



CITY COUNCIL MEETING

November 21, 2023 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 6, 2023 City Council Work Session
 - [B.](#) Approve Minutes of November 6, 2023 City Council Meeting
 - [C.](#) Receive Unofficial Draft Minutes of October 16, 2023 Park Board Meeting
 - [D.](#) Approve Vendor Claims and Payroll
 - [E.](#) Accept the Resignation of Firefighter Paul Kubista From the Long Lake Fire Department
 - [F.](#) Accept the Resignation of Firefighter Sam Paulison From the Long Lake Fire Department
 - [G.](#) Adopt Resolution No. 2023-45 Reappointing Anita Secord to Continue as a Member on the Planning Commission for a Term Effective January 1, 2024 Through December 31, 2027
 - [H.](#) Adopt Resolution No. 2023-46 Approving Issuance of Special Event Permit #S2023-12 for the 2023 Long Lake Holiday Tree Lighting Ceremony in Holbrook Park on Friday, December 8, 2023; and Approve Issuance of a Noise Variance Permit Authorizing Use of Sound Amplification Equipment
 - [I.](#) Adopt Resolution No. 2023-47 Approving Issuance of Special Event Permit #S2023-13 for Sled Dog Days at Birch’s on the Lake to be Held on Dates in January and February, 2024; and Authorize the Hennepin County Sheriff’s Office Water Patrol Unit to Permit the Event
 - [J.](#) Adopt Resolution No. 2023-48 Accepting a Donation to the Long Lake Public Works Department of 3,000 LED Holiday Lights to Decorate the Holiday Tree in Holbrook Park
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. Updates and Discussion Regarding Fire Department Matters

8. Other Business

9. Adjourn

UPCOMING MEETINGS & OTHER DATES OF NOTE

Thursday, November 23 - Friday, November 24 / City Offices Closed for Thanksgiving

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

Tuesday, December 5 (6:30 pm) / City Council Meeting



**MINUTES
CITY COUNCIL WORK SESSION
November 6, 2023**

CALL TO ORDER

The meeting was called to order at 5:36 pm.

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

Staff Present: City Administrator: Scott Weske; and Public Works Director: Sean Diercks

Absent: Council: Deirdre Kvale

APPROVE AGENDA

A motion was made by Dyvik, seconded by Joyce, 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

Presentation by the Long Lake Garden Club

Anita Secord, Long Lake Garden Club, reviewed the mission of the Club, their membership, and highlighted various projects they had worked on around the City such as the Brown Road City monument sign. She outlined the needs they see for the lakeside City monument sign and the difficulty in mowing and keeping the area weeded because of the incline at that location. The Club would like to ask the City do something about the incline and possibly have a landscaping company come in to terrace and level it off a bit.

Council member Dyvik questioned whether the area could be terraced without having to remove any of the trees.

Secord believed that it could be terraced without affecting the trees.

Public Works Director Diercks commented that he would propose making the area smaller and noted that there are a lot of utilities in the area that should remain undisturbed. He would suggest the landscaped area be brought down to something more easily manageable. He added that the work the Long Lake Garden Club has been able to do looks great.

Secord reiterated her request for the City to do something about the incline at the lakeside monument.

Mayor Miner recalled that Council member Dyvik had been part of the original design meetings and asked if the issue had ever come up.

Council member Dyvik replied that it had not, but he was not sure if they were envisioning the backside looking like it does. He agreed with the suggestion made by Public Works Director Diercks to let that come forward a bit and focus on a smaller area. He observed that he loves the trees as a backdrop to the monument.

Council member Feldmann asked how hard it would be to bring the mulch down.

Secord suggested that they could put in something like a lilac bush.

Diercks clarified that his idea was to pull up the existing edging and bring down the landscaped area to a more manageable section, rake the mulch out or let it grow up, throw some seed in, and see what takes.

Council member Dyvik mentioned the importance of putting down landscape fabric in order to help keep the weeds down.

Diercks pointed out the need for caution because the area is in County right-of-way and not the City's, but noted that he suspects they won't actually say anything.

Council member Dyvik agreed, observing that the Council has left town now and things have not happened in the way they had originally sold the plans to the City.

Diercks suggested planting a native prairie mix like they had done at Wurzer Trail.

Secord recommended that the City get a landscaper to come in and give them some ideas and opinions on what would work well in the space, as the area is a gateway into the City and is very visible.

Council and staff discussed some of their personal plants that could be donated for future plantings.

Secord continued reviewing the other projects the LLGC has worked on including around Fire Station 1 and the Martha Lane/Symes Street path. She noted that one of their ideas was possible wreaths for the monument signs.

Council member Dyvik asked where the wreaths would be placed on the monuments and expressed concern about them covering the lettering on the signs.

Secord gave a few possible locations for placement of wreaths on the monuments and stated that she could obtain pricing if the Council was interested.

Mayor Miner inquired whether there was anything left in the budget for 2023 for purchasing wreaths for the monument signs.

Diercks suggested that the Council budget for this expense in 2024. Public Works may already have some garland that could be placed on the monuments for this year.

Weske noted that he knows there are a lot of holiday décor items packed in boxes in storage and agreed that there may be some things that are still in good shape that could be repurposed for use in this manner.

Council members directed staff to try to piece together some holiday décor for the monument signs from what they already have in storage.

Secord reported that plans to host the Long Lake Christmas Home Decorating Contest once again are underway and she is looking for one more contest judge. The LLGC would also like the Council to consider various club promotion opportunities such as a pamphlet, a tab on the City's website and Facebook page, or signs that show the plantings are maintained by the Long Lake Garden Club. She was also wondering about the idea of the Club having a float in the Corn Days Parade. She reviewed various supply needs the club has and explained that one of her big goals is to get a shed with a combination lock rather than a key so everybody would be able to have access when needed.

Diercks added that staff had considered the possibility of using the warming house for this purpose.

Mayor Miner recalled that the building has a key lock rather than a combination and asked if that may be able to be changed out.

Diercks responded that City Clerk Moeller would have to make that determination because she was 'keeper of the key' for that building.

Mayor Miner asked City Administrator Weske to have a conversation with City Clerk Moeller and see if they can figure out a solution that will work for the Garden Club.

Secord shared a project the LLGC had undertaken at the request of the Woodlands and reviewed some opportunities they have recognized for future projects throughout the City. She added that the City may be able to advertise for a volunteer seasonal Public Works 'employee' to assist with watering on the weekends, similar to what is done to become a Police Reservist. She reflected on the importance of watering.

Mayor Miner asked if the Public Works crew enjoyed the watering duties or if they were opposed to coming in on weekends to take care of the watering.

Diercks explained that they are on-call anyway.

Secord noted that they would not have to pay anything if watering was handled by a volunteer.

Diercks pointed out that Wayzata Boulevard W can be a very busy street and he expressed concern about a volunteer getting killed while they were watering plants.

Secord suggested that the Long Lake Chamber of Commerce with landlords and business owners could help with beautification efforts for the downtown areas. She recommended having a business holiday decorating contest with a traveling trophy and ribbon. She stated that she would like to find a way to create some Long Lake pride. She noted that another idea would be to partner with the Boy Scouts for various service or Eagle Scout projects. She shared ideas she had for possible fundraising or donation programs, including something like a mural competition. She noted that there are grants available for this type of work, but suggested that the City may want to hire a grant writer to assist in that process. She reported that overall the LLGC members had put in a total of 113.75 volunteer hours in 2023, not including her administrative time. She shared the idea of having a big community garden with picnic tables but recognized that would be a large undertaking for some time in the future.

Mayor Miner thanked the members of the Long Lake Garden Club, and expressed appreciation to Ms. Secord for her work with the Garden Club and for the City.

Secord assured the Council that she wanted to serve the City and continue to help Public Works Director Diercks and his team however she can.

OTHER BUSINESS

Budget Progress Update – Council member Dyvik reflected that the City had been spending quite a bit of money during the second half of the year. While it has all been on really good things, he asked if the Council could receive a report on how they are doing with actual budget numbers before they approve the budget for next year. Weske replied that he could get updated budget information for the Council and noted that for 2024, there had been a \$1,000 increase planned into the Park budget for materials for the LLGC. Dyvik clarified that he was not specifically talking about the Park budget, but rather the budget overall because there have been a lot of unanticipated 2023 expenses.

Future Fire Services Open Forum – Council member Joyce asked if the Council should consider scheduling another public forum type meeting regarding the Fire Department situation in order to promote community awareness. Mayor Miner indicated that while there may not be enough information available right now to do so, the idea was a good seed to plant for the Council to think about for the future.

ADJOURN

Hearing no objection, Mayor Miner adjourned the meeting by general consent at 6:30 pm.

Respectfully submitted,

Scott Weske
City Administrator



**MINUTES
CITY COUNCIL MEETING
November 6, 2023**

CALL TO ORDER

The meeting was called to order at 6:34 pm.

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

Staff Present: City Administrator: Scott Weske; City Engineer: Brad Reifsteck; and Public Works Director: Sean Diercks

Absent: Council: Deirdre Kvale

PLEDGE OF ALLEGIANCE

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

Mayor Miner reported that the City Council had met in a work session prior to the regular meeting and had received a really good presentation from the Long Lake Garden Club that reviewed some details about what they had accomplished in 2023. He expressed his appreciation for the work the Long Lake Garden Club has done to help the City and the Fire Station look beautiful.

Mayor Miner also thanked Council member Dyvik for running the last Council meeting when he had been unable to attend.

APPROVE AGENDA

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

CONSENT AGENDA

The Consent Agenda consisted of the following:

- A. Approve Minutes of October 17, 2023 City Council Work Session Meeting
- B. Approve Minutes of October 17, 2023 City Council Meeting
- C. Approve Vendor Claims and Payroll
- D. Authorize Payment of Pay Request No. 1 to Valley Paving, Inc. in the amount of \$219,247.60 for the 2023 Pavement Management Improvement Project

A motion was made by Dyvik, seconded by Joyce, 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

Proposal for 2024 Pavement Management Improvement Project

City Engineer Reifsteck gave an overview of a proposed Professional Services Agreement (PSA) prepared by WSB for the City's 2024 Pavement Management Improvement Project which would include Lindawood Lane, Lakeview Avenue, Central Avenue, and Upper Lea Lane. He presented the projected design and construction costs.

The Council discussed the projects that took place in 2022 and 2023 and possible bonding plans further out for Grand Avenue.

Reifsteck noted that the City could remove the Central Avenue and Lakeview Avenue segments from the project in order to lower the cost down to the usual \$250,000 level that they have been maintaining for improvement projects the last few years.

City Administrator Weske commented that they should be able to prepare the construction plans for all the projects, certain plans could be shelved, and then those particular projects could be bid when the City has funds available with the engineering work having already been done.

Public Works Director Diercks noted that Glenmoor Lane, Heather Lane, and Russell Lane will all require utility replacements when the streets are redone.

