



CITY COUNCIL MEETING – REGULAR SESSION

September 05, 2023 at 6:30 PM

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

AGENDA

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Mayor’s Comments – Long Lake News, Meeting Review and Updates**
4. **Approve Agenda**
5. **Consent Agenda**
 - A. Approve Minutes of August 15, 2023 City Council Meeting
 - B. Approve Vendor Claims and Payroll
 - C. Adopt Resolution No. 2023-34 Approving Issuance of Special Event Permit #S2023-10 for the Birch’s on the Lake Fun Run 5K and 10K to be Held on September 24, 2023
 - D. Approve Minutes of August 29, 2023 City Council Special Work Session
6. **Open Correspondence**

NOTE: Open Correspondence is an item on the agenda during which the public may address the City Council. **No formal action is taken by the City Council** and comments shall be limited to five minutes or less. *Open Correspondence comments may also be emailed to City staff by 12:00 noon on the date of the meeting.*
7. **Regular Business**
 - A. Summary of August 29, 2023 City Council Special Meeting - Closed Session Pursuant to MN Stat. 13D.05, Subd. 3(b): Discuss Enforcement Action Related to the Fire Services Contract
 - B. Appointment Filling a Vacancy for an Unexpired Term on the Planning Commission
 - C. Review Rough Draft of Ordinance Amending Chapter 6 – Animals (Repeal and Replace)
 - D. Reschedule November 7, 2023 City Council Meeting

NOTE: Tuesday, November 7 is a General Election Day in Minnesota. As the City Council regularly meets on the first and third Tuesday of each month, the Council’s first meeting in November must be rescheduled (Minn. Stat. 204C.03, subd. 1). Staff recommends the City Council reschedule the meeting to either Monday, November 6 or Wednesday, November 8.
 - E. Updates and Discussion Regarding Fire Department Matters
8. **Other Business**

9. Adjourn

UPCOMING MEETINGS & OTHER DATES OF NOTE

September 19, 2023 (5:00 pm) / EDA Meeting or City Council Work Session

September 19, 2023 (6:30 pm) / City Council Meeting



**MINUTES
CITY COUNCIL MEETING
August 15, 2023**

CALL TO ORDER

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

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

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

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

PLEDGE OF ALLEGIANCE

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

Mayor Miner offered the following comments and updates:

The Corn Days festival took place last weekend and experienced perfect weather. He thanked Marty Schneider and the Long Lake Area Chamber of Commerce for organizing the parade, and recognized the Church of St. George for putting in all the work to host this event for the community.

Mayor Miner also reported that he and Fire Chief Heiland had attended the Minnetonka Beach City Council meeting last night to provide them with an update on Fire Department issues.

APPROVE AGENDA

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

CONSENT AGENDA

- A. Receive Minutes of August 2, 2023 City Council Work Session Meeting
- B. Receive Minutes of August 2, 2023 City Council Meeting
- C. Approve Vendor Claims and Payroll

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

OPEN CORRESPONDENCE

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

BUSINESS ITEMS

Review Rough Draft of Ordinance Amending Chapter 36 – Utilities (Repeal and Replace)

City Clerk Moeller presented an overview of a rough draft ordinance proposing amendments to Chapter 36 – Utilities. The ordinance has been prepared to entirely repeal and replace the existing Utilities section of City code. She highlighted some of the differences between the existing language and the proposed amendments, and noted that staff’s intent is to be able to notice a hearing for ordinance consideration of adoption at a meeting in September. She observed that the ordinance

update is a necessary step regardless of what the Council decides to do about utility billing rates because the new language will ultimately add clarity and simplify procedures.

Council member Feldmann read aloud provision from the I&I section in the draft and asked if the language about a repeat offender getting jail time was fairly standard.

Moeller responded that this language is a little new, but the City would not be the only ones doing it. She mentioned that City Administrator Weske had asked about the idea of declaring intentional I&I a public nuisance and they ran the idea by City Attorney Thames who confirmed that it would be possible to do so. She had looked at some other codes and found other examples where other communities had done that. She added that she expected City Attorney Thames to massage the language a bit more, but with the overall intent for the new ordinance to have some real 'teeth'.

Mayor Miner inquired about the language that says that all properties must have a properly functioning water meter and asked if anything in the new ordinance would impact the current connections by Orono residents.

Moeller clarified that nothing in the ordinance changes anything for Long Lake residents other than assuring that the City has the right to access meter and utility related equipment, more clearly stating what property owners are responsible for versus what the City owns, and establishing the right or requirement to make repairs. One thing included in the code is a section about outside connections being 'by agreement', and she read aloud the proposed language. She indicated that she has a list of points that she wants to review with City Attorney Thames and this was one of them. Once the new ordinance has been adopted, it would not impact anything with the fee schedule and billing changes which would still need to be enacted by resolution of the Council, but implementation of the new code would allow the discussion of new utility rates and a monthly billing cycle change to move forward.

Mayor Miner questioned whether there had ever been any enforcement for someone who had illegally tapped into the water without a meter.

City Administrator Weske replied that he was not aware of that ever happening in the City. He added that it would have been much easier to get away with in the olden days, but it would be much more difficult to do so now.

Moeller highlighted some of the areas in the draft that have missing information that she was still researching.

Mayor Miner thanked staff for the work they had already put into the document because he was aware it had taken a lot of work to get it to this point.

Council member Dyvik stated that he had gotten a question the other day about where the water comes from that goes into the City's water tower.

Moeller believed that it may come from the Prairie Du Chien-Jordan aquifer.

Council member Dyvik asked if the City treats the water before it goes into the tower.

Weske confirmed that the water is treated but noted that it isn't usually too bad.

Moeller reiterated that she was hopeful the ordinance would be back before the Council in September with a public hearing for adoption, and again reiterated that this issue is separate from establishing a new billing schedule.

Establish Special Work Session for Tuesday, August 29, 2023 at 5:00 p.m.

Moeller explained that City Attorney Thames and Special Counsel Yetka were lined up to attend an August 29 special work session meeting. The purpose for the proposed special work session would be to hold a closed session related to enforcement activities on the fire services contract. She noted that there is not another meeting scheduled directly after that special work session as there usually is on Council meeting nights, so the Council could take as much time as they need to work through matters of discussion.

A motion was made by Feldmann, seconded by Dyvik, to schedule a Special Work Session for Tuesday, August 29, 2023 at 5:00 pm. Ayes: all.

Updates and Discussion Regarding Fire Department Matters

Mayor Miner advised that there is a mediation session with Orono scheduled for September 26, 2023.

A Fire Advisory Board meeting was held on August 8, 2023 at which they primarily discussed budget items. Much of their discussion revolved around wages and increases for the firefighters. Wayzata had put together a study of comparable data from surrounding cities and firefighter wages that they had shared with the Department just prior to the meeting, so there had not been time to include it in Fire Advisory Board's meeting packet. He reflected that he felt the information Wayzata had collected made it even more clear that the firefighter wages needed to be increased even more and believes that the Board had landed on about \$15/hour. He noted that he had reviewed the Orono City Council meeting from August 14, 2023 and felt that there may have been some information regarding the pay increase that was not fully portrayed. Long Lake has started recording the Fire Advisory Board meetings and having minutes transcribed from an outside vendor as a way to have a historical record. If anyone is interested in what is discussed at those meetings, staff can pass along the minutes and a link to be able to access the audio recording as well.

Council member Dyvik reported that Long Lake had submitted the Fire Department budget per the terms of the contract, incorporating feedback received from Orono at the two previous Fire Advisory Board meetings. He agreed with Mayor Miner that there were some things that were represented inaccurately at the August 14, 2023 Orono City Council meeting. At the Fire Advisory Board meeting, the initial idea had been to raise the hourly call pay from \$13/hour to \$13.50/hour. Mayor Miner had received the compensation data from Wayzata just prior to the Board meeting and a review of call pay around the area showed that most hourly call pay rates were closer to \$15/hour. While it is a big jump from \$13/hour to \$15/hour, Long Lake felt it was warranted and would put the Department in the top half of the surrounding departments. This had support from Orono Fire Chief Van Eyll because he shared it had been the plan in 2024 to raise pay rates to \$15/hour. The Orono City Council members were not sure about this big of a pay jump and one of them in particular voiced that he did not want to go above \$13.50; but following the Board meeting, that individual was apparently 'enlightened' and came up with the higher number of \$15.65, which they sent in an email to the City. That number was based on a mistake on one of the averages for the surrounding communities, so it should have been a bit lower, and Council member Dyvik had suggested that they make it \$15.50. Council member Dyvik indicated that it was suggested at the recent Orono City Council meeting that Long Lake wanted to 'roll back' the wages to \$15.50, but he explained that the \$15.50 amount was only to correct the data for accuracy. He clarified that what Long Lake has included in the budget right now is \$15.50/hour, and he expressed his appreciation to Orono for supporting that wage for the firefighters. The budget includes planning to increase officer pay by an equivalent percentage increase and includes the duty crew cost estimate. He observed that it was unfortunate Fire Chief Heiland was unable to attend the most recent Fire Advisory Board meeting because there was some information that the Board had wanted to get from him. From the previous Fire Advisory Board meeting, the Chief had described a Monday through Friday duty crew

model, but the current duty crew implementation is a pilot program that will be adjusted as it evolves. Chief Heiland has undertaken a duty crew change in the past with the Excelsior Fire District, and he's indicated that so far, the response has been very positive from Long Lake's Fire Department. The duty crew shifts were originally intended to be Monday through Friday, but Chief Heiland has added a Saturday shift because some of the firefighters were not available to participate in duty crew shifts during weekdays due to their work schedules, and Chief Heiland wanted to open up opportunities for other firefighters as well. The question was raised at the Board meeting about whether they really needed a duty crew on Saturday, and Administrator Weske shared data showing that Saturdays were the second or third busiest day of the week on average. He reiterated that during a pilot program, things can and will change as needed. Council member Dyvik had left the Fire Advisory Board meeting with the feeling that they were all in support of the pay increase for the firefighters and the duty crews; although for some, this agreement apparently took place following the Fire Advisory Board meeting.

