



CITY COUNCIL MEETING

May 20, 2025 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 May 6, 2025 City Council Meeting

B. Approve Vendor Claims and Payroll

C. Adopt Resolution No. 2025-11 Approving Issuance of Special Event Permit #S2025-05 for the Temporary Outdoor Patio at Bucks Pub Effective Through October 1, 2025

D. Adopt Resolution No. 2025-13 Approving Issuance of a Special Event Permit for the Minnesota Inboard Summer Surf Tour Stop on June 28, 2025; Approve issuance of a Noise Variance Permit; and Authorize HCSO Water Patrol Unit Permit Issuance

E. Adopt Resolution No. 2025-14 Accepting the Donation of Equipment Items to the City of Long Lake for the Long Lake Fire Department

F. Adopt Resolution No. 2025-16 Appointing Resident Mark Preissing to the Position of Park Board Member Serving a Term Effective Through December 31, 2027

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. Resolution of Support for the Long Lake Creek Subwatershed Partnership and the MCWD Downtown Long Lake Feasibility Study

B. Ordinance Amending Section 19 of the Zoning Code to Update Requirements for Residential, Business, and Swimming Pool Fences

C. Adoption of Code of Conduct Policy for City Council and City Advisory Boards

D. Approve Establishing the Position of Part-Time Firefighter

E. Fire Department News & Updates

8. Other Business

9. Adjourn

UPCOMING MEETINGS & OTHER DATES OF NOTE

Monday, May 26 / City Offices Closed - Memorial Day

Tuesday, June 3 (5:00 or 5:30 pm) / City Council Work Session

Tuesday, June 3 (6:30 pm) / City Council Meeting

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



**MINUTES
CITY COUNCIL MEETING
May 6, 2025**

CALL TO ORDER

The meeting was called to order at 6:30 pm by Mayor Pro-Tempore Dyvik.

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

Staff Present: City Administrator: Scott Weske; and City Engineer: Jeff Oliver

Absent: Mayor: Charlie Miner (with prior notice)

PLEDGE OF ALLEGIANCE

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

Mayor Pro-Tempore Dyvik indicated that Mayor Miner had asked him to share a few 'Mayor's Comments' on his behalf.

He reported that the Long Lake Fire Department's pancake breakfast went well and expressed his appreciation to Chief Heiland, the firefighters, and other volunteers for their work to make it a success. City Administrator Weske mentioned that Chief Heiland's initial attendance count was around 1,000, which was a bit less than last year.

Mayor Pro-Tempore Dyvik stated that on May 8, 2025, beginning at 7:00 pm at Trinity Lutheran Church, there will be a joint fire services open forum meeting between Orono and Long Lake. The intent was to review what had been discussed over the last few months between the cities' negotiating teams and what had been agreed to in the first amendment to the agreement for fire protection services. He encouraged residents to attend to find out more information and noted that they would also have the opportunity to ask questions or give input as well. Councilmember Feldmann asked if the forum had been noticed for a quorum. Weske confirmed that a quorum notice had been posted. Councilmember Kvale asked if the meeting would be videotaped for people to watch later. Weske replied that the LMCC would be there to record the meeting.

APPROVE AGENDA

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

CONSENT AGENDA

The Consent Agenda consisted of the following:

- A. Approve Minutes of April 15, 2025, City Council Work Session Meeting
- B. Approve Minutes of April 15, 2025 City Council Meeting
- C. Approve Vendor Claims and Payroll

- D. Approve the Joint Powers Agreement with the State of Minnesota Bureau of Criminal Apprehension to Conduct Fire Department Pre-Employment Federal Background Checks
- E. Approve Issuance of a 1 to 4 day Temporary On-Sale Liquor License for the PEO Chapter BW MN Organization to host a 'Summer Social' Event at Zvago Long Lake on June 3, 2025

A motion was made by Kvale, 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

A. Award Contract for the Lindawood Lane 2025 Street Improvement Project

Rachel Scheu, WSB, briefly reviewed the scope of the Lindawood Lane project and indicated that they were asking the City to award the construction contract to Asphalt Service Technologies Corporation. She shared that the City had received good competitive bids that had come in lower than the engineer's estimated cost.

Mayor Pro-Tempore Dyvik questioned whether the City had worked with Asphalt Service Technologies Corporation before.

Ms. Scheu was unsure if Long Lake had worked with the company before, but they had worked in other communities also served by WSB, and WSB had a good relationship with them. She believed that Asphalt Service Technologies Corporation was based in St Cloud.

Weske asked if the City had included put parameters in the bid package for things like start and completion dates.

Ms. Scheu responded that the contractor will begin work in June after school is out, and substantial completion is anticipated to be in August, with final status in September.

Weske inquired if Asphalt Service Technologies Corporation would have a continuous workflow versus leaving for a time and then coming back to the City for completion.

Ms. Scheu replied that they would not be leaving the job for a period of time.

Weske recalled that contractors working on a street project for the City previously had ended up leaving for a period of time in the middle of the job, so the project took all summer. He mentioned that there had been some concerns about traffic for graduations and parties in the area and suggested that they may need to do some shift work around those types of things, if necessary.

City Engineer Oliver explained that he had communicated with the concerned property owners on Lindawood Lane regarding their graduation party. He noted that a preconstruction conference had not been scheduled yet, which was when they would find out what the contractor was thinking about starting the job, and he was aware that they were intending to fit the City's project in amongst their other jobs. While it may not happen right away, the contractor would have a window of time in which to get everything done. He and staff were anticipating the project to take six to eight weeks and added that with regard to Weske's concerns about continuous project flow, they have to be aware that rain

delays could occur, but he assured the Council that WSB will try to do the best they can in keeping the contractors working at a steady pace.

A motion was made by Kvale, seconded by Feldmann, to adopt Resolution 2025-10 awarding the construction contract for the Lindwood Lane 2025 Street Improvement Project to Asphalt Service Technologies Corporation, and to authorize the Mayor and City Administrator to enter into the contract for said services. Ayes: all.

B. Adoption of Code of Conduct Policy for City Council and City Advisory Boards

Weske reminded the Council that City Clerk Moeller had presented a draft of a Code of Conduct Policy for the City Council at their April 15, 2025 meeting. Following their discussion, the Council's thought and direction was that the policy should be extended to include boards and commissions. The suggestions made by the Council were passed along to City Attorney Thames, and he had completed the necessary edits to ensure that everything was on par with what the Council was looking for based on their discussion. He noted that what was included in the packet was the final draft put together by City staff and City Attorney Thames.

Council member Kvale pointed out that she felt some of the points seemed a bit subjective and gave examples of the term 'misbehavior' and 'fair treatment of people'. She read aloud a portion that stated that the City 'may hold a hearing within 90 days of a written complaint' where the member would have the opportunity to be heard. She highlighted that the portion of this section she was worried about was related to 'the standard' and what other actions may be 'deemed appropriate'. She expressed concern that the policy language may be able to be used for politicking, and if someone doesn't agree with someone, they could just say that they had violated the subjective code. She asked if there would be an appeal process to this or if the Council's decision would be final.

Weske replied that the way he interpreted this was almost the same as if this were an employee of the City, and gave an example of the process in that situation.

Council member Kvale referenced things that would be considered decorum, observed that many of the terms used in the Code of Conduct were very subjective, and reiterated that she could see this being a way that people could abuse someone who disagreed with them. She reiterated that she would like to know what the process would be for an appeal, what kind of power the Council had, and emphasized that her main issue was with the things she felt were subjective.

Mayor Pro-Tempore Dyvik asked if Councilmember Kvale wanted to see some additional language added regarding an appeals process.

Council member Kvale responded that they could ask City Attorney Thames what the mechanism would be to appeal and noted that it may already be part of a state statute.

Mayor Pro-Tempore Dyvik commented that he wasn't sure it needed to be included in this document, because he felt that everybody would have the opportunity to appeal.

Council member Kvale stated that she would like staff to ask City Attorney Thames.

Weske indicated that staff could ask City Attorney Thames what the appeal process would look like.

The Council discussed various scenarios related to some of the concerns raised by Council member Kvale, and the possibility of approving the policy tonight and following up by asking City Attorney Thames some of the questions that have been raised.

Weske indicated that the Council could approve the Code of Conduct tonight, and staff could submit their questions to City Attorney Thames and email his answers to them.

Council member Kvale asked if the Council would be able to modify the Code of Conduct at a future meeting if they felt it was necessary, based on the answers the City Attorney gave.

Weske did confirm that the Council could modify the policy at a future meeting if needed.

Council member Newcomer questioned why the Council wouldn't just table the item until the next meeting so they had time to ask some of their questions and find out if there were still things that needed to be addressed.

Weske agreed that the Council could table this item to allow time for staff to verify some of the issues that have been raised.

A motion was made by Kvale, seconded by Newcomer, to table adoption of the Code of Conduct Policy in order to review the compliance and enforcement section with respect to any sort of appeal or review process beyond the City Council. Ayes: all.

OTHER BUSINESS

LLFD Pancake Breakfast - Council member Newcomer shared that he had met a lot of nice people at the LLFD's pancake breakfast and felt that it was a well run event. Mayor Pro-Tempore Dyvik observed that it had been good to see some Orono equipment on display at the pancake breakfast as well.

Joint Fire Forum - Council member Kvale stated that she would be unable to attend the fire services forum meeting because she would be attending an LMCC meeting at the same time. Mayor Pro-Tempore Dyvik reminded residents about the upcoming fire services open forum meeting on Thursday, May 8 at 7:00 pm at Trinity Lutheran Church and encouraged attendance.

ADJOURN

Hearing no objection, Mayor Miner adjourned the meeting by general consent at 7:06 pm.

Respectfully submitted,

Scott Weske
City Administrator



CITY OF
LONG LAKE

City Council Agenda Report

City of Long Lake

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

MEETING DATE / May 20, 2025

SUBJECT: Approve Vendor Claims and Payroll

Prepared By: Amanda Nowezki, Finance Director

Report Date: 5/14/2025

Recommended City Council Action

Staff recommends the following:

Motion to approve vendor claims paid in the amount of \$95,470.02 and electronic vendor payments in the amount of \$1,669.62 for a total amount of **\$97,139.64**; April Fire Department monthly payroll in the amount of **\$12,563.00**; and gross City Employee payroll paid May 15 in the amount of **\$28,240.53**.

Overview / Background

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

Supporting Information

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



LONG LAKE, MN

05/14/25 1:15 PM

Page 1

Section 5B.

*Check Summary Register©

Checks 71204-71235

Name		Check Date	Check Amt	
10100 GENERAL FUND CASH				
71204	Advanced Imaging Solutions	5/9/2025	\$70.00	Copier Contract Maint - May 2025
71205	ALEX AIR APPARATUS 2, LLC	5/9/2025	\$352.41	Compressor Service- Replace ACD block
71206	BOUND TREE MEDICAL, LLC.	5/9/2025	\$2,749.95	FD Medical Supplies-Epinephrine (2pack x 5)
71207	CARSON, CLELLAND & SCHRED	5/9/2025	\$5,748.75	April Legal Fees-ReviewMGDPA, Grant Imple
71208	CENTERPOINT ENERGY	5/9/2025	\$2,017.68	Gas Charges - (03/20/25-04/17/25) 450 Virgini
71209	CITY OF LONG LAKE	5/9/2025	\$553.18	April 2025 Utility Bill - 450 Virginia
71210	CITY OF ORONO	5/9/2025	\$185.45	FD2 Water/Sewer Bill - 3770 Shoreline Dr (3/2
71211	CIVICPLUS LLC	5/9/2025	\$6,062.99	Unlimited Web Open Subscription/DNS Hostin
71212	EHLERS AND ASSOCIATES	5/9/2025	\$5,752.50	TIF 1-6 Administration- TIF 1-6 Cash Flow Proj
71213	FIRSTNET (AT&T)	5/9/2025	\$496.99	FD WIRELESS SERVICES (3/26/25-4/25/25)
71214	GOPHER STATE ONE CALL	5/9/2025	\$67.50	April 2025 Locates
71215	HENNEPIN CTY INFO. TECH. DE	5/9/2025	\$1,930.22	FD Radio Fees-April 2025
71216	JEFFERSON FIRE & SAFETY INC	5/9/2025	\$543.20	FD Flotation Collar for Stretchers
71217	MEDIACOM	5/9/2025	\$613.61	FD2 Phone/ Internet Services - (5/8/25-6/7/25)
71218	METROPOLITAN COUNCIL	5/9/2025	\$29,268.77	Waste Water Services - June 2025
71219	TRAUT COMPANIES	5/9/2025	\$6,500.00	Well 2 Pumphouse Flowmeter Replacement
71220	TRIMBLE	5/9/2025	\$206.50	FD Dashcam Basic Bundle (Pmt 20 of 36)
71221	WRIGHT-HENNEPIN SECURITY	5/9/2025	\$251.60	May 2025 Security-450 Virginia Ave
71222	XCEL ENERGY	5/9/2025	\$258.41	Steet Lights-1070 W Wayzata Blvd
71223	ACROSS THE STREET PRODUC	5/14/2025	\$3,080.00	Blue Card Online Training; Davis, Straka, Rew
71224	JEFFERSON FIRE & SAFETY INC	5/14/2025	\$72.11	Freight for Flotation Collar for Stretcher
71225	LARKIN HOFFMAN	5/14/2025	\$7,978.25	FD CONTRACT DISPUTE W/ORONO - April 2
71226	MEDICA	5/14/2025	\$4,921.26	MEDICAL INS - June 2025
71227	MN VALLEY TESTING LAB	5/14/2025	\$54.96	Monthly Chlorine Report
71228	Premium Waters, Inc.	5/14/2025	\$4.32	Bottled Water - May 2025
71229	PROLAWNS	5/14/2025	\$139.00	Seasonal Lawn Care Application Program - Ste
71230	SUTTONS ADVANCED CLEANIN	5/14/2025	\$1,251.84	CH Cleaning Services - May 2025
71231	TIMESAVER OFF SITE	5/14/2025	\$172.00	5/6 City Council Meeting Minutes
71232	WASTE MANAGEMENT	5/14/2025	\$6,177.57	Residential Recycling Services-May 2025
71233	XCEL ENERGY	5/14/2025	\$1,981.22	Street Lights - Act #5156925594 (04/03/25-05/
71234	XCEL ENERGY	5/14/2025	\$5,437.78	Electricity 03/26/25-04/09/25-CH
71235	ZARNOTH BRUSH WORKS INC	5/14/2025	\$570.00	PW Broom Refill for Sweeper
Total Checks			\$95,470.02	



LONG LAKE, MN

Section 5B.