Council member Dyvik questioned why the cost for reconstruction of Grand Avenue was projected to be around \$6 million while the 2024 proposed projects were only anticipated to cost around \$400,000.

Weske replied that the 2024 projects consist of surface only improvements and would not involve any utility work.

Reifsteck added that there are also a lot of drainage issues that need to be addressed along Grand Avenue. For the 2024 projects proposed, when looking at adding curb and gutter or utilities, it disturbs the underlying subsoils which thereby kicks in the MCWD requirements. He observed that the pavement improvements the City had completed over the last few years have really improved the overall OCI of the City's streets.

Council member Dyvik stated that he would like to hear the outcome of the bonding tour next week before the Council makes a decision, because that outcome could change everything.

Reifsteck clarified that the only time crunch would be for completing surveys and pavement cores because once it snows, it is difficult to do some of that work. He noted that it appears as though there will be a stretch of good weather yet, so the Council could take the risk that they will not get snow until the middle of December. He reiterated that his only concern would be about trying to get some of the survey and core work done up front, and recalled the point raised by Weske that some of the engineering work would not be wasted regardless of what happens. He suggested that the Council authorize WSB to move forward with the pavement forensics and survey work, and then they could return with a proposal after the bonding tour and be prepared to make plans from there.

Council and staff discussed the work items that would be broken out and approved while they wait to see what happens with the bonding tour.

Reifsteck noted that they may not hear about the bonding tour results until the first of the year, so the pavement forensic work could be done to prepare design proposals, and then the information would be ready to pull off the shelf when the City is ready to move forward with construction.

Council member Dyvik asked what the pavement forensic work would tell them.

Reifsteck explained that the work would provide information regarding the thickness of the existing bituminous material and the thickness of the underlying gravel to determine whether there would be enough structure to support a road that can last 35 years with a reclaim project.

Council member Dyvik questioned whether the construction cost estimates were assuming that there are sufficient bases already in place; therefore, construction costs would rise if they find the roads do not have the bases needed.

Mayor Miner asked if the information depicted on the OCI map from 2023 was based on core samples or just visual inspections.

Reifsteck responded that the OCI map ratings were based on surface views of things like cracks and stress points.

Mayor Miner sought staff's opinion on going the route of moving forward with the forensics and the topography survey.

Weske voiced support for that approach as the information would be ready for later, if it is necessary to delay construction.

The Council discussed the current balance in the Pavement Management Fund and expectations of income from franchise fees.

A motion was made by Joyce, seconded by Miner, to approve a Professional Service Agreement (OSA) with WSB for the topography survey and the pavement forensics, as presented for the 2024 Pavement Improvement Project scope. Ayes: all.

Council member Dyvik inquired to what degree heavy equipment impacts the structural integrity of a road.

Reifsteck confirmed that it can definitely impact them, but most County roads are designed to support 10 tons.

Council member Dyvik referenced the Zvago project and the project along Martha Lane that both entailed use of heavy equipment. He suggested that staff take a look and do a visual inspection of the roadways.

Reifsteck offered to go take a look and mentioned that most of the time heavy equipment will start rutting a road versus cracking. He commented that he would not worry about cracks unless they begin doing what they call 'alligatoring'.

Approve Proposal by Telemetry and Process Controls, In c. (TPC) for Water Distribution System Upgrades

Diercks presented a proposal from Telemetry and Process Controls to update the City's obsolete controls at the well houses, water tower and the associated equipment. The existing equipment had been installed in the early 2000's and has begun to have some problems over the last six months. He voiced his hope that the equipment upgrade would get the City another 25 to 30 years of operations, and anticipated that once ordered, equipment would take about six to 10 weeks to arrive.

Council member Dyvik asked if the City should obtain a competitive quote before moving forward.

Council member Joyce recalled that she thought the City was required to get a second quote at a certain dollar amount.

Diercks clarified that this would be under that threshold so they would not need to get a second quote.

Mayor Miner asked if there were other companies out there that provided this type of service.

Diercks explained that the reason the City went with TPC was that the company is very familiar with the existing system, which should make the transition as seamless as possible.

Council member Joyce wondered how long it would take the vendor to complete all the updates.

Diercks replied that he would expect the work would take anywhere between seven to 10 days.

Mayor Miner asked about funding for this upgrade.

Diercks responded that the upgrade would be allocated to the Water Fund 601 account.

Council member Dyvik reiterated that he would just like to see multiple bids on this type of expenditure.

Council member Joyce pointed out that there is value in a seamless transition with the same vendor.

Weske noted that the equipment upgrade will offer Public Works some remote capabilities so they would not necessarily need to drive in for a false alarm kind of situation.

A motion was made by Miner, seconded by Joyce, to approve the proposal from Telemetry and Process Controls, Inc. (TPC) of Oakdale with the City of Long Lake's existing obsolete water tower level responsive automatic well pump's radio telemetry control, monitoring, alarm system with new remote login and control equipped with Allen-Bradley programmable logic controls (PLCs) and operator interface terminal (OITs) as quoted for \$54,409. Ayes: all.

Approve Update of Water Meter Reading Equipment to the MRX-920 Receiver

Diercks reviewed past discussions with the Council about upgrading the City's meter reading equipment and software. He recalled that the Council had approved everything but the MRX-920 receiver at their August 2, 2023 meeting; however, now that staff has spent time working with the equipment, they now feel that the MRX receiver is an operational necessity. He indicated that there had been some additional negotiations following the initial Council approval in August which created a savings of about \$3,290 that he is suggesting be used towards the purchase of the MRX receiver. He noted that he expects the new receiver will allow Public Works to take meter readings from the entire City in about 15 minutes versus the current four to five hours that the process takes.

Council member Dyvik expressed concern that there may be compatibility issues by using the new receiver and the older transmitters.

Diercks assured him that there would not be compatibility issues.

Council Dyvik added that he believed the receiver would be a good thing, but he felt the need for caution about the potential for planned obsolescence.

A motion was made by Dyvik, seconded by Feldmann, to approve upgrading the current water meter reading equipment to the MRX-920 Receiver, as quoted. Ayes: all.

Resolution Authorizing Contracting with Long Lake Bakery MinneCafe (Owned by a City Council Member) for a Custom Cookie Order

Weske announced that the City has the opportunity to present the Grand Avenue reconstruction project to the Minnesota House of Representatives Capital Investment Committee for consideration of funding during their upcoming bonding tour. He stated that it is customary for the City to provide light refreshments or treats at this type of event. Staff identified MinneCafe as a local company that could provide gourmet cookies with some custom Long Lake logo work and packaging and possibly some marketing such as naming them 'Grand Avenue Pothole' cookies. He explained that MinneCafe is actually owned by Council member Joyce, therefore the provisions of Minn. Stat. 471.87 through 471.89 for this type of situation. Staff recommends adoption of the Resolution authorizing the contract with MinneCafe, and Weske noted that Council member Joyce will need to sign an Affidavit of Official Interest in Claim form upon delivery of the goods contracted for.

Mayor Miner added that City Attorney Thames had provided information and guidance on this matter to assure the contract was legal and that all bases were covered.

Council member Joyce confirmed for the record that she would abstain from the vote on this item.

A motion was made by Miner, seconded by Feldmann, to adopt Resolution No. 2023-44 authorizing contracting with a City Official in compliance with the provisions of Minn. Stat. 471.87 through 471.89 Ayes: Miner, Dyvik, and Feldmann. Abstained: Joyce. Motion carried.

Updates and Discussion Regarding Fire Department Matters

Mayor Miner reported that there had been a lot going on over the last few weeks on this subject. A productive Future Fire Services meeting had been held last week. Senator Long, who represents the area just to the west, had been in attendance. Senator Kelly Morrison has been leading the charge to try to get a Legislative Task Force established for the 2024 session. One of the things the group discussed was determining what equipment each Department has and considering the possibilities for sharing that equipment.

Mayor Miner advised there will be a Fire Advisory Board meeting during the next week. Additionally, a court hearing will take place on November 8, 2023 at 1:00 pm with regard to the City of Long Lake v. City of Orono. Both Long Lake and Orono have executed a number of legal filings related to the case and those legal documents can be found on the City's website. He encouraged residents to look them over so they are up to date on what is happening. He added that Chief Heiland is working on interviewing and potentially hiring three new firefighters.

Council member Dyvik indicated that related to the Fire Advisory Board meeting, he had asked City Administrator Weske to schedule another meeting after Orono's request to talk more about the duty crew data. He noted that he was planning to reach out to the Orono representatives to share the proposed agenda for the meeting and ask them to give feedback on whether there was anything else they wanted to see discussed. He shared that his understanding was that their hesitancy to approve the budget was mainly related to the duty crew data, but the duty crew program has been in operation for a few months now so they have additional data on sign ups as well as response times. He reminded the Council that this was a pilot program and they were trying to determine what is gained from the duty crew model. Chief Heiland has observed that he thinks the duty crew program is going well and pretty much as he expected it would. Council member Dyvik stated that he is hoping the result of the upcoming meeting will be that Orono will approve the proposed 2024 budget.

A gentleman spoke from the audience and asked if he could speak to the Council.

Mayor Miner welcomed the individual to come to the podium and address the Council so everyone could hear him.

Mike Bash, 1680 Bollum Lane – Mr. Bash commented that he wanted to compliment the Long Lake City Council on their continued foresight in looking to the future, and shared that he has been very impressed with the Council's transparency surrounding the Fire Department issue as well. He asked what had happened to the negotiations on pricing between Long Lake and Orono; for example, he thought there was a conversation during which Orono had communicated to the City that they would pay them '\$X' amount for certain things, and then Long Lake had written back with a counter offer.

Council member Joyce believed Mr. Bash was referencing the last standing offer the Council had put out to Orono the previous January and clarified that particular offer was essentially never answered.

Mayor Miner stated that the letter the City wrote to Orono in January is available on the website, and at that time, Orono had advised the City that they were waiting for their needs assessment to be completed - which was done in May. There were some informal communications that came the City's way during that time, but Long Lake stuck with the option from the letter in January that they wanted Orono to join the City with a jointly operated Fire Department. He added that he would be attending the upcoming court hearing with City Attorney Thames, and would keep the Council updated.

Council member Joyce expressed her appreciation to the Long Lake Fire Department for hosting the Halloween 'Passport to Haunt' event and noted that she thinks the events that they sponsor are really special. Council member Dyvik added that his daughter had a really fun time with the 'Haunted Passport' activity at the event.

OTHER BUSINESS

Downtown Banner Redesign – Council member Dyvik stated that he would like to reach out to the local designer who had designed the banners for the downtown area a few years ago because they are getting a bit worn. He mentioned that the City should consider refreshing them or coming up with something with a different design or message, and he suggested asking the designer to bring a proposal to the City.

