



CITY COUNCIL MEETING

May 19, 2026 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. 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.*

6. Consent Agenda

A. Approve Minutes of May 5, 2026 City Council Work Session

B. Approve Minutes of May 5, 2026 City Council Meeting

C. Approve Vendor Claims and Payroll

7. Regular Business

A. Amendment to Section 16 of the Zoning Ordinance to Allow Commercial Kennels as a Permitted Use in the I-1 Industrial District

B. Special Event Permit Request for the Minnesota Inboard Summer Surf Tour Stop at Birch's on the Lake

C. Special Event Permit Request for the Park Board's Long Lake Beach Bonfire at Nelson Lakeside Park

D. 2026 Sanitary Lining Project – Accept Plans and Specifications and Authorize Advertising for Bids

E. Ordinance Amending City Code Chapter 2 – Administration, Article II. City Council to Establish City Council Salaries and Include Council Guidelines; and Article III. Officers and Employees to Address the Administrative Organization of the City

8. Other Business

9. Adjourn

UPCOMING MEETINGS & OTHER DATES OF NOTE

Monday, May 25 / City Offices Closed - Memorial Day Observed

Tuesday, June 2 (5:30 pm) / City Council Work Session

Tuesday, June 2 (6:30 pm) / City Council Meeting

Members of the public may monitor the meeting in person or by watching the livestream on our YouTube channel at <https://www.youtube.com/@CityofLongLakeMN/streams>.



**MINUTES
CITY COUNCIL WORK SESSION
May 5, 2026**

CALL TO ORDER

The meeting was called to order at 5:30 pm.

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

Staff Present: City Administrator: Amanda Nowezki; Public Works Director: Sean Diercks; City Engineer: Rachel Scheu; and City Clerk: Jeanette Moeller

Absent: None

APPROVE AGENDA

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

OPEN CORRESPONDENCE

Bryan Miller, 295 Lakeview Avenue – Mr. Miller expressed his appreciation to the Council for striving to complete road improvements in the City. He encouraged the City to forego including curb and gutter, at least on Lakeview Avenue and Upper Lea Lane, because people just do not want it. He clarified that it wasn't just his opinion that curb, gutter, and sidewalks were not needed and added that if the City wanted to confirm this, they could just survey the residents in the area.

Councilmember Kvale mentioned that the Council would be considering two different types of curb and gutter, one of which would be less invasive. She stated that information on the two types of curb styles had been included in the meeting packet.

Mr. Miller reiterated that the Lakeview Heights residents do not want to have curb and gutter or sidewalks added to their street. He indicated that he was unable to stay for the meeting tonight and explained that he hoped City Administrator Nowezki would be able to fill him in sometime later.

City Administrator Nowezki assured Mr. Miller that she would be happy to fill him in later in the week.

REGULAR BUSINESS

A. 2027 Street Improvement Project – Continue Project Design Discussion

Nowezki commented that the goal of the work session discussion was for staff to continue to request direction from the Council on street improvement project design so that the project can progress forward, with work to begin in early 2027. She particularly sought Council feedback on the City's general curb plan for streets, and highlighted the example of a recent project on Lindawood Lane that

had not included curb and was now having water problems in certain areas, which may result in the City having to return and retroactively add curb sections.

The Council discussed the current drainage issues along Lindawood Lane and how the situation may have been able to be avoided.

Nowezki briefly outlined two different curb styles, barrier and surmountable, and displayed photos so the Council was able to see the differences.

City Engineer Scheu briefly explained the differences, pros and cons of each type of curb as outlined in the staff report.

Council and staff discussed curb styles versus snowplow operations, water flow impacts, and which curb option was more forgiving for drivers.

Nowezki noted that her recommendation to the Council was that every street has a minimum standard of having at least a surmountable curb, but in high traffic areas such as Grand Avenue, they consider installing a barrier curb.

Councilmember Kvale observed that she didn't consider Grand Avenue a high-traffic area.

Nowezki clarified that the Grand Avenue example was intended to point out a style of roadway where more elements would be taken into consideration, such as sidewalks.

The Council commented on how longevity of roadways is improved with curbing; how to communicate that kind of information to residents; how drainage ditches can be affected; that many times the objection to curb and gutter from residents is related to the cost of the project, ways that the City can educate residents about the value of curb/gutter and the difference it can make to the life of a street project.

Scheu noted that neighborhood meetings were not required for this type of project, but she would recommend the City host neighborhood meetings throughout the design stages, feasibility, final design, and before construction. She stated that this allows the residents to ask specific questions and get answers for their specific properties.

The Council discussed the different design options for a surmountable curb.

Diercks noted that he would like to see curb and gutter added to all the City's street projects.

Nowezki reiterated that she was looking for feedback on creating a basic standard related to curb and gutter for City streets. With that, staff would be able to work with the City's engineers to determine which type of curb may work best for a certain street, for example, the Design D option for a surmountable curb. She stated that there may be areas where Public Works and engineering would find that a barrier curb may be best, but she would like the City to consider establishing some type of minimum standard.

Councilmember Feldmann asked if City Engineer Scheu could provide the research on the length of time roadways can last with and without curb and gutter.

Moeller suggested that perhaps the City Engineer could also put together a Frequently Asked Questions handout explaining the details of what curb and gutter does and how it improves the life of roads and drainageways.

Nowezki sought confirmation that the feedback she was hearing from the Council was that the City should have a minimum standard of a surmountable curb and gutter for street projects, unless engineering and Public Works felt more significant curbing was warranted, which could be determined on a case-by-case basis. She added that the Minnehaha Creek Watershed District was working with WSB to make sure that as the City moves forward with projects, watershed issues were being taken into consideration as well.

Councilmember Newcomer asked if there may be any money available from the State to help the City transition to more curb and gutter.

Nowezki responded that staff will be looking at all possible avenues for outside funding. Moving the discussion to Grand Avenue, she recalled that at an earlier Council meeting, the idea of narrowing the roadway and adding a sidewalk had been mentioned. She briefly reviewed cost variations between three possible layout options for Grand Avenue.

Councilmember Kvale indicated that she did not think a sidewalk along Grand Avenue was needed because it would essentially be a floating sidewalk that didn't really connect to anything.

Mayor Miner commented that he thought the idea was more for the safety of people who walk or bike on Grand Avenue and to be able to get them off the roadway.

Council discussed the options for Grand Avenue and how on street parking would be affected by the different scenarios.

Nowezki mentioned that the options presented were based on ideas raised at previous meetings, and her intent was to hopefully achieve united direction on a design option from the Council beforehand.

Councilmember Kvale stated that she would also like to see the surmountable curb used in this area.

The Council discussed the road width of Grand Avenue; the possibility of doing a traffic study; feedback from some residents who've requested stop signs; on street parking; and the possibility of holding a public forum meeting before moving forward with Grand Avenue plans to see, for example, if residents would like to see a sidewalk there or not.

Nowezki summarized that she was hearing the Council may be leaning between design option 1 and 2, but would not be in favor of option 3 because it was too invasive into the right-of-way.

Councilmember Dyvik suggested that option 1 could become option 3 with a parking lane if they remove the sidewalk.

Nowezki asked City Engineer Scheu how the City could obtain feedback from residents so the project isn't held up.

Scheu replied that typically that would occur during the feasibility phase and before the preliminary design stage. She added that she also liked the idea raised by the Council of doing a traffic study.

Moeller questioned how soon a traffic study could be done and expressed concern about waiting too long because school would be out for the year shortly.

Scheu stated that she could speak to their traffic department and see if they could fit it in sooner rather than later.

OTHER BUSINESS

State Flag at City Hall - Mayor Miner noted that the Council had received a copy of an email exchange between himself and Planning Commissioner Goodsell about the State flag issue.

ADJOURN

Hearing no objection, Mayor Miner adjourned the meeting by general consent at 6:27 pm.

Respectfully submitted,
Jeanette Moeller
City Clerk



**MINUTES
CITY COUNCIL MEETING
May 5, 2026**

CALL TO ORDER

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

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

Staff Present: City Administrator: Amanda Nowezki; and City Clerk: Jeanette Moeller

Absent: None

PLEDGE OF ALLEGIANCE

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

Mayor Miner offered the following comments and updates:

He reported that on April 23, the City had cohosted a Braver Angels event with the City of Orono. The event had a good turnout and he thanked Councilmember Feldman, City Administrator Nowezki, and City Clerk Moeller for taking the time to attend.

He stated that he had been invited by Representative Myers to attend the Governor's State of the State address at the Capitol.

Last week, Mayor Miner had attended the first Northern Lake Minnetonka Mayors Forum hosted by the League of Women Voters from the Lake Minnetonka/Plymouth area, and he provided a brief overview of the topics of discussion.

APPROVE AGENDA

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

OPEN CORRESPONDENCE

Leon Green, 145 Lakeview Avenue – Mr. Green shared that he had lived at his location for 47 years and was in attendance at the meeting to support proposals brought forward by Bryan Miller to bring attention to the Long Lake Heights area and Lakeview Avenue. He noted that he has heard for the last several years that Lakeview Avenue was going to be fixed.

Mayor Miner responded that the City was working on a 2027 street improvement project to include Lakeview Avenue and had just discussed project planning during their work session meeting.

CONSENT AGENDA

The Consent Agenda consisted of the following:

- A. Approve Minutes of April 21, 2026 City Council Meeting
- B. Approve Vendor Claims and Payroll

Councilmember Kvale asked for an explanation of the vendor payment to Napa Auto Parts for light truck maintenance and Fire Department purchases.

City Administrator Nowezki stated that the City had an account at the Napa store. A few of the firefighters had to be reminded about not using the City's account anymore, so the amount paid and a few other payments that will show up on the next claims cycle will be billed back to the Shoreline Fire Department. The Napa account has now been closed and in the future, staff will use their issued City credit cards for purchases at Napa to simplify things.

A motion was made by Mayor Miner, seconded by Councilmember Feldmann, to approve the Consent Agenda as presented. Ayes: all.

REGULAR BUSINESS

A. Public Hearing: Ordinance Amending City Code Chapter 2 – Administration, Article II. City Council to Establish City Council Salaries and Include Council Guidelines; and Article III. Officers and Employees to Address the Administrative Organization of the City

City Clerk Moeller reviewed previous discussions that had been held with the Council leading up to preparation of the proposed ordinance, reviewed options for salary escalator scenarios, and the updates needed to Article III of the chapter with regard to establishing background check authority and City staff structure. She indicated that City Attorney Thames had reviewed the proposed amendments.

Mayor Miner noted that the Council's salary had not been raised in at least 20 years, and Long Lake was at the bottom of the Council pay scale in comparison to surrounding cities.

Moeller added that if the ordinance is adopted, the Council was not voting to give themselves an immediate raise. The new wage rate would be in effect for the future Council that is in place as of January 1, 2027.

Councilmember Dyvik stated that he would support a two-year accumulated COLA option for the salary adjustment escalator.

Councilmember Kvale pointed out that the Council would always have the option to freeze an increase if there ends up being some type of financial crisis.

Councilmember Feldmann referenced Section 2-36 and noted that the order of agenda items (e) and (f) had been swapped.

Moeller explained that the reason for doing so was to recognize that the Council approves items under the Consent Agenda, and it would be preferable to offer the ability for the Open Correspondence public comment period to take place before approving business items. She gave a brief overview of the edits that had been made by City Attorney Thames throughout the document.

The Council asked questions about the language proposed related to special elections and the amount of time left in an unexpired term.

Moeller noted that City Attorney Thames had clearly explained to her that the way this section was currently worded would provide the City some discretion in when they would hold a special election.

Councilmember Kvale stated that she would like to have City Attorney Thames review this section again.

Moeller mentioned that City Attorney Thames was scheduled to be at the next City Council Work Session meeting. She suggested that if he didn't have a conflict, staff could request him to stay for the regular meeting to follow so he could better explain this section of language to the Council. She encouraged the Council to table action on the ordinance until the next meeting, but commented that the Council should go ahead and complete the public hearing as it had already been noticed.

Mayor Miner opened the public hearing at 7:01 pm. There being no public comment, he closed the public hearing at 7:02 pm.

A motion was made by Councilmember Feldmann, seconded by Councilmember Newcomer, to table consideration of Ordinance No. 2026-01 amending the City Code of Ordinances, Chapter 2 – Administration, Article II. City Council and Article III. Officers and Employees until the next City Council meeting.

Mayor Miner recalled that the City Council had approved a Code of Conduct Policy a few years ago and asked if that needed to be addressed in this section of the code.

Moeller responded that the Code of Conduct was a separate document and was considered a stand-alone policy.

Mayor Miner suggested that they may want to include some language that references its existence.

Moeller confirmed that she could add a provision within the ordinance language to state that the City had adopted a Code of Conduct Policy for the Council.

Ayes: all.

B. Discussion of City Hall Open Hours

Nowezki stated that she and Moeller would like to solidify what hours the City Hall building would be open to residents. Staff is recommending that the building be open from 8:30 am to 4:30 pm on Monday through Thursday, with office hours on Fridays from 8:30 am to 2:30 pm.

Moeller added that the proposed hours were just the hours the building itself would be open to the public, and noted that their actual working hours would be different.

Mayor Miner indicated that the sign when you walk in the front door a bit beat up, so it would be good to freshen that up when they post the new hours.

Nowezki reminded the Council that staff was working on a new door installation project for City Hall, and she wasn't sure in what manner any signage might be posted on the new doors; however, she did want to be certain the hours were posted on the City's website and made accessible for everyone.

A motion was made by Councilmember Kvale, seconded by Councilmember Feldmann, to support the recommendation for City Hall hours to be 8:30 am to 4:30 pm on Monday through Thursday, and office hours on Fridays from 8:30 am to 2:30 pm. Ayes: all.

OTHER BUSINESS

Scholarship Awards - Councilmember Newcomer congratulated the recent recipients of the Orono and local area scholarship awards.

Training Burn - Councilmember Feldmann stated that he had pictures and video of a recent training burn conducted by the Shoreline Fire Department if anyone was interested in seeing them.

Trail Directional Signage - Mayor Miner commented that Planning Commissioner Goodsell had asked him to pass along a request for directional signage on the Luce Line pointing to Long Lake. In Maple Plain, she had seen where there was signage along the trail that directed people to local restaurants and businesses, and she thought it would be nice for Long Lake to have something similar. He asked if the Park Board could take a look at the idea as a way to direct more traffic to the area businesses.

City Administrator Updates - Nowezki shared the following news:

She thanked Park Board Chair Erika Leachman for assisting her this week in applying for a Hennepin County Youth and Activities Grant for a tennis court resurfacing project at Hardin Park.

In the past week, she'd met with the City Administrators from Wayzata and Orono, along with the City's fire service collaborator, Jerry Streich, to discuss ideas for improving areas to work together and share resources. They will also meet soon with the City of Mound to see if there may be any additional opportunities. The expectation is that Mr. Streich would present the ideas at a special meeting of the Shoreline Fire Operating Board in early summer, and she would invite the Council to attend that meeting if they were interested in hearing some of those ideas.

Nowezki and Moeller had been looking at options to lease a printer/copier for City Hall over the past few weeks. They have solidified a 60-month lease that gives them the option of purchasing the equipment for \$1 at the conclusion of the lease. Moeller described some of the functional difficulties staff has had over the past year with City Hall's current refurbished copier.

City Hall Updates – Moeller indicated that staff had recently completed a significant records retention project they have been working on for the last few years. Additionally, the City Hall doors replacement project is moving forward, and her hope is to potentially have new doors installed by August if possible.

ADJOURN

Hearing no objection, Mayor Miner adjourned the meeting by general consent at 7:29 pm.