Mayor Miner provided a brief overview of the duty crew staffing model. He added that the next Fire Advisory Board meeting would be held September 18, 2023.

OTHER BUSINESS

Orono Football Association Fundraiser - Council member Dyvik shared that the Orono Football Association held a cornhole fundraiser event the day after Corn Days on Sunday at Carbone's that was also highly successful. He thanked Carbone's for being involved and noted that the Association is hoping to do it again next year.

Investment Updates – Council member Dyvik asked if the City was capturing the higher interest rates as investments are being rolled over and questioned when the Council could see a presentation with this information. Weske responded that another presentation could be made whenever the Council would like it, and added that he can get an updated report to the Council anytime. Council member Dyvik requested that staff pull a recent report together so he could take a look at the information, including the interest rates. Council member Feldmann asked that this information be sent to the full Council.

Nelson Lakeside Park Beach Closure - Council member Dyvik had observed a beach closure was in effect and asked if it was from all the rain they had experienced following a long dry spell. Moeller replied that it may have been possible that rain was a contributor, but based on the elevated numbers she had seen, she felt there may have been more to it than just the recent rain. She reported that the County will be resampling the beach for testing so she will have more results on Thursday.

Tree Trimming - Council member Dyvik questioned whether Public Works trimmed the City trees or if there was a tree service that was called in for the parks. Weske confirmed that Public Works would typically trim the trees in parks. Council member Dyvik shared that he had received feedback commenting that there were a lot of trees that had low hanging branches in Nelson Lakeside Park. He offered to take a look and see if he can figure out what specific area the comments were pointing towards.

Vehicle Crimes - Mayor Miner had received word from the Wayzata Police Chief, the Crime Prevention Coalition, and the Orono Police Chief that there have been a lot of thefts and car break-ins happening in the area. He reminded residents not to leave their keys in their vehicles and to keep vehicles locked.

ADJOURN

Hearing no objection, Mayor Miner adjourned the meeting by general consent at 7:25 pm.

Respectfully submitted,

Scott Weske
City Administrator



REQUEST FOR ACTION
Long Lake City Council

Section 5B.

MEETING DATE / September 5, 2023

Agenda Item No. 5B

Subject: Approve Vendor Claims and Payroll

Prepared By: Amanda Nowezki, Finance/Utility Officer

Staff Initials: AN

Recommended City Council Action

Staff recommends the following motion:

Motion to approve vendor claims in the amount of \$92,191.75 and electronic vendor payments in the amount of \$753,984.83 for a total amount of **\$846,176.58**; gross City Employee payroll paid August 24 in the amount of **\$25,894.03**.

Commentary

Transferred \$750,000.00 out of the checking account and into a high yield money market account to capture additional interest.

Supporting Information

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

Financial Impact: \$	Budgeted (Y / N)?	Source:
Notes:		



LONG LAKE, MN

08/30/23 10:44 AM

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Section 5B.

*Check Summary Register©

Checks 69799-69831

Name	Check Date	Check Amt	
10100 GENERAL FUND CASH			
69799	ASPEN MILLS	8/21/2023	\$841.09 FD Uniforms - 1/4 Zip Fleece and Jacket for B.
69800	CITY OF WAYZATA	8/21/2023	\$26,867.00 Police Services - Sept 2023
69801	CIVICPLUS LLC	8/21/2023	\$550.00 Municode-Online Code Hosting 8/1/23-7/31/24
69802	DELTA DENTAL	8/21/2023	\$367.77 Dental Insurance - Sept 2023
69803	FP MAILING SOLUTIONS	8/21/2023	\$171.00 Postage Machine Service - 08/12/23-11/11/23
69804	HAWKINS INC	8/21/2023	\$4,139.99 Water Chemicals - 232 GA
69805	Kirvida Fire, Inc.	8/21/2023	\$455.21 FD1 Tanker #11 - Replace shoreline connectio
69806	LARKIN HOFFMAN	8/21/2023	\$4,704.00 FD CONTRACT DISPUTE W/ORONO - July 2
69807	MADISON NATIONAL LIFE	8/21/2023	\$114.80 STD Insurance - Sept 2023
69808	MN DEPARTMENT OF HEALTH	8/21/2023	\$1,849.00 MDH Fees 3rd Quarter 2023
69809	MN LIFE INSURANCE CO	8/21/2023	\$21.00 LIFE INS - Sept 2023
69810	MN State Fire Chiefs Assn.	8/21/2023	\$365.00 2023 Annual Conference-R. Gonsior
69811	MN VALLEY TESTING LAB	8/21/2023	\$45.32 Monthly Chlorine Report
69812	Premium Waters, Inc.	8/21/2023	\$4.32 Bottled Water - July 2023
69813	ROLF ERICKSON	8/21/2023	\$2,706.48 Assessor/Cnty Data Fees - Sept 2023
69814	SHERWIN-WILLIAMS	8/21/2023	\$28.51 PW Paint-Curbs
69815	SUTTONS ADVANCED CLEANIN	8/21/2023	\$1,293.33 CH Cleaning Services - Aug 2023
69816	UnitedHealthcare	8/21/2023	\$3,936.75 MEDICAL INS - Sept 2023
69817	Westside Wholesale Tire	8/21/2023	\$27.51 PW Flat Tire Repair
69818	Xcel Energy	8/21/2023	\$9,039.05 Street Lights - Act #5156925594
69819	ASPEN MILLS	8/30/2023	\$278.00 FD Uniforms - Mourning Badge Cover
69820	COLONIAL LIFE	8/30/2023	\$13.06 AD Insurance - Sept 2023
69821	FIRE SAFETY USA, INC.	8/30/2023	\$590.60 FD-Extinguisher Can Harness
69822	FIRECATT	8/30/2023	\$5,854.85 Fire Hose Testing
69823	MARTIN MARIETTA MATERIALS	8/30/2023	\$225.05 PW Streets-Hot Mix
69824	Minnesota Equipment	8/30/2023	\$51.40 PW-Zero Turn Mower Parts
69825	ODP Business Solutions, LLC	8/30/2023	\$490.43 CH Office Supplies - Paper, Address Labes, E
69826	RIVERSIDE DESIGN	8/30/2023	\$919.18 Business Window Envelopes
69827	SAFETY VEHICLE SOLUTIONS	8/30/2023	\$525.00 FD Truck Dash Cameras (2 Engines)
69828	TIMESAVER OFF SITE	8/30/2023	\$714.00 7/11 Fire Advisory Board Mtg-Transcripts and
69829	TRIMBLE	8/30/2023	\$105.00 FD Dashcam Basic Bundle
69830	WSB & ASSOCIATES, INC	8/30/2023	\$24,869.25 Zvago; Signage
69831	Xcel Energy	8/30/2023	\$28.80 Steet Lights - 1070 W Wayzata Blvd
Total Checks			\$92,191.75



LONG LAKE, MN

***Check Detail Register©**

Checks 69799-69831

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
10100 GENERAL FUND CASH					
69799	08/21/23	ASPEN MILLS			
E 205-42285-2410		Protective Gear/Uniforms	\$210.28	318201	FD Uniforms - 1/4 Zip Fleece and Jacket for B. Calson
E 205-42281-2410		Protective Gear/Uniforms	\$210.27	318201	FD Uniforms - 1/4 Zip Fleece and Jacket for J. Faue
E 205-42281-2410		Protective Gear/Uniforms	\$210.27	318201	FD Uniforms - 1/4 Zip Fleece and Jacket for V. Vasina
E 205-42281-2410		Protective Gear/Uniforms	\$210.27	318201	FD Uniforms - 1/4 Zip Fleece and Jacket for L. Swearingen
		Total	\$841.09		
69800	08/21/23	CITY OF WAYZATA			
E 101-42110-3130		Subcontracted Police Svc	\$26,867.00	082123	Police Services - Sept 2023
		Total	\$26,867.00		
69801	08/21/23	CIVICPLUS LLC			
E 101-41500-3550		Codification	\$550.00	263779	Municode-Online Code Hosting 8/1/23-7/31/24
		Total	\$550.00		
69802	08/21/23	DELTA DENTAL			
E 101-41500-1310		Employer Paid Health	\$76.57	RIS00051440	Dental Insurance - Sept 2023
E 101-43050-1310		Employer Paid Health	\$96.33	RIS00051440	Dental Insurance - Sept 2023
E 601-49400-1310		Employer Paid Health	\$37.69	RIS00051440	Dental Insurance - Sept 2023
E 602-49450-1310		Employer Paid Health	\$37.69	RIS00051440	Dental Insurance - Sept 2023
E 603-43150-1310		Employer Paid Health	\$37.69	RIS00051440	Dental Insurance - Sept 2023
G 101-21706		FlexPlan - Ins Prem	\$81.80	RIS00051440	Dental Insurance - Sept 2023
		Total	\$367.77		
69803	08/21/23	FP MAILING SOLUTIONS			
E 101-41500-4130		Postage Machine Maint	\$171.00	RI105879250	Postage Machine Service - 08/12/23-11/11/23
		Total	\$171.00		
69804	08/21/23	HAWKINS INC			
E 601-49400-2160		Chemicals and Chem Pro	\$4,109.99	6548276	Water Chemicals - 232 GA
E 601-49400-2160		Chemicals and Chem Pro	\$30.00	6551496	Water Chemicals - Chlorine Cylinder
		Total	\$4,139.99		
69805	08/21/23	Kirvida Fire, Inc.			
E 205-42285-4035		Heavy Truck Maint & Rep	\$139.00	081723	FD2 Engine #22 - Adjust Tire Pressures
E 205-42281-4035		Heavy Truck Maint & Rep	\$316.21	11700	FD1 Tanker #11 - Replace shoreline connection and Cover
		Total	\$455.21		
69806	08/21/23	LARKIN HOFFMAN			
E 101-41610-3120		Legal Fees - Civil	\$4,704.00	825349	FD CONTRACT DISPUTE W/ORONO - July 2023
		Total	\$4,704.00		
69807	08/21/23	MADISON NATIONAL LIFE			
E 101-41500-1310		Employer Paid Health	\$49.20	1577139	STD Insurance - Sept 2023
E 205-42280-1310		Employer Paid Health	\$16.39	1577139	STD Insurance - Sept 2023
E 101-43050-1310		Employer Paid Health	\$22.63	1577139	STD Insurance - Sept 2023