Congratulations to Orono Sports Teams – Council member Dyvik congratulated the Orono Swim and Dive Team for their recent win at the State Championship and shared that they had beaten a school who had won the title for the last 10 years. He also congratulated the Orono Football Team who won their

section, have moved onto the State tournament, and will be playing later this week at Elk River. He believed that the Boys Soccer Team also placed second at State. Mr. Bash added that the Boys Cross Country Team placed fourth in the State and the Girls Cross Country Team finished in eighth or ninth place.

Holiday Tree Lighting Event – Council member Joyce indicated that the Park Board is working on getting their event application to City Clerk Moeller for the Holiday Tree Lighting Event, which will be held on December 8, 2023.

ADJOURN

Hearing no objection, Mayor Miner adjourned the meeting by general consent at 8:00 pm.

Respectfully submitted,

Scott Weske
City Administrator



**MINUTES
PARK BOARD MEETING
October 16, 2023**

Meeting Location

HOLBROOK PARK, 300 Harrington Drive

Present: Chair: Donny Chillstrom; Members: Suzanne Caswell, Tony David, and Thomas Joyce

Absent: Members: Erika Leachman (with prior notice)

Call to Order

The meeting was called to order by Chair Chillstrom at 5:37 pm.

Approve Agenda

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

Consent Agenda

The Consent Agenda consisted of the following:

- a. Approve Minutes of July 17, 2023 Park Board Meeting

A motion was made by David, seconded by Caswell, to approve the July 17, 2023 meeting minutes as presented. Ayes: all.

REGULAR BUSINESS

a. Continue Planning for Holiday Tree Lighting Event

The Holiday Tree Lighting Ceremony is continuing as planned. Board member David committed to bringing straw bales donated by Otten Brothers. Chair Chillstrom committed to bringing the fire pits from the Orono Lions, as well as providing wood and new lights for the tree. Secretary Officer Joyce will be in touch with the Chamber of Commerce to ask about cookies and candy canes; will ask the city about providing a portable PA system; and will bring pens / name tags. Board member Caswell will work with the City Clerk to ensure ad is sent to the paper to publicize the event. She had also locked down Santa Claus for a visit, as well as secured a donation from North Mallow to provide marshmallows for the event.

Board members commented that the tree lighting needs improvement, as several light bulbs were burnt out that need to be replaced. Board member Caswell is looking at possibly getting an apple fritter food truck, if possible; and is looking into knit hats for the Park Board to wear at the event so folks know who is there to host and help. She also came prepared with fliers that Park Board members could distribute to local businesses. Board member Leachman had volunteered to work with Caribou Coffee to supply hot chocolate. Additionally, Board member David indicated he would bring a giant ladder golf set, and Secretary Officer Joyce committed to bringing a cornhole bags set.

b. Discuss Researching Possible Grant Opportunities for Dexter Park Playground Equipment Replacement

This discussion was postponed until the next meeting to ensure that Board member Leachman could participate.

c. Identify Suggestions for Potential Long Lake Garden Club Work List, Prepare Recommendation to City Council

This discussion was postponed until the next meeting to ensure that Board member Leachman could participate.

d. Establish Next Park Board Meeting Date, Location and Agenda Business

Park Board members will meet informally for a casual dinner and for the sole purpose of preparing for the Holiday Tree Lighting event. This dinner will be held on Monday, November 20 at 5:30 pm at San Pancho Mexican Restaurant. In addition, the Board will meet on Monday, December 11 at 5:30 pm for the purposes of addressing the above agenda items and to debrief on the Holiday Tree Lighting Event.

Adjourn

Hearing no objection, Secretary Joyce adjourned the meeting by general consent at 6:07 pm.

Respectfully submitted,
Thomas Joyce, Park Board Secretary Officer



CITY OF
LONG LAKE

City Council Agenda Report

City of Long Lake

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

MEETING DATE / November 21, 2023

SUBJECT: Approve Vendor Claims and Payroll

Prepared By: Amanda Nowezki, Finance Director

Report Date: 11/15/2023

Recommended City Council Action

Staff recommends the following:

Motion to approve vendor claims in the amount of \$282,125.25 and electronic vendor payments in the amount of \$931.15 for a total amount of **\$283,056.40**; October Fire Department Duty Crew payroll in the amount of **\$6,050.00**; and gross City Employee payroll paid November 16 in the amount of **\$26,406.19**.

Overview / Background

This vendor claims run includes the 2023 Pavement Rehabilitation Project payment of \$219,247.60 as approved by City Council on November 6, 2023.

Supporting Information

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



LONG LAKE, MN

11/15/23 3:38 PM

Section 5D.

Page 1

*Check Summary Register©

Checks 69981-70023

Name	Check Date	Check Amt	
10100 GENERAL FUND CASH			
69981	AED Superstore	11/9/2023	\$583.30 FD Oximeter
69982	Advanced Imaging Solutions	11/9/2023	\$64.00 Copier Contract Maint - Nov 2023
69983	BIFFS, INC.	11/9/2023	\$530.00 Biff Rental-Holbrook Park
69984	CARSON, CLELLAND & SCHRED	11/9/2023	\$7,293.00 Oct Legal Fees-FD Contract; Personnel Matter,
69985	CENTERPOINT ENERGY	11/9/2023	\$20.44 Gas Charges - 450 Virginia
69986	CITY OF ORONO	11/9/2023	\$186.96 FD2 - Water/Sewer Bill - 3770 Shoreline Dr (09
69987	CITY VIEW PLUMBING & HEATIN	11/9/2023	\$341.92 FD-Water Heater Repairs
69988	Complete Construction of Mpls	11/9/2023	\$19.67 Refund BLDG Permit OP
69989	CORPORATE MECHANICAL INC	11/9/2023	\$945.38 Well House #1 RPZ Annual Test/Rebuild Kit for
69990	FIRSTNET (AT&T)	11/9/2023	\$388.80 FD WIRELESS SERVICES (09/26/23-10/25/23
69991	FISCHER MINING, LLC	11/9/2023	\$1,309.29 Fill Sand for Streets
69992	GOPHER STATE ONE CALL	11/9/2023	\$99.90 Oct 2023 Locates
69993	HENNP COUNTY ADULT CORRE	11/9/2023	\$313.00 JAIL FEES-C. JOHNSON
69994	HENNEPIN CTY INFO. TECH. DE	11/9/2023	\$1,632.00 PW Radio Fees-Oct 2023
69995	HOTSY MINNESOTA	11/9/2023	\$3.55 FD Pipe Plug
69996	LEAGUE OF MN CITIES	11/9/2023	\$58.39 Workers Comp Deductible - M. Decker
69997	MEDIACOM	11/9/2023	\$831.78 FD1 Internet Services - (11/07/23-12/06/23)
69998	Metro West Inspection Svcs Inc	11/9/2023	\$543.71 Oct 2023 Permits
69999	METROPOLITAN COUNCIL	11/9/2023	\$20,634.67 Waste Water Services - Dec 2023
70000	MN VALLEY TESTING LAB	11/9/2023	\$45.32 Monthly Chlorine Report
70001	Kyle Crissey	11/9/2023	\$125.00 IT Services -Reconnect Copier and Scanner at
70002	POPP COMMUNICATIONS	11/9/2023	\$481.67 CH Phone System - Nov 2023
70003	ANTHONY REWERTS	11/9/2023	\$456.43 Exp Reimb-Tanker #11 Repair issues stranded
70004	TIMESAVER OFF SITE	11/9/2023	\$310.00 10/17 City Council+ Worksession Mtg Minutes
70005	TRIMBLE	11/9/2023	\$206.50 FD Dashcam Basic Bundle
70006	VALLEY PAVING	11/9/2023	\$219,247.60 2023 Pavement Rehabilitation Project - Pay Vo
70007	WESKE,SCOTT	11/9/2023	\$47.07 Exp Reimb-Lunch with Wayzata FD
70008	WRIGHT-HENNEPIN SECURITY	11/9/2023	\$231.60 Nov 2023 Security-450 Virginia
70009	ADAMS, CHRISTOPHER D.	11/15/2023	\$227.94 Exp Reimb -MN Fire Chiefs Conference Mileag
70010	ECONO SIGNS	11/15/2023	\$212.00 "No Parking" signs for City Hall Lot
70011	FERGUSON WATERWORKS	11/15/2023	\$510.00 Belt Clip Annual Service Agreement
70012	FISCHER MINING, LLC	11/15/2023	\$1,323.41 Fill Sand for Streets
70013	GARDNER, SHANE B.	11/15/2023	\$249.61 Exp Reimb -MN Fire Chiefs Conference Hotel (
70014	HAWKINS INC	11/15/2023	\$4,217.79 Water Chemicals - Chlorine Cylinder
70015	MinneCafe	11/15/2023	\$180.00 "Grand Ave Pothole Cookies" for House Capital
70016	NAVARRE MINNOCO	11/15/2023	\$245.60 FD FUEL - OCT 2023
70017	SUTTONS ADVANCED CLEANIN	11/15/2023	\$1,293.33 CH Cleaning Services - Nov 2023
70018	TRIMBLE	11/15/2023	\$5.00 FD Video Intelligence-Fetch Video Oct 2023
70019	UnitedHealthcare	11/15/2023	\$4,317.79 MEDICAL INS - Dec 2023
70020	WASTE MANAGEMENT- of WIMM	11/15/2023	\$4,019.05 FD1 Trash Services - Nov 2023
70021	Xcel Energy	11/15/2023	\$1,879.27 Street Lights - Act #5156925594
70022	Xcel Energy	11/15/2023	\$6,074.81 Electricity 09/24/23-10/23/23-CH
70023	ZARNOTH BRUSH WORKS INC	11/15/2023	\$418.70 PW Gutter Broom for Sweeper
Total Checks			\$282,125.25