05/14/25 1:16 PM

Page 1

*Check Detail Register©

Checks 71204-71235

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
10100 GENERAL FUND CASH					
71204	05/09/25	Advanced Imaging Solutions			
E 101-41500-4135		Copier Maintenance	\$70.00	INV354993	Copier Contract Maint - May 2025
		Total	\$70.00		
71205	05/09/25	ALEX AIR APPARATUS 2, LLC			
E 205-42281-4040		Equip Maint & Repair	\$352.41	9570	Compressor Service- Replace ACD block
		Total	\$352.41		
71206	05/09/25	BOUND TREE MEDICAL, LLC.			
E 205-42281-2190		Medical Supplies	\$2,749.95	85757969	FD Medical Supplies-Epinephrine (2pack x 5)
		Total	\$2,749.95		
71207	05/09/25	CARSON, CLELLAND & SCHREDER			
E 101-41610-3120		Legal Fees - Civil	\$1,703.75	7579	April Legal Fees-ReviewMGDPA, Grant Implementation issue, Hiring, Council Mtg, Etc
E 101-42110-3120		Legal Fees - Civil	\$630.75	7579	April Legal Fees-Review FD Amendment, Exhibits, Contract Council Mtgs/Work Session
E 101-41610-3040		Legal Fees - Criminal	\$1,000.00	7579	March Legal Fees-Criminal
E 101-42110-3120		Legal Fees - Civil	\$2,378.00	7579	April Legal Fees-FD Contract Enforcement
G 700-29295		1948 Wayzata (Zvago) 20	\$36.25	7579	April Legal Fees-Zvago; Review LOC reduction request
		Total	\$5,748.75		
71208	05/09/25	CENTERPOINT ENERGY			
E 101-41940-3830		Natural Gas Expense	\$250.12	80000790651	Gas Charges - (03/20/25-04/17/25) 450 Virginia Ave
E 205-42282-3830		Natural Gas Expense	\$763.31	80000790651	Gas Charges - (03/20/25-04/17/25) 340 N Willow
E 205-42286-3830		Natural Gas Expense	\$232.93	80000790651	Gas Charges - (03/20/25-04/17/25) 3770 Shoreline
E 101-41942-3830		Natural Gas Expense	\$729.36	80000790651	Gas Charges - (03/20/25-04/17/25) 2145 Daniels
E 602-49450-3830		Natural Gas Expense	\$23.18	80000790651	Gas Charges - (03/20/25-04/17/25) 2200 Watertown Rd
E 602-49450-3830		Natural Gas Expense	\$23.18	80000790651	Gas Charges - (03/20/25-04/17/25) 250 Lindawood Ln
E 101-45200-3830		Natural Gas Expense	\$160.02	80000790651	Gas Charges - (03/20/25-04/17/25) 309 Harrington
E 101-41942-3830		Natural Gas Expense	(\$164.42)	80000790651	Gas Charges - (03/20/25-04/17/25) 2145 Daniels
		Total	\$2,017.68		
71209	05/09/25	CITY OF LONG LAKE			
E 101-41940-3820		City Utilities (Wat,Sew,Sto	\$70.92	050225	April 2025 Utility Bill - 450 Virginia
E 205-42282-3820		City Utilities (Wat,Sew,Sto	\$163.15	050225	April 2025 Utility Bill - 340 Willow St
E 205-42282-3820		City Utilities (Wat,Sew,Sto	\$60.60	050225	April 2025 Utility Bill - 340 Willow Truck Fill
E 101-41942-3820		City Utilities (Wat,Sew,Sto	\$158.21	050225	April 2025 Utility Bill - 2145 Daniels St
E 601-49400-3820		City Utilities (Wat,Sew,Sto	\$42.13	050225	April 2025 Utility Bill - 1964 Orchard Ln
E 101-45200-3820		City Utilities (Wat,Sew,Sto	\$58.17	050225	April 2025 Utility Bill - 350 Harrington
		Total	\$553.18		
71210	05/09/25	CITY OF ORONO			
E 205-42286-3820		City Utilities (Wat,Sew,Sto	\$185.45	173770000-4	FD2 Water/Sewer Bill - 3770 Shoreline Dr (3/28/24-04/26/25)
		Total	\$185.45		

**LONG LAKE, MN**

Section 5B.

05/14/25 1:16 PM

Page 2

***Check Detail Register©**

Checks 71204-71235

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
71211	05/09/25	CIVICPLUS LLC			
E 101-41500-3090		Software Support	\$3,920.59	334385	Unlimited Web Open Subscription/DNS Hosting (06/09/25-06/08/26)
E 101-41500-3090		Software Support	\$2,142.40	334387	Agenda & Meeting Management Subscription (06/09/25-06/08/26)
		Total	\$6,062.99		
71212	05/09/25	EHLERS AND ASSOCIATES			
E 101-41500-3010		Auditing and Actg Service	\$850.00	101294	Continuing Disclosure Fee - 2025
E 385-47060-3000		Professional Srvs	\$4,902.50	101295	TIF 1-6 Administration- TIF 1-6 Cash Flow Projections, Review Pmts, Discussions
		Total	\$5,752.50		
71213	05/09/25	FIRSTNET (AT&T)			
E 205-42281-3225		Truck Communication Ser	\$458.76	X05032025	FD WIRELESS SERVICES (3/26/25-4/25/25)
E 601-49400-2270		Utility Maint Supplies	\$38.23	X05032025	FD WIRELESS SERVICES (3/26/25-4/25/25)
		Total	\$496.99		
71214	05/09/25	GOPHER STATE ONE CALL			
E 601-49400-3855		Gopher One Locates Expe	\$67.50	5040559	April 2025 Locates
		Total	\$67.50		
71215	05/09/25	HENNEPIN CTY INFO. TECH. DEPT			
E 101-41942-3235		Cty 800mhz Radio Admin	\$87.39	1000245795	PW Radio Fees-April 2025
E 205-42281-3235		Cty 800mhz Radio Admin	\$1,384.11	1000245842	FD Radio Fees-April 2025
E 205-42281-3285		Radio Lease	\$458.72	1000245842	FD Radio Lease Fees-April 2025
		Total	\$1,930.22		
71216	05/09/25	JEFFERSON FIRE & SAFETY INC			
E 205-42281-4040		Equip Maint & Repair	\$543.20	232657	FD Flotation Collar for Stretchers
E 205-42281-4040		Equip Maint & Repair	(\$543.20)	232657	FD Flotation Collar for Stretchers
E 205-42281-2400		Small Tools and Minor Eq	\$543.20	INV325933	FD Flotation Collar for Stretchers
		Total	\$543.20		
71217	05/09/25	MEDIACOM			
E 205-42286-3275		Internet Access (Mediacom)	\$85.26	042825	FD2 Phone/ Internet Services - (5/8/25-6/7/25)
E 205-42282-3275		Internet Access (Mediacom)	\$528.35	042825	FD2 Phone/ Internet Services - (5/8/25-6/7/25)
		Total	\$613.61		
71218	05/09/25	METROPOLITAN COUNCIL			
E 602-49450-3100		MCES Sewer Treatment	\$29,268.77	1187288	Waste Water Services - June 2025
		Total	\$29,268.77		
71219	05/09/25	TRAUT COMPANIES			
E 601-49400-4040		Equip Maint & Repair	\$6,500.00	378417	Well 2 Pumphouse Flowmeter Replacement
		Total	\$6,500.00		
71220	05/09/25	TRIMBLE			
E 205-42281-3225		Truck Communication Ser	\$206.50	30089259336	FD Dashcam Basic Bundle (Pmt 20 of 36)
		Total	\$206.50		
71221	05/09/25	WRIGHT-HENNEPIN SECURITY			



LONG LAKE, MN

Section 5B.

05/14/25 1:16 PM

Page 3

*Check Detail Register©

Checks 71204-71235

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 101-41940-3000		Professional Srvs	\$62.90	042925	May 2025 Security-450 Virginia Ave
E 101-41942-3000		Professional Srvs	\$62.90	042925	May 2025 Security-2145 Daniels St
E 205-42282-3000		Professional Srvs	\$62.90	042925	May 2025 Security-3770 Shoreline
E 205-42286-3000		Professional Srvs	\$62.90	042925	May 2025 Security-340 Willow Dr
Total			\$251.60		
71222	05/09/25	XCEL ENERGY			
E 101-43100-3815		Street Lighting Maint/Elect	\$60.72	924807134	Steet Lights-2129 W Wayzata Blvd
E 101-43100-3815		Street Lighting Maint/Elect	\$167.32	924807134	Steet Lights-1758 W Wayzata Blvd
E 101-43100-3815		Street Lighting Maint/Elect	\$30.37	924854128	Steet Lights-1070 W Wayzata Blvd
Total			\$258.41		
71223	05/14/25	ACROSS THE STREET PRODUCTIONS			
E 205-42281-3080		Training	\$3,080.00	27820	Blue Card Online Training; Davis, Straka, Rewerts, Faue, Grady, Loosbrock, Morse, Rhea
Total			\$3,080.00		
71224	05/14/25	JEFFERSON FIRE & SAFETY INC			
R 205-36230		Contributions and Donatio	\$0.00	2199	FD SuperVac Fan for \$3984.96-Paid for by Fire Relief (Ck 2199)
E 205-42281-2400		Small Tools and Minor Eq	\$0.00	IN325933	FD SuperVac Fan for \$3984.96-Paid for by Fire Relief (Ck 2199)
E 205-42281-2400		Small Tools and Minor Eq	\$72.11	IN325933-2	Freight for Flotation Collar for Stretcher
Total			\$72.11		
71225	05/14/25	LARKIN HOFFMAN			
E 101-42110-3120		Legal Fees - Civil	\$7,978.25	856611	FD CONTRACT DISPUTE W/ORONO - April 2025
Total			\$7,978.25		
71226	05/14/25	MEDICA			
E 101-41500-1310		Employer Paid Health	\$1,021.72	88510519954	MEDICAL INS - June 2025
E 101-43050-1310		Employer Paid Health	\$1,452.02	88510519954	MEDICAL INS - June 2025
E 601-49400-1310		Employer Paid Health	\$580.80	88510519954	MEDICAL INS - June 2025
E 602-49450-1310		Employer Paid Health	\$435.61	88510519954	MEDICAL INS - June 2025
E 603-43150-1310		Employer Paid Health	\$435.61	88510519954	MEDICAL INS - June 2025
G 101-21706		FlexPlan - Ins Prem	\$995.50	88510519954	MEDICAL INS - June 2025
Total			\$4,921.26		
71227	05/14/25	MN VALLEY TESTING LAB			
E 601-49400-3825		Water Testing Expense	\$54.96	1304425	Monthly Chlorine Report
Total			\$54.96		
71228	05/14/25	Premium Waters, Inc.			
E 101-41500-4145		Bottled Water Service	\$4.32	614689-04-25	Bottled Water - May 2025
Total			\$4.32		
71229	05/14/25	PROLAWNS			
E 205-42282-3845		Lawn & Turf Maintenance	\$139.00	49311	Seasonal Lawn Care Application Program - Step 1 of 5
Total			\$139.00		
71230	05/14/25	SUTTONS ADVANCED CLEANING SRV			



LONG LAKE, MN

Section 5B.

