



CITY COUNCIL MEETING

September 03, 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 August 20, 2024 City Council Meeting

B. Approve Vendor Claims and Payroll

C. Adopt Resolution No. 2024-40 Approving Issuance of Special Event Permit #S2024-07 for the Birch's on the Lake Fun Run 5K and 10K to be Held September 22, 2024

D. Adopt Resolution No. 2024-41 Approving a Wage Step Increase for Public Works Maintenance Worker Noah Mackey I From Step 1 to Step 2 of the Salary Pay Plan

6. Open Correspondence

NOTE: Open Correspondence is an item on the agenda during which the public may address the City Council.

No formal action is taken by the City Council and comments shall be limited to five minutes or less.

Open Correspondence comments may also be emailed to City staff by 12:00 noon on the date of the meeting.

7. Regular Business

A. Approve City Council Meeting Schedule Changes, Establish Long Lake Canvassing Board Meeting

B. Updates Regarding Fire Department Matters

8. Other Business

9. Adjourn

UPCOMING MEETINGS & OTHER DATES OF NOTE

Tuesday, September 10 (6:30 pm) / Planning Commission Meeting

Monday, September 16 (5:30 pm) / Park Board Meeting (Nelson Lakeside Park, Weather Permitting)

Tuesday, September 17 (5:00 or 5:30 pm) / EDA Meeting or City Council Work Session

Tuesday, September 17 (6:30 pm) / City Council Meeting

Tuesday, October 1 (Time TBD) / City Council Meeting



**MINUTES
CITY COUNCIL MEETING
August 20, 2024**

CALL TO ORDER

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

Present: Mayor Pro-Tempore: Jahn Dyvik; Council: Mike Feldmann and Deirdre Kvale

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

Absent: Mayor: Charlie Miner; Council: Gina Joyce (both with prior notice)

PLEDGE OF ALLEGIANCE

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

Mayor Pro-Tempore Dyvik offered the following comments and updates:

The EDA met prior to the Council meeting and had reviewed two concept plans for the City-owned former BP site at 1905 Wayzata Boulevard W. The EDA gave the applicants the direction to go back and make a few changes, and had also asked them to consider working together on a combined proposal.

He recognized the efforts of the Church of St. George for sponsoring their Corn Days festival, and also thanked everyone involved in coordinating the Corn Days Parade including the Long Lake Area Chamber of Commerce, the Long Lake Fire Department, and the Wayzata Police Department.

Mayor Pro-Tempore recalled that August 13, 2024 was Primary Election day, and he expressed his appreciation to the Election Judges who served as well as the voters who participated. Candidate filing for the City offices of Mayor and two Council member seats also ended on August 13. Mayor Miner will be running unopposed for re-election and Council member Feldman was running for re-election; however, Council member Joyce had decided not to run for re-election and he thanked her for her service to the City. Resident Todd Newcomer will be running for the seat that is currently held by Council member Joyce.

APPROVE AGENDA

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

CONSENT AGENDA

- A. Approve Minutes of August 7, 2024 City Council Meeting
- B. Approve Vendor Claims and Payroll
- C. Adopt Resolution No. 2024-37 Approving a Minnesota Lawful Gambling Premises Permit Application for the Orono Hockey Boosters, Inc. at Bucks Pub Restaurant
- D. Adoption of 2024 Hennepin County All Hazard Mitigation Plan
- E. Accept the Resignation of Firefighter Thomas C. Aldrich from the Long Lake Fire Department

- F. Adopt Resolution No. 2024-38 Accepting the Donation of Two Storage Containers to the City of Long Lake for the Long Lake Fire Department
- G. Approve the Proposed 2025 Lake Minnetonka Communications Commission (LMCC) Budget

Mayor Pro-Tempore Dyvik highlighted Item 5E on the Consent Agenda for acceptance of the retirement of firefighter Tom Aldrich. While Mr. Aldrich had conveyed that he did not want the City to make a big deal of it, Mayor Pro-Tempore Dyvik read aloud comments sent to Mr. Aldrich by Mayor Miner which stated, 'On behalf of the City of Long Lake and all the cities that you dutifully served, I would like to take a moment to thank you for your 35 amazing years of service with the Long Lake Fire Department. The entire community thanks you, Tom, for putting your life on the line for them for 35 amazing years. You will be missed.' He stated that he agreed with the Mayor's sentiments and also wanted to thank Mr. Aldrich for his many years of service.

Council member Kvale referenced the donation of storage containers in Item 5F, asked if they were donated by the Relief Association, and questioned what the containers were for.

City Administrator Weske confirmed that the Relief Association had donated two storage containers for the Long Lake Fire Department. He explained that the storage containers were similar to what is seen on rail cars or a shipping container, and indicated that they would just be used for excess storage.

Council member Kvale also inquired about a payment to US Flags under vendor claims and asked what the purchase was for.

City Clerk Moeller responded that she believed that purchase was for the replacement of the flags hung on light poles in the downtown area for events such as Memorial Day and the Fourth of July.

A motion was made by Feldmann, seconded by Kvale, 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

Updates Regarding Fire Department Matters

Weske reported that a Fire Advisory Board meeting had been held on August 7, 2024 at which the Board reviewed the proposed 2025 Long Lake Fire Department budget. He believes that everyone reached the same understanding about the budget, so now Long Lake, Orono, and Medina will be putting that forward through the preliminary budget and levy process.

Mayor Pro-Tempore Dyvik reflected that he felt there was some good discussion at the Fire Advisory Board and noted that they had made an adjustment to the budget that was requested by the City of Orono related to the duty crew calculation.

Weske confirmed that the adjustment was made, and a change had also been made to the legal fees line item as well.

Mayor Pro-Tempore Dyvik commented that everybody appeared to have left the meeting agreeing that they had a workable budget with the idea that they would all bring it to the three Councils to be approved.

Council member Kvale asked when the Long Lake City Council would see the budget.

Weske replied that it would come before the Council in September and agreed with Mayor Pro-Tempore Dyvik that they left the meeting with the feeling that all of the members would support the budget in front of their respective Councils.

Moeller added that the City Council would be having a budget work session prior to their September 3, 2024 meeting.

Council member Kvale asked about the percentage reduction in duty crews and whether it may be a hinderance.

Weske clarified that they had reduced it from around 60% to 55% because they felt that was more in line with the participation levels that they have been seeing. The thought was that there was not a reason to overbudget for the line item if they felt that they were on a certain plateau.

Mayor Pro-Tempore Dyvik stated that Chief Heiland had presented the numbers for the month of July for duty crew participation which were right around 50%, and perhaps the budget was trying to be a bit more optimistic at 60%. Board members agreed that bringing that number down to a projected 55% was a reasonable adjustment.

Council member Kvale inquired about the capital budget.

