



CITY COUNCIL MEETING

June 16, 2026 at 6:30 PM

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

AGENDA

1. Call to Order

2. Pledge of Allegiance

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

4. Approve Agenda

5. Open Correspondence

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

6. Consent Agenda

A. Approve Minutes of June 2, 2026 City Council Work Session

B. Approve Minutes of June 2, 2026 City Council Meeting

C. Approve Vendor Claims and Payroll

D. Adopt Resolution No. 2026-29 Approving Issuance of a Special Event Permit for Corn Days 2026 on August 8, 2026; Approve Issuance of a Noise Variance Permit for Live Entertainment; Approve Issuance of a 1 to 4 Day Temporary On Sale Liquor License; and Approve an Application for Exempt for Gambling Activities at Corn Days

7. Regular Business

A. Reschedule Tuesday, August 4 City Council Work Session and Regular Meetings Due to 'Night to Unite'
NOTE: 'Night to Unite' takes place annually on the first Tuesday in August. Staff recommends the Council consider a motion to reschedule the Tuesday, August 4, 2026 City Council work session and regular meetings to take place on Monday, August 3 or Wednesday, August 5.

B. Reclassification of the City Clerk Position to City Clerk/Zoning Administrator

8. Other Business

9. Adjourn

UPCOMING MEETINGS & OTHER DATES OF NOTE

Friday, June 19 / City Offices Closed - Juneteenth National Independence Day

Tuesday, July 7 (5:00 or 5:30 pm) / City Council Work Session

Tuesday, July 7 (6:30 pm) / City Council Meeting

Tuesday, July 21 (6:30 pm) / City Council Meeting

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



MINUTES
CITY COUNCIL WORK SESSION
June 2, 2026

CALL TO ORDER

The meeting was called to order at 5:34 pm.

Present: Mayor: Charlie Miner; Council: Jahn Dyvik, Mike Feldmann, Deirdre Kvale (arrived at 5:38 pm), and Todd Newcomer

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

Absent: None

APPROVE AGENDA

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

OPEN CORRESPONDENCE

Bryan Miller, 295 Lakeview Avenue – Mr. Miller highlighted some of the things that had stood out to him within the professional services proposal from WSB for the 2027 Street Improvement Project. He reiterated that he and his neighbors did not want curb and gutter included in the project and that overall the community's message was that the future of Long Lake should be more like Excelsior, not Wayzata. He asked that the City not make the street project contribute to Long Lake looking like a compartmentalized or modernized larger city.

REGULAR BUSINESS

A. Review Professional Services Proposal for 2027 Street Improvement Project

City Administrator Nowezki indicated that she and Public Works Director Diercks had worked with City Engineer Scheu on developing concept plans for the 2027 Street Improvement Project. Goals throughout plan development have been to make sure comments from residents, Public Works, and the Minnehaha Creek Watershed District are being considered; to ensure that the project will be visually aesthetic; and that it will function well. She noted that there is a stormwater treatment issue in the city and all future projects will need to take that into consideration.

James Wisker, Minnehaha Creek Watershed District Administrator, noted that their organization didn't have strong opinions on proposed street project, but their engagement would be focused on the potential link between City transportation and water infrastructure. He indicated that they were working on development of a coordinated plan with Long Lake, Orono, and Medina to delist Long Lake and remove it from the impaired waters list. He hoped to connect with WSB early in the process to make sure they identify the regulatory requirements for the roads and evaluate whether there may be an economy of scale for taking dollars invested in right-of-way to allocate them to regional stormwater

projects. He shared details on some of the feasibility studies they were currently working on that could help address some of the requirements. He added that with the proposed engineering work, there were opportunities to collaborate and find some economies of scale for the water components related to the project.

The Council discussed the efficacy of dredging the stormwater ponds in Nelson Lakeside Park; treatment of drainage from Holbrook Park; other areas and projects that may be considered as part of the feasibility study in progress alluded to by Mr. Wisker; and whether the Minnehaha Creek Watershed District had strong opinions related to the inclusion of curb and gutter in street improvement projects.

Nowezki reported that the reason she had brought WSB's draft professional services proposal for the street project forward for Council discussion was that she wanted to make sure that whatever the City decides is fiscally responsible, is right for staff, and respects the residents. She and Public Works Director Diercks had closely reviewed the proposal and Diercks had a lot of concerns, some of which related to the proposal recommending redoing work that had already been done in the past. She highlighted the example of a 2025 project that was currently needing attention due to various resident concerns, with staff feeling like they're not receiving clear answers from the City's engineers. Both she and Diercks have begun to express some doubts about how things are playing out with engineering services. A few weeks ago, City Clerk Moeller had been approached by someone from Bollig Engineering, which is a firm that specializes in working with small cities. What intrigued her about their firm was that they have an entire department dedicated to grant writing and funding research. She indicated that the City may need to make a decision about whether they remain confident in the services they're receiving from WSB or if it might be time to look for another engineering firm. She provided examples of some issues that have arisen with WSB, such as asking staff to handle things that should have been included in their own scope of work. The City has been extremely happy with the planner that they have been working with at WSB, but Nowezki and Diercks are continuing to have doubts about the services the City's receiving related to engineering. She reflected that this may not be the best time to make this kind of decision, but she wanted to share staff's concerns as she doesn't feel the City is getting the service level they should expect for what they are paying. She'd called some of the references for Bollig Engineering, including the City of Tracy, and they'd communicated that they could not be happier with their services and discussed some of the grants they'd been able to receive with their help. She assured the Council that whatever they decide, staff would work very hard to make sure the street project comes to fruition; but ultimately she was seeking input from the Council on whether they wanted to take a chance on continuing to work with WSB or if they felt it may be the right time to explore other opportunities.

The Council discussed exploring other options; whether Bollig Engineering may have comparable cities closer to the metro area; whether the City owns the files associated with the work WSB has done; if the City could utilize WSB to continue with the sewer lining project but have other firms for other projects, such as the street project; and other engineering firm options that could be considered.

Nowezki stated that even though she was nervous about taking this kind of leap, she felt the best move would be for the City to explore other engineering options.

OTHER BUSINESS

No other business was discussed.

ADJOURN

Hearing no objection, Mayor Miner adjourned the meeting by general consent at 6:26 pm.

Respectfully submitted,

Amanda Nowezki
City Administrator



**MINUTES
CITY COUNCIL MEETING
June 2, 2026**

CALL TO ORDER

The meeting was called to order at 6:33 pm.

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

Staff Present: City Administrator Nowezki; City Clerk Moeller; City Attorney Thames; Public Works Director Diercks

Absent: None

PLEDGE OF ALLEGIANCE

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

Mayor Miner shared that he had been able to participate in recent Memorial Day observances at Union Cemetery and St. George's Cemetery, and thanked everyone involved in making commemorative activities possible.

He also thanked the Park Board for their work on the City's first annual Beach Bonfire Summer Kickoff event held in Nelson Lakeside Park, and recalled that a group of Zvago residents had participated and arrived in matching t-shirts.

APPROVE AGENDA

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

OPEN CORRESPONDENCE

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

CONSENT AGENDA

The Consent Agenda consisted of the following:

- A. Approve Minutes of May 19, 2026 City Council Work Session
- B. Approve Minutes of May 19, 2026 City Council Meeting
- C. Approve Vendor Claims and Payroll
- D. Adopt Resolution No. 2026-25 Approving Issuance of Special Event Permit #S2026-07 for the Temporary Outdoor Patio at Carbone's Pizzeria Long Lake
- E. Adopt Resolution No. 2026-27 Accepting a Donation to the City of Long Lake by the Wayzata Crime Prevention Coalition

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

REGULAR BUSINESS

A. Three Rivers Park District – Presentation & Update by Commissioner Marge Beard

Commissioner Beard gave a presentation updating the Council on the Three Rivers Park District organization; its mission; the variety of parks, trails, and natural resources administered and maintained by the District; the Year of the River celebration in 2026; and highlighting recreation opportunities and activities provided by Three Rivers Park District facilities. She mentioned that the park most frequented by Long Lake residents was the Baker Park Reserve. She also touched on some of the amenities and activities available at other area parks local to Long Lake, including Gale Woods Farm, Lake Minnetonka Regional Park, and Noerenberg Gardens. She concluded that Three Rivers Parks is open to partnerships with cities and counties in the area and encouraged the City's Council and staff members to reach out to her if they had questions or ideas.

B. Consider Approval to Establish an Off-Leash Dog Park at Dexter Park

City Administrator Nowezki explained that residents had been using the ice rink at Holbrook Park as an informal off-lease dog park seasonally. City staff is currently planning to rehabilitate the ice rink area, but in doing so, staff didn't want to leave those residents without somewhere to go. She reviewed the concept to create an off-leash dog park at Dexter Park to include fencing, gate access, and related costs. Staff's analysis was that the overall costs to establish a new off-leash dog park would not exceed \$30,000, and they felt that it would add an amenity to the City's park system. Although the expense was unbudgeted, park dedication funds would be able to be used for developing a new park facility.

City Clerk Moeller clarified that park dedication fees are required to be paid to the City as part of land use development applications and site development agreements for projects, such as for subdivisions creating new buildable lots.