LONG LAKE, MN

***Check Detail Register©**

Checks 69799-69831

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 601-49400-1310		Employer Paid Health	\$8.86	1577139	STD Insurance - Sept 2023
E 602-49450-1310		Employer Paid Health	\$8.86	1577139	STD Insurance - Sept 2023
E 603-43150-1310		Employer Paid Health	\$8.86	1577139	STD Insurance - Sept 2023
		Total	\$114.80		
69808	08/21/23	MN DEPARTMENT OF HEALTH			
E 601-49400-4400		MDH Water Act Fees Re	\$1,849.00	1270018-092	MDH Fees 3rd Quarter 2023
		Total	\$1,849.00		
69809	08/21/23	MN LIFE INSURANCE CO			
E 101-41500-1310		Employer Paid Health	\$9.00	32260034	LIFE INS - Sept 2023
E 205-42280-1310		Employer Paid Health	\$3.00	32260034	LIFE INS - Sept 2023
E 101-43050-1310		Employer Paid Health	\$4.14	32260034	LIFE INS - Sept 2023
E 601-49400-1310		Employer Paid Health	\$1.62	32260034	LIFE INS - Sept 2023
E 602-49450-1310		Employer Paid Health	\$1.62	32260034	LIFE INS - Sept 2023
E 603-43150-1310		Employer Paid Health	\$1.62	32260034	LIFE INS - Sept 2023
		Total	\$21.00		
69810	08/21/23	MN State Fire Chiefs Assn.			
E 205-42285-3350		Education / Conferences	\$365.00	6045	2023 Annual Conference-R. Gonsior
		Total	\$365.00		
69811	08/21/23	MN VALLEY TESTING LAB			
E 601-49400-3825		Water Testing Expense	\$45.32	1211607	Monthly Chlorine Report
		Total	\$45.32		
69812	08/21/23	Premium Waters, Inc.			
E 101-41500-4145		Bottled Water Service	\$4.32	614689-07-23	Bottled Water - July 2023
		Total	\$4.32		
69813	08/21/23	ROLF ERICKSON			
E 101-41500-3025		Assessor Fees - Subconta	\$2,058.93	082123	Assessor/Cnty Data Fees - Sept 2023
E 101-41500-3025		Assessor Fees - Subconta	\$11.73	082123	Revaluation Post Cards
E 101-41500-3025		Assessor Fees - Subconta	\$635.82	082123	Hannepin County Equipment
		Total	\$2,706.48		
69814	08/21/23	SHERWIN-WILLIAMS			
E 101-43100-2240		Street Maint Materials	\$15.27	4036-6	PW Paint-Curbs
E 101-43100-2240		Street Maint Materials	\$13.24	4189-3	PW Wood Pole
		Total	\$28.51		
69815	08/21/23	SUTTONS ADVANCED CLEANING SRV			
E 101-41940-3840		Custodial & Waste Remov	\$290.00	6684	CH Cleaning Services - Aug 2023
E 205-42282-3840		Custodial & Waste Remov	\$570.00	6685	FD1 Cleaning Services - Aug 2023
E 205-42286-3840		Custodial & Waste Remov	\$433.33	6686	FD2 Cleaning Services - Aug 2023
		Total	\$1,293.33		
69816	08/21/23	UnitedHealthcare			
E 101-41500-1310		Employer Paid Health	\$564.91	38515194803	MEDICAL INS - Sept 2023
E 101-43050-1310		Employer Paid Health	\$1,311.84	38515194803	MEDICAL INS - Sept 2023
E 601-49400-1310		Employer Paid Health	\$513.33	38515194803	MEDICAL INS - Sept 2023



LONG LAKE, MN

***Check Detail Register©**

Checks 69799-69831

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 602-49450-1310		Employer Paid Health	\$513.33	38515194803	MEDICAL INS - Sept 2023
E 603-43150-1310		Employer Paid Health	\$513.33	38515194803	MEDICAL INS - Sept 2023
G 101-21706		FlexPlan - Ins Prem	\$520.01	38515194803	MEDICAL INS - Sept 2023
		Total	\$3,936.75		
69817	08/21/23	Westside Wholesale Tire			
E 101-45200-2210		Equipment Parts	\$27.51	931051	PW Flat Tire Repair
		Total	\$27.51		
69818	08/21/23	Xcel Energy			
E 101-43100-3815		Street Lighting Maint/Elect	\$1,834.68	839283998	Street Lights - Act #5156925594
E 101-41940-3810		Electricity Expense	\$198.98	839358371	Electricity 06/25/23-07/25/23 - CH
E 205-42282-3810		Electricity Expense	\$1,075.65	839358371	Electricity 06/25/23-07/25/23 - FD1
E 205-42286-3810		Electricity Expense	\$264.88	839358371	Electricity 06/25/23-07/25/23 - FD2
E 101-41942-3810		Electricity Expense	\$1,186.76	839358371	Electricity 06/25/23-07/25/23 - PW
E 101-43100-3815		Street Lighting Maint/Elect	\$258.60	839358371	Electricity 06/25/23-07/25/23 - Street Lights
E 101-45200-3810		Electricity Expense	\$359.12	839358371	Electricity 06/25/23-07/25/23 - Parks
E 601-49400-3810		Electricity Expense	\$3,507.13	839358371	Electricity 06/25/23-07/25/23 - Wtr
E 602-49450-3810		Electricity Expense	\$353.25	839358371	Electricity 06/25/23-07/25/23 - Swr
		Total	\$9,039.05		
69819	08/30/23	ASPEN MILLS			
E 205-42280-2180		Uniforms	\$253.00	317982	FD Uniforms - Fire Chief Chest Badge
E 205-42280-2180		Uniforms	\$25.00	318625	FD Uniforms - Mourning Badge Cover
		Total	\$278.00		
69820	08/30/23	COLONIAL LIFE			
G 101-21710		Other Deductions	\$13.06	43698310901	AD Insurance - Sept 2023
		Total	\$13.06		
69821	08/30/23	FIRE SAFETY USA, INC.			
E 205-42281-2400		Small Tools and Minor Eq	\$295.30	175709	FD-Extinguisher Can Harness
E 205-42285-2400		Small Tools and Minor Eq	\$295.30	175709	FD-Extinguisher Can Harness
		Total	\$590.60		
69822	08/30/23	FIRECATT			
E 205-42281-3000		Professional Svcs	\$2,927.43	12871	Fire Hose Testing
E 205-42285-3000		Professional Svcs	\$2,927.42	12871	Fire Hose Testing
		Total	\$5,854.85		
69823	08/30/23	MARTIN MARIETTA MATERIALS			
E 101-43100-2240		Street Maint Materials	\$225.05	39998293	PW Streets-Hot Mix
		Total	\$225.05		
69824	08/30/23	Minnesota Equipment			
E 101-45200-2210		Equipment Parts	\$51.40	P02832	PW-Zero Turn Mower Parts
		Total	\$51.40		
69825	08/30/23	ODP Business Solutions, LLC			
E 101-41500-2010		Accessories (paper, pens,	\$305.53	32678644900	CH Office Supplies - Paper, Address Labes, Envelopes



