CITY COUNCIL MEETING

November 26, 2024 at 6:30 PM

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

AGENDA

1. **Call to Order**

2. **Pledge of Allegiance**

3. **Mayor's Comments – Long Lake News, Meeting Review and Updates**

4. **Approve Agenda**

5. **Consent Agenda**

    A. Approve Minutes of November 12, 2024 Long Lake Canvassing Board (City Council) Meeting

    B. Approve Minutes of November 12, 2024 City Council Meeting

    C. Approve Vendor Claims and Payroll

    D. Adopt Resolution No. 2024-51 Approving a Minor Subdivision for a Lot Line Adjustment at the Properties Located at 55 and 65 Harrington Drive

6. **Open Correspondence**
    NOTE: Open Correspondence is an item on the agenda during which the public may address the City Council. **No formal action is taken by the City Council** and comments shall be limited to five minutes or less. *Open Correspondence comments may also be emailed to City staff by 12:00 noon on the date of the meeting.*

7. **Regular Business**

    A. Updates Regarding Fire Department Matters

8. **Other Business**

9. **Adjourn**

UPCOMING MEETINGS & OTHER DATES OF NOTE
Thursday, November 28 & Friday, November 29 / CITY OFFICES CLOSED, Thanksgiving Holiday
Tuesday, December 3 (6:30 pm) / City Council Meeting
Tuesday, December 10 (6:30 pm) / Planning Commission Meeting
Tuesday, December 17 (6:30 pm) / City Council Meeting
Tuesday, December 24 & Wednesday, December 25 / CITY OFFICES CLOSED, Christmas Eve and Christmas Day

MINUTES
LONG LAKE CANVASSING BOARD
November 12, 2024

CALL TO ORDER
The meeting was called to order at 6:15 pm.

Present:	Mayor: Charlie Miner; Council: Jahn Dyvik, Mike Feldmann, and Deirdre Kvale
Staff Present:	City Administrator: Scott Weske; City Attorney: John Thames; and City Clerk: Jeanette Moeller
Absent:	Council: Gina Joyce (with prior notice)

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

BUSINESS ITEMS

Canvassing of November 5, 2024 Municipal Election Results
City Clerk Moeller reported that in conjunction with the November 5 Minnesota General Election, the City of Long Lake had held a municipal election for the purpose of electing the office of Mayor for a two-year term, as well as two Council Member positions for four-year terms. She noted that all of the candidates ran unopposed in their races, and outlined the State requirements for the City to canvass and certify the local election results. She reviewed the vote totals received in each office; the number of registered voters at the start of the day; the number of election day voter registrations; early voting counts as well as the total number of election day voters; and added that the overall percentage of General Election voter turnout for the City had reached about 94%.

Moeller expressed her appreciation to Finance Director Nowezki for her assistance in the early voting process, and reflected on some of the challenges staff had faced in balancing the difficulties of helping a high number of early voters while keeping up on daily regular City business. Moeller also read aloud the names of the election judges and explained what a great help they have all been been throughout the entire voting process this year, especially given the unusual number of elections and the extended early voting options the City faced this election cycle.

Mayor Miner stated that he felt that City Clerk Moeller and her entire team did fabulous work and thanked them for everything they had done this year with the numerous elections.

Moeller gave thanks to the Council for their willingness to reschedule their next meeting until the November 12 date and commented on what a significant help that had been. She confessed that with the numerous early voters she had assisted, she was certain it would have been very difficult to get Council packets out while she was time challenged by necessary election duties.

A motion was made by Miner, seconded by Dyvik, to adopt Resolution No. 2024-48 certifying the Election Results of the City Municipal Elections held in conjunction with the State General Election on November 5, 2024. Ayes: all.

ADJOURN
Hearing no objection, Mayor Miner adjourned the Long Lake Canvassing Board meeting by general consent at 6:28 pm.

Respectfully submitted,

Scott Weske
City Administrator

MINUTES
CITY COUNCIL MEETING
November 12, 2024

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

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

Staff Present: City Administrator: Scott Weske; City Attorney: John Thames; and Assistant Fire Chief: Cody Farley

Absent: Council: Gina Joyce (with prior notice)

PLEDGE OF ALLEGIANCE

MAYOR'S COMMENTS – LONG LAKE NEWS, MEETING REVIEW AND UPDATES
Mayor Miner offered the following comments and updates:

Prior to the City Council meeting, the Economic Development Authority met and discussed a proposal received for City-owned land at the former BP gas station site.

The Council also met as the Canvassing Board before the regular meeting to certify the City's local election results. Mayor Miner expressed his appreciation to City Clerk Moeller and the City's election judges for the great work that they did on the election. City Clerk Moeller had reported at the Canvassing meeting that the City had 1,214 voters cast ballots in the General Election, with 743 of those on election day, and representing 94% voter turnout for the City. He congratulated Council member Feldmann for being re-elected and also to incoming Council member Newcomer for his election. He also thanked residents for their support in voting him in for another two-year term as Mayor.

Mayor Miner noted that he had a lot of trick-or-treaters at his house on Halloween which was great to see.

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

CONSENT AGENDA
The Consent Agenda consisted of the following:

A. Approve Minutes of November 5, 2024, City Council Meeting
B. Approve Vendor Claims and Payroll
C. Approve Payment No. 3 (Final) to Valley Paving for $4,513.89 for the 2023 Pavement Rehabilitation Project
D. Accept the Resignation of Firefighter Kennedy Wright from the Long Lake Fire Department

E. Adopt Resolution No. 2024-49 Approving Issuance of Special Event Permit #S2024-09 for the 2024 Long Lake Holiday Tree Lighting Ceremony to be held in Holbrook Park on Friday, December 6, 2024; Approve issuance of a Noise Variance Permit for the Event.
F. Adopt Resolution No. 2024-50 Appointing Resident Leslie Buehler to the position of Park Board Member serving a term effective through December 31, 2025

Mayor Miner highlighted Consent Agenda Item D, the resignation of firefighter Kennedy Wright, who had served on the Fire Department for five years. He indicated that his service was much appreciated, and Mr. Wright was departing in order to join the Mound Fire Department. Departures of this nature have become another side effect of the current legal situation with Orono. Long Lake and the Fire Department will be saddened to see him leave, but extend well wishes to him in his new position of service to Mound.

He also pointed out that Consent Agenda Item E was for approval of the permit for the City's Holiday Tree Lighting ceremony which will take place on Friday, December 6, 2024 at Holbrook Park. He noted that Consent Agenda Item F will appoint Leslie Buehler to serve on the Park Board through the end of 2025.

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

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

BUSINESS ITEMS

Discuss Final Invoice from Hennepin County for CSAH 112 (Wayzata Boulevard W) – Phase 1 Project
City Administrator Weske reminded the Council that in December of 2016, the City had entered into a Construction Cooperative Agreement with Hennepin County for Phase 1 of the CSAH 112 reconstruction project that would include utilities, street lighting, and pedestrian improvements from Willow Drive to Wolf Pointe Trail. He noted that the project was closed out in 2020, but now the County was requesting a final payment. He explained that the project breakdown and quantities have been reviewed by WSB and they believe everything has been accounted for, but noted that there did not appear to be anything included for the legal process and discussions.

Council member Dyvik asked what legal discussions he was referring to.

Weske responded that it would be for negotiating value of the right-of-way and explained that the County had representatives at tonight's meeting if the Council had any questions for them.

Council member Dyvik asked if that would be related to land that was acquired.

Weske confirmed that was his understanding.

Council member Kvale referenced the table within the letter from the County which showed the right-of-way anticipated costs at almost $15,000 and then showed the final participation cost at $20,000. She questioned if that was part of what the City was expected to pay to the County and asked if that was the right-of-way.

Weske believed that had to do with the trail being moved from the south side to the north side.

Council member Kvale noted that she thought that may have been for the consulting service to move the trail where the City had paid $133,000.

Weske clarified that the $133,000 expense was for the design.

Council member Kvale asked if there was litigation involved in the right-of-way acquisition.

Weske replied that was where he did not have full knowledge of the situation but added that the litigation was why there had been a hang up on final invoicing from the County.

Council member Kvale asked why they could not have had an interim invoice.

Weske responded that, per the contract, they could not have had an interim invoice.

Council member Dyvik referenced the table from the County letter and asked what the Construction line item was for $118,000.

Weske clarified that would be the 5% project retainer plus any overages.

Council member Kvale wondered whether the City was supposed to put down 50%.

Weske recalled that the City had put down 50% at the beginning of the project, and then through the process, there was 45% for a second payment.

Mayor Miner asked if the County representatives wanted to come up and shed any light on the Council's questions.

Council member Kvale commented that she had read through the contract and found it confusing because they used different terms for the same thing, for example, 'construction engineering' and 'construction administration'.

City Attorney Thames suggested that the representatives from the County could probably offer some clarity on those things.

Neil Nivinacki, Deputy County Engineer, explained that construction administration was generally engineering services to build the project which means there is engineering staff out in the field doing measurements and quality testing. Engineering services would be the design engineering, and the construction line item would be for the actual construction payment of quantities and various items that were built with the project.

Council member Kvale asked if the construction engineering was the same as construction administration within the contract. She mentioned that the numbers are the same, but used different terminology.

Mr. Nivinacki apologized for the confusion and clarified that they do use the two terms interchangeably.

Council member Feldmann observed that the project was closed out in 2020, but this bill had come in late. He asked if the project was now fully closed out with all inspections and final items completed.

Mr. Nivinacki responded that at this point, everything was closed out and the pending legal matters did not apply to Long Lake specifically; however, they are part of the overall contract and needed to be considered as the County was preparing their final project reconciliation and close-out process. He confirmed that this would be the final invoice the City would receive.