LONG LAKE, MN

***Check Detail Register©**

Checks 69981-70023

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
10100 GENERAL FUND CASH					
69981	11/09/23	AED Superstore			
E 205-42281-2190		Medical Supplies	\$583.30	INV3041175	FD Oximeter
		Total	\$583.30		
69982	11/09/23	Advanced Imaging Solutions			
E 101-41500-4135		Copier Maintenance	\$64.00	INV317739	Copier Contract Maint - Nov 2023
		Total	\$64.00		
69983	11/09/23	BIFFS, INC.			
E 101-45200-3880		Portable Toilet Rental	\$91.00	W943121	Biff Rental-Holbrook Park
E 101-45200-3880		Portable Toilet Rental	\$91.00	W943122	Biff Rental-Hardin Park
E 101-45200-3880		Portable Toilet Rental	\$257.00	W943123	Biff Rental-Oct 2023
E 101-45200-3880		Portable Toilet Rental	\$91.00	W943124	Biff Rental-Dexter Park
		Total	\$530.00		
69984	11/09/23	CARSON, CLELLAND & SCHREDER			
E 101-42110-3120		Legal Fees - Civil	\$4,582.00	4603	Oct Legal Fees-FD Contract; Personnel Matter, Recruiting Issues, Corr w/Mayor, Fire Code, etc
E 101-41610-3120		Legal Fees - Civil	\$1,363.00	4603	Oct Legal Fees-General work session, zoning compliance, Ins rep, MSDPA Issues, etc
G 700-29294		Old Long Lake R(Landing	\$311.75	4603	Oct Legal Fees-Landings-Dewitz; easment docs, planner, escrow, etc
G 700-29328		1345 Wayzata Blvd-DISH	\$36.25	4603	Oct Legal Fees-Dish; Final Lease ameendments
E 101-41610-3040		Legal Fees - Criminal	\$1,000.00	4603	Oct Legal Fees-Criminal
		Total	\$7,293.00		
69985	11/09/23	CENTERPOINT ENERGY			
E 101-41940-3830		Natural Gas Expense	\$80.25	80000790651	Gas Charges - 450 Virginia
E 205-42286-3830		Natural Gas Expense	\$44.18	80000790651	Gas Charges - 3770 Shoreline
E 101-41942-3830		Natural Gas Expense	\$159.93	80000790651	Gas Charges - 2145 Daniels
E 602-49450-3830		Natural Gas Expense	\$20.87	80000790651	Gas Charges - 2200 Watertown Rd
E 602-49450-3830		Natural Gas Expense	\$20.87	80000790651	Gas Charges - 250 Lindawood
E 101-45200-3830		Natural Gas Expense	\$32.01	80000790651	Gas Charges - 309 Harrington
E 205-42282-3830		Natural Gas Expense	\$106.33	80000790651	Gas Charges - 340 N Willow Dr
E 205-42282-3830		Natural Gas Expense	(\$444.00)	80000790651	Gas Charges - 340 N Willow Dr (Credit Balance)
		Total	\$20.44		
69986	11/09/23	CITY OF ORONO			
E 205-42286-3820		City Utilities (Wat,Sew,Sto	\$186.96	173770000-1	FD2 - Water/Sewer Bill - 3770 Shoreline Dr (09/27/23-10/27/23)
		Total	\$186.96		
69987	11/09/23	CITY VIEW PLUMBING & HEATING INC			
E 205-42282-4010		Bldg Maint & Repairs	\$341.92	136009918	FD-Water Heater Repairs
		Total	\$341.92		
69988	11/09/23	Complete Construction of Mpls			
R 101-36260		Refunds & Reimbursemen	\$19.67	3216	Refund BLDG Permit OP
		Total	\$19.67		
69989	11/09/23	CORPORATE MECHANICAL INC			



LONG LAKE, MN

***Check Detail Register©**

Checks 69981-70023

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 601-49400-4010		Bldg Maint & Repairs	\$728.38	W70392	Well House #1 RPZ Annual Test/Rebuild Kit for failed test
E 101-41940-4010		Bldg Maint & Repairs	\$217.00	W70393	RPZ Annual Test
		Total	\$945.38		
69990	11/09/23	FIRSTNET (AT&T)			
E 205-42280-3230		Cell Phones	\$76.46	X11032023	FD WIRELESS SERVICES (09/26/23-10/25/23)
E 205-42281-3230		Cell Phones	\$235.88	X11032023	FD WIRELESS SERVICES (09/26/23-10/25/23)
E 205-42285-3230		Cell Phones	\$76.46	X11032023	FD WIRELESS SERVICES (09/26/23-10/25/23)
		Total	\$388.80		
69991	11/09/23	FISCHER MINING, LLC			
E 101-43100-2245		Sand / Salt Plowing Materi	\$1,309.29	174164	Fill Sand for Streets
		Total	\$1,309.29		
69992	11/09/23	GOPHER STATE ONE CALL			
E 601-49400-3855		Gopher One Locates Expe	\$99.90	3100553	Oct 2023 Locates
		Total	\$99.90		
69993	11/09/23	HENNP COUNTY ADULT CORRECTIONS			
E 101-42110-3180		Adult Corrections	\$313.00	1000214115	JAIL FEES-C. JOHNSON
		Total	\$313.00		
69994	11/09/23	HENNEPIN CTY INFO. TECH. DEPT			
E 205-42281-3235		Cty 800mhz Radio Admin	\$1,034.02	1000214293	FD1 Radio Fees-Oct 2023
E 205-42285-3235		Cty 800mhz Radio Admin	\$517.01	1000214293	FD2 Radio Fees-Oct 2023
E 101-41942-3235		Cty 800mhz Radio Admin	\$80.97	1000214326	PW Radio Fees-Oct 2023
		Total	\$1,632.00		
69995	11/09/23	HOTSY MINNESOTA			
E 205-42282-4010		Bldg Maint & Repairs	\$3.55	18899	FD Pipe Plug
		Total	\$3.55		
69996	11/09/23	LEAGUE OF MN CITIES			
E 101-41500-1510		Workers Comp Insurance	\$58.39	21691	Workers Comp Deductible - M. Decker
		Total	\$58.39		
69997	11/09/23	MEDIACOM			
E 205-42286-3275		Internet Access (Mediaco	\$256.09	10091560-10	FD2 Internet Services - (11/07/23-12/06/23)
E 205-42282-3275		Internet Access (Mediaco	\$325.69	90000051-10	FD1 Internet Services - (11/07/23-12/06/23)
E 101-41940-3275		Internet Access (Mediaco	\$250.00	90091308-10	CH Internet Services - (11/07/23-12/06/23)
		Total	\$831.78		
69998	11/09/23	Metro West Inspection Svcs Inc			
E 101-42400-3035		Bldg Inspection - Subcontr	\$543.71	3906	Oct 2023 Permits
		Total	\$543.71		
69999	11/09/23	METROPOLITAN COUNCIL			
E 602-49450-3100		MCES (mthly) Sewer Trea	\$20,634.67	0001164359	Waste Water Services - Dec 2023
		Total	\$20,634.67		
70000	11/09/23	MN VALLEY TESTING LAB			



LONG LAKE, MN

***Check Detail Register©**

Checks 69981-70023

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 601-49400-3825		Water Testing Expense	\$45.32	1225480	Monthly Chlorine Report
		Total	\$45.32		
70001	11/09/23	Kyle Crissey			
E 101-41500-3095		Computer Network Suppor	\$125.00	2716926	IT Services -Reconnect Copier and Scanner at CH
		Total	\$125.00		
70002	11/09/23	POPP COMMUNICATIONS			
E 101-41940-3210		Telephone	\$299.04	992807249	CH Phone System - Nov 2023
E 101-41942-3210		Telephone	\$182.63	992807249	PW Phone System - Nov 2023
		Total	\$481.67		
70003	11/09/23	ANTHONY REWERTS			
E 205-42281-3310		Travel / Mileage Reimb	\$294.68	103123	Exp Reimb-Tanker #11 Repair issues stranded in Luverne, MN - Grandstay Hotel
E 205-42281-3310		Travel / Mileage Reimb	\$161.75	103123	Exp Reimb-Tanker #11 Repair issues stranded in Luverne, MN - Fuel
		Total	\$456.43		
70004	11/09/23	TIMESAVER OFF SITE			
E 101-41500-3000		Professional Srvs	\$310.00	M28667	10/17 City Council+ Worksession Mtg Minutes
		Total	\$310.00		
70005	11/09/23	TRIMBLE			
E 205-42281-3225		DashCam Services	\$118.00	30089225763	FD Dashcam Basic Bundle
E 205-42285-3225		DashCam Services	\$88.50	30089225763	FD Dashcam Basic Bundle
		Total	\$206.50		
70006	11/09/23	VALLEY PAVING			
E 420-43121-4085		Pvmt Mgmt - Reconstructi	\$219,247.60	110623	2023 Pavement Rehabilitation Project - Pay Voucher 1
		Total	\$219,247.60		
70007	11/09/23	WESKE,SCOTT			
E 101-41500-4450		Food & Beverage (Mtg/Tr	\$47.07	110923	Exp Reimb-Lunch with Wayzata FD
		Total	\$47.07		
70008	11/09/23	WRIGHT-HENNEPIN SECURITY			
E 101-41940-3000		Professional Srvs	\$57.90	15016899239	Nov 2023 Security-450 Virginia
E 101-41942-3000		Professional Srvs	\$57.90	15016899239	Nov 2023 Security-2145 Daniels
E 205-42286-3000		Professional Srvs	\$57.90	15016899239	Nov 2023 Security-3770 Shoreline
E 205-42281-3000		Professional Srvs	\$57.90	15016899239	Nov 2023 Security-340 Willow Dr
		Total	\$231.60		
70009	11/15/23	ADAMS, CHRISTOPHER D.			
E 205-42285-3310		Travel / Mileage Reimb	\$227.94	110223	Exp Reimb -MN Fire Chiefs Conference Mileage (C Adams)
		Total	\$227.94		
70010	11/15/23	ECONO SIGNS			
E 101-41940-2200		Repair & Maint/Supply	\$212.00	10-986385	"No Parking" signs for City Hall Lot
		Total	\$212.00		



LONG LAKE, MN

***Check Detail Register©**

Checks 69981-70023

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
70011	11/15/23	FERGUSON WATERWORKS			
E 601-49400-3090		Software Support	\$510.00	0522428	Belt Clip Annual Service Agreement
		Total	\$510.00		
70012	11/15/23	FISCHER MINING, LLC			
E 101-43100-2245		Sand / Salt Plowing Materi	\$1,323.41	174259	Fill Sand for Streets
		Total	\$1,323.41		
70013	11/15/23	GARDNER, SHANE B.			
E 205-42285-3350		Education / Conferences	\$249.61	110623	Exp Reimb -MN Fire Chiefs Conference Hotel (S. Gardner)
		Total	\$249.61		
70014	11/15/23	HAWKINS INC			
E 601-49400-2160		Chemicals and Chem Pro	\$4,217.79	6618703	Water Chemicals - Chlorine Cylinder
		Total	\$4,217.79		
70015	11/15/23	MinneCafe			
E 101-41500-4450		Food & Beverage (Mtgs/Tr	\$180.00	2301	"Grand Ave Pothole Cookies" for House Capital Investment Tour
		Total	\$180.00		
70016	11/15/23	NAVARRE MINNOCO			
E 205-42285-2120		Motor Fuels	\$245.60	110723	FD FUEL - OCT 2023
		Total	\$245.60		
70017	11/15/23	SUTTONS ADVANCED CLEANING SRV			
E 101-41940-3840		Custodial & Waste Remov	\$290.00	6799	CH Cleaning Services - Nov 2023
E 205-42282-3840		Custodial & Waste Remov	\$570.00	6800	FD1 Cleaning Services - Nov 2023
E 205-42286-3840		Custodial & Waste Remov	\$433.33	6801	FD2 Cleaning Services - Nov 2023
		Total	\$1,293.33		
70018	11/15/23	TRIMBLE			
E 205-42281-3225		DashCam Services	\$2.50	30089226249	FD Video Intelligence-Fetch Video Oct 2023
E 205-42285-3225		DashCam Services	\$2.50	30089226249	FD Video Intelligence-Fetch Video Oct 2023
		Total	\$5.00		
70019	11/15/23	UnitedHealthcare			
E 101-41500-1310		Employer Paid Health	\$620.55	38515537389	MEDICAL INS - Dec 2023
E 101-43050-1310		Employer Paid Health	\$1,442.49	38515537389	MEDICAL INS - Dec 2023
E 601-49400-1310		Employer Paid Health	\$564.46	38515537389	MEDICAL INS - Dec 2023
E 602-49450-1310		Employer Paid Health	\$564.45	38515537389	MEDICAL INS - Dec 2023
E 603-43150-1310		Employer Paid Health	\$564.45	38515537389	MEDICAL INS - Dec 2023
G 101-21706		FlexPlan - Ins Prem	\$561.39	38515537389	MEDICAL INS - Dec 2023
		Total	\$4,317.79		
70020	11/15/23	WASTE MANAGEMENT- of WIMN			
E 205-42282-3840		Custodial & Waste Remov	\$126.85	110323	FD1 Trash Services - Nov 2023
E 205-42286-3840		Custodial & Waste Remov	\$125.40	110323	FD2 Trash Services - Nov 2023
E 101-45200-3840		Custodial & Waste Remov	\$228.61	110323	PW Trash Services - Nov 2023
E 604-43200-3890		Res Curb Recycling	\$3,538.19	110323	Recycling Services - Nov 2023