Mayor Pro-Tempore Dyvik responded that they presented the CIP and had included the rescue utility vehicle in the CIP because it would not be received until 2025. Orono had already indicated they would not participate in any purchase of capital equipment but did say that they would review purchases on a case by case basis. A question had been raised by one of the Orono Council members regarding whether Long Lake would commit to buying the utility vehicle outright at the end of the contract because that may be something that would be more palatable to them. He understood their thought process and he, personally, felt that Long Lake would buy that at the end of the contract, but recognized that he could not speak for the entire Council. He explained that he would like to purchase the vehicle under the terms of the contract and observed that Orono seemed to be amenable to that if Long Lake would make the commitment to buying it outright at the end of the contract. He noted comments were made in the meeting that Long Lake had already committed to purchasing the vehicle on their own and he had acknowledged that understanding was true, if Orono refused to participate in the purchase. He clarified that the CIP was intended to show the needs for the Fire Department rather than who will pay for what. This particular vehicle has been a need and the purchase had been kicked down the road many times despite it being included on CIPs for many years. He commented that he did not want to ignore that vehicle need just because the City did not know if Orono was going to pay for their share or not, but reiterated that it was still a need and the vehicle purchase should be included in the CIP.

Council members and staff continued to discuss the need for the vehicle and the potential role it may have in the future.

Council member Feldmann pointed out that the City's fire experts should be making decisions on the need for equipment and not the Council. Based on conversations he'd had with Chief Heiland, he did feel that this vehicle was a pretty important need. While Orono's request for a commitment to purchase the vehicle may be above and beyond the contract, he felt it was a reasonable request given the situation.

Council member Kvale mentioned that Long Lake does have some hypothetical potential future partners and consideration should be given to the equipment inventory and what it may look like.

Mayor Pro-Tempore Dyvik and Weske both noted that the utility vehicle would respond to medical calls and be used for a lot of different calls and activities.

Moving on from Fire Advisory Board discussions, Mayor Pro-Tempore Dyvik read aloud a statement to the Council:

I don't normally respond to social media or other forums that the Orono Mayor uses to continually spread misinformation. I think he figures that if he repeats a lie long enough, people start to believe it, but I did listen to his Coffee with the Mayor last week and it needs a response in my opinion.

At that meeting, a question was asked about why the Orono 2024 fire budget went up from the needs assessment in 2023 to now, by \$800,000 (she quoted it going from \$1.6 million to \$2.4 million). Seems like a reasonable question - one that could be answered by: equipment cost was higher than anticipated, or additional equipment was needed, or more staff was needed, etc.

Instead, the Mayor angrily responded to this resident calling her an activist. He completely deflected from answering the question to repeating his campaign talking points about all of the great things he has done and all the departments of Orono that are fully funded without raising the tax rate. He likes to use that term tax rate, because if someone isn't listening closely it sounds like he hasn't raised their taxes. In fact, he and the Orono Council have raised taxes significantly over the past several years. I believe last year was 19%. But Orono has also seen property values increase significantly over these years so he can hide these tax increases in the fact that the tax rate relative to property values has remained the same. Yes, they have maintained a level tax rate, but they have seen significant tax increases.

So back to the Mayor's comments last week. He continued to deflect from the resident's question by then attacking the Long Lake City Council. Here is one excerpt from the 17:45 mark of the Coffee with the Mayor meeting: "As we're going we have found out a lot of stuff from Long Lake on the failures of the City Council to adequately protect the citizens of Orono by having the right equipment, by having all of the right stuff that they have to wear, all that kind of stuff. They have failed in that. In fact, we have known that we've had bad response times in Navarre for a long time now and they have still failed when they had that area to adequately protect our residents."

Let me respond to the first part first. Two years ago, I gave a presentation of Orono claims versus the truth regarding the LLFD. Their claims are still being made and they still don't reflect the truth, the main one being "we pay 85% and have no say". As I stated in my presentation then, yes, they pay 85% because they receive 85% of the service. And when we started this contract, it was 70%, but the service was so good that over the past 20 years Orono asked Long Lake Fire to take over their areas served by Mound, Maple Plain, and then Wayzata. That is what has grown the number to 85%. So, they will say 85% - and I say yes, I agree - and then it would be immediately followed by "but we

have NO control” - and I say, wrong. As I stated two years ago, Orono has more control over the operational budget and capital budget than Long Lake has.

Mayor Pro-Tempore Dyvik commented that two years ago he had shown a slide explaining that:

Orono has always had complete veto power and greater budgeting power than Long Lake.

- 1. The contract states approval of the capital budget requires two cities and a 60% funding share.*
- 2. Once this level of approval is obtained, all contract cities are obligated to fund their share of the expenditures.*
- 3. Long Lake and Medina neither individually or together can ever force a budget on Orono, because they pay less than 60% - Orono has complete veto power.*
- 4. Further, Orono and Medina can force a budget on Long Lake, even if Long Lake votes against it.*
- 5. Operating budget must be approved by all cities, meaning again, Orono has veto power over the operating budget.*

Mayor Pro-Tempore Dyvik continued reading from this prepared statement:

In addition, a Fire Advisory Board made up of representatives from all three cities in the agreement share equally in review of and revising the budgets before they go in front of the City Councils for approval.

So we have established that Orono controls the budgets, especially the capital budget. They control whether the capital budget goes up or down or goes away completely. So how does this relate to the first part of his quote about our failure to adequately equip our FD. I showed a slide on this point. Yes, it's true we have been historically underfunded on capital equipment, but Orono has made it so. We repeatedly asked Orono to approve more funding for capital and were told they can't afford it. They said, instead, LLFD had to spend less. These emails that are a matter of record.

Mayor Pro-Tempore Dyvik referenced another slide he'd presented in the past that showed the last 21 years of the contract:

- 1. LLFD CIP is underfunded, and Orono has control for CIP budgets.*
- 2. Early on, the Chief requested an increase in the CIP budget to meet the needs of the rising costs of equipment. Orono instructed him to make cuts in spending instead.*
- 3. A 3% increase was finally granted by Orono around 2013. It was supposed to be a 35% increase each year, as shown in the Chief's 15-year CIP in 2013 and 2014.*
- 4. Instead, Orono made it a one-time increase, so that now, nine years after that single increase, the annual budget still sits at only \$103,000.*
- 5. This one-time increase was acknowledged by the Orono negotiating team as a decision by a previous Orono Administrator.*
- 6. How will Orono manage this fund if it owns the Fire Department? Either it will continue to underfund, or fund it properly, demonstrating Orono's lack of support for the CIP only when it's under LLFD.*

Mayor Pro-Tempore Dyvik continued with his statement:

Then to address the second half of the Mayor's statement about, "In fact, we have known that we've had bad response times in Navarre for a long time now and they have still failed when they had that area to adequately protect our residents."

There were never any complaints about performance before. In fact, they used to specifically say it's not about performance.

