



CITY COUNCIL MEETING

December 17, 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 November 26, 2024 City Council Work Session

B. Approve Minutes of November 26, 2024 City Council Meeting

C. Approve Minutes of December 3, 2024 City Council Work Session Minutes

D. Approve Minutes of December 3, 2024 City Council Meeting

E. Approve Vendor Claims and Payroll

F. Adopt Resolution No. 2024-63 Approving the Issuance (Renewal) of 2025 Residential and Commercial Refuse Hauler Licenses

G. Adopt Resolution No. 2024-59 Approving Issuance of Special Event Permit #S2024-10 for Sled Dog Days at Birch's on the Lake to be Held on Dates in January and February 2025

H. Adopt Resolution No. 2024-61 Accepting a Donation of Six Boxes of Holiday Lights From Gopher Ace Hardware of Long Lake, Minnesota

I. Adopt Resolution No. 2024-60 Conditionally Appointing Nikolas Lopez to the Position of Paid On-Call Firefighter for the City of Long Lake

J. Adopt Resolution No. 2024-62 Approving a Wage Step Increase for Public Works Maintenance Worker I Michael Decker Due to Having a Satisfactory Performance Review

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. Presentation of Community Service Award to City Council Member Gina Joyce

- [B.](#) Adoption of Ordinances Amending the City Code and Zoning Code Related to Cannabis and Cannabis Businesses
- [C.](#) Public Hearing: Adoption of an Ordinance Amending City Code to Reflect the Implementation of a Residential Organics Recycling Collection Program
- [D.](#) Adoption of 2025 City Fee Schedule
- [E.](#) Adoption of Final Payable 2025 Levy, City Budget, Capital Improvement Program, and Pay Plan Resolutions

8. Other Business

9. Adjourn

UPCOMING MEETINGS & OTHER DATES OF NOTE

Tuesday, December 24 & Wednesday, December 25 / CITY OFFICES CLOSED, Christmas Eve and Christmas Day

Wednesday, January 1 / CITY OFFICES CLOSED, New Year's Day

Tuesday, January 7 (6:30 pm) / City Council Meeting

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

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

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



MINUTES
CITY COUNCIL WORK SESSION
November 26, 2024

CALL TO ORDER

The meeting was called to order at 5:02 pm.

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

Staff Present: City Administrator: Scott Weske; City Attorney: John Thames; Special Counsel: Chris Yetka; and Fire Chief: Mike Heiland

Absent: None

APPROVE AGENDA

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

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 Miner, seconded by Dyvik, 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.

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

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

No other business was discussed.

ADJOURN

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

Respectfully submitted,

Scott Weske
City Administrator



**MINUTES
CITY COUNCIL MEETING
November 26, 2024**

CALL TO ORDER

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

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

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

Absent: None

PLEDGE OF ALLEGIANCE

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

Mayor Miner offered the following comments and updates:

The Council held a work session meeting prior to the regular meeting and had met in a closed session to discuss enforcement action related to the fire services contract.

Mayor Miner had recently attended a retirement recognition event for Wayzata Police Chief Marc Schultz. The City of Long Lake wishes Chief Schultz well in his upcoming retirement and on the next chapter ahead in his life.

The City will be holding its annual Holiday Tree Lighting event on Friday, December 6 at 5:30 pm at Holbrook Park. Additionally, the City's annual Holiday Home Decorating Contest will be coming up and Mayor Miner encouraged residents to be watching for more details.

He reported that City offices will be closed on Thursday and Friday, November 28 and 29 for the Thanksgiving holiday.

Lastly, Mayor Miner highlighted the Long Lake Fire Department Auxiliary's annual Food and Toy drive event coming up at Fire Station 1 on Saturday, December 7.

APPROVE AGENDA

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

CONSENT AGENDA

The Consent Agenda consisted of the following:

- A. Approve Minutes of November 12, 2024 Long Lake Canvassing Board (City Council) Meeting
- B. Approve Minutes of November 12, 2024 City Council Meeting
- C. Approve Vendor Claims and Payroll

- D. Adopt Resolution No. 2024-51 Approving a Minor Subdivision for a Lot Line Adjustment at the Properties Located at 55 and 65 Harrington Drive

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

OPEN CORRESPONDENCE

Mike Bash, Orono School Board Chair – Mr. Bash congratulated the Orono Swim and Dive Team for becoming state champions and mentioned that Council member Dyvik’s daughter was on the team.

Mr. Bash gave a presentation on the Orono Schools strategic planning process, input they received from the community, and details surrounding the key findings from the community survey. He indicated that people can view the updated strategic plan on their website at www.oronoschools.org/strategic-plan. He highlighted academic statistics information for Orono Schools, particularly at the high school level, in areas such as student preparedness for college and careers, participation/outcomes in Advanced Placement (AP) classes, test scores and the overall proficiencies of the Orono Schools students. He clarified that when students opt out of MCA testing, a ‘non-proficient’ statistic is logged for those students who opt out, which skews MCA test statistics.

Council member Dyvik asked why students were opting out of the MCA testing when historically that was not the case.

Mr. Bash responded that students are focusing more on taking AP classes and the associated workload, and are aware that they can actually opt out of the MCA testing.

Council member Kvale asked if they could make the MCA testing compulsory.

Mr. Bash replied that they cannot make the MCA testing compulsory because that state says that students can opt out of it, and the school district cannot override the state. He explained that they have been trying hard at the high school level to encourage students to participate in taking the MCA testing.

Council member Dyvik questioned whether there had been an effect on test scores due to COVID.

Mr. Bash commented that scores across the state and the country went down during COVID, but added that scores had started decreasing prior to COVID as well.

Mayor Miner thanked Mr. Bash for sharing his presentation and the information related to testing with the Council.

Bryan Miller, 295 Lakeview Avenue – Mr. Miller indicated that because it was the week of Thanksgiving, he wanted to give thanks specifically to Mayor Miner, Council member Feldmann, and Council member-elect Newcomer for running for office during the last election. He also wanted to express his appreciation to Council member Dyvik for his long-standing presence on the Council that began in 2015. He thanked the entire City Council and City staff for their work, particularly related to the issues with the City of Orono and noted that he felt Long Lake had maintained a great demeanor in handling that situation and have all showed professionalism. He thanked Council member Joyce for her service to the Council.

BUSINESS ITEMS

Updates Regarding Fire Department Matters

Mayor Miner shared that as an outcome of the City of Orono's election results, there have been some communications behind the scenes with the two cities' legal teams which have led to the trial date being pushed back from March to July of 2025. He noted that he is looking forward to getting the chance to sit down with the new Orono City Council and working to resolve the situation outside of the courtroom and finding a way to do what is best for both Long Lake and Orono and the surrounding communities.

He reported that the Long Lake Fire Department will be participating in the 'Light Up the Night' parade in Wayzata on December 6 at 5:15 pm; and also reiterated that the Long Lake Fire Department Auxiliary was hosting their Food and Toy Drive event, including an appearance by Santa, at Long Lake Fire Station 1 on December 7.

OTHER BUSINESS

LMCC Liaison Update – Council member Kvale had attended a recent LMCC meeting and she noted that a video the LMCC had produced of a conversation with resident Liz Olson is available on their website. The video discusses Ms. Olson's book and was filmed at the Pioneer Museum. City Clerk Moeller added that she had put a link to the video on the City's Facebook page. Council member Joyce sought an update on the LMCC's progress on moving to an office space at the Public Works building. Council member Kvale explained that they were not in their new office space yet because they were waiting until they sell their current building. Mayor Miner mentioned that Midco has been talking to the LMCC about coming into all the partner cities to extend fiber to the entire area which would give people another option besides Mediacom.

Orono Schools Student Updates – Council member Dyvik welcomed two Orono High School students who were in attendance at the meeting for their AP Government class. He stated that he was very proud of the Orono Swim and Dive Team for their performance at state. He congratulated the Orono Football Team for making it to US Bank for the semi-final game in the state tournament. He extended his condolences to the Knudson family who lost their brother/son, Lucas, in a tragic accident.

Comments From Council Member Joyce – Council member Joyce reminded residents that the Park Board has been working on plans for the annual Holiday Tree Lighting on December 6 in Holbrook Park at 5:30 pm and encouraged people to attend. She wished everyone a happy Thanksgiving and shared that she was thankful for City staff as well as the Council, and for getting the chance to serve alongside them. She also gave thanks to the residents for their support of the Council, especially over the last two years, and noted that her last meeting on the Council would be December 17, 2024.

City Clerk Notes - Moeller indicated that she would be posting quorum notices for the events that were discussed tonight in order for the Council to be free to attend. She also expressed her gratitude for how helpful and supportive her fellow staff members have been while she has been trying to kick an illness that has been keeping her down.

Upcoming Work Session - Council member Joyce asked if staff was planning to schedule a work session prior to the upcoming City Council meetings. Moeller replied that there would be a work session on December 3 starting at 5:30 pm.

ADJOURN

Hearing no objection, Mayor Miner adjourned the meeting by general consent at 7:12 pm.

Respectfully submitted,

Scott Weske
City Administrator



MINUTES
CITY COUNCIL WORK SESSION
December 3, 2024

CALL TO ORDER

The meeting was called to order at 5:32 pm.

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

Staff Present: City Administrator: Scott Weske; City Clerk: Jeanette Moeller; and Finance Director: Amanda Nowezki

Absent: Council: Gina Joyce (with prior notice)

APPROVE AGENDA

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

OPEN CORRESPONDENCE

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

BUSINESS ITEMS

Discussion of Proposed City Utilities/Recycling Rates

Finance Director Nowezki indicated that she had done a lot of research on how the new rates the City implemented last year affected the accounts and noted that the majority of the City's utility customers who'd shared feedback had been pleased with the transition to monthly billing. She explained that they had been able to catch some major leaks much faster because of the monthly billing process.

Council member Dyvik noted that he had gotten a notification informing him that he may have a leak.

Nowezki stated that staff had implemented 'you may have a leak' postcards this year because the City's new software allowed her to see the leak report a bit easier, enabling her to send a postcard to residents to advise them they may have some type of leak.

She reviewed that the City had recently added 127 new apartments/condos to City water and sewer infrastructure which brought the City's total connections to 985. One of the things she had found in her research is that apartment base rates should be billed at 80% per unit and not 100%.

Council member Kvale asked why apartments were supposed to be billed at 80% per unit.

Nowezki replied that it was a rule of thumb that was passed down from the state, and she recommended following the state's established procedure in order to stay on the safe side.

Council member Kvale asked if staff or City Attorney Thames could research that a bit more in the future because whether there are two people living in a house or living in an apartment, those individuals were still affecting demand on the water supply.

Nowezki responded that she would have no problem looking into the issue a bit more and noted that for 2025, utility rates for apartments would be based on both consumption and number of units. Another factor for the Council to consider related to utility rates was the importance of separating out the Metropolitan Council sewer treatment fee from the sewer usage charges. She explained that she had started slowly with that process in 2024 by establishing a dedicated \$10 Metropolitan Council charge in order to try to get some of those fees moved over, but in 2024, apartments did not pay per unit and just paid the \$10 fee. Her goal for 2025 was to continue the implementation of the Metropolitan Council fee in order to be more transparent with residents. The City has been informed that it's Metropolitan Council treatment fee would be increasing by \$99,164, which equates to about a 39% increase with the overall total being \$351,225. The City had done a sewer lining project and staff is hoping that the City will begin some of the effects of that; however, the City does not really have a lot of say in what the Metropolitan Council charges.

Council member Dyvik asked if staff had any idea of what the Metropolitan Council fees did in other communities.

Nowezki stated that she knew that Orono's fees went down, but did not understand why.

City Clerk Moeller observed that she felt that the City needed to consider getting the interconnect flows between Long Lake and Orono metered.

Council member Kvale asked if the Metropolitan Council would come out to the City and explain the reason behind the fee increase.

Nowezki replied that she could try to see if she can get some answers from the Metropolitan Council.

Mayor and Council discussed metered versus unmetered billing, I & I, fees that can be charged, and the possibility of revisiting the connection agreements with Orono.

Nowezki moved the discussion forward onto recycling and recalled that the Council had recently implemented City-wide organics recycling collection at a discounted rate.

Moeller added that multi-family developments can opt into the City's recycling or organics contracts, and the City would charge a per-unit rate for collection for the entire apartment building, no matter how many units actually participate. She noted that although paying for the organics recycling is required similar to single sort recycling, residents will have the choice of opting to participate in the City's organics collection program by contacting her to sign up.

Nowezki reviewed the Water Fund balance, compared the 2024 rates with the proposed 2025 rates, and outlined adjustments that she had made in the commercial tier structure.

Council member Kvale noted that the residential tiers go from 0 to 2,000 for Tier 1, but Tier 2 did not begin until 3,000.

Nowezki clarified that the City's system always rounds to the nearest thousand, so Tier 1 was actually 0 to 2,499 and Tier 2 began at 2,500.

Council member Dyvik questioned how they arrived at a million-dollar fund balance if they have an operating loss of over \$125,000.

Nowezki commented that the City has been carrying quite a large budget for a while and has been purposely running with a shortfall because the balance was healthier than the other funds. She noted that the City experienced quite a few developments over the last few years and the receipt of WAC and SAC fees had a major impact on the Water Fund. The City is still paying some bonds that have portions coming out of Fund 601 and 602, so staff has been wanting to assure there was a bit of a healthy reserve available in order to pay some of those costs. She noted that she would like to get the fund closer to \$800,000 and then operate at a cash profit, but they weren't quite there yet. She moved the discussion onto proposed adjustments for the Sewer Fund/Fund 602 which currently has a positive cash balance of \$275,000. She reiterated that the City had just been notified of the almost 40% increase in Metropolitan Council treatment fees that they were not expecting. She pointed out that the new Metropolitan Council rate would equate to an increase of \$105.76/year per connection which would be a major burden for residents. Her recommendation was that for Sewer Tier 1, the City includes the first 2,000 gallons of water for each resident at no cost to help offset the Metropolitan Council increase in the base charges. She mentioned that one thing she has noticed is that there are a number of zero water users in the City and because their base fees have been so low, those users are paying approximately \$33 a month for their total utility bill, which she felt did not cover their share of what it costs the City. She further outlined her recommendations for Metropolitan Council sewer treatment charges and sewer usage rates for single-family as well as apartments.

Council member Dyvik asked if the idea was for the \$21.22 increase per household for the Metropolitan Council treatment base was intended to cover the increase from Metropolitan Council of around \$99,000.

Nowezki explained that the proposed Metropolitan Council sewer treatment base fee of \$31.22/connection would cover the entire \$351,225 of annual Metropolitan Council fees.

Council member Dyvik reflected that going from partially covering it at \$10.00/connection to now fully covering it at \$31.22/connection was a big step.

Nowezki acknowledged that it was a big step, but if they already have to cover another 40% increase in Metropolitan Council fees, her thought was just to rip the band-aid off.

Council member Dyvik noted that another approach would be to do another incremental step and then cover the full amount the following year.

Nowezki responded that there was some benefit to being able to say that this portion of utility bills is entirely the Metropolitan Council charge. As she's reviewed average user billing scenarios, her expectation is that everyone will see an increase of around \$10 to \$15 on their utility bill, but if the City includes the first 2,000 gallons for sewer in Tier 1, that will help offset the rate increase.

Council member Dyvik confirmed that this would also go to the Orono connections as well.

Nowezki confirmed that it would also apply to the Orono connections.

Moeller commented that what she liked about the approach recommended by Finance Director Nowezki is that if they call it exactly what it is, it is evident that entire fee equates to what the City is just passing through to the Metropolitan Council.

Nowezki added that as long as she understands the 'why' of the fees and the increases, she will be comfortable explaining this to the residents. She reminded the Council that what she was proposing was just her recommendation and they could make a different choice.

Council member Dyvik stated that he actually liked what she was proposing because it shows exactly what it is and isn't a pass-through to the Metropolitan Council.

Moeller agreed and noted that while it was a hard reality, this approach was also honest and fair.

Council member Feldmann added that he liked this approach too because it was all spelled out.

Nowezki mentioned that before the City was informed of the additional \$99,000 in fees to the Metropolitan Council, her plan had been to just continue moving forward with what they had started last year with incrementally implementing the Metropolitan Council treatment fee to be reflective of the City's obligation.

Council member Dyvik indicated that he was in support of trying this approach and liked that it would give some relief to the Tier 1 sewer users, but did have some concerns about people on fixed incomes that may struggle with this. He asked who owned green space.

Nowezki noted that there were only two parcels that are allocated as green space in the City - the park and the St. George's cemetery - and explained that was also something she had implemented in 2024 in order to try to be cleaner. She stated that the other one she is changing this year and splitting into two is the historical society because so much of their property is green space. She gave an overview of the categories within the Storm Water Fund 603 as either residential, commercial/industrial, or green space. She indicated that they are showing a budget shortfall in 2025 of \$5,000; therefore, staff was recommending a minor increase of 2% for residential and 5% for commercial. Returning to Recycling Fund 604, residents would see an impact on their bill due to the organics recycling implementation. Staff recommends the organics recycling fee be established at \$4.25, and as a way to help offset those costs, the recycling rate would be decreased by \$0.50 to \$7.00. She pointed out that households are currently paying their garbage haulers between \$7 to \$8 a month for the organics collection fee, and the new organics contract has enabled the City to provide the service at a lesser rate. She noted that within the regular City Council meeting packet information was a table that showed how residents would be impacted by the proposed 2025 utility rates, and reviewed some of the examples and scenarios. She explained that because she had switched things around on her spreadsheet, some of the numbers were not quite accurate.

Moeller noted that once the City has new rates adopted staff will begin work on marketing and ways to communicate this information to residents.

Nowezki answered Council questions, reviewed proposed rates, and also addressed the recommendation to increase the late fee percentage penalty for unpaid utility accounts.

OTHER BUSINESS

No other business was discussed.

ADJOURN

Hearing no objection, Mayor Miner adjourned the meeting by general consent at 6:29 pm.

Respectfully submitted,

Scott Weske
City Administrator



**MINUTES
CITY COUNCIL MEETING
December 3, 2024**

CALL TO ORDER

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

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

Staff Present: City Administrator: Scott Weske; City Clerk: Jeanette Moeller; and Finance Director: Amanda Nowezki

Absent: Council: Gina Joyce (with prior notice)

PLEDGE OF ALLEGIANCE

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

Mayor Miner noted that the Council had met just one week ago and he did not have a lot of new information to report tonight; however, he shared the following updates:

The City Council had met in a work session prior to the regular meeting at which they had discussed proposed utility and recycling rates for 2025.

He voiced his hope that everyone had a nice Thanksgiving and had been able to celebrate with family and friends. He thanked the 'elf' that had taken the time to decorate with holiday lighting around City Hall and the Council Chambers.

Regarding upcoming events, the Park Board's annual Holiday Tree Lighting event will take place from 5:30 pm to 7:30 pm on Friday, December 6 in Holbrook Park. On December 7, the Long Lake Fire Department Auxiliary will hold their annual Food and Toy Drive event at Fire Station 1 from 9:00 am to 12:00 noon. He also mentioned that the Long Lake Holiday Home Decorating Contest was getting ready to launch and encouraged residents to be on the lookout for an email with details.

APPROVE AGENDA

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

CONSENT AGENDA

The Consent Agenda consisted of the following:

- A. Approve Vendor Claims and Payroll
- B. Adopt Resolution No. 2024-52 Approving the Issuance (Renewal) of 2025 Tobacco Licenses
- C. Adopt Resolution No. 2024-54 Approving the Issuance (Renewal) of 2025 Liquor Licenses

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.

BUSINESS ITEMS

Adoption of New City Utilities/Recycling Rates

Finance Director Nowezki reviewed the proposed 2025 utility and recycling rates and presented the factors that have contributed to staff's recommendations.

The Council discussed the organics mandate and how it had affected residents.

Nowezki noted that by implementing a City-wide organics contract, they were able to offer residents a discount by having one hauler that would handle the entire City.

Moeller outlined some of the details of organics recycling and how information on the change to a City contract will be communicated to residents who may be interested in participating. She indicated that the City was anticipating saving residents about \$3.00 off their organics recycling fees and added that the organics charge on refuse hauler billings to households should be coming off beginning January 1, 2025.

Nowezki explained that the expected impact of the utility rate changes on households will result in around a \$10/month increase on their utility bills. She added that if residents have questions or concerns about the line items on their bills, she wanted them to feel free to contact her by phone or email.

Moeller recalled that she and Finance Director Nowezki had put together a handout that had explained the 2024 rates, and are planning to update that information for the new proposed rates in 2025.

Nowezki clarified that an updated utility rate informational handout would be sent out in January, and residents would not see a change in their bills until February.

Mayor Miner indicated that the Council had a thorough discussion of the proposed utility rates during their work session meeting. He noted that the Metropolitan Council sewer treatment fee that the City was being charged was significantly increasing in 2025, and it will now show up as a separate line item as a pass-through on utility bills so everyone can see it.

Nowezki emphasized that the Metropolitan Council treatment fee line item will truly be a pass-through amount, so if the City's costs go down in this area, the residents' costs will decrease as well because the obligation just passes through.

Council member Kvale stated that she would like to see if a Metropolitan Council representative would attend a future City Council meeting so they could talk about the treatment charge, projections for treatment and flows, and what their fee increase was related to.

Nowezki reiterated that she would encourage residents to call her if they have questions rather than simply talking about their questions via social media, for example. She assured the Council that she would listen to all questions and concerns that were shared and try to explain the situation. She pointed out that within the packet materials, there had been an error on one of her spreadsheets.

Moeller mentioned that they could fix the error within the e-packet information so it would be accurate.

A motion was made by Miner, seconded by Dyvik, to adopt Resolution No. 2024-53 establishing water, sewer and stormwater utility rates and establishing curbside residential recycling and residential organics recycling rates as proposed. Ayes: all.

Moeller added that at the next Council meeting, the Council will hold a public hearing on an ordinance amending chapters of the City's code related to organics. She stated that when the Council sees this information in their packet and has questions, she encouraged them to reach out to staff right away prior to the meeting.

Public Meeting to Discuss Proposed 2025 Budget and Levy

City Administrator Weske introduced his presentation by advising that the state requires the City to hold a Truth in Taxation public meeting on an annual basis in order to give residents the opportunity to ask questions or comment on the City's upcoming budget and levy. He noted that the Council would not be taking any action, but would be considering adoption of the final budget and levy at their December 17 meeting. He reviewed some of the factors that went into determining the City's 2025 budget including the fact that City will not be receiving any Local Government Aid (LGA) funds; expectations for building permit revenue to remain relatively flat because they are not anticipating any large developments; planned salary step increases and a COLA adjustment; and projected increases in insurance premiums. He reviewed the 2024 final numbers as compared to the proposed 2025 recommended levy amount, and explained that he anticipated the adjusted net tax capacity would result in little to no change to the local City tax rate for 2025. He shared details of the history of the City's tax levy beginning in 2017 and indicated that the proposed levy increase from 2024 was currently 10.65%. He commented that other items to consider for the budget were upgrades to City Hall, a rehabilitation project for Well No. 1, preparation for possible expenses related to the Fire Department, and replacement of the mowers prior to the spring. He reiterated that tonight's discussion was intended to provide an opportunity for residents to comment, but there was nobody in the audience tonight.

Council member Kvale observed that the City's budget had really increased from 2017 to 2025.

Weske noted that much of the increases had been due to overall inflation and the overall expense of operating with things like salaries, workers compensation, and health insurance.

Council member Dyvik added that the City's cost for fire service would be going up in 2025. He reflected that it would be interesting to see a column dedicated to inflation in order to see how it compares.

Mayor Miner added that he had looked at some other cities to see what levy increases they were proposing for 2025 and Long Lake appeared to be in the middle of the pack.

Councilmember Kvale asked why the debt service had gone up since 2024.

Weske replied that it was due to how the County has it scaled as the debt service is prorated and adjusted every year. He reiterated that no Council action was required other than to give residents the opportunity to comment, which they have done, even though nobody was present. He stated that at the December 17 Council meeting, he would be prepared to go into more detail and the Council will be asked to give their final approval.

Council member Feldmann commented that he felt 2025 was a unique year because there was so much uncertainty around things like the Fire Department and associated legal fees.

Updates Regarding Fire Department Matters

Mayor Miner reported that there were no major updates to highlight since the Council's last meeting. He shared that there had been an article in the 'Laker Pioneer' newspaper about the City of Mound and discussions happening out there related to the potential creation of a new fire district.

Council member Kvale asked if Mound was looking to join with St. Bonifacius.

Mayor Miner confirmed that was one of the options they were looking at for creating a new fire district, but were also having discussions with the West Suburban Fire District and Maple Plain Fire.

Council member Kvale asked about the grant the City had received related to possible cooperation with Wayzata.

Weske stated he was still waiting for them to create a login for him so he can visit the Department of Public Safety's website. He indicated that he had sent off a draft RFP to City Attorney Thames to look over and would also be meeting with Wayzata City Manager Dahl on December 5 for coffee. He explained that he needed more input from Wayzata before he could give any information to the Council.

OTHER BUSINESS

Midco Fiber Installation Project – Council member Dyvik asked about Midco, their fiber lines that were being laid in Orono, and asked why they had not contacted Long Lake. He suggested that someone from the City contact them and try to get on the list because he felt access to fiber optic would be good for the City. He also liked the idea of having the option of another service provider. Moeller suggested that she could draft an email to Jim Lundberg at the LMCC and see what he may know about the situation. Mayor Miner recalled that he had spoken with Mr. Lundberg a few months ago and was told that Midco was seeking a franchise agreement with them. Long Lake is represented by the LMCC and Orono isn't, which is why Orono had been approached separately. He indicated that his understanding was that Midco was very interested in building out in other communities, including Long Lake. Moeller reiterated that she would send Jim Lundberg an email requesting an update. Council member Dyvik noted that he felt the City should have a choice and asked whether the LMCC had any kind of agreement with Midco. Mayor Miner clarified that his understanding was that Midco was working with the LMCC on getting an agreement in place so that they can potentially cover all of the LMCC cities, including Long Lake, with their fiber service. He added that he had also heard that Mediacom was taking steps to get more fiber in the area as well, but agreed that having the choice between two providers would be great for the City because it would create competition.

Preliminary Audit Work - Nowezki reported that preliminary 2024 audit work will begin on December 4 and she is hoping that audit preparation will be able to be wrapped up in January or February of 2025.

Recognizing Holiday Decorating Contest Sponsors - Moeller shared that the sponsors, so far, for the annual Holiday Home Decorating contest were: Liquor Barn; Birch's on the Lake; Bucks Pub; and Gopher Ace. She expressed her gratitude to the businesses for their sponsorship because they really make it special for the contest winners.

Upcoming Meeting Schedule - Mayor Miner reminded the Council that their next meeting would be on December 17, with an EDA or work session meeting prior to the regular meeting. Moeller confirmed that it would be a work session meeting held before the December 17 regular meeting. She added that the agenda for the regular Council meeting on December 17 was shaping up to be pretty well stacked, and gave a brief overview of the expected agenda items.

ADJOURN

Hearing no objection, Mayor Miner adjourned the meeting by general consent at 7:20 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 / December 17, 2024

SUBJECT: Approve Vendor Claims and Payroll

Prepared By: Amanda Nowezki, Finance Director

Report Date: 12/11/2024

Recommended City Council Action

Staff recommends the following:

Motion to approve vendor claims paid in the amount of \$33,381.25 and electronic vendor payments in the amount of \$2,887.07 for a total amount of **\$36,268.32**; 4th quarter Planning Commission payroll in the amount of **\$1,050.00**; November Fire Department monthly payroll in the amount of **\$17,128.07**; December City Council monthly payroll in the amount of **\$1,300.00**; and gross City Employee payroll paid December 12 in the amount of **\$27,584.70**.