LONG LAKE, MN

***Check Detail Register©**

Checks 69799-69831

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 101-41940-3840		Custodial & Waste Remov	\$173.91	32678644900	CH Bathroom and Breakroom Supplies - Tissue, Towels, Plates & Utensils
E 101-41500-2010		Accessories (paper, pens, Total	\$10.99 \$490.43	32679740900	CH Office Supplies - Pencils
69826	08/30/23	RIVERSIDE DESIGN			
E 101-41500-2010		Accessories (paper, pens,	\$160.31	3876	Business Window Envelopes
E 601-49400-2010		Accessories (paper, pens,	\$160.32	3876	Business Window Envelopes
E 101-41110-3500		Printing/Binding	\$598.55	3880	Business Cards w/New Logo
		Total	\$919.18		
69827	08/30/23	SAFETY VEHICLE SOLUTIONS			
E 205-42281-4035		Heavy Truck Maint & Rep	\$150.00	2320	FD Truck Dash Cameras (2 Engines)
E 205-42281-4030		Light Truck Maint & Repair	\$225.00	2320	FD Truck Dash Cameras (3 Utility/Command)
E 205-42285-4035		Heavy Truck Maint & Rep	\$75.00	2320	FD Truck Dash Cameras (1 Engine)
E 205-42285-4030		Light Truck Maint & Repair	\$75.00	2320	FD Truck Dash Cameras (1 Utility/Command)
		Total	\$525.00		
69828	08/30/23	TIMESAVER OFF SITE			
E 205-42280-3000		Professional Svcs	\$404.00	M28467	7/11 Fire Advisory Board Mtg-Transcripts and Minutes
E 101-41500-3000		Professional Svcs	\$310.00	M28467	8/2 City Council+ Worksession Mtg Minutes
		Total	\$714.00		
69829	08/30/23	TRIMBLE			
E 205-42281-3000		Professional Svcs	\$75.00	30089220998	FD Dashcam Basic Bundle
E 205-42285-3000		Professional Svcs	\$30.00	30089220998	FD Dashcam Basic Bundle
		Total	\$105.00		
69830	08/30/23	WSB & ASSOCIATES, INC			
G 700-29324		Symes(Aava Vetta) Bld:C	\$999.50	R 019417-00	Symes Construction;SWPPP Compliance Inspec-Erosion Control Inspections
G 700-29295		1948 Wayzata (Zvago) 20	\$1,331.00	R-015781-00	Zvago; Erosion Control Inspections, Trraffic Control
G 700-29295		1948 Wayzata (Zvago) 20	\$84.50	R-015781-00	Zvago; Mileage
G 700-29326		VirginiaAve/The Stax(Nrth	\$18,896.00	R-017904-00	The Stax; Constuction Inspections-curb, road grading, paving, etc
G 700-29326		VirginiaAve/The Stax(Nrth	\$1,319.50	R-017904-00	The Stax; Erosion Control Inspections
E 101-41910-3032		General Planning	\$163.75	R-021104-00	General Planning; Fence Permit, Pool Regulations, Signage, Etc
G 700-29295		1948 Wayzata (Zvago) 20	\$32.75	R-021104-00	Zvago; Signage
E 101-41910-3032		General Planning	\$655.00	R-021104-00	General Planning; PC/CC Meetings
G 700-29326		VirginiaAve/The Stax(Nrth	\$98.25	R-021104-00	The Stax; Signage
G 700-29295		1948 Wayzata (Zvago) 20	\$65.50	R-021104-00	Zvago; Review of Zvago Materials
G 700-29330		925 W Wayzata(Carlson)2	\$830.50	R-021104-00	Wilds on Wayzata; Application Review-Plan, Plans, Submittal, Emails, Etc
G 700-29331		2067 Wayzata(Yunger)20	\$342.00	R-021104-00	Yunger-2067 Wayzata; CUP Application-PC/CC Mtgs and Prep
E 420-43121-3030		Engineering Fees	\$51.00	R-021815-00	2023 PMP; Fully executed contract docs to contractor w/TRANS
		Total	\$24,869.25		
69831	08/30/23	Xcel Energy			
E 101-43100-3815		Street Lighting Maint/Elect	\$28.80	842039156	Steet Lights - 1070 W Wayzata Blvd



LONG LAKE, MN

*Check Detail Register©

Checks 69799-69831

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
		Total		\$28.80	
		10100		\$92,191.75	

Fund Summary

10100 GENERAL FUND CASH

101 GENERAL FUND	\$44,619.74
205 FIRE DEPARTMENT	\$11,782.00
420 PAVEMENT MGMT FUND	\$51.00
601 WATER FUND	\$10,263.26
602 SANITARY SEWER FUND	\$914.75
603 SURFACE WATER MGMT FUND	\$561.50
700 BUILDING PERMIT ESCROWS	\$23,999.50
	<u>\$92,191.75</u>



LONG LAKE, MN

***Check Detail Register©**
Checks 2791-2793

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
10100 GENERAL FUND CASH					
2791 e	08/24/23	OPPENHEIMER & CO			
	G 700-10400	Investments at Cost	\$750,000.00		TRANSFER TO MONEY MARKET
		Total	\$750,000.00		
2792 e	08/23/23	HENNEPIN COUNTY PROPERTY TAX			
	E 105-46500-4500	Property Tax	\$873.04	34118233200	Property Tax Payment - Willow Dr PID 34-18-23 32 0002
		Total	\$873.04		
2793 e	08/28/23	SPEEDWAY LLC			
	E 205-42281-2120	Motor Fuels	\$1,563.04	91260556	FD Fuel - Aug 2023
	E 101-43000-2120	Motor Fuels	\$1,548.75	91260556	FD Fuel - Aug 2023
		Total	\$3,111.79		
		10100	\$753,984.83		

Fund Summary

10100 GENERAL FUND CASH	
101 GENERAL FUND	\$1,548.75
105 ECONOMIC DEVELOPMENT	\$873.04
205 FIRE DEPARTMENT	\$1,563.04
700 BUILDING PERMIT ESCROWS	\$750,000.00
	\$753,984.83



LONG LAKE, MN

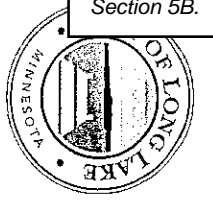
***Check Detail Register©**
Checks 2791-2793

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
10100 GENERAL FUND CASH					
2791 e	08/24/23	OPPENHEIMER & CO			
	G 700-10400	Investments at Cost	\$750,000.00		TRANSFER TO MONEY MARKET
		Total	\$750,000.00		
2792 e	08/23/23	HENNEPIN COUNTY PROPERTY TAX			
	E 105-46500-4500	Property Tax	\$873.04	34118233200	Property Tax Payment - Willow Dr PID 34-18-23 32 0002
		Total	\$873.04		
2793 e	08/28/23	SPEEDWAY LLC			
	E 205-42281-2120	Motor Fuels	\$1,563.04	91260556	FD Fuel - Aug 2023
	E 101-43000-2120	Motor Fuels	\$1,548.75	91260556	FD Fuel - Aug 2023
		Total	\$3,111.79		
		10100	\$753,984.83		

Fund Summary

10100 GENERAL FUND CASH

101 GENERAL FUND	\$1,548.75
105 ECONOMIC DEVELOPMENT	\$873.04
205 FIRE DEPARTMENT	\$1,563.04
700 BUILDING PERMIT ESCROWS	\$750,000.00
	\$753,984.83



Section 5B.

LONG LAKE, MN

Payroll Summary

Pay Group: 01 Bi-Weekly
 Check Date: 8/24/2023 per. 17

Employee	Gross Wage	Federal Gross	State Gross	Federal Tax	State Tax	Local Tax	Social Security	Medi-care	Retire	Sheltered	Tax Voluntary	Tips	Reimb.	Net Pay
000000287 DECKER JR, MICHAEL	1,495.00	1,495.00	1,495.00	106.78	73.84		92.69	21.68						1,200.01
000000243 DIERCKS, SEAN	3,851.11	3,601.99	3,601.99	567.53	217.12		238.77	55.84	249.12					2,522.73
000000286 HEILAND, MICHAEL	4,569.39	4,092.85	4,092.85	414.23	219.15		66.26	476.54						3,393.21
000000004 LAAKKONEN, DONALD A	2,967.70	2,424.21	2,424.21	308.42	105.68		168.39	39.38	291.70	251.79				1,802.34
000000271 MENARD, MATTHEW	2,559.37	2,350.02	2,350.02	141.99	119.43		157.80	36.91	195.16	14.19	454.54			1,439.35
000000091 MOELLER, JEANETTE	3,103.45	2,901.73	2,901.73	241.28	125.60		192.41	45.00	201.72					2,297.44
000000252 NOWEZKI, AMANDA	2,589.37	2,418.52	2,418.52	307.17	138.26		160.54	37.55	170.85					1,775.00
000000214 WESKE, SCOTT	4,758.64	4,461.16	4,461.16	768.37	280.79		294.66	68.91	291.47	6.01				3,048.43

941 Deposit	Pay Summary	Tax Summary	Others
Federal Tax	Gross	Federal Tax	Retirement
Medicare	Federal Gross	State Tax	Tax-Sheltered
Social Security	State Gross	Local Tax	Voluntary
Advanced EIC	FICA Gross	FICA Ded/Ben	Tips
Total Deposit		Medicare Ded/Ben	Reimbursement
			Net Pay (-tips)



Special Event Permit Application

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

FOR OFFICE USE ONLY	
Amount Due: \$ _____	Section 5C.
Date Paid: _____	
<input type="checkbox"/> Check # _____	
<input type="checkbox"/> Credit Card _____	
<input type="checkbox"/> Cash Receipt # _____	
Deposit Required?	
<input type="checkbox"/> Yes, Check # _____	
<input checked="" type="checkbox"/> No	

- **REVIEW PAGE 3 for the Special Event Permit application fee schedule and application submittal checklist.**
- Complete this permit application form and submit to City Hall **at least 45 days prior to the event start date.** Permit application must be accompanied by all exhibits requested to be considered complete.