Council member Kvale sought additional details on the litigation.

Mr. Nivinacki explained that the County acquires temporary and permanent easements along the corridor for these types of projects as needed. The majority of the time, those negotiations go very well and they go through the right-of-way process on the front end of projects; but when they do not go well, they can linger on for a long time within the court system. For this project, there were a few parcels that did take a long time, but those have now been resolved enabling the County to close out the project. He clarified that the right-of-way amount that they were seeing in the final invoice was not related to that issue.

Mayor Miner asked how many phases there were for this project.

Mr. Nivinacki indicated that there were three phases, and Phase 1 and Phase 2 have been completed.

Council member Dyvik questioned if the City was also going to be getting a bill for Phase 2.

Mr. Nivinacki stated that he believed that had been included.

Weske clarified that there had been a bill received for Phase 2, but it was not included in this invoice. He added that the Phase 2 bill final invoice amounted to only around $15,000.

Mr. Nivinacki noted that from a construction standpoint, Phase 3 was nearing completion and is considered substantially complete.

Council member Kvale asked if the City would then also receive a bill for Phase 3.

Council member Dyvik indicated that he did not think Long Lake had a large portion of the Phase 3 project.

Weske agreed and shared his belief that the bill for Phase 3 would not be a large dollar amount.

Council member Feldmann pointed out that the Phase 1 invoice is a pretty significant amount and noted that he was a bit surprised, given the percentage that amount would represent of the City's levy.

Council member Dyvik added that the invoice payment source would be the turnback funds.

Weske stated that the City had bonded for its portion of the project and the funds were accounted for within the audit. He explained that, technically, this money should be sitting in an account and earmarked only for this payment. He stated that he would have to talk to the auditors about which account the invoice should be paid from.

Carla Stueve, Hennepin County, commented that she understood the invoice was for a large dollar amount and added that the County was open to working with the City on some sort of payment plan option if desired.

Council member Feldmann asked if that conversation could be taken offline or if staff needed direction from the Council.

Weske responded that if the Council wanted to give staff parameters, they could do so.

Council member Kvale mentioned that she thought there were things spelled out within the contract regarding payment and interest, and wondered whether the County would be willing to waive the interest if payment was deferred, based on the contract terms.

City Attorney Thames explained that there was not a specific provision within the contract related to the date the bill was due, and that the only billing date was the date that comes from the County to the City. He noted that the information he felt the County was providing tonight was the justification for why the billing was later than anticipated.

Council member Kvale stated that the contract talked about penalties for late payment.

Thames replied that he did not think the County was pursuing anything like that and was just providing information about why they were asking for the payment.

Council member Dyvik commented that he would like to see what the City had set aside for the payment and then have a conversation with the County about payment options.

Weske committed to reviewing the fund location for the dollar amount that the City had set aside, but noted that the Council could still move forward with a motion to approve payment.

The Council discussed details surrounding payment options.

A motion was made by Kvale, seconded by Dyvik, to approve the final payment for Hennepin County for the CSAH 112 (Wayzata Boulevard W) – Phase 1 Project in the amount of $153,677.06; to direct staff to take the money from any bonding account the City had that was specifically designated for payment of these costs; and if those funds were not sufficient, to bring this item back to the Council in order to make a determination of what proceeds would be used to pay the obligation, and to work with Hennepin County on the payment method and timing.

Council member Dyvik shared that he had been one of the people that had pushed for the trail to be moved to the other side of the road, and he felt it had been worth the money as having the trail along the lake is a benefit to the community.

Ayes: all.

Approve Purchase of a 2007 Toyne Fire Truck for the Long Lake Fire Department
Assistant Fire Chief Farley reported that about three weeks ago, the LLFD had taken in the 2007 Toyne fire engine from the Excelsior Fire District. The LLFD graphics have been placed on the truck so it was at home among the rest of their vehicles. He explained that there will be a requisite amount of drive time that their operators will need to put in the vehicle before they will be able to drive it to a scene, but he

expected that to take place over the next few weeks. When that process has been completed, they would then pull equipment off of the existing Engine 11 and install it onto this truck, which would become the new Engine 11.

Council member Dyvik asked how the tires were on the vehicle.

Weske replied that the tires were brand-new.

Farley noted that the pump was also just gone through by the company that services all the LLFD apparatus, and everything checked out.

Council member Dyvik wondered if the plan was to then turn around and sell the old Engine 11.

Farley confirmed that the plan was to eventually sell the former Engine 11.

Council member Dyvik asked if the City would be able to put some of that sale money towards this purchase.

Weske responded that they could use their 5% portion, give or take, of what the sale price was or they could roll it into something else, depending on what the future looks like.

Council member Dyvik asked if the LLFD had sold the big rescue vehicle.

Farley noted that the Department was still talking about whether the old Rescue 12 may have any future value.

Council member Dyvik observed that the LLFD would be getting another utility truck soon.

Farley added that the rescue pumper that they will be receiving will be a replacement for Utility 11. He noted that Rescue 12 does have a purpose, but it is fairly limited in its use. They do not currently have a replacement plan for what it is used for, so it remains an active member of the fleet.

Mayor Miner asked if there were any updates on the arrival of the new utility vehicle.

Farley believed that it should be arriving in early January.

Council member Feldmann questioned if the LLFD would also be getting some jaws of life with the vehicle.

Farley confirmed that they would be obtaining some jaws of life that will be a backup set.

A motion was made by Dyvik, seconded by Miner, to approve the purchase of a 2007 Toyne fire truck and accessories from the Excelsior Fire District in the amount of $104,000 as agreed upon between the Excelsior Fire District and the City of Long Lake, and to authorize the City Administrator to pay any taxes or fees that may be associated with this purchase.

Council member Kvale stated that her understanding was that this vehicle would have a pretty good resale, if necessary.

Farley agreed that there would be other fire departments that would find value in it, just like the LLFD had.

Weske confirmed that the purchase would be allocated to the City's Fire Capital Fund.

Ayes: all.

Farley pulled up a photo of the truck on his phone to display for the Council.

Review Rough Draft of Cannabis and Cannabis Business Regulations Ordinance.
Thames noted that the state legislature had passed cannabis regulations that would take effect in full at the turn of the calendar year. The City currently has a moratorium in place to control any business applications while the City planned for the rollout. He noted that he believed that the City was probably looking at having a dual rollout with both business regulations and zoning regulations. The Office of Cannabis Management (OCM) had offered a model ordinance, which Thames ended up utilizing and had worked through it to adapt it according to the feedback he had gotten from the Council in the past. The input he felt the Council had given him was to limit the number of cannabis businesses locally as much as possible. He reminded the Council that in 2023, they had dealt with low potency hemp edibles, and staff is proposing to repeal and replace that ordinance with a new ordinance so they would also be included in this regulation. He added that a zoning ordinance update will have to go through the Planning Commission at their next meeting, and then both ordinances would be brought back to the Council at their December meeting for approval, with the goal of having regulations in place before the moratorium expires. City Planner Rybak had a conflict and had been unable to attend tonight's meeting, so she had sent a memo with some of the considerations that she wanted the Council to think about. Thames explained that for retail businesses, the City's authority is to limit it to one per 12,500 residents so, in theory, the City would limit retail establishments to no more than one cannabis business. He added that if the County were to reach a threshold of one business per 12,500 County residents prior to Long Lake receiving an application, the City would not have an obligation to allow one locally, and the ordinance language includes provisions addressing that. He expanded upon the importance of having the references to the business regulations within the zoning ordinance language as well as the performance standards, which was something that he and City Planner Rybak have been working on together. He asked the Council if they had a desire to hold a second public hearing on the topic and noted that other cities have had the business regulations available when the Planning Commission held their public hearing on the zoning issues. The idea is that the public could then comment on any or all of the cannabis regulations, but additionally, the Council could also hold a second public hearing if desired.

Council member Kvale noted that there was some inconsistency because the application fee was sometimes referred to as a registration fee in the document and referred to examples on pages three and four.

Thames stated that the terminology was a bit different because there was licensing at the state level; however, the City is not permitted to charge an application fee, but could charge a registration fee. He stated his draft language had followed the OCM model, they have used some things interchangeably, and indicated there was another item he would bring up later along those same lines. He stated that while the state, in theory, as the licensing agency, would handle regulation; the City would be the enforcement agency, even though the state was doing the licensing. The City would register and enforce businesses, but would not license them. He explained that the state's mandate upon the City would be to send the Wayzata Police Department out to any of the entities that have a retail operation in any form and have them to do an ID check once a year. He noted that the County has, at times, offered services in the form of delegation to their authority, so the City could offer the registration and enforcement authority to them and they would handle it. He cautioned that if the City delegates this authority, he was concerned about the wording and if it meant that the City would cease to be one of the authorities that can limit the number of businesses allowed in the City, potentially resulting in being at the mercy of the whatever the County would allow. He reflected that the way he had prepared the draft document assured that the City would retain its authority as a registering entity.

Council member Kvale noted that one of the things that concerned here in the language was related to the statement, 'shall prohibit an active cannabis business or cannabis business seeking registration from continuing operation should something come in', if a school or something moved into a buffer zone. She stated that she felt that this was something that the Council should discuss.

Thames responded that the language Council member Kvale referred to was a mandate of the law and the City was not able to do anything with that language. It basically says that if the business is there first and then a school moves in next door, the business would be grandfathered in and the City could not make them move, but the next business that may come in would be analyzed based on its distance from the school. He explained that he had expanded on that and had added a provision that said that if the business tried to relocate, they would be subject to the new registration protocol.

Council member Feldmann asked if the buffer regions were for the distribution of products or something like a brewery.