Mayor Pro-Tempore Dyvik referenced another slide he'd presented two years ago titled 'NOT ABOUT PERFORMANCE':

Orono Claim:

Orono has said it's not an issue of performance or service, but rather it's a financial issue. Orono quote, "This is a business decision. There's been a lot of rhetoric that it's about performance. It has nothing to do with performance. It's a dollars and cents thing." – Rich Crosby, June 13, 2022

Fact:

Agree that performance has been excellent, thanks to the commitment of our firefighters and the leadership of the Chief. There is no evidence of financial mismanagement.

Mayor Pro-Tempore Dyvik continued reading his statement aloud:

This is one of a number of quotes from the Orono Council that are on record stating it's not about performance.

But now, the Orono Mayor likes to point to Navarre as an area that the LLFD was failing. This argument of his comes from some manufactured response times that the Orono Fire Chief included in the needs assessment in 2023. In that assessment, there were some Station 2 response times that were not accurate or did not reflect correctly how the calls were responded to. For example, some of the Station 2 response times in the needs assessment analysis were actually backup calls to the Station 1 area. They were not in the Station 2 primary call area. In these cases, Station 1 had already responded to the call when Station 2 arrived as backup. These scenarios should not have been part of the Station 2 response time study, but they were used to make it look like Station 2 had slow response times. In fact, the LLFD has had acceptable response times as primary calls from Station 2 to the Navarre area and are faster than what Orono can provide now as they respond from their old Public Works building next to Orono City Hall. The truth is that OFD response to Navarre is not faster than LLFD was.

And by the way, some people at the Mayor's coffee questioned the ethics of having the new Orono Fire Chief do the needs assessment when his future employment depends on the outcome. They asked why an independent assessment wasn't done by someone who was not embedded in the Fire Department.

The Mayor also talked about how the cost to Orono from LLFD was going up and up and up every year, making it sound like operational costs were out of control. I showed a slide on this two years ago as well. It shows that we tracked closely to inflation rate over the course of the contract.

Historically, the operating budget has kept pace with the CPI. We did have a 19% increase in 2023. That was about a \$100,000 increase for on-call and training pay and insurance, turn out gear, maintenance, and fuel. Over half of the increase was related to insurance and well-deserved pay increases. By the way, this budget increase was developed under our former Fire Chief who is now Orono's current Fire Chief. It's interesting that they take issue with his leadership and budgeting when he is wearing a Long Lake hat, but no issue when he is wearing an Orono hat.

Of that \$100,000 increase, Orono paid \$85,000. But under our new Chief, we came in significantly under budget and refunded \$33,000 to Orono for 2023. The budget increase for 2023 was then actually closer to 10%. With that refund, Orono paid \$544,000 for full coverage of Orono by the LLFD in 2023. Compare that to the greater than \$1 million 2025 operational budget for Orono Fire to cover Navarre area alone, about one-third of Orono's coverage area – that's twice the cost to cover one-third the area, in addition to the millions that they are spending on redundant capital equipment. That's something that ought to bother Orono residents.

Again, I only responded to this as I feel the ongoing lies and direct attacks from the Orono Mayor need to be answered; and by the way, all of the documents, presentations, emails, and rulings related to the LLFD can be found on our city website.

Council member Feldmann noted that what was also interesting was that he recalled the LLFD had responded to more calls last year than the prior year, which means that in Chief Heiland's first year managing the Department, they had more calls and came in under budget.

Mayor Pro-Tempore Dyvik agreed that there had been a significant increase in call volume. The Department had also introduced duty crews, though Long Lake had mainly paid for that out of their own pockets. The Department implemented a very successful voluntary duty crew program and were also able to come in significantly under budget, which was a pretty big accomplishment for the LLFD under Chief Heiland.

Council member Feldmann shared that he had also watched the Coffee with the Mayor for the City of Orono and found the narrative to be fascinating in that they essentially manufactured a crisis and then blamed others for their own decisions. He added that the fact is that the data shows that things were well managed, and he has found this narrative very frustrating and was disappointed in the statements that were being made.

Mayor Pro-Tempore Dyvik reiterated that he did not normally respond to all of the 'noise' that is going on, for example, on social media, but when the comments were a direct attack on the Long Lake City Council that were based on misinformation and lies, he felt that he needed to respond.

Council member Feldmann noted that in the past, he had taken a look at some of the data, but the recent misinformation has made him think that he should dig back into and get more specific about some of the things that were covered in Mayor Pro-Tempore Dyvik statements because they were more general in nature. He felt it would be useful to let people know what was in the assessment and to respond by gathering some of the current data.

OTHER BUSINESS

Invoices for Wayzata Boulevard W Project - Council member Feldmann recalled that a few meetings ago, the Council had discussed the County finishing up on the Wayzata Boulevard W project and sending a late invoice to the City. He remembered that the invoicing was for a significant amount of money and asked if it would possible for the City to request that the County come to the Council and present their information in order to help them understand the invoicing situation. Weske reported that he had received the invoices from the County and was currently having the City's engineering firm double check the quantities that they were being billed for and review some of the past data. The invoice was from a project that occurred seven years ago, and the City's current engineering staff were not part of the design and engineering that took place. Once staff has more information, Weske indicated he would probably have the County come out and discuss the situation.

Technology Update - Moeller informed the Council that the City officially has a cloud backup solution in place for the first time ever, which seems to be working well thus far.

Meeting Date Changes - Mayor Pro-Tempore Dyvik reported that October 1, 2024 is the forum hosted by the League of Women Voters for the Orono Council and Mayor candidates from 7:00 pm to 8:30 pm. He mentioned that the Long Lake City Council was scheduled to meet that night, and asked if they may want to consider changing the meeting date. Moeller indicated that she already had a line item scheduled for discussion at the September 3, 2024 City Council meeting for other meeting date changes, so they could consider this as well. She noted that they could plan to just keep the agenda light that night and consider changing the start time to be a bit earlier, but still hold the meeting on that same date.

ADJOURN

Hearing no objection, Mayor Pro-Tempore Dyvik adjourned the meeting by general consent at 7:09 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 / September 3, 2024

SUBJECT: Approve Vendor Claims and Payroll

Prepared By: Amanda Nowezki, Finance Director

Report Date: 8/27/2024

Recommended City Council Action

Staff recommends the following:

Motion to approve vendor claims paid in the amount of \$46,963.55 and electronic vendor payments in the amount of \$1,802.66 for a total amount of **\$48,766.21**; Election Judge payroll in the amount of **\$896.50**; and gross City Employee payroll paid August 22 in the amount of **\$27,770.16**.

Overview / Background

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

Supporting Information

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



LONG LAKE, MN

08/27/24 1:45 PM

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Section 5B.