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

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

of Participants Expected to Attend Event 100-150 participants

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

Event Dates/Times Proposed

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

Day of Week	Date	Start Time	End Time
Sunday	9/24/23	11am	12:30pm

Event Type (CHECK ALL THAT APPLY)

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

Event Includes (CHECK ALL THAT APPLY)

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

Will Parking for Event Exceed On Site Parking Facilities Available?

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

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

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

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

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

Site Map and Detailed Description of Event Required

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

Insurance Carrier for Event

A Certificate of Insurance naming the City of Long Lake as an additional insured **must be submitted at least 10 days prior to the event start date.** Amount of insurance required is \$1,000,000.

Name of Insurance Carrier Evanston Insurance Company Policy Number 3DS5474-M3649615

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

Full Name Morgan Jappe Daytime Phone 612-791-6553

Alternate Phone _____ Email Address morgan@breweryrunningseries.com

Street Address 1138 Marshall Ave

City, State, Zip St Paul, MN 55104

Organization Information

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

Mailing Address 6674 Cortlawn Cir

City, State, Zip Golden Valley, MN 55426

Phone 612-791-6553 Fax _____

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

X Signature of Applicant Morgan Jappe **Date** 08-25-23

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

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

Review by Department Head or Designee

[] Public Works Reviewed By _____ Date _____

[] Fire Department Reviewed By _____ Date _____

[] Police Department Reviewed By _____ Date _____

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

Date Approved _____

PERMIT # S2023-10

Conditions of Permit Approval

Permit Conditions Detailed in Attached Letter Dated 8/29/2023

[] Permit Conditions Listed Below:

THE COURSE @ BIRCH'S ON THE LAKE



5K COURSE



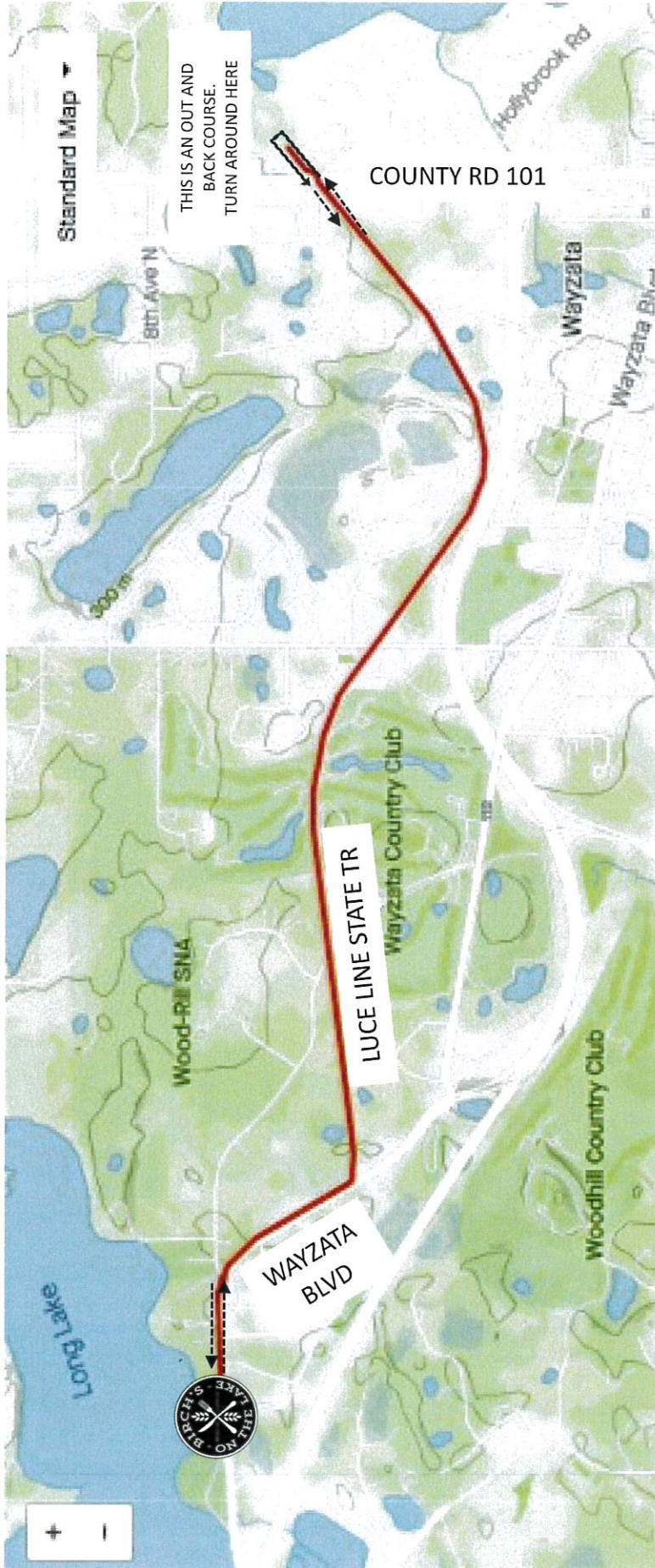
- YOUR 5k-ish COURSE WILL START AND END AT **BIRCH'S ON THE LAKE** | 1310 WAYZATA BLVD
- OBEY ALL TRAFFIC LAWS AND SIGNALS. THIS IS **AN OPEN COURSE, ROADS WILL NOT BE CLOSED**
- **BE SAFE AND HAVE FUN!** FREE BEER WHEN YOU CROSS THE FINISH LINE!



THE COURSE @ BIRCH'S ON THE LAKE



10K COURSE



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



CERTIFICATE OF LIABILITY INSURANCE

DATE 08 Section 5C.

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

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

PRODUCER East Main Street Insurance Services, Inc. Will Maddux PO Box 1298 Grass Valley CA 95945		CONTACT NAME: Will Maddux PHONE (A/C No, Ext): (530) 477-6521 E-MAIL ADDRESS: Info@theeventhelper.com FAX (A/C No):	
INSURED Apple Adventure Racing, LLC dba Brewery Running Series Morgan Jappe 1138 Marshall Avenue St Paul MN 55104		INSURER(S) AFFORDING COVERAGE INSURER A: Evanston Insurance Company INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	
		NAIC # 35378	

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 WYD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY	Y	Y	3DS5474-M3649615	SEE BELOW	SEE BELOW	EACH OCCURRENCE \$ 2,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000
	<input checked="" type="checkbox"/> Host Liquor Liability						MED EXP (Any one person) \$ 5,000
	<input type="checkbox"/> Retail Liquor Liability						PERSONAL & ADV INJURY \$ 2,000,000
GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:							GENERAL AGGREGATE \$ 3,000,000
	AUTOMOBILE LIABILITY						PRODUCTS - COMP/OP AGG \$ 2,000,000
	<input type="checkbox"/> ANY AUTO						Deductible \$ 1,000
	<input type="checkbox"/> OWNED AUTOS ONLY	<input type="checkbox"/> SCHEDULED AUTOS					COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> HIRED AUTOS ONLY	<input type="checkbox"/> NON-OWNED AUTOS ONLY					BODILY INJURY (Per person) \$
	<input type="checkbox"/> BODILY INJURY (Per accident)						BODILY INJURY (Per accident) \$
	<input type="checkbox"/> PROPERTY DAMAGE (Per accident)						PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> UMBRELLA LIAB	<input type="checkbox"/> OCCUR					EACH OCCURRENCE \$
	<input type="checkbox"/> EXCESS LIAB	<input type="checkbox"/> CLAIMS-MADE					AGGREGATE \$
	DED RETENTION \$						\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						PER STATUTE OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/> Y/N	N/A				E.L. EACH ACCIDENT \$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$

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

Certificate holder listed below is named as additional insured per attached MEGL 2217 01 19 for the following dates: 07/01/2023, 07/08/2023, 07/09/2023, 07/15/2023, 07/16/2023, 07/21/2023, 07/22/2023, 07/23/2023, 07/29/2023, 07/30/2023, 08/05/2023, 08/06/2023, 08/12/2023, 08/13/2023, 08/19/2023, 08/20/2023, 08/26/2023, 08/27/2023, 09/02/2023, 09/03/2023, 09/16/2023, 09/17/2023, 09/23/2023, 09/24/2023, 09/30/2023, 10/01/2023, 10/07/2023, 10/08/2023, 10/14/2023, 10/15/2023, 10/21/2023, 10/22/2023, 10/28/2023, 10/29/2023, 11/04/2023, 11/05/2023, 11/11/2023, 11/12/2023, 11/18/2023 & 12/02/2023. Attendance: 4200, Event Type: Fun Run. Waiver of Subrogation applies per attached CG 24 04 12 19. Primary/Non-Contributory wording applies per attached CG 20 01 04 13.

CERTIFICATE HOLDER **CANCELLATION**

City of Long Lake 450 Virginia Avenue Long Lake MN 55356	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
--	--



EVANSTON INSURANCE COMPANY

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – DESIGNATED PERSON OR ORGANIZATION

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

SCHEDULE

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

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

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

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

However:

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

B. With respect to the insurance afforded to these additional insureds, the following is added to Section III – Limits Of Insurance:

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

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

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

All other terms and conditions remain unchanged.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

PRIMARY AND NONCONTRIBUTORY – OTHER INSURANCE CONDITION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART
PRODUCTS/COMPLETED OPERATIONS LIABILITY COVERAGE PART

The following is added to the **Other Insurance** Condition and supersedes any provision to the contrary:

Primary And Noncontributory Insurance

This insurance is primary to and will not seek contribution from any other insurance available to an additional insured under your policy provided that:

- (1) The additional insured is a Named Insured under such other insurance; and

- (2) You have agreed in writing in a contract or agreement that this insurance would be primary and would not seek contribution from any other insurance available to the additional insured.