Section 5D.

11/15/23 3:39 PM

Page 5

LONG LAKE, MN

*Check Detail Register©

Checks 69981-70023

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
Total			\$4,019.05		
70021	11/15/23	Xcel Energy			
E 101-43100-3815		Street Lighting Maint/Elect	\$1,879.27	851839202	Street Lights - Act #5156925594
Total			\$1,879.27		
70022	11/15/23	Xcel Energy			
E 101-41940-3810		Electricity Expense	\$188.69	852023213	Electricity 09/24/23-10/23/23-CH
E 205-42282-3810		Electricity Expense	\$1,051.89	852023213	Electricity 09/24/23-10/23/23-FD1
E 205-42286-3810		Electricity Expense	\$389.22	852023213	Electricity 09/24/23-10/23/23-FD2
E 101-41942-3810		Electricity Expense	\$1,123.34	852023213	Electricity 09/24/23-10/23/23-PW
E 101-43100-3815		Street Lighting Maint/Elect	\$278.12	852023213	Electricity 09/24/23-10/23/23-Street Lights
E 101-45200-3810		Electricity Expense	\$329.87	852023213	Electricity 09/24/23-10/23/23-Parks
E 601-49400-3810		Electricity Expense	\$2,368.94	852023213	Electricity 09/24/23-10/23/23-WTR
E 602-49450-3810		Electricity Expense	\$344.74	852023213	Electricity 09/24/23-10/23/23-SWR
Total			\$6,074.81		
70023	11/15/23	ZARNOTH BRUSH WORKS INC			
E 101-43000-2210		Equipment Parts	\$418.70	0196003-IN	PW Gutter Broom for Sweeper
Total			\$418.70		
10100			\$282,125.25		

Fund Summary

10100 GENERAL FUND CASH

101 GENERAL FUND	\$20,759.20
205 FIRE DEPARTMENT	\$7,547.42
420 PAVEMENT MGMT FUND	\$219,247.60
601 WATER FUND	\$8,534.79
602 SANITARY SEWER FUND	\$21,585.60
603 SURFACE WATER MGMT FUND	\$564.45
604 RECYCLING FUND	\$3,538.19
700 BUILDING PERMIT ESCROWS	\$348.00
	\$282,125.25

22



LONG LAKE, MN

11/15/23 3:59 PM

Page 1

Section 5D.

*Check Summary Register©

Checks 2849-2850

	Name	Check Date	Check Amt	
10100	GENERAL FUND CASH			
2849e	PSN UTILITY ONLINE BILLING	11/7/2023	\$79.95	BILL PAY FEE - Oct 2023
2850e	NAPA Auto Parts	11/7/2023	\$851.20	NAPA purchases Oct 2023
	Total Checks		\$931.15	



LONG LAKE, MN

***Check Detail Register©**
Checks 2849-2850

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
10100 GENERAL FUND CASH					
2849 e	11/07/23	PSN UTILITY ONLINE BILLING			
E 601-49400-3090		Software Support	\$40.00	285383	BILL PAY FEE - Oct 2023
E 602-49450-3090		Software Support	\$39.95	285383	BILL PAY FEE - Oct 2023
		Total	\$79.95		
<hr/>					
2850 e	11/07/23	NAPA Auto Parts			
E 101-43000-2210		Equipment Parts	\$121.02	3270-582523	PW-Boat Battery
E 101-43000-2150		Shop Supplies	\$38.27	3270-582749	PW-Shop Micro Fiber Clothes
E 101-43000-2150		Shop Supplies	\$67.85	3270-583314	PW-Winterizing; Antifreeze, Wiper Blade
E 601-49400-2150		Shop Supplies	\$67.84	3270-583314	PW-Winterizing; Antifreeze, Wiper Blade
E 101-45200-2150		Shop Supplies	\$16.48	3270-583828	PW-Boat Oil Lube
E 101-43000-2210		Equipment Parts	\$337.00	3270-584184	PW-Sweeper Battery
E 101-43000-2150		Shop Supplies	\$26.99	3270-584785	PW-Fuel Filter
E 101-43000-2150		Shop Supplies	\$27.91	3270-584806	PW-Heat Weld, Latex Gloves
E 101-43000-2200		Repair & Maint/Supply	\$147.84	3270-584850	PW-Freightliner Fuel Filters
		Total	\$851.20		
		10100	\$931.15		

Fund Summary

10100 GENERAL FUND CASH	
101 GENERAL FUND	\$783.36
601 WATER FUND	\$107.84
602 SANITARY SEWER FUND	\$39.95
	\$931.15



LONG LAKE, MN

Payroll Summary

Pay Group: 02 Fire Dept Duty Crew

Check Date: 11/9/2023 per. 11

Employee	Gross Wage	Federal Gross	State Gross	Federal Tax	State Tax	Local Tax	Social Security	Medicare	Tax			Tips	Reimb.	Net Pay
									Retire	Sheltered	Voluntary			
000000153 ADAMS, CHRISTOPHER D.	750.00	750.00	750.00	57.31	31.43		46.50	10.88						603.88
000000050 ALDRICH II, THOMAS C.	250.00	250.00	250.00				15.50	3.63						230.87
000000216 BERBIG, ZACHARY P.	150.00	150.00	150.00				9.30	2.18						138.52
000000259 DAVIS, THOMAS	100.00	100.00	100.00				6.20	1.45						92.35
000000233 FRANK, BRYAN	250.00	250.00	250.00	4.81	4.68		15.50	3.63						221.38
000000229 GRADY, JOSHUA	50.00	50.00	50.00				3.10	0.73						46.17
000000194 HINKER, JUSTIN L.	150.00	150.00	150.00				9.30	2.18						138.52
000000226 HOSTER, RYAN	50.00	50.00	50.00				3.10	0.73						46.17
000000270 JOHNSRUD, MICHAEL	800.00	800.00	800.00	103.46	54.00		49.60	11.60						581.34
000000253 LOOSBROCK, RICHARD	75.00	75.00	75.00				4.65	1.09						69.26
000000275 MORSE, PAUL	1,350.00	1,350.00	1,350.00	129.31	44.96		83.70	19.58						1,072.45
000000277 REWERTS, ANTHONY	400.00	400.00	400.00	19.81			24.80	5.80						349.59
000000222 SMILEY, MATTHEW	75.00	75.00	75.00				4.65	1.09						69.26
000000212 SPINKS, SCOTT D.	800.00	800.00	800.00	5.00	5.66		49.60	11.60						728.14
000000276 STRAKA, AMANDA	700.00	700.00	700.00	13.08	10.19		43.40	10.15						623.18
000000282 SWEARINGEN, LANCE	100.00	100.00	100.00				6.20	1.45						92.35

941 Deposit

Federal Tax	\$332.78
Medicare	\$175.54
Social Security	\$750.20
Advanced EIC	None
Total Deposit	\$1,258.52

Pay Summary

Gross	6,050.00
Federal Gross	6,050.00
State Gross	6,050.00
FICA Gross	6,050.00

Tax Summary

Federal Tax	332.78
State Tax	150.92
Local Tax	
FICA Ded/Ben	375.10
Medicare Ded/Ben	87.77

Others

Retirement	
Tax-Sheltered	
Voluntary	
Tips	0.00
Reimbursement	0.00
Net Pay (-tips)	5,103.43



LONG LAKE, MN

Payroll Summary

Pay Group: 01 Bi-Weekly

Check Date: 11/16/2023 per. 23

Employee	Gross Wage	Federal Gross	State Gross	Federal Tax	State Tax	Local Tax	Social Security	Medicare	Retire	Tax Sheltered	Voluntary	Tips	Reimb.	Net Pay
000000287 DECKER JR, MICHAEL	1,590.00	1,590.00	1,590.00	118.18	80.30		98.58	23.06						1,269.88
000000243 DIERCKS, SEAN	3,851.11	3,601.99	3,601.99	567.53	217.12		238.77	55.84	249.12					2,522.73
000000286 HEILAND, MICHAEL	4,653.39	4,166.94	4,166.94	430.53	224.19			67.47	486.45					3,444.75
000000004 LAAKKONEN, DONALD A	2,827.26	2,292.89	2,292.89	279.53	96.75		159.68	37.34	282.57	251.80				1,719.59
000000271 MENARD, MATTHEW	2,488.39	2,283.64	2,283.64	127.38	114.91		153.40	35.88	190.55	14.20	454.54			1,397.53
000000091 MOELLER, JEANETTE	3,103.45	2,864.42	2,864.42	236.81	123.06		190.10	44.46	201.72	37.31				2,269.99
000000252 NOWEZKI, AMANDA	3,133.95	2,927.70	2,927.70	297.47	190.49		194.30	45.44	206.25					2,200.00
000000214 WESKE, SCOTT	4,758.64	4,461.09	4,461.09	768.35	280.79		294.66	68.91	291.47	6.08				3,048.38

941 Deposit

Federal Tax	\$2,825.78
Medicare	\$756.80
Social Security	\$2,658.98
Advanced EIC	None
Total Deposit	\$6,241.56

Pay Summary

Gross	26,406.19
Federal Gross	24,188.67
State Gross	24,188.67
FICA Gross	21,443.41

Tax Summary

Federal Tax	2,825.78	
State Tax	1,327.61	
Local Tax		
FICA Ded/Ben	1,329.49	1,329.49
Medicare Ded/Ben	378.40	378.40

Others

Retirement	1,908.13
Tax-Sheltered	309.39
Voluntary	454.54
Tips	0.00
Reimbursement	0.00
Net Pay (-tips)	17,872.85



CITY OF
LONG LAKE

City Council Agenda Report

City of Long Lake

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

MEETING DATE / November 21, 2023

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

Prepared By: Scott Weske, City Administrator (JM)

Report Date: 11/14/2023

Recommended City Council Action

Staff recommends the following:

Motion to accept the resignation of firefighter Paul Kubista from the Long Lake Fire Department.

