State / Zip

952-473-1247

NA

Phone

Fax

Noise Variance Request

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

There may be amplified live music during the corn prep party we have on Friday night -- this is a volunteer event. Saturday is the Corn Days Festival and we will have live bands amplified from the stage.

Date(s) of activity Friday, 8/9/24 5:00pm-9pm, Saturday, 8/10/24 12pm-10pm

Requested hours, from _____ AM / PM to _____ AM / PM

Applicant Signature

The applicant / organization acknowledges that the Orono 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.

Sara Dore
Applicant Signature

8/30/2024
Date

For Office Use Only

PERMIT NO. _____

Date Approved by Council ____/____/____

Date Issued ____/____/____

PERMIT PERIOD:

Date(s) of Activity _____

From _____ AM / PM to _____ AM / PM

City Official

Title



Minnesota Department of Public Safety
 Alcohol and Gambling Enforcement Division
 445 Minnesota Street, Suite 1600, St. Paul, MN 55101
 651-201-7507 TTY 651-282-6555

Section 5F.

**APPLICATION AND PERMIT FOR A 1 DAY
 TO 4 DAY TEMPORARY ON-SALE LIQUOR LICENSE**

Name of organization: Church of St. George
 Date of organization: Jan 1, 1916
 Tax exempt number: 41-0797341

Organization Address (No PO Boxes): 266 Heather Lane
 City: Long Lake
 State: MN
 Zip Code: 55356

Name of person making application: Sara Dore
 Business phone: 952-473-1247
 Home phone: 952-426-9445

Date(s) of event: August 9-10, 2024
 Type of organization: Microdistillery Small Brewer
 Club Charitable Religious Other non-profit

Organization officer's name: Fr. Shane Stoppel-Wasinger
 City: Long Lake
 State: MN
 Zip Code: 55356

Organization officer's name: William Kottemann
 City: Long Lake
 State: MN
 Zip Code: 55356

Organization officer's name: Daren Grothaus
 City: Minnetrista
 State: MN
 Zip Code: 55364

Location where permit will be used. If an outdoor area, describe.
 The Corn Days festival beer tent is located on the parish grounds to the south side of the building. Alcohol is also served at the Fiesta dinner in the parish community center and Fireside Room. *On August 9th, we have a volunteer event in the evening where alcohol will be served. The Corn Days Festival which is open to the public will take place on August 10th.*
 If the applicant will contract for intoxicating liquor service give the name and address of the liquor license providing the service.

The Dabbler Depot

If the applicant will carry liquor liability insurance please provide the carrier's name and amount of coverage.
 Catholic Mutual Limited Liquor Liability \$500,000

APPROVAL

APPLICATION MUST BE APPROVED BY CITY OR COUNTY BEFORE SUBMITTING TO ALCOHOL AND GAMBLING ENFORCEMENT

CITY OF LONG LAKE
 City or County approving the license
 \$25.00
 Fee Amount

Date Approved

Event in conjunction with a community festival Yes No

Permit Date
jmoeller@longlakemn.gov
 City or County E-mail Address

Current population of city
Jeanette Moeller, City Clerk
 Please Print Name of City Clerk or County Official

J Moeller
 Signature City Clerk or County Official

CLERKS NOTICE: Submit this form to Alcohol and Gambling Enforcement Division 30 days prior to event
No Temp Applications faxed or mailed. Only emailed.
ONE SUBMISSION PER EMAIL, APPLICATION ONLY.
PLEASE PROVIDE A VALID E-MAIL ADDRESS FOR THE CITY/COUNTY AS ALL TEMPORARY PERMIT APPROVALS WILL BE SENT BACK VIA EMAIL. E-MAIL THE APPLICATION SIGNED BY CITY/COUNTY TO AGE.TEMPORARYAPPLICATION@STATE.MN.US

LG220 Application for Exempt Permit

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

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

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

Application Fee (non-refundable)

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

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

ORGANIZATION INFORMATION

Organization Name: Church of St. George Previous Gambling Permit Number: X- 27024-020

Minnesota Tax ID Number, if any: 9115209 Federal Employer ID Number (FEIN), if any: 41-0797341

Mailing Address: 133 N Brown Rd

City: Long Lake State: MN Zip: 55356 County: Hennepin

Name of Chief Executive Officer (CEO): Fr Shane Stoppel-Wasinger

CEO Daytime Phone: 952-473-1247 X111 CEO Email: frshane@stgeorgelonglake.org
(permit will be emailed to this email address unless otherwise indicated below)

Email permit to (if other than the CEO): info@stgeorgelonglake.org

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

Fraternal Religious Veterans Other Nonprofit Organization

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

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

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

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): Church of St. George

Physical Address (do not use P.O. box): 133 N Brown Rd, Long Lake, MN

Check one:
 City: Long Lake Zip: 55356 County: Hennepin
 Township: _____ Zip: _____ County: _____

Date(s) of activity (for raffles, indicate the date of the drawing): August 10-11, 2024

Check each type of gambling activity that your organization will conduct:

Bingo Paddlewheels Pull-Tabs Tipboards Raffle

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

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

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

The application is acknowledged with no waiting period.

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

The application is denied.

Print City Name: _____

Signature of City Personnel: _____

Title: _____ Date: _____

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

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

The application is acknowledged with no waiting period.

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

The application is denied.