*Check Summary Register©

Checks 70641-70661

Name		Check Date	Check Amt	
10100 GENERAL FUND CASH				
70641	Advanced Imaging Solutions	8/26/2024	\$13.13	Copier Color Toner Freight
70642	CITY OF WAYZATA	8/26/2024	\$27,673.00	Police Services - Sept 2024
70643	COLONIAL LIFE	8/26/2024	\$13.06	AD Insurance - Sept 2024
70644	Kyle Crissey	8/26/2024	\$125.00	IT Services-Setup server backup and troublesh
70645	DELTA DENTAL	8/26/2024	\$327.19	Dental Insurance - Aug 2024
70646	FAUL PSYCHOLOGICAL	8/26/2024	\$1,330.00	Pre-Employment Psych Screening- S. Warner
70647	FP MAILING SOLUTIONS	8/26/2024	\$171.00	Postage Machine Service - 08/12/24-11/11/24
70648	GROVE NURSERY	8/26/2024	\$328.00	Holbrook Park Holiday Tree-8' Norway
70649	HAWKINS INC	8/26/2024	\$40.00	Water Chemicals - Chlorine Cylinder
70650	LANO EQUIPMENT OF LORETTO	8/26/2024	\$36.48	PW Weed Eater Parts
70651	LEXIPOL LLC	8/26/2024	\$2,557.64	FD Annual Fire Policy Manual/Training Bulletin
70652	MADISON NATIONAL LIFE	8/26/2024	\$131.20	STD Insurance - Sept 2024
70653	MEDIACOM	8/26/2024	\$400.00	PW Internet Services - (08/26/23-09/25/24)
70654	MN DEPARTMENT OF HEALTH	8/26/2024	\$1,849.00	MDH Fees 3rd Quarter 2024
70655	MN State Fire Chiefs Assn.	8/26/2024	\$1,055.00	2024 Annual Conference-M. Heiland
70656	NORTH MEMORIAL EMS	8/26/2024	\$30.00	BLS Ecards (x3)
70657	SAFETY VEHICLE SOLUTIONS	8/26/2024	\$571.00	FD Command-3; Install new Ipadmount and ch
70658	MN LIFE INSURANCE CO	8/26/2024	\$25.60	LIFE INS - Sept 2024
70659	Taft Stettinius & Hollister LL	8/26/2024	\$2,000.00	TIF DISTRICT 1-9 - Second Amendment to As
70660	TIMESAVER OFF SITE	8/26/2024	\$243.25	08/07 City Council Meeting Minutes
70661	VALLEY-RICH CO. INC	8/26/2024	\$8,044.00	Watermain Break-Daniels/Virgina Ave
Total Checks			\$46,963.55	



LONG LAKE, MN

Section 5B.

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*Check Detail Register©

Checks 70641-70661

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
10100 GENERAL FUND CASH					
70641	08/26/24	Advanced Imaging Solutions			
E 101-41910-2010		Office Supplies	\$13.13	INV337648	Copier Color Toner Freight
		Total	\$13.13		
70642	08/26/24	CITY OF WAYZATA			
E 101-42110-3130		Subcontracted Police Svc	\$27,673.00		Police Services - Sept 2024
		Total	\$27,673.00		
70643	08/26/24	COLONIAL LIFE			
G 101-21710		Other Deductions	\$13.06	43698310901	AD Insurance - Sept 2024
		Total	\$13.06		
70644	08/26/24	Kyle Crissey			
E 101-41500-3095		Computer Network Suppor	\$125.00	2716950	IT Services-Setup server backup and troubleshoot council projector HDMI
		Total	\$125.00		
70645	08/26/24	DELTA DENTAL			
E 101-41500-1310		Employer Paid Health	\$76.57		Dental Insurance - Aug 2024
E 101-43050-1310		Employer Paid Health	\$117.46		Dental Insurance - Aug 2024
E 601-49400-1310		Employer Paid Health	\$46.98		Dental Insurance - Aug 2024
E 602-49450-1310		Employer Paid Health	\$35.24		Dental Insurance - Aug 2024
E 603-43150-1310		Employer Paid Health	\$35.24		Dental Insurance - Aug 2024
E 101-43050-1310		Employer Paid Health	(\$15.06)		Dental Insurance - Aug 2024
G 101-21706		FlexPlan - Ins Prem	\$30.76		Dental Insurance - Aug 2024
		Total	\$327.19		
70646	08/26/24	FAUL PSYCHOLOGICAL			
E 205-42281-3050		Physicals / Other Medical	\$665.00	071824	Pre-Employment Psych Screening- S. Warner
E 205-42285-3050		Physicals / Other Medical	\$665.00	072524	Pre-Employment Psych Screening- M.Neubauer
		Total	\$1,330.00		
70647	08/26/24	FP MAILING SOLUTIONS			
E 101-41500-4130		Postage Machine Maint	\$171.00	RI106335393	Postage Machine Service - 08/12/24-11/11/24
		Total	\$171.00		
70648	08/26/24	GROVE NURSERY			
E 101-45200-2250		Landscaping Materials	\$328.00	34742700	Holbrook Park Holiday Tree-8' Norway
		Total	\$328.00		
70649	08/26/24	HAWKINS INC			
E 601-49400-2160		Chemicals and Chem Pro	\$40.00	6837011	Water Chemicals - Chlorine Cylinder
		Total	\$40.00		
70650	08/26/24	LANO EQUIPMENT OF LORETTO			
E 101-45200-2210		Equipment Parts	\$36.48	03-1097521	PW Weed Eater Parts
		Total	\$36.48		
70651	08/26/24	LEXIPOL LLC			
E 205-42280-3090		Software Support	\$2,557.64	invlex112399	FD Annual Fire Policy Manual/Training Bulletins



LONG LAKE, MN

Section 5B.