Overview / Background

Firefighter Paul Kubista has submitted a letter to Fire Chief Heiland informing him of his intent to resign from the Long Lake Fire Department, effective Sunday, September 30. Mr. Kubista joined the Department in May 2013, and we sincerely appreciate his ten years of service to our community. His letter of resignation is attached for formal acceptance by the City Council.

Supporting Information

- Resignation letter from Paul Kubista

Paul Kubista

160 Truffula Trail

Orono, MN 55356

Paul.kubista@longlakefire.org

Dear Chief Heiland,

I am submitting this letter of resignation from my position of firefighter for the Long Lake Fire Department. My last day will be Sunday September 30th, 2023.

I have enjoyed working for the Long Lake Fire Department for the past ten years. I have worked hard to serve the cities of Long Lake, Orono, Minnetonka Beach and Medina.

I wish all of my brothers and sisters the best in the upcoming years and I will definitely see you around.

Sincerely,



Paul Kubista



CITY OF
LONG LAKE

City Council Agenda Report

City of Long Lake

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

MEETING DATE / November 21, 2023

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

Prepared By: Scott Weske, City Administrator (JM) **Report Date:** 11/14/2023

Recommended City Council Action

Staff recommends the following:

Motion to accept the resignation of firefighter Sam Paulison from the Long Lake Fire Department.

Overview / Background

Firefighter Sam Paulison has submitted a letter to Fire Chief Heiland informing him of his intent to resign from the Long Lake Fire Department. Mr. Paulison joined the Department in December 2022, and we appreciate his year of service to our community. His letter of resignation is attached for formal acceptance by the City Council.

Supporting Information

- Resignation letter from Sam Paulison

Dear Chief 1 and LLFD Fire Family,

As you know by now and after much consideration I had to step away from my role with the department.

This decision did not come easily for me. I truly value the opportunity your department afforded me and I will remain grateful for my experience for a lifetime. I want to extend my gratitude to you and every member for welcoming, teaching, and supporting me throughout my time with the department. Thank you for all that you do to serve your communities.

Please know my support will always be with the LLFD fire family and I wish each of you all of my best.

With humble regards,

Sam Paulison



CITY OF
LONG LAKE

City Council Agenda Report

City of Long Lake

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

MEETING DATE / November 21, 2023

SUBJECT: Reappointment of Planning Commission Member Anita Secord

Prepared By: Jeanette Moeller, City Clerk

Report Date: 11/15/2023

Recommended City Council Action

Staff recommends the following:

Motion to adopt Resolution No. 2023-45 reappointing Anita Secord to continue serving as a member on the Planning Commission for a new term effective January 1, 2024 through December 31, 2027.

Overview / Background

Current Planning Commission member Anita Secord was notified that her term would expire December 2023 and provided with information regarding the process for seeking reappointment should she be interested in serving another term. On Tuesday, November 7, staff received a written request via email from Commissioner Secord requesting consideration of her reappointment. Her attendance record for meetings has continued to be exemplary.

At their November 14 meeting, the Planning Commission voted unanimously to recommend the City Council reappoint Ms. Secord to serve a new term on the Commission effective January 2024 through December 31, 2027.

Supporting Information

- Resolution No. 2023-45
- Email from current Planning Commission member Anita Secord dated November 7, 2023 requesting reappointment



**City Council
Resolution No. 2023-45**

A RESOLUTION REAPPOINTING A PLANNING COMMISSION MEMBER

WHEREAS, Long Lake resident Anita Secord has served as a member of the Planning Commission since February 12, 2019, maintaining exemplary meeting attendance through the duration of her terms on the Commission; and

WHEREAS, Ms. Secord was notified by City staff that her current term on the Planning Commission was due to expire as of December 31, 2023; and

WHEREAS, consistent with City Zoning Code, Planning Commission member Secord submitted written notice of her interest in reappointment to the Commission; and

WHEREAS, at their November 14, 2023 meeting, the Planning Commission voted and unanimously recommended the City Council reappoint member Anita Secord to serve a new four-year term expiring December 31, 2027; and

WHEREAS, the City Council is charged with making such appointments.

NOW THEREFORE BE IT RESOLVED, by the City Council of the City of Long Lake, Minnesota that the City Council does hereby reappoint resident Anita Secord to the position of Planning Commission member serving a four-year term effective January 2024 through December 31, 2027.

Adopted by the City Council of the City of Long Lake this 21st day of November 2023.

BY:

Charlie Miner, Mayor

ATTEST:

Jeanette Moeller, City Clerk



Jeanette Moeller <jmoeller@longlakemn.gov>

Planning Commissioner

ANITA Secord <anitasecord@msn.com>
To: Jeanette Moeller <jmoeller@longlakemn.gov>

Tue, Nov 7, 2023 at 2:54 PM

Hi Jeanette,

I would like to continue as a Planning Commissioner. I have not missed 1 meeting during my service. I like helping out my city.

Sincerely,

Anita Secord

Get [Outlook for Android](#)



CITY OF
LONG LAKE

City Council Agenda Report

City of Long Lake

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

MEETING DATE / November 21, 2023

SUBJECT: Special Event Permit Request for the 2023 Holiday Tree Lighting Ceremony

Prepared By: Jeanette Moeller, City Clerk

Report Date: 11/16/2023

Recommended City Council Action

Staff recommends the following:

Motion to adopt Resolution No. 2023-46 approving issuance of Special Event Permit #S2023-12 for the 2023 Long Lake Holiday Tree Lighting Ceremony to be held in Holbrook Park on Friday, December 8, 2023; and to approve issuance of a Noise Variance Permit authorizing the use of sound amplification equipment for the event.

Overview / Background

Thomas Joyce, on behalf of the Long Lake Park Board, has made an application for a Special Event Permit to host the 2023 Long Lake Holiday Tree Lighting Ceremony in Holbrook Park on Friday, December 8, 2023 from 5:30 pm to 7:30 pm, with setup and cleanup to occur before and after the event.

The narrative submitted with the application indicates that the celebration would offer warm beverages and light refreshments/treats, holiday themed music, a ceremonial holiday tree lighting, and will also feature fire pits for attendees to gather around.

City staff and the Wayzata Police Chief have reviewed the permit application and are recommending approval of the Special Event Permit as requested, subject to the conditions included in the permit approval letter dated November 16, 2023 (attached to this report).

Supporting Information

- Resolution No. 2023-46
- Special Event Application accompanied by permit approval letter dated November 16, 2023
- Event flyer, narrative, and site map
- Noise Variance Permit application



**City Council
Resolution No. 2023-46**

A RESOLUTION APPROVING THE ISSUANCE OF SPECIAL EVENT PERMIT #S2023-12 FOR THE 2023 LONG LAKE HOLIDAY TREE LIGHTING CEREMONY EVEN TO BE HELD ON FRIDAY, DECEMBER 8

WHEREAS, the City has received a Special Event Permit application from Thomas Joyce, on behalf of the Long Lake Park Board, to host the “2023 Long Lake Holiday Tree Lighting Ceremony” in Holbrook Park on Friday, December 8, 2023 from 5:30 pm to 7:30 pm, with setup and cleanup to occur in the hours before and after the event; and

WHEREAS, the event will offer warm beverages and light refreshments, a holiday tree lighting ceremony, holiday themed music, and fire pits for attendees to gather around;

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 #S2023-12 for the 2023 Long Lake Holiday Tree Lighting Ceremony to be held at Holbrook Park on Friday, December 8, 2023 contingent on satisfaction of all applicable conditions outlined by the Special Event Permit.

Adopted by the City Council of the City of Long Lake this 21st day of November 2023.

BY:

Charlie Miner, Mayor

ATTEST:

Jeanette Moeller, City Clerk



Special Event Permit Application

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

FOR OFFICE USE ONLY

Amount Due: \$ _____ Section 5H.
Date Paid: _____
 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 Holiday Tree Lighting Ceremony

Describe Location or Area of City Where Event Will Take Place Holbrook Park

of Participants Expected to Attend Event Estimated 90-75 people

Describe Any Participation/Entry Fees to be Charged Free to the Public

Event Dates/Times Proposed

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

Day of Week	Date	Start Time	End Time
Friday	December 8	5:30 pm	7:30 pm

Event Type (CHECK ALL THAT APPLY)

Parade Festival Run/Walk Sporting Event Block Party Private Party
 Other, Explain Community event to kick off holidays

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 N/A

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

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

N/A

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 _____ Policy Number _____

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

Full Name Thomas Jayce Daytime Phone 952-956-2732

Alternate Phone _____ Email Address jayceboxx789@gmail.com

Street Address 1200 W. Wayzata Blvd

City, State, Zip Long Lake, MN 55356

Organization Information

Organization Name Long Lake Park Board

Mailing Address 450 Virginia Avenue, PO Box 606

City, State, Zip Long Lake, MN 55356

Phone 952-473-6961 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  Date 11/17/2023

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

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

Review by Department Head or Designee

Public Works Reviewed By SD/gm Date 11/15/2023

Fire Department Reviewed By MH/gm Date 11/16/2023

Police Department Reviewed By MS/gm Date 11/14/2023

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

Date Approved _____ PERMIT # S2023-12

Conditions of Permit Approval

Permit Conditions Detailed in Attached Letter Dated 11/16/2023

[] Permit Conditions Listed Below: _____



November 16, 2023

Thomas Joyce, Park Board Secretary
Long Lake Park Board
450 Virginia Avenue, PO Box 606
Long Lake, MN 55356

RE: SPECIAL EVENT PERMIT CONDITIONS, PERMIT #S2023-12
2023 Long Lake Holiday Tree Lighting Event
Friday, December 8, 2023 (5:30 pm to 7:30 pm)

Dear Event Organizer:

Your application for a Special Event Permit for the 2023 Long Lake Holiday Tree Lighting Event 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.
- [] A thorough cleanup of Holbrook Park property, including the Warming House if it is used, must occur within 2 days of the event date.
- [] If the Warming House is to be used for the event, the event organizer will be required to check out a key for the facility from the City Clerk by appointment in advance. Upon the conclusion of the event, the facility must be locked (check doors on all sides), and the Warming House building key is required to be returned to the City Clerk within 3 days of the event date.
- [] Refreshments may be served; however, no alcoholic beverages may be sold, distributed, or consumed on any Holbrook Park property.
- [] The Long Lake Fire Department will require an inspection of any portable heating devices to be used for the event, if applicable.