Council and staff discussed parking considerations, the cost for fencing, use of logs and rocks that the City already has to add natural play elements, Park Board support, the benefit of having water available for dogs and humans in the area, seating for people, potential liability concerns, spot checks by the Wayzata Police Department, signage that would post usage rules, curfew times, and the possibility for adding a paved pathway to make this area more easily accessible for pedestrians.

Mayor Miner suggested that it may be advisable to table action on this until the next meeting to allow staff time to research some of the ideas the Council had raised regarding liability and paving a path.

Nowezki responded that she could follow up and obtain more information on possible liabilities and paving. Regardless of what the Council decides to do about creating an off-leash dog park at Dexter Park, staff plans to begin removing some of the makeshift dog park items at Holbrook Park ice rink.

Councilmember Kvale noted that she lived in this area and would like plans to be kept more rustic so there is a lower impact on the neighborhood.

Moeller confirmed that lower impact had been staff's goal, which was also why staff had proposed the use of natural materials that they already had on hand from other developments and projects to add play elements.

It was the consensus of the Council to table action on approving the establishment of an off-leash dog park to allow staff time to check into liability considerations and the addition of a paved path between Dexter Drive and Watertown Road.

OTHER BUSINESS

Meeting Attendance - Councilmember Newcomer commented that he would not be in attendance at the next Council meeting due to an out of state trip.

Meeting with Hennepin County Administrator - Nowezki indicated that she had a wonderful meeting last week with Jodi Wentland, Hennepin County Administrator, and was excited to engage with the County on upcoming projects.

Required Website/Software Updates - Moeller reported that the City would be needing to update its website interface and meetings management software for compliance with upcoming accessibility requirements and implementation deadlines. The changes are anticipated to occur over the next six months.

ADJOURN

Hearing no objection, Mayor Miner adjourned the meeting by general consent at 7:43 pm.

Respectfully submitted,
Jeanette Moeller
City Clerk



CITY OF
LONG LAKE

City Council Agenda Report

City of Long Lake

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

MEETING DATE / June 16, 2026

SUBJECT: Approve Vendor Claims and Payroll

Prepared By: Amanda Nowezki, City Administrator

Report Date: 06/09/2026

Recommended City Council Action

Staff recommends the following:

Motion to approve vendor claims paid in the amount of \$62,201.69 and electronic vendor payments in the amount of \$1,071.35 for a total amount of **\$63,273.04**; June City Council monthly payroll in the amount of **\$1,300.00**; and gross City Employee payroll paid June 11 in the amount of **\$22,081.73**.

Overview / Background

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

Supporting Information

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

LONG LAKE, MN

***Check Summary Register©**

Checks 72077-72103

Name	Check Date	Check Amt	
10100 GENERAL FUND CASH			
72077 Advanced Imaging Solutions	06/09/26	\$206.00	Copier Lease Contract - 05/20/26-06/20/26
72078 BRIDGE TOWER OPCO, LLC	06/09/26	\$277.78	Finance & Commerce-Public Notice; 2026 Sewer Lining Proj
72079 CAPSTONE LLC	06/09/26	\$5,225.00	Fire Service Consulting; May 2026-Meet Mound Chiefs, City M
72080 CARSON, CLELLAND & SCHREDER	06/09/26	\$3,543.00	May Legal Fees-Criminal
72081 CENTERPOINT ENERGY	06/09/26	\$575.09	Gas Charges - (03/20/26-04/20/26) 25 Apple Glen
72082 CITY OF LONG LAKE	06/09/26	\$380.39	May 2026 Utility Bill-450 Virginia
72083 CIVICPLUS LLC	06/09/26	\$1,929.37	Municode-Online Code Hosting 8/1/26-7/31/27
72084 DISPLAY SALES	06/09/26	\$378.00	3x5 US FLAGS (x12)
72085 ECM PUBLISHERS, INC.	06/09/26	\$1,313.50	2026 Ordinance 2026-01; Amend Admin Section Council Salari
72086 EGAN	06/09/26	\$280.00	Replace Street Light Pole - Lake St & Wayzata Blvd, Claim #0
72087 ESRI	06/09/26	\$1,086.00	GSI Mapping Software Annual Subscription (07/08/26-07/07/27
72088 FIRSTNET (AT&T)	06/09/26	\$94.97	PW WIRELESS SERVICES (05/05/26-05/25/26)
72089 GOPHER STATE ONE CALL	06/09/26	\$155.25	May 2026 Locates
72090 HAWKINS INC	06/09/26	\$4,784.31	Water Chemicals - 246 Gal
72091 HENNEPIN CTY INFO. TECH. DEPT	06/09/26	\$89.94	PW Radio Fees-April 2026
72092 MEDIACOM	06/09/26	\$678.39	CH Internet Services - June 2026
72093 Metro West Inspection Svcs Inc	06/09/26	\$1,296.30	May 2026 Permits
72094 METROPOLITAN COUNCIL	06/09/26	\$36,218.83	Waste Water Services - July 2026
72095 MN ASSOC OF SMALL CITIES (MAOS	06/09/26	\$1,072.50	2026-2027 Membership Dues
72096 Minnesota Equipment	06/09/26	\$62.52	PW Oil Filters (x6)
72097 OTTEN BROS. Nursey & Lndscpng	06/09/26	\$481.78	Garden Club Purchases
72098 Premium Waters, Inc.	06/09/26	\$32.21	Bottled Water - June 2026
72099 SHERWIN-WILLIAMS	06/09/26	\$284.02	PW Paint Supplies-Park Picnic Tables (Orono HS Volunteers)
72100 SHRED-IT	06/09/26	\$772.13	CITY HALL DOCUMENT DESTRUCTION
72101 TIMESAVER OFF SITE	06/09/26	\$617.00	05/19/26 City Council Work Session Meeting Minutes - 1 hr
72102 WRIGHT-HENNEPIN SECURITY	06/09/26	\$125.80	June 2026 Security - 450 Virginia Ave
72103 XCEL ENERGY	06/09/26	\$241.61	Steet Lights - 1070 W Wayzata Blvd

Total Checks	\$62,201.69
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10100 GENERAL FUND CASH

101 GENERAL FUND	\$13,168.70
205 FIRE DEPARTMENT	\$5,225.00
601 WATER FUND	\$6,506.61
602 SANITARY SEWER FUND	\$36,939.38
603 SURFACE WATER MGMT FUND	\$362.00
	\$62,201.69

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Checks 72077-72103

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
10100 GENERAL FUND CASH					
72077	06/09/26	Advanced Imaging Solutions			
E 101-41500-4135		Copier Maintenance	\$206.00	583092333	Copier Lease Contract - 05/20/26-06/20/26
		Total	\$206.00		
72078	06/09/26	BRIDGE TOWER OPCO, LLC			
E 602-49450-3510		Legal Notices Publishing	\$277.78	745876353	Finance & Commerce-Public Notice; 2026 Sewer Lining Proj
		Total	\$277.78		
72079	06/09/26	CAPSTONE LLC			
E 205-42280-3000		Professional Services	\$5,225.00	1255	Fire Service Consulting; May 2026-Meet Mound Chiefs, City Managers, Shoreline Chiefs, and Explore Grant Opportunities
		Total	\$5,225.00		
72080	06/09/26	CARSON, CLELLAND & SCHREDER			
E 101-41610-3040		Legal Fees - Criminal	\$1,200.00	9813	May Legal Fees-Criminal
E 101-41610-3120		Legal Fees - Civil	\$1,822.50	9813	May Legal Fees; Review WSB MSA, Administrator 6-mth Review, Council Ordinance Update, Attend Work Session, Etc
E 101-41610-3120		Legal Fees - Civil	\$90.00	9813	May Legal Fees-1 Premier; Permit Review and Corr w/Planner
E 101-41610-3120		Legal Fees - Civil	\$243.00	9813	May Legal Fees- Landing at Long Lake; Review Development Agreement, Site Agreements, Corr w/Staff
E 101-41610-3120		Legal Fees - Civil	\$187.50	9813	May Legal Fees-Master Spa; Site Plan, Review Code, Non-Conforming Use Issue
		Total	\$3,543.00		
72081	06/09/26	CENTERPOINT ENERGY			
E 602-49450-3830		Natural Gas Expense	\$26.23	106679608-0	Gas Charges - (03/20/26-04/20/26) 25 Apple Glen
E 101-41940-3830		Natural Gas Expense	\$108.93	80000790651	Gas Charges - (04/21/26-05/19/26) 450 Virginia
E 101-41942-3830		Natural Gas Expense	\$321.57	80000790651	Gas Charges - (04/21/26-05/19/26) 2145 Daniels
E 602-49450-3830		Natural Gas Expense	\$54.54	80000790651	Gas Charges - (04/21/26-05/19/26) Swr
E 101-45200-3830		Natural Gas Expense	\$63.82	80000790651	Gas Charges - (04/21/26-05/19/26) Parks
		Total	\$575.09		
72082	06/09/26	CITY OF LONG LAKE			
E 101-41940-3820		City Utilities (Wtr,Swr,Stor	\$76.55	060226	May 2026 Utility Bill-450 Virginia
E 101-41942-3820		City Utilities (Wtr,Swr,Stor	\$179.32	060226	May 2026 Utility Bill-2145 Daniels
E 601-49400-3820		City Utilities (Wtr,Swr,Stor	\$56.82	060226	May 2026 Utility Bill-1964 Orchard Lane
E 101-45200-3820		City Utilities (Wtr,Swr,Stor	\$67.70	060226	May 2026 Utility Bill-350 Harrington
		Total	\$380.39		
72083	06/09/26	CIVICPLUS LLC			
E 101-41500-3550		Codification	\$1,929.37	375432	Municode-Online Code Hosting 8/1/26-7/31/27
		Total	\$1,929.37		
72084	06/09/26	DISPLAY SALES			
E 101-43100-2250		Landscaping/Décor	\$378.00	INV11295	3x5 US FLAGS (x12)
		Total	\$378.00		