Respectfully submitted,
Jeanette Moeller
City Clerk



CITY OF
LONG LAKE

City Council Agenda Report

City of Long Lake

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

MEETING DATE / May 19, 2026

SUBJECT: Approve Vendor Claims and Payroll

Prepared By: Amanda Nowezki, City Administrator

Report Date: 05/14/2026

Recommended City Council Action

Staff recommends the following:

Motion to approve vendor claims paid in the amount of \$91,146.24 and electronic vendor payments in the amount of \$1,419.55 for a total amount of **\$92,565.79**; May City Council monthly payroll in the amount of **\$1,300.00**; and gross City Employee payroll paid May 14 in the amount of **\$21,926.73**.

Overview / Background

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

Supporting Information

- Listing of Claims Paid
- Electronic Vendor Payments
- City Council Payroll
- Biweekly Payroll

LONG LAKE, MN

***Check Summary Register©**

Checks 72032-72056

Name	Check Date	Check Amt	
10100 GENERAL FUND CASH			
72032 CAPSTONE LLC	05/06/26	\$7,875.00	Fire Service Consulting; April 2026 SFM Efficiency. Meetings (
72033 CARSON, CLELLAND & SCHREDER	05/06/26	\$2,805.00	April Legal Fees; Hwy 12 Gate JPAs, Orono Utility Connection
72034 CENTERPOINT ENERGY	05/06/26	\$1,178.82	Gas Charges - (03/21/26-04/20/26) 450 Virginia
72035 CITY OF LONG LAKE	05/06/26	\$373.62	April 2026 Utility Bill-450 Virginia Ave
72036 CITY VIEW PLUMBING & HEATING I	05/06/26	\$406.50	PW Plumbing Repairs; Water Line Repairs
72037 CORE & MAIN LP	05/06/26	\$877.03	Pot Hole Repair - 50#Bag Cold Patch
72038 ECM PUBLISHERS, INC.	05/06/26	\$478.55	Notice Pub-2025 Financial Summary
72039 GOPHER STATE ONE CALL	05/06/26	\$74.25	April 2026 Locates
72040 GRAINGER	05/06/26	\$421.33	PW Supplies-Trash Bags for Parks
72041 Metro West Inspection Svcs Inc	05/06/26	\$812.85	April 2026 Permits
72042 METROPOLITAN COUNCIL	05/06/26	\$36,218.83	Waste Water Services - June 2026
72043 Minnesota Equipment	05/06/26	\$123.92	PW-Mower Parts
72044 Premium Waters, Inc.	05/06/26	\$4.38	Bottled Water - May 2026
72045 SUMMIT FIRE PROTECTION, CO	05/06/26	\$1,027.00	PW Fire Sprinkler Inspection
72046 TIMESAVER OFF SITE	05/06/26	\$178.00	04/21/26 City Council Meeting Minutes - 1 hr
72047 XCEL ENERGY	05/06/26	\$30.02	Steet Lights - 1070 W Wayzata Blvd
72048 Assured Security	05/13/26	\$17,922.47	CH Access Doors, w/New ADA Auto Operators (10/21/25 Mtg)
72049 DELTA DENTAL	05/13/26	\$312.37	Dental Insurance - June 2026
72050 ECM PUBLISHERS, INC.	05/13/26	\$72.00	5/5 Public Hearing Publication- City Code Chapter2
72051 FERGUSON WATERWORKS	05/13/26	\$720.00	1.5" Water Meters (x2)
72052 LANO EQUIPMENT OF LORETTO	05/13/26	\$549.00	PW Push Mower
72053 RIVERSIDE DESIGN	05/13/26	\$213.00	#10 Envelopes (Non Window)
72054 SUTTONS ADVANCED CLEANING SRV	05/13/26	\$290.00	CH Cleaning Services - May 2026
72055 WRIGHT-HENNEPIN SECURITY	05/13/26	\$125.80	May 2026 Security - 450 Virginia Ave
72056 WSB & ASSOCIATES, INC	05/13/26	\$18,056.50	Lead Service Line; PPL Application LSL
Total Checks		\$91,146.24	

10100 GENERAL FUND CASH

101 GENERAL FUND	\$31,086.18
205 FIRE DEPARTMENT	\$7,875.00
601 WATER FUND	\$987.16
602 SANITARY SEWER FUND	\$50,359.97
603 SURFACE WATER MGMT FUND	\$23.43
700 BUILDING PERMIT ESCROWS	\$814.50
	\$91,146.24

LONG LAKE, MN

05/14/26 8:57 AM

Page 1

***Check Detail Register©**

Checks 72032-72056

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
10100 GENERAL FUND CASH					
72032	05/06/26	CAPSTONE LLC			
E 205-42280-3000		Professional Services	\$7,875.00	1251	Fire Service Consulting; April 2026 SFM Efficiency. Meetings (x9), Budget #s, Slide Deck, GIS Mapping
		Total	\$7,875.00		
72033	05/06/26	CARSON, CLELLAND & SCHREDER			
E 101-41610-3120		Legal Fees - Civil	\$1,605.00	9629	April Legal Fees; Hwy 12 Gate JPAs, Orono Utility Connections, Ordinance Draft, Etc
E 101-41610-3120		Legal Fees - Civil	\$1,200.00	9629	April Legal Fees-Criminal
		Total	\$2,805.00		
72034	05/06/26	CENTERPOINT ENERGY			
E 101-41940-3830		Natural Gas Expense	\$196.80	80000790651	Gas Charges - (03/21/26-04/20/26) 450 Virginia
E 101-41942-3830		Natural Gas Expense	\$794.96	80000790651	Gas Charges - (03/21/26-04/20/26) 2145 Daniels St
E 602-49450-3830		Natural Gas Expense	\$23.06	80000790651	Gas Charges - (03/21/26-04/20/26) 2200 Watertown
E 602-49450-3830		Natural Gas Expense	\$25.15	80000790651	Gas Charges - (03/21/26-04/20/26) 250 Lindawood
E 101-45200-3830		Natural Gas Expense	\$138.85	80000790651	Gas Charges - (03/21/26-04/20/26) 309 Harrington
		Total	\$1,178.82		
72035	05/06/26	CITY OF LONG LAKE			
E 101-41940-3820		City Utilities (Wtr,Swr,Stor	\$81.18	050126	April 2026 Utility Bill-450 Virginia Ave
E 101-41942-3820		City Utilities (Wtr,Swr,Stor	\$179.32	050126	April 2026 Utility Bill-2145 Daniels
E 601-49400-3820		City Utilities (Wtr,Swr,Stor	\$45.42	050126	April 2026 Utility Bill-1964 Orchard Ln
E 101-45200-3820		City Utilities (Wtr,Swr,Stor	\$67.70	050126	April 2026 Utility Bill-350 Harrington
		Total	\$373.62		
72036	05/06/26	CITY VIEW PLUMBING & HEATING INC			
E 101-41942-4010		Building Maintenance & R	\$406.50	167979361	PW Plumbing Repairs; Water Line Repairs
		Total	\$406.50		
72037	05/06/26	CORE & MAIN LP			
E 101-43100-2240		Street Maint Materials	(\$74.97)		Credit On Account
E 101-43100-2240		Street Maint Materials	\$952.00	V000034232	Pot Hole Repair - 50#Bag Cold Patch
		Total	\$877.03		
72038	05/06/26	ECM PUBLISHERS, INC.			
E 101-41500-3510		Legal Notices Publishing	\$702.00	1096599	Notice Pub-2025 Financial Summary
E 101-41500-3500		Printing Expense	(\$223.45)	71918	Refund Check 71918
		Total	\$478.55		
72039	05/06/26	GOPHER STATE ONE CALL			
E 601-49400-3855		Gopher One Locates Expe	\$74.25	6040558	April 2026 Locates
		Total	\$74.25		
72040	05/06/26	GRAINGER			
E 101-41942-3840		Custodial & Waste Remov	\$124.53	9879669985	PW Supplies-Paper Towels
E 101-45200-3840		Custodial & Waste Remov	\$59.36	9879669993	PW Supplies-Trash Bags for Parks
E 101-45200-3840		Custodial & Waste Remov	\$237.44	9879860006	PW Supplies-Trash Bags for Parks
		Total	\$421.33		

LONG LAKE, MN

05/14/26 8:57 AM

Page 2

***Check Detail Register©**

Checks 72032-72056

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
72041	05/06/26	Metro West Inspection Svcs Inc			
E 101-42400-3035		Bldg Inspection - Subcontr	\$812.85	5023	April 2026 Permits
		Total	\$812.85		
72042	05/06/26	METROPOLITAN COUNCIL			
E 602-49450-3100		MCES Sewer Treatment	\$36,218.83	0001205729	Waste Water Services - June 2026
		Total	\$36,218.83		
72043	05/06/26	Minnesota Equipment			
E 101-45200-4040		Equipment Maintenance/R	\$36.42	P74462	PW-Mower Parts
E 101-45200-4040		Equipment Maintenance/R	\$87.50	P74465	PW-Mower Parts
		Total	\$123.92		
72044	05/06/26	Premium Waters, Inc.			
E 101-41500-4145		Bottled Water Service	\$4.38	311460030	Bottled Water - May 2026
		Total	\$4.38		
72045	05/06/26	SUMMIT FIRE PROTECTION, CO			
E 101-41942-4010		Building Maintenance & R	\$1,027.00	4061405	PW Fire Sprinkler Inspection
		Total	\$1,027.00		
72046	05/06/26	TIMESAVER OFF SITE			
E 101-41500-3000		Professional Services	\$178.00	32264	04/21/26 City Council Meeting Minutes - 1 hr
		Total	\$178.00		
72047	05/06/26	XCEL ENERGY			
E 101-43100-3815		Street Lighting Maint/Elect	\$30.02	974897295	Steet Lights - 1070 W Wayzata Blvd
		Total	\$30.02		
72048	05/13/26	Assured Security			
E 101-41940-4010		Building Maintenance & R	\$17,922.47	20417	CH Access Doors, w/New ADA Auto Operators (10/21/25 Mtg) Pmt 1 of 2
		Total	\$17,922.47		
72049	05/13/26	DELTA DENTAL			
E 101-41500-1310		Employer Paid Health Ins	\$130.15	CNS0002163	Dental Insurance - June 2026
E 101-43050-1310		Employer Paid Health Ins	\$78.09	CNS0002163	Dental Insurance - June 2026
E 601-49400-1310		Employer Paid Health Ins	\$31.24	CNS0002163	Dental Insurance - June 2026
E 602-49450-1310		Employer Paid Health Ins	\$23.43	CNS0002163	Dental Insurance - June 2026
E 603-43150-1310		Employer Paid Health Ins	\$23.43	CNS0002163	Dental Insurance - June 2026
G 101-21706		FlexPlan - Ins Prem	\$26.03	CNS0002163	Dental Insurance - June 2026
		Total	\$312.37		
72050	05/13/26	ECM PUBLISHERS, INC.			
E 101-41500-3510		Legal Notices Publishing	\$40.50	1096597	5/5 Public Hearing Publication- City Code Chapter2
E 101-41500-3510		Legal Notices Publishing	\$31.50	1096598	5/12 Public Hearing Publication- Kennel Text Amendment
		Total	\$72.00		
72051	05/13/26	FERGUSON WATERWORKS			
E 601-49400-2205		Water Meter Purchases	\$720.00	0564162	1.5" Water Meters (x2)

LONG LAKE, MN

05/14/26 8:57 AM

Page 3

*Check Detail Register©

Checks 72032-72056

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
Total			\$720.00		
72052	05/13/26	LANO EQUIPMENT OF LORETTO			
E 101-41942-4015		Grounds Maintenance	\$54.90	03-1231582	PW Push Mower
E 101-41940-4015		Grounds Maintenance	\$54.90	03-1231582	PW Push Mower
E 101-45200-4015		Grounds Maintenance	\$439.20	03-1231582	PW Push Mower
Total			\$549.00		
72053	05/13/26	RIVERSIDE DESIGN			
E 101-41500-2010		Office Supplies	\$213.00	5234	#10 Envelopes (Non Window)
Total			\$213.00		
72054	05/13/26	SUTTONS ADVANCED CLEANING SRV			
E 101-41940-3840		Custodial & Waste Remov	\$290.00	8130	CH Cleaning Services - May 2026
Total			\$290.00		
72055	05/13/26	WRIGHT-HENNEPIN SECURITY			
E 101-41940-3000		Professional Services	\$62.90	15016899239	May 2026 Security - 450 Virginia Ave
E 101-41942-3000		Professional Services	\$62.90	15016899239	May 2026 Security - 2145 Daniels
Total			\$125.80		
72056	05/13/26	WSB & ASSOCIATES, INC			
E 601-49400-3030		Engineering Fees	\$116.25	R-031349-00	Lead Service Line; PPL Application LSL
E 101-41910-3030		Engineering Fees	\$155.50	R-031349-00	Lindawood; Drainage and Resident Concerns
E 101-41910-3030		Engineering Fees	\$1,035.00	R-031349-00	General Engineering; Coordinating w/Heidi, Misc
E 101-41910-3030		Engineering Fees	\$735.25	R-031349-00	General Engineering; Check-in Meetings
E 101-43100-3030		Engineering Fees	\$994.75	R-031349-00	2027 PMP; Council Mtg, Curb Memo, Updates
G 700-29285		2195 Daniels (DWC) 2026	\$814.50	R-031349-00	Dog Wellness Center; Plan Review, Application, PH Notice
E 602-49450-3030		Engineering Fees	\$14,069.50	R-031349-00	Sanitary Sewer Lining; Proj Mgmt, Design, Wetland Delineation, Drilling, Etc
E 101-41910-3032		General Planning	\$135.75	R-031579-00	General Planning; Bldg Permit, Corr
Total			\$18,056.50		
10100			\$91,146.24		

Fund Summary

10100 GENERAL FUND CASH

101 GENERAL FUND	\$31,086.18
205 FIRE DEPARTMENT	\$7,875.00
601 WATER FUND	\$987.16
602 SANITARY SEWER FUND	\$50,359.97
603 SURFACE WATER MGMT FUND	\$23.43
700 BUILDING PERMIT ESCROWS	\$814.50
	\$91,146.24

LONG LAKE, MN

***Check Summary Register©**

Checks 3421, 3423, 3424

Name		Check Date	Check Amt	
10100 GENERAL FUND CASH				
3421e	POSTALIA	05/01/26	\$500.00	Postage-May 2026
3423e	PSN UTILITY ONLINE BILLING	05/05/26	\$324.55	BILL PAY FEE - April 2026
3424e	MN DEPT OF REVENUE	05/06/26	\$595.00	April 2026 Sales Tax
Total Checks			\$1,419.55	
<u>10100 GENERAL FUND CASH</u>				
101 GENERAL FUND			\$100.00	
601 WATER FUND			\$957.28	
602 SANITARY SEWER FUND			\$362.27	
			\$1,419.55	

LONG LAKE, MN

05/14/26 9:02 AM

Page 1

***Check Detail Register©**

Checks 3421, 3423, 3424

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
10100 GENERAL FUND CASH					
3421 e	05/01/26	POSTALIA			
E 601-49400-3220		Postage	\$200.00	050126	Postage-May 2026
E 602-49450-3220		Postage	\$200.00	050126	Postage-May 2026
E 101-41500-3220		Postage	\$100.00	050126	Postage-May 2026
		Total	\$500.00		
3423 e	05/05/26	PSN UTILITY ONLINE BILLING			
E 601-49400-3090		Software Support	\$162.28	325100	BILL PAY FEE - April 2026
E 602-49450-3090		Software Support	\$162.27	325100	BILL PAY FEE - April 2026
		Total	\$324.55		
3424 e	05/06/26	MN DEPT OF REVENUE			
G 601-20801		Sales Tax Payable	\$595.00	043026	April 2026 Sales Tax
		Total	\$595.00		
		10100	\$1,419.55		

Fund Summary

10100 GENERAL FUND CASH

101 GENERAL FUND	\$100.00
601 WATER FUND	\$957.28
602 SANITARY SEWER FUND	\$362.27
	\$1,419.55



Payroll Summary

Pay Group: 06 City Council
Pay Periods: 2026(May)

Employee	Gross Wage	Federal Gross	State Gross	Federal Tax	State Tax	Local Tax	Social Security	Medi-care	Retire	Tax Sheltered	Non-Tax Sheltered	Tips	Reimb.	Net
000000219 DYVIK, JAHN	250.00	250.00	250.00				15.50	3.63			1.10			229.77
000000264 FELDMANN, MICHAEL	250.00	250.00	250.00				15.50	3.63			1.10			229.77
000000247 KVALE, DEIRDRE	250.00	250.00	250.00				15.50	3.63			1.10			229.77
000000246 MINER, CHARLES	300.00	300.00	300.00				18.60	4.35			1.32			275.73
000000299 NEWCOMER, TODD	250.00	250.00	250.00				15.50	3.63			1.10			229.77

<u>941 Deposit</u>		<u>Pay Summary</u>		<u>Tax Summary</u>		<u>Others</u>	
Federal Tax	None	Gross	1,300.00	Federal Tax		Retirement	
Medicare	\$37.74	Federal Gross	1,300.00	State Tax		Tax-Sheltered	
Social Security	\$161.20	State Gross	1,300.00	Local Tax		Voluntary	5.72
Advanced EIC	None	FICA Gross	1,300.00	FICA Ded/Ben	80.60	Tips	0.00
Total Deposit	\$198.94			Medicare Ded/Ben	18.87	Reimbursement	0.00
						Net	1,194.81



LONG LAKE, MN

05/12/26 Section 6C.

