



CITY COUNCIL MEETING

January 20, 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. **Consent Agenda**

A. Approve Minutes of January 6, 2026 City Council Meeting

B. Approve Vendor Claims and Payroll

C. Adopt Resolution No. 2026-04 Approving the Hennepin County Residential Waste Reduction and Recycling Grant Agreement No. PR00008086

D. Approve the Agreement for Continued Use of the City of Plymouth Yard Waste Site by the City of Long Lake

E. Approve a Sublease Between North Memorial Health Care (d/b/a North Memorial Ambulance) and the Shoreline Fire Department for Use of Designated Areas of Fire Station 1

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. Reschedule February 3, 2026 City Council Meeting

The City Council's Tuesday, February 3 regular meeting must be rescheduled due to Minnesota's precinct caucuses being held on that date. Staff recommends the meeting be rescheduled to either Monday, February 2 or Wednesday, February 4 by motion of the City Council.

B. Resolution Regarding the Tally of Write-In Votes for Municipal Elections

C. Approval of a 2025 Polling Place Accessibility Grant Program Agreement

8. **Other Business**

9. **Adjourn**

UPCOMING MEETINGS & OTHER DATES OF NOTE

Saturday, January 31 / Orono Lions Club's Snowball Open (Quorum Notice Posted)

Tuesday, February 3 (6:30 pm) / City Council Meeting (TO BE RESCHEDULED)

Tuesday, February 3 / Minnesota's Precinct Causes

Monday, February 16 / City Offices Closed - Presidents' Day

Tuesday, February 17 (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 MEETING
January 6, 2026**

CALL TO ORDER

The meeting was called to order at 6:30 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 commented that the Holbrook Park skating rink is flooded and available for use, but noted that the warming house was not open due to some recent water damage related to an issue with CenterPoint Energy. The City is currently working through an insurance claim and fixing up the building due to damages incurred resulting from CenterPoint Energy turning off the gas without informing the City.

APPROVE AGENDA

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

CONSENT AGENDA

The Consent Agenda consisted of the following:

- A. Approve Minutes of December 16, 2025 City Council Meeting
- B. Approve Vendor Claims and Payroll
- C. Appointment of Jason Kieper to the Position of Full-Time Public Works Maintenance Worker I
- D. Approve Issuance of 1 to 4 Day Temporary On Sale Liquor Licenses for the Church of St. George's Lenten Fish Fry Events on Friday, February 20 and Friday, March 27, 2026
- E. Approve Issuance of a 1 to 4 Day Temporary On Sale Liquor License for the Church of St. George's Corned Beef and Cabbage Dinner Event on Saturday, March 14, 2026
- F. Adopt Resolution No. 2026-01 Approving Issuance of a Special Event Permit for the Orono Lions Club's Snowball Open on January 31, 2026; Authorize the Hennepin County Sheriff's Office Water Patrol Unit to Permit the Event
- G. Approve Letter of Engagement from Abdo for 2025 Audit Services
- H. Approve Carson, Clelland & Schreder Engagement Letter for 2026 Legal Services
- I. Approve a Fund Transfer From the Park Dedication Fund (210) to the Parks/Trails Capital Fund (452)
- J. Approve the 2026 Pay Equity Report and Authorize Submittal by the City Administrator

*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.

REGULAR BUSINESS

A. Appointment of Jesse Laumann to the Position of Full-Time Public Works Maintenance Worker II

City Clerk Moeller recalled that the City had posted openings for both Public Works Maintenance Worker I and II positions. A candidate for a Public Works Maintenance Worker I position was approved as part of the Consent Agenda. The City had received applications from a few very qualified candidates for both positions. She explained that Jesse Laumann already has his CDL and is licensed for water and sewer. She noted that because of this, he was positioned well with experience and knowledge to be able to be an immediate asset to the Public Works Department. She stated that if the Council approves this appointment, Mr. Laumann would begin work in the City on January 12, 2026.

Mr. Laumann introduced himself and gave a brief description of his background and experience in Public Works, and noted that his experience was primarily related to water and sewer. He noted that he began as a seasonal worker in St. Louis Park.

A motion was made by Kvale, seconded by Newcomer, to appoint Jesse Laumann to the position of full-time Public Maintenance Worker II. Ayes: all.

B. 2026 City Appointments

Moeller provided an overview of the existing committees and liaison positions that were in need of appointment by the Council for 2026.

The Council discussed the various appointments and who may be interested in serving in each of the positions available.