05/14/25 1:16 PM

Page 4

*Check Detail Register©

Checks 71204-71235

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 101-41940-3840		Custodial & Waste Remov	\$290.00	7607	CH Cleaning Services - May 2025
E 205-42286-3840		Custodial & Waste Remov	\$292.50	7608	FD2 Cleaning Services - May 2025
E 205-42282-3840		Custodial & Waste Remov	\$669.34	7609	FD1 Cleaning Services - May 2025
Total			\$1,251.84		
71231	05/14/25	TIMESAVER OFF SITE			
E 101-41500-3000		Professional Srvs	\$172.00	30426	5/6 City Council Meeting Minutes
Total			\$172.00		
71232	05/14/25	WASTE MANAGEMENT			
E 604-43200-3890		Res Curb Recycling	\$3,698.83	8083182-159	Residential Recycling Services-May 2025
E 604-43200-3895		Res Organic Recycling	\$2,478.74	8083182-159	Organics Recycling Services-May 2025
Total			\$6,177.57		
71233	05/14/25	XCEL ENERGY			
E 101-43100-3815		Street Lighting Maint/Elect	\$1,981.22	925890443	Street Lights - Act #5156925594 (04/03/25-05/02/25)
Total			\$1,981.22		
71234	05/14/25	XCEL ENERGY			
E 101-41940-3810		Electricity Expense	\$144.42	926113035	Electricity 03/26/25-04/09/25-CH
E 205-42282-3810		Electricity Expense	\$598.67	926113035	Electricity 03/26/25-04/09/25-FD1
E 205-42286-3810		Electricity Expense	\$276.62	926113035	Electricity 03/26/25-04/09/25-FD2
E 101-41942-3810		Electricity Expense	\$777.00	926113035	Electricity 03/26/25-04/09/25-PW
E 101-43100-3815		Street Lighting Maint/Elect	\$249.59	926113035	Electricity 03/26/25-04/09/25-Street Lights
E 101-45200-3810		Electricity Expense	\$247.03	926113035	Electricity 03/26/25-04/09/25-Parks
E 601-49400-3810		Electricity Expense	\$2,750.89	926113035	Electricity 03/26/25-04/09/25-WTR
E 602-49450-3810		Electricity Expense	\$393.56	926113035	Electricity 03/26/25-04/09/25-SWR
Total			\$5,437.78		
71235	05/14/25	ZARNOTH BRUSH WORKS INC			
E 101-43000-2210		Equipment Parts	\$570.00	0201947-IN	PW Broom Refill for Sweeper
Total			\$570.00		
10100			\$95,470.02		

Fund Summary

10100 GENERAL FUND CASH

101 GENERAL FUND	\$30,312.54
205 FIRE DEPARTMENT	\$13,426.74
385 TAX INCREMENT # 1-6	\$4,902.50
601 WATER FUND	\$10,034.51
602 SANITARY SEWER FUND	\$30,144.30
603 SURFACE WATER MGMT FUND	\$435.61
604 RECYCLING FUND	\$6,177.57
700 BUILDING PERMIT ESCROWS	\$36.25
	\$95,470.02



LONG LAKE, MN

Section 5B.

05/14/25 1:26 PM

Page 1

*Check Detail Register©

Checks 3200,3203-3206

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
10100 GENERAL FUND CASH					
3200 e	05/02/25	POSTALIA			
E 601-49400-3220		Postage	\$200.00	050125	Postage-May 2025
E 602-49450-3220		Postage	\$200.00	050125	Postage-May 2025
		Total	\$400.00		
3203 e	05/05/25	PSN UTILITY ONLINE BILLING			
E 601-49400-3090		Software Support	\$152.93	310197	BILL PAY FEE - April 2025
E 602-49450-3090		Software Support	\$152.92	310197	BILL PAY FEE - April 2025
		Total	\$305.85		
3204 e	05/06/25	CUSTOMER PAYMENT			
E 601-49400-4320		Utility Overpmts/Uncollect	\$79.53	671-1-8	Returned Payment - NSF 01-00000671-1-8
		Total	\$79.53		
3205 e	05/06/25	NAPA Auto Parts			
E 205-42281-4040		Equip Maint & Repair	\$93.15	050625	FD-WD40 Spray, Motor Oil
E 205-42281-2120		Motor Fuels	\$95.25	620965	FD-Oil Mix (x11) for grass fires
E 205-42281-2150		Shop Supplies	\$26.84	620967	FD-Electrical Tape and WD40
		Total	\$215.24		
3206 e	05/07/25	MN DEPT OF REVENUE			
G 601-20801		Sales Tax Payable	\$669.00	0-189-910-75	April 2025 Sales Tax
		Total	\$669.00		
		10100	\$1,669.62		

Fund Summary

10100 GENERAL FUND CASH

205 FIRE DEPARTMENT	\$215.24
601 WATER FUND	\$1,101.46
602 SANITARY SEWER FUND	\$352.92
	\$1,669.62



LONG LAKE, MN

05/14/25 1:26 PM

Page 1

Section 5B.

*Check Summary Register©

Checks 3200,3203-3206

Name		Check Date	Check Amt	
10100 GENERAL FUND CASH				
3200e	POSTALIA	5/2/2025	\$400.00	Postage-May 2025
3203e	PSN UTILITY ONLINE BILLING	5/5/2025	\$305.85	BILL PAY FEE - April 2025
3204e	CUSTOMER PAYMENT	5/6/2025	\$79.53	Returned Payment - NSF 01-00000671-1-8
3205e	NAPA Auto Parts	5/6/2025	\$215.24	April Napa Purchases
3206e	MN DEPT OF REVENUE	5/7/2025	\$669.00	April 2025 Sales Tax
Total Checks			\$1,669.62	



LONG LAKE, MN

05/05/25 Section 5B.

Page 1

Payroll Summary

Pay Group: 02 Fire Department

Check Date: 5/9/2025 per. 5

Employee	Gross Wage	Federal Gross	State Gross	Federal Tax	State Tax	Local Tax	Social Security	Medi-care	Retire	Tax Sheltered	Voluntary	Tips	Reimb.	Net
000000153 ADAMS, CHRISTOPHER D.	241.80	241.80	241.80				14.99	3.51						223.30
000000216 BERBIG, ZACHARY P.	434.70	434.70	434.70				26.95	6.30						401.45
000000291 BROWN, JOHN	80.60	80.60	80.60				5.00	1.17						74.43
000000281 CARLSON, BEN	177.32	177.32	177.32				10.99	2.57						163.76
000000154 COTTON, PATRICK J.	498.64	498.64	498.64				30.92	7.23						460.49
000000259 DAVIS, THOMAS	462.16	462.16	462.16		4.44		28.65	6.70						422.37
000000093 FARLEY, COLE	847.80	847.80	847.80	31.45			52.56	12.29						751.50
000000274 FAUE, JESSE	209.56	209.56	209.56				12.99	3.04						193.53
000000233 FRANK, BRYAN	467.48	467.48	467.48		4.73		28.98	6.78						426.99
000000049 GOMAN, DAVID	193.44	193.44	193.44				11.99	2.80						178.65
000000177 GONSIOR, RYAN J.	583.32	583.32	583.32	5.00			36.17	8.46						533.69
000000229 GRADY, JOSHUA	209.56	209.56	209.56				12.99	3.04						193.53
000000293 GREGG, AIDAN	491.80	491.80	491.80		6.03		30.49	7.13						448.15
000000226 HOSTER, RYAN	240.23	240.23	240.23				14.89	3.48						221.86
000000270 JOHNSRUD, MICHAEL	515.84	515.84	515.84	350.00	107.31		31.98	7.48						19.07
000000180 KANIVE, RYAN J.	193.44	193.44	193.44				11.99	2.80						178.65
000000112 KRAHL, JEFFREY C.	448.50	448.50	448.50				27.81	6.50						414.19
000000248 KULSETH, MATT	290.16	290.16	290.16				17.99	4.21						267.96
000000253 LOOSBROCK, RICHARD	403.00	403.00	403.00				24.99	5.84						372.17
000000298 LOPEZ, NIKOLAS	48.36	48.36	48.36				3.00	0.70						44.66
000000290 MCCAHERTY, ALEX	243.44	243.44	243.44				15.09	3.53						224.82
000000275 MORSE, PAUL	371.86	371.86	371.86				23.06	5.39						343.41
000000296 NEUBAUER, MITCHELL	225.68	225.68	225.68				13.99	3.27						208.42
000000223 PASZKIEWICZ, JOHN	241.52	241.52	241.52				14.97	3.50						223.05
000000277 REWERTS, ANTHONY	407.38	407.38	407.38				25.26	5.91						376.21
000000241 RHEA, CHRISTOPHER	225.68	225.68	225.68				13.99	3.27						208.42
000000232 RIOUX, SHAUN	128.96	128.96	128.96				8.00	1.87						119.09
000000190 ROTHSTEIN, DAVID J.	177.32	177.32	177.32				10.99	2.57						163.76
000000222 SMILEY, MATTHEW	448.50	448.50	448.50				27.81	6.50						414.19
000000212 SPINKS, SCOTT D.	404.36	404.36	404.36				25.07	5.86						373.43
000000276 STRAKA, AMANDA	949.44	949.44	949.44	100.00			58.86	13.77						776.81
000000282 SWEARINGEN, LANCE	324.04	324.04	324.04				20.09	4.70						299.25
000000280 VASINA, VERONICA	243.44	243.44	243.44				15.09	3.53						224.82
000000240 VEACH, BENJAMIN	409.02	409.02	409.02				25.36	5.93						377.73



LONG LAKE, MN

Payroll Summary

Pay Group: 02 Fire Department

Check Date: 5/9/2025 per. 5

Employee	Gross Wage	Federal Gross	State Gross	Federal Tax	State Tax	Local Tax	Social Security	Medicare	Retire	Tax Sheltered	Voluntary	Tips	Reimb.	Net
000000297 WARNER, SIMONE	315.16	315.16	315.16				19.54	4.57						291.05
000000118 WOYCHICK, TED J.	409.49	409.49	409.49	60.00	25.00		25.39	5.94						293.16

941 Deposit

Federal Tax	\$546.45
Medicare	\$364.28
Social Security	\$1,557.76
Advanced EIC	None
Total Deposit	\$2,468.49

Pay Summary

Gross	12,563.00
Federal Gross	12,563.00
State Gross	12,563.00
FICA Gross	12,563.00

Tax Summary

Federal Tax	546.45	
State Tax	147.51	
Local Tax		
FICA Ded/Ben	778.88	778.88
Medicare Ded/Ben	182.14	182.14

Others

Retirement	
Tax-Sheltered	
Voluntary	
Tips	0.00
Reimbursement	0.00
Net	10,908.02



LONG LAKE, MN

05/12/25 **Section 5B.**

Page 1

Payroll Summary

Pay Group: 01 Bi-Weekly
Check Date: 5/15/2025 per. 10

Employee	Gross Wage	Federal Gross	State Gross	Federal Tax	State Tax	Local Tax	Social Security	Medi-care	Retire	Tax Sheltered	Voluntary	Tips	Reimb.	Net
000000287 DECKER JR, MICHAEL	2,526.48	2,362.82	2,362.82	230.13	130.61		156.60	36.62	162.92	0.74				1,808.86
000000243 DIERCKS, SEAN	4,086.05	3,821.76	3,821.76	591.02	229.82		253.34	59.25	264.29					2,688.33
000000295 FAHRMAN, MATTHEW	2,324.80	1,859.29	1,859.29	125.85	70.05		124.56	29.13	149.81	315.70				1,509.70
000000286 HEILAND, MICHAEL	5,083.13	4,556.51	4,556.51	466.51	245.89			73.71	526.62					3,770.40
000000292 MACKEY, NOAH	2,526.47	2,363.55	2,363.55	205.22	130.66		156.64	36.63	162.92					1,834.40
000000091 MOELLER, JEANETTE	3,292.45	2,899.93	2,899.93	230.88	119.64		193.06	45.15	214.01	178.51				2,311.20
000000252 NOWEZKI, AMANDA	3,345.76	3,048.17	3,048.17	348.06	194.16		207.44	48.51	297.59					2,250.00
000000214 WESKE, SCOTT	5,055.39	4,740.14	4,740.14	809.65	296.99		313.06	73.22	309.22	6.03				3,247.22

941 Deposit

Federal Tax	\$3,007.32
Medicare	\$804.44
Social Security	\$2,809.40
Advanced EIC	None
Total Deposit	\$6,621.16

Pay Summary

Gross	28,240.53
Federal Gross	25,652.17
State Gross	25,652.17
FICA Gross	22,656.42

Tax Summary

Federal Tax	3,007.32	
State Tax	1,417.82	
Local Tax		
FICA Ded/Ben	1,404.70	1,404.70
Medicare Ded/Ben	402.22	402.22

Others

Retirement	2,087.38
Tax-Sheltered	500.98
Voluntary	
Tips	0.00
Reimbursement	0.00
Net	19,420.11



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 20, 2025

SUBJECT: Special Event Permit Request for a Temporary Outdoor Patio at Bucks Pub

Prepared By: Jeanette Moeller, City Clerk

Report Date: 5/12/2025

Recommended City Council Action

Staff recommends the following:

Motion to adopt Resolution No. 2025-11 approving issuance of Special Event Permit #S2025-05 for the Temporary Outdoor Patio at Bucks Pub effective May 21 through October 1, 2025.

Overview / Background

Reven Stephens, on behalf of Bucks Pub, has made an application for a Special Event Permit to permit the installation of a temporary outdoor patio for the restaurant.

The proposed temporary outdoor patio site plan in combination with their temporary patio narrative identifies seating arrangements (no tables, Adirondack-style chairs); depicts an entry and exit point; includes a description of temporary fencing materials to be utilized; is designed to create a compact and contiguous service area in accordance with Minnesota Rules 7515.0430, subpart 2; and shows how alcohol will be restricted with a barrier between the temporary outdoor patio and surrounding area. Under the current patio plan, seating in the temporary outdoor patio area would not exceed 10 at any time.