Page 1

Payroll Summary

Pay Group: 01 Bi-Weekly
Check Date: 5/14/2026 per. 10

Employee	Gross Wage	Federal Gross	State Gross	Federal Tax	State Tax	Local Tax	Social Security	Medi-care	Retire	Tax Sheltered	Non-Tax Sheltered	Tips	Reimb.	Net
000000309 BJORKLUND, JULIE	1,901.60	1,778.00	1,778.00	129.51	90.03		117.90	27.57	123.60		8.37			1,404.62
000000287 DECKER JR, MICHAEL	2,047.48	1,915.69	1,915.69	171.04	99.40		126.94	29.69	131.79		9.46			1,479.16
000000243 DIERCKS, SEAN	4,188.04	3,915.82	3,915.82	594.63	235.41		259.66	60.73	272.22		18.43			2,746.96
000000306 KIEPER, JASON	3,239.73	3,058.43	3,058.43	258.86	142.37		200.86	46.98	181.30		14.25			2,395.11
000000091 MOELLER, JEANETTE	3,391.22	2,972.84	2,972.84	228.74	122.69		197.98	46.30	220.43	197.95	14.92			2,362.21
000000252 NOWEZKI, AMANDA	4,570.31	4,080.68	4,080.68	762.71	268.42		282.38	66.04	523.91	15.72	51.13			2,600.00
000000308 WIKMAN, JEFFREY	2,588.35	2,421.41	2,421.41	265.86	133.79		160.48	37.53	166.94		11.39			1,812.36

941 Deposit

Federal Tax	\$2,411.35
Medicare	\$629.68
Social Security	\$2,692.40
Advanced EIC	None
Total Deposit	\$5,733.43

Pay Summary

Gross	21,926.73
Federal Gross	20,142.87
State Gross	20,142.87
FICA Gross	21,713.06

Tax Summary

Federal Tax	2,411.35	
State Tax	1,092.11	
Local Tax		
FICA Ded/Ben	1,346.20	1,346.20
Medicare Ded/Ben	314.84	314.84

Others

Retirement	1,620.19
Tax-Sheltered	213.67
Voluntary	127.95
Tips	0.00
Reimbursement	0.00
Net	14,800.42



CITY OF
LONG LAKE

City Council Agenda Report

City of Long Lake

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

MEETING DATE / May 19, 2026

SUBJECT: Amendment to Section 16 of the Zoning Ordinance to Allow Commercial Kennels as a Permitted Use in the I-1 Industrial District

Prepared By: Hannah Rybak, WSB

Report Date: 5/13/2026

Recommended City Council Action

At their May 12, 2026 regular meeting, the Planning Commission held the public hearing and voted unanimously to recommend that the City Council approve the requested text amendment. The Planning Commission found that the I-1 District would be appropriate for kennel uses, as the I-2 District is. The Planning Commission engaged with the Applicant and stated support for the Dog Wellness Club opening a location in Long Lake, which would be possible following the text amendment.

Motion to adopt Ordinance No. 2026-02 amending Section 16 of the City's Zoning Ordinance to allow commercial kennels as a permitted use in the I-1 Industrial zoning district.

Overview / Background

The city has received a Text Amendment application from Max Bitterman, owner of Dog Wellness Club, to amend the zoning ordinance to allow kennels as a permitted use in the I-1 Industrial District. Kennels are currently allowed as a permitted use in the I-2 Industrial District, but not in the I-1 Industrial District. The applicant has sought land within Long Lake to open a Dog Wellness Club location for a number of years. The business would include dog boarding, training, grooming, and other dog related services. There is an available space at 2195 Danies Street that would suit the applicant's needs. This property is located in the I-1 Industrial District, where kennel facilities are not currently permitted.

A kennel is defined in the ordinance as follows:

Dog Kennel. Any place where three (3) dogs or more over three (3) months of age are boarded, bred and/or offered for sale, except a veterinary clinic.

Section 16A. Subd. 2 (E) allows commercial kennels as a permitted use in the I-2 District. The ordinance language is as follows:

Commercial Kennel Facilities. Commercial kennel facilities shall require the issuance of a Kennel Permit as stated in Section 6-151 of the Long Lake City Code. Commercial kennel facilities shall be subject to the following additional standards listed below. A kennel permit may be revoked by the council by reason of the violation of any health or nuisance order, laws or regulations, or any of the standards listed below:

- 1. Kennels shall be kept in a clean and healthful condition at all times and shall be open for inspection by the city authorities at any time.*

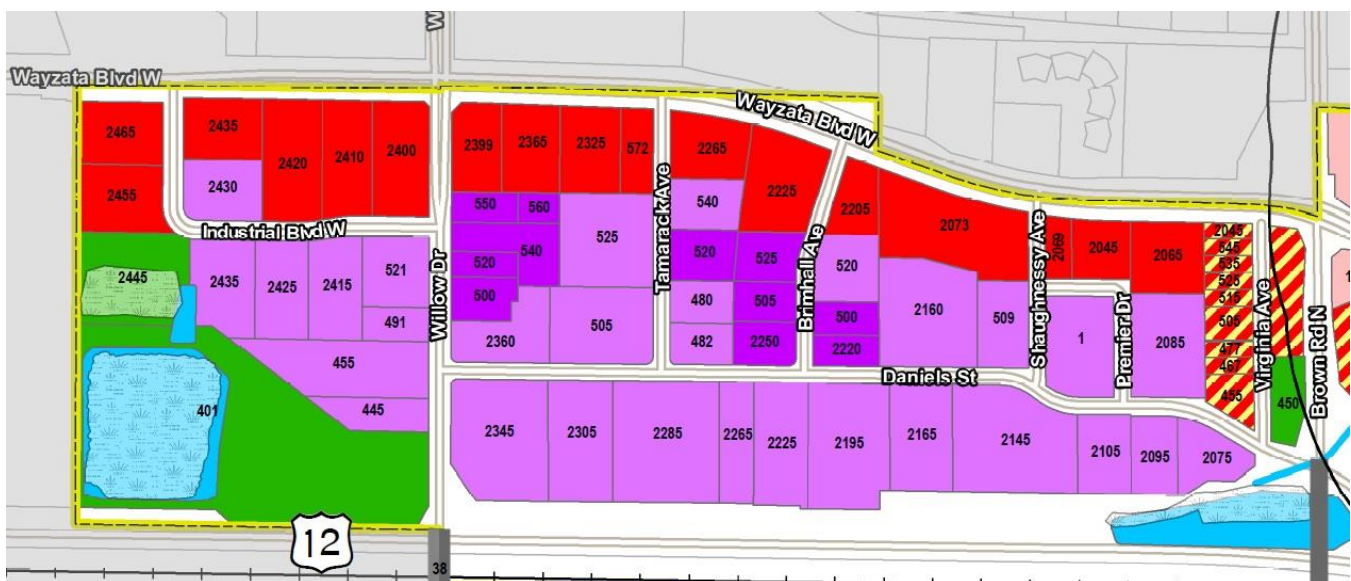
2. Any outdoor exercise/play area must be located in a rear or interior side yard and must be located a minimum of three feet (3') from any property line. Outdoor exercise/play areas may not be located in a front or corner side yard. The outdoor exercise/play area must be fenced to a minimum height of six feet (6') and must be cleaned daily. A site plan showing the proposed location and dimensions of any outdoor exercise/play area shall be submitted with a kennel permit application.

3. Animals shall be reasonably restrained from annoying the neighborhood or the general public.

4. Animal wastes shall be immediately cleaned up with solid wastes being enclosed in a container of sufficient construction to eliminate odors and organisms.

5. Retail associated with a commercial kennel facility is permitted provided that the retail sales area does not occupy more than 10% of the total area of the facility.

I-1 & I-2 Industrial Districts



Long Lake Zoning Map
I-1 is light purple and I-2 is dark purple

The intent statements for the I-1 and I-2 Districts are identical, and are as follows:

A. To improve the economic base of the City and support other City strategies by increasing the efficiency of this limited industrial area, intensifying the use of that land and creating a sense of a district functionally, operationally and visually.

B. To provide a location for active, small scale, light industrial and non production industrial uses with a high standard of building and site design.

During the discussions surrounding cannabis, staff noticed that there is almost no difference between the I-1 and I-2 districts, except for the following:

1. Lot area
 - a. A minimum of 40,000 SF is required in the I-1 District
 - b. A minimum of 20,000 SF is required in the I-2 District
2. Differing uses

- a. Marine repair is permitted in I-1 and not in I-2
- b. Commercial kennel facilities are permitted in I-2 and not in I-1

Lack of differentiation between the two districts is something the City may choose to address following the 2050 Comprehensive Plan update. It may be valuable to provide further distinction between the two districts, or the City may decide to consolidate both districts. As it stands today, it would be reasonable to allow commercial kennel facilities in both industrial districts.

If the Zoning Text Amendment is approved by the City Council, the applicant's potential dog wellness facility will need to meet all applicable zoning ordinance requirements in order to occupy the site.

Supporting Information

- Ordinance No. 2026-02 amending Section 16 of the Long Lake Zoning Ordinance
- Application materials



**City of Long Lake
Hennepin County, Minnesota
Ordinance No. 2026-02**

**An Ordinance Amending Section 16 of the Long Lake Zoning Ordinance to Allow Commercial Kennels
as a Permitted Use in the I-1 Industrial Zoning District**

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

Section 1. The Long Lake Zoning Ordinance, Section 16, Subd. 2 is hereby amended as follows. Additions are underlined, and deletions are shown with a ~~striketrough~~:

Subd. 2. Permitted Uses

F. Commercial Kennel Facilities. Commercial kennel facilities shall require the issuance of a Kennel Permit as stated in Section 6-151 of the Long Lake City Code. Commercial kennel facilities shall be subject to the following additional standards listed below. A kennel permit may be revoked by the council by reason of the violation of any health or nuisance order, laws or regulations, or any of the standards listed below:

1. Kennels shall be kept in a clean and healthful condition at all times and shall be open for inspection by the city authorities at any time.
2. Any outdoor exercise/play area must be located in a rear or interior side yard and must be located a minimum of three feet (3') from any property line. Outdoor exercise/play areas may not be located in a front or corner side yard. The outdoor exercise/play area must be fenced to a minimum height of six feet (6') and must be cleaned daily. A site plan showing the proposed location and dimensions of any outdoor exercise/play area shall be submitted with a kennel permit application.
3. Animals shall be reasonably restrained from annoying the neighborhood or the general public.
4. Animal wastes shall be immediately cleaned up with solid wastes being enclosed in a container of sufficient construction to eliminate odors and organisms.
5. Retail associated with a commercial kennel facility is permitted provided that the retail sales area does not occupy more than 10% of the total area of the facility.

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

Adopted by the City Council of the City of Long Lake this 19th day of May, 2026.

Date of Adoption:	May 19, 2026
Date of Publication:	May 30, 2026
Effective Date:	May 30, 2026

ATTEST:

BY:

Jeanette Moeller, City Clerk

Charlie Miner, Mayor



Land Use Application Form

CITY OF LONG LAKE

450 Virginia Avenue, PO Box 606
Long Lake, MN 55356
City Hall Phone / 952-473-6961

Escrow Deposit = \$ 2000.00
Date Paid 4/13/20
☒ Check # 1003
☐ Cash Receipt # _____

FOR OFFICE USE ONLY

Section 7A.

Planning Case # 20
Application Fee = \$ 500.00
Date Paid 4/13/20
☒ Check # 1003
☐ Credit Card
☐ Cash Receipt # _____

Property Information

Address of Property Involved 2195 Daniels St Long Lake, MN 55356
Property Identification Number 34-118-23-24-0084 Current Zoning I-1
Legal Description of Property Lot 1, Block 1, Long Lake Hendrickson Addition

Property Owner Name Elizabeth A. Bidon, Trustee of the Barbara A. Hendrickson Trust U/A/D May 4, 2017
Property Owner Mailing Address 2526 Sandstone Lane
City, State, Zip Orono, MN 55356

Applicant Information

Full Name Max Bitterman Phone # 612-518-2358
Email Address realmaxbitterman@gmail.com
Street Address 1240 Arbor St
City / State / Zip Orono, MN 55391

Type of Request (Check All That Apply)

Zoning

- ☐ Conditional Use Permit
☒ Zoning Amendment (Rezoning or Text)
☐ Variance
☐ Change to Nonconforming Use or Structure
☐ PUD Master Development Plan or Concept Plan
☐ Final Site and Building Plan Review
☐ Interim Use Zoning Amendment/Permit

Subdivision

- ☐ Preliminary or
☐ Final Plat
☐ Minor Subdivision
(Lot Line Adjustment only)
☐ Major Subdivision
(All Platting Applications)

Other

- ☐ Comprehensive Plan Amendment
☐ Sign Variance
☐ Informal Concept Review (PC)
☐ Village Design Guidelines Review
☐ _____

All applications must be accompanied by the submittals for the specific type of request and the required list of items.

Description of Request The purpose of this application is to request that the regulations for the I-1 Industrial zoning district be amended to allow Commercial Kennel Facilities as a permitted use. Commercial Kennel Facilities are currently a permitted use in the I-2 Industrial District.

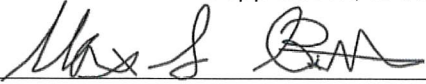
AGENDA DEADLINE & MEETING SCHEDULE

All regularly scheduled Planning Commission and City Council meetings are held in the City Hall Council Chambers beginning at 6:30 pm. The Planning Commission meets on the second Tuesday of the month, and the City Council meets on the first and third Tuesday of each month. Meeting dates are subject to change due to member availability, holidays,

APPLICANT ACKNOWLEDGMENT & SIGNATURE

With my signature below, I acknowledge that I have read, understand, and agree to all of the information listed in the Long Lake Land Use Application and fully understand and agree that I am responsible for all costs, including, without limitation, any consultant fees incurred by the City related to the processing and review of this application through completion and final inspection of any improvements, consistent with the ‘Payment of Fees and Escrow Requirements’ section above. I agree that if additional fees are required to cover costs incurred by the City, the City Administrator has the right to require additional payment from one or more of the undersigned, who shall be jointly and severally liable for such fees. I further understand and agree that if timely payment is not made, the application process may be terminated and the application denied for failure to reimburse the City for costs incurred. I also understand and agree that, in the event of non-payment of fees or costs related to this application or the project herein contemplated, the City may approve a special assessment against my property to recover the same and I hereby specifically waive any and all right to appeal said assessment pursuant to Minnesota Statute 429.