Thames replied that the statute related to buffers says that the City can buffer from cannabis businesses, which is a defined term, and includes all of the licenses. He explained that the way he had written the ordinance was for the buffering to follow the registration, which means it would follow retail.

Weske asked if other cities had also included public buildings as a buffer zone, for example, having to be at least 500 feet from City Hall.

Thames was unaware of any other cities that were adding that kind of language. One city did consider adding churches, but had decided not to include them. He recommended that the Council consider using performance standards within the zoning ordinance such as hours of operation, odor control, noise control, access, and security cameras, rather than having some type of CUP protocol.

Council member Feldmann referenced the map that City Planner Rybak had included and noted that it looks like this was the set of all parks and educational institutions within the City with a buffer around them. He asked about a park or daycare that would border Long Lake and whether it should also be included.

Thames stated that he felt it should be included and did not necessarily have to be located within the City limits.

The Council discussed the locations of daycares and educational institutions in the area.

Mayor Miner asked about the County and licensing and what the timeline would be for those licenses hitting their maximum amount.

Thames stated that all of the moratoriums will come off on the first of the year, so that was when the licensing would start rolling out. He noted that there was an early registration period with a lottery, so there are businesses that are positioned to start pretty early in the process. He did not anticipate that the County would hit the threshold any time soon, but the County has indicated that they would create a GIS map so the overall numbers should eventually be fairly easy to determine. He referenced cannabis events and noted that he found it a bit confusing because it went against his expectations. He stated that many cities regulate local sampling at tobacco shops, for example, you can buy the product, but you cannot use it onsite. The City would not have the ability to block a retail operation from doing that because under their licensure they are permitted; however, there is a separate license for cannabis events and the City can decide their location, hours, and other performance standards, including not allowing consumption at events. He highlighted that another change he had made is that the language in a number of locations within the model ordinance referred to 'registrations' which are tied to licenses, and licenses can allow up to five locations. He did not want anybody to broadly interpret that, so he made a revision to the language that when they say registration, they mean one retail location operation only. He stated that he would also recommend they amend the hours of operation 10:00 am to 9:00 pm for every day and all events because it would also make things easier for enforcement purposes. With regard to the lower potency hemp edibles, he suggested that the City just allow five as their cap. City Planner Rybak had also recommended making an accessory use in the B-3 zoning district because there was no retail allowed there.

Council member Kvale asked if the City would address where the cannabis events could take place through the zoning.

Thames stated that as of right now the City has drawn a distinction between retail and non-retail. City Planner Rybak's opinion on that was that they really belong in the two industrial districts, but the City could limit it further if they only wanted to see events at certain places within town. He reviewed some of the other items included in City Planner Rybak's memo for the Council to consider.

Council member Feldmann asked about Subsection 26 in City Planner Rybak's information which says that they must implement comprehensive security measures. He asked if there were similar restrictions for businesses such as cultivation or distribution.

Thames stated that cannabis business encompasses all the businesses for everything that will be licensed, whether it was retail or not. He noted that the City would have the authority to apply the buffers to all businesses, but noted that in his proposed language, he had only applied it to the retail operations because the City only registers retail.

Council member Kvale asked about the zoning information City Planner Rybak had included in her memo.

Thames explained that he felt that City Planner Rybak was asking the Council for direction on where they would like to see the higher potency businesses located.

The Council discussed moving forward with the public hearing on cannabis businesses at the Planning Commission meeting.

Mayor Miner asked the Council if they had any additional direction to pass along to staff regarding the draft ordinance or changes that they would like to see from what has already been prepared.

Council member Feldmann commented that he would just like to see the City be able to restrict this as much as they can.

Thames asked how the Council felt about the application of buffers to registered retail businesses rather than all cannabis businesses.

Council member Dyvik stated that he would like the buffer language to be the most restrictive and have it applied to all businesses.

Council member Feldmann reiterated that he would like to see this be as restrictive as possible.

Council member Kvale asked if the City needed to allow the temporary cannabis events.

Thames confirmed that the City would have to allow temporary cannabis events, but they could be subject to performance standards and buffers.

Weske observed that he did not think the City would end up having too many locations where they could be located.

Mayor Miner questioned whether staff had any recommendations for the Council on the temporary cannabis events and where they should be located.

Thames suggested that the City could allow them only in areas where retail is allowed and also be subject to the buffers.

Mayor Miner asked that staff make sure that City Planner Rybak also includes any Orono properties near the City border.

Thames reviewed the feedback that he felt the Council had given to staff and outlined the next steps in the process.

Updates Regarding Fire Department Matters
Mayor Miner reported that the major news since the Council had met last was the outcome of the election resulting in a major shift within the Orono City Council membership. He commented that he was very appreciative to the Orono voters for choosing the candidates they did, because they had run on a platform of working with their neighbors as well as trying to figure out the Fire Department situation. He shared that the newly elected individuals have already been in contact with Long Lake and have expressed interest in working on the situation. He indicated that the current litigation is scheduled to go to trial in March of 2025, but there has been some discussion among the legal teams about the possibility of whether there may be able to be some out-of-court settlement discussions when the newly elected Orono Mayor and Council step into their offices.

OTHER BUSINESS

OHS Varsity Football Update - Council member Dyvik shared that the Orono High School varsity football team would be playing in the state tournament semi-finals for AAAA on Friday and noted that his son was on the team.

Upcoming Meetings - Mayor Miner recalled that the next Council meeting will be on November 26, and there will also most likely be a Closed Session meeting on that date with the City's legal team regarding the court case with Orono. Additionally, the Planning Commission will be meeting on November 19.

Holidays – Mayor Miner reminded residents that all City offices would be closed for the Thanksgiving holiday on November 28 and 29. He added that he had attended a Veterans Day service at Orono High School which was always a great event.

OHS Swim and Dive Team Update - Council member Dyvik congratulated the Orono High School girls swim and dive team as some of them will also be going to the state competition this weekend. He added that his daughter was on that team.

ADJOURN
Hearing no objection, Mayor Miner adjourned the meeting by general consent at 8:02 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 / November 26, 2024

SUBJECT:	Approve Vendor Claims and Payroll	
Prepared By:	Amanda Nowezki, Finance Director	**Report Date:** 11/20/2024

Recommended City Council Action

Staff recommends the following:

Motion to approve vendor claims paid in the amount of $365,642.52 and electronic vendor payments in the amount of $307.50 for a total amount of **$365,950.02**; General Election Judge payroll in the amount of **$1,659.38**; and gross City Employee payroll paid November 14 in the amount of **$27,811.30**.

Overview / Background

The following payments issued were previously approved at the November 12 City Council meeting:

- Check No. 70817 for $104,000 payable to the Excelsior Fire District is for the purchase of a 2007 Toyne fire truck.
- Check No. 70822 in the amount of $168,118.66 to Hennepin County represents the final payment of the CSAH-112, Phase 1 project.

Supporting Information

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

LONG LAKE, MN

11/20/24 11:50 AM
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*Check Summary Register©

Checks 70812-70840

	Name	Check Date	Check Amt	
10100	**GENERAL FUND CASH**			
70812	ASPEN MILLS	11/19/2024	$288.89	FD Uniforms - Embroidered Shirts (P. Morse,
70813	CITY OF WAYZATA	11/19/2024	$27,673.00	Police Services - Dec 2024
70814	CLAREY'S SAFETY EQUIPMENT	11/19/2024	$541.00	FD Milwaukee M28 Battery
70815	DELTA DENTAL	11/19/2024	$367.76	Dental Insurance - Dec 2024
70816	EHLERS AND ASSOCIATES	11/19/2024	$620.00	Virginia Ave Redevelopment-Prepare TIF note
70817	EXCELSIOR FIRE DISTRICT	11/19/2024	$104,000.00	2007 Tonye Fire Truck and Accessories (VIN 4
70818	FERGUSON WATERWORKS	11/19/2024	$2,945.13	Neptune 360 AMR 501-1000 (811 Meters) Ann
70819	FIRE SAFETY USA, INC.	11/19/2024	$1,058.13	FD Equip-Hazmat Adapter, Responder Wipes
70820	GAMETIME	11/19/2024	$572.19	Payground Equipment Replacement-Tot Seat
70821	HAWKINS INC	11/19/2024	$3,701.31	Water Chemicals - 206 Gal
70822	Hennepin County Treasurer	11/19/2024	$168,118.66	CSAH 112 Reconstuction-Phase 3
70823	HENNEPIN CTY INFO. TECH. DE	11/19/2024	$2,275.02	PW Radio Fees-Oct 2024
70824	HOTSY MINNESOTA	11/19/2024	$1,918.58	FD1 Car Wash Soap/Supplies
70825	KODIAK Power Solutions	11/19/2024	$6,930.12	FD2 Replace radiator and perform cooling syst
70826	LOCALITY MEDIA, INC	11/19/2024	$5,174.78	FD Tracking Software (Assets, Training, Etc) 1
70827	MACQUEEN	11/19/2024	$965.25	FD Equipment (2007 E11)-Axe, Hook, Pike Po
70828	MEDICA	11/19/2024	$4,199.80	MEDICAL INS - Dec 2024
70829	MILOW ELECTRIC	11/19/2024	$705.25	CH Light Repairs in the Entryway and Council
70830	MN DEPARTMENT OF HEALTH	11/19/2024	$1,849.00	MDH Fees 4th Quarter 2024
70831	MN VALLEY TESTING LAB	11/19/2024	$48.50	Monthly Chlorine Report
70832	PERRY'S TRUCK REPAIR	11/19/2024	$620.00	PW Chevy Snowplow Cutting Edge
70833	Premium Waters, Inc.	11/19/2024	$25.89	Bottled Water - Nov 2024
70834	MN LIFE INSURANCE CO	11/19/2024	$25.60	LIFE INS - Dec 2024
70835	SUTTONS ADVANCED CLEANIN	11/19/2024	$1,152.50	CH Cleaning Services - Nov 2024
70836	VALLEY PAVING	11/19/2024	$4,513.89	2023 Pavement Rehabilitation Project - Pay Vo
70837	WASTE MANAGEMENT	11/19/2024	$4,109.85	Recycling Services-Nov 2024
70838	WSB & ASSOCIATES, INC	11/19/2024	$12,932.25	General Engineering; Erosion control inspectio
70839	Xcel Energy	11/19/2024	$1,933.48	Street Lights - Act #5156925594
70840	Xcel Energy	11/19/2024	$6,376.69	Electricity 09/23/24-10/22/24-CH
		Total Checks	$365,642.52	