A motion was made by Dyvik, seconded by Feldmann, to adopt the City of Long Lake 2026 Appointments Worksheet including the following appointments:

- *Councilmember Dyvik to the position of Mayor Pro-Tempore*
- *Councilmembers Dyvik and Feldmann to the positions of Shoreline Fire Department Board Voting Directors, with Councilmember Newcomer as Alternate Voting Director*
- *City Administrator Nowezki and Planning Commission Member Axelson to the positions of Shoreline Fire Department Operating Committee Ex-Officio Director, with City Clerk Moeller as Alternate Ex-Officio Director*
- *Mayor Miner and Councilmember Kvale to the Utility Agreements Subcommittee*
- *Councilmember Newcomer as the Park Board Liaison*
- *Councilmember Feldmann as the Planning Commission Liaison, with Councilmember Kvale as Alternate*
- *Councilmember Kvale as the Chamber of Commerce Liaison*
- *Councilmember Newcomer as the Long Lake Waters Association Liaison*
- *Councilmember Kvale to the Lake Minnetonka Communications Commission*
- *Councilmembers Newcomer and Feldmann (Alternate) to the Highway 12 Safety Coalition*
- *Mayor Miner as the Wayzata Crime Prevention Coalition Liaison*

- *Mayor Miner to the Northwest Hennepin League of Municipalities, with Mayor Pro-Tempore Dyvik as Alternate*

Ayes: all.

OTHER BUSINESS

Fire Service Transition - Mayor Miner noted that as of January 1, 2026, the City experienced a big change in fire services with the end of the Long Lake Fire Department and the beginning of Shoreline Fire Department operations. He expressed his appreciation to the firefighters for their service in the past as well as into the future.

Letter Regarding State Finance Concerns – Mayor Miner shared that after the Council had last met in 2025, there had been a movement afoot for Mayors across the State to sign a joint letter that addressed some finance-related issues at the State level. This far, of the 854 Minnesota cities, the letter was signed by 241 Mayors. He had evaluated the letter, watched some interviews with the main author of the letter, and had made the decision that he wasn't interested in signing it on behalf of the City.

Warming House Update - Nowezki provided an update regarding the status of working with the City's insurance in order for the necessary repairs to be made to the warming house. She mentioned that the LMCIT insurance agent had been good to work with thus far and had cautioned the City about making sure the water heater didn't have any internal cracks, and to be vigilant for any mold.

Downtown Holiday Décor – Nowezki informed Council that Public Works staff was able to retrieve old garland out of storage and were able to put it up on the light poles in order to decorate more before the holidays.

I & I Grant Meeting – Nowezki reported that she would be meeting with WSB the following day regarding a possible I & I grant application that could assist the City with some projects.

Grant Award - Moeller indicated that it appeared the City would be receiving a partial Polling Place Accessibility Grant award in the amount of around \$6,100 for updates to the City Hall entry doors. The amount would not fund the full scope of the overall project, but staff's intent would be to prioritize improving the inner and outer doors for the primary entrance to City Hall, and the grant award would cover a portion of those costs.

E-Permitting Portal – Moeller displayed the City's website and announced that there was a new button available as a key link for 'Online Permits'. She confirmed that the City's e-permitting portal had been launched and three permit applications have already been received via the portal.

Lake Minnetonka Cities Coalition, Lobbyist Quote - Mayor Miner noted that the Lake Minnetonka coalition group had sent an email out that Mayor Miner had asked staff to forward to the full Council earlier in the day. The email provided an update about the group of area cities potentially joining together and hiring a lobbyist to serve their overall mutual interests, and included a draft of a cost sharing proposal.

Next Meeting Date – Mayor Miner confirmed that the next City Council meeting would be Tuesday, January 20, and pointed out that City offices will be closed on Monday, January 19.

ADJOURN

Hearing no objection, Mayor Miner adjourned the meeting by general consent at 7:11 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 / January 20, 2026

SUBJECT: Approve Vendor Claims and Payroll

Prepared By: Amanda Nowezki, City Administrator

Report Date: 01/14/2026

Recommended City Council Action

Staff recommends the following:

Motion to approve vendor claims paid in the amount of \$532,206.09 and electronic vendor payments in the amount of \$3,173.81 for a total amount of **\$535,379.90**; Final Fire Department payroll paid January 9 in the amount of **\$855.84**; February City Council monthly payroll in the amount of **\$1,300.00**; and gross City Employee payroll paid January 8 in the amount of **\$27,878.81**.

Overview / Background

The sum of vendor claims paid is an amount higher than usual due to TIF 1-9 payment of \$48,568.82 and bond payments totaling \$245,325.00.