POLICY NUMBER: 3DS5474-M3649615

COMMERCIAL GENERAL LIABILITY
CG 24 04 12 19

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**WAIVER OF TRANSFER OF RIGHTS OF RECOVERY
AGAINST OTHERS TO US (WAIVER OF SUBROGATION)**

This endorsement modifies insurance provided under the following:

- COMMERCIAL GENERAL LIABILITY COVERAGE PART
- ELECTRONIC DATA LIABILITY COVERAGE PART
- LIQUOR LIABILITY COVERAGE PART
- POLLUTION LIABILITY COVERAGE PART DESIGNATED SITES
- POLLUTION LIABILITY LIMITED COVERAGE PART DESIGNATED SITES
- PRODUCTS/COMPLETED OPERATIONS LIABILITY COVERAGE PART
- RAILROAD PROTECTIVE LIABILITY COVERAGE PART
- UNDERGROUND STORAGE TANK POLICY DESIGNATED TANKS

SCHEDULE

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

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

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

The following is added to Paragraph 8. **Transfer Of Rights Of Recovery Against Others To Us** of Section IV – **Conditions:**

We waive any right of recovery against the person(s) or organization(s) shown in the Schedule above because of payments we make under this Coverage Part. Such waiver by us applies only to the extent that the insured has waived its right of recovery against such person(s) or organization(s) prior to loss. This endorsement applies only to the person(s) or organization(s) shown in the Schedule above.



REQUEST FOR ACTION
Long Lake City Council

Section 5C.

MEETING DATE / September 5, 2023

Agenda Item No. 5C

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

Prepared By: Jeanette Moeller, City Clerk

Staff Initials: JM

Recommended City Council Action

Staff recommends the following motion:

Motion to adopt Resolution No. 2023-34 approving issuance of Special Event Permit #S2023-10 for the Birch’s on the Lake Fun Run 5K and 10K to be held on September 24, 2023.

Overview / Background

Morgan Jappe, Apple Adventure Racing LLC, has submitted a Special Event Permit application to permit the “Birch’s on the Lake Fun Run 5K and 10K” event on Sunday, September 24, 2023 from 11:00 am to 12:30 pm. The 5K run would begin with runners departing Birch’s on the Lake at 11:00 am, heading east on the new trail alongside Wayzata Boulevard W/CSAH 112 to the Luce Line Trail, running on the Luce Line Trail, and then turning around to return to Birch’s on the Lake.

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

Supporting Information

- Resolution No. 2023-34
- Special Event Permit for the Birch’s on the Lake Fun Run 5K and 10K

Financial Impact: \$	Budgeted (Y / N)?	Source:
Notes:		



CITY OF
LONG LAKE

August 29, 2023

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

RE: SPECIAL EVENT PERMIT CONDITIONS, PERMIT #S2023-10
Birch's on the Lake Fun Run 5K and 10K
Sunday, September 24, 2023 / 11:00 am – 12:30 pm

Dear Event Organizer:

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

- [] The Long Lake Fire Department and Wayzata Police Department, acting on behalf of the City of Long Lake, may impose additional conditions to this Permit by letter or memorandum of the Fire or Police Chief as needed.
- [] A Certificate of General Liability Insurance must be submitted to the City Clerk *by no later than Thursday, September 21.*
- [] The 5K and 10 K run routes must be consistent with the route maps submitted as part of the Special Event Permit application. Both the 5K and 10K runs will follow an out and back route departing from Birch's on the Lake heading east via the trail adjacent to Wayzata Boulevard W/CSAH 112, connecting to the Luce Line Trail, running on the Luce Line Trail, and then returning in reverse.
- [] The event description indicates that beer will be served at the finish line of the event. Beer may only be distributed at Birch's on the Lake property – no beer may be distributed on any public trail, right-of-way, or roadway. Event participants/attendees may only consume beer on Birch's on the Lake property, and alcoholic beverages are not permitted to leave Birch's on the Lake property at any time.

SPECIAL EVENT PERMIT CONDITIONS, PERMIT #S2023-10
 Birch's on the Lake Fun Run 5K and 10K - Sunday, September 24, 2023
 Page 2 of 2

- [] Participants in the Birch's on the Lake Fun Run 5K and 10K must run on the trails provided and may not utilize Wayzata Boulevard W/CSAH 112 to pass other participants or for any purpose. Runners are to obey all traffic laws and any applicable signage. The event organizer will be responsible for communicating this to event participants. The event organizer is required to contact Wayzata Police Chief Marc Schultz at 952.404.5340 to arrange for any Police assistance the Police Chief (or his designee) deems necessary for the event, particularly for the 10K run route which is proposed to cross County Road 101, and for monitoring beer service at the finish line. Event organizer will be responsible to direct and supervise runners and participants throughout the run route, with personnel utilizing traffic safety vests and/or flags while at their posts.
- [] At least 3 days prior to the event date, event organizer is required to post temporary signage (minimum of 2 signs) on Birch's on the Lake property along the trail advising public trail users that 5K and 10K runs will be held on Sunday, September 24 from 11:00 am to 12:30 pm. This temporary signage must be for public advisory to general trail users, and not purposed for event advertising. *Temporary signage must be posted by no later than September 21, 2023, and removed promptly following the event.*
- [] Cleanup of any event related debris along the 5K and 10K run routes must be completed immediately after both runs are complete.
- [] Any parking on Wayzata Boulevard W/CSAH 112 is prohibited. If the event host site (Birch's on the Lake, 1310 W Wayzata Boulevard) parking lot becomes full, it is a condition of this permit that an overflow parking site be provided, with shuttle or valet service employed between the host site and overflow parking site. Said overflow parking site must be privately owned property, with parking to be permitted by permission of the property owner. Neither Nelson Lakeside Park, nor any Long Lake public streets or park property, may be used for overflow parking purposes.

Please be advised that by acceptance of Special Event Permit #S2023-10, the event organizer/permit holder, on behalf of any and all organizations and private persons, grants authority to operate under the Special Event Permit, and agrees to indemnify and hold harmless the City of Long Lake from all claims arising from said event. The permit holder, all organizations and private persons exercising authority under this Permit, do waive and release all claims against the City of Long Lake, its officers or employees for any damage to person or property arising from the exercise of privileges granted by this Permit and agrees to hold harmless the City of Long Lake, its employees and officers from any such claim.

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

Sincerely,



Jeanette Moeller
 City Clerk



**City Council
Resolution No. 2023-34**

A RESOLUTION APPROVING THE ISSUANCE OF SPECIAL EVENT PERMIT #S2023-10 FOR THE BIRCH’S ON THE LAKE FUN RUN 5K AND 10K TO BE HELD SEPTEMBER 24, 2023

WHEREAS, the City has received a Special Event Permit application from Morgan Jappe on behalf of Apple Adventure Racing LLC requesting to hold the annual Birch’s on the Lake Fun Run 5K and 10K event on Sunday, September 24, 2023 from 11:00 am to 12:30 pm; and

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

WHEREAS, the City of Long Lake and surrounding communities benefit from such special events; and

WHEREAS, City staff and the Wayzata Police Department have reviewed the event application and identified conditions to permit issuance outlined on the Special Event Permit approval letter attached hereto and made a part of this Resolution; and

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

NOW THEREFORE, BE IT RESOLVED, that the City Council of the City of Long Lake hereby approves issuance of Special Event Permit #S2023-10 for the Birch’s on the Lake Fun Run 5K and 10K to be held on September 24, 2023 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 5th day of September 2023.

BY:

Charlie Miner, Mayor

ATTEST:

Jeanette Moeller, City Clerk



**MINUTES
CITY COUNCIL SPECIAL WORK SESSION
August 29, 2023**

CALL TO ORDER

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

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

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

Absent: None

APPROVE AGENDA

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

BUSINESS ITEMS

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

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

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

ADJOURN

Hearing no objection, Mayor Miner adjourned the meeting by general consent at 8:34 pm.

Respectfully submitted,

Scott Weske
City Administrator



REQUEST FOR ACTION
Long Lake City Council

Section 7B.

MEETING DATE / September 5, 2023

Agenda Item No. 8

Subject: Appointment Filling a Vacancy for an Unexpired Term on the Planning Commission

Prepared By: Jeanette Moeller, City Clerk

Staff Initials: JM

Recommended City Council Action

Staff recommends the following motion:

Motion to adopt Resolution No. 2023-35 appointing Judd Axelson to the position of Planning Commission member for a term expiring December 31, 2026.

Overview / Background

Due to the passing of long-time Commission member Steve Keating, the City currently has one opening on the Planning Commission for a Long Lake resident to serve the remainder of an unexpired term effective through December 31, 2026.

An application for the vacancy has been received from resident Judd Axelson. The narrative Mr. Axelson submitted with his application displays a strong interest in serving on the Board and in being of service to his community, and staff recommends the City Council appoint Mr. Axelson to the position of Planning Commission member for the duration of the unexpired term.

Mr. Axelson will be in attendance at the Council meeting for introductions and any questions regarding his background and/or desire to become a Planning Commission member.