SPECIAL EVENT PERMIT CONDITIONS, PERMIT #S2023-12

2023 Holiday Tree Lighting Event / Friday, December 8, 2023 (5:30 pm to 7:30 pm)

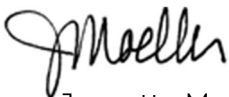
Page 2 of 2

- [] The location of fire pits to be used in Holbrook Park must receive approval/permission by the Long Lake Fire Chief at least 3 days prior to the start date of the event. Event organizer is responsible to have a fire extinguisher on site at all times when fire pits are in use.
- [] Long Lake Public Works staff will assure lights are hung on the holiday tree and will verify they are in working order prior to the event date. Electric service to power the tree lighting will be provided by the City of Long Lake. The event organizer is responsible to coordinate any additional tree lighting related needs by contacting the Long Lake Public Works Director at 612.237.9520 upon receipt of this Special Event Permit.
- [] A Noise Variance Permit must be obtained from the City to allow the use of sound amplification equipment for broadcasting announcements and music over the duration of the event.
- [] The City of Long Lake may not be held responsible for any loss, damage or theft of holiday lighting and/or event related equipment.

Please be advised that by acceptance of Special Event Permit #S2023-12, 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



The Long Lake Park Board Invites All to a

Holiday Tree Lighting

Friday, December 8th from 5:30 PM to 7:30 PM

HOLBROOK PARK

Celebrate the season with friends and family at our town's annual winter celebration! Enjoy hot chocolate by the fire and see Santa Claus while listening to holiday music.

Thank you to our sponsors!



LONG LAKE HOLIDAY TREE LIGHTING EVENT

WHEN: Friday, December 8, 2023; (4:30-5:30PM Set-up) 5:30-7:30PM CT

WHERE: Holbrook Park - Long Lake, MN

WHO: Long Lake Park Board hosting Long Lake residents and surrounding community members; Mayor Charlie Minor to light the tree; donations by Long Lake Public Works, Long Lake Chamber of Commerce, Orono Lions, Ace Hardware (Long Lake), Caribou (Long Lake), and Otten Brothers. Cottage food vendor, MinneCafé, selling holiday cookies

WHY: Fellowship and the Spirit of the Holiday Season

HOW: Sponsorship by the Long Lake Area (LLA) Chamber of Commerce

TIMELINE OF EVENTS

4:30PM – 5:30PM EVENT PREPARATION

Set-up - Fire pits are lit... electricity is checked for Holiday Tree, Music Speakers, and drink dispensers. Cookies are delivered by Long Lake Chamber members and stored inside the warming house, the vendor window is open. MinneCafé vendor set up a pop-up cart for cookie sales.

Involved: Public Works, Long Lake Park Board, LLA Chamber of Commerce, MinneCafé

5:30PM – 6:00PM COMMUNITY GATHERING

Community is welcomed to walk to Holbrook Park or park their vehicle in the Holbrook Park parking lot and gather around Fire Pits holiday music is played. Refreshments may be served early as folks mingle about the park with eager anticipation of the Tree Lighting Ceremony.

Involved: Public Works, Long Lake Park Board, LLA Chamber of Commerce, MinneCafé, and residents

6:00PM – 6:15PM TREE LIGHTING CEREMONY

Music is paused and Mayor Charlie Miner welcomes the community to the Holiday Tree Lighting Ceremony. In coordination with Public Works and the Community, Mayor Miner announces a countdown to light the tree. Once the tree is lit, the music speaker resumes playing holiday music, and the holiday season will have officially started in the community of Long Lake!

Who is involved: Public Works, Long Lake Park Board, LLA Chamber of Commerce, Mayor Charlie Minor, residents

6:15PM – 7:00PM – SOCIALIZING HOUR

Community fraternization by the fire pits. Music is played over a speaker at a tasteful volume. Hot Cocoa and cookies are enjoyed by all.

Who is involved: Public Works, Long Lake Park Board, LLA Chamber of Commerce, MinneCafé, residents

6:30PM – 7:00PM – WRAP-UP, CLEAN UP

Whether community members go to Holbrook Park skating rink or head back home to enjoy time with their families, the Long Lake Park Board will aid in the clean-up and removal of fire-pits, music speakers, and refreshments. The lights on the Holiday tree will remain throughout the holiday season!





Noise Variance Permit Application

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

Section 5H.

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

Applicant Information (Person Responsible for Duties of Permit Holder)

Organization Name (If Applicable) Long Lake Park Board

Contact Name Thomas Joyce Daytime Phone 952-956-2232

Alternate Phone _____ Email Address joycebox789@gmail.com

Mailing Address 450 Virginia Avenue, PO Box 606

City, State, Zip Long Lake, MN 55356

Noise Variance Request

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

Using sound amplification equipment to broadcast announcements and holiday music during the 2023 Holiday Tree Lighting Ceremony

** PLEASE LIST ALL DATES AND REQUESTED HOURS FOR PROPOSED NOISE ACTIVITY BELOW **			
Day of Week	Date	Start Time	End Time
Friday	12/8/2023	5:30 pm	7:30 pm

Applicant Signature

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

X Signature of Applicant OK / JM for Thomas Joyce **Date** 11/15/2023

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

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

Date of City Council Approval _____

Conditions of Permit Approval



CITY OF
LONG LAKE

City Council Agenda Report

City of Long Lake

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

MEETING DATE / November 21, 2023

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

Prepared By: Jeanette Moeller, City Clerk

Report Date: 11/16/2023

Recommended City Council Action

Staff recommends the following:

Motion to adopt Resolution No. 2023-47 approving issuance of Special Event Permit #S2023-13 for Sled Dog Days at Birch’s on the Lake to be held January 6, 7, 13, 14, 20 and 21, and February 10, 11, 17, 18 and 24, 2024; 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 6, 7, 13, 14, 20 and 21) and February (February 10, 11, 17, 18 and 24) in 2024. The event narrative submitted with their application indicates that “Sled Dog Days” would offer dog sled rides managed by Paw Print Adventures LLC and Unleashed Dog Sled Adventures 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 November 16, 2023.

Supporting Information

- Resolution No. 2023-47
- Special Event Application accompanied by permit approval letter dated November 16, 2023
- Event flyer, narrative, site map and insurance



**City Council
Resolution No. 2023-47**

**A RESOLUTION APPROVING THE ISSUANCE OF SPECIAL EVENT PERMIT #S2023-13 FOR
SLED DOG DAYS AT BIRCH’S ON THE LAKE TO BE HELD
JANUARY 6, 7, 13, 14, 20, & 21 AND FEBRUARY 10, 11, 17, 18 & 24, 2024**

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 6, 7, 13, 14, 20 and 21) and February (February 10, 11, 17, 18 and 24) in 2024; 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 #S2022-15 for Sled Dog Sundays at Birch’s on the Lake to be held January 6, 7, 13, 14, 20 and 21, and February 10, 11, 17, 18 and 24, 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 21st day of November 2023.

BY:

Charlie Miner, Mayor

ATTEST:

Jeanette Moeller, City Clerk

FOR OFFICE USE ONLY
 Amount Due: \$ 108.00
 Date Paid: 11/13/23
 Check # 9416
 Credit Card
 Cash Receipt # _____
 Deposit Required?
 Yes, Check # _____
 No



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

- **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 at Birch's on the Lake.
 Describe Location or Area of City Where Event Will Take Place Out on Long Lake behind Birch's on the Lake
 # of Participants Expected to Attend Event 180 per day of event
 Describe Any Participation/Entry Fees to be Charged * 30 per ride - ticketed event at Eventbrite.com

Event Dates/Times Proposed

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

Day of Week	Date	Start Time	End Time
2024 Sat. and Sun.	Jan. 6, 7, 13, 14, 20, 21	11am	2pm (last ride)
2024 Sat. and Sun.	Feb. 10, 11, 17, 18, 24	11am	2pm (last ride)

Event Type (CHECK ALL THAT APPLY)

Parade Festival Run/Walk Sporting Event Block Party Private Party
 Other, Explain Sled Dog Rides

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 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 Brewhouse & Supperclub
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** 11/13/23

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

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

Review by Department Head or Designee

Public Works Reviewed By SD/gm Date 11/15/2023
 Fire Department Reviewed By MH/gm Date 11/16/2023
 Police Department Reviewed By MS/gm Date 11/14/2023

Special Event Permit Approved By _____ (CITY CLERK OR AUTHORIZED DESIGNEE)
Date Approved _____ **PERMIT #** S2023-13

Conditions of Permit Approval

[] Permit Conditions Detailed in Attached Letter Dated 11/16/2023
[] Permit Conditions Listed Below:



November 16, 2023

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

RE: SPECIAL EVENT PERMIT CONDITIONS, PERMIT #S2023-13

Sled Dog Days at Birch's on the Lake
 January 2024 Dates – 1/6, 1/7, 1/13, 1/14, 1/20, 1/21
 February 2024 Dates – 2/10, 2/11, 2/17, 2/18, 2/24

Dear Event Organizer/Permit Holder:

Your application for a Special Event Permit for Sled Dog Sundays 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 Sundays at Birch's on the Lake to utilize Long Lake must be submitted to the City Clerk at least five 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.
- [] 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.

SPECIAL EVENT PERMIT CONDITIONS, PERMIT #S2023-13

Sled Dog Sundays at Birch's on the Lake

January 2024 Dates – 1/6, 1/7, 1/13, 1/14, 1/20, 1/21

February 2024 Dates – 2/10, 2/11, 2/17, 2/18, 2/24

Page 2 of 2

[] 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 five days prior to the start date of the event.