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***Check Detail Register©**

Checks 72077-72103

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
72085	06/09/26	ECM PUBLISHERS, INC.			
E 101-41500-3530		Ordinance Publication	\$94.50	1101244	2026 Ordinance 2026-01; Amend Admin Section Council Salaries
E 101-41500-3530		Ordinance Publication	\$99.00	1101245	2026 Ordinance 2026-02; Amend Commercial Kennels
E 601-49400-3510		Legal Notices Publishing	\$722.00	1101246	Pg1 2025 Drinking Water Report
E 601-49400-3510		Legal Notices Publishing	\$398.00	1101247	Pg2 2025 Drinking Water Report
		Total	\$1,313.50		
72086	06/09/26	EGAN			
E 101-43100-4045		Insurance Claim Expense	\$13,780.00	JC367737N0	Replace Street Light Pole - Lake St & Wayzata Blvd, Claim #061060197
E 101-43100-4045		Insurance Claim Expense	(\$12,771.00)	JC367737N0	Insurance Payment Directly to Vendor
E 101-43100-4045		Insurance Claim Expense	(\$729.00)	JC367737N0	Insurance Payment Directly to Vendor
		Total	\$280.00		
72087	06/09/26	ESRI			
E 601-49400-3090		Software Support	\$362.00	26346317	GSI Mapping Software Annual Subscription (07/08/26-07/07/27) (1/3)
E 602-49450-3090		Software Support	\$362.00	26346317	GSI Mapping Software Annual Subscription (07/08/26-07/07/27) (1/3)
E 603-43150-3090		Software Support	\$362.00	26346317	GSI Mapping Software Annual Subscription (07/08/26-07/07/27)
		Total	\$1,086.00		
72088	06/09/26	FIRSTNET (AT&T)			
E 101-43050-3230		Cell Phones	\$66.74	X06032026	PW WIRELESS SERVICES (05/05/26-05/25/26)
E 601-49400-3090		Software Support	\$28.23	X06032026	WTR WIRELESS SERVICES (05/05/26-05/25/26)
		Total	\$94.97		
72089	06/09/26	GOPHER STATE ONE CALL			
E 601-49400-3855		Gopher One Locates Expe	\$155.25	6050559	May 2026 Locates
		Total	\$155.25		
72090	06/09/26	HAWKINS INC			
E 601-49400-2160		Chemicals and Chem Pro	\$4,784.31	7446015	Water Chemicals - 246 Gal
		Total	\$4,784.31		
72091	06/09/26	HENNEPIN CTY INFO. TECH. DEPT			
E 101-41942-3235		Radios (Cty 800mhz)	\$89.94	1000267454	PW Radio Fees-April 2026
		Total	\$89.94		
72092	06/09/26	MEDIACOM			
E 101-41940-3275		Internet	\$442.42	051626	CH Internet Services - June 2026
E 101-41942-3275		Internet	\$235.97	051626	PW Internet Services - June 2026
		Total	\$678.39		
72093	06/09/26	Metro West Inspection Svcs Inc			
E 101-42400-3035		Bldg Inspection - Subcontr	\$1,296.30	5058	May 2026 Permits
		Total	\$1,296.30		
72094	06/09/26	METROPOLITAN COUNCIL			
E 602-49450-3100		MCES Sewer Treatment	\$36,218.83	0001208372	Waste Water Services - July 2026

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*Check Detail Register©

Checks 72077-72103

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
Total			\$36,218.83		
72095	06/09/26	MN ASSOC OF SMALL CITIES (MAOSC)			
E 101-41500-4330		Dues and Subscriptions	\$1,072.50	2026-2027	2026-2027 Membership Dues
Total			\$1,072.50		
72096	06/09/26	Minnesota Equipment			
E 101-43000-2150		Shop Supplies	\$62.52	P78876	PW Oil Filters (x6)
Total			\$62.52		
72097	06/09/26	OTTEN BROS GARDEN CENTER			
E 101-45200-2250		Landscaping/Décor	\$481.78	5205-2026	Garden Club Purchases
Total			\$481.78		
72098	06/09/26	Premium Waters, Inc.			
E 101-41500-4145		Bottled Water Service	\$32.21	614689-05-2	Bottled Water - June 2026
Total			\$32.21		
72099	06/09/26	SHERWIN-WILLIAMS			
E 101-45200-4015		Grounds Maintenance	\$126.31	28119148170	PW Paint Supplies-Park Picnic Tables (Orono HS Volunteers)
E 101-45200-4015		Grounds Maintenance	\$157.71	94934147730	PW Paint Supplies-Park Picnic Tables (Orono HS Volunteers)
Total			\$284.02		
72100	06/09/26	SHRED-IT			
E 101-41500-3000		Professional Services	\$772.13	1001044304	CITY HALL DOCUMENT DESTRUCTION
Total			\$772.13		
72101	06/09/26	TIMESAVER OFF SITE			
E 101-41910-3000		Professional Services	\$178.00	32418	05/12/26 Planning Commission Meeting Minutes - 1 hr
E 101-41500-3000		Professional Services	\$261.00	32427	05/19/26 City Council Meeting Minutes - 2 hr
E 101-41500-3000		Professional Services	\$178.00	32428	05/19/26 City Council Work Session Meeting Minutes - 1 hr
Total			\$617.00		
72102	06/09/26	WRIGHT-HENNEPIN SECURITY			
E 101-41940-3000		Professional Services	\$62.90	15016899239	June 2026 Security - 450 Virginia Ave
E 101-41942-3000		Professional Services	\$62.90	15016899239	June 2026 Security - 2145 Daniels St
Total			\$125.80		
72103	06/09/26	XCEL ENERGY			
E 101-43100-3815		Street Lighting Maint/Elect	\$27.92	979156217	Steet Lights - 1070 W Wayzata Blvd
E 101-43100-3815		Street Lighting Maint/Elect	\$52.53	979567833	Steet Lights - 2129 W Wayzata Blvd
E 101-43100-3815		Street Lighting Maint/Elect	\$161.16	979567833	Steet Lights - 1758 W Wayzata Blvd
Total			\$241.61		
10100			\$62,201.69		

LONG LAKE, MN

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***Check Detail Register©**

Checks 72077-72103

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
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Fund Summary**10100 GENERAL FUND CASH**

101 GENERAL FUND	\$13,168.70
205 FIRE DEPARTMENT	\$5,225.00
601 WATER FUND	\$6,506.61
602 SANITARY SEWER FUND	\$36,939.38
603 SURFACE WATER MGMT FUND	\$362.00
	\$62,201.69

LONG LAKE, MN

***Check Summary Register©**

Checks 3437-3438,3443

Name		Check Date	Check Amt	
10100 GENERAL FUND CASH				
3437e	MN DEPT OF REVENUE	06/01/26	\$569.00	May 2026 Sales Tax
3438e	CUSTOMER PAYMENT	06/03/26	\$152.40	Refund utility overpayment, Act 01-00000774-01-8
3443e	PSN UTILITY ONLINE BILLING	06/08/26	\$349.95	BILL PAY FEE - May 2026
Total Checks			\$1,071.35	
<u>10100 GENERAL FUND CASH</u>				
601 WATER FUND			\$896.37	
602 SANITARY SEWER FUND			\$174.98	
			\$1,071.35	

LONG LAKE, MN

06/09/26 4:26 PM

Page 1

***Check Detail Register©**

Checks 3437-3438,3443

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
10100 GENERAL FUND CASH					
3437 e	06/01/26	MN DEPT OF REVENUE			
G 601-20801		Sales Tax Payable	\$569.00		May 2026 Sales Tax
		Total	\$569.00		
3438 e	06/03/26	CUSTOMER PAYMENT			
E 601-49400-4320		Utility Overpmts/Uncollect	\$152.40	774-01-8	Refund utility overpayment, Act 01-00000774-01-8
		Total	\$152.40		
3443 e	06/08/26	PSN UTILITY ONLINE BILLING			
E 601-49400-3090		Software Support	\$174.97	326294	BILL PAY FEE - May 2026
E 602-49450-3090		Software Support	\$174.98	326294	BILL PAY FEE - May 2026
		Total	\$349.95		
		10100	\$1,071.35		

Fund Summary

10100 GENERAL FUND CASH

601 WATER FUND	\$896.37
602 SANITARY SEWER FUND	\$174.98
	\$1,071.35



LONG LAKE, MN

06/01/2026 Section 6C.

Page 1

Payroll Summary

Pay Group: 06 City Council

Check Date: 6/4/2026 per. 6

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

941 Deposit

Federal Tax	None
Medicare	\$37.74
Social Security	\$161.20
Advanced EIC	None
Total Deposit	\$198.94

Pay Summary

Gross	1,300.00
Federal Gross	1,300.00
State Gross	1,300.00
FICA Gross	1,300.00

Tax Summary

Federal Tax		
State Tax		
Local Tax		
FICA Ded/Ben	80.60	80.60
Medicare Ded/Ben	18.87	18.87

Others

Retirement	
Tax-Sheltered	
Voluntary	5.72
Tips	0.00
Reimbursement	0.00
Net	1,194.81



LONG LAKE, MN

06/08/26 Section 6C.