Overview / Background

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

Supporting Information

- Listing of Claims Paid
- Electronic Vendor Payments
- 4th Quarter Planning Commission Payroll
- Fire Department Payroll
- City Council Payroll
- Biweekly Payroll



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*Check Summary Register©

Checks 70853-70881

Name		Check Date	Check Amt	
10100 GENERAL FUND CASH				
70853	Advanced Imaging Solutions	12/6/2024	\$70.00	Copier Contract Maint - Dec 2024
70854	BIFFS, INC.	12/6/2024	\$25.02	Biff Rental-Nelson Lakeside
70855	CARSON, CLELLAND & SCHRED	12/6/2024	\$6,379.50	Nov Legal Fees-Landings; Conf re: permit requ
70856	CITY OF LONG LAKE	12/6/2024	\$714.83	Nov 2024 Utility Bill-450 Virginia Ave
70857	CITY OF ORONO	12/6/2024	\$190.15	FD2 Water/Sewer Bill - 3770 Shoreline Dr (10/
70858	ECM PUBLISHERS, INC.	12/6/2024	\$42.50	Public Hearing - Cannabis
70859	FAUL PSYCHOLOGICAL	12/6/2024	\$665.00	Pre-Employment Psych Screening- N. Lopez
70860	GOPHER STATE ONE CALL	12/6/2024	\$22.95	Nov 2024 Locates
70861	HIGH ROAD HEATING & COOLIN	12/6/2024	\$119.97	PW AC/Furnace Repair
70862	Metro West Inspection Svcs Inc	12/6/2024	\$1,717.70	Nov 2024 Permits
70863	PERFORMANCE PLUS LLC	12/6/2024	\$6,773.00	FD Exams & Mask Fits
70864	Premium Waters, Inc.	12/6/2024	\$21.03	Bottled Water - Dec 2024
70865	Taft Stettinius & Hollister LL	12/6/2024	\$950.00	TIF DISTRICT 1-9 (REDEV) - Assignmen of De
70866	TIMESAVER OFF SITE	12/6/2024	\$332.50	11/12 EDA Mtg Minutes
70867	TRIMBLE	12/6/2024	\$206.50	FD Dashcam Basic Bundle (Pmt 15 of 36)
70868	WRIGHT-HENNEPIN SECURITY	12/6/2024	\$251.60	Dec 2024 Security-450 Virginia Ave w/Alarm T
70869	Xcel Energy	12/6/2024	\$298.93	Steet Lights - 10/17/24-11/17/24
70870	CENTERPOINT ENERGY	12/11/2024	\$944.55	Gas Charges - (10/22/24-11/19/24) 340 Willow
70871	DAY GROUP LLC	12/11/2024	\$2,500.00	Fire Station Appraisal
70872	ECM PUBLISHERS, INC.	12/11/2024	\$42.50	Public Hearing - Amending Ord
70873	FIRSTNET (AT&T)	12/11/2024	\$496.99	PW WIRELESS SERVICES (10/26/24-11/25/2
70874	HENNEPIN CTY INFO. TECH. DE	12/11/2024	\$1,862.72	PW Radio Fees-Nov 2024
70875	League of MN Cities Ins Trust	12/11/2024	\$250.00	FD-Deductiable for Accident - Fire truck hit ve
70876	MEDIACOM	12/11/2024	\$785.05	FD1 Phone/ Internet Services - (12/7/24-01/06/
70877	PERFORMANCE PLUS LLC	12/11/2024	\$243.00	FD Medical Exam, Mask Fit & PSA - M Smiley
70878	SUTTONS ADVANCED CLEANIN	12/11/2024	\$1,152.50	CH Cleaning Services - Dec 2024
70879	WASTE MANAGEMENT	12/11/2024	\$4,110.08	Recycling Services-Nov 2024
70880	Xcel Energy	12/11/2024	\$1,891.41	Street Lights - Act #5156925594
70881	ZOLL Medical Corporation	12/11/2024	\$321.27	FD CPR Supplies; Pedi Padz II
Total Checks			\$33,381.25	



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*Check Detail Register©

Checks 70853-70881

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
10100 GENERAL FUND CASH					
70853	12/06/24	Advanced Imaging Solutions			
E 101-41500-4135		Copier Maintenance	\$70.00	INV344594	Copier Contract Maint - Dec 2024
		Total	\$70.00		
70854	12/06/24	BIFFS, INC.			
E 101-45200-3880		Portable Toilet Rental	\$4.47	INV226911	Biff Rental-Holbrook
E 101-45200-3880		Portable Toilet Rental	\$4.47	INV226912	Biff Rental-Hardin
E 101-45200-3880		Portable Toilet Rental	\$11.61	INV226913	Biff Rental-Nelson Lakeside
E 101-45200-3880		Portable Toilet Rental	\$4.47	INV226914	Biff Rental-Dexter
		Total	\$25.02		
70855	12/06/24	CARSON, CLELLAND & SCHREDER			
E 101-41610-3120		Legal Fees - Civil	\$2,171.25	6616	Nov Legal Fees-Review cannabis ordinance, Fire Truck Purchase, etc
E 105-46500-3120		Legal Fees - Civil	\$446.00	6616	Nov Legal Fees-EDA; Review EDA Minutes, property use issue, OWL issues, BP App, Title Issue, etc
E 101-41610-3040		Legal Fees - Criminal	\$1,000.00	6616	Nov Legal Fees-Criminal
E 101-42110-3120		Legal Fees - Civil	\$2,602.75	6616	Nov Legal Fees-FD Contract dispute; Review Orono mtg, Deposition, Corr w/special council, Review Order and Contract Extension
G 700-29294		Old Long Lake R(Landing	\$159.50	6616	Nov Legal Fees-Landings; Conf re: permit requirements, review easement, engineering report
		Total	\$6,379.50		
70856	12/06/24	CITY OF LONG LAKE			
E 101-41940-3820		City Utilities (Wat,Sew,Sto	\$55.58	120324	Nov 2024 Utility Bill-450 Virginia Ave
E 101-41942-3820		City Utilities (Wat,Sew,Sto	\$150.61	120324	Nov 2024 Utility Bill-2145 Daniels St
E 601-49400-3820		City Utilities (Wat,Sew,Sto	\$20.81	120324	Nov 2024 Utility Bill-1964 Orchard Ln
E 205-42282-3820		City Utilities (Wat,Sew,Sto	\$144.14	120324	Nov 2024 Utility Bill-340 N Willow Dr
E 205-42282-3820		City Utilities (Wat,Sew,Sto	\$307.64	120324	Nov 2024 Utility Bill-340 Willow Dr(TruckFill 1051-00-6)
E 101-45200-3820		City Utilities (Wat,Sew,Sto	\$36.05	120324	Nov 2024 Utility Bill-350 Harrington
		Total	\$714.83		
70857	12/06/24	CITY OF ORONO			
E 205-42286-3820		City Utilities (Wat,Sew,Sto	\$190.15	173770000-1	FD2 Water/Sewer Bill - 3770 Shoreline Dr (10/28/24-11/26/24)
		Total	\$190.15		
70858	12/06/24	ECM PUBLISHERS, INC.			
E 101-41500-3510		Legal Notices Publishing	\$42.50	1436044	Public Hearing - Cannabis
		Total	\$42.50		
70859	12/06/24	FAUL PSYCHOLOGICAL			
E 205-42285-3050		Physicals / Other Medical	\$665.00	2214	Pre-Employment Psych Screening- N. Lopez
		Total	\$665.00		
70860	12/06/24	GOPHER STATE ONE CALL			
E 601-49400-3855		Gopher One Locates Expe	\$22.95	4110558	Nov 2024 Locates
		Total	\$22.95		



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Checks 70853-70881

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
70861	12/06/24	HIGH ROAD HEATING & COOLING			
E 101-41942-4010		Bldg Maint & Repairs	\$119.97	41205121612	PW AC/Furnace Repair
		Total	\$119.97		
70862	12/06/24	Metro West Inspection Svcs Inc			
E 101-42400-3035		Bldg Inspection - Subcontr	\$1,717.70	4376	Nov 2024 Permits
		Total	\$1,717.70		
70863	12/06/24	PERFORMANCE PLUS LLC			
E 205-42281-3050		Physicals / Other Medical	\$2,473.00	11062079	FD Exams & Mask Fits
E 205-42285-3050		Physicals / Other Medical	\$4,300.00	11062079	FD Exams & Mask Fits
		Total	\$6,773.00		
70864	12/06/24	Premium Waters, Inc.			
E 101-41500-4145		Bottled Water Service	\$21.03	614689-11-24	Bottled Water - Dec 2024
		Total	\$21.03		
70865	12/06/24	Taft Stettinius & Hollister LLP			
E 380-47090-3000		Professional Svcs	\$950.00	6495014	TIF DISTRICT 1-9 (REDEV) - Assignmen of Dev Agreement
		Total	\$950.00		
70866	12/06/24	TIMESAVER OFF SITE			
E 105-46500-3000		Professional Svcs	\$147.78	M29680	11/12 EDA Mtg Minutes
E 101-41500-3000		Professional Svcs	\$147.78	M29680	11/12 City Council Meeting Minutes
E 101-41410-3510		Legal Notices Publishing	\$36.94	M29680	11/12 Canvassing Board Meeting
		Total	\$332.50		
70867	12/06/24	TRIMBLE			
E 205-42281-3225		Truck Communication Ser	\$206.50	30089250599	FD Dashcam Basic Bundle (Pmt 15 of 36)
		Total	\$206.50		
70868	12/06/24	WRIGHT-HENNEPIN SECURITY			
E 101-41940-3000		Professional Svcs	\$62.90	15016899239	Dec 2024 Security-450 Virginia Ave w/Alarm Testing
E 101-41942-3000		Professional Svcs	\$62.90	15016899239	Dec 2024 Security-2145 Daniels St w/Alarm Testing
E 205-42286-3000		Professional Svcs	\$62.90	15016899239	Dec 2024 Security-3770 Shoreline Dr w/Alarm Testing
E 205-42282-3000		Professional Svcs	\$62.90	15016899239	Dec 2024 Security-340 Willow Dr w/Alarm Testing
		Total	\$251.60		
70869	12/06/24	Xcel Energy			
E 101-43100-3815		Street Lighting Maint/Elect	\$76.76	904605101	Steet Lights - 10/17/24-11/17/24
E 101-43100-3815		Street Lighting Maint/Elect	\$222.17	904605101	Steet Lights - 10/17/24-11/17/24
		Total	\$298.93		
70870	12/11/24	CENTERPOINT ENERGY			
E 101-41940-3830		Natural Gas Expense	\$118.50	8000079065-	Gas Charges - (10/22/24-11/19/24) 450 Virginia Ave
E 205-42282-3830		Natural Gas Expense	\$296.93	8000079065-	Gas Charges - (10/22/24-11/19/24) 340 Willow Dr
E 205-42286-3830		Natural Gas Expense	\$35.38	8000079065-	Gas Charges - (10/22/24-11/19/24) 3770 Shoreline Dr



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Checks 70853-70881

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 101-41942-3830		Natural Gas Expense	\$365.82	8000079065-	Gas Charges - (10/22/24-11/19/24) 2145 Daniels St
E 602-49450-3830		Natural Gas Expense	\$23.13	8000079065-	Gas Charges - (10/22/24-11/19/24) 2200 Watertown Rd
E 602-49450-3830		Natural Gas Expense	\$23.13	8000079065-	Gas Charges - (10/22/24-11/19/24) 250 Lindawood Ln
E 101-45200-3830		Natural Gas Expense	\$81.66	8000079065-	Gas Charges - (10/22/24-11/19/24) 309 Harrington
		Total	\$944.55		
70871	12/11/24	DAY GROUP LLC			
E 101-41500-3000		Professional Svcs	\$2,500.00	2024556	Fire Station Appraisal
		Total	\$2,500.00		
70872	12/11/24	ECM PUBLISHERS, INC.			
E 101-41500-3510		Legal Notices Publishing	\$42.50	1027299	Public Hearing - Amending Ord
		Total	\$42.50		
70873	12/11/24	FIRSTNET (AT&T)			
E 601-49400-2270		Utility Maint Supplies	\$38.23	X12032024	PW WIRELESS SERVICES (10/26/24-11/25/24)
E 205-42281-3225		Truck Communication Ser	\$344.07	X12032024	FD1 WIRELESS SERVICES (10/26/24-11/25/24)
E 205-42285-3225		Truck Communication Ser	\$114.69	X12032024	FD2 WIRELESS SERVICES (10/26/24-11/25/24)
		Total	\$496.99		
70874	12/11/24	HENNEPIN CTY INFO. TECH. DEPT			
E 205-42281-3285		Radio Lease	\$229.36	1000236304	FD1 Radio Lease Fees-Nov 2024
E 205-42285-3285		Radio Lease	\$229.36	1000236304	FD2 Radio Lease Fees-Nov 2024
E 205-42281-3235		Cty 800mhz Radio Admin	\$800.00	1000236304	FD1 Radio Fees-Nov 2024
E 205-42285-3235		Cty 800mhz Radio Admin	\$520.66	1000236304	FD2 Radio Fees-Nov 2024
E 101-41942-3235		Cty 800mhz Radio Admin	\$83.34	1000236334	PW Radio Fees-Nov 2024
		Total	\$1,862.72		
70875	12/11/24	League of MN Cities Ins Trust			
E 205-42280-1510		Workers Comp Insurance	\$250.00	9347	FD-Deductible for Accident - Fire truck hit vehicle
		Total	\$250.00		
70876	12/11/24	MEDIACOM			
E 205-42286-3275		Internet Access (Mediacom)	\$339.59	10091560-11	FD2 Phone/ Internet Services - (12/8/24-01/07/24)
E 205-42282-3275		Internet Access (Mediacom)	\$445.46	90000051-11	FD1 Phone/ Internet Services - (12/7/24-01/06/24)
		Total	\$785.05		
70877	12/11/24	PERFORMANCE PLUS LLC			
E 205-42281-3050		Physicals / Other Medical	\$243.00	11062090	FD Medical Exam, Mask Fit & PSA - M Smiley
		Total	\$243.00		
70878	12/11/24	SUTTONS ADVANCED CLEANING SRV			
E 101-41940-3840		Custodial & Waste Remov	\$290.00	7377	CH Cleaning Services - Dec 2024
E 205-42282-3840		Custodial & Waste Remov	\$570.00	7381	FD1 Cleaning Services - Dec 2024
E 205-42286-3840		Custodial & Waste Remov	\$292.50	7382	FD2 Cleaning Services - Dec 2024
		Total	\$1,152.50		
70879	12/11/24	WASTE MANAGEMENT			
E 604-43200-3890		Res Curb Recycling	\$3,644.08	8010545-159	Recycling Services-Nov 2024
E 101-41942-3840		Custodial & Waste Remov	\$223.39	8011745-159	PW Trash Services-Nov 2024



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Checks 70853-70881

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 205-42282-3840		Custodial & Waste Remov	\$122.03	8011746-159	FD1 Trash Services-Nov 2024
E 205-42286-3840		Custodial & Waste Remov	\$120.58	8011753-159	FD2 Trash Services-Nov 2024
		Total	\$4,110.08		
70880	12/11/24	Xcel Energy			
E 101-43100-3815		Street Lighting Maint/Elect	\$1,891.41	905198518	Street Lights - Act #5156925594
		Total	\$1,891.41		
70881	12/11/24	ZOLL Medical Corporation			
E 205-42285-2190		Medical Supplies	\$321.27	WEB243912	FD CPR Supplies; Pedi Padz II
		Total	\$321.27		
		10100	\$33,381.25		

Fund Summary

10100 GENERAL FUND CASH

101 GENERAL FUND	\$14,218.53
105 ECONOMIC DEVELOPMENT	\$593.78
205 FIRE DEPARTMENT	\$13,687.11
380 TAX INCREMENT # 1-9	\$950.00
601 WATER FUND	\$81.99
602 SANITARY SEWER FUND	\$46.26
604 RECYCLING FUND	\$3,644.08
700 BUILDING PERMIT ESCROWS	\$159.50
	\$33,381.25



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*Check Summary Register©

Checks 3104-3106, 3116

Name		Check Date	Check Amt	
10100 GENERAL FUND CASH				
3104e	USBANK CREDIT CARD	11/27/2024	\$2,428.72	CC Purchases Nov 2024
3105e	NAPA Auto Parts	12/3/2024	\$15.43	Nov 2024 Purchases
3106e	PSN UTILITY ONLINE BILLING	12/3/2024	\$385.65	BILL PAY FEE - Nov 2024
3116e	CUSTOMER PAYMENT	12/4/2024	\$57.27	Returned Utility Payment
		Total Checks	\$2,887.07	



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*Check Detail Register©

Checks 3104-3106, 3116

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
10100 GENERAL FUND CASH					
3104 e	11/27/24	USBANK CREDIT CARD			
E 101-45200-2230		Bldg & Grnds Maint Suppli	\$77.94	112524	PW-Napa; Brake Part Cleaner
E 101-45200-2230		Bldg & Grnds Maint Suppli	\$39.77	112524	PW-Ace; Holbrook Vandalism Remover
E 101-43000-2150		Shop Supplies	\$7.04	112524	PW-Napa; Proformer oil filter
E 101-43000-4040		Equip Maint & Repair	\$97.64	112524	PW-Napa; Oil (x3)
E 101-45200-4040		Equip Maint & Repair	\$223.05	112524	PW-Giese Precision Welding; Fishing Pier Ramp Repair
E 101-43000-2120		Motor Fuels	\$86.50	112524	PW-Speedway; Fuel for 2018 chevy
E 101-43050-4170		Uniforms	\$85.99	112524	PW-Utility Pro; HiVis BomberJacket for Noah Mackey
E 101-43000-2150		Shop Supplies	\$63.70	112524	PW-Ace; Nuts and Bolts
E 101-43000-2200		Repair & Maint/Supply	\$31.99	112524	PW-Ace; Auto Fuse
E 101-43000-2210		Equipment Parts	\$320.00	112524	PW-Lano Equipment; New MC35 Cutting Edge
E 101-41500-4300		Miscellaneous	\$21.09	112524	PW-Walmart; Personal Purchase reimbursed by Sean
E 101-43000-2150		Shop Supplies	\$4.98	112524	PW-Ace; Hardware
E 101-45200-2150		Shop Supplies	\$44.99	112524	PW-Ace; Letter Stamp Set
E 101-41940-4015		Grounds Maintenance	\$73.30	112524	PW-ACE; Ice Melt
E 101-41942-4015		Grounds Maintenance	\$73.30	112524	PW-ACE; Ice Melt
E 601-49400-2270		Utility Maint Supplies	\$73.30	112524	PW-ACE; Ice Melt
E 602-49450-2270		Utility Maint Supplies	\$58.56	112524	PW-ACE; Mice Traps
E 101-41410-4040		Equip Maint & Repair	\$78.08	112524	CH-ACE; Replace entry light bulbs in City Hall
E 101-41940-2200		Repair & Maint/Supply	\$28.21	112524	CH-ACE; Replace entry light bulbs in City Hall
E 101-41940-2200		Repair & Maint/Supply	(\$48.80)	112524	CH-ACE; Replace entry light bulbs in City Hall
E 101-41940-2200		Repair & Maint/Supply	\$23.40	112524	CH-ACE; Replace entry light bulbs in City Hall
E 101-41500-3090		Software Support	\$72.00	112524	CH-Google; Company Emails
E 101-41410-2100		Operating Supplies	\$51.55	112524	CH-Walmart; Election Judge Beverages, & Snacks
E 101-41410-2100		Operating Supplies	\$100.84	112524	CH-Primo Plates; Election Judge Dinners
E 101-41410-4040		Equip Maint & Repair	\$31.66	112524	CH-ACE; Duct Tape, Zipties
E 101-41940-5700		Office Equip and Furnishin	\$42.31	112524	CH-Ace; Office Fan
E 101-41410-2100		Operating Supplies	\$91.72	112524	CH-Jimmy Johns; Election Judge Lunches
E 101-41410-2100		Operating Supplies	\$69.36	112524	CH-Amazon; Election " I Voted Stickers"
G 700-29299		455 Willow TMobile Tower	\$4.91	112524	CH-USPS; Mail T-Mobile Building Permit
E 101-41940-3210		Telephone	\$61.83	112524	CH-Nextivia VOIP Phone Service
E 101-41942-3210		Telephone	\$20.61	112524	PW-Nextivia VOIP Phone Service
E 205-42280-3355		Motor Vehicle Lic & Reg	\$59.25	112524	FD-MN DVS; Title Transfer for 2007 Hend Firetruck and 2005 Kentworth
E 205-42281-2120		Motor Fuels	\$67.43	112524	FD-Lakeshore Market; Fuel
E 205-42281-4030		Light Truck Maint & Repair	\$57.77	112524	FD-Youngstedts; Car Wash
E 205-42281-2150		Shop Supplies	\$9.32	112524	FD-Ace; Ground Connector
E 205-42281-2120		Motor Fuels	\$105.99	112524	FD-Lowe's; Oil 50:1 FD-Lowes; TruFuel 50:1
E 205-42280-4330		Dues and Subscriptions	\$14.99	112524	FD-Amazon; Prime Subscriptions
E 205-42280-4450		Food & Beverage (Mtgs/Tr	\$95.57	112524	FD-Dominos
E 205-42280-3090		Software Support	\$7.58	112524	FD-Microsoft 365
Total			\$2,428.72		
3105 e	12/03/24	NAPA Auto Parts			
E 205-42281-2150		Shop Supplies	\$15.43	611411	FD-Wrench



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***Check Detail Register©**

Checks 3104-3106, 3116

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
Total			\$15.43		
3106 e	12/03/24	PSN UTILITY ONLINE BILLING			
E 603-43150-3090		Software Support	\$385.65	303901	BILL PAY FEE - Nov 2024
Total			\$385.65		
3116 e	12/04/24	CUSTOMER PAYMENT			
E 601-49400-4320		Utility Overpmts/Uncollect	\$57.27	11564	Returned Utility Payment-01-00000772-01-6
Total			\$57.27		
10100			\$2,887.07		

Fund Summary

10100 GENERAL FUND CASH

101 GENERAL FUND	\$1,874.05
205 FIRE DEPARTMENT	\$433.33
601 WATER FUND	\$130.57
602 SANITARY SEWER FUND	\$58.56
603 SURFACE WATER MGMT FUND	\$385.65
700 BUILDING PERMIT ESCROWS	\$4.91
	\$2,887.07



LONG LAKE, MN

Payroll Summary

Pay Group: 07 Planning Commission

Check Date: 12/12/2024 per. 4

Employee	Gross Wage	Federal Gross	State Gross	Federal Tax	State Tax	Local Tax	Social Security	Medicare	Retire	Tax Sheltered	Voluntary	Tips	Reimb.	Net
000000265 ADAMS, ROGER	250.00	250.00	250.00				15.50	3.63						230.87
000000289 AXELSON, JUDD	200.00	200.00	200.00				12.40	2.90						184.70
000000279 GOODSSELL, LORI	200.00	200.00	200.00				12.40	2.90						184.70
000000103 SECORD, ANITA L.	200.00	200.00	200.00				12.40	2.90						184.70
000000268 SEE, VIRGINIA	200.00	200.00	200.00				12.40	2.90						184.70

941 Deposit

Federal Tax	None
Medicare	\$30.46
Social Security	\$130.20
Advanced EIC	None
Total Deposit	\$160.66

Pay Summary

Gross	1,050.00
Federal Gross	1,050.00
State Gross	1,050.00
FICA Gross	1,050.00

Tax Summary

Federal Tax	
State Tax	
Local Tax	
FICA Ded/Ben	65.10
Medicare Ded/Ben	15.23

Others

Retirement	
Tax-Sheltered	
Voluntary	
Tips	0.00
Reimbursement	0.00
Net	969.67



LONG LAKE, MN

12/09/24 Section 5E.

Page 1

Payroll Summary

Pay Group: 02 Fire Department

Check Date: 12/10/2024 per. 12

Employee	Gross Wage	Federal Gross	State Gross	Federal Tax	State Tax	Local Tax	Social Security	Medi-care	Retire	Tax Sheltered	Voluntary	Tips	Reimb.	Net
000000153 ADAMS, CHRISTOPHER D.	266.05	266.05	266.05				16.50	3.86						245.69
000000216 BERBIG, ZACHARY P.	589.07	589.07	589.07				36.52	8.54						544.01
000000291 BROWN, JOHN	253.45	253.45	253.45				15.71	3.68						234.06
000000154 COTTON, PATRICK J.	471.24	471.24	471.24				29.22	6.83						435.19
000000259 DAVIS, THOMAS	329.52	329.52	329.52				20.43	4.78						304.31
000000093 FARLEY, COLE	797.48	797.48	797.48	35.58			49.44	11.56						700.90
000000274 FAUE, JESSE	313.00	313.00	313.00				19.41	4.54						289.05
000000233 FRANK, BRYAN	375.60	375.60	375.60		0.14		23.29	5.45						346.72
000000049 GOMAN, DAVID	297.35	297.35	297.35				18.44	4.31						274.60
000000177 GONSIOR, RYAN J.	537.93	537.93	537.93	3.79			33.35	7.80						492.99
000000229 GRADY, JOSHUA	344.30	344.30	344.30				21.35	4.99						317.96
000000293 GREGG, AIDAN	353.45	353.45	353.45				21.91	5.13						326.41
000000278 HAYDEN, ADAM	231.50	231.50	231.50				14.35	3.36						213.79
000000226 HOSTER, RYAN	490.86	490.86	490.86				30.43	7.12						453.31
000000270 JOHNSRUD, MICHAEL	641.65	641.65	641.65	353.33	114.38		39.78	9.30						124.86
000000180 KANIVE, RYAN J.	219.10	219.10	219.10				13.58	3.18						202.34
000000112 KRAHL, JEFFREY C.	437.69	437.69	437.69				27.14	6.35						404.20
000000248 KULSETH, MATT	234.75	234.75	234.75				14.55	3.40						216.80
000000253 LOOSBROCK, RICHARD	500.80	500.80	500.80				31.05	7.26						462.49
000000290 MCCAHERTY, ALEX	363.00	363.00	363.00				22.51	5.26						335.23
000000294 MORALES-GARCIA, JUAN	93.90	93.90	93.90				5.82	1.36						86.72
000000275 MORSE, PAUL	592.12	592.12	592.12	15.02			36.71	8.59						531.80
000000296 NEUBAUER, MITCHELL	297.35	297.35	297.35				18.44	4.31						274.60
000000223 PASZKIEWICZ, JOHN	506.63	506.63	506.63				31.41	7.35						467.87
000000277 REWERTS, ANTHONY	1,623.42	1,623.42	1,623.42	115.48	24.44		100.65	23.54						1,359.31
000000241 RHEA, CHRISTOPHER	297.35	297.35	297.35				18.44	4.31						274.60
000000232 RIOUX, SHAUN	117.38	117.38	117.38				7.28	1.70						108.40
000000190 ROTHSTEIN, DAVID J.	203.45	203.45	203.45				12.61	2.95						187.89
000000222 SMILEY, MATTHEW	547.24	547.24	547.24				33.93	7.93						505.38
000000212 SPINKS, SCOTT D.	1,247.08	1,247.08	1,247.08	22.56	16.60		77.32	18.08						1,112.52
000000276 STRAKA, AMANDA	1,194.43	1,194.43	1,194.43	119.36	15.09		74.06	17.32						968.60
000000282 SWEARINGEN, LANCE	363.00	363.00	363.00				22.51	5.26						335.23
000000280 VASINA, VERONICA	828.85	828.85	828.85	38.72	27.51		51.39	12.02						699.21
000000240 VEACH, BENJAMIN	343.79	343.79	343.79				21.32	4.98						317.49



LONG LAKE, MN

Payroll Summary

Pay Group: 02 Fire Department

Check Date: 12/10/2024 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
000000297 WARNER, SIMONE	219.10	219.10	219.10				13.58	3.18						202.34
000000118 WOYCHICK, TED J.	605.19	605.19	605.19	60.00	25.00		37.52	8.78						473.89

941 Deposit

Federal Tax	\$763.84
Medicare	\$496.72
Social Security	\$2,123.90
Advanced EIC	None
Total Deposit	\$3,384.46

Pay Summary

Gross	17,128.07
Federal Gross	17,128.07
State Gross	17,128.07
FICA Gross	17,128.07

Tax Summary

Federal Tax	763.84	
State Tax	223.16	
Local Tax		
FICA Ded/Ben	1,061.95	1,061.95
Medicare Ded/Ben	248.36	248.36

Others

Retirement	
Tax-Sheltered	
Voluntary	
Tips	0.00
Reimbursement	0.00
Net	14,830.76



LONG LAKE, MN

Payroll Summary

Pay Group: 06 City Council
Check Date: 12/5/2024 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
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
Medicare Ded/Ben	18.87

Others

Retirement	
Tax-Sheltered	
Voluntary	
Tips	0.00
Reimbursement	0.00
Net	1,200.53



LONG LAKE, MN

Payroll Summary

Pay Group: 01 Bi-Weekly

Check Date: 12/12/2024 per. 25

Employee	Gross Wage	Federal Gross	State Gross	Federal Tax	State Tax	Local Tax	Social Security	Medi-care	Retire	Tax Sheltered	Voluntary	Tips	Reimb.	Net
000000287 DECKER JR, MICHAEL	2,398.58	2,243.45	2,243.45	192.68	123.18		148.68	34.77	154.61	0.52				1,744.14
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
000000295 FAHRMAN, MATTHEW	2,207.20	1,734.37	1,734.37	115.05	63.98		116.34	27.21	142.17	330.66				1,411.79
000000286 HEILAND, MICHAEL	4,925.05	4,413.76	4,413.76	452.57	237.68			71.41	511.29					3,652.10
000000292 MACKEY, NOAH	2,453.39	2,295.22	2,295.22	198.89	126.70		152.11	35.57	158.17					1,781.95
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
000000187 SKJARET, THOMAS G.	288.40	288.40	288.40				17.88	4.18						266.34
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	\$2,806.41
Medicare	\$789.80
Social Security	\$2,766.50
Advanced EIC	None
Total Deposit	\$6,362.71

Pay Summary

Gross	27,584.70
Federal Gross	25,263.00
State Gross	25,263.00
FICA Gross	22,310.62

Tax Summary

Federal Tax	2,806.41	
State Tax	1,399.52	
Local Tax		
FICA Ded/Ben	1,383.25	1,383.25
Medicare Ded/Ben	394.90	394.90

Others

Retirement	1,972.67
Tax-Sheltered	349.03
Voluntary	
Tips	0.00
Reimbursement	0.00
Net	19,278.92



CITY OF
LONG LAKE

City Council Agenda Report

City of Long Lake

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

MEETING DATE / December 17, 2024

SUBJECT: Approve Issuance (Renewal) of 2025 Refuse Hauler Licenses

Prepared By: Jeanette Moeller, City Clerk

Report Date: 12/11/2024

Recommended City Council Action

Staff recommends the following:

Motion to adopt Resolution No. 2024-63 approving the issuance of Residential and Commercial Refuse Hauler Licenses effective January 1, 2025 through December 31, 2025.