Staff recommends approval of a Special Event Permit for the Temporary Outdoor Patio at Bucks Pub with conditions as specified in the attached permit. If approved, the temporary patio would be permitted to be in place from May 21 through October 1, 2025.

Supporting Information

- Resolution No. 2025-11
- Special Event Permit application and site plan with narrative



**City Council
Resolution No. 2025-11**

**A RESOLUTION APPROVING THE ISSUANCE OF SPECIAL EVENT PERMIT #S2025-05 FOR A
TEMPORARY OUTDOOR PATIO AT BUCKS PUB**

WHEREAS, Reven Stephens, on behalf of Bucks Pub, has made a Special Event Permit application to permit installation of a temporary outdoor patio for the restaurant; and

WHEREAS, the applicant has submitted a site plan and temporary patio narrative which identifies seating arrangements; depicts an entry and exit point; includes a description of temporary fencing materials to be used; is designed to create a compact and contiguous service area in accordance with Minnesota Rules 7515.0430, subpart 2; and shows how alcohol will be restricted with a barrier between the temporary outdoor patio and surrounding area; and

WHEREAS, City staff 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; 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 #S2025-05 for the Temporary Outdoor Patio at Bucks Pub effective May 21, 2025 through October 1, 2025 contingent on receipt of documentation, agency approvals, and satisfaction of all applicable conditions outlined by the Special Event Permit.

Adopted by the City Council of the City of Long Lake this 20th day of May 2025.

BY:

Charlie Miner, Mayor

ATTEST:

Jeanette Moeller, City Clerk



Special Event Permit Application

CITY OF LONG LAKE

450 Virginia Avenue, PO Box 606

Long Lake, MN 55356

Phone / 952.473.6961

FOR OFFICE USE ONLY

Amount Due: \$ 10

Section 5C.

Date Paid: 5/5/25

☒ Check # 5665

☐ Credit Card

☐ Cash Receipt # _____

Deposit Required?

☐ Yes, Check # _____

☒ No

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

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

Event Name Bucks Pub Patio

Describe Location or Area of City Where Event Will Take Place Front patio at Bucks Pub.

of Participants Expected to Attend Event 10

Describe Any Participation/Entry Fees to be Charged N/A

Event Dates/Times Proposed

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

Day of Week	Date	Start Time	End Time
T-Sunday	May 11th 2025	11am	10pm
	May 21		
ends Wednesday	10/1/2025		

Event Type (CHECK ALL THAT APPLY)

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

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 Rever Stephens / Bucks Pub

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

Rever Stephens / Bucks Pub

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 **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 Grand River Insurance Policy Number GRBC P5012 78701

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

Full Name Rever Stephens Daytime Phone 612 325 9938

Alternate Phone _____ Email Address Rever@BucksPub.com

Street Address 2067 W Wayzata Blvd #2, Long Lake, MN 55350

City, State, Zip _____

Organization Information

Organization Name Llono LLC dba Bucks Pub

Mailing Address 2067 W Wayzata Blvd #2

City, State, Zip Long Lake, MN 55350

Phone 612 325 9938 Fax _____

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

X Signature of Applicant [Signature] **Date** 5/11/25

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

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

Review by Department Head or Designee

☒ Public Works Reviewed By ok JM Date 5/12/2025

☒ Fire Department Reviewed By _____ Date S

☒ Police Department Reviewed By _____ Date _____

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

Date Approved _____ **PERMIT #** S2025-05

Conditions of Permit Approval

☒ Permit Conditions Detailed in Attached Letter Dated 5/12/2025

☐ Permit Conditions Listed Below:



May 12, 2025

Reven Stephens
Bucks Pub
2067 Wayzata Boulevard W, #2
Long Lake, MN 55356

RE: SPECIAL EVENT PERMIT CONDITIONS, PERMIT #S2025-05
Temporary Outdoor Patio – Bucks Pub
Effective May 21, 2025 – October 1, 2025

Dear Applicant:

Your application for a Special Event Permit to permit installation of a Temporary Outdoor Patio for Bucks Pub is hereby approved, subject to the conditions listed below. The Wayzata Police Chief or the Chief's designee, acting on behalf of the City of Long Lake, and Long Lake Fire Chief are each 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.

- [] No modifications may be made to the approved temporary outdoor patio site plan without prior approval of the Fire Chief and Wayzata Police Chief or the Chief's designee. The approved site plan attached to this Permit shows the location of customer seating (not to exceed 10 at any time) with no tables; depicts the entry and exit point; and includes descriptions of temporary fencing materials to be utilized. Patios for alcohol serving establishments must display a compact and contiguous service area in accordance with Minnesota Rules 7515.0430, subpart 2; and must show how alcohol will be restricted with a barrier or other means between the temporary outdoor patio and surrounding area.
- [] The temporary patio setup may only be installed consistent with the approved site plan and the Applicant's approved temporary patio narrative submitted with the permit application. No temporary lighting installations were included in the patio plan.
- [] Security of the temporary outdoor patio shall be the responsibility of the Applicant/Permit Holder. Customers seated in the outdoor patio must enter and exit via the secure entry/exit point only.
- [] Applicant/Permit Holder shall be responsible for picking up litter within 100 feet of the temporary outdoor patio on a daily basis.
- [] Signage stating "No Alcohol Allowed Beyond This Point" is required to be posted at the exit from the patio.
- [] A Certificate of Insurance listing the City of Long Lake as an additional insured is required to be submitted prior to temporary patio installation.

SPECIAL EVENT PERMIT CONDITIONS, PERMIT #S2025-05

Temporary Outdoor Patio – Bucks Pub / Effective May 21 – October 1, 2025

Page 2 of 2

Section 5C.

- [] This Special Event Permit for a temporary outdoor restaurant patio is effective May 21, 2025 through October 1, 2025. This Permit may be extended if approved in writing by the City Clerk.
- [] 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 #S2025-05, 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.

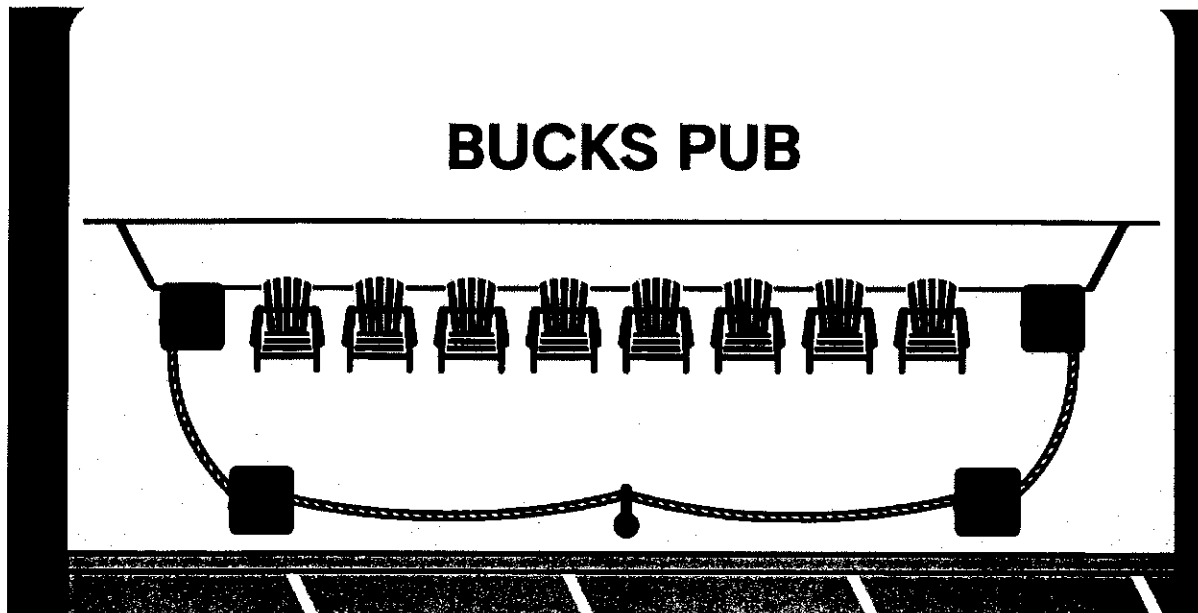
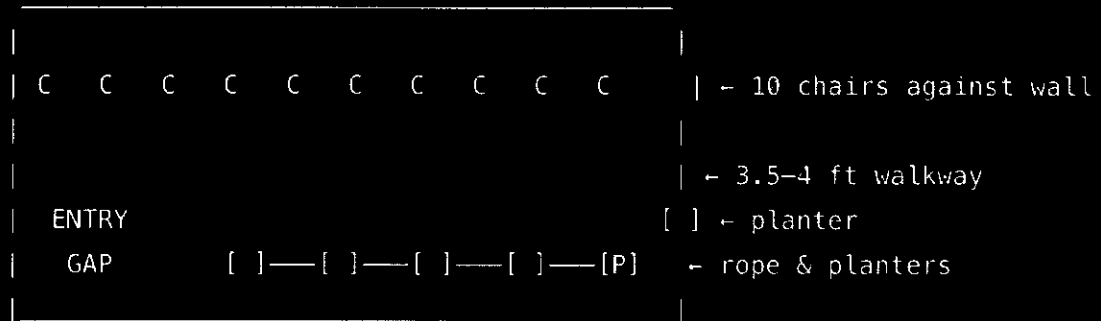
Sincerely,



Jeanette Moeller
City Clerk

BUCKS PUB FRONT PATIO

[FRONT OF BUCKS PUB BUILDING - 50 ft wide]



Final Front Patio Layout (8' x 50') — With Left-Side Entrance

Layout Features:

1. Seating Configuration

- 10 black Adirondack chairs placed directly against the building wall
- Chairs are spaced evenly across the length of the patio
- Chairs face outward toward the parking lot

2. Rope Barrier with Planters

- **Left Side:** Rope runs diagonally from a planter near the “BUCKS” logo on the wall down to a stanchion at the curb
- **Front Side:** Thick natural rope stretches across the entire 50-ft front from left curbside stanchion to the right corner planter
- **Right Side:** Rope connects from a planter on the far right side of the patio back to the building, fully enclosing the space

3. Planters

- Large black planters with low-maintenance greenery anchor key rope points
- One planter at each corner (left wall, left curb, right curb, and right wall)





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 20, 2025

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: 5/13/2025

Recommended City Council Action

Staff recommends the following:

Motion to adopt Resolution No. 2025-13 approving issuance of Special Event Permit #S2025-06 for the 'Minnesota Inboard Summer Surf Tour Stop' to be held June 28, 2025; 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 28 from 11:00 am to 4:00 pm. The event is comprised of Minnesota Inboard demonstrating two (in total) 2025 wake boats and offering wake surf lessons with professional instructors; a DJ broadcasting amplified music from the Birch's deck; yard and beach games on Birch's property; and food and beverage specials. As an event sponsor, Red Bull would be 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.

Supporting Information

- Resolution No. 2025-13
- Special Event Application accompanied by permit approval letter dated May 12, 2025
- Event proposal and description
- Noise Variance Permit application
- Copy of HCSO Water Patrol Permit application



**City Council
Resolution No. 2025-13**

A RESOLUTION APPROVING THE ISSUANCE OF SPECIAL EVENT PERMIT #S2025-06 FOR THE MINNESOTA INBOARD SUMMER SURF TOUR STOP EVENT TO BE HELD JUNE 28, 2025

WHEREAS, the City has received a Special Event Permit application from Birch's on the Lake to host a new event, the 'Minnesota Inboard Summer Surf Tour Stop', on Saturday, June 28 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 2025 wake boats and offering wake surf lessons with professional instructors; a DJ broadcasting amplified music from the Birch's deck; yard and beach games on Birch's property; restaurant food and beverage specials; and an event sponsor, Red Bull, 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 #S2025-06 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 28, 2025 contingent on receipt of documentation, agency approvals, and satisfaction of all applicable conditions outlined by the Special Event Permit.

Adopted by the City Council of the City of Long Lake this 20th day of May 2025.

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 5D.

Amount Due: \$

Date Paid: 4/22/25

☒ Check # 9671

☐ 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 Minnesota Inboard Summer Surf Tour Stop

Describe Location or Area of City Where Event Will Take Place On Long Lake Shoreline /
lake behind Birch's on the Lake

of Participants Expected to Attend Event 20-30

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	June 28th	11:00 am	4:00 pm

Event Type (CHECK ALL THAT APPLY)

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

☒ Other, Describe demonstration of 2025 Malibu and Axis
wake boats

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 wake boats

☐ Games, Amusement Devices or Carnival Equipment, Describe _____

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

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 Policy Number CPMN0560121410

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

Full Name Brennan Greene Daytime Phone 952-473-7373

Alternate Phone 314-910-7346 Email Address brennangreene@gmail.com

Street Address 1310 W. Wayzata Blvd.