Print County Name: _____

Signature of County Personnel: _____

Title: _____ Date: _____

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

Print Township Name: _____

Signature of Township Officer: _____

Title: _____ Date: _____

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

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

Chief Executive Officer's Signature: Fr. Shane Stoppel-Wasinger Date: 6/4/2024
(Signature must be CEO's signature; designee may not sign)

Print Name: Fr Shane Stoppel-Wasinger

REQUIREMENTS

Complete a separate application for:

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

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

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

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

MAIL APPLICATION AND ATTACHMENTS

Mail application with:

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

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

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

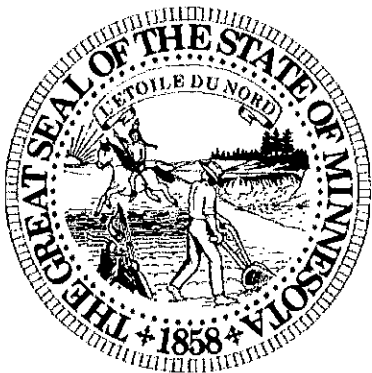
Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information;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

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

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

Name:	The Church of Saint George of Long Lake
Date Filed:	09/13/1916
File Number:	CH-84
Minnesota Statutes, Chapter:	Not Available
Home Jurisdiction:	Not Available

This certificate has been issued on: 06/03/2024



Steve Simon
Secretary of State
State of Minnesota

Sara Dore

From: Sam Rettinger <rettingerfh@gmail.com>
Sent: Monday, June 3, 2024 4:20 PM
To: Sara Dore
Subject: Re: Permission to park at Rettinger's for Corn Days

That would be fine.....the only exception would be a Service on Saturday or Sunday which is rare. If that does happen it would only be for 2 hours.

Sam Rettinger

On Mon, Jun 3, 2024 at 3:52 PM Sara Dore <sdore@stgeorgelonglake.org> wrote:

Dear Sam,

I am submitting a permit request to the city this week for Corn Days. Do we have your permission once again to use your parking lot in the event of overflow parking? Please email your response. Thanks!

God bless,

Sara Tucker Dore

Parish Secretary

Church of St. George

133 N. Brown Rd

Long Lake, MN 55356

(952)473-1247 X 101

sdore@stgeorgelonglake.org, info@stgeorgelonglake.org



CITY OF
LONG LAKE

City Council Agenda Report

City of Long Lake

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

MEETING DATE / June 18, 2024

SUBJECT: Special Event Permit Request for the 50th Annual Corn Days Parade

Prepared By: Jeanette Moeller, City Clerk

Report Date: 6/10/2024

Recommended City Council Action

Staff recommends the following:

Motion to adopt Resolution No. 2024-22 approving issuance of Special Event Permit #S2024-04 for the 50th Annual Corn Days Parade to be held August 10, 2024.

Overview / Background

The Long Lake Area Chamber of Commerce is requesting a Special Event Permit to hold their Corn Days Parade on Saturday, August 10, 2024 as part of the Church of St. George Corn Days summer festival. The Chamber has traditionally been proactive in working with City staff and the Police Department to assure the parade route addresses traffic and safety concerns. Please see the attached map depicting the parade route. The parade route proposed for this year's event remains consistent with recent years' parades, and is also the route preferred by the Police Department.

Parade participants will begin assembling in the staging area along Willow Drive at 11:00 am. The parade is scheduled to begin at 12:00 noon, and up to approximately 50 parade units are expected to participate.

Staff is recommending approval of a Special Event Permit for the 50th Annual Corn Days Parade with conditions as specified in the attached permit.

Supporting Information

- Resolution No. 2024-22
- Special Event Permit for the 2024 Corn Days Parade
- Map of the parade route, parade entry form



**City Council
Resolution No. 2024-22**

A RESOLUTION APPROVING THE ISSUANCE OF SPECIAL EVENT PERMIT #S2024-04 FOR THE 50TH ANNUAL CORN DAYS PARADE TO BE HELD AUGUST 10, 2024

WHEREAS, the City has received a Special Event Permit application from the Long Lake Area Chamber of Commerce to hold their annual Corn Days Parade in conjunction with the Church of St. George Corn Days summer festival on August 10, 2024; and

WHEREAS, the Chamber has traditionally been proactive in working with the Police Department and City staff to assure the parade route addresses traffic and safety concerns; and

WHEREAS, parade participants will assemble in the staging area along Willow Drive beginning at 11:00 am, with the parade scheduled to begin at 12:00 noon following a route described in the attached Special Event Permit; and

WHEREAS, City staff and the Wayzata Police Department have reviewed the event application and identified conditions to permit issuance outlined on the Special Event Permit attached hereto and made a part of this Resolution; 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 #S2024-04 for the 50th Annual Corn Days Parade to be held August 10, 2024 contingent on receipt of documentation, agency approvals, and satisfaction of all applicable conditions outlined by the Special Event Permit.

Adopted by the City Council of the City of Long Lake this 18th day of June 2024.

BY:

Charlie Miner, Mayor

ATTEST:

Jeanette Moeller, City Clerk



Special Event Permit Application

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

FOR OFFICE USE ONLY

Amount Due: \$ 1000 Section 5G.
 Date Paid: for city only
 Check # _____
 Credit Card _____
 Cash Receipt # _____
 Deposit Required?
 Yes, Check # _____
 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 50th ANNUAL CORN DAYS PARADE

Describe Location or Area of City Where Event Will Take Place Parade staging on Willow Drive, Parade on Watertown Rd → Brown Rd → Grand Ave

of Participants Expected to Attend Event 50 parade entrants

Describe Any Participation/Entry Fees to be Charged \$50 Chamber Members / \$75 General / \$100 Non-Chamber Businesses / \$225 Political Candidates

Event Dates/Times Proposed

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

Day of Week	Date	Start Time	End Time
Saturday	8/10/2024	11:00 am Line Up 12:00 a Start	1:30 pm

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 50
 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 Local PD (Wayzata)

Delineation Equipment (Barricades, Signs, Traffic Cones, No Parking Signs, etc.) Provided by Whom Long Lake Public Works

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

Watertown Rd, Brown Rd, Grand Ave

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 (TO BE SUPPLIED) Policy Number _____