Page 1

Payroll Summary

Pay Group: 01 Bi-Weekly
Check Date: 6/11/2026 per. 12

Employee	Gross Wage	Federal Gross	State Gross	Federal Tax	State Tax	Local Tax	Social Security	Medi-care	Retire	Tax Sheltered	Non-Tax Sheltered	Tips	Reimb.	Net
000000309 BJORKLUND, JULIE	1,901.60	1,778.00	1,778.00	129.51	90.03		117.90	27.57	123.60		8.37			1,404.62
000000287 DECKER JR, MICHAEL	2,151.82	2,013.25	2,013.25	182.74	106.03		133.41	31.20	138.57		9.92			1,549.95
000000243 DIERCKS, SEAN	4,188.04	3,915.82	3,915.82	594.63	235.41		259.66	60.73	272.22		18.43			2,746.96
000000306 KIEPER, JASON	3,310.27	3,124.38	3,124.38	266.77	146.85		205.24	48.00	185.89		14.57			2,442.95
000000091 MOELLER, JEANETTE	3,391.22	2,972.84	2,972.84	228.74	122.69		197.98	46.30	220.43	197.95	14.92			2,362.21
000000252 NOWEZKI, AMANDA	4,570.31	4,080.68	4,080.68	762.71	268.42		282.38	66.04	523.91	15.72	51.13			2,600.00
000000308 WIKMAN, JEFFREY	2,568.47	2,402.82	2,402.82	261.77	132.52		159.24	37.24	165.65		11.30			1,800.75

941 Deposit

Federal Tax	\$2,426.87
Medicare	\$634.16
Social Security	\$2,711.62
Advanced EIC	None
Total Deposit	\$5,772.65

Pay Summary

Gross	22,081.73
Federal Gross	20,287.79
State Gross	20,287.79
FICA Gross	21,868.06

Tax Summary

Federal Tax	2,426.87	
State Tax	1,101.95	
Local Tax		
FICA Ded/Ben	1,355.81	1,355.81
Medicare Ded/Ben	317.08	317.08

Others

Retirement	1,630.27
Tax-Sheltered	213.67
Voluntary	128.64
Tips	0.00
Reimbursement	0.00
Net	14,907.44



CITY OF
LONG LAKE

City Council Agenda Report

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

MEETING DATE / June 16, 2026

SUBJECT: Special Event Permit Request for Corn Days 2026

Prepared By: Jeanette Moeller, City Clerk

Report Date: 6/12/2026

Recommended City Council Action

Staff recommends the following:

Motion to adopt Resolution No. 2026-29 approving issuance of Special Event Permit #S2026-08 for the Corn Days 2026 one-day festival to be held August 8, 2026; to approve the issuance of a Noise Variance Permit authorizing sound amplification for musical entertainment on August 7 and 8; to approve issuance of a 1 to 4 Day Temporary On Sale Liquor License for the Church of St. George to allow the sale of alcoholic beverages for events on August 7 and 8; and to approve an Application for Exempt Permit for the Church of St. George to conduct gambling activities including bingo and raffles during the 2026 Corn Days event.

Overview / Background

The Church of St. George has made applications requesting to hold their annual Corn Days summer festival located at their property at 133 Brown Road N to be held on Saturday, August 8, 2026. The festival will offer a wide variety of family-friendly activities including children's games, inflatable(s), a petting zoo, a caricaturist, a hair artist, a wine pull in the secure beer tent, and merchandise vendors; live musical entertainment; food and beverages; as well as bingo and raffle/silent auction entries.

Please note that the Application for 1 to 4 Day Temporary On Sale Liquor License for liquor service and Noise Variance Permit for live entertainment both encompass a two-day period of Friday, August 7 and Saturday, August 8. Although the Corn Days one-day festival will be held on Saturday, August 8, the Church will also be offering liquor service and musical entertainment for non-public Church events (the Corn Days setup day) to be held on Friday, August 7.

Staff recommends approval of a Special Event Permit for the Corn Days 2026 summer festival with conditions as specified in the attached permit; approval of a Noise Variance Permit to allow the use of sound amplification equipment for musical entertainment; approval of a temporary liquor license; and approval of a permit to conduct gambling activities including bingo and raffle games.

Supporting Information

- Resolution No. 2026-29
- Special Event Permit for Corn Days 2026
- Event narrative, schedule of events, and site maps for Corn Days 2026
- Noise Variance Permit for use of sound amplification equipment during event setup and the festival date
- Application for 1 to 4 Day Temporary On Sale Liquor License form
- Application for Exempt Permit form



**City Council
Resolution No. 2026-29**

**A RESOLUTION APPROVING THE ISSUANCE OF SPECIAL EVENT PERMIT #S2026-08 FOR
CORN DAYS 2026 TO BE HELD AUGUST 8, 2026**

WHEREAS, the City has received a Special Event Permit application from the Church of St. George to hold their annual Corn Days summer festival on August 8, 2026 on their property located at 133 Brown Road N; and

WHEREAS, this one-day event will offer a variety of activities and games for children and families, live musical entertainment, food and beverages, and bingo and raffle(s); and

WHEREAS, City staff, the Shoreline Fire Department, 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; 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 #S2026-08 for the Corn Days 2026 summer festival to be held August 8, 2026 contingent on receipt of documentation, agency approvals, and satisfaction of all applicable conditions outlined by the Special Event Permit.

Adopted by the City Council of the City of Long Lake this 16th day of June 2026.

BY:

Charlie Miner, Mayor

ATTEST:

Jeanette Moeller, City Clerk



Special Event Permit

CITY OF LONG LAKE

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

Date Issued _____

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

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

FOR OFFICE USE ONLY

Amount Due: \$ Section 6D.
Date Paid: 6/10/20
☒ Check # 6627
☐ 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 CORN DAYS 2020

Describe Location or Area of City Where Event Will Take Place South side of church property on the
corner of Brown Rd / Watertown Rd

of Participants Expected to Attend Event 1500

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
<u>Saturday</u>	<u>August 8th</u>	<u>10:30 AM</u>	<u>9:00 PM</u>

Event Type (CHECK ALL THAT APPLY)

☐ Parade ☒ Festival ☐ Run/Walk ☐ Sporting Event ☐ Block Party ☐ Private Party
☐ Other, Describe _____

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 petting zoo / inflatables

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? _____

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

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

Site Map and Detailed Description of Event Required

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

Insurance Carrier for Event

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

Name of Insurance Carrier CATHOLIC MUTUAL Policy Number 8589

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

Full Name Andy Pfeifer Daytime Phone 612.819.0244

Alternate Phone _____ Email Address Corndayslonglake@gmail.com

Street Address 133 N. Brown Rd

City / State / Zip Long Lake, MN 55356

Organization Information

Organization Name CHURCH OF ST. George

Mailing Address 133 N. Brown Rd

City / State / Zip Long Lake MN 55356

Phone 952.473.1247 Email Address info@stgeorge.longlake.org

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 5-25-26

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

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

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

Review by Department Head or Designee

☒ Public Works	Staff Initials <u>SD/gm</u>	Date <u>6/9/2026</u>
☒ Fire Department	Staff Initials <u>MH/gm</u>	Date <u>6/12/2026</u>
☒ Police Department	Staff Initials <u>JB/gm</u>	Date <u>6/12/2026</u>

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

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

Conditions of Permit Approval

☒ Permit Conditions Detailed in Attached Letter Dated 6/12/2026

☐ Permit Conditions Listed Below:



June 12, 2026

Andy Pfeifer, Corn Days Coordinator
 Church of St George
 133 Brown Road N
 Long Lake, MN 55356

RE: SPECIAL EVENT PERMIT CONDITIONS, PERMIT #S2026-08
 Corn Days 2026 / Saturday, August 8, 2026 (10:30 am – 9:00 pm)

Dear Event Organizer:

Your application for a Special Event Permit for Corn Days 2026 is hereby approved, subject to the conditions listed below. The Wayzata Police Department and its officers, acting on behalf of the City of Long Lake, are empowered to revoke this Special Event Permit at any time for any safety concerns that are not immediately resolved by the permit holder or a representative of the permit holder. This revocation shall cause the immediate cancellation of the event originally authorized by this Permit.

- [] The Shoreline Fire Department and Wayzata Police Department, acting on behalf of the City of Long Lake, may impose additional conditions to this Permit by email correspondence of the Fire or Police Chief, or either Chief's designee, as needed.
- [] An event organizer is required to contact Wayzata Police Chief Jamie Baker at 952-404-5340 to discuss event preparation, to arrange for Police assistance as may be needed during the event, and to work with Corn Days volunteer staff.
- [] A 1 Day to 4 Day Temporary On Sale Liquor License must be obtained from the City to permit alcohol sales and service during the Corn Days 2026 one-day festival on Saturday, August 8, and during the Church of St. George non-public events on Friday, August 7.
- [] For the Corn Days festival on Saturday, August 8, controlled access to alcoholic beverage sales area must be provided. The alcohol sales area must be clearly fenced off with limited points of entry provided, preferably no more than two. ID's must be checked for anyone who appears 35 years of age or younger. Wristbands are required for alcoholic beverage service. Alcoholic beverages may not leave Church of St George property at any time. The wine pull included in the event schedule must be held in the controlled alcoholic beverage sales area.
- [] Any persons working alcohol sales for Corn Days 2026 may not be under the influence of or consume alcoholic beverages while staffing their location.