City / State / Zip Long Lake, MN 55356

Organization Information

Organization Name Birch's on the Lake Brewhouse & Supperclub

Mailing Address P.O. Box 307

City / State / Zip Long Lake, MN 55356

Phone 952-473-7373 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 4/22/25

****** 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 5/13/25

☒ Fire Department Staff Initials MH Date "

☒ Police Department Staff Initials JB Date "

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

City Council Approval Date _____ Date of Issuance _____ PERMIT #S 2025-06

Conditions of Permit Approval

☒ Permit Conditions Detailed in Attached Letter Dated 5/12/25

☐ Permit Conditions Listed Below:



MINNESOTA INBOARD x BIRCHES ON THE LAKE SUMMER SURF TOUR EVENT

Event Proposal

Event Overview

Event Name:

Summer Surf Tour Stop - Birches on the Lake

Date Options:

June 21st, June 28th, (Just Ride Tour - August 6th), August 16th

Location:

Birches on the Lake, Long Lake, MN

Time:

11:00 AM – 4:00 PM (flexible)

Event Description

Join Minnesota Inboard and Birches on the Lake for an unforgettable summer day celebrating surf, sun, and serious lake vibes! This stop on the Minnesota Inboard Summer Surf Tour brings the best of boating culture to one of the most iconic lakeside venues in the state.

Attendees will have the chance to:

- Demo the latest 2025 Malibu and Axis wake boats

- Take part in surf lessons with professional instructors
 - Kick back with a live DJ on the deck
 - Enjoy yard and beach games with friends
 - Sip on discounted local beers and a special Malibu-inspired cocktail from Birches
 - Stay energized with free Red Bull, our official event sponsor
-

Key Partners

Minnesota Inboard Water Sports

- Hosting demo rides and surf lessons
- Providing staff, gear, and safety equipment
- Promoting the event via social and email channels

Birches on the Lake

- Hosting event on the lakeside beach & restaurant space
- Offering discounted beers and an exclusive Malibu-themed drink
- Providing food service, beach access and dock space

Red Bull (Sponsor)

- Providing product giveaways and sampling
 - Co-branded marketing & signage
-

Target Audience

- Local lake lovers and families
 - Wake surf & boating enthusiasts
 - MAIN TARGET: Potential boat buyers
-

Marketing & Promotion

- Joint social media campaign: Minnesota Inboard x Birches Collaborations
- Email blasts to customer lists

- Event advertisements on Birches screen displays
 - Branded event graphics and signage on Birches table space
-

Logistics & Setup

- Boat launch access on Long Lake
 - Branded tents, booths and flags for registration, Red Bull station, and games
 - DJ setup on the deck
 - Minnesota Inboard staff on hand for demos and surf lessons
 - Cleanup crew and waste management coordinated with venue
-

Budget Needs (Optional for Internal Use)

- DJ booking and sound equipment
 - Promotional budget (ads, influencer collabs)
 - Beverage inventory (discounted beer + Malibu drink supplies)
 - Drone Pilot for content creation
-

Next Steps

- Confirm event date and times with all partners
 - Finalize the 2025 boat fleet and staff
 - Design branded event flyer and digital assets
 - Launch marketing campaign 3–4 weeks before event (or earlier?)
-

Contact

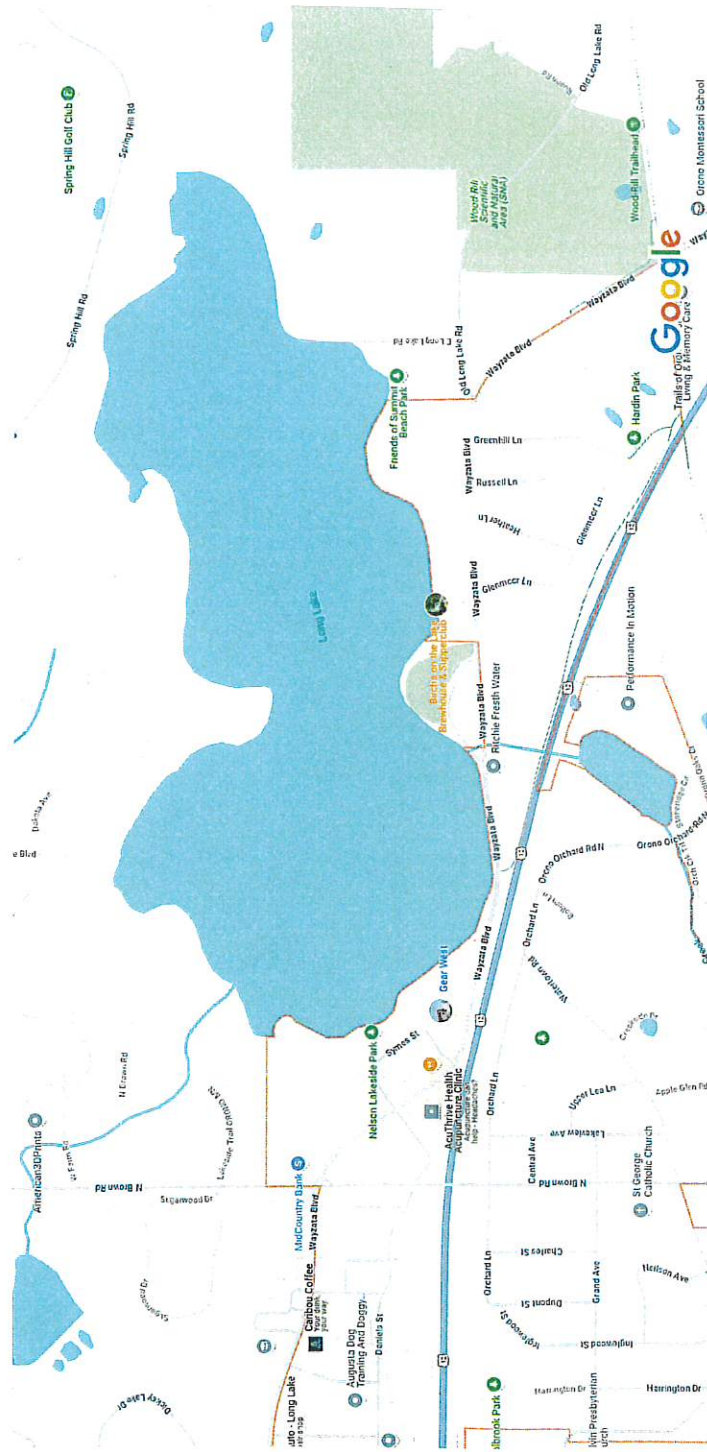
Event Coordinator:
Zoe Zylstra
+1 952-290-6272
zoe@mninboard.com

Long Lake - Google Maps

4/22/25, 1:16 PM

Google Maps

Long Lake





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 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 28, 2025	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 5/12/2025

*** 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 _____



HENNEPIN COUNTY SHERIFF'S OFFICE

Section 5D.

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

sheriff.waterpatrol@hennepin.us

SPECIAL EVENT PERMIT APPLICATION

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

PLEASE PRINT OR TYPE

NAME OF EVENT: Minnesota Inboard Summer Surf Tour Stop

DATE(S) OF EVENT: Saturday, June 28th

TIME(S) OF EVENT: 11:00 am - 4:00 pm

EVENT LOCATION & ADDRESS: (Include a diagram for larger events.) Long Lake, MN
1310 W. Wayzata Blvd. Long Lake, MN 55356 Specific area - include start/finish locations

WAS THIS EVENT HELD LAST YEAR: YES ☐ NO ☒

SPONSORING ORGANIZATION: Minnesota Inboard Water Sports

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

DL# R178143259116 EMAIL: brennangreene@gmail.com

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

PHONE (MOBILE): 314-910-7346 PHONE (WORK): 952-423-7373

EVENT WEB ADDRESS: http://11birchsonthelake.com

PROPOSED EVENT ACTIVITIES: Demonstration of 2025

Malibu and Axis Wake Boats

PROPOSED PARKING LOCATION: Birch on the Lake parking lot

PRIZES TO BE ISSUED: None

WILL ALCOHOLIC BEVERAGES BE SOLD? YES ☐ NO ☒

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

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

None

ESTIMATED ATTENDANCE: (# OF PARTICIPANTS) 25 (# OF SPECTATORS) 10

Section 5D.

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

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

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

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

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

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

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

DATE

APPLICANTS SIGNATURE & PRINTED NAME

TITLE

* The application must be signed.

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



HENNEPIN COUNTY SHERIFF'S OFFICE WATER PATROL UNIT

SPECIAL EVENT LIABILITY RELEASE

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

The Organization indicated below (may hereinafter be referred to as "Organization"), agrees that it shall ensure that every participant in the MN Inboard Tour (event) on 4/28/25 (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 Summer Surf Tour (event); (ii) that Demonstration of Wake Boats (describe nature of event) may be an inherently dangerous activity; and (iii) that the participant has actual knowledge of the particular risk or danger associated therewith.

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

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

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

Organization Name (must match application):

Birch on the Lake

Address

1310 W. Wayzata Blvd. Long Lake, MN 55356

City

State

ZIP

Contact Person:

Brennan Greene

Print Name

Title

Signature of above contact person:

[Signature]

!!!Must be notarized!!!

IN WITNESS WHEREOF, the undersigned voluntarily sets his/her hand this 22 day of

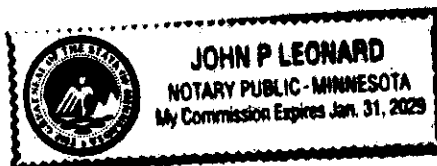
April, 2025

Month, Year

Notary Signature:

[Signature]

Notary Stamp:





CITY OF
LONG LAKE

City Council Agenda Report

City of Long Lake

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

MEETING DATE / May 20, 2025

SUBJECT: Resolution Accepting the Donation of Equipment Items to the Long Lake Fire Department

Prepared By: Scott Weske, City Administrator

Report Date: 5/14/2025

Recommended City Council Action

Staff recommends the following:

Motion to adopt Resolution No. 2025-14 accepting the donation of a battery powered exhaust fan and extrication rescue gloves to the City of Long Lake for the Long Lake Fire Department.

Overview / Background

The Long Lake Firefighters Relief Association purchased a battery powered exhaust fan and extrication rescue gloves from their Second Call Fund. They in turn are donating or have already donated these equipment items to the City for the Long Lake Fire Department to own and utilize. Donations may be accepted by formal action of the City Council.

Supporting Information

- Resolution No. 2025-14
- Copies of paid equipment item invoices



**City Council
Resolution No. 2025-14**

**A RESOLUTION ACCEPTING THE DONATION OF EQUIPMENT ITEMS TO THE
CITY OF LONG LAKE FOR THE LONG LAKE FIRE DEPARTMENT**

WHEREAS, The Long Lake Firefighters Relief Association purchased a battery powered exhaust fan (\$3,987.96) and extrication rescue gloves (\$2,085.56) from their Second Call Fund; and

WHEREAS, the above donation of equipment items to the City of Long Lake for use by the Long Lake Fire Department must be approved by the City Council; and

WHEREAS, the City of Long Lake and its Fire Department sincerely appreciate the Long Lake Firefighters Relief Association's generous donation through its Second Call Fund.

NOW THEREFORE, BE IT RESOLVED, by the City Council of the City of Long Lake, Minnesota that the City Council does hereby accept the donation of a battery powered exhaust fan (\$3,987.96) and extrication rescue gloves (\$2,085.56) from the Long Lake Firefighters Relief Association through their Second Call Fund.

Adopted by the City Council of the City of Long Lake this 20th day of May 2025.

BY:

Charlie Miner, Mayor

ATTEST:

Jeanette Moeller, City Clerk



7620 Donna Drive
Middleton, WI, 53562

Phone: 608-836-0068
Web: www.jeffersonfire.com

Invoice

Invoice No.: IN325775
Date: 04/15/2025
Due Date: 05/05/2025
Customer ID: 03171

BILL TO:		SHIP TO:	
Long Lake Fire Department c/o City of Long Lake P.O. Box 606 Long Lake MN 55356		Long Lake Fire Department Station 1 340 Willow Dr. North Long Lake MN 55356	
CUSTOMER P.O. NO.	TERMS	SALESPERSON	SHIPPING METHOD
	Net 20 Days	T GERRITS	UPS
ITEM	ITEM DESCRIPTION	QTY.	UNIT PRICE
Order #: 231085 SVM V16-BL-SP-WH	Shipment #: 027096 SuperVac 16" Fan, Milwaukee, Shore Power, Wheel/Handle Version	1.00	3,984.96
Order/Service Date: 3/11/2025		EXT PRICE 3,984.96	

THIS CHECK IS DELIVERED IN CONNECTION WITH THE FOLLOWING ACCOUNT(S)	
DATE	AMOUNT
TOTAL OF INVOICES	
LESS	% DISCOUNT
LESS	
TOTAL DEDUCTIONS	

**LONG LAKE VOLUNTEER FIRE DEPT
RELIEF ASSOCIATION 2ND CALL**
340 Willow Dr N
Long Lake, MN 55356

2199
75-829/910

DATE 5/12/2025

PAY
TO THE

ORDER OF Jefferson Fire Safety

\$ 3,984.96

Three Thousand Nine Hundred Eighty Four and 96/100

DOLLARS

Security features included. Details on back.