I, the undersigned, certify that the information on this application, to the best of my knowledge, is true and correct.

X Signature of Applicant  Date 04/02/2026

Is applicant also the owner of the properties involved in this application? ☐ YES ☒ NO

PROPERTY OWNER SIGNATURE

I am the owner of the property or properties involved in this application, and consent to the applicant making a Land Use Application.

X Signature of Property Owner

Signed by:



31C388B137884D6...

 Date 4/2/2026

Max Bitterman
Dog Wellness Club

April 8, 2026

City of Long Lake
Planning Department / Planning Commission
450 Virginia Avenue
PO Box 606
Long Lake, MN 55356

SUBJECT: Request for Zoning Ordinance Amendment – I-1 District (Kennel Use) for Lot 1, Block 1, Long Lake Hendrickson Addition

Dear Members of the Planning Commission and City Council,

Please accept this letter and the enclosed application materials as a formal request for a zoning text amendment to the City of Long Lake's Zoning Ordinance, specifically concerning the I-1 (Light Industrial) zoning district.

The purpose of this amendment is to add "Kennels" and/or "Commercial Animal Boarding and Daycare" as a permitted or conditional use within the I-1 district. Approval of this amendment will allow the Dog Wellness Club to establish a premium dog care and wellness facility at the property legally described as Lot 1, Block 1, Long Lake Hendrickson Addition.

We would like to see the current I-2 Commercial Kennel Facilities rule written into I-1 without changes.

From I-2 District, permitted uses section:

Commercial Kennel Facilities: Commercial kennel facilities shall require the issuance of a Kennel Permit as stated in Section 6-151 of the Long Lake City Code. Commercial kennel facilities shall be subject to the following additional standards listed below. A kennel permit may be revoked by the council by reason of the violation of any health or nuisance order, laws or regulations, or any of the standards listed below:

1. Kennels shall be kept in a clean and healthful condition at all times and shall be open for inspection by the city authorities at any time.
2. Any outdoor exercise/play area must be located in a rear or interior side yard and must be located a minimum of three feet (3') from any property line. Outdoor exercise/play areas may not be located in a front or corner side yard. The outdoor exercise/play area must be fenced to a minimum height of six feet (6') and must be cleaned daily. A site plan showing the proposed location and dimensions of any outdoor exercise/play area shall be submitted with a kennel permit application.

3. Animals shall be reasonably restrained from annoying the neighborhood or the general public.
4. Animal wastes shall be immediately cleaned up with solid wastes being enclosed in a container of sufficient construction to eliminate odors and organisms.
5. Retail associated with a commercial kennel facility is permitted provided that the retail sales area does not occupy more than 10% of the total area of the facility.

Property Overview

- Proposed Business: Dog Wellness Club
- Legal Description: Lot 1, Block 1, Long Lake Hendrickson Addition
- Current Zoning: I-1 (Light Industrial)
- Proposed Use: Dog daycare, boarding, grooming and training services (Kennel)

Rationale for the Amendment

Currently, the I-1 district does not explicitly accommodate commercial kennels. However, amending the ordinance to allow this use in light industrial areas aligns with modern municipal planning standards for the following reasons:

- The I-1 and I-2 zoning districts are very similar in their permitted uses in Long Lake. Amending the I-1 district to include Commercial Kennel Facilities as an allowable use would be consistent with the compatible nature of the two industrial zoning districts, given that Commercial Kennel Facilities are already a permitted use in the I-2 district.
- Zoning Compatibility: Light industrial districts are widely considered the most appropriate zoning designation for kennels. The inherent nature of industrial zones—characterized by larger setbacks, robust building structures, and a separation from dense residential neighborhoods—naturally mitigates potential concerns related to noise or increased traffic associated with dog boarding and daycare.
- Economic Development: Allowing the Dog Wellness Club to operate will revitalize the subject property, generate local employment opportunities, and contribute to the City of Long Lake's commercial tax base.
- Community Demand: There is a high and growing demand for high-quality pet care, training, and wellness services in the Long Lake and greater Lake Minnetonka area. Providing a dedicated space for these services will be a valuable amenity for local residents and commuters.

Facility Operations & Mitigation

The Dog Wellness Club is committed to operating a clean, safe, and community-friendly facility. Should the amendment be approved, our subsequent site plan and operational proposals will include details on:

- State-of-the-art soundproofing materials for all indoor play and boarding areas to ensure zero noise disturbance to neighboring properties.
- Strict waste management and sanitation protocols.
- Controlled, supervised outdoor exercise periods (if applicable) with secure fencing and visual screening.

We believe that adding kennels as an allowable use in the I-1 district represents a logical and beneficial update to the Long Lake Zoning Ordinance, promoting diverse business growth while protecting the integrity of residential zones.



CITY OF
LONG LAKE

City Council Agenda Report

City of Long Lake

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

MEETING DATE / May 19, 2026

SUBJECT: Special Event Permit Request for the Minnesota Inboard Summer Surf Tour Stop at Birch's on the Lake

Prepared By: Jeanette Moeller, City Clerk

Report Date: 5/12/2026

Recommended City Council Action

Staff recommends the following:

Motion to adopt Resolution No. 2026-24 approving issuance of Special Event Permit #S2026-06 for the Minnesota Inboard Summer Surf Tour Stop to be held June 20, 2026; to approve issuance of a Noise Variance Permit; and to authorize the Hennepin County Sheriff's Office Water Patrol Unit to permit the event.

Overview / Background

Birch's on the Lake is requesting a Special Event Permit to host the Minnesota Inboard Summer Surf Tour Stop on Saturday, June 20 from 11:00 am to 4:00 pm. The event is comprised of Minnesota Inboard demonstrating two (in total) 2026 model wake boats and offering professional rider exhibitions; wake surf lessons with professional instructors; a DJ broadcasting amplified music from the Birch's deck; food and beverage specials; and event sponsors providing product giveaways and sampling.

Birch's on the Lake has also submitted an application to Hennepin County Sheriff's Office (HCSO) Water Patrol for the required Special Event Permit from their office.

Staff recommends the City Council review the proposed event narrative and consider approval of the application contingent on receipt of documentation and satisfaction of conditions as specified in the attached Special Event Permit.

PLEASE NOTE: Staff is aware that complaints were received about wake activity and damages that occurred on the date of last year's event. It is important to note that the wake activity that occurred was not due to the event itself, but rather was caused by other boating traffic that had hauled in to support MN Inboard. Both the applicant (through their permit application) and City staff have requested that a Water Patrol deputy be present at the event to assure all boating activity is in compliance with watercraft regulations. Additionally, it is a condition of the permit that any event wake surfing and on-water demonstration/exhibition activities only be conducted at least 300 feet from shore at all times.

Supporting Information

- Resolution No. 2026-24
- Special Event Application accompanied by permit approval letter dated May 12, 2026
- Event description and flyer
- Copy of HCSO Water Patrol Permit application
- Noise Variance Permit application



**City Council
Resolution No. 2026-24**

**A RESOLUTION APPROVING THE ISSUANCE OF SPECIAL EVENT PERMIT #S2026-06 FOR THE MINNESOTA
INBOARD SUMMER SURF TOUR STOP EVENT TO BE HELD JUNE 20, 2026**

WHEREAS, the City has received a Special Event Permit application from Birch's on the Lake to host a Minnesota Inboard Summer Surf Tour Stop event on Saturday, June 20, 2026 from 11:00 am to 4:00 pm on Long Lake and on the restaurant property; and

WHEREAS, the proposed event entails Minnesota Inboard demonstrating two 2026 model wake boats and offering a pro-rider exhibition; wake surf lessons with professional instructors; a DJ broadcasting amplified music from the Birch's deck; restaurant food and beverage specials; and event sponsors providing product giveaways and sampling; and

WHEREAS, Birch's on the Lake has also submitted an application to Hennepin County Sheriff's Office (HCSO) Water Patrol for the required Special Event Permit from their office to allow the event to take place on Long Lake; 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 #S2026-06 for the Minnesota Inboard Summer Surf Tour Stop to be held on Long Lake and based out of the Birch's on the Lake restaurant property on June 20, 2026 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 19th day of May 2026.

BY:

Charlie Miner, Mayor

ATTEST:

Jeanette Moeller, City Clerk



Special Event Permit

CITY OF LONG LAKE

450 Virginia Avenue, PO Box 606

Long Lake, MN 55356

City Hall Phone / 952-473-6961

Date Issued _____

PERMIT APPLICATIONS MAY
BE EMAILED TO:
jmoeller@longlakemn.gov

Permit applications **will not be**
considered complete unless
accompanied by required
exhibits.

FOR OFFICE USE ONLY

Section 7B.

Amount Due: \$ _____

Date Paid: 5/1/24

☒ Check # 15143

☐ Credit Card

☐ Cash Receipt # _____

ATTENTION - 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 required exhibits and the permit fee (see page 3 of this application) to be
considered complete.

Event Name MN Inboard Summer Surf Tour 2026

Describe Location or Area of City Where Event Will Take Place Shoreline behind
Birch's on the Lake and on Long Lake next to dock

of Participants Expected to Attend Event 20-30

Describe Any Participation/Entry Fees to be Charged _____

Event Dates/Times Proposed

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

Day of Week	Date	Start Time	End Time
<u>Saturday</u>	<u>6-20-26</u>	<u>11am</u>	<u>4pm</u>

Event Type (CHECK ALL THAT APPLY)

☐ Parade ☐ Festival ☐ Run/Walk ☒ Sporting Event ☐ Block Party ☐ Private Party

☐ Other, Describe Boating demonstration

Event Includes (CHECK ALL THAT APPLY)

☐ Liquor Service ☐ Food Service ☐ Bingo/Raffles ☒ Live Music (DJ) ☒ Amplified Audio at Birch's on the Lake

☐ Animals ☐ Pedestrians/Runners ☐ Bicycles ☐ Floats ☐ Motor Vehicles, # Expected _____

☐ Other Vehicles, Explain Malibu & Axis boats

☐ Games, Amusement Devices or Carnival Equipment, Describe Boat demos, surf lessons

Will parking for the event exceed on site parking facilities available?

☐ Yes, written permission from area property owners allowing use of their property for parking is attached.

☒ No

Who will be providing traffic control personnel? Birch's on the Lake Staff & Valet

Who will be providing traffic control / delineation equipment (barricades, signs, traffic cones, no parking signs, etc.)?

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 is **required to be submitted** at least 10 days prior to the event start date, unless otherwise noted in the permit conditions of approval. Amount of insurance required is \$1,000,000.

Name of Insurance Carrier Midwest Family Mutual Policy Number CPMN 0560121410

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

Full Name Brennan Greene Daytime Phone 314-910-7346
 Alternate Phone 952-473-7373 Email Address brennangreene@gmail.com
 Street Address 40 Fairway Ridge
 City / State / Zip Mound, MN 55364

Organization Information

Organization Name Birch's on the Lake Brewhouse & Supperclub
 Mailing Address P.O. Box 307
 City / State / Zip 1310 W. Weyzata Blvd., Long Lake MN 55364
 Phone 952-473-7373 Email Address info@birchsonthelake.com

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 4/29/20

****** THIS SECTION TO BE COMPLETED BY CITY STAFF ONLY ******

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

Damage Deposit Submitted (IF APPLICABLE) - ☒ Not Applicable ☐ Amount = \$ _____ Check # _____

Review by Department Head or Designee

☒ Public Works Staff Initials SD Date 5/12/2020
☐ Fire Department Staff Initials okgm Date _____
☒ Police Department Staff Initials JB Date 5/14/2020

Staff Signature - Special Event Permit Issued By: _____ (CITY CLERK OR AUTHORIZED DESIGNEE)

City Council Approval Date _____ Date of Issuance _____ PERMIT #S 2020-06

Conditions of Permit Approval

☒ Permit Conditions Detailed in Attached Letter Dated 5/12/2020
☐ Permit Conditions Listed Below:



CITY OF
LONG LAKE

Section 7B.

May 12, 2026

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

RE: SPECIAL EVENT PERMIT CONDITIONS, PERMIT #S2026-06
Minnesota Inboard Summer Surf Tour Stop
June 20, 2026 / 11:00 am – 4:00 pm

Dear Applicant:

Your application for a Special Event Permit for the Minnesota Inboard Summer Surf Tour Stop is hereby approved, subject to the conditions listed below. The Wayzata Police Chief or their designee, the Shoreline Fire Department Chief or Deputy Chief, and any officer representing the Hennepin County Sheriff's Water Patrol unit are empowered to revoke this Special Event Permit at any time for any safety concerns that are not immediately resolved by the Applicant/Permit Holder or a representative of the Permit Holder.

- [] The Wayzata Police Chief or the Chief's designee, acting on behalf of the City of Long Lake, and Shoreline Fire Department Chief or Deputy Chief, are empowered to impose additional conditions to this permit by written correspondence as needed.
- [] It is a condition of this permit that consistent with the event plan, no more than 2 wake boats may be utilized for the event. While the 2 boats may be launched at the Nelson Lakeside Park public launch, vehicles and boat trailers associated with the event are not permitted to park on City park property or on any City right of way. Vehicles and boat trailers are required to park in Birch's on the Lake parking facilities, or at an off-site private property parking location with permission of the private property owner. Access to and from the Nelson Lakeside Park public launch must be kept clear of vehicles and/or obstructions for the duration of the event.
- [] Written permission from private property or business owner(s) for off-site parking locations to be utilized for the event *must be submitted to the City Clerk at least 1 week prior to the event date*. Birch's on the Lake staff will be responsible for any traffic control needed during the event, and to assist in routing any parking to off-site parking locations.
- [] Alcoholic beverages may only be sold and consumed on the licensed premises – the Birch's on the Lake restaurant interior, the attached deck, and the secure/contiguous outdoor patio. The beach and dock areas are not included in the licensed premises.
- [] If Long Lake's under a slow-no wake restriction on the date of the event, the Minnesota Inboard Summer Surf Tour Stop event must be cancelled. A revised event plan limiting boat use to on-dock viewing only may be considered, but must be pre-approved in writing by the City Clerk.

- [] Any wake surfers must be launched at least 300 feet from shore and must stay 300 feet from shore at all times. When not docked, it is a requirement of this permit that all on-water wake boat demonstration and exhibition activities only be conducted at least 300 feet from shore at all times. Boats may not exceed 12 mph in speed during wake surfing activities.
- [] Operation of the 2 wake boats, use of safety equipment, towing, and other activities must be in compliance with all Minnesota state boating laws and regulations at all times.
- [] Proof of approval from the Hennepin County Sheriff's Water Patrol for the Minnesota Inboard Summer Surf Tour Stop to take place on Long Lake *must be submitted to the City Clerk at least 1 week in advance of the event date.*
- [] Proof of arrangements for emergency medical services to be on standby for the event *is required to be submitted to the City Clerk at least 1 week in advance of the event date.* If arrangements haven't already been made, the applicant/permit holder is encouraged to consider contracting with the Shoreline Fire Department for emergency medical services, and the City Clerk will provide contact information for the Fire Chief or his designee.
- [] A Certificate of Insurance listing the City of Long Lake as an additional insured is *required to be submitted to the City Clerk at least 1 week in advance of the event date.*
- [] Failure to abide by any of the conditions in this Permit may result in permit revocation.

Please be advised that by acceptance of Special Event Permit #S2026-06, the Applicant/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 to you and your business.

Sincerely,



Jeanette Moeller
City Clerk

The Minnesota Inboard Summer Surf Tour is an immersive experience designed to bridge the gap between high-performance water sports and a vibrant lakeside social scene. The event combines on-water demonstrations with a deck party, offering guests a comprehensive look at the latest in wake technology and summer lifestyle.