Supporting Information

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



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*Check Summary Register©

Checks 71782-71835

Name	Check Date	Check Amt	
10100 GENERAL FUND CASH			
71782 ABDO LLP	01/01/26	\$7,800.00	2025 Audit Progress Bill
71783 BANYON DATA SYSTEMS,INC.	01/01/26	\$3,480.00	Software Support - 2026 (15%)
71784 CITY OF WAYZATA	01/01/26	\$29,209.00	Police Services - Jan 2026
71785 COLONIAL LIFE	01/01/26	\$101.27	Opl Adl Insurance - Jan 2026
71786 DELTA DENTAL	01/01/26	\$208.25	Dental Insurance - Jan 2026
71787 EMBEDDED SYSTEMS	01/01/26	\$1,199.28	Annual Storm Siren Maint Fee-2026
71788 MADISON NATIONAL LIFE	01/01/26	\$65.60	STD Insurance - Jan 2026
71789 MEDIACOM	01/01/26	\$430.00	CH Internet Services - Jan 2026
71790 MEDICA	01/01/26	\$2,997.35	MEDICAL INS - Jan 2026
71791 METROPOLITAN COUNCIL	01/01/26	\$36,218.83	Waste Water Services - Jan 2026
71792 NWHLM	01/01/26	\$200.00	2026 Membership Dues
71793 MN LIFE INSURANCE CO	01/01/26	\$13.75	LIFE INS - Jan 2026
71794 SHORELINE FIRE DEPARTMENT	01/01/26	\$44,712.50	1st Qtr 2026 Fire Contract
71795 CARSON, CLELLAND & SCHREDER	01/08/26	\$5,973.50	Dec Legal Fees-FD Relief Assoc By Laws, Board By Laws, Nor
71796 CENTERPOINT ENERGY	01/08/26	\$4,726.41	Gas Charges - (11/20/25-12/19/25) 450 Virginia
71797 CITY OF LONG LAKE	01/08/26	\$572.78	Dec 2025 Utility Bill-450 Virginia
71798 CITY OF ORONO	01/08/26	\$365.47	FD2 Water/Sewer Bill - 3770 Shoreline Dr (11/24/25-12/30/25)
71799 DVS RENEWAL	01/08/26	\$21.50	Application for Duplicate Title-2021 Shorelander Trailer 1MDA
71800 DVS RENEWAL	01/08/26	\$21.50	Application for Duplicate Title-2023 Chevy Tahoe 1GNSKLED3
71801 ECM PUBLISHERS, INC.	01/08/26	\$61.25	2025 Ordinance 2025-02; 2026 Fee Schedule
71802 FIRSTNET (AT&T)	01/08/26	\$639.96	FD WIRELESS SERVICES (11/26/25-12/25/25)
71803 GOPHER STATE ONE CALL	01/08/26	\$31.05	Dec 2025 Locates
71804 HENNEPIN CTY INFO. TECH. DEPT	01/08/26	\$8,242.12	FD Radio Fees-Dec 2025
71805 HENNEPIN CTY INFO. TECH. DEPT	01/08/26	\$87.39	PW Radio Fees-Dec 2025
71806 MN DEPT OF LABOR & INDUSTRY	01/08/26	\$522.00	4th Qtr 2026 Building Permit Surcharge Report - DEC0531052
71807 MN DEPT OF LABOR & INDUSTRY	01/08/26	\$25.00	Pressure Vessel - 340 Willow Dr N
71808 MN DEPT OF LABOR & INDUSTRY	01/08/26	\$50.00	Pressure Vessel - 2145 Daniels St
71809 ODP Business Solutions, LLC	01/08/26	\$399.21	CH Office Supplies-Paper, Sharpies, Envelopes
71810 PLUNKETT'S PEST CONTROL	01/08/26	\$102.53	FD2 Rodent Control Program
71811 SUTTONS ADVANCED CLEANING SRV	01/08/26	\$178.75	Tree Lighting Warming House Cleaning
71812 WIDMER CONSTRUCTION LLC	01/08/26	\$3,168.00	11/05/25 Hydrant Repairs - Premier/Shaghnessy
71813 WRIGHT-HENNEPIN SECURITY	01/08/26	\$628.20	Dec 2025 Security - 450 Virginia
71814 XCEL ENERGY	01/08/26	\$330.36	Steet Lights - 2129 W Wayzata Blvd
71815 Barnum Gate Services Inc	01/08/26	\$21,295.38	Emergancy Gate Operator Replacement
71816 DVS RENEWAL	01/08/26	\$21.50	Application for Duplicate Title-Bobcat Hyundat A94Y11217
71817 DVS RENEWAL	01/08/26	\$21.50	Application for Duplicate Title -2021 Hyundai Wheel Loader H
71818 DVS RENEWAL	01/08/26	\$182.25	2026 Lic Tab Renewal - Plate #957840
71819 iWorQ Systems, Inc.	01/08/26	\$4,500.00	iWorq Systems Permit Software-2026
71820 League of Minnesota Cities	01/08/26	\$2,607.00	LMC Annual Dues - 2026
71821 METRO CITIES	01/08/26	\$878.00	2026 Membeship Dues
71822 METROPOLITAN COUNCIL	01/08/26	\$36,218.83	Waste Water Services - Feb 2026
71823 League of MN Cities	01/08/26	\$30.00	2026 Dues Long Lake- Mayor Charlie Miner
71824 MOELLER, JEANETTE	01/08/26	\$90.00	Expense Reimbursement-End Tables for City Hall Bathrooms
71825 Premium Waters, Inc.	01/08/26	\$4.38	Bottled Water - Jan 2026
71826 WSB & ASSOCIATES, INC	01/14/26	\$1,163.00	General Planning; Martha Lane, Watertown Rd Solar, Etc
71827 XCEL ENERGY	01/14/26	\$2,003.70	Street Lights - Act #5156925594 (12/03/25-01/02/26)
71828 XCEL ENERGY	01/14/26	\$7,049.00	Electricity (11/19/25-12/22/25) - City Hall
71829 Bond Trust Services Corp	01/14/26	\$96,950.00	2016A BOND PRIN PMTS (8.36%)
71830 Bond Trust Services Corp	01/14/26	\$147,700.00	2017A BOND PRIN PMTS (53%)
71831 Bond Trust Services Corp	01/14/26	\$675.00	2016A BOND AGENT FEE
71832 MEDICA	01/14/26	\$2,997.35	MEDICAL INS - Feb 2026
71833 MINNWEST BANK	01/14/26	\$48,568.82	TIF 1-9 Payment - Nov Tax Settlement
71834 SUTTONS ADVANCED CLEANING SRV	01/14/26	\$290.00	CH Cleaning Services - Jan 2026
71835 WASTE MANAGEMENT	01/14/26	\$6,177.57	Residential Recycling Services-Jan 2026