[Signature]

MEMO FAH7

All returns must be received within 30 days of delivery and may be subject to a 25% restocking fee. Custom orders cannot be returned. Visit our website for complete details: www.jeffersonfire.com

*** Credit card payments will incur a 3% processing fee ***

Please remit with payment

Customer Name: Long Lake Fire Department
Customer #: 03171
Invoice #: IN325775

Sales Total: 3,984.96
Tax Total: 0.00
Total (USD): 3,984.96


MACQUEEN™

Ship To: LONG LAKE FIRE DEPT
 RYAN GONSIOR (952) 473-6961
 340 WILLOW DRIVE N
 LONG LAKE MN 55356

Invoice To: LONG LAKE FIRE DEPT
 Po Box 606
 Long Lake MN 55356

Attention: RYAN GONSIOR

MacQueen
 350 Austin Circle
 Delafield, WI 53018
 (262) 646-5911
 Fax: (262) 646-5912

PLEASE REMIT TO:
 MacQueen
 1125 7th Street E
 St Paul, MN 55106
 651-645-5726 • 800-832-6417

Branch DELAFIELD, WI			CNNYYY
Date 04/21/25	Time 16:20:10 (O)	Page 01	
Account No LONGL002	Phone No 9524736961	Inv No P47576	
Ship Via		Purchase Order RYANG	
Tax ID No			
		Salesperson 285 / 507	

PARTS INVOICE

ORDER#: 041708

Part#	Description	Bin	ORD	ISS	SHP	B/O	UTTT	Price	Amount
4012-S (7)	EXT GLOVE	B3B	6	6	6			45.95	275.70

DATE		AMOUNT	
TOTAL OF INVOICES			
LESS	% DISCOUNT		
LESS			
TOTAL DEDUCTIONS			

**LONG LAKE VOLUNTEER FIRE DEPT
 RELIEF ASSOCIATION 2ND CALL**
 340 Willow Dr N
 Long Lake, MN 55356

2197
 75-829/910

DATE 4/24/2015

PAY
 TO THE
 ORDER OF MacQueen

\$ 2085.56

Two Thousand Eighty Five and 56/100 DOLLARS

Security features
 included.
 Details on back.

[Signature]

MEMO Gloves

QUOTE NUMBER 037557

TRACKING # SP031830031112576787

TOTAL DUE 2085.56

X

Received By

Date

VisitUsOnline
www.macqueengroup.com



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 20, 2025

SUBJECT: Appointment of a Park Board Member

Prepared By: Jeanette Moeller, City Clerk

Report Date: 5/14/2025

Recommended City Council Action

Staff recommends the following:

Motion to adopt Resolution No. 2025-16 appointing Long Lake resident Mark Preissing to the position of Park Board member serving a term effective through December 31, 2027.

Overview / Background

The City currently has an opening on the Park Board to fill an unexpired term effective through December 31, 2027. An application to the Park Board has been received from City resident Mark Preissing. Mr. Preissing resides in the Zvago Long Lake development and has an extensive and commendable background in community education, through which he has experience partnering with City parks and recreation departments.

Staff recommends the City Council move forward with the appointment of Mr. Preissing to the position of Park Board member.

Supporting Information

- Resolution No. 2025-16
- Application for Park Board appointment received from Mark Preissing



**City Council
Resolution No. 2025-16**

A RESOLUTION APPOINTING A PARK BOARD MEMBER

WHEREAS, the City of Long Lake currently has an opening on the Park Board to fill the remainder of an unexpired term effective through December 31, 2027; and

WHEREAS, the Long Lake City Council has received and reviewed an application from a City resident and qualified candidate for the open position; and

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

NOW THEREFORE, BE IT RESOLVED, that the City Council of the City of Long Lake hereby appoints Long Lake resident Mark Preissing to the position of Park Board member serving a term effective through December 31, 2027.

Adopted by the City Council of the City of Long Lake this 20th day of May 2025.

BY:

Charlie Miner, Mayor

ATTEST:

Jeanette Moeller, City Clerk



Application to City Board or Commission

CITY OF LONG LAKE

450 Virginia Avenue, PO Box 606

Long Lake, MN 55356

Phone / 952-473-6961

APPLYING FOR:

- ☐ City Council ☐ Planning Commission ☒ Park Board ☐ EDA
☐ LMCC Resident Representative
☐ Other _____

Applicant Information

Name Mark Preissing
 Residence Address 1948 West Wayzata Blvd., #321
 Residence City, State, Zip Long Lake, MN 55356
 Primary Phone 763-567-1244 Alternate or Work Phone —
 E-mail Address mdp25624@gmail.com
 I've been a resident of Long Lake for 1.5 years.

NOTE: Applicant's name, address and primary phone number will become public information if applicant is appointed to serve on a City Board or Commission.

Experience & Additional Information

Work Experience Retired public school teacher and administrator.
2017-2019 Community Ed Director - Tri City United Schools
210-2017 Asst Director Community Ed - Buffalo Schools
2002-2010 Classroom teacher - Robbinsdale Schools

Education B.S. - Northern ILL. U. - 1980
M.S. - UW - River Falls - 1996
Ed Leadership + School Admn - U of Minn - 2010

Civic & Volunteer Activities (Past/Present)

Current - Orono Schools Community Ed Council
Current - PRISM (Social Service Agency) Board of Directors,
past Board chair, past Treasurer
Past - Multiple MN Community Ed Committees
including Adult Enrichment + Adults with Disabilities
Past - Organizer + Head of Delegation, Tri City
United Special Olympics teams.

On the lines provided below, please state your reasons for wanting to serve on this Commission. Be as specific as possible, and use additional sheet(s) if necessary.

My primary reason to serve on the Park Board is to be in service to others in our local community. In my work life I previously partnered with the Park & Rec Departments in the City of Buffalo, Montgomery and Lonsdale on various community projects to enhance and improve parks.

What is your view of the role of this Commission?

To lead and act on directives from the City Council, City staff and residents related to Parks & Rec. Advise and provide feed back to different stake holder groups.

OTHER COMMENTS: Use the lines provided below to include any further information you would like the City Council to consider, or that you feel may be relevant to the appointment you are seeking. You may also attach other materials you would like the Council to consider.

I am interested and willing to serve on the Park Board including helping put on activities such as the Christmas Lighting event.

Applicant Signature

I understand this appointment may be discussed at a public meeting.

Mark Preining

5/1/25

Signature

Date



CITY OF
LONG LAKE

City Council Agenda Report

City of Long Lake

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

MEETING DATE / May 20, 2025

SUBJECT: Resolution of Support for the Long Lake Creek Subwatershed Partnership and the MCWD Downtown Long Lake Feasibility Study

Prepared By: Scott Weske, City Administrator

Report Date: 5/05/2025

Recommended City Council Action

Staff recommends the following:

Motion to adopt Resolution No. 2025-12 accepting the Long Lake Creek Roadmap and supporting the ongoing partnership with the Minnehaha Creek Watershed District and cities of Medina and Orono to advance efforts to improve water quality in the Long Lake Creek Subwatershed.

Overview / Background

In 2014, the Minnesota Pollution Control Agency (MPCA) completed a Total Maximum Daily Load (TMDL) Study, which established nutrient budgets for impaired water bodies in the Long Lake Creek Subwatershed, which includes five impaired lakes within the cities of Long Lake, Orono, and Medina. The City is required to show progress towards meeting the established TMDL allocation.

In April 2016, Long Lake passed a resolution to partner with other intergovernmental agencies to pursue grants to improve water quality in the Long Lake Creek Subwatershed, recognizing that pursuing grants and working in partnership would result in more organized and effective efforts.

In 2018, with support from this partnership, the Minnehaha Creek Watershed District (MCWD) obtained state grant funding and led a subwatershed assessment to provide a scientific understanding of the system as a whole, identify cost-effective projects and strategies, and develop an actionable roadmap for implementation;

In the fall 2020, the MCWD presented the preliminary findings and recommendations from this assessment to the city councils of the three cities and in January 2023, MCWD produced a final report referred to as the Long Lake Watershed Roadmap.

The Roadmap identified 34 projects for advancement based on their cost-effectiveness and feasibility to implement. These projects were further categorized based on an implementation strategy, which includes (1) regional stormwater treatment, (2) landscape projects, and (3) internal load management. It also identified the need for additional regional treatment in the downtown Long Lake area and recommended exploration of opportunities at Holbrook Park, Nelson Lakeside Park, and other publicly-owned properties.

In 2023, with the support of the partnership, MCWD applied for and received \$174,940 from the state Board of Water and Soil Resources to conduct a feasibility study for the downtown area to identify potential regional treatment locations, costs, and benefits. The MCWD is ready to initiate this feasibility study in coordination with the city.

Supporting Information

- Resolution No. 2025-12
- Slideshow to be presented by the MCWD at the meeting



**City Council
Resolution No. 2025-12**

**A RESOLUTION OF SUPPORT FOR THE LONG LAKE CREEK SUBWATERSHED PARTNERSHIP AND
DOWNTOWN LONG LAKE FEASIBILITY STUDY**

WHEREAS, in 2014, the Minnesota Pollution Control Agency (MPCA) completed a Total Maximum Daily Load (TMDL) Study, which established nutrient budgets for impaired water bodies in the Long Lake Creek Subwatershed, which includes five impaired lakes within the cities of Long Lake, Orono, and Medina; and

WHEREAS, TMDL allocations have been established and the City of Long Lake, like other parties, is required to show progress towards meeting the established TMDL allocation; and

WHEREAS, in April 2016, the City of Long Lake passed a Resolution to partner with other intergovernmental agencies to pursue grants to improve water quality in the Long Lake Creek Subwatershed, recognizing that pursuing grants and working in partnership would result in more organized and effective efforts; and

WHEREAS, in 2018, with support from this partnership, the Minnehaha Creek Watershed District (MCWD) obtained state grant funding and led a subwatershed assessment to provide a scientific understanding of the system as a whole, identify cost-effective projects and strategies, and develop an actionable roadmap for implementation; and

WHEREAS, in fall 2020, the MCWD presented the preliminary findings and recommendations from this assessment to the City Councils of the three cities; and

WHEREAS, in January 2023, MCWD produced a final report referred to as the [Long Lake Creek Roadmap](#) (Roadmap); and

WHEREAS, the Roadmap identified 34 projects for advancement based on their cost-effectiveness and feasibility to implement. These projects were further categorized based on an implementation strategy, which includes (1) regional stormwater treatment, (2) landscape projects, and (3) internal load management; and

WHEREAS, the roadmap identified the need for additional regional treatment in the downtown Long Lake area and recommended exploration of opportunities at Holbrook Park, Nelson Lakeside Park, and other publicly-owned properties; and

WHEREAS, in 2023, with the support of the partnership, MCWD applied for and received \$174,940 from the state Board of Water and Soil Resources to conduct a feasibility study for the downtown area to identify potential regional treatment locations, costs, and benefits; and

WHEREAS, the MCWD is ready to initiate this feasibility study in coordination with the City; and

WHEREAS, at the May 20, 2025 Council meeting, the MCWD presented an overview of the partnership history, Roadmap, and proposed feasibility study.

NOW THEREFORE, BE IT RESOLVED, that the City Council hereby accepts the Long Lake Creek Roadmap and supports the ongoing partnership with the MCWD and cities of Medina and Orono to advance efforts to improve water quality in the Long Lake Creek Subwatershed; and

BE IT FURTHER RESOLVED, that the City Council supports MCWD's plans to conduct a feasibility study of the downtown Long Lake area to identify regional treatment opportunities.

Adopted by the City Council of the City of Long Lake this 20th day of May 2025.

BY:

Charlie Miner, Mayor

ATTEST:

Jeanette Moeller, City Clerk



CITY OF
LONG LAKE

City Council Agenda Report

City of Long Lake

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

MEETING DATE / May 20, 2025

SUBJECT: Ordinance Amending Section 19 of the Zoning Code to Update Requirements for Residential, Business, and Swimming Pool Fences

Prepared By: Jeanette Moeller, City Clerk **Report Date:** 5/14/2025

Recommended City Council Action

At their May 13 meeting, the Planning Commission held the required public hearing, discussed the draft ordinance, and unanimously voted to recommend the following action by City Council:

Motion to adopt Ordinance No. 2025-01 amending Section 19 of the City's Zoning Ordinance to update requirements for residential, business, and swimming pool fences.

Overview / Background

City staff has been aware for some time that zoning code pertaining to residential fences and swimming pools was outdated and perhaps overly restrictive compared to more current fence standards. A recent request by a resident to tie in to a property line fence prompted staff to move forward with a review and update of the City's existing fence language set forth in Zoning Code.

The attached draft ordinance proposes amending Section 19 of the City's Zoning Ordinance to include the following updates:

- Temporary erosion control and construction fences are required for new construction. Though not previously recognized in fence code, the proposed ordinance includes language providing exemptions for temporary erosion control, construction, new landscaping, snow, and seasonal-only garden fences; and includes safeguards to prevent these types of temporary fences from remaining in place year-round.
- Current fence code requires a survey for submission with a fence permit application. Staff has found that a detailed site plan is often adequate to document a fence's location and can typically be generated by a permit applicant at no cost.
- Existing residential fence requirements state that all residential fences must be set back at least one foot from all property lines; however, businesses are allowed to erect a property line tie-in fence. The one-foot residential fence setback requirement has been a source of regular objection by residents considering a fencing project, particularly because it doesn't allow for adjoining properties to share boundary line fencing. Consistent with current fence standards, staff's proposed ordinance language would allow boundary line fences for residential, business and industrial district fences to be shared if the location is agreed to by notarized signature of all adjoining property owners. Additionally, rather than a one foot setback, fences would be required to be located entirely upon the private property of the person or business constructing/causing construction of the fence.