- [] If the Gear West Corn Days run event(s) propose to use Long Lake streets, Gear West is required to apply for and obtain a Special Event Permit from the City of Long Lake at least 30 days prior to the Corn Days event date.
- [] The Long Lake Area Chamber of Commerce is required to apply for and obtain a Special Event Permit from the City of Long Lake at least 30 days prior to the Corn Days Parade event date.
- [] An Application for Exempt Permit is required in order for the Church of St. George to conduct gambling activities including bingo and raffles during Corn Days 2026.
- [] Any outside food vendors are required to be current on all applicable Hennepin County Environmental Health and/or Minnesota Department of Health food business licensing, and outside food vendors may not conduct alcoholic beverage sales during the event.
- [] A Noise Variance Permit must be obtained from the City to allow the use of sound amplification for live entertainment during the Corn Days 2026 one-day festival on August 8, and during the Church of St. George non-public events on Friday, August 7. Live entertainment must end consistent with the expiration time(s) listed in the approved Noise Variance Permit.
- [] Portable restrooms and handwashing stations must be available on site in addition to existing Church facilities in order to accommodate the anticipated attendance.
- [] Written permission or email correspondence from property or business owner(s) for any off-site parking locations to be utilized for Corn Days 2025 must be submitted to the City Clerk *by no later than Thursday, August 6.*
- [] A Certificate of General Liability Insurance must be submitted to the City Clerk *by no later than Thursday, August 6.*

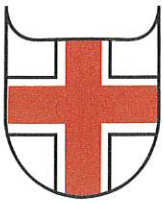
Please be advised that by acceptance of Special Event Permit #S2026-08, the permit holder, on behalf of any and all organizations and private persons, grants authority to operate under the Special Event Permit, and agrees to indemnify and hold harmless the City of Long Lake from all claims arising from said event. The permit holder, all organizations and private persons exercising authority under this Permit, do waive and release all claims against the City of Long Lake, its officers or employees for any damage to person or property arising from the exercise of privileges granted by this Permit and agrees to hold harmless the City of Long Lake, its employees and officers from any such claim.

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

Sincerely,



Jeanette Moeller
City Clerk



THE CHURCH OF ST. GEORGE

Section 6D.

133 NORTH BROWN ROAD • LONG LAKE, MINNESOTA 55356 • (952) 473-1247



May 20, 2026

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

Dear Jeanette,

I am submitting St. George's applications for Corn Days 2026 for consideration by the city. I very much appreciate your assistance in helping me through this process and getting our event on the city council meeting agenda at the soonest possible meeting.

This year Corn Days will be a one-day community celebration that will be held on Saturday, August 8, 2026, from 10:30am - 9:00pm. The event will take place on St. George parish grounds, and the grounds will officially open at 11am with a "soft opening" at 10:30am. We will serve food and beverages on **Saturday from 10:30am - 9:00pm** with live music from **11:45pm-9:00pm**. In addition to the live music, we will also have kids' inflatables and games, a petting zoo, a caricaturist & hair artist, bingo, silent auction, a wine pull, a pancake breakfast on Saturday, and a Fiesta Dinner in the community Center.

St. George will have approximately 2 food booths, a pop and water booth, and a beer tent. We are inviting 5 outside food vendors this year, as well as merchandise vendors.

St. George has on-site parking for 200 vehicles with street parking plus the availability of additional parking at Rettinger's Funeral Home if needed, though we have not previously needed this additional parking.

We will contract with Biffs, Inc. for bathrooms and hand-washing facilities and Republic for garbage containers and will coordinate site clean-up internally. Please note the second map which shows the bathrooms and handwashing stations.

We will have a beer tent supplied by the Dabbler Depot run by St. George parish members that requires a temporary on-sale liquor license.

The Long Lake Chamber of Commerce which runs the Corn Days Parade and Gear West which facilitates the Corn Days 5K independently but in conjunction with Corn Days will be submitting separate applications for those particular events.

In addition to the festival on Saturday, August 8th, we will have a **much smaller parish volunteer event on the evening of Friday, August 7th** for set up and corn husking during

which alcohol will be served and live music will be played. This event will take place between 5pm-9pm.

The Event Coordinator is:

Andy Pfeifer, cell: 612-819-0244, corndayslonglake@gmail.com
Corn Days Coordinator, Church of St. George

Thank you for your assistance in making Corn Days 2026 a success. Let me know if you need any further information.

Many thanks and God Bless,

Andy Pfeifer
Church of St. George
612-819-0244

Enclosures:

- 1) Special Event Permit Application (including site maps)
- 2) Noise Variance Permit
- 3) 2 MN Applications:
 - a. MN Department of Public Safety Application for 1 - 4 day temporary on-sale liquor license (requires city sign-off)
 - b. Minnesota Lawful Gambling Permit (requires city sign-off)
- 4) \$125 check for permits (\$100 for special events and \$25 for temporary liquor license)
- 5) Corn Days Flyer with detailed event narrative



Section 6D.

The Church of St. George

56th Annual Corn Days

Saturday August 8th, 2026

Located South of Hwy 112 on the corner of Brown Rd & Watertown Rd in Long Lake

For more information call 952-473-1247 or visit CORNDAYS.COM



27

SATURDAY AUGUST 8th

8:30AM-10:30 AM

Knights of Columbus Breakfast

11:00AM-9:00 PM

Grounds Open – Food Booths, Beer Tent and Merch Vendors

11:00 AM

Long Lake Chamber of Commerce **Parade**

11:45 AM-7:00 PM

Kids Activities \$20 wristband for all inflatables, glitter hair, petting zoo and more!

11:45 AM

Wine Pull in the Beer Tent (Open until sells out)

12:00-1:30 PM

LIVE MUSIC: Mike Bustin & Tommy Reycraft

12:30-3:00 PM

Bingo in the Community Center

2:00-3:30 PM

LIVE MUSIC: Welcome Drive

4:00-5:00 PM

Mass

5:00 PM

Fiesta Dinner in the Community Center

5:00-6:30 PM

LIVE MUSIC: Stampede

7:00-9:00 PM

LIVE MUSIC: Jeff Dayton & The Cool Crew

9:00 PM

Grounds Close

SUNDAY AUGUST 9th in the Community Center

10:00-11:00 AM

Breakfast to Benefit Red Lake Mission

10:45 AM

Raffle Drawing

11:00 AM

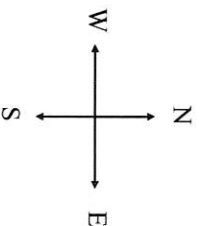
Silent Auction bidding ends

Corn Days Parade:

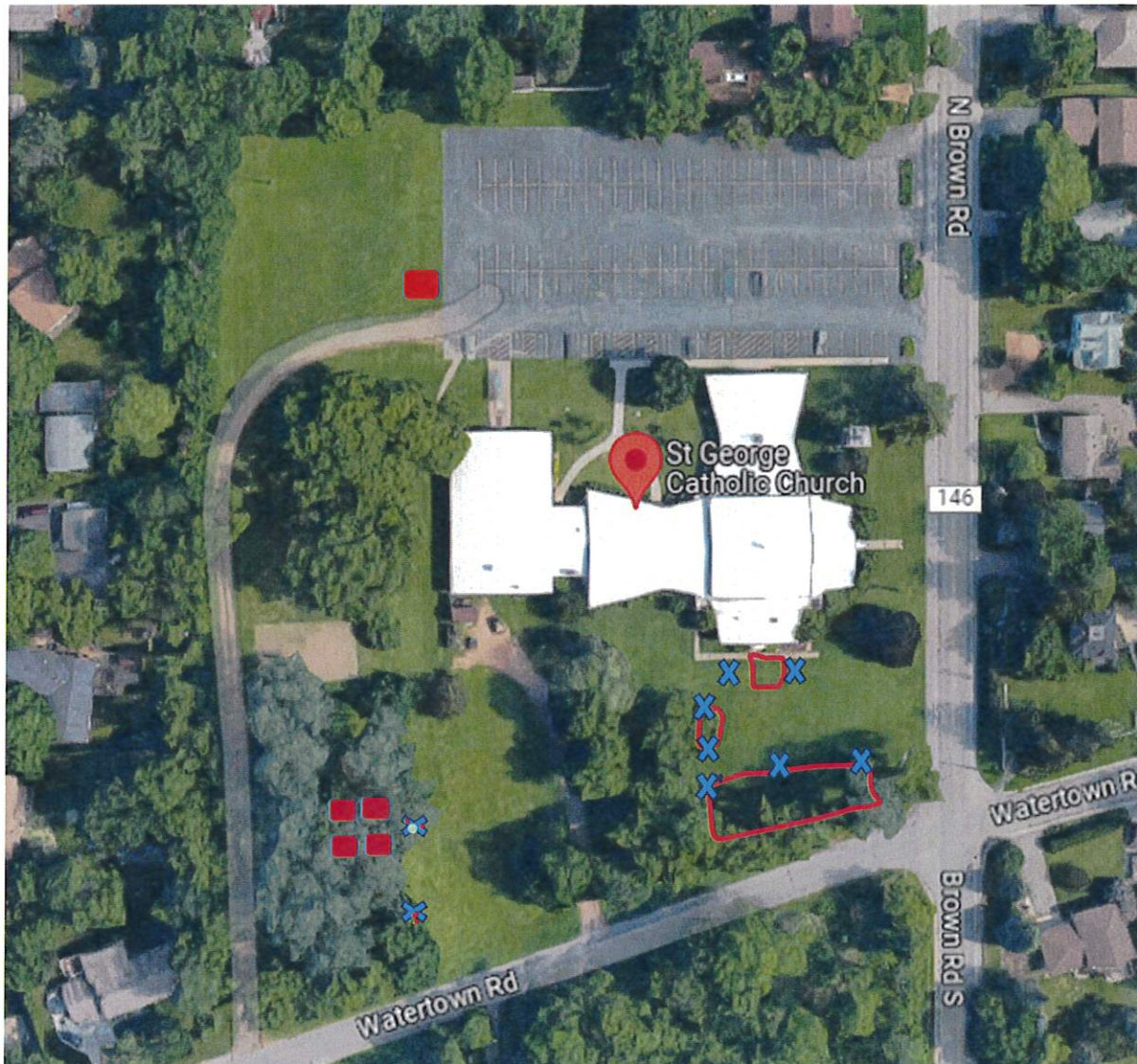
For information on registering for the Long Lake Chamber of Commerce Corn Days Parade contact Marty @612-237-3843 or Martyexplore@msn.com