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*Check Summary Register©

Checks 71782-71835

Name	Check Date	Check Amt
Total Checks		\$532,206.09
<u>10100 GENERAL FUND CASH</u>		
101 GENERAL FUND		\$129,885.63
205 FIRE DEPARTMENT		\$19,516.40
380 TAX INCREMENT # 1-9		\$48,568.82
393 Debt Svc-2016A-Watertown/19513		\$53,955.72
394 Debt Svc-2017A GO Bond-CSAH112		\$36,761.50
601 WATER FUND		\$94,054.21
602 SANITARY SEWER FUND		\$129,746.62
603 SURFACE WATER MGMT FUND		\$13,539.62
604 RECYCLING FUND		\$6,177.57
		\$532,206.09



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*Check Detail Register©

Checks 71782-71835

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
10100 GENERAL FUND CASH					
71782	01/01/26	ABDO LLP			
E 101-41500-3010		Auditing and Actg Service	\$3,800.00	515599	2025 Audit Progress Bill
E 205-42280-3010		Auditing and Actg Service	\$4,000.00	515599	2025 Audit Progress Bill
		Total	\$7,800.00		
71783	01/01/26	BANYON DATA SYSTEMS,INC.			
E 603-43150-3090		Software Support	\$522.00	167239	Software Support - 2026 (15%)
E 602-49450-3090		Software Support	\$522.00	167239	Software Support - 2026 (15%)
E 601-49400-3090		Software Support	\$696.00	167239	Software Support - 2026 (20%)
E 101-41500-3090		Software Support	\$1,740.00	167239	Software Support - 2026 (50%)
		Total	\$3,480.00		
71784	01/01/26	CITY OF WAYZATA			
E 101-42110-3130		Subcontracted Police Svc	\$29,209.00	010126	Police Services - Jan 2026
		Total	\$29,209.00		
71785	01/01/26	COLONIAL LIFE			
G 101-21710		Other Deductions	\$101.27	43698310101	Opl Adl Insurance - Jan 2026
		Total	\$101.27		
71786	01/01/26	DELTA DENTAL			
E 101-41500-1310		Employer Paid Health	\$78.10	RIS00067773	Dental Insurance - Jan 2026
E 101-43050-1310		Employer Paid Health	\$52.06	RIS00067773	Dental Insurance - Jan 2026
E 601-49400-1310		Employer Paid Health	\$20.82	RIS00067773	Dental Insurance - Jan 2026
E 602-49450-1310		Employer Paid Health	\$15.62	RIS00067773	Dental Insurance - Jan 2026
E 603-43150-1310		Employer Paid Health	\$15.62	RIS00067773	Dental Insurance - Jan 2026
G 101-21706		FlexPlan - Ins Prem	\$26.03	RIS00067773	Dental Insurance - Jan 2026
		Total	\$208.25		
71787	01/01/26	EMBEDDED SYSTEMS			
E 101-42110-4040		Equip Maint & Repairs	\$1,199.28	344946	Annual Storm Siren Maint Fee-2026
		Total	\$1,199.28		
71788	01/01/26	MADISON NATIONAL LIFE			
E 101-41500-1310		Employer Paid Health	\$32.80	1742245	STD Insurance - Jan 2026
E 101-43050-1310		Employer Paid Health	\$16.40	1742245	STD Insurance - Jan 2026
E 601-49400-1310		Employer Paid Health	\$6.56	1742245	STD Insurance - Jan 2026
E 602-49450-1310		Employer Paid Health	\$4.92	1742245	STD Insurance - Jan 2026
E 603-43150-1310		Employer Paid Health	\$4.92	1742245	STD Insurance - Jan 2026
		Total	\$65.60		
71789	01/01/26	MEDIACOM			
E 101-41940-3275		Internet Access (Mediaco	\$265.00	91308-0126	CH Internet Services - Jan 2026
E 101-41942-3275		Internet Access (Mediaco	\$165.00	91316-0126	PW Internet Services - Jan 2026
		Total	\$430.00		
71790	01/01/26	MEDICA			
E 101-41500-1310		Employer Paid Health	\$1,140.48	88510339133	MEDICAL INS - Jan 2026
E 101-43050-1310		Employer Paid Health	\$727.00	88510339133	MEDICAL INS - Jan 2026
E 601-49400-1310		Employer Paid Health	\$290.80	88510339133	MEDICAL INS - Jan 2026