Overview / Background

The City's residential and commercial refuse haulers must renew their licenses to conduct refuse hauling and residential organics collection activities on an annual basis. The intent of licensing is to provide for the collection and disposal of commercial and residential garbage in a timely, orderly and economical fashion; and in compliance with State Statute and policies of the City, County and State. Each refuse hauler is required to provide proof of insurance, indemnify the City from any liability, post a performance bond in the amount of \$10,000, and pay a \$200 fee for each residential and commercial license obtained.

Staff recommends approval/renewal of the following Refuse Hauler Licenses contingent upon receipt of the documents and fees listed above.

- **Residential / Commercial Licenses**

Curbside Waste, Inc.
4025 85th Avenue N
Brooklyn Park, MN 55443

Republic Services (Randy's Sanitation Inc.)
4351 US Highway 12 SE
Delano, MN 55328

Waste Management
490 Industrial Boulevard
Winsted, MN 55395

Supporting Information

- Resolution No. 2024-63



**City Council
Resolution No. 2024-63**

**A RESOLUTION APPROVING THE ISSUANCE OF RESIDENTIAL AND COMMERCIAL
REFUSE HAULER LICENSES EFFECTIVE JANUARY 1, 2025 THROUGH DECEMBER 31, 2025**

WHEREAS, the City of Long Lake has adopted an Ordinance regulating residential and commercial refuse haulers operating within city limits; and

WHEREAS, the intent of licensing is to provide for the collection and disposal of commercial and residential garbage in a timely, orderly and economical fashion; in compliance with State Statute and policies of the City, County and State; and

WHEREAS, the following businesses annually request issuance and renewal of their residential and/or commercial refuse hauler licenses to permit them to conduct refuse hauling and residential organics collection activities within city limits:

- **Residential / Commercial Licenses**

Curbside Waste, Inc.
4025 85th Avenue N
Brooklyn Park, MN 55443

Republic Services (Randy's Sanitation Inc.)
4351 US Highway 12 SE
Delano, MN 55328

Waste Management
490 Industrial Boulevard
Winsted, MN 55395

NOW THEREFORE, BE IT RESOLVED, that the City Council of the City of Long Lake hereby approves the issuance of Refuse Hauler Licenses as identified above for the year 2025, conditioned upon applicant submittal of completed renewal application materials, proof of insurance indemnifying the City of Long Lake from liability, posting of the required \$10,000 performance bond, and payment in full of all applicable license fees.

Adopted by the City Council of the City of Long Lake this 17th day of December 2024.

ATTEST:

BY:

Jeanette Moeller, City Clerk

Charlie Miner, Mayor



CITY OF
LONG LAKE

City Council Agenda Report

City of Long Lake

450 Virginia Avenue, PO Box 606

Long Lake, MN 55356

MEETING DATE / December 17, 2024

SUBJECT: Special Event Permit Request for Sled Dog Days at Birch's on the Lake

Prepared By: Jeanette Moeller, City Clerk

Report Date: 12/10/2024

Recommended City Council Action

Staff recommends the following:

Motion to adopt Resolution No. 2024-59 approving issuance of Special Event Permit #S2024-10 for Sled Dog Days at Birch's on the Lake to be held January 11 and 18, and February 8, 15, 22, 2025; and to authorize the Hennepin County Sheriff's Office Water Patrol Unit to permit the event.

Overview / Background

Birch's on the Lake has made an application for a Special Event Permit to utilize Long Lake to host their annual seasonal "Sled Dog Days at Birch's on the Lake" during the months of January (January 11 and 18) and February (February 8, 15, and 22) in 2025. The event narrative submitted with their application indicates that "Sled Dog Days" would offer dog sled rides managed by Paw Print Adventures LLC with a musher that stands at the back of the sled, with riders boarded and unboarded lakeside directly behind Birch's. Each sled can hold two adults or one adult and up to two children, and rides follow a quarter-mile circular route on Long Lake. Though it is anticipated that up to 180 participants could be expected to attend in total on each ride date, the actual number of individuals present at any one time will be minimal. Tickets are sold by date increments for specific time slots, and riders are given instructions to arrive at their scheduled time. Typically two sleds and dog teams are in operation for rides at any time on event days, with one sled and team resting. Birch's has also made application to HCSO Water Patrol for their required permit for use of the lake for the event.

Staff recommends approval of the Special Event Permit as requested, subject to the conditions included in the permit approval letter dated December 9, 2024.

Supporting Information

- Resolution No. 2024-59
- Special Event Application accompanied by permit approval letter dated December 9, 2024
- Event flyer, narrative, site map and insurance



**City Council
Resolution No. 2024-59**

**A RESOLUTION APPROVING THE ISSUANCE OF SPECIAL EVENT PERMIT #S2024-10 FOR
SLED DOG DAYS AT BIRCH'S ON THE LAKE TO BE HELD
JANUARY 11 & 18 AND FEBRUARY 8, 15 & 22**

WHEREAS, the City has received a Special Event Permit application from Brennan Greene, on behalf of Birch's on the Lake, to host "Sled Dog Days at Birch's on the Lake" during the months of January (January 11 and 18) and February (February 8, 15 and 22) in 2025; and

WHEREAS, the event is proposed to be held behind the Birch's on the Lake restaurant property and on Long Lake in the vicinity of the restaurant; and

WHEREAS, each event date would offer dog sled rides to ticket holders, with tickets sold for specific date and time increments, and typically two sleds and dog teams offering rides while a third sled and team is at rest; 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.

NOW THEREFORE, BE IT RESOLVED, that the City Council of the City of Long Lake hereby approves issuance of Special Event Permit #S2024-10 for Sled Dog Sundays at Birch's on the Lake to be held January 11 and 18, and February 8, 15 and 22, 2025 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 17th day of December 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 5G.

Amount Due: \$ 7

Date Paid: 12/5/24

☒ Check # 9649

☐ 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 Sled Dog Days

Describe Location or Area of City Where Event Will Take Place Birch's on the Lake - on the lake directly behind Birch's on the Lake.

of Participants Expected to Attend Event 180 per event day

Describe Any Participation/Entry Fees to be Charged \$30 per ride

Event Dates/Times Proposed

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

Day of Week	Date	Start Time	End Time
Saturday	Jan 11, 18	11am	2pm
Saturday	Feb 8, 15, 22	11am	2pm

Event Type (CHECK ALL THAT APPLY)

☐ Parade ☐ Festival ☐ Run/Walk ☐ Sporting Event ☐ Block Party ☐ Private Party
☒ Other, Explain Sled Dog rides with Paw Print Adventures LLC

Event Includes (CHECK ALL THAT APPLY)

☐ Liquor Service ☐ Food Service ☐ Bingo/Raffles ☐ Live Music ☐ Amplified Audio
☐ Animals ☐ Pedestrians/Runners ☐ Bicycles ☐ Floats ☐ Motor Vehicles, # Expected _____
☐ Other Vehicles, Explain _____
☐ Games, Amusement Devices or Carnival Equipment, Describe None

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 Birch's on the Lake staff

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

Birch's on the Lake

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

None

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 Midwest Family Mutual Policy Number CPMN0560121410

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

Full Name Brennan Greene Daytime Phone 952-473-7373
 Alternate Phone 314-910-7346 Email Address brennangreene@gmail.com
 Street Address 1310 W. Wayzata Blvd.
 City, State, Zip Long Lake, MN 55356

Organization Information

Organization Name Birch's on the Lake
 Mailing Address P.O. Box 307
 City, State, Zip Long Lake, MN 55356
 Phone 952-473-7373 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] **Date** 11/18/24

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

APPLICATION SUBMITTED WAS: ☒ Complete With Exhibits ☐ Incomplete – Date Completed _____

Review by Department Head or Designee

☒ Public Works	Reviewed By <u>SD</u>	Date <u>12/9/2024</u>
☒ Fire Department	Reviewed By <u>MB</u>	Date <u>12/9/2024</u>
☒ Police Department	Reviewed By <u>JB</u>	Date <u>12/10/2024</u>

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

Date Approved _____

PERMIT # 52024-10

Conditions of Permit Approval

☒ Permit Conditions Detailed in Attached Letter Dated 12/9/2024
☐ Permit Conditions Listed Below:



CITY OF
LONG LAKE

December 9, 2024

Brennan Greene
Birch's on the Lake
1310 W Wayzata Boulevard, PO Box 307
Long Lake, MN 55356

RE: SPECIAL EVENT PERMIT CONDITIONS, PERMIT #S2024-10
Sled Dog Days at Birch's on the Lake
January 2025 Dates – 1/11, 1/18
February 2025 Dates – 2/8, 2/15, 2/22

Dear Event Organizer/Permit Holder:

Your application for a Special Event Permit for Sled Dog Days at Birch's on the Lake 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 as needed, or may revoke this Permit for failure to adhere to conditions of Permit issuance.
- [] Proof of approval from the Hennepin County Sheriff's Water Patrol for the Sled Dog Days at Birch's on the Lake to utilize Long Lake must be submitted to the City Clerk at least 5 days prior to the start of the event.
- [] It is the responsibility of the permit holder to take into consideration the weather, ice conditions and ice thickness at the time of each event date. If any adverse conditions exist that would jeopardize the participants or the staff, the sponsor must cancel this event and notify the Hennepin County Sheriff's Water Patrol and City staff.
- [] Parking on County Road 112 is prohibited. Birch's on the Lake is required to post "no event parking" temporary signage at the access road to Union Cemetery prior to the start of each event date. Failure to post the required signage may result in permit revocation.

SPECIAL EVENT PERMIT CONDITIONS, PERMIT #S2024-10***Sled Dog Days at Birch's on the Lake***

January 2025 Dates – 1/11, 1/18

February 2025 Dates – 2/8, 2/15, 2/22

Page 2 of 2

- [] If it is determined at any time that parking to accommodate event attendance exceeds the Birch's on the Lake parking lot, written permission from property or business owner(s) for any additional off-site parking locations must be submitted to the City Clerk. It is a requirement of this permit that shuttling service be available between the event site at Birch's on the Lake and any designated off-site parking locations, if applicable.
- [] The Long Lake Fire Department will require an inspection of any portable heating devices to be used for the event, if applicable.
- [] A Certificate of General Liability Insurance must be submitted to the City Clerk at least 5 days prior to the start date of the event.

Please be advised that by acceptance of Special Event Permit #S2024-10, 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

Birch's on the Lake Sled Dog Days 2025Paw Print Adventures LLC:

January 2025 - 11, 18 / February 2025 - 8, 15, 22

Paw Print Adventures LLC, Samuel Louters Chief Manager, 29148 800th Avenue, Hollandale, MN 56045

Ride Times for each date are 11am ~ 2pm

Each sled can hold 2 adults and or one adult and up to 2 children

Sled rides are managed by Paw Print Adventures staff with a Musher that stands at the back of the sled

¼ Mile circular route on Long Lake behind Birch's on the Lake Restaurant

Tickets \$30 / 3 and under free for the ride only. Tickets are purchased on Eventbrite.com

Tickets are sold by date by increments of time, riders are instructed to arrive at their scheduled time

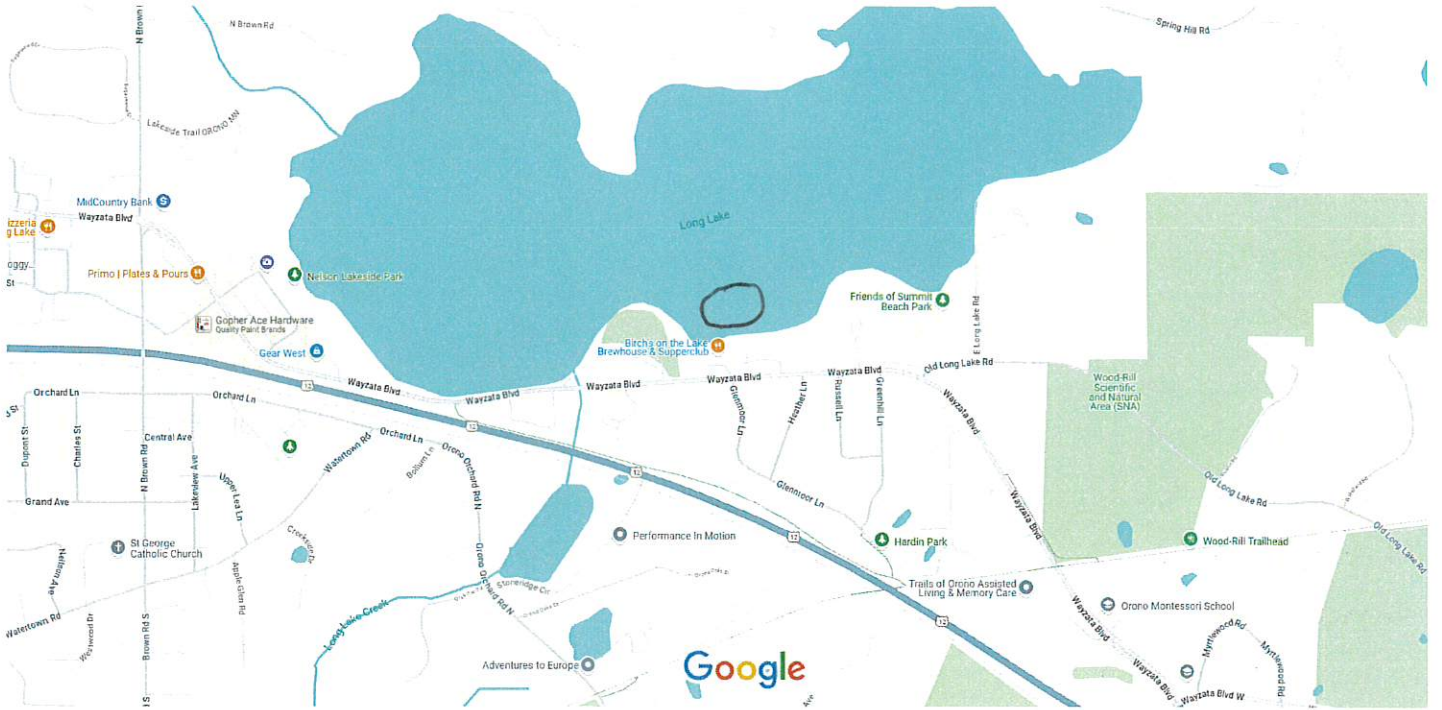
Participants are boarded and un-boarded lakeside directly behind Birch's on the Lake

Parking in Birch's on the Lake Private Parking Lot

All state guidelines and regulations as they are directed at that time will be followed.

See Attached Map

Google Maps



Map data ©2024 500 ft



CERTIFICATE OF LIABILITY INSURANCE

DATE Section 5G.

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 Christensen Group 9855 West 78th Street, Ste 100 Eden Prairie MN 55344		CONTACT NAME: Nathan Lortz, CIC, CISR PHONE (A/C, No, Ext): (952) 653-1000 E-MAIL ADDRESS: nlortz@christensengroup.com FAX (A/C, No): (952) 653-1100	
INSURED Birch's Brewhouse LLC, DBA: Birch's on the Lake PO Box 307 Long Lake MN 55356		INSURER(S) AFFORDING COVERAGE INSURER A: Midwest Family Mutual INSURER B: Employers Assurance Co. INSURER C: INSURER D: INSURER E: INSURER F:	
		NAIC # 25402	

COVERAGES **CERTIFICATE NUMBER:** 24/25 Master Liab **REVISION NUMBER:**

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	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PROJECT ☐ LOC OTHER:			CPMN0560121410	03/03/2024	03/03/2025	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 1,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	AUTOMOBILE LIABILITY ☐ ANY AUTO ☒ OWNED AUTOS ONLY ☐ HIRED AUTOS ONLY ☒ SCHEDULED AUTOS ☐ NON-OWNED AUTOS ONLY			CPMN0560121410	03/03/2024	03/03/2025	COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ Hired & Non Owned Auto \$ 1,000,000
A	☒ UMBRELLA LIAB ☒ EXCESS LIAB DED ☒ RETENTION \$ 10,000			CPMN0560121410	03/03/2024	03/03/2025	EACH OCCURRENCE \$ 2,000,000 AGGREGATE \$ 2,000,000 \$
B	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	EIG549747100	03/03/2024	03/03/2025	☒ PER STATUTE ☐ OTHER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
A	Liquor Liability			CPMN0560121410	03/03/2024	03/03/2025	Each Occurrence \$1,000,000 General Aggregate \$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

RE: 1310 W. Wayzata Blvd, Long Lake, MN 55356

CERTIFICATE HOLDER

CANCELLATION

City of Long Lake
PO Box 806
450 Virginia Ave
Long Lake MN 55356

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



WATER PATROL UNIT
4141 SHORELINE DRIVE
SPRING PARK, MN 55384
PHONE: 612-596-9880

sheriff.waterpatrol@hennepin.us

SPECIAL EVENT PERMIT APPLICATION

THE FOLLOWING INFORMATION IS NECESSARY TO INSURE THE PROPER AND ACCURATE ISSUANCE OF YOUR PERMIT. PLEASE COMPLETE THIS FORM IN ITS ENTIRETY AND RETURN THE FORM TO OUR OFFICE AT LEAST 30 DAYS PRIOR TO YOUR EVENT VIA EMAIL OR STANDARD MAIL.

PLEASE PRINT OR TYPE

Sled Dog Days

NAME OF EVENT: _____

DATE(S) OF EVENT: January 11, 18 February 8, 15, 22

TIME(S) OF EVENT: 11am - 2pm

EVENT LOCATION & ADDRESS: (Include a diagram for larger events.)

1310 W. Wayzata Blvd Long Lake, MN 55356

Specific area - include start/finish locations

WAS THIS EVENT HELD LAST YEAR: YES ☐ NO ☒

SPONSORING ORGANIZATION: Paw Print Adventures LLC

CONTACT PERSON: Brennan Greene DOB: 12-14-82

DL# R178143259116 EMAIL: brennangreene@gmail.com

ADDRESS: 1310 W. Wayzata Blvd Long Lake, MN 55356

PHONE (MOBILE): 314-910-7346 PHONE (WORK): 952-473-7373

EVENT WEB ADDRESS: http://birchsonthelake.com

PROPOSED EVENT ACTIVITIES: Sled Dog rides out on Long Lake behind Birch's on the Lake

PROPOSED PARKING LOCATION: Birch's on the Lake parking lot

PRIZES TO BE ISSUED: None

WILL ALCOHOLIC BEVERAGES BE SOLD? YES ☐ NO ☒

WILL FOOD BE SOLD? YES ☐ NO ☒ IF YES, WHAT TYPE OF FOODS: _____

WHAT (IF ANY) STRUCTURES DO YOU INTEND TO PLACE ON THE WATER/ICE?

None

ESTIMATED ATTENDANCE: (# OF PARTICIPANTS) 180/da (# OF SPECTATORS) 10

Section 5G.

FISHING TOURNAMENTS MUST PROVIDE THE NUMBER OF BOATS THAT WILL BE ALLOWED TO ENTER THE WATER: None

WHAT EXTRA/UNUSUAL HAZARD TO PARTICIPANTS OR NON-PARTICIPANTS WILL BE INTRODUCED TO THE EVENT AREA? None

WHAT TYPE & NUMBER OF SAFETY EQUIPMENT (BOAT/ATV/SNOWMOBILE/ETC.) WILL BE PROVIDED BY THE SPONSORING ORGANIZATION FOR SAFETY PURPOSES:

None

WOULD YOU LIKE WATER PATROL DEPUTIES/VSD TO BE AT YOUR EVENT? YES ☐ NO ☒

IF YES, WATER PATROL DEPUTIES AND/OR VSD PATROL BOATS DO NOT COUNT AS A SAFETY BOAT IF REQUIRED!

IF YES, HOW MANY DEPUTIES DO YOU RECOMMEND, WHY AND WHAT SPECIFIC TIME AND LOCATION?

PLEASE NOTE: IN ORDER TO BE GRANTED A PERMIT FOR YOUR EVENT, THE SPECIFIC GUIDELINES GIVEN WITH YOUR APPLICATION MUST BE FOLLOWED!

DATE

APPLICANTS SIGNATURE & PRINTED NAME

TITLE

* The application must be signed.

** The named Organization shall, upon request by HCSO, submit applicable documentation (articles, bylaws, resolutions, or ordinances) that confirm the signatory's authority to sign and bind Organization as set forth herein.



HENNEPIN COUNTY SHERIFF'S OFFICE WATER PATROL
UNIT
SPECIAL EVENT LIABILITY RELEASE

This is a legally binding instrument and the provisions herein are subject to enforcement in court. Consultation with legal counsel is strongly recommended prior to signing this document.

The Organization indicated below (may hereinafter be referred to as "Organization"), agrees that it shall ensure that every participant in the Sit'd Dog Days (event) on Jan 11, 18 Feb 8, 15, 22 (date) shall execute a written agreement acknowledging and agreeing with, at least, the following (i) that Organization is responsible for administering, managing, directing, sponsoring and over-seeing the Dog Skedding (event); (ii) that Paw Print Adventures LLC (describe nature of event) may be an inherently dangerous activity; and (iii) that the participant has actual knowledge of the particular risk or danger associated therewith.

Organization shall defend, indemnify and hold free and harmless the County of Hennepin, its present and former officials, officers, agents, volunteers and employees from any and all liability, assertions of liability, claims, causes of action, judgments, damages, losses, costs or expenses, including reasonable attorney's fees, which in any manner arise or be alleged to arise directly or indirectly from any and all activities connected directly or proximately with the event(s) referenced in the accompanying special event permit application filed on behalf of said Organization.

ISSUANCE OF A PERMIT UNDER MINNESOTA STATUTES §86B.121 DOES NOT MAKE HENNEPIN COUNTY LIABLE FOR ANY INJURY OCCURRING AT THE EVENT. The undersigned forever relinquishes and effectively waives any and all rights, defenses and claims whatsoever assertable by the Organization in any action by the County of Hennepin to enforce the provisions herein.

The undersigned attests that he/she fully understands the above and declares that he/she is authorized to legally bind Organization to the provisions herein. The Organization shall, upon request by HCSO, submit applicable documentation (articles, bylaws, resolutions or ordinances) that confirm the signatory's authority to sign and bind Organization as set forth herein. **Please PRINT or TYPE**

Organization Name (must match application): Birch's on the Lake
Address 1310 W. Wayzata Blvd Long Lake MN 55356
City State ZIP
Contact Person: Brennan Graeb Owner
Print Name Title

Signature of above contact person: _____
!!!Must be notarized!!!

IN WITNESS WHEREOF, the undersigned voluntarily sets his/her hand this _____ day of _____
Month, Year Notary Signature: _____

Notary Stamp:



CITY OF
LONG LAKE

City Council Agenda Report

City of Long Lake

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

MEETING DATE / December 17, 2024

SUBJECT: Accept Donation of Holiday Lights From Gopher Ace Hardware of Long Lake

Prepared By: Sean Diercks, Public Works Director

Report Date: 12/11/2024

Recommended City Council Action

Staff recommends the following:

Motion to adopt Resolution No. 2024-61 accepting a donation to the City of Long Lake of six boxes of holiday lights valued at \$80.00 from Gopher Ace Hardware of Long Lake, Minnesota.

Overview / Background

The Long Lake Public Works Department (LLPWD) recently received a donation of six boxes of lights from Gopher Ace Hardware totaling \$80.00. The lights were donated for the purpose of decorating the holiday tree in Holbrook Park. Donations may be accepted by formal action of the City Council.



**City Council
Resolution No. 2024-61**

**A RESOLUTION ACCEPTING A DONATION TO THE CITY OF LONG LAKE OF SIX BOXES OF HOLIDAY LIGHTS
FROM GOPHER ACE HARDWARE OF LONG LAKE, MINNESOTA**

WHEREAS, the donation of six boxes of lights totaling \$80.00 to the Long Lake Public Works Department from Gopher Ace Hardware must be approved by the City Council; and

WHEREAS, the lights have been and will continue to be utilized to decorate the holiday tree in Holbrook Park; and

WHEREAS, the Long Lake Public Works Department sincerely appreciates Gopher Ace Hardware's generous donation.

NOW THEREFORE BE IT RESOLVED, that the City Council of the City of Long Lake, Minnesota hereby accepts the donation of six boxes lights used to decorate the holiday tree from Gopher Ace Hardware in the amount of \$80.00.

Adopted by the City Council of the City of Long Lake this 17th day of December 2024.

BY:

Charlie Miner, Mayor

ATTEST:

Jeanette Moeller, City Clerk



CITY OF
LONG LAKE

City Council Agenda Report

City of Long Lake

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

MEETING DATE / December 17, 2024

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

Prepared By: Mike Heiland, Fire Chief

Report Date: 12/04/2024

Recommended City Council Action

Staff recommends the following:

Motion to adopt Resolution No. 2024-60 conditionally appointing Nikolas Lopez to the position of paid on-call firefighter for the City of Long Lake.

Overview / Background

With an application and interview process completed, staff recommends that a conditional job offer for the position of paid on-call firefighter be made to applicant Nikolas Lopez. The conditions of the offer are that the firefighter pass a physical exam, psychological exam, agility test, and probationary period. The interview panel consisted of Assistant Chief Cody Farley and Firefighters Adam Hayden, Rick Loosbrock, and Josh Grady.

Supporting Information

- Resolution No. 2024-60



**City Council
Resolution No. 2024-60**

**A RESOLUTION APPOINTING A CANDIDATE TO THE POSITION OF PAID ON CALL FIREFIGHTER
FOR THE CITY OF LONG LAKE**

WHEREAS, the City of Long Lake requires the services of an effective Fire Department; and

WHEREAS, applicant Nikolas Lopez has met the minimum requirements for the position of paid on call firefighter and has completed a background check, social media check, reference check and an oral interview with Fire Department officers.

NOW THEREFORE, BE IT RESOLVED, that the City Council of the City of Long Lake hereby appoints Nikolas Lopez to the position of paid on call firefighter responding to Station 1 for the City of Long Lake, contingent upon passing the required medical exam, psychological evaluation, pre-employment drug street, physical agility test, and the successful completion of a probationary period.

Adopted by the City Council of the City of Long Lake this 17th day of December 2024.

BY:

Charlie Miner, Mayor

ATTEST:

Jeanette Moeller, City Clerk



CITY OF
LONG LAKE

City Council Agenda Report

City of Long Lake

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

MEETING DATE / December 17, 2024

SUBJECT: Six-Month Performance Evaluation for Public Works Maintenance Worker I Michael Decker and Resolution Approving a Wage Step Increase

Prepared By: Scott Weske, City Administrator

Report Date: 12/11/2024

Recommended City Council Action

Staff recommends the following:

Motion to adopt Resolution No. 2024-62 approving a wage step increase for Public Works Maintenance Worker I Michael Decker from Step 1 to Step 2 of the Salary Pay Plan due to having a satisfactory performance review.

Overview / Background

All Public Works employees hired by the City of Long Lake are hired as probationary employees and serve a 12-month probationary period. Performance of Public Works Maintenance Worker positions is evaluated by the Public Works Director and reviewed by the City Administrator at the six month and one year anniversary of the employee. Then, recommendation is made to the City Council as to whether or not the employee's performance is satisfactory and if any adjustments should be made to their compensation or other benefits.

Mr. Decker was appointed to the position of Public Works Maintenance Worker I on June 18, 2024 and subsequently began his employment on June 19, 2024. Staff finds Mr. Decker's performance to be acceptable at this time and would recommend the City Council ratify the Public Works Director and City Administrator's finding that he has earned a satisfactory evaluation. Staff also recommends Mr. Decker receive a one-step wage increase from Step 1 to Step 2.

Supporting Information

- Resolution No. 2024-62
- Personnel Action Form



**City Council
Resolution No. 2024-62**

**A RESOLUTION APPROVING A WAGE STEP INCREASE FOR
PUBLIC WORKS MAINTENANCE WORKER I MICHAEL DECKER**

WHEREAS, Public Works Maintenance Worker I Michael Decker received a satisfactory job performance review in conjunction with his six-month performance review and is eligible for a scheduled wage step increase; and

WHEREAS, Mr. Decker was appointed by City Council to the position of Public Works Maintenance Worker I on June 18, 2024 at the Step 1 wage rate for his position, and began his employment with the City on June 19, 2024.

NOW THEREFORE, BE IT RESOLVED, by the City Council of the City of Long Lake, Minnesota that the wage for Public Works Maintenance Worker I Michael Decker is hereby increased from Step 1 to Step 2 of the Salary Pay Plan effective December 19, 2024.