Representatives and pro-staff from Minnesota Inboard take to the water, showcasing the latest wake boats and surf technology. This segment is dedicated to enthusiasts and prospective riders who want to see the engineering in action, featuring live demonstrations of wave shaping and board handling. As the afternoon progresses, the energy shifts from the water to the shore. The "Surf Tour" atmosphere takes over the deck, transforming the venue into a hub for the local boating community. This transition introduces a festive environment where live music, seasonal refreshments, and interactive sponsor displays allow guests to mingle with industry experts and fellow water sports fans. The evening concludes early so guests can move indoors for dining, celebrating the peak of the Minnesota summer season.

Schedule of Events

11:00 AM – 1:00 PM: The Morning Launch & Technical Showcase

- **Registration & Arrival:** Guests arrive at the 10x10 tent set up tables in front of docks for check-in and an introductory look at the featured fleet. MN Inboard will have 2 – 22' wake boats at Birch's on the Lake docks. A Malibu 22 LSV and Axis A225.
- **Tech Talks:** On-dock walkthroughs of the new model year features and functionality.

1:00 PM – 3:30 PM: On-Water Demonstrations

- **Pro-Rider Exhibition:** Professional riders demonstrate the versatility of the wake boats.
- **Wave Customization Sessions:** Real-time demonstrations of how the boats adjust wave height and length to accommodate different riding styles.

12:00 PM – 3:00 PM: The Deck Party Kick-Off

- **Live Entertainment:** DJ Roxanne begins her set on the deck, providing a high-energy soundtrack for the afternoon until 3pm.
- **Partner Pop-Ups:** Red Bull representatives will be in attendance with interactive stations featuring summer flavor features, merchandise, and specialty cocktails featuring MN Inboard sponsor Malibu.
- **Social Hour:** Guests transition to the indoor Brewhouse Bar & Lounge areas for happy hour appetizers and themed cocktails.
- **Lakeside Dining:** Guests are encouraged to stay for dinner and enjoy dining with a beautiful sunset view of the water.
-
- **4:00 PM: Event Concludes on the Shore / Dock**



SATURDAY JUNE 20TH | 11AM - 4PM

Join the Summer Surf Tour and experience the
thrill of Malibu & Axis boats in action!

Live music on the Deck from 12 - 3PM
with DJ Roxanne

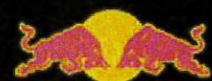
Expert-led Surf Lessons

2026 Boat Demos

Malibu & Axis Swag Giveaways

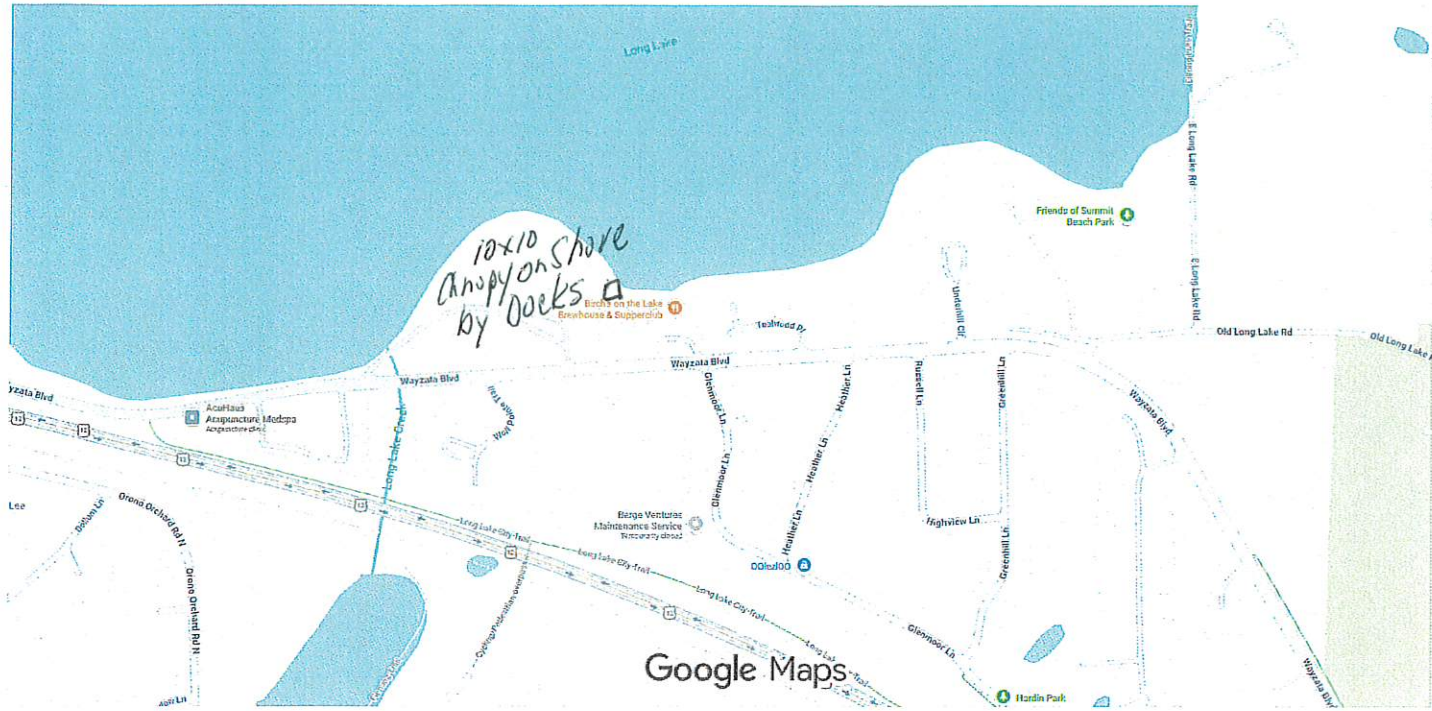
+ Malibu Drink Specials

SIGN UP TO ENJOY THE ULTIMATE
WATER SPORTS EXPERIENCE SPONSORED BY:



Red Bull

SUMMER SURF TOUR 2026



Imagery ©2026 , Map data ©2026 Google 200 ft



SHERIFF DAWANNA S. WITT

Hennepin County Sheriff's Office, 350 South Fifth Street, Room 6, Minneapolis, MN 55415
(612) 348-3744 • hennepinsheriff.org

HENNEPIN COUNTY SHERIFF'S OFFICE | WATER PATROL UNIT

4141 SHORELINE DROVE | SPRING PARK, MN 55384

SHERIFF.WATERPATROL@HENNEPIN.US

SPECIAL EVENT PERMIT APPLICATION

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

NAME OF EVENT: MN Inboard Summer Surf Tour 2026

DATE(S) OF EVENT: June 20th, 2026

TIME(S) OF EVENT: 11am - 4pm

EVENT LOCATION & ADDRESS: (Include a diagram for larger events.) Birch's on the Lake
1310 W. Wayzata Blvd Long Lake, MN 55364

WAS THIS EVENT HELD LAST YEAR: YES ☒ NO ☐

SPONSORING ORGANIZATION: MN Inboard & Birch's on the Lake

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

DL# _____ EMAIL: brennangreene@gmail.com

ADDRESS: 60 Fairway Ridge Mound, MN 55364

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

EVENT WEB ADDRESS: birchsonthelake.com

PROPOSED EVENT ACTIVITIES: Boat demonstrations,
Surf lessons

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

PRIZES TO BE ISSUED: None

WILL ALCOHOLIC BEVERAGES BE SOLD? YES _____ NO X

Section 7B.

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

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

Malibu & Axis Boats at Birch's Dock & on Long Lake

ESTIMATED ATTENDANCE: (# OF PARTICIPANTS) 20-30 (# OF SPECTATORS) 20-30 on Birch's Deck

FISHING TOURNAMENTS MUST PROVIDE THE NUMBER OF BOATS THAT WILL BE ALLOWED TO ENTER THE WATER: _____

WHAT EXTRA/UNUSUAL HAZARD TO PARTICIPANTS OR NON-PARTICIPANTS WILL BE INTRODUCED TO THE EVENT AREA? _____

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

proper water safety life jackets, throwable
device, extinguishers, sound device, etc.

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

IF YES, WATER PATROL DEPUTIES AND/OR VSD PATROL BOATS DO NOT COUNT AS A SAFETY BOAT IF REQUIRED! IF YES, HOW MANY DEPUTIES DO YOU RECOMMEND, WHY AND WHAT SPECIFIC TIME AND LOCATION?

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

DATE | APPLICANTS SIGNATURE & PRINTED NAME | TITLE

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



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

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

The Organization indicated below (may hereinafter be referred to as "Organization"), agrees that it shall ensure that every participant in the Summer Surf tour (event) on 6/20/20 (date) shall execute a written agreement acknowledging and agreeing with, at least, the following (i) that Organization is responsible for administering, managing, directing, sponsoring and over-seeing the Surf tour (event); (ii) that Boat demos (describe nature of event) may be an inherently dangerous activity; and (iii) that the participant has actual knowledge of the particular risk or danger associated therewith.

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

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

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

Organization Name (must match application): MN Inboard & Birch's on the Lake

Address 1310 W. Wayzata Blvd Long Lake, MN 55364
City State ZIP

Contact Person: Brennan Greene Owner - Birch's on the Lake
Print Name Title

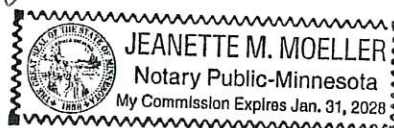
Signature of above contact person: [Signature]

!!!Must be notarized!!!

IN WITNESS WHEREOF, the undersigned voluntarily sets his/her hand this 30th day of April, 2020
Month, Year

Notary Signature: [Signature]

Notary Stamp:





BIRCBRE-01

MT

DATE

Section 7B.

12/2/2025

CERTIFICATE OF LIABILITY INSURANCE

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, Inc. 9855 W 78th Street Suite 100 Eden Prairie, MN 55344-8004	CONTACT NAME: Moriah Trebelhorn	
	PHONE (A/C, No, Ext): (507) 424-1193 FAX (A/C, No):	
	E-MAIL ADDRESS: mtrebelhorn@christensengroup.com	
INSURED Birch's Brewhouse LLC, DBA: Birch's on the Lake PO Box 307 Long Lake, MN 55356	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A: Midwest Family Mutual Ins Co	23574
	INSURER B: Employers Assurance Co	25402
	INSURER C: General Star Indemnity Co.	37362
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PRO-JECT ☐ LOC ☐ OTHER:			CPMN0560121410	3/3/2025	3/3/2026	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 50,000 MED EXP (Any one person) \$ 1,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	AUTOMOBILE LIABILITY ANY AUTO OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☒ HIRED AUTOS ONLY ☒ NON-OWNED AUTOS ONLY			CPMN0560121410	3/3/2025	3/3/2026	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	☒ UMBRELLA LIAB ☒ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE DED ☒ RETENTION \$ 10,000			CPMN0560121410	3/3/2025	3/3/2026	EACH OCCURRENCE \$ 2,000,000 AGGREGATE \$ 2,000,000
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) ☒ Y/N If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	EIG549747101	3/3/2025	3/3/2026	☒ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
C	Excess Liability			IXG678696A	3/3/2025	3/3/2026	Aggregate 3,000,000
A	Liquor Liability			CPMN0560121410	1/1/2026	1/1/2027	Each Common Cause 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
RE: 1310 W. Wayzata Blvd, Long Lake, MN 55356

CERTIFICATE HOLDER

CANCELLATION

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

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE



Noise Variance Permit Application

CITY OF LONG LAKE

450 Virginia Avenue, PO Box 606
Long Lake, MN 55356
City Hall Phone / 952-473-6961

Section 7B.

**PERMIT APPLICATIONS MAY
BE EMAILED TO:
jmoeller@longlakemn.gov**

- Complete this permit application form and submit to City Hall **at least 45 days prior to the requested 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)

Contact Person / Applicant Name Brennan Greene
Phone 314-910-7346 Email Address brennangreene@gmail.com
Organization Name Birch's on the Lake Brewhouse & Supperclub
Mailing Address 1310 Wayzata Boulevard W, PO Box 307
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:

DJ broadcasting amplified music from the deck at Birch's during the Minnesota Inboard Summer Surf Tour Stop

** List All Dates and Requested Hours for Proposed Noise Activity Below **

Day of Week	Date	Start Time	End Time
Saturday	June 20, 2026	11:00 am	4:00 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 Brennan Greene Date 5/12/2026

*** THIS SECTION TO BE COMPLETED BY CITY STAFF ONLY ***

Staff Signature - Permit Issued By _____ (CITY CLERK OR AUTHORIZED DESIGNEE)

City Council Approval Date _____ Date of Issuance _____

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 / May 19, 2026

SUBJECT: Special Event Permit Request for the Park Board's Long Lake Beach Bonfire at Nelson Lakeside Park

Prepared By: Jeanette Moeller, City Clerk **Report Date:** 5/14/2026

Recommended City Council Action

Staff recommends the following:

Motion to approving issuance of Special Event Permit #S2026-08 for the Long Lake Beach Bonfire event to be held on Saturday, May 30 from 6:00 pm to 8:00 pm in Nelson Lakeside Park, subject to the conditions of approval stated in the permit; and to approve issuance of a Noise Variance Permit for the event.

Overview / Background

On behalf of the City's Park Board, Chair Erika Leachman has prepared a Special Event Permit request for the Park Board to host a 'Long Lake Beach Bonfire' free community get-together at Nelson Lakeside Park on Saturday, May 30 from 6:00 pm to 8:00 pm. The event would feature a bonfire on the beach supervised by the Shoreline Fire Department, a few fire pits, lawn games for attendees, complimentary hot dogs and canned drinks, and music broadcasted on a speaker. The Park Board's goal is to offer a summer kickoff outdoor picnic while providing a fun new opportunity for the City's residents to enjoy their park in the heart of town.

Staff recommends approval of this application contingent on satisfaction of conditions as specified in the attached Special Event Permit.

Supporting Information

- Special Event Permit and event description
- Noise Variance Permit



Special Event Permit

CITY OF LONG LAKE

450 Virginia Avenue, PO Box 606

Long Lake, MN 55356

City Hall Phone / 952-473-6961

Date Issued _____

PERMIT APPLICATIONS MAY
BE EMAILED TO:
jmoeller@longlakemn.gov

Permit applications **will not be**
considered complete unless
accompanied by required
exhibits.

FOR OFFICE USE

Section 7C.

Amount Due: \$ C

Date Paid: _____

[] Check # _____

[] Credit Card

[] Cash Receipt # _____

ATTENTION - 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 required exhibits and the permit fee (see page 3 of this application) to be
considered complete.

Event Name Long Lake Beach Bonfire

Describe Location or Area of City Where Event Will Take Place _____

Nelson Lakeside Park & Long Lake Beach

of Participants Expected to Attend Event 50-80 total, 30-40 at any given time

Describe Any Participation/Entry Fees to be Charged None

Event Dates/Times Proposed

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

Day of Week	Date	Start Time	End Time
Saturday	May 30, 2026	6 PM	8 PM

Event Type (CHECK ALL THAT APPLY)

[] Parade [] Festival [] Run/Walk [] Sporting Event [] Block Party [] Private Party

☒ Other, Describe _____

Community picnic and beach bonfire with complimentary hot dogs/pops, Shoreline FD, and lawn games

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 _____

Lawn games like corn hole, ladder golf, and lawn bocce

Will parking for the event exceed on site parking facilities available?

[] Yes, written permission from area property owners allowing use of their property for parking is attached.

[] No

Who will be providing traffic control personnel? NA

Who will be providing traffic control / delineation equipment (barricades, signs, traffic cones, no parking signs, etc.)?