LONG LAKE, MN

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Checks 70812-70840

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
10100 GENERAL FUND CASH					
70812	11/19/24	**ASPEN MILLS**			
E 205-42285-2410		Fire Department Uniforms	$174.60	342416	FD Uniforms - Embroidered Shirts (P. Morse, M. Heiland)
E 205-42281-2410		Fire Department Uniforms	$57.34	343169	FD Uniforms - Embroidered Shirts (M. Heiland)
E 205-42285-2410		Fire Department Uniforms	$56.95	343178	FD Uniforms - Navy Pant (A. Rewerts)
		Total	$288.89		
70813	11/19/24	**CITY OF WAYZATA**			
E 101-42110-3130		Subcontracted Police Svc	$27,673.00	111924	Police Services - Dec 2024
		Total	$27,673.00		
70814	11/19/24	**CLAREY'S SAFETY EQUIPMENT**			
E 205-42285-2400		Small Tools and Minor Eq	$428.00	214222	FD Milwaukee M28 Battery
E 205-42281-2400		Small Tools and Minor Eq	$113.00	214270	FD Equipment-PS200 Monitor Kit
		Total	$541.00		
70815	11/19/24	**DELTA DENTAL**			
E 101-41500-1310		Employer Paid Health	$76.57	RIS00060937	Dental Insurance - Dec 2024
E 101-43050-1310		Employer Paid Health	$117.46	RIS00060937	Dental Insurance - Dec 2024
E 601-49400-1310		Employer Paid Health	$46.98	RIS00060937	Dental Insurance - Dec 2024
E 602-49450-1310		Employer Paid Health	$35.24	RIS00060937	Dental Insurance - Dec 2024
E 603-43150-1310		Employer Paid Health	$35.24	RIS00060937	Dental Insurance - Dec 2024
G 101-21706		FlexPlan - Ins Prem	$56.27	RIS00060937	Dental Insurance - Dec 2024
		Total	$367.76		
70816	11/19/24	**EHLERS AND ASSOCIATES**			
E 380-47090-3000		Professional Srvs	$620.00	99667	Virginia Ave Redevelopment-Prepare TIF note and send correspondence
		Total	$620.00		
70817	11/19/24	**EXCELSIOR FIRE DISTRICT**			
E 462-42283-5050		Major Equipment Fund	$104,000.00	WZ21072	2007 Tonye Fire Truck and Accessories (VIN 44KFT4288WZ21072)
		Total	$104,000.00		
70818	11/19/24	**FERGUSON WATERWORKS**			
E 601-49400-3090		Software Support	$2,295.13	0537658	Neptune 360 AMR 501-1000 (811 Meters) Annual Fee
E 601-49400-3090		Software Support	$650.00	0537658	Neptune 360 Annual Service Fee
		Total	$2,945.13		
70819	11/19/24	**FIRE SAFETY USA, INC.**			
E 205-42285-2400		Small Tools and Minor Eq	$195.68	194025	FD Equip-Hazmat Adapter, Responder Wipes
E 205-42281-2400		Small Tools and Minor Eq	$862.45	194126	FD Equip (2007 E11)-Pike Pole Bracket, Mounting Brackets, Sledge Hammer, Axe Hanger Kit, Etc
		Total	$1,058.13		
70820	11/19/24	**GAMETIME**			
E 101-45200-4040		Equip Maint & Repair	$572.19	PJI-0254891	Payground Equipment Replacement-Tot Seat Swing
		Total	$572.19		

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Checks 70812-70840

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
70821	11/19/24	**HAWKINS INC**			
E 601-49400-2160		Chemicals and Chem Pro	$3,671.31	6910345	Water Chemicals - 206 Gal
E 601-49400-2160		Chemicals and Chem Pro	$30.00	6915383	Water Chemicals - Chlorine Cylinder
		Total	$3,701.31		
70822	11/19/24	**Hennepin County Treasurer**			
E 406-49420-5315		Construction Contract	$14,441.60	1000202995	CSAH 112 Reconstuction-Phase 2
E 406-49420-5315		Construction Contract	$153,677.06	1000231006	CSAH 112 Reconstuction-Phase 3
		Total	$168,118.66		
70823	11/19/24	**HENNEPIN CTY INFO. TECH. DEPT**			
E 205-42281-3285		Radio Lease	$270.82	1000234607	FD1 Radio Lease-Oct 2024
E 205-42285-3285		Radio Lease	$270.82	1000234607	FD2 Radio Lease-Oct 2024
E 205-42281-3235		Cty 800mhz Radio Admin	$810.00	1000234607	FD1 Radio Fees-Oct 2024
E 205-42285-3235		Cty 800mhz Radio Admin	$540.66	1000234607	FD2 Radio Fees-Oct 2024
E 205-42281-4040		Equip Maint & Repair	$299.38	1000234607	FD Cable Replacement
E 101-41942-3235		Cty 800mhz Radio Admin	$83.34	1000234637	PW Radio Fees-Oct 2024
		Total	$2,275.02		
70824	11/19/24	**HOTSY MINNESOTA**			
E 205-42281-2150		Shop Supplies	$856.90	23231	FD1 Car Wash Soap/Supplies
E 205-42285-2150		Shop Supplies	$1,061.68	23232	FD2 Car Wash Repairs/Supplies
		Total	$1,918.58		
70825	11/19/24	**KODIAK Power Solutions**			
E 205-42286-4010		Bldg Maint & Repairs	$6,930.12	17078334	FD2 Replace radiator and perform cooling system maintenance
		Total	$6,930.12		
70826	11/19/24	**LOCALITY MEDIA, INC**			
E 205-42280-3090		Software Support	$5,174.78	3046	FD Tracking Software (Assets, Training, Etc) 12/01/24-12/31/25
		Total	$5,174.78		
70827	11/19/24	**MACQUEEN**			
E 205-42281-2400		Small Tools and Minor Eq	$871.66	P38771	FD Equipment (2007 E11)-Axe, Hooks, Pike Pole, Halligan bar, hydrant wrench, spanner wrench, etc.
E 205-42281-2400		Small Tools and Minor Eq	$93.59	P38906	FD Equipment (2007 E11)-Axe, Hook, Pike Pool, Ball Valve, Spanner Wrench, etc
		Total	$965.25		
70828	11/19/24	**MEDICA**			
E 101-41500-1310		Employer Paid Health	$660.99	88510412973	MEDICAL INS - Dec 2024
E 101-43050-1310		Employer Paid Health	$1,452.02	88510412973	MEDICAL INS - Dec 2024
E 601-49400-1310		Employer Paid Health	$580.80	88510412973	MEDICAL INS - Dec 2024
E 602-49450-1310		Employer Paid Health	$435.61	88510412973	MEDICAL INS - Dec 2024
E 603-43150-1310		Employer Paid Health	$435.61	88510412973	MEDICAL INS - Dec 2024
G 101-21706		FlexPlan - Ins Prem	$634.77	88510412973	MEDICAL INS - Dec 2024
		Total	$4,199.80		
70829	11/19/24	**MILOW ELECTRIC**			

LONG LAKE, MN

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Checks 70812-70840

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 101-41940-4010		Bldg Maint & Repairs	$705.25	39037	CH Light Repairs in the Entryway and Council Chambers
		Total	$705.25		
70830	11/19/24	**MN DEPARTMENT OF HEALTH**			
E 601-49400-4400		MDH Water Act Fees Re	$1,849.00	1270018-122	MDH Fees 4th Quarter 2024
		Total	$1,849.00		
70831	11/19/24	**MN VALLEY TESTING LAB**			
E 601-49400-3825		Water Testing Expense	$48.50	1280883	Monthly Chlorine Report
		Total	$48.50		
70832	11/19/24	**PERRY'S TRUCK REPAIR**			
E 101-43000-2210		Equipment Parts	$620.00	2387	PW Chevy Snowplow Cutting Edge
		Total	$620.00		
70833	11/19/24	**Premium Waters, Inc.**			
E 101-41500-4145		Bottled Water Service	$25.89	310431696	Bottled Water - Nov 2024
		Total	$25.89		
70834	11/19/24	**MN LIFE INSURANCE CO**			
E 101-41500-1310		Employer Paid Health	$9.00	43190034	LIFE INS - Dec 2024
E 205-42280-1310		Employer Paid Health	$3.00	43190034	LIFE INS - Dec 2024
E 101-43050-1310		Employer Paid Health	$6.00	43190034	LIFE INS - Dec 2024
E 601-49400-1310		Employer Paid Health	$2.40	43190034	LIFE INS - Dec 2024
E 602-49450-1310		Employer Paid Health	$1.80	43190034	LIFE INS - Dec 2024
E 603-43150-1310		Employer Paid Health	$1.80	43190034	LIFE INS - Dec 2024
G 101-21710		Other Deducations	$1.60	43190034	LIFE INS - Dec 2024
		Total	$25.60		
70835	11/19/24	**SUTTONS ADVANCED CLEANING SRV**			
E 101-41940-3840		Custodial & Waste Remov	$290.00	111524	CH Cleaning Services - Nov 2024
E 205-42282-3840		Custodial & Waste Remov	$570.00	111524	FD1 leaning Services - Nov 2024
E 205-42286-3840		Custodial & Waste Remov	$292.50	111524	FD2 Cleaning Services - Nov 2024
		Total	$1,152.50		
70836	11/19/24	**VALLEY PAVING**			
E 420-43121-4085		Pvmt Mgmt - Reconstructi	$4,513.89	021815-000	2023 Pavement Rehabilitation Project - Pay Voucher 3 (FINAL)
		Total	$4,513.89		
70837	11/19/24	**WASTE MANAGEMENT**			
E 101-41942-3840		Custodial & Waste Remov	$223.28	110524	PW Trash Services-Nov 2024
E 604-43200-3890		Res Curb Recycling	$3,644.08	7998140-159	Recycling Services-Nov 2024
E 205-42282-3840		Custodial & Waste Remov	$121.97	7999340-159	FD1 Trash Services-Nov 2024
E 205-42286-3840		Custodial & Waste Remov	$120.52	7999347-159	FD2 Trash Services-Nov 2024
		Total	$4,109.85		
70838	11/19/24	**WSB & ASSOCIATES, INC**			
E 101-41910-3030		Engineering Fees	$720.00	R-023717-00	General Engineering; Erosion control inspection, 1055 W Wayzata Compaint
E 601-49400-3030		Engineering Fees	$1,358.00	R-023717-00	General Engineering; Water Tower