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

Full Name Marty Schneider Daytime Phone 612-237-3843

Alternate Phone _____ Email Address _____

Street Address PO Box 662

City, State, Zip Long Lake, MN 55356

Organization Information

Organization Name Long Lake Area Chamber of Commerce

Mailing Address PO Box 662

City, State, Zip Long Lake, MN 55356

Phone 612-237-3843 Fax _____

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

X Signature of Applicant MARTY SCHNEIDER Date 6-5-2024

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

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

Review by Department Head or Designee

<input checked="" type="checkbox"/> Public Works	Reviewed By <u>SD/gm</u>	Date <u>6/6/24</u>
<input checked="" type="checkbox"/> Fire Department	Reviewed By <u>MH/gm</u>	Date <u>6/5/24</u>
<input checked="" type="checkbox"/> Police Department	Reviewed By <u>MS/gm</u>	Date <u>6/5/24</u>

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

Date Approved _____

PERMIT # S2024-04

Conditions of Permit Approval

Permit Conditions Detailed in Attached Letter Dated 6/5/24
[] Permit Conditions Listed Below:



June 6, 2024

Marty Schneider, Event Organizer
Long Lake Area Chamber of Commerce
PO Box 662
Long Lake, MN 55356

RE: SPECIAL EVENT PERMIT CONDITIONS, PERMIT #S2024-04
50th Annual Corn Days Parade / Saturday, August 10, 2024

Dear Event Organizer:

Your application for a Special Event Permit for the 50th Annual Corn Days Parade 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.

[] Event Organizer is required to contact Wayzata Police Chief Marc Schultz at 952-404-5340 or his designee to discuss event preparation, to arrange for Police assistance as may be needed during the event, and to work with Corn Days Parade volunteer staff.

[] Consistent with the map submitted by the event organizer, the Parade route must be as follows:

Assembly/staging area to be located along Willow Drive south of Hackberry Park in Orono to Long Lake Fire Station 1. From Willow Drive, route will travel east on Watertown Road to Brown Road N, north on Brown Road N to Grand Avenue, and west on Grand Avenue to parade end at Glendale Drive.

[] Persons from the Long Lake Area Chamber of Commerce or the Parade volunteer committee must be present at the end of the Parade route on Glendale Drive to alternately direct every other parade unit toward either Watertown Road or Willow Drive to help in the dispersal of units at the end of the Parade.

- [] Parade participation must be limited to approximately 50 units. All units and vehicles will be small enough to make all turns without having to back up at corners. No semi-trucks will be allowed. Slow moving units must be staged at the rear of the Parade.
- [] The Long Lake Public Works (LLPW) Department will make barricades available the day before the event or earlier. Event organizer is responsible to coordinate placement with the Wayzata Police and LLPW Departments.
- [] Applicant will be responsible to post "NO PARKING – TOW ZONE" on all streets included in the parade route - both sides of Watertown Road, Brown Road N, and Grand Avenue; and to post "NO PARKING – TOW ZONE" signage on one side of the following streets east of the parade route – Central Avenue, Grand Avenue, Lakeview Avenue, Upper Lea Lane, Valley View Road, and Watertown Road.
- [] Permission or any required permitting must be obtained from the City of Orono for use of Willow Drive in Orono. If approved by the City of Orono's Police Chief, the event organizer is encouraged to place barricades to close the parade staging area on Willow Drive to traffic for the duration of the staging process only. Once the staging process is complete, any Willow Drive barricades should be removed as quickly as possible.
- [] Cleanup of event related debris along the assembly/staging area and parade route must be completed within 24 hours of the end of the parade.
- [] A Certificate of General Liability Insurance must be submitted to the City Clerk *by no later than Wednesday, August 7.*

Please be advised that by acceptance of Special Event Permit #S2024-04, the permit holder, on behalf of any and all organizations and private persons, grants authority to operate under the Special Event Permit, and agrees to indemnify and hold harmless the City of Long Lake from all claims arising from said event. The permit holder, all organizations and private persons exercising authority under this Permit, do waive and release all claims against the City of Long Lake, its officers or employees for any damage to person or property arising from the exercise of privileges granted by this Permit and agrees to hold harmless the City of Long Lake, its employees and officers from any such claim.

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

Sincerely,



Jeanette Moeller
City Clerk



CORN DAYS PARADE MAP

The annual Corn Days Parade is sponsored by the Long Lake Area Chamber of Commerce.



Parade line-up / staging begins at 11:00 am on Willow Drive (near intersection with Watertown Road), and the Parade starts promptly at 12:00 noon.





Annual Corn Days Parade

Saturday, August 10, 2024

Begins at 12:00 Noon – Parade Lineup at 11:00 AM

Sponsored by the Long Lake Area Chamber of Commerce

Section 5G.



Parade Entry Fees

General Participants - \$75.00 Chamber Members - \$50.00

Non-Chamber Businesses - \$100.00 Political Candidates - \$225.00

Event Organizer: Contact Marty Schneider at martyexplore@msn.com or by phone at 612-237-3843.

Entry Deadline: Tuesday, August 6, 2024

PLEASE RETURN ENTRY FORM WITH PAYMENT TO:

Long Lake Area Chamber of Commerce
PO Box 662
Long Lake, MN 55356

Name of Organization _____

Email (Required) _____

Primary Contact Name _____

Phone # (Required) _____

Type of Entry Unit/Vehicle _____

Length of Unit _____

Special Considerations _____

Brief Announcement _____

We / I _____ waive any liability responsibility and hold harmless the Long Lake Area Chamber of Commerce, the Corn Days Parade Committee, the Church of St. George and any related members, affiliates, volunteers and/or vendors for any injury or damages sustained in conjunction with participation in the Corn Days Parade.

Authorized Signature _____ Date _____

Your completed form and enclosed fee hold your placement in the Parade. We will email you with the Parade lineup numbers the week of the Parade.