Please be advised that by acceptance of Special Event Permit #S2023-13, 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,

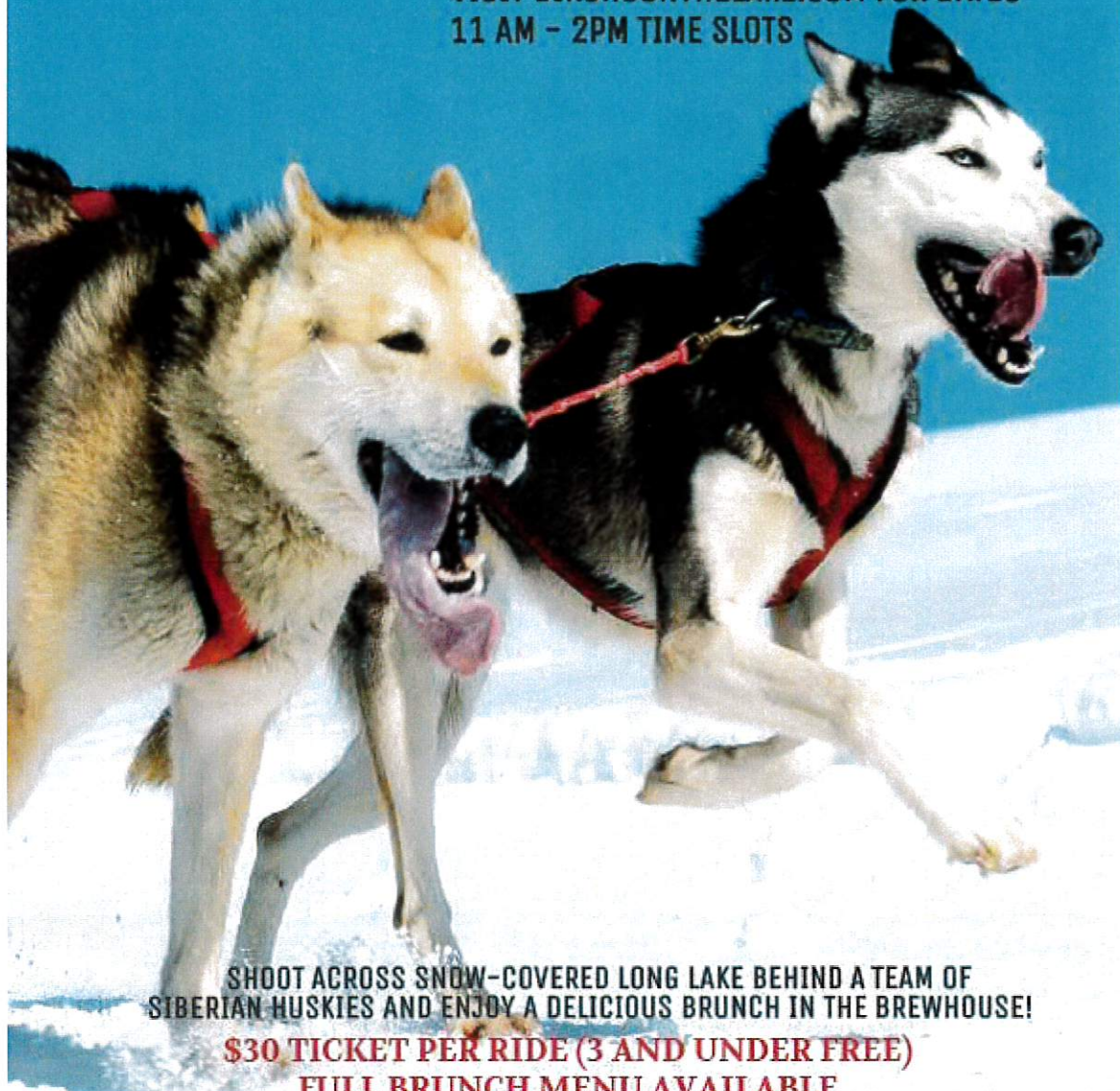


Jeanette Moeller
City Clerk



SLED DOG DAYS

WEEKENDS IN
JANUARY & FEBRUARY
VISIT BIRCHSONTHELAKE.COM FOR DATES
11 AM - 2PM TIME SLOTS



SHOOT ACROSS SNOW-COVERED LONG LAKE BEHIND A TEAM OF SIBERIAN HUSKIES AND ENJOY A DELICIOUS BRUNCH IN THE BREWHOUSE!

\$30 TICKET PER RIDE (3 AND UNDER FREE)

FULL BRUNCH MENU AVAILABLE

TICKETS AT EVENTBRITE.COM

Birch's on the Lake Sled Dog Days 2024

Paw Print Adventures LLC:

January 2024 - 6,13,20 / February 2024 - 10,17,24

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

Unleashed Dog Sled Adventures:

Unleashed Dog Sled Adventures, Janet Bahe Owner, 61099 Osprey Avenue, Swatara, MN 55785

January 2024 - 7,14,21 / February 2024 - 11,18

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 and Unleashed Dog Sled 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

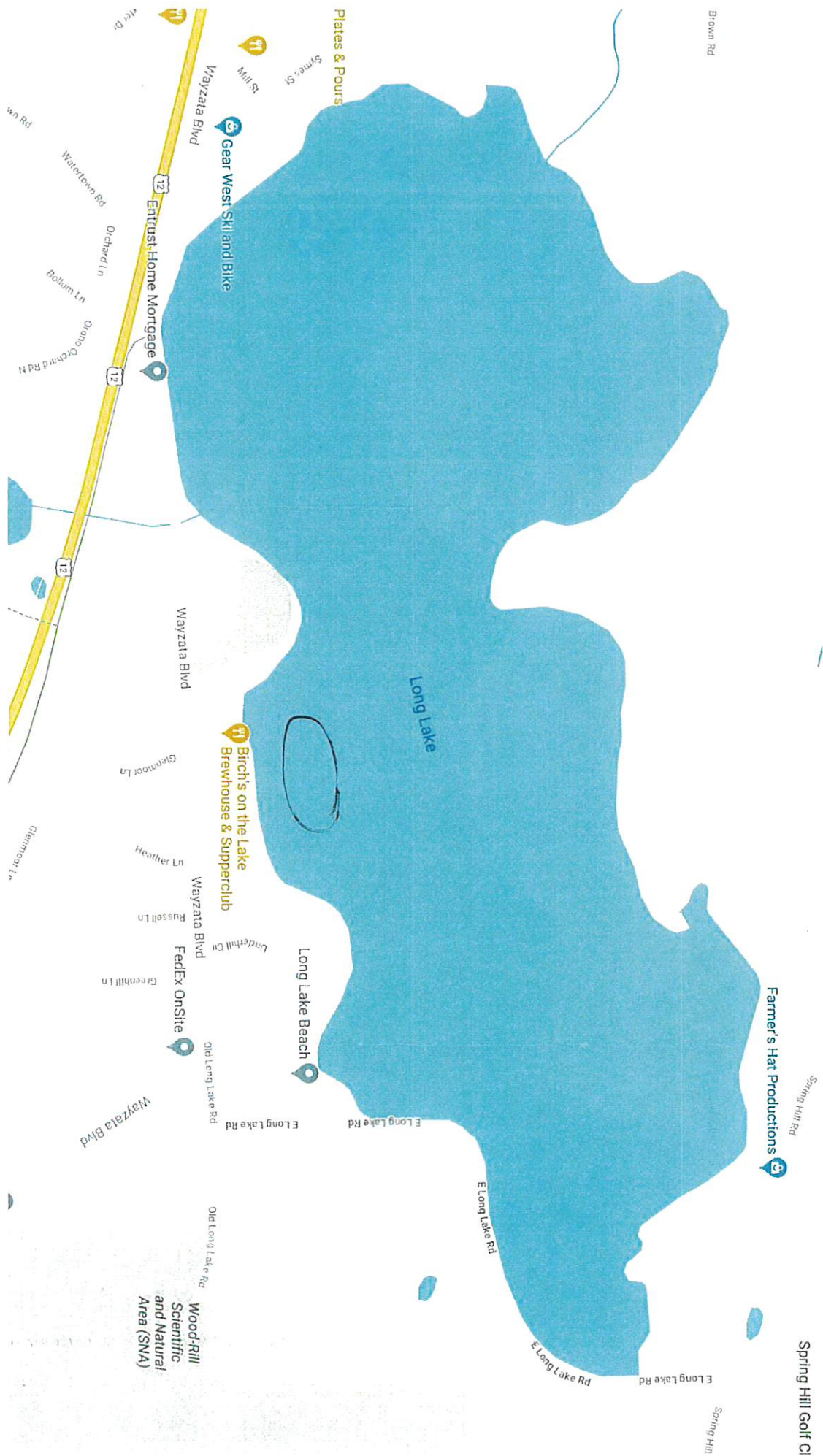
Tickets are sold by date by increments of time, riders are instructed to arrive at their scheduled time

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





CERTIFICATE OF LIABILITY INSURANCE

DATE: Section 51

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: INSURER C: INSURER D: INSURER E: INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** 23/24 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	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			CPMN0560121410	03/03/2023	03/03/2024	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 <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			CPMN0560121410	03/03/2023	03/03/2024	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	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			CPMN0560121410	03/03/2023	03/03/2024	EACH OCCURRENCE	\$ 8,000,000
							AGGREGATE	\$ 8,000,000
								\$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	CPMN0560121410	03/03/2023	03/03/2024	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER	\$ 500,000
							E.L. EACH ACCIDENT	\$ 500,000
							E.L. DISEASE - EA EMPLOYEE	\$ 500,000
							E.L. DISEASE - POLICY LIMIT	\$ 500,000
A	Liquor Liability			CPMN0560121410	01/01/2024	12/31/2024	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 City of Long Lake PO Box 606 450 Virginia Ave Long Lake MN 55356	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 



CITY OF
LONG LAKE

City Council Agenda Report

City of Long Lake

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

MEETING DATE / November 21, 2023

SUBJECT: Accept Donation of Holiday Lights From Gopher Ace Hardware and Donny Chillstrom to the Long Lake Public Works Department

Prepared By: Sean Diercks, Public Works Director

Report Date: 11/16/2023

Recommended City Council Action

Staff recommends the following:

Motion to adopt Resolution No. 2023-48 accepting a donation to Long Lake Public Works Department of 3,000 LED holiday lights to decorate the holiday tree in Holbrook Park.

Overview / Background

The Long Lake Public Works Department (LLPWD) recently received a donation of 3,000 LED holiday lights for the holiday tree in Holbrook Park. The donation came from Gopher Ace Hardware and Donny Chillstrom. The donation is valued at approximately \$500.00. Donations may be accepted by formal action of the City Council.

Supporting Information

- Resolution No. 2023-48



**City Council
Resolution No. 2023-48**

**A RESOLUTION ACCEPTING A DONATION TO THE LONG LAKE PUBLIC WORKS DEPARTMENT FROM
GOPHER ACE HARDWARE AND DONNY CHILLSTROM**

WHEREAS, the City’s Public Works Department received the donation of 3,000 LED holiday lights to light the holiday tree in Holbrook Park from Gopher Ace Hardware and Donny Chillstrom, with the donation valued at approximately \$500.00; and

WHEREAS, the City and it’s Public Works Department sincerely appreciate Gopher Ace Hardware’s and Mr. Chillstrom’s generous donation; and

WHEREAS, the donation of \$500.00 in holiday lights for use by the Public Works Department must be accepted by the Long Lake City Council.

NOW THEREFORE BE IT RESOLVED, by the City Council of the City of Long Lake, Minnesota that the City Council does hereby accept the donation of 3,000 LED holiday lights from Gopher Ace Hardware and Donny Chillstrom to the Long Lake Public Works Department.

Adopted by the City Council of the City of Long Lake this 21st day of November 2023.

BY:

Charlie Miner, Mayor

ATTEST:

Jeanette Moeller, City Clerk