LONG LAKE, MN

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Checks 70812-70840

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
	E 601-49400-3030	Engineering Fees	$2,695.25	R-023717-00	LSL (Lead Service Line); Helpline creation, LSL Mailings, LSL Meetings and travel, Etc.
	E 420-43121-3030	Engineering Fees	$1,210.00	R-023717-00	2023 PMP; Close Out and Council Mtg
	G 700-29295	1948 Wayzata (Zvago) 20	$2,530.00	R-023717-00	Zvago; Project Closeout Memo
	G 700-29299	455 Willow TMobile Tower	$330.00	R-023717-00	T-Mobile; Review
	G 700-29316	1055 W Wayzata(Stauber)	$275.00	R-023717-00	Stauber; Erosion Issue
	E 101-41910-3030	Engineering Fees	$220.00	R-023717-00	General Engineering; Red Rooster parking permit review
	E 101-41910-3032	General Planning	$825.00	R-023772-00	General Planning; LL Dental Siding, Red Rooster,Cannabis, Etc
	G 700-29332	55 Harrington (Benson)20	$112.50	R-023772-00	Benson 55 Harrington; Review Easement, Corr w/applicant
	G 700-29316	1055 W Wayzata(Stauber)	$407.50	R-023772-00	Stauber Lot Split; Driveway Permit, Email Henn County, Etc
	E 420-43121-3030	Engineering Fees	$1,366.50	R-026981-00	2025 PMP; Field visit, Proj Mgmt, Design, Survey Request, Etc
	E 420-43121-3030	Engineering Fees	$882.50	R-026981-00	2025 PMP; Construction Materials Testing, Coring, and Project Assisting
		Total	$12,932.25		
70839	11/19/24	**Xcel Energy**			
	E 101-43100-3815	Street Lighting Maint/Elect	$1,933.48	901418808	Street Lights - Act #5156925594
		Total	$1,933.48		
70840	11/19/24	**Xcel Energy**			
	E 101-41940-3810	Electricity Expense	$203.88	91560781	Electricity 09/23/24-10/22/24-CH
	E 205-42282-3810	Electricity Expense	$874.73	91560781	Electricity 09/23/24-10/22/24-FD1
	E 205-42286-3810	Electricity Expense	$278.83	91560781	Electricity 09/23/24-10/22/24-FD2
	E 101-41942-3810	Electricity Expense	$796.54	91560781	Electricity 09/23/24-10/22/24-PW
	E 101-43100-3815	Street Lighting Maint/Elect	$281.94	91560781	Electricity 09/23/24-10/22/24-Street Lights
	E 101-45200-3810	Electricity Expense	$289.00	91560781	Electricity 09/23/24-10/22/24-Parks
	E 601-49400-3810	Electricity Expense	$3,245.83	91560781	Electricity 09/23/24-10/22/24-WTR
	E 602-49450-3810	Electricity Expense	$405.94	91560781	Electricity 09/23/24-10/22/24-SWR
		Total	$6,376.69		
		10100	$365,642.52		

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Checks 70812-70840

Check #	Check Date	Vendor Name	Amount	Invoice	Comment

Fund Summary

10100 GENERAL FUND CASH	
101 GENERAL FUND	$38,477.47
205 FIRE DEPARTMENT	$21,329.98
380 TAX INCREMENT # 1-9	$620.00
406 CSAH 112 CAPITAL FUND	$168,118.66
420 PAVEMENT MGMT IMPROVEMENT FUND	$7,972.89
462 FIRE CAPITAL FUND	$104,000.00
601 WATER FUND	$16,473.20
602 SANITARY SEWER FUND	$878.59
603 SURFACE WATER MGMT FUND	$472.65
604 RECYCLING FUND	$3,644.08
700 BUILDING PERMIT ESCROWS	$3,655.00
	$365,642.52

LONG LAKE, MN

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Checks 3093

	Name	Check Date	Check Amt	
10100 GENERAL FUND CASH				
3093e	PSN UTILITY ONLINE BILLING	11/7/2024	$307.50	BILL PAY FEE - Oct 2024
		Total Checks	$307.50	

LONG LAKE, MN

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Checks 3093

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
10100 GENERAL FUND CASH					
3093 e	11/07/24	**PSN UTILITY ONLINE BILLING**			
E 601-49400-3090		Software Support	$153.75		BILL PAY FEE - Oct 2024
E 602-49450-3090		Software Support	$153.75		BILL PAY FEE - Oct 2024
		Total	$307.50		
		10100	$307.50		

Fund Summary

10100 GENERAL FUND CASH	
601 WATER FUND	$153.75
602 SANITARY SEWER FUND	$153.75
	$307.50

LONG LAKE, MN

Payroll Summary

Pay Group: 25 Election Judges
Check Date: 11/12/2024 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
000000186 CHILLSTROM, DONALD J.	192.50	192.50	192.50											192.50
000000283 DUPONT, PATRICK	206.25	206.25	206.25											206.25
000000284 FEGLEY, KELLY	192.50	192.50	192.50											192.50
000000258 FIERCE, NICOLE	272.25	272.25	272.25											272.25
000000261 KOSKI, JUSTIN	195.25	195.25	195.25											195.25
000000252 NOWEZKI, AMANDA	192.50	192.50	192.50											192.50
000000245 SKJARET, SARAH SALLY	215.63	215.63	215.63											215.63
000000084 SZELIGA, TIMOTHY L.	192.50	192.50	192.50											192.50

941 Deposit		**Pay Summary**		**Tax Summary**		**Others**	
Federal Tax	None	Gross	1,659.38	Federal Tax		Retirement	
Medicare	None	Federal Gross	1,659.38	State Tax		Tax-Sheltered	
Social Security	None	State Gross	1,659.38	Local Tax		Voluntary	
Advanced EIC	None	FICA Gross	0.00	FICA Ded/Ben	0.00	Tips	0.00
Total Deposit	None			Medicare Ded/Ben	0.00	Reimbursement	0.00
						Net	1,659.38

LONG LAKE, MN

Payroll Summary

Pay Group: 01 Bi-Weekly
Check Date: 11/14/2024 per. 23

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	2,207.20	2,064.50	2,064.50	171.20	111.01		136.81	32.00	142.17	0.53				1,613.48
000000243 DIERCKS, SEAN	3,967.63	3,711.03	3,711.03	575.39	222.97		245.99	57.53	256.60					2,609.15
000000295 FAHRMAN, MATTHEW	2,398.58	2,087.54	2,087.54	157.43	82.88		139.01	32.51	154.61	156.43				1,675.71
000000286 HEILAND, MICHAEL	4,925.05	4,413.76	4,413.76	452.57	237.68			71.41	511.29					3,652.10
000000292 MACKEY, NOAH	2,453.39	2,295.22	2,295.22	198.89	126.70		152.11	35.57	158.17					1,781.95
000000091 MOELLER, JEANETTE	3,196.55	2,976.99	2,976.99	242.47	127.43		197.46	46.18	207.78	11.78				2,363.45
000000252 NOWEZKI, AMANDA	3,241.65	2,999.81	2,999.81	242.13	209.70		200.98	47.00	241.84					2,300.00
000000187 SKJARET, THOMAS G.	515.00	515.00	515.00				31.93	7.47						475.60
000000214 WESKE, SCOTT	4,906.25	4,599.97	4,599.97	787.23	287.88		303.81	71.05	300.21	6.07				3,150.00

941 Deposit

Federal Tax	$2,827.31
Medicare	$801.44
Social Security	$2,816.20
Advanced EIC	None
Total Deposit	$6,444.95

Pay Summary

Gross	27,811.30
Federal Gross	25,663.82
State Gross	25,663.82
FICA Gross	22,711.44

Tax Summary

Federal Tax	2,827.31	
State Tax	1,406.25	
Local Tax		
FICA Ded/Ben	1,408.10	1,408.10
Medicare Ded/Ben	400.72	400.72

Others

Retirement	1,972.67
Tax-Sheltered	174.81
Voluntary	
Tips	0.00
Reimbursement	0.00
Net	19,621.44