Adopted by the City Council of the City of Long Lake this 17th day of December 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>Maintenane Worker I</u>	<u>Maintenance Worker I</u>
3. Salary Step	<u>Step 1</u>	<u>Step 2</u>
4. Wage (or Bonus)	<u>\$27.34/hr</u>	<u>\$28.81/hr</u>
5. Reason for Action	<u>Six-month probationary review. Received, and completed CDL training during this review period.</u> <u>Obtained Class B CDL license on 8/1/2024. Continues to develop on M.W. I skills.</u> <u>Make sure to listen to direction accurately. Further water and sewer training will occur during next review period.</u>	
6. Effective Date	<u>December 19, 2024</u>	

7. SIGNATURES

Michael Decker
STAFF SIGNATURE

12-11-2024
Date

Sam E. Decker
DEPARTMENT HEAD SIGNATURE

12-11-2024
Date

[Signature]
CITY ADMINISTRATOR SIGNATURE

12-11-24
Date



CITY OF
LONG LAKE

City Council Agenda Report

City of Long Lake

450 Virginia Avenue, PO Box 606

Long Lake, MN 55356

MEETING DATE / December 17, 2024

SUBJECT: Adoption of Ordinances Amending the City Code and Zoning Code Related to Cannabis and Cannabis Businesses

Prepared By: Hannah Rybak, City Planner
John Thames, City Attorney

Report Date: 12/11/2024

Recommended City Council Action

At their December 10, 2024 regular meeting, the Planning Commission reviewed Ordinances No. 2024-02 and No. 2024-03 and held a public hearing. The Planning Commission voted unanimously to recommend approval of both ordinances. The Planning Commission also recommended that the City Council direct staff to include the disc golf targets at Nelson Lakeside Park as an “attraction within a park that is regularly used by minors” when verifying an appropriate location for a future cannabis business with the OCM.

Motion to adopt Ordinance No. 2024-02, An Ordinance Amending the City Code of Ordinances, Chapter 10 – Businesses and Product Regulation, Article VIII. Cannabis, Edible Cannabinoids and Drug Paraphernalia.

Motion to adopt Ordinance No. 2024-03, An Ordinance Amending the Long Lake Zoning Ordinance Related to Cannabis and Lower Potency Hemp Edible Businesses.

Motion to include the disc golf targets as a buffered park attraction.

CANNABIS OVERVIEW

The State of Minnesota has passed a law allowing adult-use cannabis. This law also allows cannabis businesses to operate within Minnesota. This law also governs lower potency hemp edibles. The state established the Office of Cannabis Management (OCM) that is tasked with overseeing the rollout of cannabis in MN, and also licensing businesses. The state has given cities the ability to place reasonable restrictions on cannabis related to time, place and manner.

Outside of registration authority, the City may adopt reasonable regulations for cannabis businesses within the Zoning Ordinance. If a license holder would like to open a cannabis businesses within a city, the OCM will send a request for zoning compliance to that city. The city has 30 days to respond to the request, informing the OCM whether the proposed business location is in an acceptable zoning district.

BUFFER MAP

The State has specified features that cities may buffer cannabis businesses from, and the maximum width that each buffer may be. The attached buffer map illustrates the maximum allowable buffers from relevant uses in and near Long Lake.

The Planning Commission requested that the disc golf targets at Nelson Lakeside Park be added to the buffer, because the course is utilized by children. The original map included only the play equipment at Nelson Lakeside Park. Including the disc golf targets in the buffer causes the buffer to encroach into the B-2 District – the former

BP parcel and the front part of the Creek Ridge Shopping Center would become ineligible for a cannabis business.

Staff notes that the City Council is not adopting the buffer map as part of the Ordinance; it is simply a visualization tool for this process. If the City Council agrees with the Planning Commission that the disc golf should be considered an “attraction within a park that is regularly used by minors”, staff will note that and be sure to review that as part of a future zoning check associated with a cannabis business.

The Planning Commission also suggested that a buffer zone should not cross Highway 12, as Highway 12 itself acts as a buffer. This is relevant for the buffer around the amenities within Holbrook Park; the buffer extends north across Highway 12, and into several industrial parcels on the south side of Daniels St. The Planning Commission felt that subjecting the parcels off Daniels St. to the buffer serves no purpose, since a person would have to cross Highway 12 to get from the park to the cannabis business, and that is not possible. The City Attorney drafted language, which has been added to both ordinances, to reflect this buffer exemption.

1000-foot school buffer:

- Minnesota Preparation Academy TRIP School - 2465 Wayzata Blvd. W

500-foot park feature buffer:

- Holbrook Park - 310 Harrington Dr. - playground, ball field, skating rinks, basketball court
- Nelson Lakeside Park - 1860 Symes St. - playground
 - **PC Recommendation: Add disc golf targets as a buffered item**
- Dexter Park - 585 Dexter Dr. - playground, basketball court
- Hardin Park - 141 Glenmoor Ln. - tennis courts, basketball court, playground

500-foot daycare buffer:

- Children’s Workshop Montessori - 2190 Wayzata Blvd. (Orono)
- Little Acorns Learning Center & Childcare – 2060 Wayzata Blvd. (Orono)

DRAFT ORDINANCE - CANNABIS AND CANNABIS BUSINESS REGULATIONS

Overview of Draft Ordinance:

- Cannabis related definitions
- Limit the number of retail businesses to the lowest number of registrations required by the state – currently one registration
- Limit lower potency hemp edible (LPHE) retailers to five (LPHE may be sold at a cannabis retail location, not included in the total number of LPHE retailers)
- Impose maximum buffers allowed by the state
- Limit cannabis retail to between 10:00 AM and 9:00 PM
- Requirements for Temporary Cannabis Events
 - Event license required
 - Subject to buffers & cannabis retail zoning
 - Requirement for security, medical professionals, hours of operation, on-site consumption prohibited, etc.
- Prohibit public use of cannabis and LPHE

DRAFT ORDINANCE – ZONING ORDINANCE AMENDMENTS RELATED TO CANNABIS BUSINESSES

Lower Potency Hemp Edibles

Text amendments related to lower potency hemp edibles would include:

- Adding “Lower-Potency Hemp Edible Retailers, compliant with Long Lake Code §10-603, G” as a permitted principal use in the B-1, B-2, B-2A and VC-1 Districts

- Adding “Sales of lower-potency hemp edibles, compliant with Long Lake Code §10-603, G, accessory to a legal restaurant business” as an accessory use in the B-3 Lakeshore Business District.

Cannabis Retail Businesses

The City must designate at least one zoning district where cannabis retail businesses may locate. Staff recommends allowing cannabis retail as a permitted use in the B-2 General Business District. This location is desirable because there are two existing strip malls (Long Lake Town Center and Creek Ridge Shopping Center) located within the B-2 District. This district is the most appropriate location for a retail business.

Text amendments related to cannabis retail would include:

- Adding “Cannabis, retail compliant with Long Lake Code §10-603-604” as a permitted use to Section 14: Regulations for “B-2” General Business District
- Adding relevant regulations related to cannabis retail to “Subd. 26 Cannabis Businesses” in Section 19: General Building and Performance Requirements.
- Adding “Temporary cannabis events, compliant with Long Lake Code §10-603-604” as a permitted use to Section 14: Regulations for “B-2” General Business District

Non-Retail Cannabis Businesses

Non-retail cannabis businesses would include operations such as cultivation, manufacturing, processing, warehousing, wholesale, and transportation. These items are all industrial in nature. The City must designate at least one zoning district where these businesses can operate. Staff recommends both the I-1 and I-2 Industrial Districts. Long Lake’s two industrial districts are nearly identical in allowable uses. The area functions as one industrial district, thus the recommendation to allow non-retail cannabis businesses in both districts.

Text amendments related to non-retail cannabis businesses would include:

- Adding “Cannabis, state licensed businesses with no retail component” as a permitted use to Sections 16 & 16A: Regulations for I-1 & I-2 Industrial Zoning District, respectively.
- Adding standards for non-retail cannabis businesses in Sections 16 & 16A. Standards would place requirements on things such as waste container storage, odor/vapor control, security etc.

General Performance Standards for Cannabis and Hemp Business Activities

- Limit hours of operation for cannabis retail establishments to the hours of 10:00 AM to 9:00 PM.
- Require establishments to implement comprehensive security measures
- Require adequate ventilation systems to ensure no odor is detectible outside or from adjacent property
- Prohibit the operation of a cannabis business within 1,000 feet of a school or within 500 feet of a day care, residential treatment facility or an attraction within a public park that is regularly used by minors, including a playground or athletic field.
- Require signage to be consistent with the sign ordinance, and may not depict cannabis leaves, slang terms for cannabis, or appeal to minors (State rule)
- Require a cannabis business to be conducted entirely within a principal structure and all outdoor storage is prohibited.

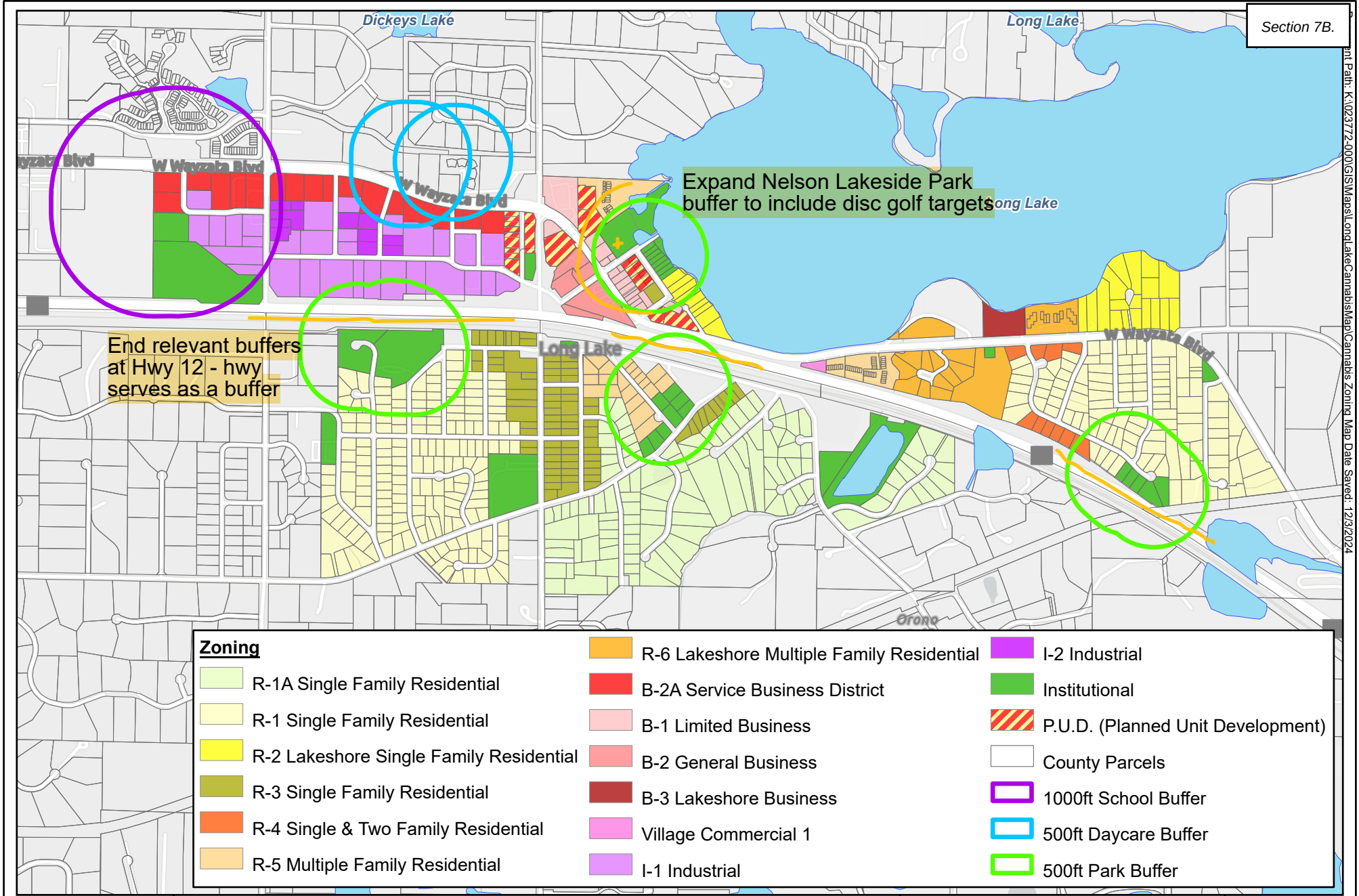
Standards for Cannabis Businesses in the I-1 & I-2 Industrial Districts:

- Require business to be conducted entirely within a principal structure
- Require waste containers to be stored within a principal or accessory building
- Require sufficient measures and means of preventing any gas, vapors, odors, smoke, debris, dust, fluids or other substances from exiting a cannabis business
- Stipulate that cannabis cultivation shall not be perceptible from the exterior of the building in which cultivation occurs

- Require site, ventilation and security plans to be compliant with applicable state regulations
- Provide minimum security requirements

SUPPORTING INFORMATION

- Buffer Map, as edited by the Planning Commission
- Exhibit showing measurements from the disc golf target nearest the B-2 District
- Ordinance No. 2024-02, An Ordinance Amending the City Code of Ordinances, Chapter 10 – Businesses and Product Regulation, Article VIII. Cannabis, Edible Cannabinoids and Drug Paraphernalia
- Ordinance No. 2024-03, An Ordinance Amending the Long Lake Zoning Ordinance Related to Cannabis and Lower Potency Hemp Edible Businesses



PC recommended
edits are shown in
yellow

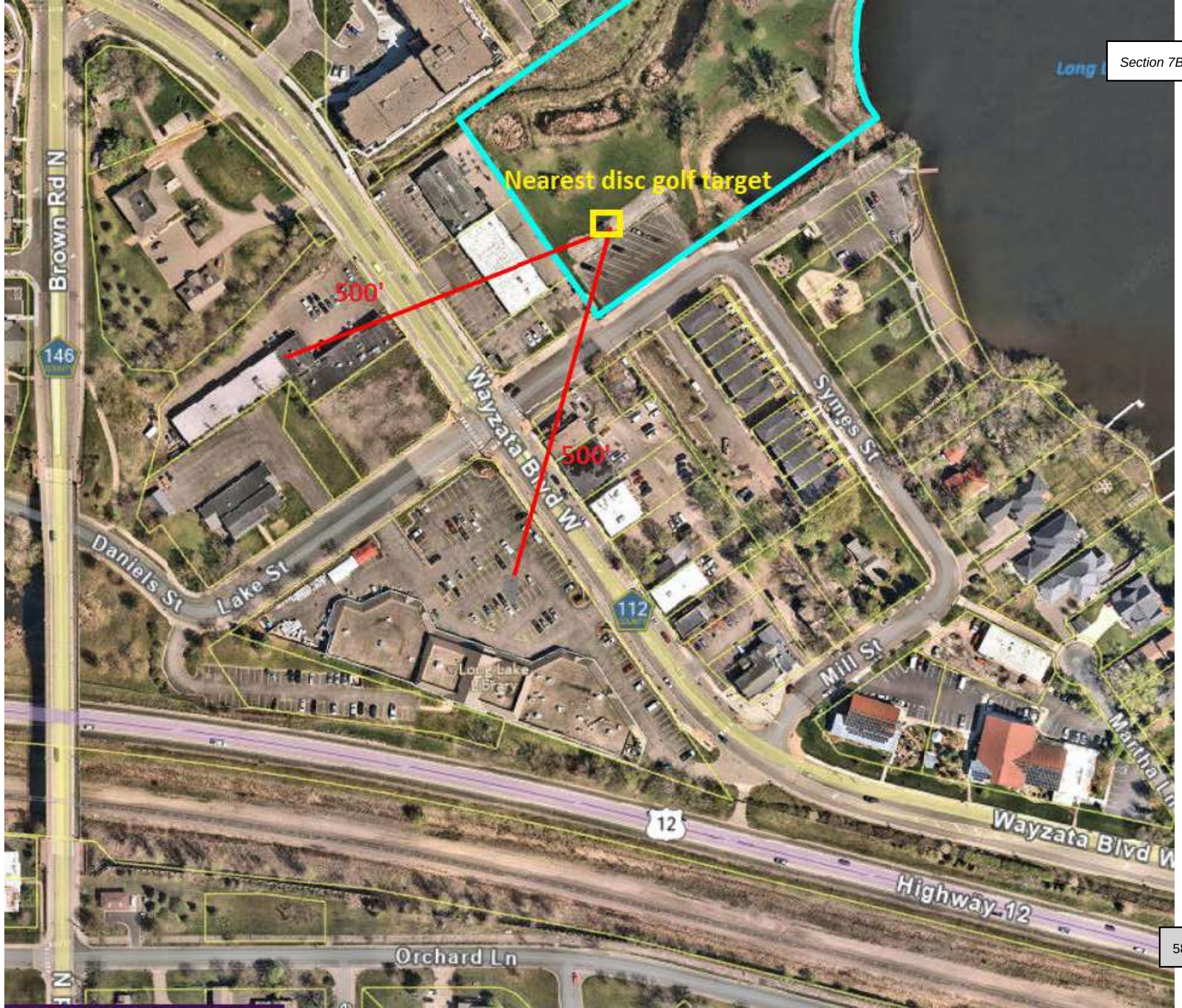
Cannabis Zoning Map

City of Long Lake, MN



0 1,250
Feet
1 inch = 1,250 feet

WS 57





**City of Long Lake
Hennepin County, Minnesota
Ordinance No. 2024-02**

An Ordinance Amending the City Code of Ordinances, Chapter 10 – Businesses and Product Regulation, Article VIII. Cannabis, Edible Cannabinoids and Drug Paraphernalia

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

Section 1. The City Code of Ordinances, Chapter 10 – Business and Product Regulation, Article VIII. Cannabis, Edible Cannabinoids and Drug Paraphernalia, is repealed in its entirety and replaced as follows:

Article VIII. CANNABIS AND CANNABIS BUSINESS REGULATIONS

Sec. 10-601. Purpose.

The purpose of this ordinance is to implement the provisions of Minn. Stat. Ch. 342, and certain related regulations to protect the public health, safety and welfare of the residents of the city of Long Lake by regulating cannabis use and cannabis businesses within the legal limits of the city.

Sec. 10-602. Definitions.

Unless otherwise noted or specifically defined in this section, words and phrases contained in Minn. Stat. 342.01, as it may be amended from time to time, and the rules promulgated pursuant to any of these acts, shall have the same meanings in this ordinance.

Cannabis cultivation. A cannabis business licensed to grow cannabis plants within the approved amount of space from seed or immature plant to mature plant, harvest cannabis flower from mature plant, package and label immature plants and seedlings and cannabis flower for sale to other cannabis businesses, transport cannabis flower to a cannabis manufacturer located on the same premises, and perform other actions approved by the office.

Cannabis retail businesses. A state-licensed retail location and the retail location(s) of a mezzobusiness(es) with a retail operations endorsement, microbusiness(es) with a retail operations endorsement, medical combination business(es) operating a retail location, excluding lower-potency hemp edible retailers.

Cannabis retailer. Any person, partnership, firm, corporation, or association, foreign or domestic, selling cannabis product to a consumer and not for the purpose of resale in any form.

Certified medical professional. An individual who holds a valid and active license to practice medicine or provide healthcare services within the State of Minnesota, as issued by the Minnesota

Board of Medical Practice, or other relevant state licensing authorities. This includes, but is not limited to, licensed physicians, advanced practice registered nurses (APRNs), physician assistants (PAs) or other healthcare professionals recognized by the State of Minnesota as being authorized to conduct medical evaluations, provide medical advice and respond to medical emergencies.

Daycare. A location licensed with the Minnesota Department of Human Services to provide the care of a child in a residence outside the child's own home for gain or otherwise, on a regular basis, for any part of a 24-hour day.

Drug paraphernalia. All equipment, products, and materials of any kind, except those used in conjunction with permitted uses of controlled substances pursuant to state law, which are knowingly or intentionally used primarily in (1) manufacturing a controlled substance other than cannabis flower, cannabis products, lower potency hemp edibles, or hemp-derived consumer products, (2) injecting, ingesting, inhaling, or otherwise introducing into the human body a controlled substance other than cannabis flower, cannabis products, lower potency hemp edibles, or hemp-derived consumer products, or (3) enhancing the effect of a controlled substance other than cannabis flower, cannabis products, lower potency hemp edibles, or hemp-derived consumer products. *Drug paraphernalia* does not include the possession, manufacture, delivery, or sale of: (1) hypodermic syringes or needles or any instrument or implement which can be adapted for subcutaneous injections; or (2) products that detect the presence of fentanyl or a fentanyl analog in a controlled substance.

Lower-potency hemp edible. As defined under Minn. Stat. 342.01, subd. 50, as it may be amended from time to time.

Lower-potency hemp edible retailer. A business which sells Lower-Potency Hemp Edibles but which is not a Cannabis Retailer, as defined by this Chapter.

Office of Cannabis Management. The Minnesota Office of Cannabis Management, referred to as "OCM" in this ordinance.

Place of public accommodation. A business, accommodation, refreshment, entertainment, recreation or transportation facility of any kind, whether licensed or not, whose goods, services, facilities, privileges, advantages or accommodations are extended, offered, sold, or otherwise made available to the public.

Preliminary license approval. OCM pre-approval for a cannabis business license for applicants who qualify under Minn. Stat. 342.17, as it may be amended from time to time.

Public place. A public park or trail, public street or sidewalk; any enclosed, indoor area used by the general public, including, but not limited to, restaurants, bars, any other food or liquor establishment, hospitals, nursing homes, auditoriums, arenas, gyms, meeting rooms, common areas of rental apartment buildings and other places of public accommodation.

Residential treatment facility. A facility as defined under Minn. Stat. 245.462, subd. 23, as it may be amended from time to time.

Retail registration. An approved registration issued by the city to a state-licensed cannabis retail business, registering a single specified retail location within the city limits.

School. A public school as defined under Minn. Stat. 120A.05, as it may be amended from time to time, or a nonpublic school that must meet the reporting requirements under Minn. Stat. 120A.24, as it may be amended from time to time.

State license. An approved license issued by the Office of Cannabis Management to a cannabis business.

Sec. 10-603. Registration of cannabis businesses.

(a) *Consent to registering of cannabis businesses.* No individual or entity may operate a state-licensed cannabis retail business or lower-potency hemp edible retail business within the corporate limits of the city without first registering with the city. With the exception of the limitations set forth in Sec. 10-603 (g)(1), all requirements of this Sec. 10-603 shall apply to lower-potency hemp edible retailers the same as they do to cannabis retail businesses.

(b) *Compliance checks prior to retail registration.*

- (1) The city may conduct a preliminary compliance check prior to issuance of a cannabis retail business registration to ensure compliance with local ordinances.
- (2) Pursuant to Minn. Stat. Ch. 342, within 30 days of receiving a copy of a state license application from OCM, the city shall certify on a form provided by OCM whether a proposed cannabis retail business complies with local zoning ordinances and, if applicable, whether the proposed business complies with the state fire code and building code.

(c) *Registration and application procedure.*

(1) *Fees.*

- a. The city shall not charge an application fee.
- b. A registration fee, as established under the city's fee schedule, shall be charged to applicants depending on the type of retail business license applied for.
 1. An initial retail registration fee shall not exceed \$500 or half the amount of an initial state license fee under Minn. Stat. 342.11, as it may be amended from time to time, whichever is less. The initial registration fee shall include the initial retail registration fee and the first annual renewal fee.
 2. Any renewal retail registration fee imposed by the city shall be charged at the time of the second renewal and each subsequent renewal thereafter. A renewal retail registration fee shall not exceed \$1,000 or half the amount of a renewal state license fee under Minn. Stat. 342.11, as it may be amended from time to time, whichever is less.
 3. A medical combination business operating an adult-use retail location may only be charged a single registration fee, not to exceed the lesser of a single retail registration fee, defined under this section, of the adult-use retail business.

(2) *Application submittal.*

- a. The city shall issue a retail registration to a state-licensed cannabis retail business that adheres to the requirements of Minn. Stat. 342.22 and this Article, as they may be amended from time.
- 1. An applicant for a retail registration shall fill out an application form, as provided by the city. Said form shall include, but is not limited to:
 - A. Full name of property owner and applicant;
 - B. Address, email address, and telephone number of the applicant;
 - C. The address and parcel ID for the property which the retail registration is sought;
 - D. Certification that the applicant complies with the requirements of local ordinances established pursuant to Minn. Stat. 342.13, as it may be amended from time to time.
- 2. The applicant shall include with the form:
 - A. The application fee as required in paragraph (c)(1);
 - B. A copy of the state license application form and materials submitted to OCM.
 - C. A copy of a valid state license or written notice of OCM license preapproval.
- 3. Once an application is considered complete, the city shall inform the applicant as such, process the application fees, and forward the application to the City Council for approval or denial.
- 4. The application fee shall be non-refundable once processed.

(3) *Application approval.*

- a. A state-licensed cannabis retail business application shall not be approved if the cannabis retail business would exceed the maximum number of registered cannabis retail businesses permitted under paragraph (g).
- b. A state-licensed cannabis retail business application shall not be approved or renewed if the applicant is unable to meet the requirements of this ordinance.
- c. A state-licensed cannabis retail business application that meets the requirements of this ordinance shall be approved.

(4) *Annual compliance checks.*

- a. The city shall complete at least one unannounced compliance check per calendar year of every cannabis business to assess if the business meets age verification requirements, as required under Minn. Stat. 342.22, subd. 4(b) and Minn. Stat. 342.24, as they may be amended from time to time, and these ordinances.

- b. Age verification compliance checks shall involve persons at least 17 years of age but under the age of 21 who, with the prior written consent of a person or guardian if the person is under the age of 18, attempt to purchase adult-use cannabis flower, adult-use cannabis products, lower-potency hemp edibles, or hemp-derived consumer products under the direct supervision of a law enforcement officer.

(d) *Renewal of registration.* The city shall renew an annual registration of a state-licensed cannabis retail business at the same time OCM renews the cannabis retail business' license. A state-licensed cannabis retail business shall apply to renew registration on a form established by the city and pay the renewal fee for the registration as established in the city's fee schedule.

(e) *Transfer of registration.* A cannabis retail registration issued under this ordinance shall not be transferred.

(f) *Suspension of registration.*

- (1) *When suspension is warranted.* The city may suspend a cannabis retail business's registration if it violates the ordinance of the city or poses an immediate threat to the health or safety of the public. The city shall immediately notify the cannabis retail business in writing the grounds for the suspension.
- (2) *Notification to OCM.* The city shall immediately notify the OCM in writing the grounds for the suspension. OCM will provide the city and cannabis business retailer a response to the complaint within seven calendar days and perform any necessary inspections within 30 calendar days.
- (3) *Length of suspension.* The suspension of a cannabis retail business registration may be for up to 30 calendar days, unless OCM suspends the license for a longer period. The city may require receipt of a determination from OCM before reinstating a registration. The business may not make sales to customers if their registration is suspended. The city may reinstate a registration if it determines that the violations have been resolved. The city shall reinstate a registration if OCM determines that the violation(s) have been resolved.

(g) *Limitation on number of registrations.*

- (1) The city shall limit the number of cannabis retail businesses to the lowest number of registrations permitted by Minn. Stat. 342.13, as it may be amended from time to time, and this Article. The city shall allow no greater than one registration of a single retail location per 12,500 residents within the city limits which is not an operation owned by the city. In the event an application for registration seeks to locate within the corporate boundaries of the city and the County in which the proposed operations site is located has reached the threshold of one active registration for every 12,500 residents, the city shall not issue a registration to an operation which is not owned by the city. This limitation shall not apply to lower-potency hemp edible retailers, as defined in this Article.
- (2) The city shall limit the number of lower-potency hemp edible retailers to no more than five registrations of single retail locations within the corporate boundaries of the city. However, the limit set forth in this Sec. 10-603 (g)(2) shall not apply to a cannabis retail business legally operating within the city which is also licensed to sell lower-potency hemp edibles.

(h) *Inspections.* City officials and law enforcement have the right to inspect the premises at any time to ensure compliance with all regulations.

Sec. 10-604. Restrictions on location.

(a) No state-licensed cannabis business shall be located within 1,000 feet of a school. The distance is to be measured from the closest side of the school to the closest side of the structure on the premises within which cannabis is to be sold.

(b) No state-licensed cannabis business shall be located within 500 feet of a daycare, a residential treatment facility and/or an attraction within a public park that is regularly used by minors, including a playground or athletic field. The distance is to be measured from the closest side of the daycare structure, residential treatment facility structure or public park attraction regularly used by minors is located to the closest side of the structure on the premises within which cannabis is to be sold.

(c) Pursuant to Minn. Stat. 462.357, subd. 1e, as it may be amended from time to time, nothing in this Sec. 10-604 shall prohibit an active cannabis business or a cannabis business under an open and active application seeking registration from continuing an established legal operation at the same site if a school, daycare, residential treatment facility and/or an attraction within a public park that is regularly used by minors moves within the minimum buffer zone.

(d) In the event an applicant seeks to locate a cannabis business within a zoning district which requires a conditional use permit to permit the business, the City shall deny the application as not compliant with local zoning if the applicant has not obtained a valid conditional use permit for the use, from the city.

(e) Notwithstanding the foregoing provisions of this Sec. 10-604, if a state-licensed cannabis business seeks to locate operations on a property which is on the opposite side of Highway 12 from a school, day care, residential treatment facility or attraction within a public park that is regularly used by minors, the buffering between those two locations shall be deemed sufficient. This exception shall apply only to those locations which are separated by Highway 12 and a state-licensed cannabis business shall comply with all applicable buffering requirements from each protected location.