St George Silent Auction:

Online bidding: August 2nd – August 9th
Check out corndays.com, [Facebook](https://www.facebook.com/stgeorgechurchill) or [Instagram@stgeorgechurchill](https://www.instagram.com/stgeorgechurchill) for details!



CV = Craft Vendor
FV = Food Vendor
 Note: More slots can be added for both CV and FV as space allows.



BIFF'S SINKS AND TOILETS

ADA Portable Toilet: By the intersection of the southwest corner of the church parking lot and the dirt road.

Portable Toilet Cluster & Sink: There is an area between the trees on the west part of the property. The sink is at the entrance with the four toilet units arranged with two on one side and two on the other, facing each other with a wide aisle in between.

Zoo Sink: There is an enclosure of trees used for the petting zoo area. The sink will be by the entrance of this area.

Beer Tent Sinks: There are three sinks outside the beer tent, one along the front west edge, one in approximately the front middle and one on the front east end.

Brat Booth Sinks: There are sinks on either side of the brat booth tent.

The Corn Booth: There are sinks on either side of the corn booth tent.



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 ANDY PFEIFER
 Phone 612.819.0244 Email Address corndayslonglake@gmail.com
 Organization Name Church of St. George
 Mailing Address 133 N. Brown Road
 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:

A volunteer event on Friday, August 7th and Corn Days, August 8th will be using sound amplification for live music for the dates and times below

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

Day of Week	Date	Start Time	End Time
FRIDAY	AUGUST 7	5 PM	9 PM
SATURDAY	AUGUST 8	10 AM	9:30 PM

Applicant Signature

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

X Signature of Applicant [Signature] Date 8-25-26

*** 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 _____



Minnesota Department of Public Safety
Alcohol and Gambling Enforcement Division
445 Minnesota Street, Suite 1600, St. Paul, MN 55101
651-201-7507 TTY 651-282-6555

Section 6D.

**APPLICATION AND PERMIT FOR A 1 DAY
TO 4 DAY TEMPORARY ON-SALE LIQUOR LICENSE**

Name of organization Church of St. George		Date of organization Jna 1, 1916	Tax exempt number 41-0797341
Organization Address (No PO Boxes) 133 N. Brown Road	City Long Lake	State MN	Zip Code 55356
Name of person making application Andrew Pfeifer		Business phone 952-473-1247	Home phone 612-819-0244
Date(s) of event August 7-8, 2026	Type of organization ☐ Microdistillery ☐ Small Brewer ☐ Club ☐ Charitable ☒ Religious ☐ Other non-profit		
Organization officer's name Fr Shane Stoppel-Wasinger	City Long Lake	State MN	Zip Code 55356
Organization officer's name Dr. William Kottemann	City Long	State MN	Zip Code 55356
Organization officer's name Daren Grothaus	City Orono	State MN	Zip Code 55356

Location where permit will be used. If an outdoor area, describe.

Friday August 7th - south lawn of church - parish volunteer gathering / Saturday August 8th - the beer tent is located on the south side of Watertown Rd. There is a limited access entrance. Alcohol is also served in the Fireside Room in the building as part of the Fiesta Dinner

If the applicant will contract for intoxicating liquor service give the name and address of the liquor license providing the service.

Dabbler Depot - 1545 7th Street - West St. Paul, MN 55102

If the applicant will carry liquor liability insurance please provide the carrier's name and amount of coverage.

Catholic Mutual - \$500,000

APPROVAL

APPLICATION MUST BE APPROVED BY CITY OR COUNTY BEFORE SUBMITTING TO ALCOHOL AND GAMBLING ENFORCEMENT

CITY OF LONG LAKE
City or County approving the license
\$25.00
Fee Amount
Event in conjunction with a community festival ☒ Yes ☐ No
1,845
Current population of city

Jeanette Moeller, City Clerk
Please Print Name of City Clerk or County Official

8/7 and 8/8/2026
Date Approved
Permit Date
jmoceller@longlakemn.gov
City or County E-mail Address

J Moeller
Signature City Clerk or County Official

CLERKS NOTICE: Submit this form to Alcohol and Gambling Enforcement Division 30 days prior to event

No Temp Applications faxed or mailed. Only emailed.

ONE SUBMISSION PER EMAIL, APPLICATION ONLY.

**PLEASE PROVIDE A VALID E-MAIL ADDRESS FOR THE CITY/COUNTY AS ALL TEMPORARY
PERMIT APPROVALS WILL BE SENT BACK VIA EMAIL. E-MAIL THE APPLICATION SIGNED BY
CITY/COUNTY TO AGE.TEMPORARYAPPLICATION@STATE.MN.US**

LG220 Application for Exempt Permit

An exempt permit may be issued to a nonprofit organization that:

- conducts lawful gambling on five or fewer days, and
- awards less than \$50,000 in prizes during a calendar year.

If total raffle prize value for the calendar year will be \$1,500 or less, contact the Licensing Specialist assigned to your county by calling 651-539-1900.

Application Fee (non-refundable)

Applications are processed in the order received. If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**.

Due to the high volume of exempt applications, payment of additional fees prior to 30 days before your event will not expedite service, nor are telephone requests for expedited service accepted.

ORGANIZATION INFORMATION

Organization Name: Church of St George

Previous Gambling Permit Number: X-27024-26-028

Minnesota Tax ID Number, if any: 9115209

Federal Employer ID Number (FEIN), if any: 41-0797341

Mailing Address: _____

City: Long Lake State: MN Zip: 55356 County: Hennepin

Name of Chief Executive Officer (CEO): Fr Shane Stoppel-Wasinger

CEO Daytime Phone: 952.473.1247 x111 CEO Email: frshane@stgeorge.org

(permit will be emailed to this email address unless otherwise indicated below)

Email permit to (if other than the CEO): info@stgeorge.org cc@stgeorge.org

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

☐ Fraternal ☒ Religious ☐ Veterans ☐ Other Nonprofit Organization

Attach a copy of one of the following showing proof of nonprofit status:

(DO NOT attach a sales tax exempt status or federal employer ID number, as they are not proof of nonprofit status.)

☒ **A current calendar year Certificate of Good Standing**

Don't have a copy? Obtain this certificate from:

MN Secretary of State, Business Services Division
60 Empire Drive, Suite 100
St. Paul, MN 55103

Secretary of State website, phone numbers:

www.sos.state.mn.us

651-296-2803, or toll free 1-877-551-6767

☐ **IRS income tax exemption (501(c)) letter in your organization's name**

Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.

☐ **IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)**

If your organization falls under a parent organization, attach copies of both of the following:

1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling; and
2. the charter or letter from your parent organization recognizing your organization as a subordinate.

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): Church of St. George

Physical Address (do not use P.O. box): 133 W. Brown Rd. Long Lake, MN 55356

Check one:

☒ City: Long Lake Zip: 55356 County: Hennepin

☐ Township: _____ Zip: _____ County: _____

Date(s) of activity (for raffles, indicate the date of the drawing): August 8-9, 2026

Check each type of gambling activity that your organization will conduct:

☒ Bingo ☐ Paddlewheels ☐ Pull-Tabs ☐ Tipboards ☒ Raffle

Gambling equipment for bingo paper, bingo boards, raffle boards, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo ball selection devices may be borrowed from another organization authorized to conduct bingo. To find a licensed distributor, go to www.mn.gov/gcb and click on **Distributors** under the **List of Licensees** tab, or call 651-539-1900.

LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT (required before submitting application to the Minnesota Gambling Control Board)

**CITY APPROVAL
for a gambling premises
located within city limits**

- ☐ The application is acknowledged with no waiting period.
- ☐ The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).
- ☐ The application is denied.

Print City Name: _____

Signature of City Personnel: _____

Title: _____ Date: _____

**The city or county must sign before
submitting application to the
Gambling Control Board.**

**COUNTY APPROVAL
for a gambling premises
located in a township**

- ☐ The application is acknowledged with no waiting period.
- ☐ The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.
- ☐ The application is denied.