City Council Agenda Report

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

CITY OF LONG LAKE

MEETING DATE / November 26, 2024

SUBJECT: Minor Subdivision Application for a Lot Line Adjustment at 55 and 65 Harrington Drive

Prepared By: Hannah Rybak, City Planner **Report Date:** 11/21/2024

Recommended City Council Action

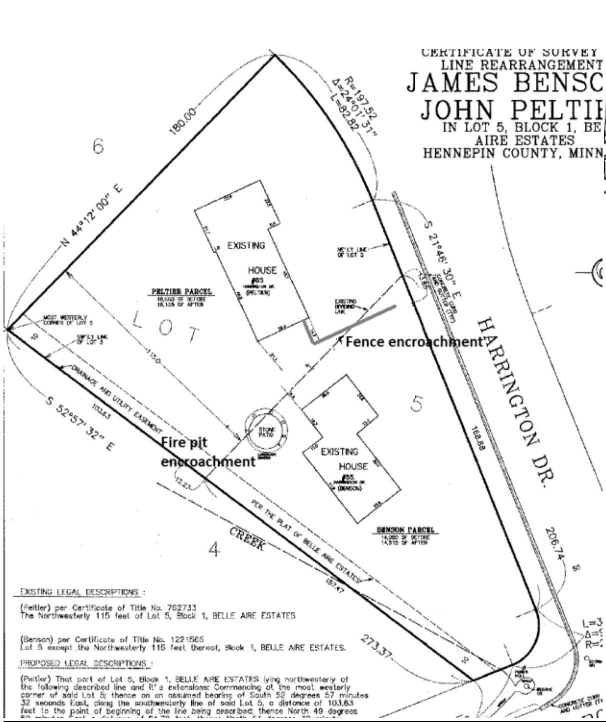
The Planning Commission held an informational review of the request and application at their November 19, 2024 meeting. They voted unanimously to recommend approval of the minor subdivision for lot line adjustment.

Motion to adopt Resolution No. 2024-51 approving a minor subdivision for a lot line adjustment at the properties located at 55 and 65 Harrington Drive.

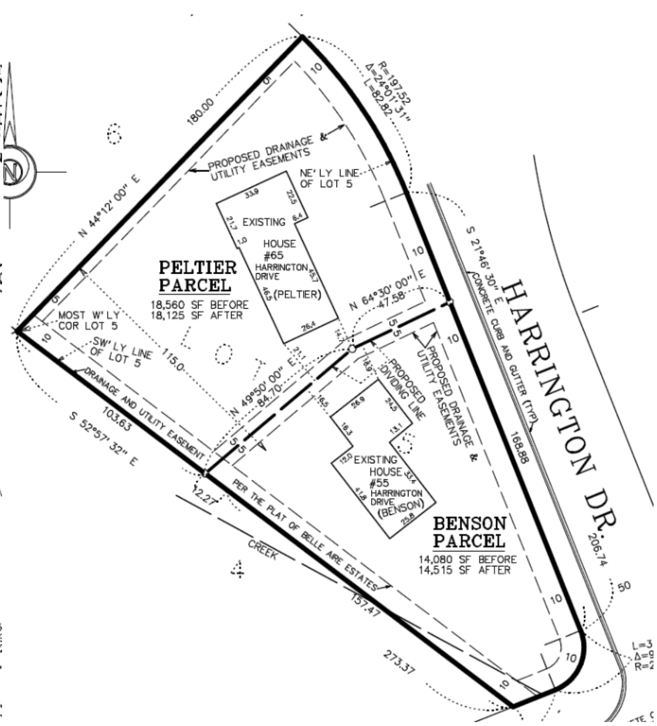
Overview / Background

The owners of both subject properties have jointly applied for a minor subdivision for a lot line adjustment. The properties are oddly shaped with a diagonal side lot line running between them. The existing fence belonging to the Peltier property (65 Harrington Drive) encroaches on to the Benson property (55 Harrington Drive), while the existing fire pit belonging to the Benson property encroaches on to the Peltier property. The property owners have mutually agreed to an adjustment to their mutual property line to correct the encroachments. Following the lot line adjustment, the fence and fire pit will both be located entirely within the correct property.

Existing Conditions



Proposed Conditions



Lot Line Adjustment Evaluation

	Lot Area	Lot Width	Side Setback
R-1 Minimum Requirement	10,000 SF	75 feet	10 feet
55 Harrington Drive - Existing	14,080 SF	169 feet	15 feet
65 Harrington Drive - Existing	18,560 SF	115 feet	16 feet
55 Harrington Drive - Proposed	14,515 SF	169 feet	16.9
65 Harrington Drive - Proposed	18,125 SF	115 feet	14.7 feet

The proposed lot line adjustment will not cause either lot to be in violation of the Zoning Ordinance. The Applicants have provided adequate legal descriptions for each property, reflecting the lot line adjustment.

Easements

The properties are located in the BELLE AIRE ESTATES plat. This plat provided drainage and utility easements along the rear lot line only. There are no existing easements along the front or side property lines. As part of this lot line adjustment, the property owners are required to dedicate standard drainage and utility easements along any lot lines where easements do not exist. The proposed survey shows a new 10-foot drainage and utility easement running along the front property line, and 5-foot drainage and utility easements along the side property lines.

Supporting Information

- Resolution No. 2024-51
- Land use application and accompanying exhibits

City Council
Resolution No. 2024-51

A RESOLUTION APPROVING A MINOR SUBDIVISION FOR A LOT LINE ADJUSTMENT AT THE PROPERTIES LOCATED AT 55 AND 65 HARRINGTON DRIVE

WHEREAS, on October 25, 2024, James Benson, owner of 55 Harrington Drive, and John and Jody Peltier, owners of 65 Harrington Drive ("the Applicants"), submitted a Land Use Application to request a minor subdivision for a lot line adjustment between the two properties located at 55 Harrington Drive and 65 Harrington Drive, which are legally described as:

55 Harrington Drive:
The Northwesterly 115 feet of Lot 5, Block 1, BELLE AIRE ESTATES, Hennepin County, Minnesota

65 Harrington Drive:
Lot 5, except the Northwesterly 115 feet thereof, Block 1, BELLE AIRE ESTATES, Hennepin County, Minnesota

WHEREAS, the Applicants have provided a survey showing the proposed new configuration of the mutual lot line ("Exhibit A"); and

WHEREAS, the owners of the subject properties have agreed to alter the property line running between their lots; and

WHEREAS, the lot line adjustment serves to correct existing encroachments located over both properties; and

WHEREAS, the City Council may approve a lot line adjustment, provided that the lot line adjustment does not create an unbuildable lot and that no variance is required; and

WHEREAS, the proposed lot line adjustment does not cause the lot or any structures to be in violation of the Zoning Ordinance; and

WHEREAS, on November 19, 2024 the Planning Commission held an informational meeting and made a recommendation that the City Council approve the requested minor subdivision for the lot line adjustment; and

NOW THEREFORE, BE IT RESOLVED, that the City Council of the City of Long Lake hereby approves the Applicants request for a minor subdivision for the proposed lot line adjustment, as shown on Exhibit A.

Adopted by the City Council of the City of Long Lake this 26th day of November 2024.

BY:

____
Charlie Miner, Mayor

ATTEST:

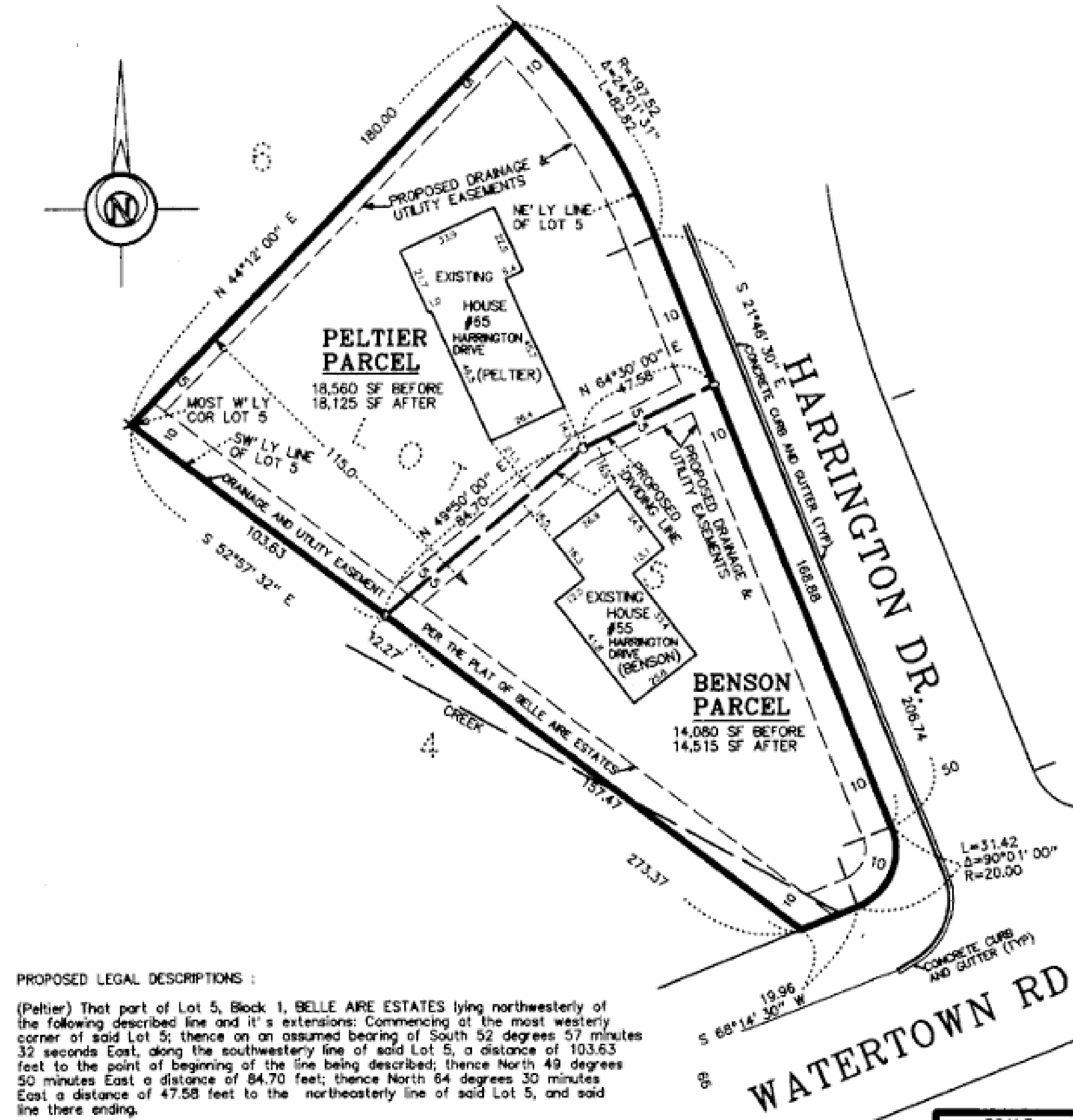
____
Jeanette Moeller, City Clerk

EXHIBIT A

EASEMENT EXHIBIT FOR

JAMES BENSON

IN LOT 5, BLOCK 1, BELLE AIRE ESTATES



PROPOSED LEGAL DESCRIPTIONS :

(Peltier) That part of Lot 5, Block 1, BELLE AIRE ESTATES lying northwesterly of the following described line and it's extensions: Commencing at the most westerly corner of said Lot 5; thence on an assumed bearing of South 52 degrees 57 minutes 32 seconds East, along the southwesterly line of said Lot 5, a distance of 103.63 feet to the point of beginning of the line being described; thence North 49 degrees 50 minutes East a distance of 84.70 feet; thence North 64 degrees 30 minutes East a distance of 47.58 feet to the northeasterly line of said Lot 5, and said line there ending.

(Benson) That part of Lot 5, Block 1, BELLE AIRE ESTATES lying southeasterly of the following described line and it's extensions: Commencing at the most westerly corner of said Lot 5; thence on an assumed bearing of South 52 degrees 57 minutes 32 seconds East, along the southwesterly line of said Lot 5, a distance of 103.63 feet to the point of beginning of the line being described; thence North 49 degrees 50 minutes East a distance of 84.70 feet; thence North 64 degrees 30 minutes East a distance of 47.58 feet to the northeasterly line of said Lot 5, and said line there ending.

SCALE	1"=50'
DATE	10-1-24
JOB NO.	24-079A

24079AEXHIBIT.SCJ

FOR OFFICE USE O[NLY]
Planning Case #: 2024-01

Section 5D.

2024 Land Use Application

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

Escrow Deposit: $ 1,500.00
Date Paid: 10/25/24
[X] Check # 3115
[ ] Cash Receipt # ______

Application Fee: $ 500.00
Date Paid: 10/25/24
[X] Check # 3114
[ ] Cash Receipt # ______

PROPERTY INFORMATION

Address of Property Involved: 55 Harrington Drive

Property Identification Number: 3411823330061 Current Zoning: Residential

Legal Description of Property: Lot 5 except the Northwesterly 115 feet thereof, Block 1, BELLE AIRE ESTATES

Property Owner Name: James D. Benson

Property Owner Mailing Address: 55 Harrington

City, State, Zip: Long Lake, MN 55356

APPLICANT INFORMATION

Full Name: James Douglas Benson Daytime Phone: 952-473-7810

Fax: ______ Email Address: jbenson451@gmail.com

Street Address: 55 Harrington Drive

City, State, Zip: Long Lake, MN 55356

TYPE OF REQUEST (Check All That Apply)

Zoning:

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

Subdivision:

___ Preliminary or
___ Final Plat
[✓] Minor Subdivision (lot line adjustment only)
[ ] Major Subdivision (all platting applications)

Other:

[ ] Comprehensive Plan Amendment
[ ] Sign Variance
[ ] Informal Concept Review (PC)
[ ] Village Design Guidelines Review
[ ] ______

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

Description of Request: Lot line adjustment to accommodate a fire pit/patio partially encroaching on Peltier property, and a fence constructed on Benson property.

AGENDA DEADLINE & MEETING SCHEDULE

All regularly scheduled Planning Commission and City Council meetings are held in the City Hall Council Chambers beginning at 6:30 pm. The Planning Commission regularly meets on the second Tuesday of each month, and the City Council regularly meets on the first and third Tuesday of each month. Meeting dates may be subject to change due to member availability, holidays, election dates, or other conflicts that may arise during the calendar year.

APPLICANT ACKNOWLEDGMENT & SIGNATURE

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

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

X Signature of Applicant James D. Benson **Date** 10/24/2024

Is applicant also the owner of the properties involved in this application? [X] YES [ ] NO

PROPERTY OWNER SIGNATURE

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

X Signature of Property Owner James D. Benson **Date** 10/24/2024

2024 Land Use Application

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

Escrow Deposit: $____________
Date Paid: ____________
[ ] Check #____________
[ ] Cash Receipt #____________

FOR OFFICE USE O
Planning Case #: ____________
Application Fee: $____________
Date Paid: ____________
[ ] Check #____________
[ ] Cash Receipt #____________

PROPERTY INFORMATION

Address of Property Involved: 65 Harrington Drive

Property Identification Number: 3411823330060 Current Zoning: Residential

Legal Description of Property: The Northwesterly 115 feet of Lot 5, Block 1, BELLE AIRE ESTATES

Property Owner Name: John and Jody Peltier

Property Owner Mailing Address: 65 Harrington Drive

City, State, Zip: Long Lake, MN 55356

APPLICANT INFORMATION

Full Name ____________ Daytime Phone ____________

Fax ____________ Email Address ____________

Street Address ____________

City, State, Zip ____________

TYPE OF REQUEST (Check All That Apply)

Zoning:

- [ ] Conditional Use Permit
- [ ] Zoning Amendment (Rezoning or Text)
- [ ] Variance
- [ ] Change to Nonconforming Use or Structure
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- ___ Final Plat
- [✓] Minor Subdivision (lot line adjustment only)
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APPLICANT ACKNOWLEDGMENT & SIGNATURE

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

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

X Signature of Applicant Judi Peltier **Date** 10-24-24

Is applicant also the owner of the properties involved in this application? [ ] YES [ ] NO

PROPERTY OWNER SIGNATURE

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

X Signature of Property Owner Judi Peltier **Date** 10-24-24

John A Peltier 10-24-24

Section 5D.

Certificate of Title

Certificate Number: 1221565

Created by Document Number: 4493012

Transfer from: 819683

Originally registered April 19, 1945 Volume: 297, Certificate No: 92149, District Court No: 6358

State of Minnesota
County of Hennepin } **s.s.** **Registration**

This is to certify that

James Douglas Benson, whose address is 55 Harrington Drive, Long Lake, Minnesota, 55356

is now the owner of an estate in fee simple

In the following described land situated in the County of Hennepin and State of Minnesota:

Lot 5 except the Northwesterly 115 feet thereof, Block 1, Belle Aire Estates.

Subject to drainage and utility easement as shown on plat;

Subject to the interests shown by the following memorials and to the following rights or encumbrances set forth in Minnesota statutes
chapter 508, namely:

1. **Liens, claims, or rights arising under the laws or the Constitution of the United States, which the statutes of this state cannot require to appear of record;**
2. **Any real property tax or special assessment;**
3. **Any lease for a period not exceeding three years, when there is actual occupation of the premises under the lease;**
4. **All rights in public highways upon the land;**
5. **Such right of appeal or right to appear and contest the application as is allowed by law;**
6. **The rights of any person in possession under deed or contract for deed from the owner of the certificate of title;**
7. **Any outstanding mechanics lien rights which may exist under sections 514.01 to 514.17.**

Memorials

Document Number	Document Type	Date of Filing Month Day, Year Time	Amount	Running in Favor Of
T4169913	Mortgage	Oct 4, 2005 10:00 AM	$124,617.24	Thrivent Financial Bank, 2000 E. Milestone Drive, City of Appleton, State of Wisconsin
T4493012	Judgment and Decree	May 2, 2008 12:00 PM		Subject to a lien in favor of Mary Catherine Benson (See Inst)
T4501500	Limited Power of Attorney	Jun 2, 2008 10:00 AM		Appointing Shane Rushman, Sheila Andrews, Debra Barrett and Alex Ruckert from Land America
T4501501	Affidavit of Attorney in Fact	Jun 2, 2008 10:00 AM		Sheila Andrews certifies that Power of Atty Doc No 4501500 is in full force & effect.
T4501502	Mortgage	Jun 2, 2008 10:00 AM	$76,000.00	ING Bank, fsb 30 7th Ave South City of St Cloud, State of Minnesota
T4507406	Release of Lien	Jun 23, 2008 10:00 AM		Releases lien in Doc. No. 4493012
T4511076	Satisfaction of Mortgage	Jul 3, 2008 11:00 AM		Satisfies document no(s). 4169913.0
T5369137	Satisfaction of Mortgage	Aug 2, 2016 8:00 AM		Satisfies Mortgage document no(s) 4501502
T5576213	Transfer on Death Deed	Nov 13, 2018 4:30 PM		Made by JAMES D BENSON

PROPOSED DRAINAGE & UTILITY EASEMENTS
FOR JAMES BENSON & JOHN PELTIER
IN LOT 5, BLOCK 1, BELLE AIRE ESTATES

OVER PELTIER PROPERTY

An easement for drainage and utility purposes over, under and across the northwesterly 5.00 feet, the northeasterly 10.00 feet and the southeasterly 5.00 feet of the following described property:

> That part of Lot 5, Block 1, BELLE AIRE ESTATES lying northwesterly of the following described line and it's extensions: Commencing at the most westerly corner of said Lot 5; thence on an assumed bearing of South 52 degrees 57 minutes 32 seconds East, along the southwesterly line of said Lot 5, a distance of 103.63 feet to the point of beginning of the line being described; thence North 49 degrees 50 minutes East a distance of 84.70 feet; thence North 64 degrees 30 minutes East a distance of 47.58 feet to the northeasterly line of said Lot 5, and said line there ending.