Sec. 10-605. Hours of operation.

Cannabis businesses are limited to retail sale of cannabis, cannabis flower, cannabis products, lower-potency hemp edibles or hemp-derived consumer products between the hours of 10:00 am and 9:00 pm.

Sec. 10-606. Temporary cannabis events.

(a) *License required.* A license or permit is required to be issued and approved by the city prior to holding a Temporary Cannabis Event.

(b) *Registration and application procedure.* A registration fee, as established in the city fee schedule, shall be charged to applicants for Temporary Cannabis Events.

(c) *Application submittal and review.* The city shall require an application for Temporary Cannabis Events.

- (1) An applicant for a retail registration shall fill out an application form, as provided by the city. The form shall include, but is not limited to:
 - a. Full name of the property owner and applicant;
 - b. Address, email address and telephone number of applicant;
 - c. The address at which the event will be held; and
 - d. Other information required by the city administrator or their designee.
- (2) The applicant shall include with the form the application fee as required under paragraph (b) and a copy of the OCM cannabis event license application, submitted pursuant to Minn. Stat. 342.39, subd. 2, as it may be amended from time to time.
- (3) The application shall be submitted to the city administrator or their designee for review. If the city administrator determines that a submitted application is incomplete, he/she shall return the application to the applicant with the notice of deficiencies.
- (4) Once an application is considered complete, the city administrator shall inform the applicant of such, process the application fees and forward the application to the city council for approval or denial. The application fee shall be non-refundable once processed.
- (5) The application for a license for a Temporary Cannabis Event shall meet the following standards:
 - a. Comply with buffer standards applicable to a state-licensed cannabis business as set forth in Sec. 10-604 (a) and (b).
 - b. *Security requirements.*
 1. A minimum of two licensed peace officers or licensed security guards per 100 attendees must be present at all times.
 2. The event area must be equipped with 24/7 video surveillance covering all entrances, exits, and key areas.
 3. Secure fencing and controlled entry points must be established to ensure only authorized individuals enter the event area.
 - c. *Operational standards.*
 1. Noise levels must not exceed the limits set forth in City Code.
 2. Effective odor control measures must be in place to ensure no detectable odor extends beyond the event premises.

d. *Health and safety standards.*

1. At least one certified medical professional, as defined in this Chapter, must be present on-site at all times.
2. Adequate sanitation facilities must be provided, including restrooms and handwashing stations, as determined by the city's Building Official.
3. A comprehensive waste management plan must be implemented to handle all event-related waste.

e. *Inspections.* City officials and law enforcement have the right to inspect the event at any time to ensure compliance with all regulations.

f. *Event hours.* A Temporary Cannabis Event shall only be held between the hours of 10:00 am and 9:00 pm.

g. *On-site consumption prohibited.* On-site consumption shall not be permitted at a Temporary Cannabis Event within the city.

h. *Location of events.* A Temporary Cannabis Event may only be held at a location which is within a zoning district which permits cannabis retail operation and subject to the provisions of Sec. 10-604.

Sec. 10-607. Civil penalties

(a) Any state-licensed cannabis retail business that sells to a customer or patient without valid retail registration shall incur a civil penalty of \$2,000 for each violation.

(b) Subject to Minn. Stat. 342.22, subd. 5(e), the city may impose a civil penalty of \$500 for the first violation of this chapter, \$1,000 for the second violation of this chapter within a 36 month period, and \$2,000 for the third and subsequent violations within a 36 month period.

Sec. 10-608. Public use of cannabis and lower-potency hemp edibles prohibited.

It is unlawful for any person to use cannabis flower, cannabis products, lower-potency hemp edibles, or hemp-derived consumer products as each is defined by state law, in a public place within the City of Long Lake. For the purposes of this Section, "public place" shall not include:

- (a) A private residence, including the curtilage or yard of the same;
- (b) Private property not generally accessible by the public, unless the person is explicitly prohibited from consuming cannabis products, lower-potency hemp edibles, or hemp-derived consumer products on the property by the owner of the property; or
- (c) The premises of an establishment licensed to permit on-site consumption, provided the use complies with the on-site consumption permitted and this Article. On-site consumption shall not be permitted at Temporary Cannabis Events within the city.

Any violation of this Section shall be a petty misdemeanor.

Sec. 10-609. Possession of drug paraphernalia prohibited.

It is unlawful for any person knowingly or intentionally to use or possess drug paraphernalia as defined in this Article.

Section 2. The City of Long Lake fee schedule is hereby amended to include the following:

CANNABIS REGISTRATION/LICENSE FEES

All cannabis businesses, retailers, wholesalers, cultivators, manufacturers, transporters, delivery services, and event organizers are required to maintain current state licensing or registration in compliance with Minn. Stat. Ch. 342.

Cannabis Retail Business(es)

Includes cannabis microbusiness(es), cannabis mezzobusiness(es), cannabis retailer(s), medical cannabis combination business(es)

Initial Registration Fee - \$500.00 or half the amount of the initial state license fee under Minn. Stat. 342.11, whichever is less

Renewal Registration Fee - \$1,000.00 or half the amount of the renewal state license fee under Minn. Stat. 342.11, whichever is less

Lower Potency Hemp Edible Retailer (Initial Registration and Annual Renewal Fees) - \$125.00/year

Temporary Cannabis Event License - \$100.00

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

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

Date of Adoption:	December 17, 2024
Date of Publication:	December 28, 2024
Effective Date:	December 28, 2024

ATTEST:

BY:

Jeanette Moeller, City Clerk

Charlie Miner, Mayor



**City of Long Lake
Hennepin County, Minnesota
Ordinance No. 2024-03**

**An Ordinance Amending the Long Lake Zoning Ordinance Related to Cannabis and
Lower Potency Hemp Edible Businesses**

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

Section 1. The Long Lake Zoning Ordinance, Section 2: Definitions, is hereby amended as follows. Additions are underlined:

Cannabis Business. A cannabis microbusiness, cannabis mezzobusiness, cannabis cultivator, cannabis manufacturer, cannabis wholesaler, cannabis transporter, cannabis testing facility, cannabis delivery services, or medical cannabis combination business licensed, or any use otherwise authorized, under Minn. Stat., Chapter 342.

Cannabis Cultivation. A cannabis business licensed to grow cannabis plants within the approved amount of space from seed or immature plant to mature plant, harvest cannabis flower from mature plant, package and label immature plants and seedlings and cannabis flower for sale to other cannabis businesses, transport cannabis flower to a cannabis manufacturer located on the same premises, and perform other actions approved by the office.

Cannabis Delivery Service. A person or entity licensed or otherwise authorized to purchase cannabis flower, cannabis products, lower-potency hemp edibles, and hemp-derived consumer products from licensed cannabis microbusinesses with a retail endorsement, cannabis mezzobusinesses with a retail endorsement, dispensaries, medical cannabis dispensaries, and medical cannabis combination businesses; transport and deliver cannabis flower, cannabis products, lower-potency hemp edibles, and hemp-derived consumable products to customers; and perform other actions pursuant to Minn. Stat., Chapter 342.

Cannabis or Lower-Potency Hemp Edible Manufacturing. An entity licensed or otherwise authorized for the creation of cannabis concentrate and manufacture of cannabis products and hemp-derived consumer products for public consumption pursuant to Minn. Stat., Chapter 342, an entity licensed or authorized to purchase hemp and artificially derived cannabinoids to make hemp concentrate; manufacture artificially derived cannabinoids and hemp edibles for public consumption; package and label lower-potency hemp edibles for sale to customers; sell hemp concentrate, artificially derived cannabinoids, and lower-potency hemp edibles to other cannabis businesses and hemp businesses; and perform other actions pursuant to Minn. Stat., Chapter 342, or an entity in possession of a medical cannabis processor license pursuant to Minn. Stat., Chapter 342.

Cannabis Retail Business. A state-licensed retail location and the retail location(s) of a mezzobusiness(es) with a retail operations endorsement, microbusiness(es) with a retail operations endorsement, medical combination business(es) operating a retail location, excluding lower-potency hemp edible retailers.

Cannabis Retailer. Any person, partnership, firm, corporation, or association, foreign or domestic, selling cannabis product to a consumer and not for the purpose of resale in any form.

Cannabis Testing Facility. A facility licensed to obtain and test immature cannabis plants and seedlings, cannabis flower, cannabis products, hemp plant parts, hemp concentrate, artificially derived cannabinoids, lower-potency hemp edibles, and hemp-derived consumer products from cannabis microbusinesses, cannabis mezzobusinesses, cannabis cultivators, cannabis manufacturers, cannabis wholesalers, lower-potency hemp edible manufacturers, medical cannabis cultivators, medical cannabis processors, medical cannabis combination businesses, and industrial hemp growers pursuant to Minn. Stat., Chapter 342.

Cannabis Transporter. An entity licensed or otherwise authorized to transport immature cannabis plants and seedlings, cannabis flower, cannabis products, artificially derived cannabinoids, hemp plant parts, hemp concentrate, lower-potency hemp edibles, and hemp-derived consumer products from a cannabis business to a cannabis business pursuant to Minn. Stat., Chapter 342.

Cannabis Wholesaler. An entity licensed or authorized to obtain, store, and sell or otherwise transfer cannabis or hemp seeds, plants, flower, or other products for the purpose of resale or other transfer to a cannabis business, but not to consumers, pursuant to Minn. Stat., Chapter 342.

Lower-Potency Hemp Edible. As defined under Minn. Stat. 342.01, subd. 50, as it may be amended from time to time.

Lower-Potency Hemp Edible Retailer. A business which sells Lower-Potency Hemp Edibles but which is not a Cannabis Retailer, as defined by this Chapter.

Section 2. The Long Lake Zoning Ordinance, Section 19: General Building and Performance Requirements, is hereby amended as follows. Additions are underlined:

Subd. 26 Cannabis and Lower Potency Hemp Edible Businesses

A. Cannabis and Hemp Business Activities

1. Cannabis retail establishments may only operate between the hours of 10:00 am and 9:00 pm.
2. Establishments must implement comprehensive security measures, including but not limited to:
 - a. Security cameras covering all areas of the premises, both interior and exterior.
 - b. Alarm system monitored 24 hours per day, 7 days per week by a licensed security company.
 - c. Secure storage areas for all cannabis products.
3. Adequate ventilation systems must be installed to ensure no odor is detectable from the exterior of the building or from adjacent properties.
4. Establishments must have a plan for the disposal of cannabis waste that complies with state regulations and prevents access by unauthorized individuals.
5. The operation of any cannabis business is prohibited within 1,000 feet of a school, or 500 feet of a daycare, residential treatment facility, or an attraction within a public park that is regularly used by minors, including a playground or athletic field. The distance is to be measured from the closest side of the property on which the school structure, daycare structure, residential treatment facility structure or public park

attraction regularly used by minors is located to the closest side of the structure on the premises within which property on which the cannabis business operates.

Notwithstanding the foregoing, locations which are separated by Highway 12 shall be deemed to have sufficient buffering from one another.

6. All signage must comply with Chapter 8, Article V of the Long Lake City Code and must not depict cannabis leaves, use slang terms for cannabis, or appeal to minors.
7. The cannabis business shall be conducted entirely within a principal structure and all outside storage is prohibited.

Section 3. The Long Lake Zoning Ordinance, Section 13: Regulations for B-1 Limited Business District, is hereby amended as follows. Additions are underlined:

Subd. 2 Permitted Principal Uses

A. Commercial establishments, including the following:

8. Lower-Potency Hemp Edible Retailers, compliant with Long Lake Code Sec. 10-603, (g)

Section 4. The Long Lake Zoning Ordinance, Section 14: Regulations for B-2 General Business District, is hereby amended as follows. Additions are underlined:

Subd. 2 Permitted Uses.

B. Cannabis, retail compliant with Long Lake Code Secs. 10-603 and 10-604

C. Temporary cannabis events, compliant with Long Lake Code Secs. 10-603 and 10-604

Section 5. The Long Lake Zoning Ordinance, Section 14A: Regulations for B-2A Service Business District, is hereby amended as follows. Additions are underlined:

Subd. 2 Permitted Uses

- H. Lower-Potency Hemp Edible Retailers, compliant with Long Lake Code Sec. 10-603, (g)

Section 6. The Long Lake Zoning Ordinance, Section 15: Regulations for B-3 Lakeshore Business District, is hereby amended as follows. Additions are underlined:

Subd. 4 Accessory Uses

- B. Sales of lower potency hemp edibles, compliant with Long Lake Code Sec. 10-603 (g), accessory to a legal restaurant business

Section 7. The Long Lake Zoning Ordinance, Section 15A: Regulations for the VC-1 Village Commercial District, is hereby amended as follows. Additions are underlined:

Subd. 2 Permitted Uses

- H. Lower-Potency Hemp Edible Retailers, compliant with Long Lake Code Sec. 10-603 (g)

Section 8. The Long Lake Zoning Ordinance, Section 16: Regulations for I-1 Industrial Zoning District, is hereby amended as follows. Additions are underlined:

Subd. 2 Permitted Uses

F. Cannabis, state licensed businesses with no retail component, subject to the following:

1. The cannabis business shall be conducted entirely with a principal structure and all outside storage is prohibited.
2. All waste and recycling containers shall be kept within a principle or accessory building.
3. Sufficient measures and means of preventing any gas, vapors, odors, smoke, debris, dust, moisture, fluids or other substances from exiting a cannabis business shall be provided for at all times.
4. Cannabis cultivation shall not be perceptible from the exterior of the building in which cultivation occurs.
5. Site, ventilation and building security plans must be compliant with applicable state regulations.
6. Security:
 - a. Burglary alarm systems with audible and police notification components that are professionally monitored and maintained in good working condition shall be installed on all doors, windows, and access points.
 - b. Surveillance cameras are required and must operate twenty-four (24) hours a day, seven (7) days a week, with thirty (30) day video storage, to monitor all entrances and trash receptacles, along with the interior and exterior of the premises.
 - c. Exterior lighting shall be required sufficient for observers to see and for cameras to record, that is either constantly on or activated by motion detectors, subject to the requirements of section 11-16-17 of this title.
 - d. Deadbolt locks shall be installed and utilized on all exterior doors and locks shall be installed on all other windows or access points.

Section 9. The Long Lake Zoning Ordinance, Section 16A: Regulations for I-2 Industrial Zoning District, is hereby amended as follows. Additions are underlined:

Subd. 2 Permitted Uses

F. Cannabis, state licensed businesses with no retail component, subject to the following:

1. The cannabis business shall be conducted entirely with a principal structure and all outside storage is prohibited.
2. All waste and recycling containers shall be kept within a principle or accessory building.
3. Sufficient measures and means of preventing any gas, vapors, odors, smoke, debris, dust, fluids or other substances from exiting a cannabis business shall be provided for at all times.
4. Cannabis cultivation shall not be perceptible from the exterior of the building in which cultivation occurs.
5. Site, ventilation and building security plans must be compliant with applicable state regulations.
6. Security:

- a. Burglary alarm systems with audible and police notification components that are professionally monitored and maintained in good working condition shall be installed on all doors, windows, and access points.
- b. Surveillance cameras are required and must operate twenty-four (24) hours a day, seven (7) days a week, with thirty (30) day video storage, to monitor all entrances and trash receptacles, along with the interior and exterior of the premises.
- c. Exterior lighting shall be required sufficient for observers to see and for cameras to record, that is either constantly on or activated by motion detectors, subject to the requirements of section 11-16-17 of this title.
- d. Deadbolt locks shall be installed and utilized on all exterior doors and locks shall be installed on all other windows or access points.

Section 10. Effective Date. This Ordinance shall be effective upon adoption and publication according to law.

Adopted by the City Council of the City of Long Lake this 17th day of December, 2024.

Date of Adoption:	December 17, 2024
Date of Publication:	December 28, 2024
Effective Date:	December 28, 2024

ATTEST:

BY:

Jeanette Moeller, City Clerk

Charlie Miner, Mayor



CITY OF
LONG LAKE

City Council Agenda Report

City of Long Lake

450 Virginia Avenue, PO Box 606

Long Lake, MN 55356

MEETING DATE / December 17, 2024

SUBJECT: Public Hearing: Adoption of an Ordinance Amending City Code to Reflect the Implementation of a Residential Organics Recycling Collection Program

Prepared By: Jeanette Moeller, City Clerk

Report Date: 12/12/2024

Recommended City Council Action

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

Motion to adopt Ordinance No. 2024-04 amending the City Code of Ordinances, Chapter 28 – Solid Waste, and Chapter 36 – Utilities, to reflect the City’s implementation of a residential curbside organics recycling collection program.

Overview / Background

At the September 17, 2024 meeting, the City Council approved entering into a contract effective January 2025 through December 2029 with Waste Management of Minnesota, Inc. for:

- Providing biweekly City-wide residential recycling collection at all individual residences, and at multi-family complexes/buildings on an opt in basis;
- Providing refuse and recycling collection for designated City buildings and facilities at no charge; and
- Providing a weekly City-wide organics collection service at individual residences, and at multi-family complexes/buildings on an opt in basis.

The above action necessitated the preparation of a City Code amendment to reflect that moving forward, the City will be administering a City wide organics collection program by contract similar to the current single sort recycling program; versus requiring all licensed residential refuse haulers to make organics collection available to their Long Lake customers.

The attached Ordinance would amend City Code, Chapter 28 – Solid Waste as needed to add/remove language related to the organics obligations previously placed upon the refuse haulers; and to be reflective of the City’s implementation of a contract with a service provider for residential organics recycling services. The Ordinance also includes an amendment to Chapter 36 – Utilities, Article I. In General, Sec. 36-13 to add organics recycling to the list of rates and charges for municipal utilities and for inclusion in the city fee schedule.

Supporting Information

- Ordinance No. 2024-04



**City of Long Lake
Hennepin County, Minnesota
Ordinance No. 2024-04**

An Ordinance Amending the City Code of Ordinances, Chapter 28 – Solid Waste, and Chapter 36 – Utilities, to Reflect the City’s Implementation of a Residential Curbside Organics Recycling Collection Program

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

Section 1. The City Code of Ordinances, Chapter 28 – Solid Waste, Article II. Disposal, Sec. 28-12. Containers, is hereby amended as follows. Additions are underlined, and deletions are shown with a ~~strikethrough~~:

(a) *General requirement.* Every householder, occupant, or owner of any residence, and any restaurant, industrial establishment, or commercial establishment shall be provided one or more containers by their designated hauler for their premises to receive and contain all refuse, recyclable materials and/or organics which may accumulate between collections or other disposal. All normal accumulation of materials shall be deposited in such containers. Attached and detached single family dwellings receive containers for recyclable materials through the City’s contracted recycling service provider; and receive containers for organics recycling collection, upon request.

(c) *Recycling containers.* The city contracts and provides for curbside residential and organics recycling services for those attached and detached single family dwellings served by its contract, and for those multiple dwellings also served by its contract. The city shall provide to each dwelling unit at least one container for the collection of recyclable materials. Additionally, the city shall provide to each dwelling unit at least one container for the collection of organics upon request by the householder, occupant, or owner of the residence. The recycling and organics collection containers will, at all times, remain the property of the city. The owner or occupant of each dwelling unit shall leave the ~~recycling~~ container(s) at the premises upon relocation and shall maintain ~~the all~~ recycling containers in good condition.

Section 2. The City Code of Ordinances, Chapter 28 – Solid Waste, Article III. Licensing of Haulers and Collectors, Sec. 28-21. Required; insurance; fee, is hereby amended as follows. Additions are underlined, and deletions are shown with a ~~strikethrough~~:

(a) *Residential haulers, license required.* No person or business shall engage in residential garbage, refuse, recycling or organics collection or conveyance in the city unless such person or business has first secured from the city clerk a license to do so and made payment in full of the license fee as duly set by the city council. The city may issue up to three licenses for the collection of residential refuse and source separated organics materials within the city. The city’s contracted residential recycling and organics collection provider must be licensed in compliance with this section.

(b) ~~Residential haulers, source-separated organics collection required,~~ Recycling and organics reporting required. The city's contracted residential recycling and organics licensed hauler shall furnish monthly and annual reports to the city clerk that provide the breakdown of monthly and annual totals for the year on the number of recycling and organics customers and tonnages collected; a monthly and annual summary of the recycling material collected and tonnages for each material; and any other information required for the city to complete Hennepin County annual recycling reporting.

(j) *Rates and charges.* The licensee shall negotiate refuse hauling and ~~organics~~ service needs and rates with individual customers. The licensee shall be responsible for billing its customers.

Section 3. The City Code of Ordinances, Chapter 36 – Utilities, Article I. In General, Sec. 36-13. Utility rates, payment and delinquency, subd. (a) is hereby amended as follows. Additions are underlined, and deletions are shown with a strikethrough:

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

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

Section 4. This Ordinance shall be effective upon adoption and publication according to law.

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

Date of Adoption:	December 17, 2024
Date of Publication:	December 28, 2024
Effective Date:	December 28, 2024

ATTEST:

BY:

Jeanette Moeller, City Clerk

Charlie Miner, Mayor



CITY OF
LONG LAKE

City Council Agenda Report

City of Long Lake

450 Virginia Avenue, PO Box 606

Long Lake, MN 55356

MEETING DATE / December 17, 2024

SUBJECT: Adoption of 2025 City Fee Schedule

Prepared By: Jeanette Moeller, City Clerk

Report Date: 12/12/2024

Recommended City Council Action

Staff recommends the following:

Motion to approve Ordinance No. 2024-05 adopting the 2025 Fee Schedule for the City of Long Lake, and to direct staff to publish a summary ordinance.

Overview / Background

The fees charged for City goods and services are reviewed annually by City staff to ensure that the fees charged reflect the actual value of the goods and services provided. Fees are also compared with those charged by neighboring cities for similar services. City staff reviewed the fees charged in 2024 and is recommending no additional adjustments to the City's fee schedule for 2025 at this time. Generally, permitting fees remain comparable to those charged by neighbor and area cities.

- **Note: Utility Rates** – The attached fee schedule includes the most current utility billing rates and new monthly billing schedule as adopted by Resolution of the City Council at the December 3, 2024 meeting. Staff will be prepared to review the impact of the approved rate changes at the end of 2025.
- **Note: Cannabis Registration / License Fees** – The December 17, 2024 Council meeting agenda includes an item for review and adoption of ordinances amending City Code and Zoning Code regarding cannabis and the regulation of cannabis businesses. The attached fee schedule assumes that Ordinances No. 2024-02 and No. 2024-03 have been adopted earlier in the meeting agenda.
- **Note: MCES SAC Fees (No Change)** – Metropolitan Council Environmental Services (MCES) establishes their Service Availability Charge (SAC) on an annual basis. This is a fee that the City collects through building permits on behalf of the Metropolitan Council and remits directly to MCES. The Metropolitan Council did not adopt an increase in its SAC unit fee for 2025, thus the SAC fee will remain unchanged from the 2014 - 2024 rate of \$2,485 per unit.

Supporting Information

- Ordinance No. 2024-05 and Summary Ordinance for Publication
- 2025 City Fee Schedule



**City of Long Lake
Hennepin County, Minnesota
Ordinance No. 2024-05**

An Ordinance Adopting the 2025 Fee Schedule for the City of Long Lake

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

- Section 1.** The purpose of this Ordinance is to establish fees to be imposed by the City for specified goods and services, planning and zoning, various permits, licenses, utilities, and other City services according to the fee schedule attached and made a part hereof.
- Section 2.** This Ordinance is adopted pursuant to the City Code of Ordinances, and under the authority of the City Council of the City of Long Lake.
- Section 3.** This Ordinance shall be effective beginning January 1, 2025, upon its passage and summary publication.

Adopted by the City Council of the City of Long Lake, Minnesota this 17th day of December 2024.

Date of Adoption:	December 17, 2024
Date of Publication:	December 28, 2024
Effective Date:	January 1, 2025

BY:

Charlie Miner, Mayor

ATTEST:

Jeanette Moeller, City Clerk



**City of Long Lake
Hennepin County, Minnesota
Ordinance No. 2024-05**

An Ordinance Adopting the 2025 Fee Schedule for the City of Long Lake

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

- Section 1.** The purpose of this Ordinance is to establish fees to be imposed by the City for specified goods and services, planning and zoning, various permits, licenses, utilities, and other City services according to the fee schedule attached and made a part hereof.
- Section 2.** This Ordinance is adopted pursuant to the City Code of Ordinances, and under the authority of the City Council of the City of Long Lake.
- Section 3.** This Ordinance shall be effective beginning January 1, 2025, upon its passage and summary publication.

Adopted by the City Council of the City of Long Lake, Minnesota this 17th day of December 2024.

A printed copy of the entire ordinance is available for inspection by any person during the City Clerk's regular office hours. The printed copy includes the complete 2025 Fee Schedule as an attachment to the ordinance. The 2025 Fee Schedule is also available on the City's website at www.longlakemn.gov.

Date of Adoption:	December 17, 2024
Date of Publication:	December 28, 2024
Effective Date:	January 1, 2025

BY:

Charlie Miner, Mayor

ATTEST:

Jeanette Moeller, City Clerk



2025 City Fee Schedule

City Council Approved: 12/17/2024 - Ordinance No. 2024-05

Section 7D.

CITY OF LONG LAKE

STREET EXCAVATING PERMIT		REFERENCES
Restoration by City (contractor option with prior City approval)	\$200.00 base fee	ADMINISTRATIVE
Gravel surface	\$2.00 / sq ft	ADMINISTRATIVE
Asphalt, concrete or bituminous	\$6.00 / sq ft	ADMINISTRATIVE
Portland cement concrete	\$8.00 / sq ft	ADMINISTRATIVE
Heavy duty asphalt concrete	\$8.00 / sq ft	ADMINISTRATIVE
Restoration by contractor (\$50.00 base fee + \$5,000 deposit)	\$5,050.00	ADMINISTRATIVE
RIGHT OF WAY ENCROACHMENT		REFERENCES
Curb cut fee	\$75.00	CH 30, ART II, SEC 30-31
Right of way permit fee	\$75.00	CH 30, ART II, SEC 30-31
Letter of credit or bond for right of way permit - AMOUNT TO BE DETERMINED BY PUBLIC WORKS DIRECTOR		ADMINISTRATIVE
WATER SYSTEM		REFERENCES
Well inspection	\$50.00	CH 36, ART I, SEC 36-13
Minimum inspection (City water)	\$50.00	CH 36, ART I, SEC 36-13
New main line service tap (applies to residential properties outside Long Lake)	\$1,900.00	CH 36, ART I, SEC 36-13
New main line service tap (applies to commercial properties outside Long Lake)	\$7,500.00	CH 36, ART I, SEC 36-13
New main line service tap (applies to Long Lake residential properties that have not been previously assessed, ex: subdivided property)	\$1,800.00	CH 36, ART I, SEC 36-13
New main line service tap (applies to Long Lake commercial properties that have not been previously assessed, ex: subdivided property)	\$6,500.00	CH 36, ART I, SEC 36-13
Hook up / volume or access charge per SAC unit (274 gallons per day, applies to all properties and is subject to increase w/property change of use)	\$1,800.00	CH 36, ART I, SEC 36-13
Temporary disconnect (for non-payment)	\$75.00	CH 36, ART I, SEC 36-13
Restore disconnect (for non-payment)	\$75.00	CH 36, ART I, SEC 36-13
Permanent disconnect (capping utilities)	\$75.00	ADMINISTRATIVE
SEWER SYSTEM		REFERENCES
Minimum inspection	\$50.00	ADMINISTRATIVE
New main line service tap (applies to residential/commercial properties outside Long Lake)	\$1,900.00	CH 36, ART I, SEC 36-13
New main line service tap (applies to Long Lake residential/commercial properties that have not been previously assessed, ex: subdivided property)	\$1,800.00	CH 36, ART I, SEC 36-13
Hook up / volume or access charge per SAC unit (274 gallons per day, applies to all properties and is subject to increase w/property change of use)	\$1,800.00	CH 36, ART I, SEC 36-13
Metro waste volume charge per SAC unit (274 gallons/day, rates set by/payable to MCES)	\$2,485.00	CH 36, ART I, SEC 36-13
Permanent disconnect (capping utilities)	\$75.00	ADMINISTRATIVE

WATER USAGE CHARGES (Incorporated in City Utility Billing)		REFERENCES	Section 7D.
Residential and commercial minimum fixed charge (applies to all properties)	\$5.60 / month	CH 36, ART I, SEC 36-13	
Apartment complex (containing only one water meter) fixed monthly charge	\$4.48 / res unit	CH 36, ART I, SEC 36-13	
<i>* Gallons used round to the nearest 1,000 for the purpose of fee calculation *</i>			
RESIDENTIAL Tier 1 = 0 - 2,000 gallons used per month	\$3.95 / 1,000 gal	CH 36, ART I, SEC 36-13	
RESIDENTIAL Tier 2 = 3,000 - 7,000 gallons used per month	\$4.55 / 1,000 gal	CH 36, ART I, SEC 36-13	
RESIDENTIAL Tier 3 = Over 8,000 gallons used per month	\$5.25 / 1,000 gal	CH 36, ART I, SEC 36-13	
COMMERCIAL Tier 1 = 0 - 8,000 gallons used per month	\$4.55 / 1,000 gal	CH 36, ART I, SEC 36-13	
COMMERCIAL Tier 2 = 9,000 - 16,000 gallons used per month	\$5.25 / 1,000 gal	CH 36, ART I, SEC 36-13	
COMMERCIAL Tier 3 = Over 17,000 gallons used per month	\$5.75 / 1,000 gal	CH 36, ART I, SEC 36-13	
LARGE INDUSTRIAL (usage over 800,000 in one month) ALL USAGE	\$5.25 / 1,000 gal	CH 36, ART I, SEC 36-13	
IRRIGATION ALL USAGE	\$5.75 / 1,000 gal	CH 36, ART I, SEC 36-13	
MANUAL utility meter read/entry fee	\$55.00 / month	CH 36, ART I, SEC 36-13	
Hydrant hook up fee per day	\$50.00 / day	CH 36, ART I, SEC 36-13	
Minnesota Department of Health water service connection fee	\$0.81 / month	CH 36, ART I, SEC 36-13	
Annual utility rate increase	1.75% / year	CH 36, ART I, SEC 36-13	
SANITARY SEWER USAGE CHARGES (Incorporated in City Utility Billing)		REFERENCES	
Residential and commercial minimum fixed charge (applies to all properties)	\$5.60 / month	CH 36, ART I, SEC 36-13	
Apartment complex (containing only one water meter) fixed monthly charge	\$4.48 / res unit	CH 36, ART I, SEC 36-13	
RESIDENTIAL AND COMMERCIAL Tier 1 = 0 - 2,000 gallons used per month	\$0 / 1,000 gal	CH 36, ART I, SEC 36-13	
RESIDENTIAL AND COMMERCIAL Tier 2 = 3,000 - 7,000 gallons used per month	\$8.00 / 1,000 gal	CH 36, ART I, SEC 36-13	
Metropolitan Council Environmental Services (MCES) sewer treatment fee	\$31.22 / month	CH 36, ART I, SEC 36-13	
Apartment complex Metropolitan Council Environmental Services (MCES) sewer treatment fee	\$24.98 / res unit	CH 36, ART I, SEC 36-13	
UNMETERED monthly fixed charge	\$150.00 / month	CH 36, ART I, SEC 36-13	
Annual utility rate increase	4% / year	CH 36, ART I, SEC 36-13	
SURFACE WATER MANAGEMENT / STORM SEWER CHARGES (Incorporated in City Utility Billing)		REFERENCES	
Residential minimum charge (based on .40 acre)	\$4.60 / month	CH 36, ART I, SEC 36-13	
Commercial/Industrial/Apartments per acre, per month	\$42.00 / acre	CH 36, ART I, SEC 36-13	
Green space (parks, cemetery, etc.) per acre, per month	\$31.50 / acre	CH 36, ART I, SEC 36-13	
RECYCLING CHARGES (Incorporated in City Utility Billing)		REFERENCES	
Residential Recycling fee per month	\$7.00 / month	CH 36, ART I, SEC 36-13	
Apartment complex (utilizing city recycling services) fixed monthly charge	\$2.75 / res unit	CH 36, ART I, SEC 36-13	
Residential Organics Recycling fee per month	\$4.25 / month	CH 36, ART I, SEC 36-13	
CITY UTILITY BILLING - PAST DUE ACCOUNT PENALTIES		REFERENCES	
Past due utility accounts are assessed a late payment penalty on the total balance due	6% / month	CH 36, ART I, SEC 36-13	
Hennepin county certification fee on delinquent utilities and unpaid services	\$2.50	CH 36, ART I, SEC 36-13	
Annual interest on Hennepin County certified assessments	5% / year	CH 36, ART I, SEC 36-13	

BUILDING PERMITS (Based on 1997 Uniform Building Code + 15%)**REFERENCES**

Section 7D.