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Checks 71782-71835

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 602-49450-1310		Employer Paid Health	\$218.10	88510339133	MEDICAL INS - Jan 2026
E 603-43150-1310		Employer Paid Health	\$218.10	88510339133	MEDICAL INS - Jan 2026
G 101-21706		FlexPlan - Ins Prem	\$402.87	88510339133	MEDICAL INS - Jan 2026
		Total	\$2,997.35		
71791	01/01/26	METROPOLITAN COUNCIL			
E 602-49450-3100		MCES Sewer Treatment	\$36,218.83	1197829	Waste Water Services - Jan 2026
		Total	\$36,218.83		
71792	01/01/26	NWHLM			
E 101-41110-4330		Dues and Subscriptions	\$200.00	010126	2026 Membership Dues
		Total	\$200.00		
71793	01/01/26	MN LIFE INSURANCE CO			
E 101-41500-1310		Employer Paid Health	\$5.40	010126	LIFE INS - Jan 2026
E 101-43050-1310		Employer Paid Health	\$4.05	010126	LIFE INS - Jan 2026
E 601-49400-1310		Employer Paid Health	\$1.08	010126	LIFE INS - Jan 2026
E 602-49450-1310		Employer Paid Health	\$0.81	010126	LIFE INS - Jan 2026
E 603-43150-1310		Employer Paid Health	\$0.81	010126	LIFE INS - Jan 2026
G 101-21710		Other Deductions	\$1.60	010126	LIFE INS - Jan 2026
		Total	\$13.75		
71794	01/01/26	SHORELINE FIRE DEPARTMENT			
E 101-42110-3135		Fire Department Services	\$44,712.50	2025-2	1st Qtr 2026 Fire Contract
		Total	\$44,712.50		
71795	01/08/26	CARSON, CLELLAND & SCHREDER			
G 101-20200		Accounts Payable	\$3,037.00	123125	Dec Legal Fees-Cell Tower Lease Terms, Employee Handbook, Liquor Lic Issues, Management Agreements,etc
G 205-20200		Accounts Payable	\$1,936.50	123125	Dec Legal Fees-FD Relief Assoc By Laws, Board By Laws, North Lease, Conf w/Chief, Etc
G 101-20200		Accounts Payable	\$1,000.00	123125	Dec Legal Fees-Criminal
		Total	\$5,973.50		
71796	01/08/26	CENTERPOINT ENERGY			
G 101-20200		Accounts Payable	\$349.60	80000790651	Gas Charges - (11/20/25-12/19/25) 450 Virginia
G 205-20200		Accounts Payable	\$1,371.50	80000790651	Gas Charges - (11/20/25-12/19/25) 340 Willow
G 205-20200		Accounts Payable	\$655.46	80000790651	Gas Charges - (11/20/25-12/19/25) 3770 Shoreline
G 101-20200		Accounts Payable	\$2,128.97	80000790651	Gas Charges - (11/20/25-12/19/25) 2145 Daniels
G 602-20200		Accounts Payable	\$22.13	80000790651	Gas Charges - (11/20/25-12/19/25) 2200 Watertown
G 602-20200		Accounts Payable	\$23.27	80000790651	Gas Charges - (11/20/25-12/19/25) 250 Lindawood
G 101-20200		Accounts Payable	\$175.48	80000790651	Gas Charges - (11/20/25-12/19/25) 309 Harrington
		Total	\$4,726.41		
71797	01/08/26	CITY OF LONG LAKE			
G 101-20200		Accounts Payable	\$66.37	010226	Dec 2025 Utility Bill-450 Virginia
G 101-20200		Accounts Payable	\$58.17	010226	Dec 2025 Utility Bill-350 Harrington
G 205-20200		Accounts Payable	\$60.60	010226	Dec 2025 Utility Bill-340 Willow Truck Fill
G 205-20200		Accounts Payable	\$188.25	010226	Dec 2025 Utility Bill-340 Willow
G 101-20200		Accounts Payable	\$162.76	010226	Dec 2025 Utility Bill-2145 Daniels