- Rather than the current (and outdated) requirement that swimming pools be surrounded by a six foot fence, the proposed ordinance would allow the more typical four foot safety fence equipped with safeguards. To assure that swimming pool related zoning requirements are addressed comprehensively and for ease of ordinance applicability/use, pool setback standards have also been included in the updated language within the same subdivision.

At their May 13 meeting, the Planning Commission reviewed/discussed the draft ordinance and held the required public hearing. There being no public comment, the Commission voted to recommend the City Council adopt the proposed ordinance as presented.

Supporting Information

- Ordinance No. 2025-01 amending Section 19 of the City's Zoning Code
- Email from resident requesting the City consider allowing boundary line tie-in fences



**City of Long Lake
Hennepin County, Minnesota
Ordinance No. 2025-01**

An Ordinance Amending Section 19 of the Long Lake Zoning Ordinance to Update Requirements for Residential, Business, and Swimming Pool Fences

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

Section 1. The Long Lake Zoning Ordinance, Section 19, Subd. 9 is hereby amended as follows. Additions are underlined, and deletions are shown with a ~~strike through~~:

Subd. 9. Fences

- A. Permit Required. Except as otherwise expressly stated in this section, No person, firm or corporation shall hereafter construct, erect, alter or relocate any fence within the City or cause to be constructed or erected within the City of Long Lake, any fence without first making an application for and securing a building permit from the City. Temporary erosion control fences, temporary fences to protect newly seeded areas, and temporary snow fences are allowed without a fence permit provided that no such fence may be left in place for more than six (6) months without written City approval; and that any such fence must be removed within 15 days of the City providing written notice to the property's owner or occupant that the City has determined the fence no longer serves its originally intended temporary or seasonal purpose.
1. Temporary Construction Fences. Fences on construction and excavation sites for erosion control, the protection of plants, and the protection of the construction site shall not require a fence permit; however, the fence(s) may not be standing for more than 180 days consecutively, or in a calendar year, unless otherwise authorized by the city engineer or other authorized agent. Any such fence must be removed within 14 days of the City providing written notice to the property's owner or occupant that the City has determined the fence no longer serves its originally intended temporary purpose.
 2. Seasonal Garden Fences. Fences made of wire and/or wood shall be allowed around garden areas without a permit, provided that any such fence is located entirely in the side or rear yard, does not exceed six (6) feet in height; and all fencing shall be removed at the end of the growing season, unless otherwise authorized by the city's zoning administrator or other authorized agent. Any such fence must be removed within 14 days of the City providing written notice to the property's owner or occupant that the City has determined the fence no longer serves its originally intended seasonal purpose.
- B. Application Procedures. Each application for a permit under this section shall be submitted on forms provided by the City. Each such application shall include:

1. A certificate of survey or detailed site plan showing the property boundaries, the location of house(s), garage(s), any structures, access drives, and other relevant improvements on the lot.
 2. and the location of the fencing to be erected, altered or relocated.
 3. A drawing and description of the proposed fence; and where required for property line fences, the notarized signature of all abutting neighbors. A survey may not be required if the corner property stakes are located on the property or a survey exists in the property file.
- C. Standards for Residential District Fences. Fences of chain-link construction shall only be permitted in rear yards. Except as otherwise provided herein, no fence shall be erected or maintained more than six (6) feet in height. The following standards shall also apply:
1. All fences shall be approximately 1' from the property line, located entirely upon the private property of the person, firm or corporation constructing or causing the construction of such fence. No fences shall be placed on or extend into public rights-of-way, or be located on public easements. Fences placed within city drainage and utility easements would need to be removed and replaced at the expense of the property owner should the easement need to be accessed at any time and for any purpose. Fences may be located on the boundary line between properties only if the location is agreed to by notarized signature of all adjoining property owners, with copies provided to the City.
 2. That side of any fence considered to be its "face" (i.e., the finished side having no structural supports) shall face abutting property or street right-of-way.
 3. Every fence shall be constructed in a substantial, workman-like manner and of substantial material reasonably suited for the purpose for which the fence is proposed to be used. Every fence shall be maintained in a condition of reasonable repair and shall not be allowed to become and remain in a condition of disrepair or danger, or constitute a public or private nuisance. Any such fence which is, or has become dangerous to the public safety, health or welfare, is a public nuisance, and the City shall commence proceedings for the abatement thereof. Link fences, wherever permitted, shall be constructed in such a manner that no barbed ends shall be at the top. Electric and barbed wire fences shall not be permitted.
 4. Fences on all corner lots erected within ~~thirty (30)~~ feet of the intersecting property line shall be subject to Section 19, Subd. 8 of this Ordinance.
 5. Fences in the required front yard shall not exceed 3 and 1/2 feet in height.
 6. Fences used for the enclosure of ~~tennis sport~~ courts shall not exceed ~~ten (10)~~ feet in height and shall be located in a rear yard only and at least five (5) feet from any property line.

D. Standards for Business and Industrial District Fences. Property line fences in all Business Districts shall be a maximum of six (6) feet in height and in Industrial Districts shall be a maximum of (8) feet in height, except as otherwise provided herein. The following standards shall also apply:

1. All fences shall be ~~approximately 1' from the property line~~, located entirely upon the private property of the person, firm or corporation constructing or causing the construction of such fence, ~~unless the owner of the property adjoining agrees, in writing, that such fence may be erected on the division line of the respective properties.~~ No fences shall be placed on or extend into public rights-of-way, ~~or be located on public easements.~~ Fences placed within city drainage and utility easements would need to be removed and replaced at the expense of the property owner should the easement need to be accessed at any time and for any purpose. Fences may be located on the boundary line between properties only if the location is agreed to by notarized signature of all adjoining property owners, with copies provided to the City.
2. That side of any fence considered to be its "face" (i.e., the finished side having no structural supports) shall face abutting property or street right-of-way.
3. Every fence shall be constructed in a substantial, workman-like manner and of substantial material reasonably suited for the purpose for which the fence is proposed to be used. Every fence shall be maintained in a condition of reasonable repair and shall not be allowed to become and remain in a condition of disrepair or danger, or constitute a public or private nuisance. Any such fence which is, or has become dangerous to the public safety, health or welfare, is a public nuisance, and the City shall commence proceedings for the abatement thereof. Link fences, wherever permitted, shall be constructed in such a manner that no barbed ends shall be at the top. Electric and barbed wire fences shall not be permitted.
4. Fences on all corner lots erected within ~~thirty (30)~~ feet of the intersecting property line shall be subject to Section 19, Subd. 11 of this Ordinance.
5. Fences exceeding the maximum height requirement may be permitted as a conditional use permit if findings are made that the fence is necessary to protect, buffer or improve the premises for which the fence is intended and the application meets the requirements of Section 28.-

Section 2. The Long Lake Zoning Ordinance, Section 19, Subd. 10, is hereby amended as follows. Additions are underlined, and deletions are shown with a ~~strike through~~:

Subd. 10. Required Screening

The fencing and landscaping required by this Ordinance shall be subject to Section 19, Subd. 9 and shall consist of either a fence or a green belt planting strip.

A. Locations Requiring Screening

1. ~~Swimming Pools. All swimming pools shall be fenced and secure so as to prevent unauthorized persons from entering. Fences shall not be less than six (6) feet in height. fully enclosed by a noncorrosive material safety fence at least four (4) feet in height, not to exceed six (6) feet in height, and equipped with safeguards to prevent children from gaining uncontrolled access. All gates or doors to swimming pools shall be equipped with self-closing and self-latching devices placed at a sufficient height so as to be inaccessible to all small children. Safety fences shall be constructed so as to inhibit the climbing thereof by any person.~~
 - a. In all residential districts, swimming pools shall be setback at least 10 feet from all adjoining property lines and, except for fences and pump enclosures, shall be located at least 10 feet away from any other building or structure on the same property. Swimming pools shall not be permitted in a front yard, in the area between the street right-of-way and the minimum required building side yard setback line, or within any drainage or utility easement.
 - b. Swimming pools in the R-2 District shall be permitted in the rear subject to the required side yard and building/structure setbacks, and must be located outside of the shore impact zone. The survey accompanying a permit application for a pool in the R-2 District must include an updated impervious surface calculation for any paving or hard surface to be added in conjunction with the pool (pool deck, equipment pad, etc.).

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 20th day of May, 2025.

Date of Adoption:	May 20, 2025
Date of Publication:	May 31, 2025
Effective Date:	May 31, 2025

ATTEST:

BY:

Jeanette Moeller, City Clerk

Charlie Miner, Mayor



Jeanette Moeller <jmoeller@longlakemn.gov>

Neighboring Fence

1 message

Luke Brehmer <luke.brehmer@hotmail.com>

Tue, Feb 25, 2025 at 10:05 AM

To: "jmoeller@longlakemn.gov" <jmoeller@longlakemn.gov>

Hi Jeanette,

I'm writing to request that Long Lake changes the rules for tying or leading into a neighbor's fence. We have a dog and would very much like to tie with our neighbor's chain link fence (they're okay with this and would be willing to sign a statement). In this case we would not actually connect to the fence, but place a post right next to their fence. If needing to leave a 2-foot gap between the two fences (current rules), we likely will not install because it will look bad and mowing grass between the two will be a large inconvenience. It is my understanding that businesses are allowed to tie in to each other, which seems like an inconsistent rule as I would expect businesses to share the same property concerns as residents. The fence vendor also stated that Long Lake's no tie in rule is an outlier and one of the only cities in the area with such rule.

Ideally, we would like the rule change as soon as possible for our dog to enjoy our new house's backyard, however we're afraid to let him run free with coyotes in the area.

Thank you!

Luke Brehmer

[1561 Stoneridge Circle](#)

Long Lake, MN



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 20, 2025

SUBJECT: Adoption of Code of Conduct Policy for City Council and City Advisory Boards

Prepared By: Jeanette Moeller, City Clerk

Report Date: 5/12/2025

Recommended City Council Action

Staff recommends the following:

Motion to adopt the Code of Conduct Policy for City Council and City Advisory Boards as presented.

Overview / Background

Minnesota cities have embraced a growing trend of adopting a Code of Conduct for their City Councils, often including advisory boards and commissions, in order to:

- Foster transparency, trust, and confidence in local government;
- Highlight relevant state laws (for example, Open Meeting Law) and statutes that govern the roles of elected and appointed officials;
- Identify best practices to help set the tone for Council and advisory board member professionalism in both public and private interactions;
- Establish guidelines to improve collaboration and maintain a positive, respectful culture at City Hall and at Council, Commission and Board meetings; and
- To provide a tool to assist in the orientation process for newly elected City Council members and advisory board members.

At the City Council's May 6 meeting, the Council reviewed a draft of a Code of Conduct Policy for City Council and City Advisory Boards. After some discussion regarding certain provisions in the Compliance and Enforcement section, particularly focused on the complaint hearing and review process, the Council opted to table action on the proposed Code of Conduct.

Staff advised City Attorney Thames of the Council's comments and questions that had arisen regarding the Compliance and Enforcement section. Subsequently, City Attorney Thames reached out to Council member Kvale to address her specific concerns, and prepared a content revision to add enhanced language stating that should the Council hold a formal hearing to review a written complaint, the Council must consider the individual member's constitutional and statutory rights.

Staff recommends adoption of the attached Code of Conduct Policy for City Council and City Advisory Boards as presented. Once adopted, the Policy will be posted on the City's website, and copies will be provided to all City Council and advisory commission/board members.

Supporting Information

- Code of Conduct Policy for City Council and Advisory Boards



City of Long Lake

Code of Conduct Policy for City Council and City Advisory Boards

Date of Adoption: _____, 2025

Policy Revised:

I. 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, this Code of Conduct is established by Long Lake City Council for the members of the Council and all members appointed to City of Long Lake 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.

II. Standards of Conduct

Members of the City Council, whether elected or appointed, as well as all members appointed to City commissions and advisory boards (collectively "Members" herein) 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. Recognizing these goals, this Code of Conduct Policy is established for the Members to include the standards of ethical conduct and rules of law set forth in this section.

- a. **Authority.** In statutory cities, powers are granted to City Councils and authority is conferred upon advisory boards as whole bodies, and not to individual members. Members may not represent a personal opinion or position to control that of the City Council, an advisory board, nor the City's government. Under most circumstances, Members cannot individually enforce City ordinances, resolutions or policies, and should refer any enforcement activities to appropriate City staff. Per Minn. Stat. 412.191, the Mayor is a full acting member of the City Council, but also acts as the presiding officer of Council meetings, represents the City ceremoniously, and executes official documents. Advisory boards are presided over by the appointed chair of that board.
- b. **Incompatible Office.** Members may not hold incompatible offices. Pursuant to Minn. Stat. 412.02, subd. 1a and as it may be amended, neither the Mayor nor any City Council member

may be employed by the city. For purposes of this subdivision, "employed" refers to full-time permanent employment. Part-time positions must be analyzed for compatibility of the two positions.