Total Valuation \$1.00 to \$500.00 = \$27.03		CH 8, ART II, DIV 2, SEC 8-52
Valuation \$501.00 to \$2,000.00 = \$27.03 for the first \$500.00 + \$3.51 for each additional \$100.00, or fraction thereof, to and including \$2,000.00		CH 8, ART II, DIV 2, SEC 8-52
Valuation \$2,001.00 to \$25,000.00 = \$79.68 for the first \$2,000.00 + \$16.10 for each additional \$1,000.00, or fraction thereof, to and including \$25,000.00		CH 8, ART II, DIV 2, SEC 8-52
Valuation \$25,001.00 to \$50,000.00 = \$449.98 for the first \$25,000.00 + \$11.62 for each additional \$1,000.00, or fraction thereof, to and including \$50,000.00		CH 8, ART II, DIV 2, SEC 8-52
Valuation \$50,001.00 to \$100,000.00 = \$740.48 for the first \$50,000.00 + \$8.05 for each additional \$1,000.00, or fraction thereof, to and including \$100,000.00		CH 8, ART II, DIV 2, SEC 8-52
Valuation \$100,001.00 to \$500,000.00 = \$1,142.98 for the first \$100,000.00 + \$6.44 for each additional \$1,000.00, or fraction thereof, to and including \$500,000.00		CH 8, ART II, DIV 2, SEC 8-52
Valuation \$500,001.00 to \$1,000,000.00 = \$3,718.98 for the first \$500,000.00 + \$5.38 for each additional \$1,000.00, or fraction thereof, to and including \$1,000,000.00		CH 8, ART II, DIV 2, SEC 8-52
Valuation \$1,000,000.00 and up = \$6,408.98 for the first \$1,000,000.00 + \$4.20 for each additional \$1,000.00, or fraction thereof		CH 8, ART II, DIV 2, SEC 8-52
* Additional State Surcharge fee applies = \$0.50 per \$1,000.00 OR 0.0005 x Valuation		CH 8, ART II, DIV 2, SEC 8-52
Plan review fee (if applicable) = 65% of permit fee		CH 8, ART II, DIV 2, SEC 8-52
Additional plan review required by changes, additions or revisions to plans	\$47.00 / hour	CH 8, ART II, DIV 2, SEC 8-52
Inspections outside of normal business hours	\$47.00 / hour	CH 8, ART II, DIV 2, SEC 8-52
Inspections for which no fee is specifically indicated (minimum charge, 1/2 hour)	\$47.00 / hour	CH 8, ART II, DIV 2, SEC 8-52
For use of outside consultants for plan checking and inspections, or both	ACTUAL COSTS	CH 8, ART II, DIV 2, SEC 8-52

HEATING/MECHANICAL PERMITS (Based on 1997 Uniform Building Code + 15%)**REFERENCES**

Total Valuation \$1.00 to \$500.00 = \$27.03		CH 8, ART II, DIV 2, SEC 8-52
Valuation \$501.00 to \$2,000.00 = \$27.03 for the first \$500.00 + \$3.51 for each additional \$100.00, or fraction thereof, to and including \$2,000.00		CH 8, ART II, DIV 2, SEC 8-52
Valuation \$2,001.00 to \$25,000.00 = \$79.68 for the first \$2,000.00 + \$16.10 for each additional \$1,000.00, or fraction thereof, to and including \$25,000.00		CH 8, ART II, DIV 2, SEC 8-52
Valuation \$25,001.00 to \$50,000.00 = \$449.98 for the first \$25,000.00 + \$11.62 for each additional \$1,000.00, or fraction thereof, to and including \$50,000.00		CH 8, ART II, DIV 2, SEC 8-52
Valuation \$50,001.00 to \$100,000.00 = \$740.48 for the first \$50,000.00 + \$8.05 for each additional \$1,000.00, or fraction thereof, to and including \$100,000.00		CH 8, ART II, DIV 2, SEC 8-52
Valuation \$100,001.00 to \$500,000.00 = \$1,142.98 for the first \$100,000.00 + \$6.44 for each additional \$1,000.00, or fraction thereof, to and including \$500,000.00		CH 8, ART II, DIV 2, SEC 8-52
Valuation \$500,001.00 to \$1,000,000.00 = \$3,718.98 for the first \$500,000.00 + \$5.38 for each additional \$1,000.00, or fraction thereof, to and including \$1,000,000.00		CH 8, ART II, DIV 2, SEC 8-52
Valuation \$1,000,000.00 and up = \$6,408.98 for the first \$1,000,000.00 + \$4.20 for each additional \$1,000.00, or fraction thereof		CH 8, ART II, DIV 2, SEC 8-52
* Additional State Surcharge fee applies = \$0.50 per \$1,000.00 OR 0.0005 x Valuation		CH 8, ART II, DIV 2, SEC 8-52
Plan review fee (if applicable) = 65% of permit fee		CH 8, ART II, DIV 2, SEC 8-52
Additional plan review required by changes, additions or revisions to plans	\$47.00 / hour	CH 8, ART II, DIV 2, SEC 8-52
Inspections outside of normal business hours	\$47.00 / hour	CH 8, ART II, DIV 2, SEC 8-52
Inspections for which no fee is specifically indicated (minimum charge, 1/2 hour)	\$47.00 / hour	CH 8, ART II, DIV 2, SEC 8-52
For use of outside consultants for plan checking and inspections, or both	ACTUAL COSTS	CH 8, ART II, DIV 2, SEC 8-52

PLUMBING PERMITS (Based on 1997 Uniform Building Code + 15%)		REFERENCES	Section 7D.
Total Valuation \$1.00 to \$500.00 = \$27.03		CH 8, ART II, DIV 2, SEC 8-52	
Valuation \$501.00 to \$2,000.00 = \$27.03 for the first \$500.00 + \$3.51 for each additional \$100.00, or fraction thereof, to and including \$2,000.00		CH 8, ART II, DIV 2, SEC 8-52	
Valuation \$2,001.00 to \$25,000.00 = \$79.68 for the first \$2,000.00 + \$16.10 for each additional \$1,000.00, or fraction thereof, to and including \$25,000.00		CH 8, ART II, DIV 2, SEC 8-52	
Valuation \$25,001.00 to \$50,000.00 = \$449.98 for the first \$25,000.00 + \$11.62 for each additional \$1,000.00, or fraction thereof, to and including \$50,000.00		CH 8, ART II, DIV 2, SEC 8-52	
Valuation \$50,001.00 to \$100,000.00 = \$740.48 for the first \$50,000.00 + \$8.05 for each additional \$1,000.00, or fraction thereof, to and including \$100,000.00		CH 8, ART II, DIV 2, SEC 8-52	
Valuation \$100,001.00 to \$500,000.00 = \$1,142.98 for the first \$100,000.00 + \$6.44 for each additional \$1,000.00, or fraction thereof, to and including \$500,000.00		CH 8, ART II, DIV 2, SEC 8-52	
Valuation \$500,001.00 to \$1,000,000.00 = \$3,718.98 for the first \$500,000.00 + \$5.38 for each additional \$1,000.00, or fraction thereof, to and including \$1,000,000.00		CH 8, ART II, DIV 2, SEC 8-52	
Valuation \$1,000,000.00 and up = \$6,408.98 for the first \$1,000,000.00 + \$4.20 for each additional \$1,000.00, or fraction thereof		CH 8, ART II, DIV 2, SEC 8-52	
* Additional State Surcharge fee applies = \$0.50 per \$1,000.00 OR 0.0005 x Valuation		CH 8, ART II, DIV 2, SEC 8-52	
Plan review fee (if applicable) = 65% of permit fee		CH 8, ART II, DIV 2, SEC 8-52	
Additional plan review required by changes, additions or revisions to plans	\$47.00 / hour	CH 8, ART II, DIV 2, SEC 8-52	
Inspections outside of normal business hours	\$47.00 / hour	CH 8, ART II, DIV 2, SEC 8-52	
Inspections for which no fee is specifically indicated (minimum charge, 1/2 hour)	\$47.00 / hour	CH 36, ART II, DIV 3, SEC 36-81	
For use of outside consultants for plan checking and inspections, or both	ACTUAL COSTS	CH 36, ART II, DIV 3, SEC 36-232	
WATER METERS, METER ACCESSORIES & RELATED EQUIPMENT		REFERENCES	
All water meters, meter accessories and related equipment will be sold on demand	SOLD ON DEMAND	CH 36, ART I, SEC 36-25	
at the current rate charged to the City by the meter equipment vendor	AT EQUIP COST		
Utility surcharge for obsolete water meters	\$45.00 / month		
* Utility surcharge to be applied to utility bills for properties which have not come into compliance with City requests for meter change out			
EXCAVATION & GRADING PERMITS (Based on 1997 Uniform Building Code)		REFERENCES	
50 cubic yards or less = \$23.50		CH 8, ART II, DIV 2, SEC 8-52	
51 to 100 cubic yards = \$37.00		CH 8, ART II, DIV 2, SEC 8-52	
101 to 1,000 cubic yards = \$37.00 for the first 100 cubic yds + \$17.50 for each additional 100 cubic yds		CH 8, ART II, DIV 2, SEC 8-52	
1,001 to 10,000 cubic yards = \$194.50 for the first 1,000 cubic yds + \$14.50 for each additional 1,000 cubic yds		CH 8, ART II, DIV 2, SEC 8-52	
10,001 to 100,000 cubic yards = \$325.00 for the first 10,000 cubic yds + \$66.00 for each additional 10,000 cubic yds		CH 8, ART II, DIV 2, SEC 8-52	
100,001 cubic yards and up = \$919.00 for the first 100,000 cubic yds + \$36.50 for each additional 10,000 cubic yds		CH 8, ART II, DIV 2, SEC 8-52	
* Plan review for grading permits may be applicable per the City Building Official		CH 8, ART II, DIV 2, SEC 8-52	

ZONING & PUBLIC PLAN REVIEW**REFERENCES**

Section 7D.

Applicant will deposit escrow when required and agrees to pay all expenses related to the request, including expenses in excess of escrow. Where escrow is required, escrow amounts will be set as estimated by the City Administrator or his/her designee, and will not be less than \$1,500 per application. Consultant engineering, planning and attorney fees are reimbursable pursuant to City Ordinance. Any remaining escrow funds will be returned to the applicant.

CH 26, ART II

SUBDIVISIONS

Lot combination	\$500.00 + escrow	ZON ORD, SEC 4, SUBD 3
Lot consolidation	\$500.00 + escrow	ZON ORD, SEC 4, SUBD 3
Lot correction	\$500.00 + escrow	ZON ORD, SEC 4, SUBD 3
Minor subdivision (6 lots or less), preliminary and/or final plat	\$500.00 + escrow	ZON ORD, SEC 4, SUBD 3
Major subdivision (more than 6 lots), preliminary and/or final plat	\$1,000.00 + escrow	ZON ORD, SEC 4, SUBD 3

PLANNED UNIT DEVELOPMENT (PUD)

Concept plan	\$500.00 + escrow	ZON ORD, SEC 4, SUBD 3
Master development plan / PUD zoning amendment	\$500.00 + escrow	ZON ORD, SEC 4, SUBD 3
Plan amendments	\$500.00 + escrow	ZON ORD, SEC 4, SUBD 3

CONDITIONAL USE PERMIT

Business, industrial, multi-family, single-family commercially owned, and non-homestead properties	\$500.00 + escrow	ZON ORD, SEC 4, SUBD 3
Single-family homestead properties	\$500.00 + escrow	ZON ORD, SEC 4, SUBD 3

VACATIONS	\$250.00 + escrow	ZON ORD, SEC 4, SUBD 3
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VARIANCES

Business, industrial, multi-family, single-family commercially owned, and non-homestead properties	\$500.00 + escrow	ZON ORD, SEC 4, SUBD 3
Single-family homestead properties, non-commercial purpose	\$500.00 (no escrow)	ZON ORD, SEC 4, SUBD 3
Signs	\$500.00 + escrow	ZON ORD, SEC 4, SUBD 3

SITE PLAN REVIEW

Single-family, homestead (non-commercial purpose)	\$500.00	
Single-family (1 commercially owned; or 2 or more)	\$500.00 + escrow	ZON ORD, SEC 4, SUBD 3
Multiple family (including duplexes)	\$750.00 + escrow	ZON ORD, SEC 4, SUBD 3
Business / commercial / industrial	\$750.00 + escrow	ZON ORD, SEC 4, SUBD 3
Informal concept review	No charge	

EXPANSION OF A NONCONFORMING USE OR STRUCTURE

-- Business, industrial, non-homestead properties	\$500.00 + escrow	ZON ORD, SEC 4, SUBD 3
-- Homestead properties	\$500.00 + escrow	ZON ORD, SEC 4, SUBD 3

ADMINISTRATIVE REVIEWS

-- Accessory structure zoning review	\$50.00	ZON ORD, SEC 4, SUBD 3
-- Zoning verification letter	\$175.00	ADMINISTRATIVE

ZONING & PUBLIC PLAN REVIEW -- CONTINUED FROM PREVIOUS**REFERENCES**

Section 7D.

AFTER THE FACT FEES	2 x base fee	ZON ORD, SEC 4, SUBD 3
<u>ZONING ORDINANCE</u>		
-- Zoning map amendment / rezoning	\$500.00 + escrow	ZON ORD, SEC 4, SUBD 3
-- Zoning text amendment	\$500.00 + escrow	ZON ORD, SEC 4, SUBD 3
<u>COMPREHENSIVE PLAN</u>		
-- Comprehensive plan amendment	\$500.00 + escrow	ZON ORD, SEC 4, SUBD 3
-- Color copy of the comprehensive plan	\$35.00	ADMINISTRATIVE

LICENSES & PERMITS (Require City Council Approval)**REFERENCES**

<u>INTOXICATING LIQUOR</u>		
-- On sale intoxicating liquor license	\$6,000.00 / year	CH 4, ART II, DIV 2, SEC 4-54
-- On sale intoxicating liquor license, Sunday sales	\$200.00 / year	CH 4, ART II, DIV 2, SEC 4-54
-- Temporary 1 to 4 day on sale intoxicating liquor license	\$25.00	CH 4, ART II, DIV 2, SEC 4-54
-- Off sale intoxicating liquor license	\$100.00 / year	CH 4, ART II, DIV 2, SEC 4-54
-- Small brewer, off-sale intoxicating license	\$200.00 / year	CH 4, ART II, DIV 2, SEC 4-54
-- Small brewer, off-sale intoxicating license, Sunday sales	\$200.00 / year	CH 4, ART II, DIV 2, SEC 4-54
-- Brew pub, off-sale intoxicating license	\$200.00 / year	CH 4, ART II, DIV 2, SEC 4-54
-- Brew pub, off-sale intoxicating license, Sunday sales	\$200.00 / year	CH 4, ART II, DIV 2, SEC 4-54
-- Brewer taproom license	\$600.00 / year	CH 4, ART II, DIV 2, SEC 4-54
-- Brewer taproom license, Sunday sales	\$200.00 / year	CH 4, ART II, DIV 2, SEC 4-54
-- Background investigation fee for new license applicants	\$500.00	CH 4, ART II, DIV 2, SEC 4-53
<u>WINE</u>		
-- On sale wine license (includes on sale intoxicating malt liquor, i.e. strong beer)	\$600.00 / year	CH 4, ART II, DIV 2, SEC 4-54
-- Background investigation fee for new license applicants	\$500.00	CH 4, ART II, DIV 2, SEC 4-53
-- Temporary on sale wine license	\$25.00	CH 4, ART II, DIV 2, SEC 4-54
<u>3.2% MALT LIQUOR</u>		
-- On sale 3.2% malt liquor license	\$100.00 / year	CH 4, ART II, DIV 2, SEC 4-54
-- Off sale 3.2% malt liquor license	\$75.00 / year	CH 4, ART II, DIV 2, SEC 4-54
-- Background investigation fee for new license applicants	\$500.00	CH 4, ART II, DIV 2, SEC 4-53
-- Temporary on sale 3.2% malt liquor license	\$25.00	CH 4, ART II, DIV 2, SEC 4-54
<u>LIQUOR LICENSE ADMINISTRATIVE PENALTIES</u>		
-- 1st violation within a 2 year period = \$500.00		CH 4, ART II, DIV 3, SEC 4-84
-- 2nd violation within a 2 year period = \$1,000.00 and 5 days suspension		CH 4, ART II, DIV 3, SEC 4-84
-- 3rd violation within a 2 year period = \$2,000.00 and 15 days suspension		CH 4, ART II, DIV 3, SEC 4-84
-- 4th violation within a 2 year period = License revocation		CH 4, ART II, DIV 3, SEC 4-84
TOBACCO PRODUCTS LICENSE	\$150.00 / year	CH 10, ART III, DIV 2, SEC 10-100
<u>TOBACCO LICENSE ADMINISTRATIVE PENALTIES</u>		
-- 1st violation within 2 years = \$200.00		CH 10, ART III, DIV 2, SEC 10-95
-- 2nd violation within 2 years = \$300.00 and 2 business days suspension		CH 10, ART III, DIV 2, SEC 10-95
-- 3rd violation within 2 years = \$500.00 and 5 business days suspension		CH 10, ART III, DIV 2, SEC 10-95

LICENSES & PERMITS (Require City Council Approval) -- CONTINUED FROM PREVIOUS
REFERENCES

Section 7D.

<u>MASSAGE SERVICES</u>		
-- Therapeutic massage enterprise license	\$300.00	CH 10, ART IV, DIV 2, SEC 10-514
-- Therapeutic massage enterprise license - background investigation	\$500.00	CH 10, ART IV, DIV 2, SEC 10-514
-- Massage therapist license	\$75.00	CH 10, ART IV, DIV 2, SEC 10-514
-- Massage therapist license - background investigation	\$150.00	CH 10, ART IV, DIV 2, SEC 10-514
-- Inspection fee, third inspection - failure to correct	\$250.00	CH 10, ART IV, DIV 3, SEC 10-531
SOLICITOR'S PERMIT		
	\$25.00	CH 24, ART II, SEC 24-33
<u>REFUSE HAULERS</u>		
-- Residential refuse hauler license	\$200.00 / year	CH 28, ART III, SEC 28-61
-- Commercial refuse hauler license	\$200.00 / year	CH 28, ART III, SEC 28-61
<u>CANNABIS REGISTRATION / LICENSE FEES</u>		
All cannabis businesses, retailers, wholesalers, cultivators, manufacturers, transporters, delivery services, and event organizers are required to maintain current state licensing or registration in compliance with Minn. Stat. Ch. 342		
CANNABIS RETAIL BUSINESS(ES)		
Includes cannabis microbusiness(es), cannabis mezzobusiness(es), cannabis retailer(s), medical cannabis combination business(es)		
<i>Initial Registration Fee</i> - \$500.00 or half the amount of the initial state license under Minn. Stat. 342.11, whichever is less		
	(see fee in description)	CH 10, ART VIII, SEC 10-603
<i>Renewal Registration Fee</i> - \$1,000.00 / year or half the amount of the initial state license under Minn. Stat. 342.11, whichever is less		
	(see fee in description)	CH 10, ART VIII, SEC 10-603
LOWER POTENCY HEMP EDIBLE RETAILER (Initial Registration and Annual Renewal Fees)	\$125.00 / year	CH 10, ART VIII, SEC 10-603
TEMPORARY CANNABIS EVENT LICENSE	\$100.00	CH 10, ART VIII, SEC 10-606
<u>SPECIAL EVENT PERMIT</u>		
<i>Special Event, Level 1</i> - Events, including parades and athletic events, that use Long Lake or use City streets and/or sidewalks, but do not use City parks.		
	\$100.00	CH 22, ART II, SEC 22-34
<i>Special Event, Level 2</i> - Events using a City park, with attendance under 100 participants and spectators combined, and no road closures. Includes events using both Nelson Lakeside Park and Long Lake. Permit fee includes one day of park rental, any additional dates for park rental must be reserved separately at the applicable per date reservation rate.		
	\$125.00	CH 22, ART II, SEC 22-34
<i>Special Event, Level 3</i> - Events using a City park, with attendance greater than 100 participants and spectators combined, and may involve road closures. Includes events using both Nelson Lakeside Park and Long Lake. Permit fee includes one day of park rental, any additional dates for park rental must be reserved separately at the applicable per date reservation rate.		
	\$150.00	CH 22, ART II, SEC 22-34
NOISE VARIANCE PERMIT		
	No fee	CH 16, ART III, SEC 16-151
<u>KENNEL PERMIT</u>		
-- Residential permit	\$25.00 / year	CH 6, ART II, DIV 6, SEC 6-151
-- Commercial permit	\$100.00 / year	CH 28, ART III, SEC 28-61

MISCELLANEOUS LICENSES & PERMITS (Require City Staff Approval)**REFERENCES**

Section 7D.

SIGNS

-- Temporary sign permit (maximum of 90 days per year)	\$30.00 / permit	CH 8, ART V, DIV 2, SEC 8-211
-- Permit fee (including penalty) for temporary signage installed without obtaining permit	\$60.00 / permit	CH 8, ART V, DIV 2, SEC 8-211
-- Sandwich board sign permit (must be renewed annually)	\$60.00	CH 8, ART V, DIV 2, SEC 8-211
-- Permit fee (including penalty) for sandwich board signage placed without a permit	\$120.00	CH 8, ART V, DIV 3, SEC 8-236
-- Permanent sign permit, up to 16 square feet	\$35.00	CH 8, ART V, DIV 2, SEC 8-211
-- Permanent sign permit, 17 to 32 square feet	\$60.00	CH 8, ART V, DIV 2, SEC 8-211
-- Permanent sign permit, over 32 square feet	\$85.00	CH 8, ART V, DIV 2, SEC 8-211
-- Fine for permanent signage installed without a permit	2 x permit fee	CH 8, ART V, DIV 2, SEC 8-211

VACANT BUILDING REGISTRATION

-- Vacant building registration, residential - vacant less than 1 year	\$100.00/unit / year	CH 8, ART VIII, SEC 8-308
-- Vacant building registration, residential - vacant 1+ years	\$200.00/unit / year	CH 8, ART VIII, SEC 8-308
-- Vacant building registration, comm/ind/non-res - vacant less than 1 year	\$1,000.00 / year	CH 8, ART VIII, SEC 8-308
-- Vacant building registration, comm/ind/non-res - vacant 1+ years	\$2,000.00 / year	CH 8, ART VIII, SEC 8-308
-- Vacant building registration, administrative registration penalty	\$100.00 / year	CH 8, ART VIII, SEC 8-308

COURTESY BENCH PERMIT

-- Fee is per bench, to be paid annually	\$50.00 / bench	
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DOG LICENSES / ANIMAL CONTROL

-- Dog license, neutered or spayed (2 year license period)	\$25.00	CH 6, ART II, DIV 2, SEC 6-52
-- Dog license, non-neutered or non-spayed (2 year license period)	\$35.00	CH 6, ART II, DIV 2, SEC 6-52
-- Late payment charge for failure to purchase dog license(s) as required	\$2.00 / dog	CH 6, ART II, DIV 2, SEC 6-51
-- Animal impound, first offense in a one-year period	\$60.00	CH 6, ART II, DIV 2, SEC 6-81
-- Animal impound, second offense in a one-year period	\$80.00	CH 6, ART II, DIV 2, SEC 6-81
-- Animal impound, all additional offenses in a one-year period	\$100.00	CH 6, ART II, DIV 2, SEC 6-81

FIREWORKS PERMITS

-- Fireworks permit, for transient merchant	\$350.00	CH 18, ART IV, SEC 18-205
-- Fireworks permit, for permanent storefront	\$100.00	CH 18, ART IV, SEC 18-205

PARK USE PERMITS

-- Resident (applies to residents / businesses of Long Lake)	\$30.00 / day	CH 22, ART II, SEC 22-33
-- Non-resident (applies to individuals / businesses residing outside Long Lake)	\$60.00 / day	CH 22, ART II, SEC 22-33
-- Ballfield or hockey light usage, Holbrook Park	\$15.00 / day	CH 22, ART II, SEC 22-33
-- Damage deposit (for seasonal reservations or special event usage)	\$750.00	CH 22, ART II, SEC 22-33

MISCELLANEOUS CHARGES & FEES**REFERENCES**

Section 7D.