Supporting Information

- Resolution No. 2023-35
- Completed Application to City Board or Commission form received from candidate Judd Axelson

Financial Impact: \$	Budgeted (Y / N)?	Source:
Notes:		



**City Council
Resolution No. 2023-35**

**A RESOLUTION APPOINTING A PLANNING COMMISSION MEMBER TO A TERM
EXPIRING DECEMBER 31, 2026**

WHEREAS, the City of Long Lake currently has one opening on the Planning Commission for a resident to serve the remainder of an unexpired term effective through December 31, 2026; and

WHEREAS, applications were solicited and an application was received from resident Judd Axelson for the open position; and

WHEREAS, consistent with Zoning Code regarding establishment and composition of the Planning Commission, Planning Commission members shall be appointed by the City Council.

NOW THEREFORE BE IT RESOLVED, by the City Council of the City of Long Lake, Minnesota that the City Council does hereby appoint Judd Axelson, Long Lake resident, to the position of Planning Commission member serving the remainder of an unexpired term effective through December 31, 2026.

Adopted by the City Council of the City of Long Lake this 5th day of September 2023.

BY:

Charlie Miner, Mayor

ATTEST:

Jeanette Moeller, City Clerk



REQUEST FOR ACTION
Long Lake City Council

MEETING DATE / September 5, 2023

Agenda Item No. 9

Subject: Review Rough Draft of Ordinance Amending Chapter 6 – Animals (Repeal and Replace)

Prepared By: Jeanette Moeller, City Clerk

Staff Initials: JM

Recommended City Council Action

Staff recommends the following:

This rough draft Ordinance is being presented for early review only. No formal action is requested at this time.

Overview / Background

As staff continues to evaluate areas of City Code that are in need of review and updating, one area that has been on our list for an overhaul is our Animals chapter. The existing language has some deficiencies with regard to certain public safety protocols and current animal husbandry trends.

Staff has prepared the attached rough draft of an Ordinance that would repeal and replace Chapter 6 – Animals with new text. This draft is a work in progress, and it has been submitted to our City Attorney and Police Chief for their respective reviews. The new draft Ordinance:

- Establishes that use of an e-collar does not meet the definition of a dog being leashed or 'under restraint' at any time.
- Allows for right of entry by Police in response to belief, a report, or a complaint that a violation of the chapter has been committed.
- Declares it to be unlawful to keep livestock animals, venomous reptiles, or any other animals of which the keeping in captivity is prohibited by state or federal law (for example: no horses, no tigers or other large cats that would be in violation of the federal Big Cat Public Safety Act enacted in December 2022).
- Requires that both dogs and cats over six months of age have a current rabies vaccination.
- Allows kennel permits to be issued by the City Clerk versus requiring all kennel permits to be subject to City Council review, thereby making the kennel permit process less intimidating to encourage compliance.
- Adopts the provisions of Minn. Stats. 347.50 through 347.55 dealing with the regulation of dangerous dogs, utilizing the same language Wayzata currently uses in their code for ease of enforcement.
- Adds a new 'Chicken Permit' process as well as regulations for chicken ownership and facilities.

Financial Impact: \$	Budgeted (Y / N)?	Source:
Notes:		

Once all consultant and staff reviews and updates of the draft language are complete, our intent would be to publish notice of a public hearing for the Council to consider Ordinance adoption at their September 19 regular meeting.

Supporting Information

- Draft of Ordinance Amending Chapter 6 - Animals



**City of Long Lake
Hennepin County, Minnesota
Ordinance No. 2023-___**

**An Ordinance Amending Chapter 6 – Animals of the
City of Long Lake Code of Ordinances**

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

Section 1. The City Code of Ordinances, Chapter 6 – Animals, is repealed in its entirety.

Section 2. The City Code of Ordinances, Chapter 6 – Animals, is adopted as follows:

Chapter 6

ANIMALS

ARTICLE I. IN GENERAL

Sec. 6-___. **Definitions.**

The following words, terms and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Animal control officer means the person designated as such by the city administrator or chief of police to perform duties described by this chapter.

At large means off of the property of the owner and not under the restraint of the owner or a member of the owner’s immediate family.

kennel means a premises where three or more dogs six months of age and older are kept or where the business of raising, selling, boarding, breeding, showing, or treating dogs is conducted, except that this term does not include veterinary clinics.

Owner means any person owning, keeping, harboring or having custody of an animal within the city.

Premises means any building, dwelling, structure, shelter or land wherein animals are kept or confined.

Under restraint means controlled by a fence, leash or owner’s command within the confines of the owner’s property; by a leash not exceeding six feet in length while outside of the owner’s property so as to be effectively restrained; or within a vehicle being driven or parked on a public street. Use of an e-collar does not meet the definition of under restraint at any time.

Veterinary clinic means a place that is operated by a duly licensed veterinarian for the treatment, hospitalization, surgery, care and boarding of animals and birds.

Sec. 6-____. Enforcement.

It shall be the duty of the chief of police together with the animal control officer and any police officer to enforce the provisions of this chapter and to transport or cause to be transported to impound any animal kept within the city contrary to the provisions of this chapter. The animal control officer is authorized and empowered to issue citations and sign complaints against any person for violation of the provisions of this chapter.

Sec. 6-____. Right of entry.

The chief of police, animal control officer, and any police officer shall have the right to enter upon any premises at all reasonable times for the purpose of discharging the duties imposed upon them by this chapter where there is a belief, report, or complaint that a violation of this chapter has been committed.

Sec. 6-____. Public nuisance animal(s).

Any animal which does any of the following three or more times in any 12 month period will be declared a public nuisance. Citations may be issued by the animal control officer and police department for individual occurrences of any of the following, and the animal(s) may be impounded at the expense of the owner.

- (a) The animal is found to be at large.
- (b) The animal damages the property of anyone other than its owner.
- (c) The animal causes unsanitary conditions of enclosures or surroundings, which conditions are not corrected by the owner within two days after personal or written notice.
- (d) The animal disturbs or annoys a person or persons residing in the vicinity by loud and frequent barking, howling, yelping, or other such noises if such noise occurs for repeated intervals of at least three minutes with less than one minute of silence intervals and is audible off the owner's or caretaker's premises.
- (e) The animal molests or attacks passersby or passing vehicles.
- (f) The animal attacks other domestic animals or protected wildlife.
- (g) The animal is fierce, dangerous, or vicious, or is dangerous to the public health, safety and welfare.

Sec. 6-____. Certain animals prohibited.

It shall be unlawful to keep or harbor in the city any horses, cows, sheep, goats, swine, animals of the genus Reptilia or allied genera which are venomous or of the constrictor type, or any other animals of which the keeping in captivity is prohibited by state or federal law.

Sec. 6-____. State statutes adopted; discovery of rabies.

The provisions of Minn. Stats. 35.67 through 35.69, as amended from time to time, dealing with procedures to be followed on the discovery of rabies in the city are hereby adopted by reference and are made a part of this chapter as if set out in full.

Sec. 6-____. Rabies inoculation required.

No person shall own, harbor, keep or have custody of any dog or cat over six months of age within the city unless the animal has a current rabies vaccination. Every owner of a dog and/or cat shall maintain a certificate of each animal's vaccination and shall, upon request, display it to the chief of police, animal control officer, or police officer. Citations may be issued for a violation of this section.

ARTICLE II. DOGS

Sec. 6-____. Exemption for police dogs.

The city's police department and any dog owned or used by it shall be exempt from the requirements and prohibitions of this chapter, exception for the provisions relating to treatment of dogs.

Sec. 6-____. License required.

No person shall own, harbor, keep or have custody of a dog over six months of age within the city unless a current license for the dog has been obtained and the tag affixed as provided under this article. Licenses shall be issued every two years. A late payment charge per dog shall be assessed for failure to purchase a license as required by this section. The payment of such penalty for a late license purchase shall be in addition to any other penalties provided by law. A transient dog need not be licensed if it will be in the city less than 45 days in a calendar year, confined in a suitable enclosure or maintained on a leash, and accompanied by a health and rabies vaccination certificate.

Sec. 6-____. License fees; application.

The fees for licenses, replacement licenses, and late payment penalties shall be set forth by resolution of the city council for inclusion in the city fee schedule. When licenses are issued for less than the full biannual license period, license fees may be prorated by half if the license application is made during the second year of the license term. Application for licensing shall be on a form provided by the city clerk and will require owner contact information, a detailed physical description of each dog being licensed, and veterinarian information. An application for licensing will not be complete unless it is accompanied by a certificate of inoculation for rabies which is not more than two years old, the certificate is required to show both the rabies tag number and the date the inoculation was administered. Rabies vaccination information will also be recorded on the license application form.

Sec. 6-____. License tags.

Upon receipt of a completed license application and payment of all applicable license and late payment fees, City staff shall provide and furnish for each licensed dog a metal or plastic tag upon which there shall be stamped or engraved the registered number for each dog, the words "city of

Long Lake”, and the years of the current license period in effect at the time of licensing. City staff shall keep a registry of all licensed dogs and the registry shall contain the owner’s name, address, contact information, description of the dog, and number of each license. Every owner shall place and keep around the neck of each dog a collar made of durable material on which the license tag is securely affixed. If a license tag is lost or stolen, the owner may obtain a new tag by submitting a request to the city clerk, and the first replacement will be issued at no cost to the owner. Any additional replacements would be subject to a replacement license fee. No person shall counterfeit any license tag, and a license tag is not transferable unless a transfer request has been approved by the city clerk.