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*Check Detail Register©

Checks 71782-71835

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
G 601-20200		Accounts Payable	\$36.63	010226	Dec 2025 Utility Bill-1964 Orchard
		Total	\$572.78		
71798	01/08/26	CITY OF ORONO			
G 205-20200		Accounts Payable	\$193.71	173770000-1	FD2 Water/Sewer Bill - 3770 Shoreline Dr (11/24/25-12/30/25)
G 205-20200		Accounts Payable	\$108.11	20142734	FD- Fuel (Unleaded 48.7 gal/\$2.22)
G 205-20200		Accounts Payable	\$63.65	480340000-1	FD1 Storm Wtr Bill - 340 Willow (10/01/25-12/31/25)
		Total	\$365.47		
71799	01/08/26	DVS RENEWAL			
G 205-20200		Accounts Payable	\$21.50	2638	Application for Duplicate Title-2021 Shorelander Trailer 1MDAPAP18MA702638
		Total	\$21.50		
71800	01/08/26	DVS RENEWAL			
G 205-20200		Accounts Payable	\$21.50	1016	Application for Duplicate Title-2023 Chevy Tahoe 1GNSKLED3PR381016
		Total	\$21.50		
71801	01/08/26	ECM PUBLISHERS, INC.			
G 101-20200		Accounts Payable	\$61.25	1079370	2025 Ordinance 2025-02; 2026 Fee Schedule
		Total	\$61.25		
71802	01/08/26	FIRSTNET (AT&T)			
G 205-20200		Accounts Payable	\$510.25	X01032026	FD WIRELESS SERVICES (11/26/25-12/25/25)
G 101-20200		Accounts Payable	\$90.98	X01032026	PW WIRELESS SERVICES (11/26/25-12/25/25)
G 601-20200		Accounts Payable	\$38.73	X01032026	WTR WIRELESS SERVICES (11/26/25-12/25/25)
		Total	\$639.96		
71803	01/08/26	GOPHER STATE ONE CALL			
G 601-20200		Accounts Payable	\$31.05	5120558	Dec 2025 Locates
		Total	\$31.05		
71804	01/08/26	HENNEPIN CTY INFO. TECH. DEPT			
G 205-20200		Accounts Payable	\$3,801.60	1000259150	FD Radio Work Order 206729
G 205-20200		Accounts Payable	\$1,471.50	1000259150	FD Radio Fees-Dec 2025
G 205-20200		Accounts Payable	\$2,969.02	1000259150	FD Radio Fees-Dec 2025
		Total	\$8,242.12		
71805	01/08/26	HENNEPIN CTY INFO. TECH. DEPT			
G 101-20200		Accounts Payable	\$87.39	1000259113	PW Radio Fees-Dec 2025
		Total	\$87.39		
71806	01/08/26	MN DEPT OF LABOR & INDUSTRY			
G 101-20200		Accounts Payable	\$522.00	DEC0531052	4th Qtr 2026 Building Permit Surcharge Report - DEC0531052025
		Total	\$522.00		
71807	01/08/26	MN DEPT OF LABOR & INDUSTRY			
G 205-20200		Accounts Payable	\$25.00	ABR0368453	Pressure Vessel - 340 Willow Dr N