NA

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

Site Map and Detailed Description of Event Required

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

Insurance Carrier for Event

A Certificate of Insurance naming the City of Long Lake as an additional insured is **required to be submitted** at least 10 days prior to the event start date, unless otherwise noted in the permit conditions of approval. 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 Erika Leachman Daytime Phone 612-807-1178
 Alternate Phone 831-239-9239 Email Address erika@bjornstadgroup.com
 Street Address 178 Glenmoor Lane
 City / State / Zip Long Lake, MN 55356

Organization Information

Organization Name City of Long Lake, Park Board
 Mailing Address 450 Virginia Avenue
 City / State / Zip Long Lake, MN 55356
 Phone 952-473-6961 Email Address jmoeller@longlakemn.gov

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.

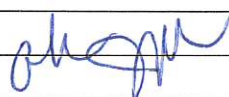
X Signature of Applicant  Date 5/14/26

****** THIS SECTION TO BE COMPLETED BY CITY STAFF ONLY ******

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

Damage Deposit Submitted (IF APPLICABLE) - ☒ Not Applicable ☐ Amount = \$ _____ Check # _____

Review by Department Head or Designee

☐ Public Works Staff Initials _____ Date _____
☐ Fire Department Staff Initials  Date _____
☐ Police Department Staff Initials _____ Date _____

Staff Signature - Special Event Permit Issued By _____ (CITY CLERK OR AUTHORIZED DESIGNEE)

City Council Approval Date _____ Date of Issuance _____ **PERMIT #S 2026-08**

Conditions of Permit Approval

☐ Permit Conditions Detailed in Attached Letter Dated _____

☒ Permit Conditions Listed Below:

Cleanup of park property is required to be completed immediately following the event; no alcoholic beverages may be sold or distributed; the Shoreline Fire Department must be on site at all times while the larger bonfire is burning; written permission from at least one off-site parking location is required; and a Noise Variance Permit is required for use of sound amplification equipment.

2026 Long Lake Beach Bonfire Event

Event Details

When: Saturday, May 30, 2026

Set up: 5:00 PM to 6:00 PM

Event: 6:00 PM to 8:00 PM

Clean Up: 8:00 PM – 8:15 PM

Where: Nelson Lakeside Park, Long Lake, MN

Who: The Long Lake Park Board will host the City's summer kickoff event for residents to come to Nelson Lakeside Park for an outdoor picnic in the park and a bonfire on the beach. This free community event is an outdoor community gathering featuring the Shoreline Fire Department, and the Long Lake Area Chamber of Commerce will sponsor complimentary hot dogs and canned drinks for attendees. Special thanks to donations from local businesses and organizations, including the Long Lake Public Works staff, the Long Lake Area Chamber of Commerce, the Orono Lions, Gopher Ace Hardware, Bjornstad, and Red Mood Marketing.

WHY: To kick off the summer with friendship and appreciation of the lake, its beauty, and its importance to our city while activating one of the City's beautiful parks and enjoying the outdoors together.

Event Schedule

5:00 PM to 6:00 PM – Set Up

Fire pits will be set up and lit in approved locations and under the watch of the Shoreline Fire Department. Lawn games like corn hole will be set up on the lawn. The music player will be queued up and tested. The Blackstone propane grill will be fired up for cooking hot dogs. A condiment table will be set up with napkins, ketchup, and mustard. A cooler with ice will be filled for the canned drinks. The restrooms will be checked to ensure they are properly maintained. Extra trash cans will be set out to encourage can recycling.

Involved Parties: Public Works staff, Long Lake Park Board, Long Lake Area Chamber of Commerce, Orono Lions

6:00 PM to 8:00 PM – Community Gathering

All are welcome to walk, bike, or drive to Nelson Park; onsite parking will be available, supplemented by street parking in downtown and at MidCountry Bank's lot for after-hours use. Participants may gather and mingle around fire pits and the lawn area. Music will be played at a volume conducive to conversation. Attendees may bring their own picnics or grab a hot dog and a pop. Volunteers from the Park Board, Chamber, and their families will tend the hot dog grill and

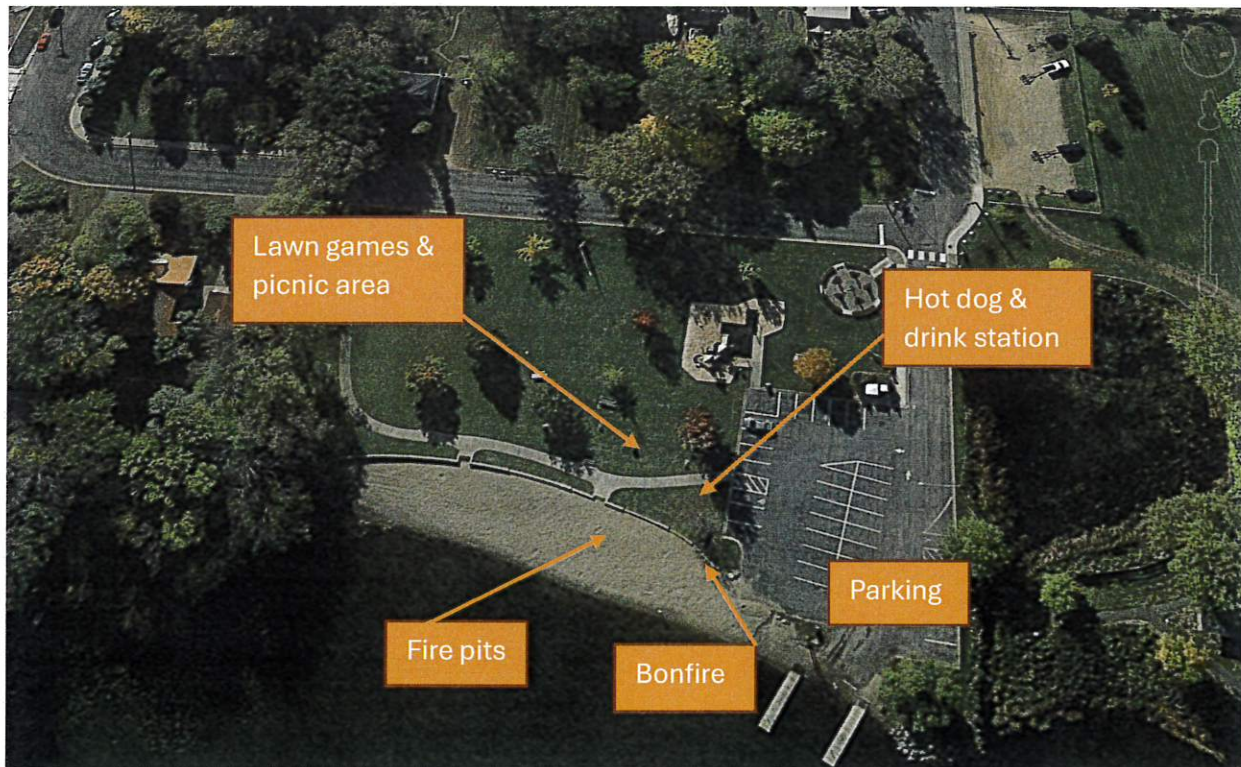
serve the hot dogs and pops in a paper wrapping using tongs and gloves to ensure food safety. Attendees may add their own ketchup and mustard to their liking.

Involved Parties: City staff, Long Lake Park Board, Long Lake Area Chamber of Commerce, community members

7:45 PM – 8:15 PM – Wrap up & Clean up

The Park Board will clean up the park and remove the fire pits, music system, Blackstone griddle, cooler, and lawn games. Public Works staff will secure the facilities, empty trash cans if needed, and remove any City equipment.

Event Site Plan





Noise Variance Permit Application

CITY OF LONG LAKE
 450 Virginia Avenue, PO Box 606
 Long Lake, MN 55356
 City Hall Phone / 952-473-6961

**PERMIT APPLICATIONS MAY
 BE EMAILED TO:**
jmoeller@longlakemn.gov

- Complete this permit application form and submit to City Hall **at least 45 days prior to the requested 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)

Contact Person / Applicant Name Erika Leachman, Park Board Chair
 Phone 612-807-1178 Email Address erika@bjornstadgroup.com
 Organization Name City of Long Lake - Park Board
 Mailing Address 450 Virginia Avenue
 City / State / Zip Long Lake, MN 55356

Noise Variance Request

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

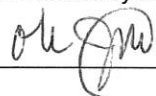
Use of sound amplification equipment to broadcast music during the Long Lake Beach Bonfire event

** List All Dates and Requested Hours for Proposed Noise Activity Below **

Day of Week	Date	Start Time	End Time
Saturday	5/30/2026	5:30 pm	8:30 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  Date 5/15/2026

*** THIS SECTION TO BE COMPLETED BY CITY STAFF ONLY ***

Staff Signature - Permit Issued By _____ (CITY CLERK OR AUTHORIZED DESIGNEE)

City Council Approval Date _____ Date of Issuance _____

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 / May 19, 2026

SUBJECT: 2026 Sanitary Lining Project – Accept Plans and Specifications and Authorize Advertising for Bids

Prepared By: Rachel Scheu, PE, City Engineer

Report Date: 5/12/2026

Recommended City Council Action

Staff recommends the following:

Motion to adopt Resolution No. 2026-26 accepting the Plans and Specifications for the 2026 Sanitary Lining Project and to authorize advertising for bids.

Overview / Background

The City Council authorized WSB to prepare plans and specifications for the 2026 Sanitary Lining Project at its April 7, 2026, regular Council meeting. The project is located in Districts 3 and 5, north of Highway 12 and west of Long Lake, and a spot repair of sanitary sewer pipe in District 1, east of Wolf Pointe Trail near the wetland.

The sanitary sewers in these areas were selected based on the review of the televising videos completed in 2025 to analyze inflow and infiltration in the sanitary sewer system. Staff have identified sanitary sewer pipe lining, wye lining of the services, manhole lining, and a spot repair of sanitary sewer pipe, to address the inflow and infiltration in the sanitary sewer system. Soil boring sampling and wetland delineation data were collected to determine a method to address the aggregate bedding for the spot repair in District 1.

The opinion of probable cost (OPC) for the project is \$891,414, which includes construction costs, a five percent contingency and indirect costs. The OPC is attached to this memorandum for review.

The anticipated bid opening date is June 23, 2026. The bids will be considered by the City Council at its July 7, 2026 meeting. Construction is expected to start in July with substantial completion in October.

Supporting Information

- Resolution No. 2026-26
- Advertisement for Bids – 2026 Sanitary Sewer Lining Project
- Opinion of Probable Cost
- 2026 Sanitary Lining Project plan title sheet / project location map

Note: A full copy of the plan set will be provided electronically for the City Council's review.



**City Council
Resolution No. 2026-26**

**A RESOLUTION APPROVING THE PLANS AND SPECIFICATIONS AND AUTHORIZING
ADVERTISING FOR BIDS – 2026 SANITARY LINING PROJECT**

WHEREAS, the City Engineer has prepared plans and specifications, with reference to sanitary sewer improvements; and

WHEREAS, plans for the 2026 Sanitary Lining Project have been prepared and presented to the City which include: sanitary sewer pipe lining, wye lining of the services, manhole lining, spot removal and replacement of an offset pipe; and other necessary appurtenant work.

NOW THEREFORE, BE IT RESOLVED, that the City Council of the City of Long Lake hereby approves the plans and specifications, a copy of which are made part herein, for the 2026 Sanitary Lining Project

FURTHER, BE IT RESOLVED, that the City Clerk shall prepare and cause to be placed in the City's official newspaper and in Finance and Commerce an advertisement for bids to make such improvements under the approved plans and specifications. The advertisement shall be published and specify the work to be done; and shall state that the bids will be received electronically, shall be publicly opened online by the City Clerk and Engineer, will then be tabulated, and will be considered by the Council at 6:30 pm on July 7, 2026 in the Council Chambers in City Hall. Any bidder whose responsibility is questioned during the consideration of the bid will be given an opportunity to address the Council on the issue of responsibility. No bids will be considered unless filed electronically via QuestCDN and accompanied by a cash deposit, cashier's check, bid bond or certified check payable to the City for five percent (5%) of the amount of such bid.

Adopted by the City Council of the City of Long Lake this 19th day of May 2026.

BY:

Charlie Miner, Mayor

ATTEST:

Jeanette Moeller, City Clerk

ADVERTISEMENT FOR BIDS

Section 7D.

CITY OF LONG LAKE HENNEPIN COUNTY, MINNESOTA 2026 SANITARY LINING PROJECT

GENERAL NOTICE

City of Long Lake (Owner) is requesting Bids for the construction of the 2026 Sanitary Lining Project. Bids for the construction of the Project will be received online through QuestCDN vBid™ until Tuesday, June 23, 2026, at 10:00 a.m. local time. Immediately following expiration of the time for receiving bids, representatives of the City of Long Lake will publicly view Bids at an online Bid opening meeting. Those interested in viewing the online Bid opening are welcome to join the meeting by logging on to <https://zoom.us/join> or calling 1.312.626.6799 and entering Meeting ID 925 7433 1648 and Passcode 787612. The as-read online Bid results will be available at www.questcdn.com following the Bid opening.

The Project includes the furnishing of all labor and materials for the construction complete in-place, of the following approximate quantities:

40	L F	Remove Sewer Pipe (Sanitary)
40	L F	Aggregate Bedding
75	EACH	Lining Sewer Pipe Lateral
40	L F	8" PVC Pipe Sewer
5,000	L F	8" – 10" Lining Sewer Pipe
350	L F	Seal Manhole

The provisions of MINN. STAT. 16C.285 Responsible Contractor are imposed as a requirement of this contract. All bidders and persons or companies providing a response/submission to the Advertisement for Bids of the City of Long Lake shall comply with the provisions of the statute.

Information and Bidding Documents for the Project can be found at www.questcdn.com. Bidding Documents may be downloaded from the website for a nonrefundable fee of \$55 by inputting Quest project #10193293 on the website's Project Search page.

The website will be updated periodically with addenda, lists of registered plan holders, reports, and other information relevant to submitting a Bid for the Project. All official notifications, addenda, and other Bidding Documents will be offered only through the website www.questcdn.com. Neither Owner nor Engineer will be responsible for Bidding Documents, including addenda, if any, obtained from other sources.

Bids will only be accepted via the electronic bidding service through QuestCDN.

The City Council reserves the right to reject any and all Bids and to waive any Bids received without explanation. No Bid may be withdrawn for a period of 60 days.

For all further requirements regarding Bid submittal, qualifications, procedures, and contract award, refer to the Instructions to Bidders that are included in the Bidding Documents.