CITY OF
LONG LAKE

City Council Agenda Report

City of Long Lake

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

MEETING DATE / June 18, 2024

SUBJECT: Special Event Permit Request for Buckhorn Days 2024

Prepared By: Jeanette Moeller, City Clerk

Report Date: 6/12/2024

Recommended City Council Action

Staff recommends the following:

Motion to adopt Resolution No. 2024-24 approving issuance of Special Event Permit #S2024-05 for the Buckhorn Days 2024 one-day festival to be held July 13, 2024; to approve issuance of a 1 to 4 Day Temporary On Sale Liquor License for the Orono Lions Club to allow the sale of alcoholic beverages during Buckhorn Days 2024; and to approve issuance of a Noise Variance Permit authorizing use of sound amplification for announcements and musical entertainment during the event.

Overview / Background

The Long Lake Area Chamber of Commerce has made an application for a Special Event Permit to host Buckhorn Days 2024 on Saturday, July 13 primarily in Nelson Lakeside Park. This year's event includes:

- A car show will be held at the Pioneer Museum grounds from approximately 11:00 am to 4:00 pm
- General arts, crafts, food and beverage vendors will open at 12:00 noon (sale of alcoholic beverages will close at 10:00 pm)
- A Kids Zone will be open from 12:00 pm to 8:00 pm, including inflatables, games, etc.
- Doggie races will take place at 3:00 pm, with registration opening at 2:00 pm
- Bean Bag Toss and putting contests will be held from 3:00 pm to 6:00 pm
- Live musical entertainment will be provided by a variety of bands performing between the hours of 12:00 noon to 11:00 pm

Please note that this year's event schedule does not include a waterski show or fireworks display. Additionally, due to their immediate proximity to Nelson Lakeside Park, notice of the event will be provided to the Aava Vetta townhome occupants via their association primary contact.

Staff recommends approval of a Special Event Permit for Buckhorn Days 2024 with conditions as specified in the attached permit; approval of a 1 to 4 Day Temporary On Sale Liquor License for the Orono Lions Club to allow the sale of alcoholic beverages during the event; and approval of a Noise Variance Permit to allow the use of sound amplification equipment for broadcasting announcements and for live entertainment.

Supporting Information

- Resolution No. 2024-24
- Special Event Permit for Buckhorn Days 2024
- Schedule of events, band schedule, and site maps for Buckhorn Days 2024
- Application for 1 to 4 Day Temporary On Sale Liquor License form
- Noise Variance Permit for use of sound amplification equipment during the event



**City Council
Resolution No. 2024-24**

**A RESOLUTION APPROVING THE ISSUANCE OF SPECIAL EVENT PERMIT #S2024-05 FOR
BUCKHORN DAYS 2024 TO BE HELD SATURDAY, JULY 13, 2024**

WHEREAS, the City has received a Special Event Permit application from Marty Schneider, on behalf of the Long Lake Area Chamber of Commerce, to hold the Buckhorn Days 2024 summer festival in Nelson Lakeside Park on Saturday, July 13, 2024; and

WHEREAS, the event will offer a variety of activities including a car show at the Pioneer Museum grounds; food and art/retail vendors; dog races; a “Kids Zone” with games and inflatables; adult beverages tent provided by Orono Lions Club; Bean Bag Toss and Putting contests; and live musical entertainment by on stage bands; and

WHEREAS, City staff and the Wayzata Police Department have reviewed the event application and identified conditions to permit issuance outlined on the Special Event Permit attached hereto and made a part of this Resolution; 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 #S2024-05 for the Buckhorn Days 2024 festival to be held July 13, 2024 contingent on receipt of documentation, agency approvals, and satisfaction of all applicable conditions outlined by the Special Event Permit.

Adopted by the City Council of the City of Long Lake this 18th day of June 2024.

BY:

Charlie Miner, Mayor

ATTEST:

Jeanette Moeller, City Clerk



Special Event Permit Application

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

FOR OFFICE USE ONLY	
Amount Due: \$ <u>15</u>	Section 5H.
Date Paid: <u>6/7/24</u>	
<input checked="" type="checkbox"/> Check # <u>6740</u>	
<input type="checkbox"/> Credit Card	
<input type="checkbox"/> Cash Receipt # _____	
Deposit Required?	
<input type="checkbox"/> Yes, Check # _____	
<input 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 BUCKHORN DAYS 2024

Describe Location or Area of City Where Event Will Take Place NELSON PARK + CAR SHOW AT W. HENNEPIN PIONEER MUSEUM

of Participants Expected to Attend Event 300-500

Describe Any Participation/Entry Fees to be Charged 0

Event Dates/Times Proposed

** List all Event Dates/Times Below **

Day of Week	Date	Start Time	End Time
SATURDAY	JULY 13, 2024	12 NOON	11 PM

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 40

Other Vehicles, Explain _____

Games, Amusement Devices or Carnival Equipment, Describe JUMPY HOUSE INFLATABLES, CAR SHOW, MUSIC BANDS, GOLF PUTTING CONTEST, DOG RACES, BEAN BAG TOSS

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 MID-COUNTRY BANK

Traffic Control Personnel Provided by Whom WAYZATA P.D.

Delineation Equipment (Barricades, Signs, Traffic Cones, No Parking Signs, etc.) Provided by Whom LONG LAKE PUBLIC WORKS + LONG LAKE CHAMBER OF COMM.