Except the southwesterly 10.00 feet thereof.

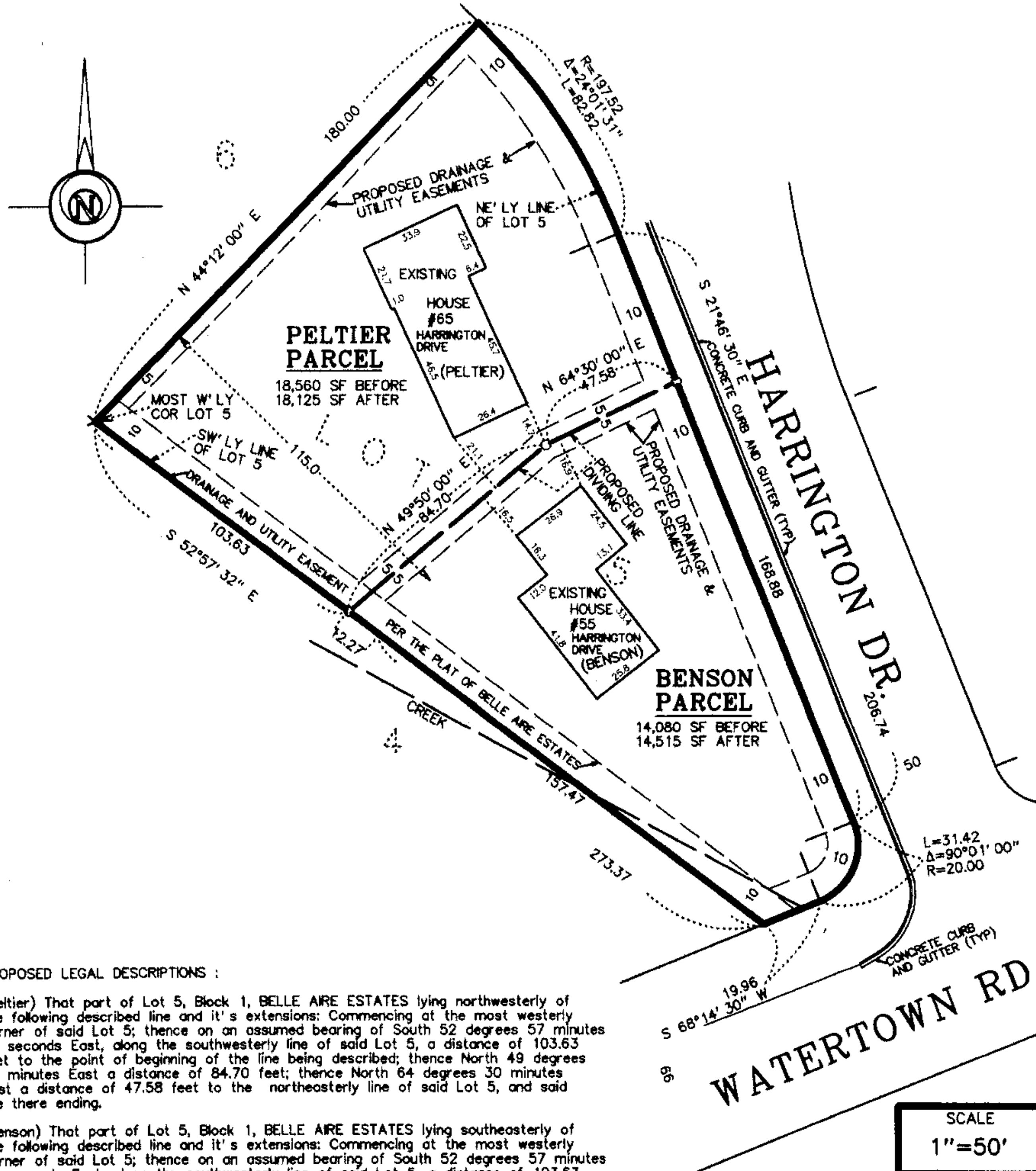
OVER BENSON PROPERTY

An easement for drainage and utility purposes over, under and across the northwesterly 5.00 feet and the northeasterly, easterly and southeasterly 10.00 feet of the following described property:

> That part of Lot 5, Block 1, BELLE AIRE ESTATES lying southeasterly of the following described line and it's extensions: Commencing at the most westerly corner of said Lot 5; thence on an assumed bearing of South 52 degrees 57 minutes 32 seconds East, along the southwesterly line of said Lot 5, a distance of 103.63 feet to the point of beginning of the line being described; thence North 49 degrees 50 minutes East a distance of 84.70 feet; thence North 64 degrees 30 minutes East a distance of 47.58 feet to the northeasterly line of said Lot 5, and said line there ending.

Except the southwesterly 10.00 feet thereof

EASEMENT EXHIBIT FOR
JAMES BENSON
IN LOT 5, BLOCK 1, BELLE AIRE ESTATES



PROPOSED LEGAL DESCRIPTIONS :

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SCALE
1"=50'
DATE
10-1-24
JOB NO.
24-079A

24079AEXHIBIT.SCJ

FIRST SECURITY TITLE

Form No. 111—Personal Representative's Deed Minnesota Uniform Conveyancing Blanks (1978) OSWALD PUBLISHING CO., NEW

Individual Personal Representative to Joint Tenants **2180513**

Section 5D.

No delinquent ~~taxes~~; certificate of real estate value received; and transfer entered on JUN 1 3, 1991

DALE G. FOLSTAD COUNTY AUDITOR HENNEPIN COUNTY, MINNESOTA
County Auditor

by JUN 1 3 1991 Deputy

OFFICE OF THE REGISTRAR OF TITLES
HENNEPIN COUNTY, MINNESOTA
CERTIFIED FILED ON
JUN 17 1991
2 pm
BY REGISTRAR OF TITLES DEPUTY
16C
40 - 5C
(4) 356292
REGISTERED VOL 1118 PAGE 356292
Rea.

2180513

(reserved for recording data)

STATE DEED TAX DUE HEREON: $ 330.00

Date: May 30, 19 91

FOR VALUABLE CONSIDERATION, Patricia Mae Ellis, Grantor, as Personal Representative of the Estate of Clifford A. Hale Decedent, single ☒, married ☐ at the time of death, hereby conveys to John A. Peltier and Jodi K. Peltier, Husband and Wife, Grantees, as joint tenants, real property in Hennepin County, Minnesota, described as follows:

The Northwesterly 115 feet of
Lot 5, Block 1, Belle Aire Estates, files of the
registrar of titles, Hennepin County, Minnesota

HENNEPIN COUNTY
PROPERTY TAX DEP
MN DEED TAX PAID
06/13/91 10:10AM PAID $330.0

THE SELLER CERTIFIES THAT THE SELLER DOES NOT KNOW OF ANY WELLS ON THE DESCRIBED PROPERTY

(if more space is needed, continue on back)

together with all hereditaments and appurtenances belonging thereto.

STATE OF MINNESOTA
COUNTY OF Hennepin } ss.

Patricia Mae Ellis
Patricia Mae Ellis - Personal Representative
Patricia Mae Ellis

The foregoing instrument was acknowledged before me this 30th day of May, 1991, by Patricia Mae Ellis, as Personal Representative of the Estate of Clifford A. Hale, Decedent.

STEVEN C. SAMBORSKI
NOTARY PUBLIC—MINNESOTA
HENNEPIN COUNTY
My Comm. Expires July 10, 1995

Notary Public

_______________, SPOUSE OF DECEDENT, CONSENTS TO THIS DEED.
Name of Spouse

STATE OF MINNESOTA
COUNTY OF _______ } ss.

Signature of Spouse

The foregoing instrument was acknowledged before me this _______ day of _______, 19___, by _______, spouse of _______, Decedent.

Notarial Stamp or Seal

Notary Public

THIS INSTRUMENT WAS DRAFTED BY:
Samborski Law Office
18300 Minnetonka Blvd., Suite 112
Deephaven, MN 55391

Statements for real estate taxes on the real property described herein should be sent to:
John and Jodi Peltier
65 Harrington Drive
Long Lake, MN 55356

First Bank Systems, Inc.
L# 4738390

STEVEN C. SAMBERG
NOTARY PUBLIC—MINNESOTA
HENNEPIN COUNTY
My Comm. Expires

I hereby certify that this document together with certified copies of probate instruments as listed below is legally sufficient for the purpose of issuance of a new Certificate of Title to GRANTEES for the interest of DECEDENT in lands described ~~therein,~~ included in Certificate of Title No. 356292 upon the surrender of the owner's duplicate of said certificate.

RICHARD W. EDBLOM, Examiner of Titles

By ______ Dated 6/13, 1991

Probate instruments:

① + ② [illegible]