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Checks 71782-71835

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
Total			\$25.00		
71808	01/08/26	MN DEPT OF LABOR & INDUSTRY			
G 101-20200		Accounts Payable	\$50.00	ABR0368762	Pressure Vessel - 2145 Daniels St
Total			\$50.00		
71809	01/08/26	ODP Business Solutions, LLC			
G 101-20200		Accounts Payable	\$133.12	45341658200	CH-Bathroom Supplies-TP, Paper Towels. Napkins
G 101-20200		Accounts Payable	\$60.58	45341658200	PW Office Supplies-Sharpies, Desk Calenders, Postits
G 101-20200		Accounts Payable	\$62.49	45341658200	PW Can Liners and Cleaning Foam
G 101-20200		Accounts Payable	\$17.12	45341658200	CH Office Supplies-Folders
G 101-20200		Accounts Payable	\$125.90	45341658200	CH Office Supplies-Paper, Sharpies, Envelopes
Total			\$399.21		
71810	01/08/26	PLUNKETT'S PEST CONTROL			
G 205-20200		Accounts Payable	\$102.53	10199701	FD2 Rodent Control Program
Total			\$102.53		
71811	01/08/26	SUTTONS ADVANCED CLEANING SRV			
G 101-20200		Accounts Payable	\$178.75	7902	Tree Lighting Warming House Cleaning
Total			\$178.75		
71812	01/08/26	WIDMER CONSTRUCTION LLC			
G 601-20200		Accounts Payable	\$3,168.00	5484	11/05/25 Hydrant Repairs - Premier/Shaugnessy
Total			\$3,168.00		
71813	01/08/26	WRIGHT-HENNEPIN SECURITY			
G 101-20200		Accounts Payable	\$175.80	123125	Dec 2025 Security - 450 Virginia
G 101-20200		Accounts Payable	\$125.80	123125	Dec 2025 Security - 2145 Daniels St
G 205-20200		Accounts Payable	\$200.80	123125	Dec 2025 Security - 3770 Shoreline
G 205-20200		Accounts Payable	\$125.80	123125	Dec 2025 Security - 340 Willow Dr N
Total			\$628.20		
71814	01/08/26	XCEL ENERGY			
G 101-20200		Accounts Payable	\$70.30	958664504	Steet Lights - 2129 W Wayzata Blvd
G 101-20200		Accounts Payable	\$260.06	958664504	Steet Lights - 1758 W Wayzata Blvd
Total			\$330.36		
71815	01/08/26	Barnum Gate Services Inc			
E 101-43100-4040		Equip Maint & Repairs	\$21,295.38	010626	Emergancy Gate Operator Replacement
Total			\$21,295.38		
71816	01/08/26	DVS RENEWAL			
E 101-43000-3355		Motor Vehicle Lic & Reg	\$21.50	1217	Application for Duplicate Title-Bobcat Toolcat A94Y11217
Total			\$21.50		
71817	01/08/26	DVS RENEWAL			
E 101-43000-3355		Motor Vehicle Lic & Reg	\$21.50	0198	Application for Duplicate Title -2021 Hyundai Wheel Loader HHKHWL40CL0000198
Total			\$21.50		

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Checks 71782-71835

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
71818	01/08/26	DVS RENEWAL			
E 101-43000-3355		Motor Vehicle Lic & Reg	\$20.25	010126	2026 Lic Tab Renewal - Plate #957840
E 101-43000-3355		Motor Vehicle Lic & Reg	\$20.25	010126	2026 Lic Tab Renewal - Plate #958366
E 101-43000-3355		Motor Vehicle Lic & Reg	\$20.25	010126	2026 Lic Tab Renewal - Plate #971708
E 101-43000-3355		Motor Vehicle Lic & Reg	\$20.25	010126	2026 Lic Tab Renewal - Plate #911770
E 101-43000-3355		Motor Vehicle Lic & Reg	\$20.25	010126	2026 Lic Tab Renewal - Plate #186681
E 101-43000-3355		Motor Vehicle Lic & Reg	\$20.25	010126	2026 Lic Tab Renewal - Plate #957838
E 101-43000-3355		Motor Vehicle Lic & Reg	\$20.25	010126	2026 Lic Tab Renewal - Plate #919030
E 101-43000-3355		Motor Vehicle Lic & Reg	\$20.25	010126	2026 Lic Tab Renewal - Plate #961838
E 101-43000-3355		Motor Vehicle Lic & Reg	\$20.25	010126	2026 Lic Tab Renewal - Plate #953248
		Total	\$182.25		
71819	01/08/26	iWorQ Systems, Inc.			
E 101-41500-3090		Software Support	\$4,500.00	214982	iWorq Systems Permit Software-2026
		Total	\$4,500.00		
71820	01/08/26	League of Minnesota Cities			
E 101-41500-4330		Dues and Subscriptions	\$2,607.00	441435	LMC Annual Dues - 2026
		Total	\$2,607.00		
71821	01/08/26	METRO CITIES			
E 101-41500-4330		Dues and Subscriptions	\$878.00	2427	2026 Membeship Dues
		Total	\$878.00		
71822	01/08/26	METROPOLITAN COUNCIL			
E 602-49450-3100		MCES Sewer Treatment	\$36,218.83	0001199373	Waste Water Services - Feb 2026
		Total	\$36,218.83		
71823	01/08/26	League of MN Cities			
E 101-41110-4330		Dues and Subscriptions	\$30.00	010126	2026 Dues Long Lake- Mayor Charlie Miner
		Total	\$30.00		
71824	01/08/26	MOELLER, JEANETTE			
E 101-41500-5700		Office Equip and Furnishin	\$90.00	010725	Expense Reimbursement-End Tables for City Hall Bathrooms
		Total	\$90.00		
71825	01/08/26	Premium Waters, Inc.			
E 101-41500-4145		Bottled Water Service	\$4.38	311238487	Bottled Water - Jan 2026
		Total	\$4.38		
71826	01/14/26	WSB & ASSOCIATES, INC			
G 101-20200		Accounts Payable	\$174.00	R-026413-00	General Planning; Martha Lane, Watertown Rd Solar, Etc
G 602-20200		Accounts Payable	\$165.00	R-026729-00	2026 Sanitary I/I
G 101-20200		Accounts Payable	\$180.00	R-026729-00	905 W Wayzata Blvd; FINAL Erosion Inspections 12/1/25
G 601-20200		Accounts Payable	\$259.00	R-026729-00	Lead Service Line Engineering; Residential Letters/Questions
G 101-20200		Accounts Payable	\$385.00	R-026729-00	General Engineering; Martha Lane, Westwood, Residential Questions
		Total	\$1,163.00		