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

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 Advantage 1 Insurance Policy Number 08493283

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

Full Name MARTY SUNDRIER Daytime Phone 612 237 3843

Alternate Phone _____ Email Address martyexplore@msn.com

Street Address _____

City, State, Zip _____

Organization Information

Organization Name LONG LAKE AREA CHAMBER OF COMMERCE

Mailing Address PO BOX 662

City, State, Zip LONG LAKE MN 55356

Phone 612 237 3843 Fax _____

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

X Signature of Applicant [Signature] Pres. Date 6-6-2024

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

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

Review by Department Head or Designee

Public Works Reviewed By SD/SJO Date 6/12/24

Fire Department Reviewed By MH/PGM Date 6/12/24

Police Department Reviewed By MA/SJO Date 6/12/24

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

Date Approved _____

PERMIT # S2024-05

Conditions of Permit Approval

Permit Conditions Detailed in Attached Letter Dated 6/11/24

[] Permit Conditions Listed Below:



June 12, 2024

Marty Schneider, Event Organizer
Long Lake Area Chamber of Commerce
PO Box 662
Long Lake, MN 55356

RE: SPECIAL EVENT PERMIT CONDITIONS, PERMIT #S2024-05
Buckhorn Days 2024 / Saturday, July 13, 2024 (12:00 noon – 11:00 pm)

Dear Event Organizer:

Your application for a Special Event Permit for Buckhorn Days 2024 is hereby approved, subject to the conditions listed below. The Wayzata Police Department and its officers, acting on behalf of the City of Long Lake, are empowered to revoke this Special Event Permit at any time for any safety concerns that are not immediately resolved by the permit holder or a representative of the permit holder. This revocation shall cause the immediate cancellation of the event originally authorized by this Permit.

- [] The Long Lake Fire Department and Wayzata Police Department, acting on behalf of the City of Long Lake, may impose additional conditions to this Permit by email correspondence of the Fire or Police Chief as needed.
- [] Event organizer is required to contact Wayzata Police Chief Marc Schultz at 952-404-5340 to discuss event preparation and to work with Buckhorn Days volunteer staff. It is a requirement of this permit that a Wayzata Police Department licensed officer be contracted for and present on site from 6:00 pm through the duration of the event; or alternatively, in lieu of contracting for an officer, the Chamber of Commerce may provide the Wayzata Police Department with a booth site for the duration of the event at no cost. The event organizer is required to contact Chief Schultz or his designee to arrange compliance with this condition.
- [] Barricades to block off access to Lake Street and Symes Street during the event must be temporary structures and no damage to the street will be allowed. Event organizer is required to contact the Long Lake Public Works Department to request loan of barricades and traffic cones for the event. Access must be made available to any emergency vehicles and property owners if needed. Fire hydrants must remain free of obstruction.
- [] Event organizer and event staff will be responsible to organize and provide traffic control needed during the event, with Police available to assist when an officer is present.

SPECIAL EVENT PERMIT CONDITIONS, PERMIT #S2024-05

Buckhorn Days 2024 / Saturday, July 13, 2024 (12:00 noon – 11:00 pm)

Page 2 of 3

- [] Written permission from property or business owner(s) for off-site parking locations is required to be submitted to the City Clerk *by no later than Wednesday, July 10.*
- [] A thorough cleanup of Nelson Lakeside Park must occur within 24 hours following the event's usage of the park on Saturday, July 13.
- [] No event-related vehicles or trailers may be driven or parked on the grass within any Nelson Lakeside Park property without prior approval from the Long Lake Public Works Director. Vendors and event-related vehicles or equipment may not damage asphalt on any streets or paved parking areas.
- [] The event organizer will be responsible to make adequate portable restroom facilities available for the anticipated attendance. A minimum of three (3) additional portable restroom units is required, unless otherwise approved by the City Clerk.
- [] The event organizer will be responsible to contract for additional waste containers to be provided at Nelson Lakeside Park. The waste container provider employed by the event must be consulted as to the appropriate number and size of waste containers needed for the 300 to 500 event attendees expected.
- [] A 1 Day to 4 Day Temporary On Sale Liquor License must be obtained by the Orono Lions Club to permit alcohol sales in Nelson Lakeside Park during Buckhorn Days 2024. It is a requirement of this permit that all liquor service and distribution be discontinued at or before 10:00 pm.
- [] Controlled access to the alcoholic beverage sales area must be provided. The alcohol sales area must be clearly fenced off with limited points of entry provided, preferably no more than two. ID's must be checked for anyone who appears 35 years of age or younger. Wristbands are required for alcoholic beverage service. Alcoholic beverages may not leave Nelson Lakeside Park property at any time. It is a requirement of this permit that "no alcoholic beverages beyond this point" temporary signage be posted at the perimeter of the park in various locations.
- [] Any persons working alcohol sales for Buckhorn Days 2024 may not be under the influence of or consume alcoholic beverages while staffing their location.
- [] Long Lake City Ordinance requires that dogs on park property be restrained by a leash not exceeding six (6) feet in length. During the event, all dogs required to be leashed while on Nelson Lakeside Park property, except while racing the in the designated, roped off, controlled race area during the Dog Races.
- [] A Noise Variance Permit must be obtained from the City to allow the use of sound amplification equipment for broadcasting announcements and live entertainment over the duration of the event.

SPECIAL EVENT PERMIT CONDITIONS, PERMIT #S2024-05

Buckhorn Days 2024 / Saturday, July 13, 2024 (12:00 noon – 11:00 pm)

Page 3 of 3

- [] The event organizer is responsible to contact the Long Lake Public Works Director at 612-237-9520 to arrange for any electrical power needs for the event.

- [] A Certificate of General Liability Insurance must be submitted to the City Clerk *by no later than Wednesday, July10.*

Please be advised that by acceptance of Special Event Permit #S2024-05, the permit holder, on behalf of any and all organizations and private persons, grants authority to operate under the Special Event Permit, and agrees to indemnify and hold harmless the City of Long Lake from all claims arising from said event. The permit holder, all organizations and private persons exercising authority under this Permit, do waive and release all claims against the City of Long Lake, its officers or employees for any damage to person or property arising from the exercise of privileges granted by this Permit and agrees to hold harmless the City of Long Lake, its employees and officers from any such claim.