<u>COPIES</u>	\$0.25 / sheet	ADMINISTRATIVE
<u>MAPS</u>		
-- 11" x 17" city or zoning map (color)	\$8.00	ADMINISTRATIVE
-- 11" x 17" zoning map or City map (black and white)	\$5.00	ADMINISTRATIVE
<u>NOTARY FEE</u>		
-- Notary, City use	No charge	
-- Notary, personal use per document	\$1.00	ADMINISTRATIVE
<u>FINANCE DEPARTMENT FEES</u>		
-- Returned check fee	\$25.00 / check	ADMINISTRATIVE
-- Special assessment searches	\$12.00	ADMINISTRATIVE
<u>FALSE ALARMS - POLICE</u>		
-- False alarms, 1 to 3 alarms during a calendar year	No charge	
-- False alarms, 4 to 7 alarms during a calendar year	\$50.00 / alarm	CH 20, ART IV, SEC 20-103
-- False alarms, 8 to 10 alarms during a calendar year	\$200.00 / alarm	CH 20, ART IV, SEC 20-103
-- False alarms, 11 and/or more alarms during a calendar year	\$500.00 / alarm	CH 20, ART IV, SEC 20-103
<u>FALSE ALARMS - FIRE</u>		
-- False alarms, 1st alarm during a calendar year	No charge	ADMINISTRATIVE
-- False alarms, 2nd alarm during a calendar year	\$75.00 / alarm	ADMINISTRATIVE
-- False alarms, 3rd alarm during a calendar year	\$250.00 / alarm	ADMINISTRATIVE
-- False alarms, 4th alarm during a calendar year	\$350.00 / alarm	ADMINISTRATIVE
-- False alarms, 5th alarm and/or any additional alarms during a calendar year	\$500.00 / alarm	ADMINISTRATIVE
<u>INCIDENT BILLING - FIRE</u>		
Fire incident billing charges apply when gas leaks are caused by contractors, calls are classified as Hazardous Materials incidents, for burns without a permit, for burning of illegal items as classified by the Mn/DNR, and for burning during a Mn/DNR burn restriction		
-- Utility vehicles = \$50.00 / hour		ADMINISTRATIVE
-- Chief's or Duty Officer's command vehicle = \$50.00 / hour		ADMINISTRATIVE
-- Engines = \$200.00 / hour		ADMINISTRATIVE
-- Light rescues = \$75.00 / hour		ADMINISTRATIVE
-- Heavy rescue = \$225.00 / hour		ADMINISTRATIVE
-- Grass rig = \$125.00 / hour		ADMINISTRATIVE
-- Watercraft = \$150.00 / hour		ADMINISTRATIVE
-- Supplies = Billed at replacement value		ADMINISTRATIVE
-- Fire Marshal = \$40.00 / hour		ADMINISTRATIVE
-- Firefighter = \$25.00 per person / hour		ADMINISTRATIVE
<u>INCIDENT BILLING - PUBLIC WORKS</u>		
Public Works incident billing charges apply when Public Works employees are called in after-hours to respond to a private emergency, or to a public emergency/public nuisance at any time created by the action(s) of a private business or residence.		
-- Public Works on call employee response = \$50.00 per employee / hour		ADMINISTRATIVE
-- Sewer cleaning, business emergency/sewer backup = \$750.00 / incident		ADMINISTRATIVE



CITY OF
LONG LAKE

City Council Agenda Report

City of Long Lake

450 Virginia Avenue, PO Box 606

Long Lake, MN 55356

MEETING DATE / December 17, 2024

SUBJECT: Adoption of Final Payable 2025 Levy, City Budget, Capital Improvement Program, and Pay Plan Resolutions

Prepared By: Scott Weske, City Administrator

Report Date: 12/12/2024

Recommended City Council Action

Staff recommends the following separate motions:

Motion No. 1 – Motion to adopt Resolution No. 2024-55 establishing the Final Tax Levy Collectible in 2025.

Motion No. 2 – Motion to adopt Resolution No. 2024-56- establishing the Final 2025 Total City Budget.

Motion No. 3 – Motion to adopt Resolution No. 2024-57 establishing the 2025 Capital Improvement Plan (CIP).

Motion No. 4 – Motion to adopt Resolution No. 2024-58 establishing the 2025 Pay Plan.

Motion No. 5 – Motion to approve General Fund transfers as presented.

Overview / Background

	<u>Levy</u>	<u>Tax Rate</u>	<u>Tax Rate Change</u>	<u>Levy % Increase</u>
Approved 2025 Preliminary	\$1,745,661	33.42%	0%	10.65%
Proposed 2025 Final	\$1,745,661			

Proposed General Fund Budget Considerations

- **Police Contract** - The annual estimated contract fee for 2025 will be \$341,960 resulting in a \$9,888 increase from the 2024 amount.
- **Health Insurance Premiums** -Estimated for 2025 is \$77,600, which is a 10% increase compared to 2024.
- **Employee Wages**- A COLA increase is budgeted for all employees.
- **Future fire service expenses**- Estimated legal fees \$150,000

Capital Improvement Options- **\$445,000**

- City Hall facility upgrades \$40,000
- Lawn mower replacement \$25,000
- Well rehabilitation \$150,000
- Fire Rescue/Utility \$240,000

Bond Debt Service

2024 – Estimated \$87,530

GO Bond 2016A - \$46,160

GO Bond 2017A - \$41,370

Revenues

- Local Government Aid (LGA) for the year 2025 will be \$0

Transfers from General Fund

- \$60,000 to Seal Coating Fund

Utility Funds

The 2025 estimated budget reflects the rate changes the Council adopted in 2024 for 2025. With the adjustment, the expenses are projected to be closer in line with revenues.

Supporting Information

- Resolution No. 2024-55 Establishing Final Levy Collectible in 2025
- Resolution No. 2024-56 Establishing Final 2025 City Budget
- Resolution No. 2024-57 Establishing 2025 Capital Improvement Plan
- Resolution No. 2024-58 Establishing the 2025 Pay Plan
- 2025 General Fund Revenues/Expenses
- 2025 Fire Department Summary Budget with Corresponding Work Papers
- 2025 Utility Budget Overview – Revenue / Expenses
- 2025 Pay Plan



**City Council
Resolution No. 2024-55**

**A RESOLUTION ESTABLISHING THE FINAL 2024 TAX LEVY
COLLECTIBLE IN 2025 FOR THE CITY OF LONG LAKE, MINNESOTA**

WHEREAS, the City of Long Lake City Council has held work sessions regarding development of a proposed 2025 budget; and

WHEREAS, staff has taken into consideration the current economic climate in establishing the payable 2025 final levy; and

WHEREAS, a 2025 proposed General Fund budget has been developed that is supported by a 10.65% levy change while estimating a City tax rate change of zero in the City's payable 2025 tax rate; and

NOW THEREFORE, BE IT RESOLVED, by the City Council of the City of Long Lake, County of Hennepin, Minnesota, that the following sums of money be levied for the current year, collectible in 2025, upon the taxable property in the City of Long Lake:

<u>Levy Amount</u>	<u>\$1,745,661</u>
Levy Operations	\$1,658,131
Levy Debt Payments	\$87,530
(GO Bond Series 2016A - \$46,160	
(GO Bond Series 2017A - \$41,370	

Adopted by the City Council of the City of Long Lake this 17th day of December 2024.

BY:

Charlie Miner, Mayor

ATTEST:

Jeanette Moeller, City Clerk



**City Council
Resolution No. 2024-56**

**A RESOLUTION ESTABLISHING THE FINAL 2025 TOTAL CITY BUDGET
FOR THE CITY OF LONG LAKE, MINNESOTA**

WHEREAS, the City of Long Lake has established a property tax levy for the current year, collectible in 2025; and

WHEREAS, with the establishment of the property tax levy the City Council is able to set the 2025 budget for municipal operations; and

WHEREAS, the City Council and staff have had budget work sessions during 2024 on various policy aspects and direction for the 2025 budget.

NOW THEREFORE BE IT RESOLVED, by the City Council of the City of Long Lake, Hennepin County, Minnesota that:

The City Council hereby adopts a total revenue budget of **\$4,053,060** of General and Utility Funds and an expenditure budget of **\$4,306,492** for General and Utility Funds.

Adopted by the City Council of the City of Long Lake this 17th day of December 2024.

BY:

Charlie Miner, Mayor

ATTEST:

Jeanette Moeller, City Clerk



**City Council
Resolution No. 2024-57**

**A RESOLUTION ESTABLISHING THE 2025 CAPITAL IMPROVEMENT PLAN (CIP)
FOR THE CITY OF LONG LAKE, MINNESOTA**

WHEREAS, the Long Lake City Council has identified long range capital improvement items it wishes to fund during the 2025-2030 time period.

NOW THEREFORE BE IT RESOLVED, that the City Council of the City of Long Lake does hereby adopt the 2025 Capital Improvement Plan, identifying **\$455,000** for improvements to be considered in 2025 as listed below:

- City Hall facility upgrades \$40,000
- Lawn mower replacement \$25,000
- Well rehabilitation \$150,000
- Fire Rescue/Utility Truck \$240,000

Adopted by the City Council of the City of Long Lake this 17th day of December 2024.

BY:

Charlie Miner, Mayor

ATTEST:

Jeanette Moeller, City Clerk



**City Council
Resolution No. 2024-58**

**A RESOLUTION ESTABLISHING THE 2025 PAY PLAN
FOR THE CITY OF LONG LAKE, MINNESOTA**

WHEREAS, the Long Lake City Council has authorized a salary increase from the adopted 2024 Pay Plan in the development of the 2025 budget.

NOW THEREFORE, BE IT RESOLVED, that the City Council of the City of Long Lake does hereby adopt the 2025 Pay Plan as reflected in the 2025 Pay Plan documentation attached to this Resolution.

Adopted by the City Council of the City of Long Lake this 17th day of December 2024.

BY:

Charlie Miner, Mayor

ATTEST:

Jeanette Moeller, City Clerk

2025 Total Budget Overview

General Fund Revenues	\$	1,833,406
Levy Debt Payments	\$	87,530
FD Revenues	\$	989,124
Utility Revenues	\$	1,143,000
Total Revenues	\$	4,053,060
General Fund Total	\$	1,817,660
Levy Debt Payments	\$	87,530
Fire Department Budget	\$	952,817
Utility Expenses	\$	1,446,485
Total Expenditures	\$	4,304,492

2025 Total Budget Overview

General Fund Revenues	\$	1,833,406
Levy Debt Payments	\$	87,530
FD Revenues	\$	989,124
Utility Revenues	\$	1,143,000
Total Revenues	\$	4,053,060
General Fund Total	\$	1,819,660
Levy Debt Payments	\$	87,530
Fire Department Budget	\$	952,817
Utility Expenses	\$	1,446,485
Total Expenditures	\$	4,306,492

2025 Revenue Budget

	2025 Proposed	2024 Budget	Budget Change
General Fund Revenues			
R 101-31010 Current Ad Valorem Taxes	\$ 1,598,131.00	\$ 1,430,993.00	167,138.00
R 101-31020 Delinquent Ad Valorem Taxes	\$ -	\$ -	0.00
R 101-31030 Current Personal Prop	\$ -	\$ -	0.00
R 101-31040 Fiscal Disparities	\$ 60,000.00	\$ 60,000.00	0.00
R 101-31900 Penalties and Interest DelTax	\$ -	\$ -	0.00
R 101-32110 Alcoholic Beverages	\$ 37,000.00	\$ 31,750.00	5,250.00
R 101-32180 Other Licenses/Permits	\$ 1,500.00	\$ 1,500.00	0.00
R 101-32181 Tobacco Licenses	\$ 750.00	\$ 750.00	0.00
R 101-32182 Refuse Haulers	\$ 800.00	\$ 750.00	50.00
R 101-32210 Building Permits	\$ 40,000.00	\$ 25,000.00	15,000.00
R 101-32222 Plan Check Fee	\$ 10,000.00	\$ 10,000.00	0.00
R 101-32230 Plumbing Permits	\$ 5,000.00	\$ 5,000.00	0.00
R 101-32235 Heating / Mechanical Permits	\$ 5,000.00	\$ 5,000.00	0.00
R 101-32240 Animal Licenses	\$ 100.00	\$ 850.00	(750.00)
R 101-32271 Sign Permits	\$ 100.00	\$ 200.00	(100.00)
R 101-33115 Federal Emrgncy Mgmt Assistnc	\$ -	\$ -	0.00
R 101-33401 Local Government Aid	\$ -	\$ -	0.00
R 101-33422 Other State Aid Grants	\$ -	\$ -	0.00
R 101-33480 State PERA Rate Inc Aid	\$ -	\$ -	0.00
R 101-33700 Met Council Grant	\$ -	\$ -	0.00
R 101-34001 Administrative Fees	\$ -	\$ -	0.00
R 101-34102 Planned Unit Dev (PUD) App Fee	\$ -	\$ -	0.00
R 101-34103 Rezoning and Subdivision Fees	\$ -	\$ -	0.00
R 101-34104 Variances	\$ -	\$ -	0.00
R 101-34106 Conditional Use Permit	\$ -	\$ -	0.00
R 101-34205 False Alarm Billings	\$ -	\$ -	0.00
R 101-34220 FD Contract Admin Fees	\$ 18,000.00	\$ 18,000.00	0.00
R 101-34780 Park Fees	\$ 1,250.00	\$ 1,500.00	(250.00)
R 101-34950 Other Revenues	\$ -	\$ -	0.00
R 101-34952 Rent- Public Works Facility	\$ -	\$ 8,300.00	(8,300.00)
R 101-35100 Court Fines	\$ 10,000.00	\$ 10,000.00	0.00
R 101-36210 Interest Earnings	\$ -	\$ -	0.00
R 101-36221 Verizon	\$ 44,275.00	\$ 42,500.00	1,775.00
R 101-36230 Contributions and Donations	\$ -	\$ -	0.00
R 101-36250 State Permit Surcharge	\$ 1,500.00	\$ 900.00	600.00
R 101-36260 Refunds & Reimbursements	\$ -	\$ -	0.00
R 101-36280 Insurance Claim Reimb	\$ -	\$ -	0.00
TOTAL 101 (Less Tax Rev)	\$175,275.00	\$162,000.00	13,275.00

2025 Expense Budget

	2025 Proposed	2024 Budget	Budget Change
FUND 101 GENERAL FUND			
DEPT 41110 Council			
E 101-41110-1040 Council Salaries	\$ 21,600.00	\$ 15,600.00	\$6,000.00
E 101-41110-1220 FICA	\$ 1,650.00	\$ 1,000.00	\$650.00
E 101-41110-1510 Workers Comp Ins	\$ 125.00	\$ 100.00	\$25.00
E 101-41110-3000 Professional Srvs	\$ 500.00	\$ -	\$500.00
E 101-41110-3350 Education / conferences	\$ 1,000.00	\$ 1,200.00	-\$200.00
E 101-41110-3500 Printing/Binding	\$ 500.00	\$ -	\$500.00
E 101-41110-3510 Legal Notices Publishing	\$ 200.00	\$ 200.00	\$0.00
E 101-41110-4300 Miscellaneous	\$ 50.00	\$ -	\$50.00
E 101-41110-4330 Dues and Subscriptions	\$ 250.00	\$ 650.00	-\$400.00
E 101-41110-4600 Recognition Expenditures	\$ 125.00	\$ 250.00	-\$125.00
TOTAL	\$ 26,000.00	\$ 19,000.00	\$7,000.00
DEPT 41410 Elections			
E 101-41410-1045 Temp Election Judge Pay	\$ -	\$ 9,500.00	-\$9,500.00
E 101-41410-2100 Operating Supplies (GENERAL)	\$ 1,500.00	\$ 1,500.00	\$0.00
E 101-41410-3220 Postage	\$ -	\$ 500.00	-\$500.00
E 101-41410-3510 Legal Notices Publishing	\$ -	\$ 2,000.00	-\$2,000.00
E 101-41410-4040 Equip Maint & Repair	\$ 2,000.00	\$ 1,750.00	\$250.00
E 101-41410-4300 Miscellaneous	\$ -	\$ 250.00	-\$250.00
TOTAL	\$ 3,500.00	\$ 15,500.00	-\$12,000.00
DEPT 41500 Administration			
E 101-41500-1000 FT Admin Office Salaries	\$ 288,328.57	\$ 279,931.00	\$8,397.57
E 101-41500-1110 Unused Vacation/Sick Pay	\$ -	\$ -	\$0.00
E 101-41500-1130 Insurance Opt Out Pay	\$ 15,184.68	\$ 14,504.76	\$679.92
E 101-41500-1210 PERA	\$ 21,505.00	\$ 21,000.00	\$505.00
E 101-41500-1220 FICA	\$ 22,059.27	\$ 21,000.00	\$1,059.27
E 101-41500-1310 Employer Paid Health	\$ 8,869.02	\$ 9,201.92	-\$332.90
E 101-41500-1420 Unemployment Benefit Payments	\$ -	\$ -	\$0.00
E 101-41500-1510 Workers Comp Insurance Prem	\$ 3,000.00	\$ 5,000.00	-\$2,000.00
E 101-41500-2010 Office Supplies	\$ 1,500.00	\$ 1,200.00	\$300.00
E 101-41500-2030 Printed Forms	\$ 750.00	\$ 1,500.00	-\$750.00
E 101-41500-3000 Professional Srvs	\$ 8,000.00	\$ 3,500.00	\$4,500.00
E 101-41500-3010 Auditing and Acct g Services	\$ 35,000.00	\$ 40,000.00	-\$5,000.00
E 101-41500-3025 Assessor Fees - Subcontracted	\$ -	\$ 27,000.00	-\$27,000.00
E 101-41500-3090 Software Support	\$ 11,500.00	\$ 10,000.00	\$1,500.00
E 101-41500-3095 Computer Network Support	\$ 100.00	\$ 500.00	-\$400.00
E 101-41500-3220 Postage	\$ 1,500.00	\$ 4,000.00	-\$2,500.00
E 101-41500-3310 Travel / Mileage Reimbursement	\$ 100.00	\$ 250.00	-\$150.00
E 101-41500-3350 Education / conferences	\$ 1,200.00	\$ 1,000.00	\$200.00
E 101-41500-3500 Printing/Binding	\$ 250.00	\$ 250.00	\$0.00
E 101-41500-3510 Legal Notices Publishing	\$ 2,000.00	\$ 750.00	\$1,250.00
E 101-41500-3520 General Notices and Pub Info	\$ 250.00	\$ 500.00	-\$250.00
E 101-41500-3530 Ordinance Publication	\$ 800.00	\$ 200.00	\$600.00
E 101-41500-3550 Codification	\$ 2,250.00	\$ 3,000.00	-\$750.00
E 101-41500-3610 General Liability Ins	\$ 34,000.00	\$ 41,000.00	-\$7,000.00
E 101-41500-3700 Insurance Broker Fee	\$ 3,500.00	\$ 3,750.00	-\$250.00
E 101-41500-4130 Postage Machine Maint	\$ 1,000.00	\$ 1,000.00	\$0.00
E 101-41500-4135 Copier Maintenance	\$ 1,000.00	\$ 1,000.00	\$0.00
E 101-41500-4140 Folder Inserter Machine Maint	\$ 500.00	\$ 450.00	\$50.00
E 101-41500-4145 Bottled Water Service	\$ 250.00	\$ 500.00	-\$250.00
E 101-41500-4300 Miscellaneous	\$ 550.00	\$ 425.00	\$125.00
E 101-41500-4330 Dues and Subscriptions	\$ 3,000.00	\$ 2,940.00	\$60.00
E 101-41500-4450 Food & Beverage (Mtg/Trng)	\$ 750.00	\$ 380.00	\$370.00

E 101-41500-5710 Computer/Printer Replacement	\$ 1,500.00	\$ 1,400.00	\$100.00
TOTAL	\$ 470,196.54	\$ 497,132.68	-\$26,936.13

DEPT 41610 City Attorney

E 101-41610-3040 Legal Fees - Criminal	\$ 12,000.00	\$ 12,000.00	\$0.00
E 101-41610-3120 Legal Fees - Civil	\$ 33,000.00	\$ 43,000.00	-\$10,000.00
TOTAL	\$ 45,000.00	\$ 55,000.00	-\$10,000.00

DEPT 41910 Planning and Zoning

E 101-41910-1040 Planning Members Pay	\$ 4,200.00	\$ 5,000.00	-\$800.00
E 101-41910-1220 FICA	\$ 300.00	\$ 400.00	-\$100.00
E 101-41910-2010 Office Supplies	\$ 50.00	\$ 100.00	-\$50.00
E 101-41910-3000 Professional Svcs	\$ 750.00	\$ 1,000.00	-\$250.00
E 101-41910-3030 Engineering Fees	\$ 5,000.00	\$ 2,000.00	\$3,000.00
E 101-41910-3032 General Planning	\$ 12,000.00	\$ 10,000.00	\$2,000.00
E 101-41910-3120 Legal Fees - Civil	\$ -	\$ 100.00	-\$100.00
E 101-41910-3350 Education / conferences	\$ -	\$ 300.00	-\$300.00
E 101-41910-3500 Printing/Binding	\$ 50.00	\$ 100.00	-\$50.00
E 101-41910-3510 Legal Notices Publishing	\$ 150.00	\$ 500.00	-\$350.00
TOTAL	\$ 22,500.00	\$ 19,500.00	\$3,000.00

DEPT 41940 City Hall Facility

E 101-41940-2200 Repair/Maint Supply (GENERAL)	\$ 250.00	\$ 200.00	\$50.00
E 101-41940-3000 Professional Svcs	\$ 1,500.00	\$ 2,100.00	-\$600.00
E 101-41940-3210 Telephone	\$ 1,000.00	\$ 3,600.00	-\$2,600.00
E 101-41940-3275 Internet	\$ 3,000.00	\$ -	\$3,000.00
E 101-41940-3810 Electricity Expense	\$ 3,000.00	\$ 3,400.00	-\$400.00
E 101-41940-3820 City Utilities (Wat,Sew,Storm)	\$ 750.00	\$ 600.00	\$150.00
E 101-41940-3830 Natural Gas Expense	\$ 2,750.00	\$ 2,200.00	\$550.00
E 101-41940-3840 Custodial & Waste Removal	\$ 4,000.00	\$ 3,700.00	\$300.00
E 101-41940-4010 Bldg Maint & Repairs	\$ 50,000.00	\$ 10,000.00	\$40,000.00
E 101-41940-4015 Grounds Maintenance	\$ 250.00	\$ 200.00	\$50.00
E 101-41940-5700 Office Equip and Furnishings	\$ 2,000.00	\$ 4,000.00	-\$2,000.00
TOTAL	\$ 68,500.00	\$ 30,000.00	\$38,500.00

DEPT 41942 Public Works Facility

E 101-41942-2230 Bldg & Grnds Maint Supplies	\$ 1,000.00	\$ 1,500.00	\$ (500.00)
E 101-41942-3000 Professional Svcs	\$ 2,000.00	\$ 2,000.00	\$ -
E 101-41942-3210 Telephone	\$ 300.00	\$ 2,500.00	\$ (2,200.00)
E 101-41942-3235 Cty 800mhz Radio Admin Fee	\$ 1,000.00	\$ 1,000.00	\$ -
E 101-41942-3275 Internet	\$ 4,000.00	\$ 3,000.00	\$ 1,000.00
E 101-41942-3810 Electricity Expense	\$ 14,000.00	\$ 14,000.00	\$ -
E 101-41942-3820 City Utilities (Wat,Sew,Storm)	\$ 2,000.00	\$ 1,500.00	\$ 500.00
E 101-41942-3830 Natural Gas Expense	\$ 10,000.00	\$ 13,000.00	\$ (3,000.00)
E 101-41942-3840 Custodial & Waste Removal	\$ 1,650.00	\$ 1,500.00	\$ 150.00
E 101-41942-4010 Bldg Maint & Repairs	\$ 10,000.00	\$ 5,000.00	\$ 5,000.00
E 101-41942-4015 Grounds Maintenance	\$ 250.00	\$ 500.00	\$ (250.00)
TOTAL	\$ 46,200.00	\$ 45,500.00	\$ 700.00

DEPT 42110 Police & Fire

E 101-42110-3120 Legal Fees - Civil	\$ 150,000.00	\$ -	\$ 150,000.00
E 101-42110-3130 Subcontracted Police Svcs	\$ 341,960.00	\$ 332,072.00	\$ 9,888.00
E 101-42110-3135 Fire Department Services	\$ 103,954.00	\$ 94,747.00	\$ 9,207.00
E 101-42110-3180 Adult Corrections	\$ 615.00	\$ 509.00	\$ 106.00
E 101-42110-4040 Other Equip & Repairs	\$ 250.00	\$ -	\$ 250.00
TOTAL	\$ 596,779.00	\$ 427,328.00	\$ 169,451.00

DEPT 42400 Inspection Services

E 101-42400-3035 Bldg Inspection - Subcontract	\$ 42,500.00	\$ 20,000.00	\$ 22,500.00
E 101-42400-4055 MN Bldg Permit Surcharge Exp	\$ 2,500.00	\$ 2,500.00	\$ -
TOTAL	\$ 45,000.00	\$ 22,500.00	\$ 22,500.00

DEPT 43000 Public Works Fleet / Shop

E 101-43000-2120 Motor Fuels	\$	17,000.00	\$	20,000.00	\$	(3,000.00)
E 101-43000-2150 Shop Supplies	\$	2,000.00	\$	2,000.00	\$	-
E 101-43000-2200 Repair/Maint Supply (GENERAL)	\$	1,500.00	\$	1,500.00	\$	-
E 101-43000-2210 Equipment Parts	\$	14,000.00	\$	9,000.00	\$	5,000.00
E 101-43000-2400 Small Tools and Minor Equip	\$	500.00	\$	1,200.00	\$	(700.00)
E 101-43000-3000 Professional Srvs	\$	500.00	\$	1,500.00	\$	(1,000.00)
E 101-43000-3355 Motor Vehicle Lic & Reg	\$	500.00	\$	500.00	\$	-
E 101-43000-4040 Equip Maint & Repair	\$	5,000.00	\$	5,000.00	\$	-
E 101-43000-5000 Capital Outlay	\$	25,000.00	\$	20,000.00	\$	5,000.00
TOTAL	\$	66,000.00	\$	60,700.00	\$	5,300.00

DEPT 43050 Public Works Administration

E 101-43050-1010 FT Public Works Salaries	\$	144,790.87	\$	148,250.00	\$	(3,459.13)
E 101-43050-1015 Part -Time PW Salaries	\$	25,000.00	\$	20,000.00	\$	5,000.00
E 101-43050-1025 Public Works Overtime	\$	2,000.00	\$	5,000.00	\$	(3,000.00)
E 101-43050-1210 PERA	\$	11,015.00	\$	13,860.00	\$	(2,845.00)
E 101-43050-1220 FICA	\$	12,759.58	\$	13,868.23	\$	(1,108.65)
E 101-43050-1310 Employer Paid Health	\$	18,969.21	\$	18,484.55	\$	484.66
E 101-43050-1510 Workers Comp Insurance Prem	\$	24,000.00	\$	23,000.00	\$	1,000.00
E 101-43050-2010 Office Supplies	\$	200.00	\$	200.00	\$	-
E 101-43050-2080 Training/Instruct Materials	\$	5,000.00	\$	500.00	\$	4,500.00
E 101-43050-3350 Education / Conferences	\$	5,000.00	\$	5,000.00	\$	-
E 101-43050-3500 Printing/Binding	\$	500.00	\$	-	\$	500.00
E 101-43050-3610 General Liability Ins	\$	14,000.00	\$	15,000.00	\$	(1,000.00)
E 101-43050-4050 Office Equip Repair/Maint	\$	100.00	\$	100.00	\$	-
E 101-43050-4170 Uniform	\$	2,000.00	\$	2,000.00	\$	-
E 101-43050-4330 Dues and Subscriptions	\$	150.00	\$	1,000.00	\$	(850.00)
TOTAL	\$	265,484.66	\$	266,262.78	\$	(778.12)

DEPT 43100 Street Maintenance

E 101-43100-2240 Street Maint Materials	\$	12,500.00	\$	15,000.00	\$	(2,500.00)
E 101-43100-2245 Sand / Salt Plowing Materials	\$	6,000.00	\$	6,000.00	\$	-
E 101-43100-2250 Landscaping Materials	\$	10,000.00	\$	3,000.00	\$	7,000.00
E 101-43100-2260 Sign Repair Materials	\$	500.00	\$	500.00	\$	-
E 101-43100-3000 Professional Srvs	\$	1,000.00	\$	2,000.00	\$	(1,000.00)
E 101-43100-3030 Engineering Fees	\$	2,000.00	\$	3,000.00	\$	(1,000.00)
E 101-43100-3350 Education/Conferences	\$	250.00	\$	500.00	\$	(250.00)
E 101-43100-3815 Street Lighting Maint/Elect	\$	30,500.00	\$	28,000.00	\$	2,500.00
E 101-43100-4040 Equip Maint & Repair	\$	1,500.00	\$	1,000.00	\$	500.00
E 101-43100-4045 Insurance Claim Expense	\$	250.00	\$	250.00	\$	-
TOTAL	\$	64,500.00	\$	59,250.00	\$	5,250.00

DEPT 45200 Parks Maintenance

E 101-45200-1050 Rink Attendant Pay	\$	1,500.00	\$	1,800.00	\$	(300.00)
E 101-45200-1220 FICA	\$	115.00	\$	-	\$	115.00
E 101-45200-2150 Shop Supplies	\$	235.00	\$	250.00	\$	(15.00)
E 101-45200-2200 Repair/Maint Supply (GENERAL)	\$	2,500.00	\$	2,000.00	\$	500.00
E 101-45200-2210 Equipment Parts	\$	1,200.00	\$	1,200.00	\$	-
E 101-45200-2230 Bldg & Grnds Maint Supplies	\$	4,000.00	\$	3,500.00	\$	500.00
E 101-45200-2250 Landscaping Materials	\$	2,500.00	\$	2,000.00	\$	500.00
E 101-45200-2400 Small Tools and Minor Equip	\$	300.00	\$	400.00	\$	(100.00)
E 101-45200-3000 Professional Srvs	\$	1,000.00	\$	2,000.00	\$	(1,000.00)
E 101-45200-3350 Education/Conference	\$	200.00	\$	250.00	\$	(50.00)
E 101-45200-3810 Electricity Expense	\$	4,500.00	\$	4,000.00	\$	500.00
E 101-45200-3820 City Utilities (Wat,Sew,Storm)	\$	400.00	\$	300.00	\$	100.00
E 101-45200-3830 Natural Gas Expense	\$	2,500.00	\$	2,500.00	\$	-
E 101-45200-3840 Custodial & Waste Removal	\$	1,800.00	\$	1,600.00	\$	200.00