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*Check Detail Register©

Checks 70641-70661

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
Total			\$2,557.64		
70652	08/26/24	MADISON NATIONAL LIFE			
E 101-41500-1310		Employer Paid Health	\$49.20	1643792	STD Insurance - Sept 2024
E 205-42280-1310		Employer Paid Health	\$16.40	1643792	STD Insurance - Sept 2024
E 101-43050-1310		Employer Paid Health	\$32.80	1643792	STD Insurance - Sept 2024
E 601-49400-1310		Employer Paid Health	\$13.12	1643792	STD Insurance - Sept 2024
E 602-49450-1310		Employer Paid Health	\$9.84	1643792	STD Insurance - Sept 2024
E 603-43150-1310		Employer Paid Health	\$9.84	1643792	STD Insurance - Sept 2024
Total			\$131.20		
70653	08/26/24	MEDIACOM			
E 101-41942-3275		Internet Access (Mediaco	\$150.00	5900091316	PW Internet Services - (08/26/23-09/25/24)
E 101-41940-3275		Internet Access (Mediaco	\$250.00	5900091316	CH Internet Services - (08/26/23-09/25/24)
Total			\$400.00		
70654	08/26/24	MN DEPARTMENT OF HEALTH			
E 601-49400-4400		MDH Water Act Fees Re	\$1,849.00	081924	MDH Fees 3rd Quarter 2024
Total			\$1,849.00		
70655	08/26/24	MN State Fire Chiefs Assn.			
E 205-42281-3350		Education / Conferences	\$325.00	7786	2024 Annual Conference-R. Gonsior
E 205-42280-3350		Education / Conferences	\$365.00	7789	2024 Annual Conference-M. Heiland
E 205-42281-3350		Education / Conferences	\$365.00	7791	2024 Annual Conference-S. Spinks
Total			\$1,055.00		
70656	08/26/24	NORTH MEMORIAL EMS			
E 205-42281-3050		Physicals / Other Medical	\$30.00	8885021	BLS Ecards (x3)
Total			\$30.00		
70657	08/26/24	SAFETY VEHICLE SOLUTIONS			
E 205-42281-4030		Light Truck Maint & Repair	\$321.00	24030	FD Command-3; Install new Ipadmount and check engine light
E 205-42281-4030		Light Truck Maint & Repair	\$250.00	24030	FD-Command 2; Replace blue sea sure eject and try to eliminate rear noise
Total			\$571.00		
70658	08/26/24	MN LIFE INSURANCE CO			
E 101-41500-1310		Employer Paid Health	\$9.00	42270034	LIFE INS - Sept 2024
E 205-42280-1310		Employer Paid Health	\$3.00	42270034	LIFE INS - Sept 2024
E 101-43050-1310		Employer Paid Health	\$6.00	42270034	LIFE INS - Sept 2024
E 601-49400-1310		Employer Paid Health	\$2.40	42270034	LIFE INS - Sept 2024
E 602-49450-1310		Employer Paid Health	\$1.80	42270034	LIFE INS - Sept 2024
E 603-43150-1310		Employer Paid Health	\$1.80	42270034	LIFE INS - Sept 2024
G 101-21710		Other Deductions	\$1.60	42270034	LIFE INS - Sept 2024
Total			\$25.60		
70659	08/26/24	Taft Stettinius & Hollister LLP			
G 700-29326		VirginiaAve/The Stax(Nrth	\$2,000.00	M12065/0003	TIF DISTRICT 1-9 - Second Amendment to Assessment Agrmt
Total			\$2,000.00		



LONG LAKE, MN

Section 5B.

08/27/24 1:45 PM

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*Check Detail Register©

Checks 70641-70661

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
70660	08/26/24	TIMESAVER OFF SITE			
E 101-41500-3000		Professional Svcs	\$243.25	M29410	08/07 City Council Meeting Minutes
		Total	\$243.25		
70661	08/26/24	VALLEY-RICH CO. INC			
E 601-49400-4065		Water Main Break	\$8,044.00	33615	Watermain Break-Daniels/Virgina Ave
		Total	\$8,044.00		
		10100	\$46,963.55		

Fund Summary

10100 GENERAL FUND CASH

101 GENERAL FUND	\$29,311.25
205 FIRE DEPARTMENT	\$5,563.04
601 WATER FUND	\$9,995.50
602 SANITARY SEWER FUND	\$46.88
603 SURFACE WATER MGMT FUND	\$46.88
700 BUILDING PERMIT ESCROWS	\$2,000.00
	\$46,963.55



LONG LAKE, MN

08/27/24 1:55 PM

Page 1

Section 5B.

*Check Summary Register©

Checks 3042

Name		Check Date	Check Amt	
10100 GENERAL FUND CASH				
3042e	SPEEDWAY LLC	8/27/2024	\$1,802.66	Fuel - Aug 2024
Total Checks			\$1,802.66	



LONG LAKE, MN

Section 5B.

08/27/24 1:56 PM

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***Check Detail Register©**
Checks 3042

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
10100 GENERAL FUND CASH					
3042 e	08/27/24	SPEEDWAY LLC			
E 205-42281-2120		Motor Fuels	\$776.42	99189264	FD Fuel - Aug 2024
E 101-43000-2120		Motor Fuels	\$1,026.24	99189264	PW Fuel - Aug 2024
		Total	\$1,802.66		
		10100	\$1,802.66		

Fund Summary

10100 GENERAL FUND CASH

101 GENERAL FUND	\$1,026.24
205 FIRE DEPARTMENT	\$776.42
	\$1,802.66



LONG LAKE, MN

Payroll Summary

Pay Group: 25 Election Judges

Check Date: 8/15/2024 per. 4

Employee	Gross Wage	Federal Gross	State Gross	Federal Tax	State Tax	Local Tax	Social Security	Medicare	Retire	Sheltered	Tax Voluntary	Tips	Reimb.	Net Pay
000000283 DUPONT, PATRICK	181.50	181.50	181.50											181.50
000000258 FIERCE, NICOLE	170.50	170.50	170.50											170.50
000000261 KOSKI, JUSTIN	170.50	170.50	170.50											170.50
000000252 NOWEZKI, AMANDA	16.50	16.50	16.50											16.50
000000245 SKJARET, SARAH SALLY	189.75	189.75	189.75											189.75
000000084 SZELIGA, TIMOTHY L.	167.75	167.75	167.75											167.75

941 Deposit

Federal Tax	None
Medicare	None
Social Security	None
Advanced EIC	None
Total Deposit	None

Pay Summary

Gross	896.50
Federal Gross	896.50
State Gross	896.50
FICA Gross	0.00

Tax Summary

Federal Tax	
State Tax	
Local Tax	
FICA Ded/Ben	0.00
Medicare Ded/Ben	0.00

Others

Retirement	
Tax-Sheltered	
Voluntary	
Tips	0.00
Reimbursement	0.00
Net Pay (-tips)	896.50



LONG LAKE, MN

08/19/24 Section 5B.

Page 1

Payroll Summary

Pay Group: 01 Bi-Weekly

Check Date: 8/22/2024 per. 17

Employee	Gross Wage	Federal Gross	State Gross	Federal Tax	State Tax	Local Tax	Social Security	Medicare	Retire	Tax Sheltered	Voluntary	Tips	Reimb.	Net Pay
000000287 DECKER JR, MICHAEL	2,207.20	2,064.23	2,064.23	171.17	110.99		136.80	31.99	142.17	0.80				1,613.28
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	2,398.58	2,050.48	2,050.48	152.98	80.89		136.72	31.97	154.61	193.49				1,647.92
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	2,412.25	2,256.75	2,256.75	194.27	124.08		149.56	34.98	155.50					1,753.86
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.	515.00	515.00	515.00				31.93	7.47						475.60
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	\$2,818.21
Medicare	\$799.16
Social Security	\$2,806.50
Advanced EIC	None
Total Deposit	\$6,423.87

Pay Summary

Gross	27,770.16
Federal Gross	25,588.02
State Gross	25,588.02
FICA Gross	22,632.97

Tax Summary

Federal Tax	2,818.21	
State Tax	1,401.62	
Local Tax		
FICA Ded/Ben	1,403.25	1,403.25
Medicare Ded/Ben	399.58	399.58

Others

Retirement	1,970.00
Tax-Sheltered	212.14
Voluntary	
Tips	0.00
Reimbursement	0.00
Net Pay (-tips)	19,565.36



CITY OF
LONG LAKE

City Council Agenda Report

City of Long Lake

450 Virginia Avenue, PO Box 606

Long Lake, MN 55356

MEETING DATE / September 3, 2024

SUBJECT: Special Event Permit Request for the Birch's on the Lake Fun Run 5K and 10K

Prepared By: Jeanette Moeller, City Clerk

Report Date: 8/26/2024

Recommended City Council Action

Staff recommends the following:

Motion to adopt Resolution No. 2024-40 approving issuance of Special Event Permit #S2024-07 for the Birch's on the Lake Fun Run 5K and 10K to be held on September 22, 2024.