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

Sincerely,



Jeanette Moeller
City Clerk

Buckhorn Days 2024 Schedule

11:00 am – 4:00 pm	Car Show, Located at Pioneer Museum
12:00 noon	Vendors, Food and Refreshments Open
12:00 noon – 8:00 pm	Kid Zone & Inflatables Open
3:00 pm	Doggie Races (Registration Opens at 2:00 pm)
3:00 pm – 6:00 pm	Bean Bag Toss and Putting Contest
12:00 noon – 11:00 pm	Live Musical Entertainment (Variety of Bands)

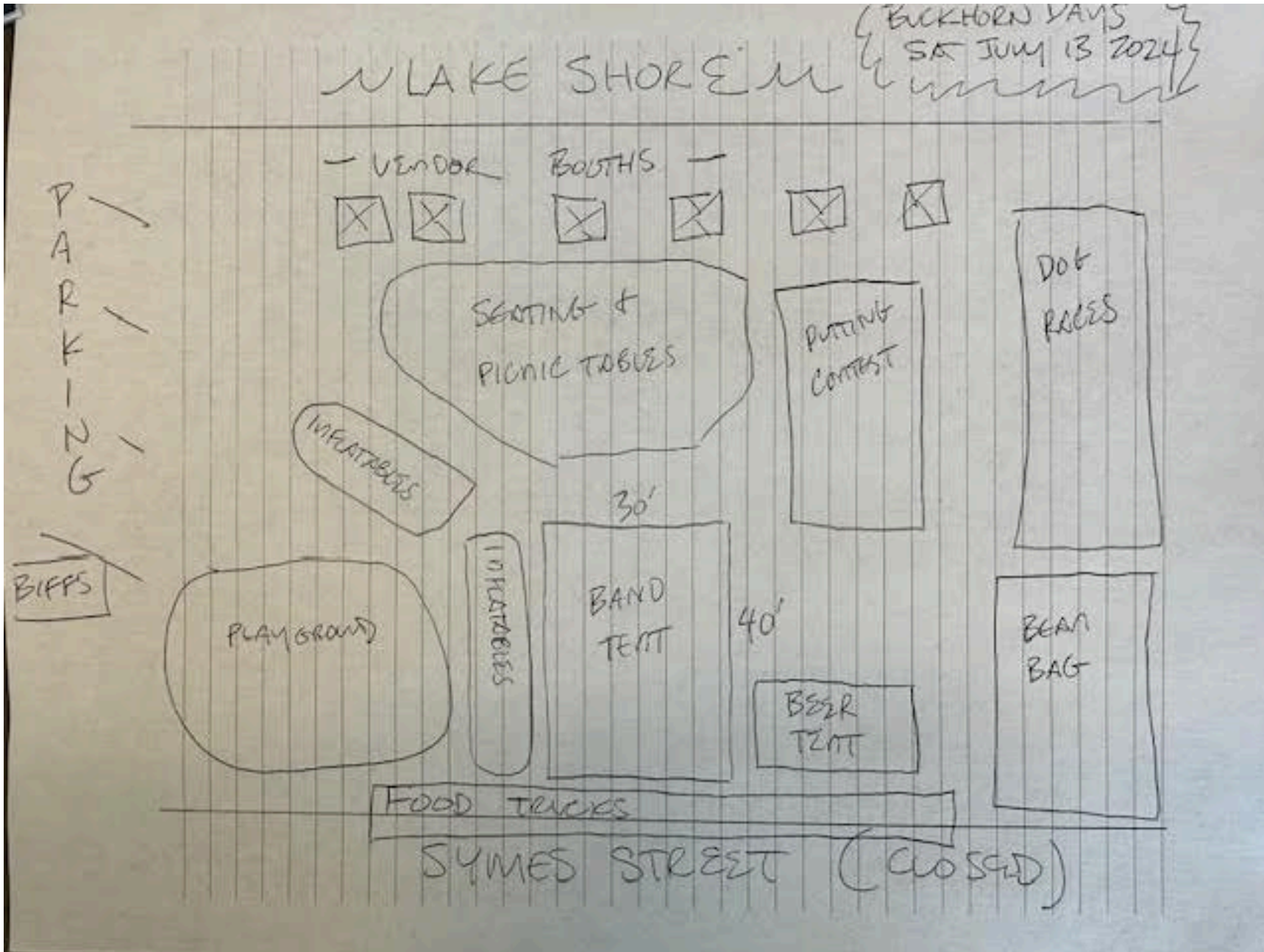
Please note that actual start hours of each event may be subject to minor changes as the final event schedule is completed.

06/07/2024

Buckhorn Days

Band Schedule

- | | |
|---|----------|
| 1. Echo - (4 piece band?) 12:00pm – 1:30pm | 1.5 hrs |
| (Band Switch) - 1:30pm - 1:45pm | |
| 2. Brady - Solo Artist 1:45pm – 2:45pm | 1 hr |
| (Band Switch) - 2:45pm - 3:15pm | |
| 3. Double Down - (5 piece band) 3:15pm – 4:45pm | 1.5 hrs |
| (Band Switch) - 4:45pm - 5:15pm | |
| 4. The Abiders - (5 piece band?) 5:15pm – 7:00pm | 1.75 hrs |
| (Band Switch) - 7:00pm - 7:30pm | |
| 5. Triggerfish - (6 piece band) 7:30pm – 10:30pm | 3hrs |





Minnesota Department of Public Safety
 Alcohol and Gambling Enforcement Division
 445 Minnesota Street, Suite 1600, St. Paul, MN 55101
 651-201-7507 TTY 651-282-6555

Section 5H.

**APPLICATION AND PERMIT FOR A 1 DAY
 TO 4 DAY TEMPORARY ON-SALE LIQUOR LICENSE**

Name of organization	Date of organization	Tax exempt number
Orono Lions Club	1962	41-6038969

Organization Address (No PO Boxes)	City	State	Zip Code
PO Box 65	Long Lake	MN	55356

Name of person making application	Business phone	Home phone
Bradley Hansen	612-965-0153	

Date(s) of event	Type of organization	<input type="checkbox"/> Microdistillery	<input type="checkbox"/> Small Brewer
July 13, 2024	<input checked="" type="checkbox"/> Club <input checked="" type="checkbox"/> Charitable	<input type="checkbox"/> Religious	<input type="checkbox"/> Other non-profit

Organization officer's name	City	State	Zip Code
Bradley Hansen, President	Orono	MN	55356

Organization officer's name	City	State	Zip Code
Dave Potter, Vice President	Long Lake	MN	55356

Organization officer's name	City	State	Zip Code
Roger Adams, Treasurer	Long Lake	MN	55356

Location where permit will be used. If an outdoor area, describe.
 During the Buckhorn Days festival at Nelson Lakeside Park, 1860 Symes Street, Long Lake, MN

If the applicant will contract for intoxicating liquor service give the name and address of the liquor license providing the service.
 N/A

If the applicant will carry liquor liability insurance please provide the carrier's name and amount of coverage.