- c. **Conduct at Meetings.** To be effective, Members must come to meetings with an open mind, prepared to think strategically about City issues, and willing to delegate details of implementations to City staff. Members shall not use cell phones, laptops, or any telecommunication device to communicate with others regarding any matters of City business during public meetings, and such devices shall be silenced. Members may not encourage or participate in behavior or communications in a manner that may erode order and decorum at a meeting. Members will not act in an insulting, bullying, belittling, or patronizing manner; and violence or the threat of violence will not be tolerated at any time.
- d. **Open Meeting Law.** Public deliberations and processes regarding City business shall be conducted openly and in a transparent manner, subject to Minnesota's Open Meeting Law (Minn. Stat. Chapter 13D). Members shall not violate the Open Meeting Law.
- e. **Conflict of Interest.** Members shall not participate in a matter before the City Council that affects the Member's financial interests or those of a business with which the Member is associated, unless the effect on the Member or business is no greater than on other Members of the same business classification, profession, or occupation. Though often not prohibited by state law, interested Members should also seek to abstain from any matter in which the specific circumstances may compromise a Member's objectivity. Members should disclose all conflicts of interest and potential conflicts of interest to the board on which they sit and abstain from the board's discussion, debate, and vote upon a matter under review, if a conflict is determined to exist.
- f. **Gifts / Donations.** Members shall not use their public position for personal gain, or to solicit personal gifts or favors. Under Minn. Stat. 471.895, Members may not receive gifts from any "interested person" in conjunction with their duties. A "gift" is defined as money, real or personal property, a service, loan, a forbearance or forgiveness of debt, or a promise of future employment, that is given and received without the giver receiving something of equal or greater value in return. An "interested person" means a person, a representative of a person, or an association that has a direct financial interest in a decision that a Member is authorized to make. Members are to remain mindful that virtually every resident or person doing business in the City could have a direct financial interest in a decision. Except as specifically permitted pursuant to Minn. Stat. 471.895, Members may not accept or receive any gift of substance in any form and under any circumstance.

Gifts may be made to the City of Long Lake as a municipal government, but all such gifts must be accepted by resolution of the City Council adopted at a public meeting.

- g. **Disclosure of Information.** Members may not disclose to the public any information that was gained through their position if the information was not classified as public data or was discussed at a closed session; nor may any Member disclose information received, discussed, or decided in conference or consult with the City's legal counsel that is protected by the attorney-client privilege unless a majority of the City Council has authorized the disclosure.

- h. **Working With the Community.** The overarching principles for working with the community held by the City Council and all City advisory boards are to:
- Never grant any special consideration, treatment, privilege, or advantage;
 - Respect the sensitivity of personal information;
 - Be available to all parties on an equal basis;
 - Keep the common good as the highest purpose to focus on achieving constructive solutions for the public benefit;
 - At meetings, honor the applicable board's rules regarding public comment or testimony, clearly communicate the rules, and listen to what the public has to say;
 - Be cautious not to prejudge or decide on an issue before the board has had a chance to deliberate as a body; and to
 - Maintain awareness of the role of an individual Member versus the role of the board when participating in community meetings or events.
- i. **Intergovernmental Relations.** City Council members shall represent positions approved by the Council to the best of their ability when working with legislative bodies, federal or state agencies, the school board, Hennepin County, or other local governmental unit. If an individual City Council member's opinion differs from the City's position, or differs from a matter agreed upon by the full Council, when offering that opinion members shall explicitly state that they do not represent their City Council or the City of Long Lake, nor will they allow the inference that they do. Advisory board members are not authorized to make positional statements on behalf of the City Council and care shall be taken by advisory members when expressing a position to accurately clarify whether such position is that of the individual member or of the board on which the member sits.
- j. **Fair Treatment for Employees.** Members shall not cause City employees to suffer recriminations, abuse, or humiliation for acting in a forthright, proper, honest and candid manner in performing their duties. Members shall treat employees with respect and not attempt to dictate the precise details by which employees perform their duties.
- k. **City Logo.** Members shall not use the City's name or any City logo for personal or private benefit, or for the purpose of endorsing any particular business or political candidate. Members may not modify any City logo in any way.
- l. **Use of Public Property.** No Member shall request or permit the use of City-owned vehicles, equipment, materials or property for personal convenience or profit, except when such items are available to the public generally or are provided by the City for the Member's use while in the conduct of City business.

III. **Compliance and Enforcement**

This Code of Conduct Policy expresses standards of ethical conduct expected by and for Members of the Long Lake City Council and all City advisory boards. Members themselves have the primary responsibility to assure the public that ethical standards are understood and met, and that the public can continue to have full confidence in the integrity of their local government. Members agree to hold themselves and each other accountable, and when there is a suspected violation of either the law or this Policy, any Member may file a written complaint with the City Administrator

alleging a violation has occurred. The complaint must contain supporting facts for the allegation. Upon receipt of a written complaint, the City Administrator shall engage the City's legal counsel to review the complaint and offer an advisory opinion or initiate an investigation. The City Council may hold a hearing within 30 days after a written complaint has been received by the City Administrator or upon the Council's own volition. The Member accused must have the opportunity to be heard at any such hearing. During the review, the Council shall give due consideration to the individual member's constitutional and statutory rights. If, after a hearing and review, the City Council finds that a violation of law or standard has occurred or does exist, the Council may censure the Member, refer the matter for criminal prosecution, direct the Member not to participate in a decision, or other action as deemed appropriate in consultation with the City's legal counsel.

IV. Policy Subject to Change

This Policy is created at the discretion of the City Council and is subject to change or termination at any time by majority vote of the Long Lake City Council.



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 20, 2025

SUBJECT: Approve Establishing the Position of a Part-Time Firefighter

Prepared By: Scott Weske, City Administrator

Report Date: 5/14/2025

Recommended City Council Action

Staff recommends the following:

Motion to adopt Resolution No. 2025-15 establishing the position of Part-Time Firefighter; and to authorize the Fire Chief and City Administrator to hire for the position as needed to supplement Fire Department staffing levels.

Overview / Background

In response to increasing demands on our emergency services and to enhance operational flexibility within the Fire Department, the City of Long Lake is formally establishing the position of **Part-Time Firefighter**.

The purpose of this new classification is to provide supplemental staffing to the Fire Department during peak periods, emergency situations, special events, and times of personnel shortages. Part-Time Firefighters will support the full-time force and Paid on Call members while maintaining high standards of public safety and responsiveness. The addition of Part-Time Firefighter roles will improve the City's emergency response capabilities and provide flexibility in resource management.

Position Details

- **Title:** Part-Time Firefighter
- **Department:** Fire Department
- **Reports To:** Fire Chief or Designee
- **Status:** Part-Time, Non-Exempt
- **Hours:** Not to exceed 28 hours per week on average
- **Compensation:** \$20.00 an hour (subject to City Council approval)
- **Benefits:** Part-time positions are not eligible for full-time benefits, though access to training and gear will be provided.

Job Responsibilities

- Respond to fire alarms, emergency medical calls, and other emergency situations.
- Participate in fire suppression, rescue operations, and hazardous material response.
- Maintain firefighting equipment and facilities.
- Attend mandatory training and maintain required certifications.

Minimum Qualifications

- Must be 18 years of age or older
- High School Diploma or GED

- Must possess and maintain a valid driver's license with a clean driving record
- Ability to pass physical agility test, background check, and drug screening

Supporting Information

- Resolution No. 2025-15
- Part-Time Firefighter Position Description



**City Council
Resolution No. 2025-15**

**A RESOLUTION ESTABLISHING THE POSITION OF PART-TIME FIREFIGHTER
FOR THE LONG LAKE FIRE DEPARTMENT**

WHEREAS, the City of Long Lake recognizes the need to provide effective and efficient fire protection and emergency response services to its residents and visitors; and

WHEREAS, the Fire Department of the City of Long Lake has identified a need to supplement its full-time and paid on call firefighting personnel with qualified part-time personnel in order to improve staffing flexibility, enhance response capability, and ensure public safety at all times; and

WHEREAS, the City Council finds it in the best interest of the health, safety, and welfare of the community to formally establish the position of Part-Time Firefighter within the City's organizational structure.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Long Lake as follows:

1. There is hereby established the position of Part-Time Firefighter within the Long Lake Fire Department.
2. The Part-Time Firefighter shall perform duties including, but not limited to: fire suppression, emergency medical response, hazardous materials response, rescue operations, training exercises, fire prevention education, and other duties as assigned by the Fire Chief or his/her designee.
3. The Part-Time Firefighter position shall be classified as a non-exempt, at-will, part-time position. Part-Time Firefighters shall not be entitled to benefits provided to full-time employees unless otherwise required by law or specifically authorized by City Council policy.
4. Individuals seeking appointment to the Part-Time Firefighter position must meet the minimum qualifications as established by the Fire Chief, including but not limited to: certification in basic firefighting, possession of a valid driver's license, emergency medical responder training, and physical fitness requirements.
5. The City's 2025 salary pay plan is amended to include the Part-Time Firefighter position, and Part-Time Firefighters shall be compensated at a rate of \$20.00 per hour. The hourly compensation rate may be adjusted from time to time by Resolution of the City Council.
6. The City Council authorizes the necessary budgetary allocations to support the recruitment, training, and employment of Part-Time Firefighters within the current and future fiscal years, subject to the availability of funds.

7. If any section, subsection, sentence, clause, or phrase of this Resolution is for any reason held to be invalid, such decision shall not affect the validity of the remaining portions of this Resolution.
8. This Resolution shall become effective immediately upon its adoption.

Adopted by the City Council of the City of Long Lake this 20th day of May 2025.

BY:

Charlie Miner, Mayor

ATTEST:

Jeanette Moeller, City Clerk

Position Title: Firefighter, Part-Time
Department: Fire Department
Accountable To: Fire Chief

PRIMARY OBJECTIVE

The Part-Time Firefighter shall perform duties including, but not limited to: fire suppression, emergency medical response, hazardous materials response, rescue operations, training exercises, fire prevention education, and other duties as assigned by the Fire Chief or his/her designee. After the initial training period, individuals in this position will work a designated number of scheduled shifts or hours specified by the department. The position is supervised by the Fire Chief and other fire department leadership as dictated by the chain of command.

ESSENTIAL FUNCTIONS & RESPONSIBILITIES

1. Performs firefighting activities in accordance with NFPA standards including but not limited to stretching hose, performing fire suppression, containment, ventilation, driving fire apparatus, operating pumps, and operating other related equipment.
2. Responds to and assists in emergency situations, including but not limited to, rescuing persons and protecting properties; evacuating, securing, and coordinating emergency scenes; operating equipment in an efficient and safe manner; and assisting other emergency agencies in the performance of their duties, which may include emergency management functions, mitigation and recovery efforts.
3. Performs critical firefighting activities and responds to emergency situations under stressful, hazardous, and unpredictable circumstances within adverse environments, which require time-sensitive responses and prolonged physical and mental exertion.
4. Performs functions at times while wearing SCBA and PPE and maintains ability to communicate with other department members while wearing the same.
5. Actively participates in required training, department meetings, committees, and community activities.
6. Understands and follows state, local, and department regulations and SOPs
7. Participates in station and apparatus maintenance activities.
8. Conducts public education, fire prevention, personal safety, and other education activities as assigned.
9. May be assigned or responsible for administrative responsibilities including, without limitation, completion of incident reports.
10. May be responsible for developing and conducting fire and EMS training.
11. May take a leadership role during calls for service providing direction to less experienced firefighting personnel, as assigned by a supervisor or in the absence of a supervisor.
12. Perform other duties as required, assigned, or apparent.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Must be at least 18 years of age or older
2. High school diploma or equivalent
3. Must possess and maintain a valid driver's license
4. Must annually pass the department medical and physical exams, background check and qualifications

The following certifications must be obtained within two (2) years of hire and then after maintained throughout employment:

1. Minnesota or IFSAC Accredited Firefighter II
2. National Registry EMT
3. Hazardous Materials Operations
4. Minnesota Firefighter License
5. Minnesota Fire Apparatus Operator (FAO)

DESIRABLE QUALIFICATIONS:

1. Enrolled in or completed firefighter training.
2. Has firefighter certifications.
3. Has EMS certifications.
4. Has experience working as a firefighter.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations might be made to enable individuals with disabilities to perform certain essential functions.

While performing the duties of this job, the employee is frequently required to talk; hear; sit; stand; walk; use hands or fingers to handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision, distance vision, and peripheral vision.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform certain essential functions.

While performing the duties of this job, the employee regularly works indoors and outdoors year-round in various settings with different noise levels.

EXAMPLES OF PERFORMANCE CRITERIA

- Establishes effective working relationships with others.
- Carries out assignments and duties under limited supervision.
- Prepares reports and assembles data as required in an accurate manner.
- Maintains due regard for the safety and welfare of self and other employees.
- Receives direction in a businesslike and professional manner.
- Communicates effectively orally and in writing.
- Demonstrates ability to multi-task and transition quickly between job assignments or tasks.

SELECTION GUIDELINES

Formal application and resume; review of education and experience; oral interview; background check, final selection. NOTE: Appointees will be subject to completion of a standard probationary period.

The examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.