Overview / Background

Morgan Jappe, Apple Adventure Racing LLC, has submitted a Special Event Permit application to permit the annual "Birch's on the Lake Fun Run 5K and 10K" event on Sunday, September 22, 2024 from 11:00 am to 12:30 pm. Participants in the 5K and 10K runs will begin departing Birch's on the Lake at 11:00 am, heading east on the trail alongside Wayzata Boulevard W/CSAH 112 to the Luce Line Trail, running on the Luce Line Trail, and then turning around to return to Birch's on the Lake.

Staff and Wayzata Police have reviewed the application materials and recommend approval of the requested Special Event Permit, subject to conditions. The proposed permit includes a condition that the event organizer post temporary signage on Birch's on the Lake property along the trail at least three days prior to the run date as a courtesy advising public trail users of the run event.

Supporting Information

- Resolution No. 2024-40
- Special Event Permit for the Birch's on the Lake Fun Run 5K and 10K, including route maps



**City Council
Resolution No. 2024-40**

A RESOLUTION APPROVING THE ISSUANCE OF SPECIAL EVENT PERMIT #S2024-07 FOR THE BIRCH'S ON THE LAKE FUN RUN 5K AND 10K TO BE HELD SEPTEMBER 22, 2024

WHEREAS, the City has received a Special Event Permit application from Morgan Jappe on behalf of Apple Adventure Racing LLC requesting to hold the annual Birch's on the Lake Fun Run 5K and 10K event on Sunday, September 22, 2024 from 11:00 am to 12:30 pm; and

WHEREAS, the both the 5K and 10K runs would begin at Birch's on the Lake, 1310 Wayzata Boulevard W; with participants leaving Birch's, heading east via the trail alongside Wayzata Boulevard W/CSAH 112 to the Luce Line Trail, running the Luce Line Trail, and returning to Birch's via the same route in reverse; and

WHEREAS, the City of Long Lake and surrounding communities benefit from such special events; 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 approval letter attached hereto and made a part of this Resolution; and

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

NOW THEREFORE, BE IT RESOLVED, that the City Council of the City of Long Lake hereby approves issuance of Special Event Permit #S2024-07 for the Birch's on the Lake Fun Run 5K and 10K to be held on September 22, 2024 contingent on receipt of documentation, agency approvals, and satisfaction of all applicable conditions outlined by the Special Event Permit.

Adopted by the City Council of the City of Long Lake this 3rd day of September 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

Amount Due: \$ 100.00 Section 5C.

Date Paid: 8/26/2024

☐ Check # _____

☒ Credit Card

☐ Cash Receipt # _____

Deposit Required?

☐ Yes, Check # _____

☒ No

- **REVIEW PAGE 3 for the Special Event Permit application fee schedule and application submittal checklist.**

- Complete this permit application form and submit to City Hall **at least 45 days prior to the event start date.** Permit application must be accompanied by all exhibits requested to be considered complete.

Event Name Birch's on the Lake Fun Run Event - 5k and 10k fun run / walk course

Describe Location or Area of City Where Event Will Take Place Starts and ends at Birch's on the Lake Brewhouse - 1310 Wayzata Blvd, Long Lake, MN 55356

of Participants Expected to Attend Event 100-150 participants

Describe Any Participation/Entry Fees to be Charged Participants are charged a \$35-\$45 entry fee, proceeds to nonprofit

Event Dates/Times Proposed

** List all Event Dates/Times Below **			
Day of Week	Date	Start Time	End Time
Sunday	9/22/24	11am	12:30pm

Event Type (CHECK ALL THAT APPLY)

☐ Parade ☐ Festival ☒ Run/Walk ☐ Sporting Event ☐ Block Party ☐ Private Party
☐ Other, Explain _____

Event Includes (CHECK ALL THAT APPLY)

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

Will Parking for Event Exceed On Site Parking Facilities Available?

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

Traffic Control Personnel Provided by Whom Volunteers will be stationed along route to help direct runners.

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

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

n/a- no need for street closure; participants will not be blockading the movement of cars/traffic

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 Evanston Insurance Company Policy Number 3DS5474-M3263905

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

Full Name Morgan Jappe Daytime Phone 612-791-6553

Alternate Phone _____ Email Address morgan@breweryrunningseries.com

Street Address 1138 Marshall Ave

City, State, Zip St Paul, MN 55104

Organization Information

Organization Name Apple Adventure Racing, LLC / dba Brewery Running Series

Mailing Address 6674 Cortlawn Cir

City, State, Zip Golden Valley, MN 55426

Phone 612-791-6553 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 Morgan Jappe **Date** 07-29-24

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

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

Review by Department Head or Designee

☒ Public Works Reviewed By SD/JM Date 8/27/2024

☒ Fire Department Reviewed By MH/JM Date 8/26/2024

☒ Police Department Reviewed By MS/JM Date 8/26/2024

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

Date Approved _____ **PERMIT #** S2024-07

Conditions of Permit Approval

☐ Permit Conditions Detailed in Attached Letter Dated 8/26/2024

☐ Permit Conditions Listed Below:



August 26, 2024

Morgan Jappe, Event Organizer
 Apple Adventure Racing LLC
 6674 Cortlawn Circle S
 Golden Valley, MN 55426

RE: SPECIAL EVENT PERMIT CONDITIONS, PERMIT #S2024-07

Birch's on the Lake Fun Run 5K and 10K
 Sunday, September 22, 2024 / 11:00 am – 12:30 pm

Dear Event Organizer:

Your application for a Special Event Permit for the Birch's on the Lake Fun Run 5K and 10K is hereby approved, subject to the conditions listed below. The Wayzata Police Department and its officers, acting on behalf of the City of Long Lake, are empowered to revoke this Special Event Permit at any time for any safety concerns that are not immediately resolved by the permit holder or a representative of the permit holder. This revocation shall cause the immediate cancellation of the event originally authorized by this Permit.