Print County Name: _____

Signature of County Personnel: _____

Title: _____ Date: _____

TOWNSHIP (if required by the county)

On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.213.)

Print Township Name: _____

Signature of Township Officer: _____

Title: _____ Date: _____

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

The information provided in this application is complete and accurate to the best of my knowledge. I acknowledge that the financial report will be completed and returned to the Board within 30 days of the event date.

Chief Executive Officer's Signature: Rev. Shane Stoppel-Wasinger Date: 5/26/2026
(Signature must be CEO's signature; designee may not sign)

Print Name: Rev. Shane Stoppel-Wasinger

REQUIREMENTS

Complete a separate application for:

- all gambling conducted on two or more consecutive days; or
- all gambling conducted on one day.

Only one application is required if one or more raffle drawings are conducted on the same day.

Financial report to be completed within 30 days after the gambling activity is done:

A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.

Your organization must keep all exempt records and reports for 3-1/2 years (Minn. Statutes, section 349.166, subd. 2(f)).

MAIL APPLICATION AND ATTACHMENTS

Mail application with:

- _____ a copy of your proof of nonprofit status; and
- _____ application fee (non-refundable). If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**. Make check payable to **State of Minnesota**.

To: Minnesota Gambling Control Board
1711 West County Road B, Suite 300 South
Roseville, MN 55113

Questions?

Call the Licensing Section of the Gambling Control Board at 651-539-1900.

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the

application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Depart-

ment of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

**Office of the Minnesota Secretary of State
Certificate of Existence and Registration**

I, Steve Simon, Secretary of State of Minnesota, do certify that: The entity listed below was filed under the chapter of Minnesota Statutes listed below with the Office of the Secretary of State on the date listed below and that this entity or filing is registered at the time this certificate has been issued.

Name:	The Church of St. George
Date Filed:	09/11/1901
File Number:	1629-NPA
Minnesota Statutes, Chapter:	Not Available
Home Jurisdiction:	Not Available

This certificate has been issued on: 03/04/2026



A handwritten signature in black ink that reads "Steve Simon".

Steve Simon
Secretary of State
State of Minnesota



CITY OF
LONG LAKE

City Council Agenda Report

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

MEETING DATE / June 16, 2026

SUBJECT: Reclassification of the City Clerk Position to City Clerk/Zoning Administrator

Prepared By: Amanda Nowezki, City Administrator

Report Date: 6/09/2026

Recommended City Council Action

Staff recommends the following:

Motion to adopt Resolution No. 2026-28 reclassifying Jeanette Moeller to the position of City Clerk/Zoning Administrator, amending the 2026 Salary Pay Plan to establish a salary range for the updated position, and approving a salary increase for Ms. Moeller commensurate with retaining her pay plan Step 8 status.

Overview / Background

Jeanette Moeller has served as Long Lake's City Clerk since October 2003, which happens to be the last time that the official job description for the position she holds was reviewed or updated. Over the past 23 years, the role has evolved significantly due (in part) to advancements in technology, social media management, modern election administration, and overall municipal growth.

When Ms. Moeller began her employment at the City of Long Lake, City Hall operations were managed by four full-time positions—a City Administrator, Finance Director, City Planner, and City Clerk—supported by a part-time Administrative Assistant. Following the elimination of the City Planner role in mid-2008, Ms. Moeller absorbed many of the planning responsibilities into her daily operations alongside her standard clerical duties. Consequently, reevaluation of the City Clerk position has perhaps been warranted for some time to accurately reflect its current scope.

Earlier this month, the City Administrator met with the City's Human Resources subcommittee (absent City Clerk Moeller) to discuss the structural realities of the City Clerk position. Following an evaluation of the expanded workload, staffing changes, and modern operational demands, the subcommittee determined that both a formal position reclassification and a corresponding salary adjustment are appropriate and justified.

Staff has prepared a new position description (see attached) for a City Clerk/Zoning Administrator along with a suggested salary range for the updated position. Further, staff recommends that Ms. Moeller's wage be increased to correspond with remaining at Step 8 of the salary pay plan under the new City Clerk/Zoning Administrator scale. This proposed one-time salary adjustment remains within the approved operating budget for 2026. No budget amendments are necessary.

Supporting Information

- Resolution No. 2026-28
- 2026 City Clerk/Zoning Administrator Position Description
- 2026 Salary Pay Plan



**City Council
Resolution No. 2026-28**

A RESOLUTION RECLASSIFYING JEANETTE MOELLER TO THE POSITION OF CITY CLERK/ZONING ADMINISTRATOR AND APPROVING A SALARY INCREASE

WHEREAS, Ms. Moeller was appointed to the position of City Clerk and began her employment with the City on October 22, 2003; and

WHEREAS, the City Administrator is tasked with evaluating the performance of the City's employees and recommending whether or not if any adjustments should be made to an employee's position or compensation; and

WHEREAS, changes in City Hall's staffing level occurred over the duration of her years of employment as City Clerk, and a full-time City Planner position was eliminated from the City's organizational chart in 2008 in favor of utilizing consultant services; and

WHEREAS, Ms. Moeller's role as City Clerk has evolved through her willingness to learn and absorb a variety of zoning and code enforcement responsibilities in order to help reduce reliance on consultants and to facilitate day-to-day operations; and

WHEREAS, technology and electronic information needs have changed since 2003, and the City Clerk's responsibilities in the areas of communications have greatly increased; and

WHEREAS, the City Clerk's responsibilities with regard to City Council and the City's advisory board meetings have grown to include attendance at all meetings and a more active role in agenda scheduling/planning; and

WHEREAS, the City Clerk position description was last reviewed in August 2003; and

WHEREAS, the City Administrator finds that reclassifying the City Clerk position to the title of City Clerk/Zoning Administrator would be more reflective of the position's responsibilities; and further, recommends amending the City's 2026 Salary Pay Plan to update the wage range for the City Clerk/Zoning Administrator position as follows:

2026	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
City Clerk/Zoning Administrator – Monthly <i>Salary</i> , <i>Exempt</i>	\$7,023	\$7,186	\$7,350	\$7,513	\$7,676	\$7,839	\$8,003	\$8,166

AND WHEREAS, the City Administrator reviewed and discussed this proposal with appointed members of the City's Human Resources subcommittee, absent City Clerk Moeller, at a meeting held on June 3, 2026 and in subsequent discussions; and

WHEREAS, the City Administrator continues to be satisfied with Ms. Moeller's attitude, dedication, and performance and would recommend the City Council ratify her finding that she has demonstrated the ability to perform all the duties required of the City Clerk/Zoning Administrator, as well as approve a salary increase.

NOW, THEREFORE BE IT RESOLVED, by the City Council of the City of Long Lake, Minnesota that the Position Description dated June 16, 2026 for the City Clerk/Zoning Administrator is hereby approved, and City Clerk Jeanette Moeller's employment title is henceforth updated to the position of City Clerk/Zoning Administrator.

FURTHER, BE IT RESOLVED, that the City's 2026 Salary Plan is hereby amended to include the salary range above-referenced for the City Clerk/Zoning Administrator employment position, and Ms. Moeller's salary is increased commensurate with remaining at Step 8 under the revised pay scale, with said increase to be effective June 22, 2026.

Adopted by the City Council of the City of Long Lake this 16th day of June 2026.

BY:

Charlie Miner, Mayor

ATTEST:

Amanda Nowezki, City Administrator



POSITION DESCRIPTION

Position Title City Clerk/Zoning Administrator	Position Status Regular Full-Time, Non-Union
Department / Accountable To City Administrator	Revision Date June 16, 2026

POSITION SUMMARY

The City Clerk/Zoning Administrator retains all duties statutorily assigned to the role of a City Clerk; acts as the City's official record keeper; issues various regulatory and business licenses and permits; administers the City's Zoning Code, engaging planning and legal technical assistance as needed; coordinates city-wide communications; serves as the chief election official for the administration and implementation of elections; provides support to the City Administrator and City Council; and assures quality customer service is provided to Long Lake's residents and business community by City staff and consultants.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by the City Clerk/Zoning Administrator. The City Clerk/Zoning Administrator may be requested to perform job-related tasks other than those specifically presented in this description.

1. Attends all City Council meetings. Prepares and oversees preparation of City Council agendas, staff reports, related correspondence, resolutions and ordinances. Assembles and distributes City Council packets in a timely manner, and posts/publishes meeting materials in compliance with Open Meeting Law. Edits City Council meeting minutes for final adoption. Prepares official documents for signature and/or recording, and executes official forms and documents on behalf of the City when needed. Maintains permanent City Council meeting records.
2. Attends all Planning Commission, Park Board, and Economic Development Authority meetings as scheduled. Prepares and oversees preparation of agendas, staff reports, related correspondence, resolutions and ordinances. Assembles and distributes meeting packets in a timely manner; posts/publishes meeting materials in compliance with Open Meeting Law; edits meeting minutes for adoption; and maintains permanent meeting records. Solicits volunteers for Commission and advisory board position openings.
3. Publishes and mails notifications of public hearing notices.
4. Provides certified copies of resolutions and meeting minutes as necessary; and records City documents with the Hennepin County Recorder's Office. Maintains the City's official seal and serves as a Notary Public for the City.
5. Acts as the City's chief election official for the administration and implementation of all federal, state and local elections. Recruits and trains election judges; orders, prepares and organizes election supplies and forms; if delegated by Hennepin County, administers absentee and early voting in compliance with statutory requirements; tests/monitors the functionality of all election equipment; prepares the City's polling place for early voting and election days; implements candidate filing for municipal offices and maintains campaign finance report files; and coordinates the canvassing of municipal election results for certification to Hennepin County.