Sec. 6-____. License cancellation.

The city administrator or his/her designee may cancel the license of any dog which the city administrator and/or police department determines to be a public nuisance animal, as defined by this chapter. Upon such determination, the owner shall be immediately notified by personal delivery or certified mail, addressed to the owner’s last known address, that the dog is determined to be a public nuisance animal and the reasons therefore. The notice shall further advise the owner that the cancellation of the license shall be effective ten (10) days following receipt of the notice. Notwithstanding any other provisions of this chapter, the owner of any dog whose license has been cancelled and is subsequently impounded by the city or the city’s police department shall pay an additional impound fee as set by resolution of the city council prior to release of the dog. It shall be unlawful for any person to own, harbor, have in his or her custody, or keep on his or her premises a dog whose license has been cancelled pursuant to this chapter.

Sec. 6-____. Kennels.

No person, breeding operation or business shall own, harbor, keep, or have custody of three or more dogs over six months old on their property without first having secured a kennel permit as required herein. Veterinary clinics operated by a duly licensed veterinarian are exempt from kennel permit requirements. A permit license shall be issued on an annual basis and applications shall be made for the whole or unexpired portion of the year ending on December 31 following the first effective date of the permit. Residential and commercial kennel permit fees will be set forth by resolution of the city council for inclusion in the city fee schedule. Residential and commercial kennels shall be kept in a clean and healthful condition at all times and shall be open for inspection by police department or city staff at any time. No kennel permit or renewal shall be issued by the city clerk except upon review of the kennel permit application by the chief of police or his/her designee. As a condition of obtaining and holding a kennel permit, all kennel permit holders must comply with this article and this chapter; and failure to comply with this chapter may constitute grounds for denial of a new kennel permit or permit renewal. If kennel permit issuance or renewal is denied, an applicant may appeal to the city council for review; however, the city council’s decision will be deemed final. A kennel permit may be revoked by the city council due to any violation of the provisions of this chapter, or any health or nuisance order, laws or regulations.

Sec. 6-____. Leashing and restraint required; custodial duties.

(a) All dogs in the city are required to be controlled by:

- (1) A fence, leash, picketed by means of a chain or cable to a secure object confining the dog to a specified area, or owner’s command when within the confines of the owner’s property.

- (2) Being within a vehicle being driven or parked on a public street.
- (3) A leash not exceeding six feet in length while outside of the owner's property and under the control and direction of the owner or a member of the immediate family. An e-collar is not an acceptable leash under this section.
- (b) No person having custody or control of any dog shall permit the dog to be on any unfenced area or lot abutting a street, public park, public place, or upon any private land in the city without being restrained so that it does not enter beyond such area or lot.
- (c) No person having custody or control of any dog shall permit the dog at any time to be on any street, public park, or public place in the city without being restrained or secured by a chain or leash not exceeding six feet in length. An e-collar is not an acceptable leash.
- (d) No person having custody or control of any dog shall permit the dog to be in any public park area not marked with city "Pet Area" signage. While located in any public park area marked with "Pet Area" signs, all dogs are required to be secured by a chain or leash not exceeding six feet in length. An e-collar is not an acceptable leash.
- (e) Any person having custody or control of any dog shall remove the feces of the dog over which they have custody or control, deposited upon any street, public park (including designated "Pet Areas"), or public place in the city and shall dispose of the feces in city waste receptacles or shall otherwise properly dispose of the feces in accordance with city solid waste regulations.
- (f) Any person having control or custody over a dog while the dog is off the owner's or custodian's private property shall have suitable equipment for pickup, removal and sanitary disposal of feces.

Sec. 6-____. State statutes adopted; dangerous dogs.

The provisions of Minn. Stats. 347.50 through 347.55, as amended from time to time, dealing with the regulation of dangerous dogs, are hereby adopted by reference and are made a part of this chapter as if set out in full.

Sec. 6-____. Violations; impoundment.

- (a) No dog owner or custodian shall permit a dog to be at large within the city. Any dog found to be at large may be impounded by the animal control officer or police officer and shall give notice of the impounding to the owner of the dog, if known.
- (b) A dog owner or custodian shall keep each dog under restraint at all times.
- (c) The animal control officer and police officers are hereby authorized to impound any fierce, dangerous or vicious dog endangering the safety of the general public or any other animal life.
- (d) The animal control officer and police officers are hereby authorized to impound any dog found at large, or any dog found without a license.

- (e) Fierce, dangerous, vicious, or public nuisance dogs are not permitted on any city park property.
- (f) No owner or custodian shall permit their dog(s) to damage or foul any lawn, garden, property of another person, or city owned property.
- (g) No person shall keep, own, harbor or otherwise possess any dog which has been declared a public nuisance animal as set forth in this chapter. The animal control officer or police officers may impound any dog which they have reason to believe is in violation of this chapter if the owner is not present at the premises and it is the only way to reasonably abate the nuisance.
- (h) Whenever a dog is picked up by the animal control officer or a police officer and such dog has a city license tag or identification tag, the owner shall be notified immediately. Any dog impounded shall be kept with humane treatment and sufficient food and water for their comfort for at least five regular business days, unless sooner reclaimed by the owner. Any owner reclaiming an impounded dog must remit payment of maintenance costs as established by the pound; must pay the applicable impound release fee set forth by resolution of the city council for inclusion in the city fee schedule; and if the dog is unlicensed, must pay applicable license fees and license the dog with the city immediately. Any dog not claimed by the owner within five business days may be disposed of in accordance with Minn. Stat. 35.71.

ARTICLE II. CHICKENS

Sec. 6-____. Definitions.

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Chicken or domesticated chicken means a subspecies of the species Gallus domesticus.

Coop means the structure for the keeping or housing of chickens. A coop is also an accessory structure, and no more than two accessory structures are permitted per single family residential property.

Hen means a female chicken.

Rooster means a male chicken

Run means an enclosed and covered area attached to the coop where the chickens can roam unsupervised.

Sec. 6-____. Purpose.

The purpose of this article is to provide minimum standards for the keeping of domesticated chickens. This article enables residents to keep chickens on a non-commercial basis as an accessory use to a single family residence, while limiting the potential for adverse effects upon surrounding properties. Such adverse effects can include noise, odors, unsanitary conditions, attraction of predators, chickens running at large, unsightly conditions, and similar adverse conditions.

Sec. 6-____. Permit required.

No person shall maintain or keep domesticated chickens without a permit issued by the city. Application for a permit required by this article shall be made to the city upon a form furnished by the city. A permit fee in an amount established by resolution of the city council shall be paid to the city with the application. In order to be issued a permit, the applicant must comply with the following requirements and standards.

- (a) The property's principal use must be a single family residential dwelling and the property must be located in the R-1A, R-1, R-2, or R-3 Single Family Residential zoning district. Properties with more than one single family residential dwelling are not eligible to apply.
- (b) The applicant must submit a notarized statement stating that they have informed all immediate neighbors to the front, rear, and sides of their property that they intend to keep chickens. This statement must be included with the permit application in order for the application to be considered complete.
- (c) The applicant may not have had a prior chicken permit revoked by the city.
- (d) No person is permitted to keep more than four chickens on any lot within the city.
- (e) The required coop and attached run must be located in the rear yard and must be set back a minimum of 25 feet from all adjacent neighboring residences, and be set back a minimum of five feet from any lot line. In the event the property is a corner lot, the setback for the side yard bordering any street right-of-way is 10 feet. ****NOTE: Would it just be safer to prohibit owning chickens at corner lots, since they abut 2 street rights of way? ****

Sec. 6-____. Requirements of chicken keeping practices.

- (a) No roosters or crowing hens are allowed.
- (b) No outdoor butchering of chickens is allowed.
- (c) Chickens must be kept in a coop or run whenever they are unsupervised; however, when supervised, they are allowed in a fenced in area.
- (d) The coop must be maintained in good condition; be constructed to accessory structure standards; be enclosed and constructed of durable materials to prevent entry by predators or the escape of chickens; be built to protect the chickens from extreme heat or cold; and provide at least four square feet of area per chicken.
- (e) The run must be maintained in good condition; be attached to the coop; be enclosed and constructed of durable materials to prevent entry by predators or the escape of chickens; and provide at least four square feet of area per chicken.
- (f) The chickens living area must be maintained in a clean and sanitary condition. Odor shall not be perceptible at the property's lot line. All stored manure shall be placed within a fully enclosed container. All manure not used for composting or fertilizing shall be removed weekly. The coop, run and property must be kept free from trash and accumulated manure.
- (g) Feed must be stored in a rodent-proof container inside of a structure.

(h) No person may keep chickens inside any residence.

Sec. 6-____. Revocation of permit; enforcement authority.

A chicken permit issued by city staff under this article may be removed by the city administrator or his/her designee if it is determined after an inspection by city staff, the animal control officer, or police officer that the permit holder has not maintained the standards set forth in this article or that chickens are being kept in such a manner as to constitute a public nuisance. The animal control officer and police officers are empowered to conduct enforcement activities and issue citations for any violation of this article.

Sec. 6-____ – 6-____. Reserved.

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

Adopted by the City Council of the City of Long Lake this ____th day of September 2023.

Date of Adoption:		2023
Date of Publication:		2023
Effective Date:		2023

BY:

Charlie Miner, Mayor

ATTEST:

Jeanette Moeller, City Clerk