- [] The Long Lake Fire Department and Wayzata Police Department, acting on behalf of the City of Long Lake, may impose additional conditions to this Permit by letter or memorandum of the Fire or Police Chief as needed.
- [] A Certificate of General Liability Insurance must be submitted to the City Clerk *by no later than Wednesday, September 18.*
- [] The 5K and 10 K run routes must be consistent with the route maps submitted as part of the Special Event Permit application. Both the 5K and 10K runs will follow an out and back route departing from Birch's on the Lake heading east via the trail adjacent to Wayzata Boulevard W/CSAH 112, connecting to the Luce Line Trail, running on the Luce Line Trail, and then returning in reverse.
- [] The event description indicates that beer will be served at the finish line of the event. Beer may only be distributed at Birch's on the Lake property – no beer may be distributed on any public trail, right-of-way, or roadway. Event participants/attendees may only consume beer on Birch's on the Lake property, and alcoholic beverages are not permitted to leave Birch's on the Lake property at any time.

SPECIAL EVENT PERMIT CONDITIONS, PERMIT #S2024-07

Birch's on the Lake Fun Run 5K and 10K - Sunday, September 22, 2024

Page 2 of 2

- [] Participants in the Birch's on the Lake Fun Run 5K and 10K must run on the trails provided and may not utilize Wayzata Boulevard W/CSAH 112 to pass other participants or for any purpose. Runners are to obey all traffic laws and any applicable signage. The event organizer will be responsible for communicating this to event participants. The event organizer is required to contact Wayzata Police Chief Marc Schultz at 952-404-5340 to arrange for any Police assistance the Police Chief (or his designee) deems necessary for the event, particularly for the 10K run route which is proposed to cross County Road 101, and for monitoring beer service at the finish line. Event organizer will be responsible to direct and supervise runners and participants throughout the run route, with personnel utilizing traffic safety vests and/or flags while at their posts.
- [] At least 3 days prior to the event date, event organizer is required to post temporary signage (minimum of 2 signs) on Birch's on the Lake property along the trail advising public trail users that 5K and 10K runs will be held on Sunday, September 22 from 11:00 am to 12:30 pm. This temporary signage must be for public advisory to general trail users, and not purposed for event advertising. *Temporary signage must be posted by no later than September 19, 2024, and removed promptly following the event.*
- [] Cleanup of any event related debris along the 5K and 10K run routes must be completed immediately after both runs are complete.
- [] Any parking on Wayzata Boulevard W/CSAH 112 is prohibited. If the event host site (Birch's on the Lake, 1310 W Wayzata Boulevard) parking lot becomes full, it is a condition of this permit that an overflow parking site be provided, with shuttle or valet service employed between the host site and overflow parking site. Said overflow parking site must be privately owned property, with parking to be permitted by permission of the property owner. Neither Nelson Lakeside Park, nor any Long Lake public streets or park property, may be used for overflow parking purposes.

Please be advised that by acceptance of Special Event Permit #S2024-07, the event organizer/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,

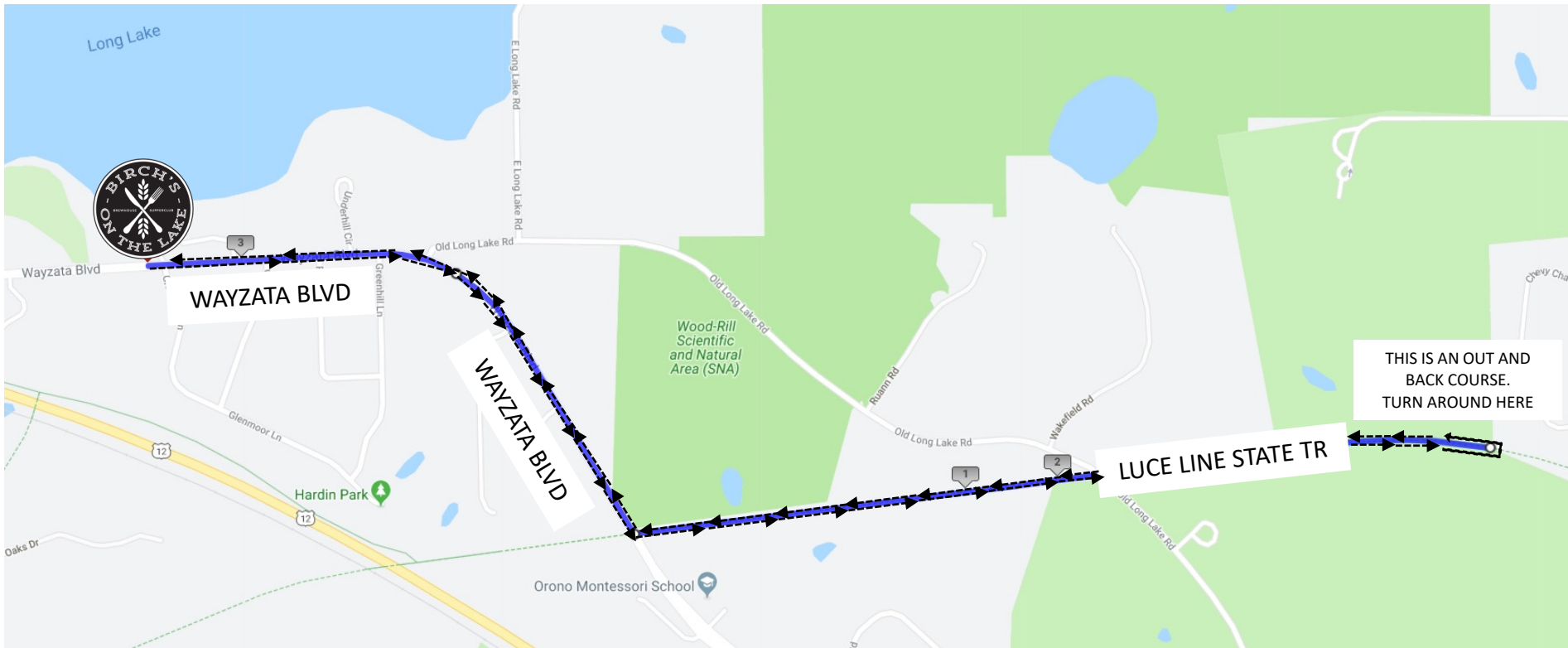


Jeanette Moeller
City Clerk

THE COURSE @ BIRCH'S ON THE LAKE



5K COURSE



- YOUR 5k-ish COURSE WILL START AND END AT **BIRCH'S ON THE LAKE** | 1310 WAYZATA BLVD
- OBEY ALL TRAFFIC LAWS AND SIGNALS. THIS IS **AN OPEN COURSE, ROADS WILL NOT BE CLOSED**
- **BE SAFE AND HAVE FUN!** FREE BEER WHEN YOU CROSS THE FINISH LINE!

THE COURSE @ BIRCH'S ON THE LAKE



Section 5C.

10K COURSE



- YOUR 10k-ish COURSE WILL START AND END AT **BIRCH'S ON THE LAKE** | 1310 WAYZATA BLVD
- OBEY ALL TRAFFIC LAWS AND SIGNALS. THIS IS **AN OPEN COURSE, ROADS WILL NOT BE CLOSED**
- **BE SAFE AND HAVE FUN!** FREE BEER WHEN YOU CROSS THE FINISH LINE!