6. Processes a variety of permits/licenses including liquor licenses, tobacco licenses, refuse hauler licenses, park use permits, special event permits, sign permits, accessory structure permits, and other permit types upon request. Reviews permit/license fees annually and prepares recommendations on fee adjustments.
7. Coordinates issuance of building, plumbing, and mechanical/HVAC permit with the City's contracted Building Official. Responds to contractor and property owner inquiries or refers them to the Building Official. Maintains the City's e-permitting portal, online permit forms, permit data and fee schedules. Prepares and submits monthly or quarterly Building Permit Surcharge Reports and SAC Reports, and the annual Municipal Fee and Expense Report.
8. Provides the Hennepin County Assessor with required monthly building, plumbing, and mechanical/HVAC permit activity reports. Assures communications related to annual Open Book meeting opportunities for property owner valuation appeals are published in a timely manner. Responds to resident/property owner general inquiries regarding the valuation and taxation process, and refers questions to the appropriate Hennepin County contact as needed.
9. Responds to planning and zoning related inquiries from applicants, developers, contractors, realtors, and the general public. Reviews and responds to zoning enforcement requests and concerns. Keeps the City Administrator informed of all planning related activity in the City. Engages the City's planning and legal consultants for technical assistance as appropriate and when inquiries rise to the level of application status.
10. Prepares and maintains planning / land use application project files.
11. Acts as the City's code enforcement officer, conducts site inspections, and engages the assistance of the City's Police Department, planning consultant, and City Attorney when warranted to facilitate compliance.
12. Maintains awareness of adopted legislation, County ordinances, or general City operating policy changes warranting revisions to City and Zoning Code sections. Works collaboratively with the City's technical consultants to prepare code updates as applicable.
13. Implements the City's curbside recycling and organics collection programs. Completes annual ReTRAC reporting for Hennepin County SCORE grant eligibility. Renegotiates recycling and organics program contracts or prepares Requests for Proposals as applicable and reviews rate structures.
14. Maintains the City's communications and messaging through the City's website and social media platform(s) to engage, advise, and educate the public. Creates content independently and using available technology resources. Assists department heads by preparing media communications and messaging both in partnership with them or upon request.
15. Responds to IT issues and resolves when possible, engages IT services as needed for technology repairs and upgrades. Evaluates efficacy of software applications and webforms used on an ongoing basis. Administers the City's Google Workspace accounts.
16. Provides support to the City Administrator in the area of human resources with regard to employee recruitment, personnel policy development and administration, performance management, understanding labor-management relations, and compliance with employment and leave law.

17. Assists the Public Works Director in completing year-end water and well usage related reports.
18. Supervises City Hall front desk administrative support staff to assure the front desk continues to meet customer service expectations and standards. Oversees front desk maintenance of the City's property files.
19. Processes ACH and cash deposits for utility and fund accounting payments received. To assure segregation of duties is observed, deposits are logged and entered into the City's financial software by other personnel.
20. At the direction of the City Council or City Administrator, coordinates meetings and represents the City with any other governmental agencies and associations upon request. May be expected to represent the City at official or semi-official functions and at City community events.
21. Assists with the overall administrative functions of the City and performs a variety of complex duties to support the City Council, City Administrator, and Public Works Director. Completes special projects as directed by the City Council or assigned by the City Administrator.
22. Performs other duties as assigned or apparent.

MINIMUM QUALIFICATION REQUIREMENTS

- Bachelor's degree in Public Administration, Business Administration, Communications or related field and at least 2 years of responsible experience in municipal government; or alternatively, a high school diploma, certification as a Minnesota Certified Municipal Clerk, and at least 5 years of progressively responsible experience in municipal government.
- Knowledge of and experience with City government structure and organization.
- Knowledge of web content management systems (experience with CivicPlus preferred) and social media platforms.
- Proficient in the use of Microsoft Office software and familiarity with the Google Workspace suite.
- Must possess a valid driver's license and the ability to drive legally and safely.
- Must be able to work evenings or weekends when necessary, and to be reasonably available to respond in emergency situations as needed.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- The functions, organization, administrative practices, and operations of municipal government.
- State and Federal rules and regulations relating to municipal government.
- Human resources, payroll, benefits, and personnel best practices.
- Planning and zoning administration.

Skill in:

- Oral and written communication.
- Prioritizing work activities.
- Organization and time management.
- Public relations and office management.
- Observation and decision-making.
- Resourcefulness in problem solving, critical thinking, and research activities.

- Computer and mobile device use, Microsoft Office applications, web content management systems, social media platforms, copier/scanner equipment, and office phones.

Ability to:

- Communicate clearly, effectively, and tactfully, both orally and in writing, including making formal presentations.
- Use independent judgment and discretion in making position-related decisions while remaining mindful of the City's goals, objectives, and best practices.
- Make arithmetic computations using whole numbers, fractions and decimals.
- Research and analyze complex or technical information, utilize resources, develop alternatives, and prepare and present reports. Ability to assemble, organize, and present factual information derived from a variety of sources in both written and oral form.
- Promote and develop positive community relations and effective working relationships with City staff, elected/appointed public officials, other governmental agencies, business owners or representatives, and the general public.
- Maintain confidentiality when applicable; read, interpret, understand and enforce laws, rules, regulations, policies and procedures.
- Analyze, interpret and enforce City Code and policies affecting administrative operations in a municipality.
- Develop City Code, ordinances and policies.
- Respond to questions and concerns, de-escalate conflict, and determine appropriate action to resolve a wide variety of municipal issues.
- Objectively and tactfully address sensitive or controversial issues.
- Develop goals and objectives, and ensure accountability in City functions.
- Adhere to practices and procedures that foster a safe environment for employees.

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 may be considered to enable individuals with disabilities to perform the duties of the position.

While performing the duties of City Clerk/Zoning Administrator, the employee is required to talk, hear, sit, stand, and walk; use hands to handle or operate objects, devices, tools, or controls; and reach with hands and arms. It may occasionally be necessary for the employee to stoop, kneel, crouch, or crawl.

The employee must have a working ability to sit or stand for long periods of time and to use fine motor skills for writing, computer, and mobile device use. Required vision abilities include close vision, distance vision, and peripheral vision.

The employee must occasionally lift and/or move up to 30 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee regularly works indoors in an office setting with moderate noise levels.

EXAMPLES OF PERFORMANCE CRITERIA

- Establishes effective working relationships with others.
- City employees perform at a high level of productivity in day-to-day operations, and in carrying out the policies and direction of the Council. This position productively assists in the day-to-day operations of the City and in the administration of City business.
- Improves efficiency of assigned duties.
- Consistently maintains clear and effective communication throughout the City organization.
- Continually displays skill in oral and written communication, including during presentations.
- Maintains a positive and solid reputation for service with the City's residents and business owners.

SELECTION GUIDELINES

Review of completed City Employment Application and resume; review of education and experience; one or more oral interview(s); an in-person communication skills review; and a successful background check determine final candidate selection.

The examples of duties included in this position description 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 City (employer) and the employee, and is subject to change by the employer as the needs of the employer and requirements of the job change.

City of Long Lake Pay Plan

2026

City Position Description	Hire Date	Step 1 (86%)	Step 2 (88%)	Step 3 (90%)	Step 4 (92%)	Step 5 (94%)	Step 6 (96%)	Step 7 (98%)	Step 8 (100%)	Current Step Annual Salary	Position Annual Salary
Exempt Employees:											
City Administrator	12/02/19	9,130	9,343	9,555	9,767	9,980	10,192	10,404	10,617	\$109,562.71	\$127,398.50
PW Director	02/02/18	7,804	7,985	8,167	8,348	8,530	8,711	8,893	9,074		\$108,888.94
City Clerk/Zoning Administrator		7,023	7,186	7,350	7,513	7,676	7,839	8,003	8,166		\$97,993.52
City Clerk	10/22/03	6,319	6,466	6,613	6,760	6,907	7,054	7,201	7,348		\$88,171.70

Non-Exempt Employees:

PW Maint Worker II	\$ 35.00	\$ 35.81	\$ 36.63	\$ 37.44	\$ 38.26	\$ 39.07	\$ 39.88	\$ 40.70	\$66,355.50	\$84,650.00
PW Maint Worker I	\$ 29.50	\$ 30.19	\$ 30.87	\$ 31.56	\$ 32.24	\$ 32.93	\$ 33.62	\$ 34.30		\$71,350.00
PW Maint Worker	\$ 24.87	\$ 25.44	\$ 26.02	\$ 26.60	\$ 27.18	\$ 27.76	\$ 28.34	\$ 28.91		\$60,140.00
Administrative Assistant	\$ 23.77	\$ 24.33	\$ 24.88	\$ 25.43	\$ 25.99	\$ 26.54	\$ 27.09	\$ 27.64		\$57,500.00

Seasonal Employees:

On Call Snowplow Operator	\$ 50.00
Seasonal Maintenance Worker	\$ 21.50