DATED: May 19, 2026

BY THE ORDER OF THE CITY COUNCIL

s/s Jeanette Moeller
City Clerk
City of Long Lake

PUBLISHED IN: Laker Pioneer
Finance and Commerce

May 30, 2026 and June 6, 2026
May 30, 2026 and June 6, 2026

OPINION OF PROBABLE COST

WSB Project: 2026 SANITARY LINING PROJECT
 Project Location: LONG LAKE
 City Project No.: 0
 WSB Project No: 035575-000

Design By: CSD
 Checked By: RJS

Date: 5/12/2026

ITEM NO.	MNDOT SPECIFICATION NO.	DESCRIPTION	UNIT	ESTIMATED TOTAL QUANTITY	ESTIMATED UNIT PRICE	ESTIMATED TOTAL COST
A. LINING IMPROVEMENTS						
1	2021.501	MOBILIZATION	LS	1	\$ 44,000.00	\$ 44,000.00
2	2104.503	REMOVE SEWER PIPE (SANITARY)	L F	40	\$ 10.00	\$ 400.00
3	2106.601	DEWATERING	LS	1	\$ 1,500.00	\$ 1,500.00
4	2108.504	GEOTEXTILE FABRIC TYPE 10	S Y	18	\$ 4.00	\$ 71.20
5	2451.603	AGGREGATE BEDDING	L F	40	\$ 25.00	\$ 1,000.00
6	2503.601	SANITARY SEWER BYPASS PUMPING	LS	1	\$ 5,000.00	\$ 5,000.00
7	2503.602	CONNECT TO EXISTING SANITARY SEWER	EACH	2	\$ 1,500.00	\$ 3,000.00
8	2503.602	LINING SEWER PIPE LATERAL	EACH	74	\$ 3,500.00	\$ 259,000.00
9	2503.602	SANITARY SEWER SPOT REPAIR	EACH	1	\$ 5,000.00	\$ 5,000.00
10	2503.603	8" PVC PIPE SEWER	L F	40	\$ 70.00	\$ 2,800.00
11	2503.603	LINING SEWER PIPE 8"	L F	4614	\$ 40.00	\$ 184,560.00
12	2503.603	LINING SEWER PIPE 10"	L F	284	\$ 45.00	\$ 12,780.00
13	2503.603	TELEWISE SANITARY SEWER	L F	7606	\$ 2.00	\$ 15,212.00
14	2506.603	CEMENTITIOUS MANHOLE REHABILITATION	L F	60	\$ 900.00	\$ 54,000.00
15	2506.603	SEAL MANHOLE	L F	335	\$ 500.00	\$ 167,500.00
16	2563.601	TRAFFIC CONTROL	LS	1	\$ 10,000.00	\$ 10,000.00
17	2573.501	STABILIZED CONSTRUCTION EXIT	LS	1	\$ 3,000.00	\$ 3,000.00
18	2573.503	SEDIMENT CONTROL LOG TYPE WOOD FIBER	L F	300	\$ 3.00	\$ 900.00
19	2574.507	COMMON TOPSOIL BORROW	C Y	2	\$ 80.00	\$ 160.00
20	2574.508	FERTILIZER TYPE 3	LB	10	\$ 1.00	\$ 10.00
21	2575.504	ROLLED EROSION PREVENTION CATEGORY 20	S Y	140	\$ 3.00	\$ 420.00
22	2575.505	SEEDING	ACRE	1	\$ 1,000.00	\$ 1,000.00
23	2575.523	WATER	MGAL	3	\$ 25.00	\$ 75.00
24	2575.608	SEED SOUTHERN TALLGRASS ROADSIDE	LB	1	\$ 50.00	\$ 50.00
					CONSTRUCTION TOTAL	\$ 771,438.20
					CONTINGENCY TOTAL (5%)	\$ 38,571.91
					SUBTOTAL	\$ 810,010.11
					INDIRECT COST TOTAL (10%)	\$ 82,216.03
					TOTAL	\$ 892,226.14
					GRAND TOTAL	\$ 892,226.14

DISCLAIMER:

In review of this Opinion of Probable Cost, the Client understands that the Consultant has no control over the availability of labor, equipment or materials, market conditions, or the Contractor's method of pricing. This Opinion of Probable Cost is made on the basis of the Consultant's professional judgment and experience. The Consultant makes no warranty, expressed or implied, regarding the ultimate bids or negotiated cost of the Work.

EXISTING PLAN SYMBOLS

PROPERTY LINES/RIGHT-OF-WAY

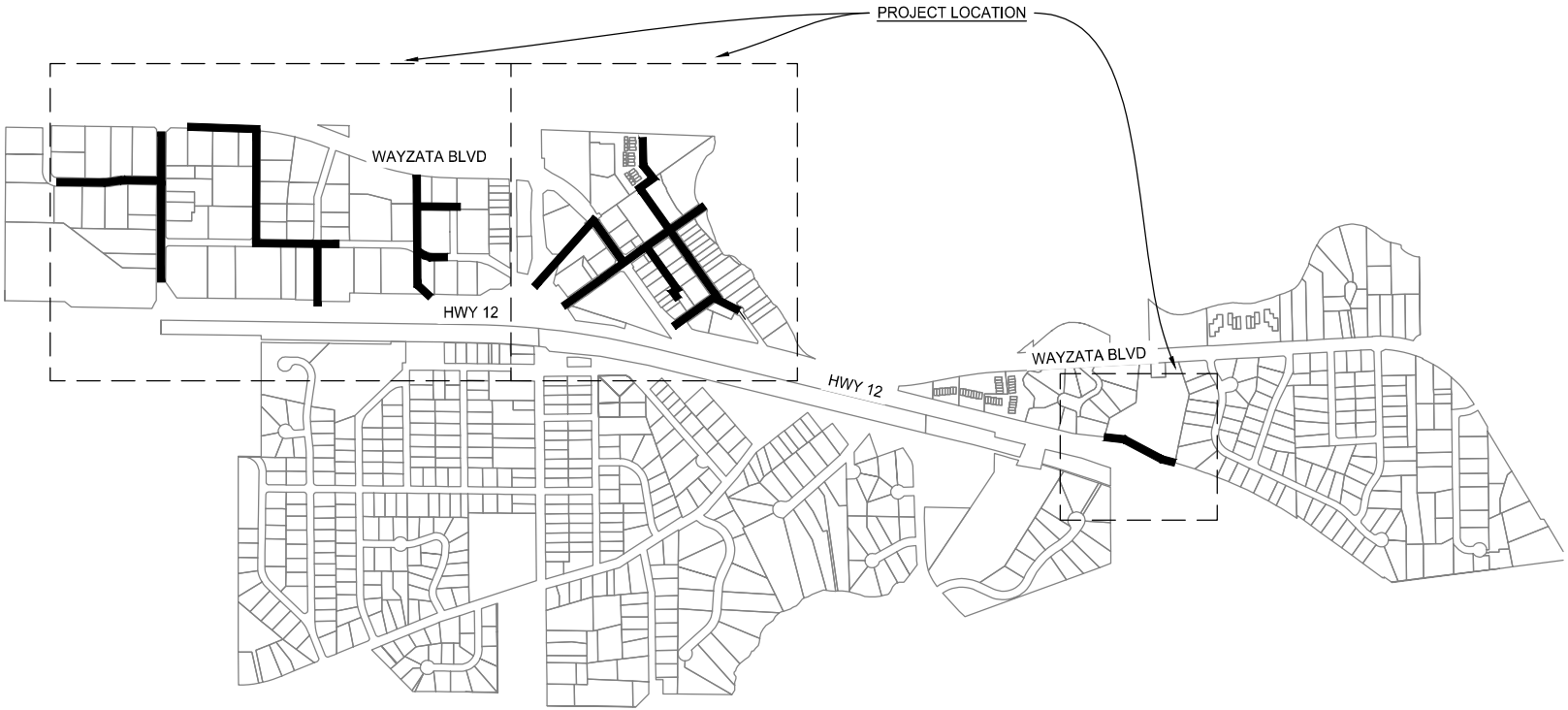
EXISTING UTILITY SYMBOLS

WATER MAIN
SANITARY SEWER
STORM SEWER
CATCH BASIN
STORM APRON
STORM SEWER MANHOLE
GATE VALVE
HYDRANT
SANITARY SEWER MANHOLE

2026 SANITARY LINING PROJECT

CITY OF LONG LAKE, MN

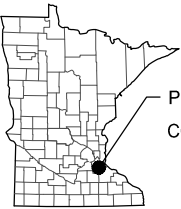
CONSTRUCTION PLAN FOR SANITARY SEWER LINING
LOCATED IN LONG LAKE ON INDUSTRIAL BLVD, WILLOW DR, WAYZATA BLVD, TAMARACK AVE
DANIELS ST, BRIMHALL AVE, SHAUGHNESSY AVE, PRIMER DR
LAKE ST, SYMES ST, MILL ST, AND MARTHA LN



EXCAVATION NOTICE SYSTEM

A CALL TO GOPHER STATE ONE (651-454-0002) IS REQUIRED A MINIMUM OF 48 HOURS PRIOR TO PERFORMING ANY EXCAVATION.

PROJECT LOCATION MAP



PROJECT LOCATION
COUNTY: HENNEPIN

UTILITY INFORMATION

THE SUBSURFACE UTILITY INFORMATION IN THIS PLAN IS UTILITY QUALITY LEVEL D. THIS UTILITY QUALITY LEVEL WAS DETERMINED ACCORDING TO THE GUIDELINES OF CI/ASCE 38-22, ENTITLED, "STANDARD GUIDELINES FOR INVESTIGATING AND DOCUMENTING EXISTING UTILITIES".

GOVERNING SPECIFICATIONS

THE 2025 EDITION OF THE MINNESOTA DEPARTMENT OF TRANSPORTATION SPECIFICATIONS FOR CONSTRUCTION SHALL GOVERN.

THE LATEST EDITION OF THE CITY ENGINEERS ASSOCIATION OF MINNESOTA'S "STANDARD UTILITIES SPECIFICATION" SHALL APPLY.

ALL TRAFFIC CONTROL DEVICES SHALL CONFORM TO THE LATEST EDITION OF THE MINNESOTA MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES, INCLUDING THE LATEST FIELD MANUAL FOR TEMPORARY TRAFFIC CONTROL ZONE LAYOUTS.

PLAN SET INDEX

SHEET NO.	SHEET TITLE
1	TITLE SHEET
2	GENERAL LAYOUT
3	STATEMENT OF ESTIMATED QUANTITIES
4	MISCELLANEOUS PLANS
5-12	LINING PLANS
13	SPOT REPAIR PLANS
14	EROSION CONTROL PLANS



THIS PLAN SET CONTAINS 14 SHEETS

THIS PLAN SET HAS BEEN PREPARED FOR:

CITY OF LONG LAKE
450 VIRGINIA AVENUE
LONG LAKE, MN 55356
(952) 473-6961

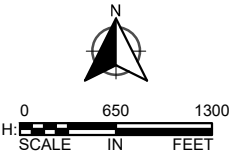
ALL APPLICABLE FEDERAL, STATE, AND LOCAL LAWS AND ORDINANCES WILL BE COMPLIED WITH IN THE CONSTRUCTION OF THIS PROJECT.



I HEREBY CERTIFY THAT THIS PLAN WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION, AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

RACHEL SCHEU, P.E.

DATE: 05/18/26 LICENSE NUMBER: 63257



PLAN REVISIONS		
DATE	SHEET NO.	APPROVED BY

WSB PROJ. NO. 035575-000

SHEET
1
OF
14



CITY OF
LONG LAKE

City Council Agenda Report

City of Long Lake

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

MEETING DATE / May 19, 2026

SUBJECT: Ordinance Amending City Code Chapter 2 – Administration, Article II. City Council to Establish City Council Salaries and Include Council Guidelines; and Article III. Officers and Employees to Address the Administrative Organization of the City

Prepared By: Jeanette Moeller, City Clerk

Report Date: 5/13/2026

Recommended City Council Action

Staff recommends the following:

Motion to adopt Ordinance No. 2026-01 amending the City Code of Ordinances, Chapter 2 – Administration, Article II. City Council to establish Council salaries and include general Council operating guidelines; and amending Article III. Officers and Employees to provide for background check authority and address the administrative organization of the City.

Motion to direct staff to publish a summary of Ordinance No. 2026-01.

Overview / Background

Chapter 2 - Administration, Article II. City Council

Per Minn. Stat. 415.11, a change to increase Council salaries may be enacted by ordinance, but no change in salary may take effect until after the following municipal election. To assure that a planned increase for Mayor and Council member salaries may take effect at the earliest opportunity beginning January 2027 (following the regular municipal election this upcoming November), staff has prepared the attached ordinance amending City Code to adopt the Council's current salary structure, a new salary structure effective January 2027, and a schedule for bi-annual salary increases to continue following future municipal elections. Additionally, the proposed amendments include the addition of general Council operating guidelines that are not currently documented in City Code.

Chapter 2 - Administration, Article III. Officers and Employees

Currently, City Code Chapter 2, Article III. Officers and Employees only includes language establishing the City Administrator position pursuant to Minn. Stat. 412.111 and summarizing general duties of the position. After reviewing a number Administration sections of other municipal codes, staff recognized the City's Officers and Employees article warranted a thorough update.

The attached ordinance would amend the above article to provide for the City and its Police Department's authority to conduct criminal history pre-employment and pre-licensing background checks; to recognize the City's administrative departments, offices and positions; and would retain and update language regarding the City Administrator position.

May 5, 2026 City Council Meeting & Public Hearing

The City Council formally reviewed Ordinance No. 2026-01 for consideration of adoption at its last meeting. After some discussion, staff received direction to complete some additional edits with regard to calculating Mayor and Council wage increases based on staff cost of living adjustment percentages approved for the two year period preceding a regular municipal election versus a single year; and adding language to reference the City's adopted Code of Conduct Policy. Further, it became evident that consulting with the City Attorney to establish more clarity on the section pertaining to Council special elections was warranted.

The noticed public hearing was held, and no comment was received. Council and staff agreed that tabling action on the ordinance until the May 19 meeting to allow for the above items to be addressed would be beneficial. Staff noted that City Attorney Thames was anticipated to be in attendance at the Council's May 19 work session meeting,

Conclusion

Edits have been made to the proposed ordinance consistent with the Council's requested amendments as discussed at the May 5 meeting. City Attorney Thames will be attending the May 19 work session, during which staff will be prepared to highlight updated special election related language updates for the Council's review. Following the work session, staff recommends the City Council consider adoption of Ordinance No. 2026-01 at the regular meeting. If directed by Council, adjustments to the ordinance may be made at the meeting and the ordinance may be adopted 'as amended'.

Supporting Information

- Ordinance No. 2026-01
- Ordinance No. 2026-01 – Ordinance Publication Summary



**City of Long Lake
Hennepin County, Minnesota
Ordinance No. 2026-01**

An Ordinance Amending the City Code of Ordinances, Chapter 2 – Administration, Article II. City Council to Establish Council Salaries and Include General Council Operating Guidelines; and Amending Article III. Officers and Employees to Provide for Background Check Authority and Address the Administrative Organization of the City

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

- Section 1.** The City Code of Ordinances, Chapter 2 – Administration, Article II. City Council, is hereby repealed in its entirety.
- Section 2.** The City Code of Ordinances, Chapter 2 – Administration, Article II. City Council, is hereby adopted as follows.

Sec. 2-31. Council composition and election.

The Council shall be composed of a Mayor and four Councilmembers who are elected at large. Each elected Councilmember shall serve for a term of four years, and the terms of Councilmember shall be staggered so that two Councilmembers are elected during each election period. The elected Mayor shall serve for a term of two years. The terms of elected Councilmembers and the Mayor will commence on the first Monday in January following the election at which the Councilmembers and Mayor were elected.

The regular city election shall be held biennially on the first Tuesday after the first Monday in November in every even-numbered year. The filing fee for municipal office shall be set pursuant to Minn. Stat. 205.13, subd. 3a, as may be amended from time to time.

A vacancy in an office shall be filled by Council appointment until an election is held as provided in this section. If the vacancy occurs at a time when a special election is required by Minn. Stat. 412.02, subd. 2a or other applicable law, a special election shall be held at or before the next regular city election and the appointed person shall serve until the qualification of a successor elected at a special election to fill the unexpired portion of the term. The Council may determine, by resolution, the dates of filing affidavits of candidacy for the office, the timing of absentee balloting related thereto, the date of the special election, and any other related administrative provisions for the special election. The special election shall be held on date permitted by Minn. Stat. 205.10, subd. 3a. If the vacancy occurs when a special election is not required by law, no special election will be held to fill the vacancy and the appointed person shall serve through the duration of the unexpired term.

Except as herein provided, the general laws of this state pertaining to registration of voters and the conduct of primary and general elections shall apply for all municipal elections.

The Council may, by resolution, order a special election on any question which it desires to submit to a vote of the voters, fix the time for holding the same, and provide all means for holding such special election. The procedure at such election shall conform as nearly as possible to that herein provided for other municipal elections.