APPROVAL

APPLICATION MUST BE APPROVED BY CITY OR COUNTY BEFORE SUBMITTING TO ALCOHOL AND GAMBLING ENFORCEMENT

City or County approving the license

Date Approved

Fee Amount

Permit Date

Event in conjunction with a community festival Yes No

City or County E-mail Address

Current population of city

Please Print Name of City Clerk or County Official

Signature City Clerk or County Official

CLERKS NOTICE: Submit this form to Alcohol and Gambling Enforcement Division 30 days prior to event

No Temp Applications faxed or mailed. Only emailed.

ONE SUBMISSION PER EMAIL, APPLICATION ONLY.

PLEASE PROVIDE A VALID E-MAIL ADDRESS FOR THE CITY/COUNTY AS ALL TEMPORARY PERMIT APPROVALS WILL BE SENT BACK VIA EMAIL. E-MAIL THE APPLICATION SIGNED BY CITY/COUNTY TO AGE.TEMPORARYAPPLICATION@STATE.MN.US



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) Long Lake Area Chamber of Commerce

Contact Name Marty Schneider Daytime Phone 612-237-3843

Alternate Phone _____ Email Address martyexplore@msn.com

Mailing Address PO Box 662

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 for announcements during the event, and for live musical entertainment.

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

Day of Week	Date	Start Time	End Time
Saturday	July 13, 2024	12:00 noon	10:30pm

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 *M. Schneider* Date 6/6/24

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

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

Date of City Council Approval _____

Conditions of Permit Approval



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

06/10/2024

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

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

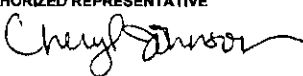
PRODUCER Advantage 1 Insurance 3801 N 3rd Street SAINT CLOUD, MN 56303	CONTACT NAME: Cheryl Johnson PHONE (A/C, No, Ext): (320)252-6650 E-MAIL ADDRESS: cheryl@advantageoneins.com FAX (A/C, No): (320)252-7536													
	<table border="1"> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> <tr> <td>INSURER A: Auto Owners Insurance</td> <td>32700</td> </tr> <tr> <td>INSURER B:</td> <td></td> </tr> <tr> <td>INSURER C:</td> <td></td> </tr> <tr> <td>INSURER D:</td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: Auto Owners Insurance	32700	INSURER B:		INSURER C:		INSURER D:		INSURER E:		INSURER F:
INSURER(S) AFFORDING COVERAGE	NAIC #													
INSURER A: Auto Owners Insurance	32700													
INSURER B:														
INSURER C:														
INSURER D:														
INSURER E:														
INSURER F:														
INSURED Long Lake Chamber of Commerce PO Box 662 Long Lake, MN 55356-0662														

COVERAGES **CERTIFICATE NUMBER:** 90010484-190866 **REVISION NUMBER:** 6

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GENL AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			08493283	09/28/2023	09/28/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 50,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		Y/N N/A				<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 Event: Buckhorn Day 7/13/2024
 Event: Corn Days Parade 08/10/2024

CERTIFICATE HOLDER City of Long Lake 450 Virginia Ave Long Lake, MN 55356	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE  (CLJ)
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CITY OF
LONG LAKE

City Council Agenda Report

City of Long Lake

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

MEETING DATE / June 18, 2024

SUBJECT: Approve Second Amendment to Assessment Agreement to Add Additional Property

Prepared By: Scott Weske, City Administrator

Report Date: 6/13/2024

Recommended City Council Action

Staff recommends the following:

Motion to adopt Resolution No. 2024-27 approving the Second Amendment to Assessment Agreement between the City of Long Lake, the Long Lake Economic Development Authority, and Long Lake Townhomes LLC, and authorizing the Mayor and Administrator to execute the Second Amendment afore-mentioned on behalf of the City.

Overview / Background

The City, the Authority, and The Borough LLC, a Minnesota limited liability company entered into a Development Agreement, dated as of April 1, 2021 in connection with the construction of 62 units of multifamily rental townhomes on property owned by the City.

The City, the Authority, and The Borough entered into an Assessment Agreement, dated as of April 1, 2021 which established a minimum market value for the Development Property and the Project.

The Borough assigned and transferred its interest in the Development Agreement and the Assessment Agreement to Long Lake Townhomes LLC, a Minnesota limited liability company pursuant to an Assignment, Assumption and First Amendment to Development Agreement and Assessment Agreement dated July 18, 2022 by and among the Authority, the City, Borough, and LL Townhomes.

LL Townhomes has proposed to further amend the Assessment Agreement to add additional property acquired by LL Townhomes to the Assessment Agreement, as provided in the Second Amendment to Assessment Agreement a form of which has been provided to the City and the Authority. The property added was contemplated and approved by the City and Authority as a potential second phase of the original development, contingent upon the developer securing the property from the owner. The Second Amendment will not affect the rights of the City nor the Authority under the Assessment Agreement.