E 101-45200-3845 Lawn & Turf Maintenance	\$	1,000.00	\$	1,500.00	\$	(500.00)
E 101-45200-3880 Portable Toilet Rental	\$	4,500.00	\$	4,000.00	\$	500.00
E 101-45200-4010 Bldg Maint & Repairs	\$	2,000.00	\$	1,000.00	\$	1,000.00
E 101-45200-4040 Equip Maint & Repair	\$	2,000.00	\$	1,500.00	\$	500.00
E 101-45200-4150 Other Equipment Rentals	\$	250.00	\$	500.00	\$	(250.00)
E 101-45200-5000 Capital Outlay (GENERAL)	\$	7,500.00	\$	10,000.00	\$	(2,500.00)
TOTAL	\$	40,000.00	\$	40,300.00	\$	(300.00)

DEPT 49300 Operating Transfers Out

E 101-49300-7222 Op Trsfr to Lake Quality (213)			\$	-	\$	-
E 101-49300-7241 Op Trsfr to Capital Proj (401)	\$	-	\$	-	\$	-
E 101-49300-7243 Op Trsfr to Fire Cap (462)	\$	-	\$	-	\$	-
E 101-49300-7245 Op Trsfr to Pavement Mgmt (420)	\$	-	\$	-	\$	-
E 101-49300-7722 Op Trsfr to Seal Coating/Patching (421)	\$	60,000.00	\$	-	\$	60,000.00
TOTAL	\$	60,000.00	\$	-	\$	60,000.00

General Fund Totals	\$	1,819,660.21	\$	1,557,973.46	\$	261,686.74
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City of Long Lake

2025 Operating Budget

Account Number	Account Description	42280 Admin	42281 Operations	42282 Stn #1 Bldg	42286 Stn #2 Bldg	Minnetonka Beach	2025 Budget	Percent Increase	Dollar Increase	Budget 2024
1000	FT Chief Sal	\$116,000					\$116,000	3.57%	\$ 4,000	\$112,000
1060/1065	Fire Call Pay (5000 Hrs x \$15.65= \$78,250)		\$72,000			\$6,250	\$78,250	-25.38%	\$ (26,608)	\$104,858
1075	Training Pay (4075 Hrs x \$15.65= \$63,774)		\$59,729			\$4,045	\$63,774	0.00%	\$ -	\$63,774
1080	Fire Officer Pay	\$20,638				\$1,000	\$21,638	0.00%	\$ -	\$21,638
1055	Duty Crew Pay (All shifts) \$93,600 x 55%=\$51,600		\$47,100			\$4,500	\$51,600	-12.96%	\$ (7,680)	\$59,280
1210	PERA	\$21,000				\$500	\$21,500	0.00%	\$ -	\$21,500
1220	FICA	\$14,150				\$850	\$15,000	0.00%	\$ -	\$15,000
1310	Employer Paid Health	\$985								
1130	Insurance Opt Out	\$14,500					\$14,500	-6.36%	\$ (985)	\$15,485
1510	Work Comp Ins	\$44,000					\$44,000	0.00%	\$ -	\$44,000
	Subtotal Sal & Benefits	\$231,273	\$178,829	\$0	\$0	\$17,145	\$427,247	-6.62%	\$ (30,288)	\$457,535
2010	Office Supplies	\$1,000					\$1,000	0.00%	\$ -	\$1,000
2030	Printed Forms	\$500					\$500	0.00%	\$ -	\$500
2080	Training/ Instruct Materials	\$250	\$650				\$900	0.00%	\$ -	\$900
2120	Motor Fuels		\$13,000			\$2,300	\$15,300	-12.57%	\$ (2,200)	\$17,500
2150	Shop Supplies		\$1,700			\$500	\$2,200	0.00%	\$ -	\$2,200
2160	Chemicals / Foam		\$1,000			\$500	\$1,500	0.00%	\$ -	\$1,500
2175	Fire Prevention Materials	\$1,500					\$1,500	0.00%	\$ -	\$1,500
2190	Medical Supplies		\$3,000			\$800	\$3,800	0.00%	\$ -	\$3,800
2210	Equipment Parts		\$2,750			\$750	\$3,500	0.00%	\$ -	\$3,500
2215	SCBA Equipment Parts		\$900				\$900	0.00%	\$ -	\$900
2230	Bldg & Grounds Maint Supp		\$1,250				\$1,250	0.00%	\$ -	\$1,250
2400	Small Tools		\$5,300			\$1,500	\$6,800	0.00%	\$ -	\$6,800
2410	Protective Gear / Uniforms	\$500	\$9,000			\$1,000	\$10,500	5.00%	\$ 500	\$10,000
2415	Turn Out Gear		\$31,000			\$3,000	\$34,000	0.00%	\$ -	\$34,000
	Subtotal Supplies	\$3,750	\$69,550	\$0	\$0	\$10,350	\$83,650	-2.56%	\$ (2,200)	\$85,850
3000	Prof Services	\$6,000					\$6,000	-54.72%	\$ (7,250)	\$13,250
3010	Auditing/Accounting Services for RA	\$7,500					\$7,500	20.97%	\$ 1,300	\$6,200
3050	Physicals Other Medical		\$16,000				\$16,000	-3.03%	\$ (500)	\$16,500
3090	Computer Software Support	\$8,500					\$8,500	41.67%	\$ 2,500	\$6,000
3110	W.A.F.T.A. Dues	\$2,000					\$2,000	0.00%	\$ -	\$2,000
3120	Legal Fees	\$2,500					\$2,500	25.00%	\$ 500	\$2,000
3150	LL Administration Fee	\$18,000					\$18,000	0.00%	\$ -	\$18,000
3225	Truck Communications	\$5,250					\$5,250	0.00%	\$ -	\$5,250
3230	Cell Phones	\$520					\$520	0.00%	\$ -	\$520
3235	800 mHz Radio Admin Fee		\$18,500			\$1,500	\$20,000	0.00%	\$ -	\$20,000
3275	Internet (MediaCom)			\$8,300	\$7,000		\$15,300	0.00%	\$ -	\$15,300
3280	Pagers / Radios (Ancom)		\$1,250			\$250	\$1,500	0.00%	\$ -	\$1,500
3285	Radio Lease		\$6,200			\$1,000	\$7,200	-12.20%	\$ (1,000)	\$8,200
3310	Travel / Mileage Reimb	\$400	\$1,000				\$1,400	0.00%	\$ -	\$1,400
3350	Education / Conferences	\$4,500	\$20,000			\$4,000	\$28,500	0.00%	\$ -	\$28,500
3355	Vehicle License Registration	\$100					\$100	0.00%	\$ -	\$100
3610	General Liability Insurance	\$9,500					\$9,500	0.00%	\$ -	\$9,500
3810	Electricity Exp (Excel)			\$12,500	\$4,500		\$17,000	0.00%	\$ -	\$17,000
3820	City Water/Sewer/Storm			\$3,100	\$2,300		\$5,400	0.00%	\$ -	\$5,400
3830	Natural Gas (CenterPoint)			\$8,000	\$3,500		\$11,500	0.00%	\$ -	\$11,500
3840	Custodial & Waste Removal			\$9,000	\$7,000		\$16,000	0.00%	\$ -	\$16,000
3845	Lawn & Turf Maintenance		\$3,600				\$3,600	0.00%	\$ -	\$3,600
4010	Bldg Maint & Repair			\$16,000	\$9,500		\$25,500	0.00%	\$ -	\$25,500
4030	Light Truck Maint/Repair		\$6,500			\$1,500	\$8,000	0.00%	\$ -	\$8,000
4035	Heavy Truck Maint/Repair		\$17,500			\$1,500	\$19,000	0.00%	\$ -	\$19,000
4040	Other Equip/Boat Maint		\$5,000			\$500	\$5,500	0.00%	\$ -	\$5,500
4045	Insurance Claim Expenses	\$250					\$250	0.00%	\$ -	\$250
4135	Copier Maintenance	\$650					\$650	0.00%	\$ -	\$650
4300	Miscellaneous	\$1,500					\$1,500	0.00%	\$ -	\$1,500
4330	Dues & Subscriptions	\$2,750					\$2,750	0.00%	\$ -	\$2,750
4450	Meeting Supplies	\$1,500					\$1,500	0.00%	\$ -	\$1,500
4600	Recognition Expenditures	\$1,000					\$1,000	0.00%	\$ -	\$1,000
	Subtotal Purchased Svcs	\$72,420	\$95,550	\$56,900	\$33,800	\$10,250	\$268,920	-1.62%	\$ (4,430)	\$273,350
5710	Computer/Printer Replac	\$4,000					\$4,000	0.00%	\$ -	\$4,000
5800	Other Equip	\$4,000					\$4,000	0.00%	\$ -	\$4,000
	Subtotal Capital	\$8,000	\$0	\$0	\$0	\$0	\$8,000	0.00%	\$ -	\$8,000
	Total LLFD Op Budget	\$ 315,443	\$ 343,929	\$ 56,900	\$ 33,800	\$ 37,745	\$787,817	-4.48%	\$ (36,918)	\$824,735

City of Long Lake
Fire Contract Cost Allocation Formula
Fire Service Area Statistics
2025 Budget

Allocation Factor	Year	Total Hrs w/o Mut Aid
Fire Department		
Call Hours:	2021	5,299
<i>(excluding Mutual Aid & Minnetonka Beach)</i>	2022	6,132
	2023	6,751
(2023 mutual aid and Minnetonka Beach hours (623+299))		18,182
Three Year Total Annual Average		6,061
2025 Call Pct Factor		99.99%
Previous Year		
Weighting Factor		30.00%
R.E. Est. Market Values		
(in Millions \$):		\$ 3,594.67
Previous Year		
Weighting Factor		70.00%
Combined 2025		
Budget Alloc Pcts		100.00%
Previous Year		
FD Budget -(Excluding Minnetonka Beach)		\$ 750,072
Capital Expense: Utility Replacement		\$ 240,000
Final 2025 LLFD w/CIP		\$ 990,072

Orono		Long Lake		Medina	
Total Hrs	Pct	Hrs	Pct	Hrs	Pct
4,200	79.26%	761	14.36%	338	6.38%
4,932	80.43%	893	14.56%	307	5.01%
5,019	74.34%	1,116	16.53%	614	9.09%
14,151	77.83%	2,770	15.23%	1,259	6.92%
4,717		923		420	
	77.83%		15.23%		6.92%
	23.91%		4.75%		1.35%
	23.35%		4.57%		2.08%
\$ 2,757.12	76.70%	\$ 477.00	13.27%	\$ 360.55	10.03%
	86.93%		7.47%		5.60%
	53.69%		9.29%		7.02%
	77.04%		13.86%		9.10%
	84.76%		9.98%		5.26%
\$ 577,849		\$ 103,954		\$ 68,245	
\$ 184,894		\$ 33,262		\$ 21,836	
\$ 762,742		\$ 137,216		\$ 90,081	

2025 Total Budget Change	\$ (19,438)
2025 Budget Change for Orono, Long Lake, Medina w CIP	
2025 Budget Change for Orono, Long Lake, Medina w/o CIP	\$ (55,225)

\$ 142,349	\$ 25,608	\$ 18,030
\$ (42,544.83)	\$ (7,653.75)	\$ (3,806.61)

2025 - 2042 CIP for Vehicles, Equip and Building

Item	2025	2026	2027	2028	2029	2030	2025-2030	Notes
Replace U21 with a new Utility Vehicle			\$200,000				\$200,000	
Refurbish B11 - new motor, electronics, lights, pump		\$125,000					\$125,000	
Replace T12 with new tanker				\$390,000			\$390,000	
Fire Stations Remodel & Refurbishment							\$0	
Replace U11 with a new Utility Vehicle	\$240,000						\$240,000	
							\$0	
							\$0	
Subtotal Fire Equipment	\$240,000	\$125,000	\$200,000	\$390,000	\$0	\$0	\$955,000	

Item	2031	2032	2033	2034	2035	2036	2031-2036	Notes
Replace CMD2 with new command vehicle						\$105,000	\$105,000	
Replace CMD1 with new command vehicle		\$110,000					\$110,000	
Radio Replacement					\$90,000		\$90,000	
Extrication Equipment		\$25,000					\$25,000	
Subtotal Fire Equipment		\$135,000	\$0	\$0	\$90,000	\$105,000	\$330,000	

Item	2037	2038	2039	2040	2041	2042	2037-2042	Notes
Replace T11 with new tanker			\$370,000				\$370,000	
Replace new U11 with a utility vehicle						\$415,000	\$415,000	
							\$0	
Extrication Equipment		\$35,000					\$35,000	
Replace SCBAs				\$450,000			\$450,000	
Radio Replacement					\$115,000		\$115,000	
Subtotal Fire Equipment		\$35,000	\$370,000	\$450,000	\$115,000	\$415,000	\$1,385,000	

2025 Budget Overview

Utility Fund Budgets	Proposed	With Depreciation	Cash +/-
Fund 601-Water Revenues	\$ 375,000	\$ (250,194)	\$ 34,806
Fund 602-Sewer Revenues	\$ 585,000	\$ (55,145)	\$ 51,855
Fund 603-Surface Water Revenues	\$ 90,000	\$ (5,145)	\$ 18,355
Fund 604-Recycling Revenues	\$ 93,000	\$ 7,000	
Utility Revenues	\$ 1,143,000	\$ (303,485)	

Utility Fund Budgets	Proposed	Difference
Fund 601-Water Expenses	\$ 625,194	\$ 60,222.08
Fund 602-Sewer Expenses	\$ 640,145	\$ 54,747.39
Fund 603-Surface Water Expenses	\$ 95,145	\$ (10,487.65)
Fund 604-Recycling	\$ 86,000	\$ 36,000.00
Utility Expenses	\$ 1,446,485	\$ 140,482

Water Fund

R 601-36101 Certified Del Utilities	\$0.00	\$0.00	0.00
R 601-36108 Levy #20417 Util Imp-Lndg @ LL	\$0.00	\$0.00	0.00
R 601-36210 Interest Earnings	\$0.00	\$0.00	0.00
R 601-37100 Water Billings	\$350,000.00	\$350,000.00	0.00
R 601-37105 Water Sales to Orono	\$17,500.00	\$15,000.00	2,500.00
R 601-37110 Hydrant Rental / Useage	\$0.00	\$0.00	0.00
R 601-37150 City WAC Hookup Fee	\$0.00	\$0.00	0.00
R 601-37155 Water Tap Fee	\$0.00	\$0.00	0.00
R 601-37158 Water Meter Sales	\$0.00	\$0.00	0.00
R 601-37160 Water Penalty	\$500.00	\$0.00	500.00
R 601-37170 MDH Water Test Fee	\$7,000.00	\$7,000.00	0.00
R 601-39320 Premiums on Bonds Sold	\$0.00	\$0.00	0.00
TOTAL	\$375,000.00	\$372,000.00	3,000.00

Sewer Fund

R 602-33700 Met Council Grant	\$0.00	\$0.00	0.00
R 602-34401 Orono Sewerage Sales	\$25,000.00	\$30,000.00	(5,000.00)
R 602-36101 Certified Del Utilities	\$0.00	\$0.00	0.00
R 602-36108 Levy #20417 Util Imp-Lndg @ LL	\$0.00	\$0.00	0.00
R 602-36210 Interest Earnings	\$0.00	\$0.00	0.00
R 602-36260 Refunds & Reimb	\$0.00	\$0.00	0.00
R 602-37200 Sanitary Sewer Billings	\$208,000.00	\$500,000.00	(292,000.00)
R 602-37210 MetCouncil Sewer Treatment Fee	\$351,225.24	\$0.00	351,225.24
R 602-37250 City SAC Hookup Fee	\$0.00	\$0.00	0.00
R 602-37251 MCES SAC Fee	\$0.00	\$0.00	0.00
R 602-37255 Sanitary Sewer Tap Fee	\$0.00	\$0.00	0.00
R 602-37260 Swr Penalty	\$774.76	\$0.00	774.76
R 602-39320 Premiums on Bonds Sold	\$0.00	\$0.00	0.00
TOTAL	\$585,000.00	\$530,000.00	55,000.00

Surface Water Fund

R 603-36210 Interest Earnings	\$0.00	\$0.00	0.00
R 603-37300 Surface Water Mgmt Billings	\$89,900.00	\$75,000.00	14,900.00
R 603-37360 SWM Penalty	\$100.00	\$0.00	100.00
R 603-39320 Premiums on Bonds Sold	\$0.00	\$0.00	0.00
TOTAL 603	\$90,000.00	\$75,000.00	15,000.00

Recycling Fund

R 604-33640 Recycling Grant	\$900.00	\$0.00	900.00
R 604-36210 Interest Earnings	\$0.00	\$0.00	0.00
R 604-37400 Res Recycling Billings	\$61,050.00	\$55,000.00	6,050.00
R 604-37460 Recycling Penalty	\$50.00	\$0.00	50.00
R604-38000 Organics Billing	\$31,000.00	\$0.00	31,000.00
TOTAL 604	\$93,000.00	\$55,000.00	38,000.00

FUND 601 Water Fund**DEPT 49400 Water Utilities (GENERAL)**

E 601-49400-1010 FT Public Works Salaries	\$	57,916.35	\$	59,300.00	\$	(1,383.65)
E 601-49400-1025 Public Works Overtime	\$	-	\$	-	\$	-
E 601-49400-1070 PW On-Call Pay	\$	5,362.71	\$	5,362.71	\$	-
E 601-49400-1200 Employer Contrib Ret (General)	\$	-	\$	-	\$	-
E 601-49400-1210 PERA	\$	4,450.00	\$	5,270.73	\$	(820.73)
E 601-49400-1220 FICA	\$	4,552.12	\$	5,278.17	\$	(726.05)
E 601-49400-1310 Employer Paid Health	\$	7,587.68	\$	6,721.66	\$	866.03
E 601-49400-1510 Workers Comp Insurance Prem	\$	8,500.00	\$	8,500.00	\$	-
E 601-49400-2010 Office Supplies	\$	500.00	\$	500.00	\$	-
E 601-49400-2150 Shop Supplies	\$	500.00	\$	1,000.00	\$	(500.00)
E 601-49400-2160 Chemicals and Chem Products	\$	33,000.00	\$	33,000.00	\$	-
E 601-49400-2205 Water Meters Purchases	\$	2,500.00	\$	2,500.00	\$	-
E 601-49400-2210 Equipment Parts	\$	5,000.00	\$	5,000.00	\$	-
E 601-49400-2270 Utility Maint Supplies	\$	3,000.00	\$	5,000.00	\$	(2,000.00)
E 601-49400-2400 Small Tools and Minor Equip	\$	250.00	\$	200.00	\$	50.00
E 601-49400-3000 Professional Svcs	\$	1,500.00	\$	1,000.00	\$	500.00
E 601-49400-3030 Engineering Fees	\$	2,000.00	\$	2,000.00	\$	-
E 601-49400-3090 Software Support	\$	2,750.00	\$	2,500.00	\$	250.00
E 601-49400-3120 Legal Fees - Civil	\$	750.00	\$	1,300.00	\$	(550.00)
E 601-49400-3220 Postage	\$	3,000.00	\$	2,500.00	\$	500.00
E 601-49400-3310 Travel / Mileage Reimbursement	\$	100.00	\$	100.00	\$	-
E 601-49400-3350 Education / conferences	\$	750.00	\$	1,000.00	\$	(250.00)
E 601-49400-3510 Legal Notices Publishing	\$	500.00	\$	750.00	\$	(250.00)
E 601-49400-3610 General Liability Ins	\$	4,000.00	\$	2,000.00	\$	2,000.00
E 601-49400-3810 Electricity Expense	\$	34,000.00	\$	30,000.00	\$	4,000.00
E 601-49400-3820 City Utilities (Wat,Sew,Storm)	\$	1,500.00	\$	1,000.00	\$	500.00
E 601-49400-3825 Water Testing Expense	\$	1,500.00	\$	2,000.00	\$	(500.00)
E 601-49400-3831 Generator Fuel Expense	\$	1,000.00	\$	2,000.00	\$	(1,000.00)
E 601-49400-3855 Gopher One Locates Expense	\$	1,250.00	\$	800.00	\$	450.00
E 601-49400-4010 Bldg Maint & Repairs	\$	750.00	\$	600.00	\$	150.00
E 601-49400-4040 Equip Maint & Repair	\$	10,000.00	\$	10,000.00	\$	-
E 601-49400-4065 Watermain Breaks	\$	35,000.00	\$	30,000.00	\$	5,000.00
E 601-49400-4070 Water/Sewer Easements	\$	500.00	\$	500.00	\$	-
E 601-49400-4200 Depreciation	\$	135,000.00	\$	135,000.00	\$	-
E 601-49400-4300 Miscellaneous	\$	425.00	\$	1,000.00	\$	(575.00)
E 601-49400-4320 Utility Overpayments/Uncollectables	\$	1,500.00	\$	500.00	\$	1,000.00
E 601-49400-4330 Dues and Subscriptions	\$	1,000.00	\$	700.00	\$	300.00
E 601-49400-4400 MHD Water Act Fees Remitted	\$	7,600.00	\$	7,500.00	\$	100.00
E 601-49400-5000 Capital Outlay	\$	150,000.00	\$	70,000.00	\$	80,000.00
E 601-49400-6010 Debt Srv Bond Principal	\$	73,700.00	\$	100,000.00	\$	(26,300.00)
E 601-49400-6110 Bond Interest	\$	22,000.00	\$	25,000.00	\$	(3,000.00)
E 601-49400-6200 Fiscal Agent s Fees	\$	-	\$	-	\$	-
Water Fund Totals	\$	625,193.86	\$	564,971.78	\$	60,222.08

FUND 602 Sanitary Sewer Fund**DEPT 49450 Sewer (GENERAL)**

E 602-49450-1010 FT Public Works Salaries	\$	43,437.26	\$	44,475.00	\$	(1,037.74)
E 602-49450-1070 PW On-Call Pay	\$	5,362.71	\$	6,582.40	\$	(1,219.69)
E 602-49450-1210 PERA	\$	3,660.00	\$	4,088.07	\$	(428.07)
E 602-49450-1220 FICA	\$	3,744.42	\$	4,088.00	\$	(343.58)
E 602-49450-1310 Employer Paid Health	\$	5,690.76	\$	7,624.53	\$	(1,933.77)
E 602-49450-1510 Workers Comp Insurance Prem	\$	8,500.00	\$	8,500.00	\$	-
E 602-49450-2010 Office Supplies	\$	500.00	\$	-	\$	500.00
E 602-49450-2150 Shop Supplies	\$	500.00	\$	500.00	\$	-
E 602-49450-2210 Equipment Parts	\$	2,000.00	\$	2,500.00	\$	(500.00)
E 602-49450-2270 Utility Maint Supplies	\$	500.00	\$	500.00	\$	-

E 602-49450-2400 Small Tools and Minor Equip	\$	175.00	\$	200.00	\$	(25.00)
E 602-49452-3000 Professional Srvs	\$	1,100.00	\$	1,500.00	\$	(400.00)
E 602-49450-3030 Engineering Fees	\$	1,000.00	\$	1,500.00	\$	(500.00)
E 602-49450-3090 Software Support	\$	2,750.00	\$	2,500.00	\$	250.00
E 602-49450-3100 MCES (mthly) Sewer Treatment	\$	351,225.24	\$	255,000.00	\$	96,225.24
E 602-49450-3120 Legal Fees - Civil	\$	500.00	\$	1,300.00	\$	(800.00)
E 602-49450-3220 Postage	\$	3,000.00	\$	2,500.00	\$	500.00
E 602-49450-3230 Cell Phones	\$	2,100.00	\$	2,000.00	\$	100.00
E 602-49450-3350 Education / conferences	\$	350.00	\$	500.00	\$	(150.00)
E 602-49450-3510 Legal Notice Publishing	\$	50.00	\$	140.00	\$	(90.00)
E 602-49450-3610 General Liability Ins	\$	850.00	\$	600.00	\$	250.00
E 602-49450-3810 Electricity Expense	\$	5,650.00	\$	5,000.00	\$	650.00
E 602-49450-3830 Natural Gas Expense	\$	1,250.00	\$	900.00	\$	350.00
E 602-49450-4040 Equip Maint & Repair	\$	500.00	\$	1,000.00	\$	(500.00)
E 602-49450-4060 Clean / Televiser Sewer Lines	\$	25,000.00	\$	50,000.00	\$	(25,000.00)
E 602-49450-4070 Sewer Easements	\$	1,000.00	\$	1,000.00	\$	-
E 602-49450-4200 Depreciation	\$	82,000.00	\$	71,000.00	\$	11,000.00
E 602-49450-4330 Dues and Subscriptions	\$	1,500.00	\$	1,900.00	\$	(400.00)
E 602-49450-4410 MCES SAC Charge Expense	\$	2,500.00	\$	-	\$	2,500.00
E 602-49450-5000 Capital Outlay (GENERAL)	\$	25,000.00	\$	50,000.00	\$	(25,000.00)
E 602-49450-6010 Debt Srv Bond Principal	\$	49,250.00	\$	49,000.00	\$	250.00
E 602-49450-6110 Bond Interest	\$	9,500.00	\$	9,000.00	\$	500.00
Sanitary Sewer Fund Totals	\$	640,145.39	\$	585,398.00	\$	54,747.39

FUND 603 Surface Water Management Fund**DEPT 43150 Storm Sewer**

E 603-43150-1010 FT Public Works Salaries	\$	43,437.26	\$	44,475.00	\$	(1,037.74)
E 603-43150-1210 PERA	\$	3,300.00	\$	3,557.00	\$	(257.00)
E 603-43150-1220 FICA	\$	3,317.37	\$	3,559.80	\$	(242.43)
E 603-43150-1310 Employer Paid Health	\$	5,690.76	\$	5,041.24	\$	649.52
E 603-43150-2270 Utility Maint Supplies	\$	-	\$	500.00	\$	(500.00)
E 603-43150-3000 Professional Srvs	\$	500.00	\$	1,000.00	\$	(500.00)
E 603-43150-3030 Engineering Fees	\$	750.00	\$	3,000.00	\$	(2,250.00)
E 603-43150-3090 Software Support	\$	400.00	\$	1,000.00	\$	(600.00)
E 603-43150-3350 Education / conferences	\$	-	\$	-	\$	-
E 603-43150-4040 Equip Maint & Repair	\$	1,750.00	\$	5,000.00	\$	(3,250.00)
E 603-43150-4085 Pvmt Mgmt - Reconstruction	\$	-	\$	2,500.00	\$	(2,500.00)
E 603-43150-4160 Machinery Rentals	\$	-	\$	500.00	\$	(500.00)
E 603-43150-4200 Depreciation	\$	23,500.00	\$	21,500.00	\$	2,000.00
E 603-43150-6010 Debt Srv Bond Principal	\$	11,500.00	\$	12,000.00	\$	(500.00)
E 603-43150-6110 Bond Interest	\$	1,000.00	\$	2,000.00	\$	(1,000.00)
Surface Water Fund Totals	\$	95,145.39	\$	105,633.04	\$	(10,487.65)

FUND 604 Recycling Fund**DEPT 43200 Recycling**

E 604-43200-3890 Res Curb Recycling	\$	55,000.00	\$	45,000.00	\$	10,000.00
E 604-43200-3895 Soft Organic Waste	\$	31,000.00	\$	5,000.00	\$	26,000.00
Recycling Fund Totals	\$	86,000.00	\$	50,000.00	\$	36,000.00

2025

City Position	Hire Date	Pct to C.Admin	Step 1 (86%)	Step 2 (88%)	Step 3 (90%)	Step 4 (92%)	Step 5 (94%)	Step 6 (96%)	Step 7 (98%)	Step 8 (100%)	Step 8 Ann Salary	Total % Increase
<u>Exempt Employees:</u>												
City Administrator	01/06/14	100.00%	\$ 8,864	\$ 9,070	\$ 9,277	\$ 9,483	\$ 9,689	\$ 9,895	\$ 10,101	10,307.32	\$123,687.85	3.00%
Fire Chief	03/24/08	93.81%	8,316	8,509	8,703	8,896	9,089	9,283	9,476	9,669.66	\$116,035.94	3.00%
PW Director	02/02/18	76.92%	7,576	7,753	7,929	8,105	8,281	8,457	8,634	8,809.78	\$105,717.42	3.00%
City Clerk	10/22/03	69.21%	6,135	6,278	6,420	6,563	6,706	6,848	6,991	7,133.63	\$85,603.59	3.00%
Finance Director	12/02/19	0.00%	5,664	\$ 5,796.06	\$ 5,927.78	\$ 6,059.51	\$ 6,191.24	\$ 6,322.97	\$ 6,454.70	6,586.43	\$79,037.13	3.00%
<u>Non-Exempt Employees:</u>												
PW Maint Worker 2		62.64%	\$ 32.04	\$ 32.78	\$ 33.53	\$ 34.27	\$ 35.02	\$ 35.76	\$ 36.51	37.25	\$77,484.18	3.00%
PW Maint Worker 1		58.69%	\$ 28.16	\$ 28.81	\$ 29.47	\$ 30.12	\$ 30.78	\$ 31.43	\$ 32.08	32.74	\$68,097.90	3.00%