Sec. 2-32. Council subgroups and liaison positions.

All Council subgroups shall be appointed by the Mayor or upon the majority vote of the Council. Council subgroups shall not include more than two Councilmembers, though an alternate may be appointed to serve in the absence of an appointee. Any matter brought before the Council for consideration may be referred to the appropriate subgroup appointed by the Council for report and recommendation before it is considered by the Council as a whole. Each appointed subgroup shall act promptly and faithfully on any matter referred to it. Subgroups of the Council which are delegated authority to transact business on behalf of the Council shall comply with all open meeting requirements set forth in Minn. Stat. Chapter 13D.

Council members may also serve as liaisons to other city commissions, advisory boards, or community boards or groups. Each such organization that is recognized by the Council may have at least one Councilmember appointed as a liaison, with said liaison to report the organization's activities to the Council. No more than two Councilmembers may attend any subgroup, commission, board or group meeting referenced in this section at any one time, unless notice of a quorum has been posted.

Sec. 2-33. Council salaries.

(a) As compensation for the administration of the affairs of the city, the Mayor and Councilmembers shall receive an annual salary payable in equal monthly payments as follows:

	<i>Mayor</i>	<i>Councilmembers</i>
Year 2026	\$3,600 / year	\$3,000 / year

(b) As additional compensation, the Mayor and Councilmembers may also receive at the city's expense such things as, but not necessarily limited to, meals furnished as a convenience while meeting to conduct city business, or at other functions sponsored in whole or in part by the city; and reimbursement by the city for reasonable travel expenses incurred for pre-approved attendance at conferences for elected officials, or appearances related to litigation, such as depositions, court hearings and trials. Mileage shall be reimbursed at the rate approved by the United States Internal Revenue Service. The City Council is the sole determiner of whether such additional compensation is warranted, and such compensation need not be offered equally to all members.

(c) Following the regular municipal election in 2026, effective January 1, 2027, the salaries of the Mayor and Councilmembers shall be adjusted as follows:

	<i>Mayor</i>	<i>Councilmembers</i>
Year 2027	\$4,800 / year	\$4,000 / year
Year 2028	\$4,800 / year	\$4,000 / year

(d) Following the regular municipal election in 2028 and following each subsequent regular municipal election, the salaries of the Mayor and Councilmembers shall be automatically adjusted effective January 1 of the odd-year. The adjustments shall be calculated as a percentage equal to the

total annual City salary pay plan cost of living adjustments approved by the City Council for the two-year period preceding the regular municipal election.

(e) Notwithstanding subsection (d), any salary adjustment may be waived by adoption of a resolution prior to the date on which a regular municipal election is scheduled to occur.

Sec. 2-34. Council meetings.

Regular meetings of the Council will be held on the first and third Tuesdays of each month in the Council Chambers of the City Hall at 6:30 pm unless otherwise specified or rescheduled by Council action. If Tuesday is a holiday, the meeting will typically be held the following day unless otherwise specified by the Council. Work session Council meetings may be scheduled on an as needed basis either by Council action or at the direction of the city administrator or city clerk. Special meetings of the Council may be called by the Mayor or by any two members of the Council by writing filed with the city clerk, who shall then deliver notice to all Councilmembers and post notice of the time and place of the meeting at least three days before the meeting. An emergency meeting may be called by the Mayor or by any two members of the Council by writing filed with the city clerk because of circumstances that require immediate consideration by the City Council. Posted or published notice is not required for an emergency meeting, but notice that includes the subject of the meeting shall be provided to Councilmembers by any communication method used to notify members.

All regular, special and emergency meetings of the Council shall be conducted in accordance with the Minnesota Open Meeting Law (Minn. Stat. Chapter 13D, as it may be amended from time to time) after notice as required by law.

The Mayor shall preside at all meetings of the Council. In the absence of the Mayor, the Mayor Pro-Tempore shall preside. In the absence of both, the city administrator shall call the meeting to order and shall preside until the Council members present at the meeting choose one of their members to act temporarily as presiding officer. The presiding officer shall preserve order and enforce the City Council Code of Conduct Policy as adopted by the City Council.

The Mayor may speak on any question being considered being considered by the Council, and has the rights, privileges, and duties of any other member of the Council. The Mayor may introduce or second a motion, resolution or ordinance.

At the first regular Council meeting in January of each year, the Council shall:

- (a) Designate the depositories of city funds;
- (b) Designate the official newspaper;
- (c) Choose an acting Mayor Pro-Tempore from the Councilmembers, who shall perform the duties of the Mayor when absent, or during a vacancy in the office of Mayor until a successor has been appointed or elected; and
- (d) Appoint Council members to liaison and subgroup positions as may be necessary.

Sec. 2-35. Quorum and voting.

- (a) A majority of Council members elected constitutes a quorum.
- (b) The votes of the members on any question pending before the Council may be by voice vote or in any other manner of voting which signifies the intention of the members, and the names of those voting for and against the question shall be recorded in the meeting minutes.
- (c) A majority vote of the Council shall be necessary for approval of any ordinance and shall prevail, unless a larger number is required by statute or other city ordinance.

Sec. 2-36. Order of business at regular meetings.

Each regular meeting of the Council shall convene at the time and place therefor noticed, and Council business shall generally be conducted in the following order, subject to change:

- (a) Call to Order
- (b) Pledge of Allegiance
- (c) Mayor's Comments
- (d) Approve Agenda
- (e) Open Correspondence
- (f) Approve Consent Agenda
- (g) Regular Business
- (h) Other Business
- (i) Adjourn

Sec. 2-37. Ordinances, resolutions, motions, petitions and communications.

- (a) Every ordinance and resolution shall be presented in writing. All motions shall be recorded in the minutes, and the names of those voting for and against the motion shall be recorded in the meeting minutes. All petitions and other communications addressed to the Council shall be in writing and shall be read in full upon presentation of the same to the Council. They shall then be recorded or specifically referenced in the meeting minutes, and a copy shall be placed on file.
- (b) Every ordinance and resolution passed by the Council shall be signed by the Mayor or acting Mayor Pro-Tempore, attested by the city administrator or the city clerk, and filed for permanent record. Ordinances shall be published either in full or in summary in the city's official newspaper.
- (c) Every ordinance or resolution repealing a previous version of an ordinance, resolution, or section thereof shall include the number, if any, and the title of the ordinance or resolution to be repealed or amended in whole or in part.

Sec. 2-38. Code of Conduct Policy for City Council and City Advisory Boards.

(a) *Purpose.* Long Lake residents and businesses deserve a fair, ethical and accountable local government which earns the public's full confidence. Proper and efficient operation of municipal government requires that its public officials and appointed board members be independent, impartial and responsible to citizens and property owners; that municipal governmental decisions and policy are made in accordance with the procedures established by the City; and that municipal public office is never to be used for personal gain. Recognizing these goals, the City Council has established a Code of Conduct Policy, adopted May 20, 2025, for the members of the Council and all members appointed to City commissions and advisory boards to reflect a shared responsibility for maintaining a professional environment; providing standards for conduct in City matters; fostering a culture of trust, respect, and candor; committing to eliminating conflicts of interest; and for promoting the public's confidence and faith in the integrity of their City government.

(b) *Standards of conduct.* The Code of Conduct Policy herein referenced establishes that members of the Council, whether elected or appointed, as well as all members appointed to City commissions and advisory boards, shall comply with all applicable federal laws, state laws, City ordinances and resolutions, and City policies in the performance of their public duties. Members shall be patient, respectful, polite and courteous to each other, as well as to the public and to members of the City's staff.

(c) *Availability; policy subject to change.* The Code of Conduct Policy was created at the discretion of the City Council and is subject to change or termination at any time by majority vote of the Council. The Code of Conduct Policy is published in its entirety on the City's website, and copies may be provided by City staff to any individual upon request.

Secs. 2-39—2-60. - Reserved.

Section 3. The City Code of Ordinances, Chapter 2 – Administration, Article III. Officers and Employees, is hereby repealed in its entirety.

Section 4. The City Code of Ordinances, Chapter 2 – Administration, Article III. Officers and Employees, is hereby adopted as follows.

Article III. Officers and Employees

Division 1. Generally

Sec. 2-61. Computerized criminal history and driver's license history inquiries.

The purpose and intent of this section is to establish regulations that will allow the city's Police Department to access Minnesota's computerized criminal history information to conduct background checks on individuals in connection with employment, contracts, licenses, permits and/or volunteer work with the city.

- (a) The city's Police Department is required to do a criminal history background investigation on individuals in connection with applications for the following positions, licenses and permits within the City of Long Lake:

1. Regular and part-time employment with the city.
 2. Volunteer positions with any city programs providing services to children or vulnerable adults.
 3. Independent contractors that have direct access to, or management of, public funds; substantial contact with juveniles in a setting where other adults may not be present; the task of entering private property on a regular basis; or supervisory responsibilities.
 4. Liquor licenses, including managers of the establishments.
 5. Tobacco licenses.
 6. Charitable gambling licenses.
 7. Solicitor and peddler permits.
 8. Massage licenses, including managers and owners of the business, as well as individual massage therapists.
- (b) In conducting criminal history background investigations under this section, the city's Police Department is authorized to access data maintained in the Minnesota Bureau of Criminal Apprehension's (BCA) computerized criminal history information system in accordance with BCA policy. Any data that is accessed and acquired must be maintained at the Police Department under the care and custody of the Chief of Police or his or her designee. A summary of the results of the computerized criminal history data may be released by the Police Department to other city staff involved in the application process.
- (c) Before a background investigation is undertaken, the city must obtain written consent from the applicant authorizing the city's Police Department to undertake the investigation. The written consent must fully comply with the provisions of state law, including Minn. Stat. Ch. 13, regarding the collection, maintenance and use of the information.
- (d) Except for the positions set forth in Minn. Stat. 364.09, the City will not reject an applicant for employment on the basis of the applicant's prior conviction unless the crime is directly related to the position of employment sought and the conviction is for a felony, gross misdemeanor, or misdemeanor with a jail sentence. If the City rejects the applicant's request on this basis, the City shall notify the applicant in writing of the grounds and reason for the rejection; the applicant complaint and grievance procedure set forth in Minn. Stat. 364.06; the earliest date the applicant may reapply for employment; and that all competent evidence of rehabilitation will be considered upon reapplication.
- (e) All new license and permit applications under this section must be accompanied by a background investigation fee set by the Council, adopted by resolution, and uniformly enforced. Such fees may, from time to time, be amended by the Council by resolution. A copy of the resolution shall be kept on file in the office of the city clerk and open to inspection during regular business hours.

Sec. 2-62. Workers' compensation.

All officers of the city elected or appointed for a regular term of office or to complete the unexpired portion of a regular term shall be included in the city's coverage for workers' compensation under the state workers' compensation statute.

Sec. 2-63. Administrative organization.

Pursuant to the powers conferred upon the City Council by Minn. Stat. 412.111, the administrative organization and services of the city shall be divided into the following departments, offices and positions. Actual employee position titles may vary from the positions described below, as approved by the City Council, city administrator, or their designee.

- (a) The administrative department includes the city administrator, city clerk, administrative assistant, and any other city hall office personnel.
- (b) The public works department includes a public works director who supervises a team of maintenance workers and any temporary/seasonal public works employees.
- (c) The city's police department is appointed by the City Council on a contractual basis.
- (d) The city's fire department is the Shoreline Fire Department.
- (e) The city's planner or planning and zoning department is appointed by the City Council on a contractual basis.
- (f) The city's engineer or engineering department is appointed by the City Council on a contractual basis.
- (g) The city's attorney is appointed by the City Council on a contractual basis.

Sec. 2-64. Administrative policy and procedures.

- (a) Each department head shall perform all duties required of their respective office by ordinance or other laws, and such duties as may be assigned by the City Council, the city administrator, or their designee.
- (b) Each department head shall be responsible for the preservation of all public records under the department head's jurisdiction. No public record, reports, correspondence or other data relative to the business of any department shall be destroyed or removed permanently unless authorized by law or ordinance or without the knowledge and approval of the city administrator or their designee.
- (c) The department heads shall be immediately responsible to the city administrator or their designee for effective administration of their departments and all activities assigned to their departments.

Secs. 2-65—2-80. - Reserved.

Division 2. City Administrator

Sec. 2-81. Establishment of position.

Pursuant to the provisions of Minn. Stat. 412.111, applicable to the city operating under Optional Plan A as defined in state law, the city administrator shall be appointed by the Council.

Sec. 2-82. General duties.

The city administrator shall have the following duties and responsibilities:

- (1) Acts as the chief administrative official of the city;
- (2) Is responsible for the proper administration and coordination of all of the affairs of the city and for the fair and impartial provision of city services, consistent with City Council policy and discretion;
- (3) Supervises and directs the various city departments and staff, including the city clerk and director of public works, and is otherwise responsible for the overall implementation of Council directives and policies;
- (4) Is responsible for overseeing and managing financial and accounting matters;
- (5) Prepares and submits an annual budget for review and approval by the City Council;
- (6) Keeps the Council informed of the financial condition of the city and recommends action as appropriate;
- (7) Manages and invests city funds in accordance with Council guidelines and sound financial practices;
- (8) Oversees all city purchases with Council approval;
- (9) Coordinates all city risk management, including insurance; and
- (10) Assumes responsibility for other duties as prescribed by the Council by resolution, by employment agreement, and by position description as approved by the City Council.

Secs. 2-83—2-90. - Reserved.

Section 5. This Ordinance shall be effective upon adoption and publication according to law.

Adopted by the City Council of the City of Long Lake this 19th day of May 2026.

Date of Adoption:	May 19, 2026
Date of Publication:	May 30, 2026
Effective Date:	May 30, 2026

ATTEST:

BY:

Jeanette Moeller, City Clerk

Charlie Miner, Mayor



PUBLIC NOTICE
CITY OF LONG LAKE
Ordinance Publication Summary

An Ordinance Amending the City Code of Ordinances, Chapter 2 – Administration, Article II. City Council to Establish Council Salaries and Include General Council Operating Guidelines; and Amending Article III. Officers and Employees to Provide for Background Check Authority and Address the Administrative Organization of the City

The City Council has the authority to regulate municipal code in the City of Long Lake. Following a public hearing and discussion at the City Council, the City Council adopted Ordinance No. 2026-01 to amend City Code as described in this summary publication as follows:

Ordinance No. 2026-01: A text amendment to the City of Long Lake Code of Ordinances repealing existing Chapter 2 – Administration, Article II. City Council in its entirety and adopting a new Chapter 2 – Administration, Article II. City Council to include language regarding the composition and election of the Council; address Council subgroups and liaison positions; to implement a revised schedule for Mayor and Council salaries in compliance with Minn. Stat. 415.11; and to establish Council meeting operating policies and procedures.

Ordinance No. 2026-01 further amends the City’s Code of Ordinances by repealing existing Chapter 2 – Administration, Article III. Officers and Employees in its entirety and adopting a new Chapter 2 – Administration, Article III. Officers and Employees to add language providing for the City and its Police Department’s authority to conduct criminal history pre-employment and pre-licensing background checks; recognizing the City’s administrative departments, offices and staff positions; and retaining and updating outdated terminology with regard to the City Administrator position.

Ordinance No. 2026-01 was adopted by the Long Lake City Council on the 19th day of May, 2026 and shall become effective May 30, 2026 upon this publication. This is a summary of Ordinance No. 2026-01. A printed copy of the entire Ordinance is available for inspection by any person during the City Clerk’s regular office hours and on the City’s official website at www.longlakemn.gov. If you have any questions regarding this notice, please feel free to contact Long Lake City Hall at 952-473-6961.

Jeanette Moeller
 Clerk of the City of Long Lake

Published: May 30, 2026 edition of ‘The Laker Pioneer’ newspaper