CERTIFICATE OF LIABILITY INSURANCE

DA
Section 5C.

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 East Main Street Insurance Services, Inc. Will Maddux PO Box 1298 Grass Valley CA 95945	CONTACT NAME: Will Maddux PHONE (A/C, No, Ext): (530) 477-6521 FAX (A/C, No): E-MAIL ADDRESS: info@theeventhelper.com
INSURED Apple Adventure Racing, LLC dba Brewery Running Series c/o Morgan Jappe 6674 Cortlawn Cir S Minneapolis MN 55426	INSURER(S) AFFORDING COVERAGE INSURER A: Evanston Insurance Company INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:

COVERAGES**CERTIFICATE NUMBER:****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 ☒ Host Liquor Liability ☐ Retail Liquor Liability GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PRO-JECT ☐ LOC OTHER:	Y	Y	3DS5474-M3263905	SEE BELOW 12:01 AM	SEE BELOW 12:01 AM	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 Deductible \$ 1,000
	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB ☐ OCCUR EXCESS LIAB ☐ CLAIMS-MADE DED \$ RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? ☐ Y / N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N / A					PER STATUTE ☐ OTH-ER ☐ E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

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

Certificate holder listed below is named as additional insured per attached MEGL 2217 01 19 for the following dates: 09/22/2024, 09/28/2024, 09/29/2024, 10/05/2024, 10/06/2024, 10/12/2024, 10/19/2024, 10/26/2024, 11/02/2024, 11/09/2024, 12/07/2024 & 12/14/2024. Attendance: 3000, Event Type: Fun Run. Waiver of Subrogation applies per attached CG 24 04 12 19. Primary/Non-Contributory wording applies per attached CG 20 01 04 13.

CERTIFICATE HOLDER**CANCELLATION**

City of Long Lake 450 Virginia Avenue 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
--	---



EVANSTON INSURANCE COMPANY

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – DESIGNATED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:
COMMERCIAL GENERAL LIABILITY COVERAGE FORM

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s):

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

A. Section II – Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule of this endorsement, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by the acts or omissions of any insured listed under Paragraph **1.** or **2.** of Section II – Who Is An Insured:

1. In the performance of your ongoing operations; or
2. In connection with your premises owned by or rented to you.

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

B. With respect to the insurance afforded to these additional insureds, the following is a

Section III – Limits Of Insurance:

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or
2. Available under the applicable Limits of Insurance shown in the Declarations; whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.

All other terms and conditions remain unchanged.



CITY OF
LONG LAKE

City Council Agenda Report

City of Long Lake

450 Virginia Avenue, PO Box 606

Long Lake, MN 55356

MEETING DATE / September 3, 2024

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

Prepared By: Scott Weske, City Administrator

Report Date: 8/27/2024

Recommended City Council Action

Staff recommends the following:

Motion to adopt Resolution No. 2024-41 approving a wage step increase for Public Works Maintenance Worker I Noah Mackey 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. Mackey was appointed to the position of Public Works Maintenance Worker I on February 20, 2024 and subsequently began his employment on March 4, 2024. Staff finds Mr. Mackey'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. Mackey receive a one-step wage increase from Step 1 to Step 2.

Supporting Information

- Resolution No. 2024-41
- Personnel Action Form



**City Council
Resolution No. 2024-41**

**A RESOLUTION APPROVING A WAGE STEP INCREASE FOR
PUBLIC WORKS MAINTENANCE WORKER I NOAH MACKEY**

WHEREAS, Public Works Maintenance Worker I Noah Mackey 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. Mackey was appointed by City Council to the position of Public Works Maintenance Worker I on February 20, 2024 at the Step 1 wage rate for his position, and began his employment with the City on March 4, 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 Noah Mackey is hereby increased from Step 1 to Step 2 of the Salary Pay Plan effective September 4, 2024.

Adopted by the City Council of the City of Long Lake this 3rd day of September 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: Noah Mackey 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>Probationary MWI</u>	<u>Probationary MW I</u>
3. Salary Step	<u>Step 1: \$27.34/hr</u>	<u>Step 2: \$27.97/hr</u>
4. Wage (or Bonus)	<u>N/A</u>	<u>N/A</u>
5. Reason for Action	<u>Satisfactory six month probationary status performance review</u> <u>of Maintenance Worker I position.</u>	
6. Effective Date	<u>9/4/2024</u>	

7. SIGNATURES

Noah Mackey
STAFF SIGNATURE

8/27/24
Date

[Signature]
DEPARTMENT HEAD SIGNATURE

8-27-24
Date

[Signature]
CITY ADMINISTRATOR SIGNATURE

8-27-24
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 / September 3, 2024

SUBJECT: Approve City Council Meeting Schedule Changes, Establish Long Lake Canvassing Board Meeting

Prepared By: Jeanette Moeller, City Clerk

Report Date: 8/27/2024

Recommended City Council Action

Staff recommends the following:

1. Motion to amend the start time for the Tuesday, October 1, 2024 City Council meeting to begin at 5:30 pm.
2. Motion to schedule a meeting of the Long Lake Canvassing Board for Tuesday, November 12, 2024 beginning at 6:15 pm; and to reschedule the Tuesday, November 5 and Tuesday November 19, 2024 City Council meetings to be held on Tuesday, November 12 and Tuesday, November 26 beginning at 6:30 pm.

Overview / Background

1. On the same evening as the City Council's regularly scheduled October 1 meeting, the League of Women Voters is sponsoring a candidate forum for Orono's Mayoral and Council member candidates beginning at 7:00 pm in the Orono City Council Chambers. Additionally, a vice presidential candidate debate will be taking place that night. Council members have expressed an interest in witnessing one or both events live; therefore, staff is recommending the Council consider a motion to move the October 1 meeting start time up an hour to begin at 5:30 pm. Accordingly, staff will be planning for a light meeting agenda with limited business, and will post a quorum notice to allow City Council members to attend the Orono Candidate Forum if desired.
2. The 2024 Minnesota State General Election will take place on Tuesday, November 5. Additionally, the City will be having a municipal election in conjunction with the State General Election to elect the offices of Mayor and Council Member (two seats). The City Council will need to meet as the Long Lake Canvassing Board between three and ten days after the General Election, or between November 8 and November 15, in order to canvass the City's local election results (Minn. Stat. 205.185, subd. 3). Also, the regularly scheduled November 5 City Council meeting must be rescheduled to an alternate date due to the State General Election taking place on that day.

Staff is recommending that a meeting of the City Council as the Long Lake Canvassing Board be scheduled for Tuesday, November 12, 2024 at 6:15 pm. Also, staff recommends that the Tuesday, November 5 and Tuesday, November 19 City Council meetings be rescheduled to take place on Tuesday, November 12 and Tuesday, November 26 beginning at 6:30 pm.

Supporting Information

- None