Supporting Information

- Resolution No. 2024-27 authorizing execution of the Second Amendment to Assessment Agreement to add additional property to TIF 1-9 (the additional property added was formerly known as the Kunze property)
- Second Amendment to Assessment Agreement



**City Council
Resolution No. 2024-27**

A RESOLUTION AUTHORIZING EXECUTION OF A SECOND AMENDMENT TO ASSESSMENT AGREEMENT

WHEREAS, the City of Long Lake, Minnesota (the “City”), the Long Lake Economic Development Authority (the “Authority”), and The Borough LLC, a Minnesota limited liability company (“Borough”) entered into a Development Agreement, dated as of April 1, 2021 (the "Development Agreement") in connection with the construction of 62 units of multifamily rental townhomes (the “Project”) on property (the “Development Property”) located in the City; and

WHEREAS, the City, the Authority, and Borough entered into an Assessment Agreement, dated as of April 1, 2021 (the "Assessment Agreement"), in connection with the Project.

WHEREAS, Borough assigned and transferred its interest in the Development Agreement and Assessment Agreement to Long Lake Townhomes LLC, a Minnesota limited liability company (“LL Townhomes”) pursuant to an Assignment, Assumption and First Amendment to Development Agreement and Assessment Agreement dated July 18, 2022 (the “First Amendment”) by and among the Authority, the City, Borough, and LL Townhomes; and

WHEREAS, the City, the Authority, and LL Townhomes propose to further amend the Assessment Agreement as provided in the Second Amendment to Assessment Agreement (the "Second Amendment"), a form of which has been provided to the City Council; and

WHEREAS, pursuant to Minnesota Statutes Section 469.177, Subd. 8, the Second Amendment does not require approval by Hennepin County or Independent School District No. 278, because the estimated market value for the Development Property for the most recently available assessment is not less than the minimum market value established by the Assessment Agreement for year 2024 or any later year.

NOW THEREFORE, BE IT RESOLVED, that the City Council of the City of Long Lake hereby approves the Second Amendment in substantially the form submitted, and the Mayor and Administrator are hereby authorized and directed to execute the Second Amendment on behalf of the City. The approval hereby given to the Second Amendment includes approval of such additional details therein as may be necessary and appropriate and such modifications thereof, deletions therefrom and additions thereto as may be necessary and appropriate and approved by the City officials authorized by this resolution to execute the Second Amendment. The execution of the Second Amendment by the appropriate officer or officers of the City shall be conclusive evidence of the approval of the Second Amendment in accordance with the terms hereof.

Adopted by the City Council of the City of Long Lake this 18th day of June 2024.

BY:

Charlie Miner, Mayor

ATTEST:

Jeanette Moeller, City Clerk

SECOND AMENDMENT TO ASSESSMENT AGREEMENT

THIS SECOND AMENDMENT TO DEVELOPMENT AGREEMENT (the "Second Amendment"), dated as of the ____ day of _____, 2024, by and between the LONG LAKE ECONOMIC DEVELOPMENT AUTHORITY, MINNESOTA (the "Authority"), the CITY OF LONG LAKE, MINNESOTA (the "City"), and Long Lake Townhomes LLC, a Minnesota limited liability company (the "LL Townhomes").

WITNESSETH:

WHEREAS, the Authority, the City, and The Borough LLC, a Minnesota limited liability company ("Borough") entered into an Assessment Agreement dated as of April 1, 2021, and recorded in the office of the County Recorder, Hennepin County, Minnesota on October 28, 2021 as Document No. A11032362 (the "Assessment Agreement") relating to the construction of 62 units of multifamily rental townhomes (the "Project") on property (the "Development Property") located in the City as more fully described in that certain Development Agreement by and among the Authority, the City, and Borough (the "Development Agreement") dated as of April 1, 2021; and

WHEREAS, Borough assigned and transferred its interest in the Development Agreement and Assessment Agreement to LL Townhomes pursuant to an Assignment, Assumption and First Amendment to Development Agreement and Assessment Agreement dated July 18, 2022 (the "First Amendment") by and among the Authority, the City, Borough, and LL Townhomes; and

WHEREAS, the Authority, the City, and the LL Townhomes wish to further amend the Assessment Agreement as provided in this Second Amendment to add additional property to the Development Property, as described in the Assessment Agreement; and

WHEREAS, the Authority, the City, and LL Townhomes have each duly authorized the Amendment; and

NOW, THEREFORE, the Assessment Agreement is amended as provided herein.

1. Exhibit A – Description of Development Property is amended and restated as set forth on Exhibit A attached hereto.
2. Except as herein amended, all terms and provisions of the Assessment Agreement shall remain in full force and effect.

IN WITNESS WHEREOF, the Authority, the City, and the LL Townhomes have caused this Amendment to be duly executed on the date first written above.

LONG LAKE ECONOMIC DEVELOPMENT
AUTHORITY

By: _____
Its President

By: _____
Its Executive Director

STATE OF MINNESOTA)
) ss
COUNTY OF HENNEPIN)

The foregoing instrument was acknowledged before me this ___ day of _____, 2024, by _____, the President and _____, the Executive Director of the Long Lake Economic Development Authority, Minnesota on behalf of said Authority.

Notary Public

CITY OF LONG LAKE, MINNESOTA

By _____
Its Mayor

By _____
Its City Administrator

STATE OF MINNESOTA)
) ss
COUNTY OF HENNEPIN)

The foregoing instrument was acknowledged before me this ___ day of _____, 2024,
by _____, the Mayor and _____, the City Administrator of the City of
Long Lake, Minnesota, on behalf of said City.

Notary Public

LONG LAKE TOWNHOMES LLC

By _____

Its _____

STATE OF MINNESOTA)
) ss
 COUNTY OF HENNEPIN)

The foregoing instrument was acknowledged before me this ____ day of _____, 2024, by _____, the _____ of Long Lake Townhomes LLC, a Minnesota limited liability company, on behalf of said company.

 Notary Public

EXHIBIT A

Description of Land

Lot 1, Block 1, The Borough, Hennepin County, Minnesota

Lot 2, Block 1, The Borough, Hennepin County, Minnesota

Lot 3, Block 1, The Borough, Hennepin County, Minnesota