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Checks 71782-71835

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
71827	01/14/26	XCEL ENERGY			
G 101-20200		Accounts Payable	\$2,003.70	959627980	Street Lights - Act #5156925594 (12/03/25-01/02/26)
		Total	\$2,003.70		
71828	01/14/26	XCEL ENERGY			
G 602-20200		Accounts Payable	\$457.32	959644336	Electricity (11/19/25-12/22/25) - SWR
G 601-20200		Accounts Payable	\$2,828.72	959644336	Electricity (11/19/25-12/22/25) - WTR
G 101-20200		Accounts Payable	\$501.76	959644336	Electricity (11/19/25-12/22/25) - Parks
G 101-20200		Accounts Payable	\$358.62	959644336	Electricity (11/19/25-12/22/25) - Street Lights
G 101-20200		Accounts Payable	\$1,021.81	959644336	Electricity (11/19/25-12/22/25) - PW
G 205-20200		Accounts Payable	\$520.47	959644336	Electricity (11/19/25-12/31/25) - FD2 Final
G 205-20200		Accounts Payable	\$1,168.65	959644336	Electricity (11/19/25-12/31/25) - FD1 Final
G 101-20200		Accounts Payable	\$191.65	959644336	Electricity (11/19/25-12/22/25) - City Hall
		Total	\$7,049.00		
71829	01/14/26	Bond Trust Services Corp			
E 601-49400-6010		Debt Srv Bond Principal	\$7,942.00	100394	2016A BOND PRIN PMTS (8.36%)
E 601-49400-6110		Bond Interest	\$163.02	100394	2016A BOND INT PMTS
E 602-49450-6010		Debt Srv Bond Principal	\$24,149.00	100394	2016A BOND PRIN PMTS (25.42%)
E 602-49450-6110		Bond Interest	\$495.69	100394	2016A BOND INT PMTS
E 603-43150-6010		Debt Srv Bond Principal	\$10,136.50	100394	2016A BOND PRIN PMTS (10.67%)
E 603-43150-6110		Bond Interest	\$208.07	100394	2016A BOND INT PMTS
E 393-48111-6010		Debt Srv Bond Principal	\$52,772.50	100394	2016A BOND PRIN PMTS (55.55%)
E 393-48111-6110		Bond Interest	\$1,083.22	100394	2016A BOND INT PMTS
		Total	\$96,950.00		
71830	01/14/26	Bond Trust Services Corp			
E 601-49400-6010		Debt Srv Bond Principal	\$68,900.00	100395	2017A BOND PRIN PMTS (53%)
E 601-49400-6110		Bond Interest	\$9,381.00	100395	2017A BOND PMTS
E 602-49450-6010		Debt Srv Bond Principal	\$27,300.00	100395	2017A BOND PRIN PMTS (21%)
E 602-49450-6110		Bond Interest	\$3,717.00	100395	2017A BOND PMTS
E 603-43150-6010		Debt Srv Bond Principal	\$1,950.00	100395	2017A BOND PRIN PMTS (1.50%)
E 603-43150-6010		Debt Srv Bond Principal	\$265.50	100395	2017A BOND PMTS
E 394-48112-6010		Debt Srv Bond Principal	\$31,850.00	100395	2017A BOND PRIN PMTS (24.50%)
E 394-48112-6110		Bond Interest	\$4,336.50	100395	2017A BOND PMTS
		Total	\$147,700.00		
71831	01/14/26	Bond Trust Services Corp			
E 394-48112-6200		Fiscal Agent Fees	\$575.00	101551	2017A BOND AGENT FEE
E 393-48111-6200		Fiscal Agent Fees	\$100.00	101552	2016A BOND AGENT FEE
		Total	\$675.00		
71832	01/14/26	MEDICA			
E 101-41500-1310		Employer Paid Health	\$1,140.48	88510308625	MEDICAL INS - Feb 2026
E 101-43050-1310		Employer Paid Health	\$727.00	88510308625	MEDICAL INS - Feb 2026
E 601-49400-1310		Employer Paid Health	\$290.80	88510308625	MEDICAL INS - Feb 2026
E 602-49450-1310		Employer Paid Health	\$218.10	88510308625	MEDICAL INS - Feb 2026
E 603-43150-1310		Employer Paid Health	\$218.10	88510308625	MEDICAL INS - Feb 2026
G 101-21706		FlexPlan - Ins Prem	\$402.87	88510308625	MEDICAL INS - Feb 2026



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Checks 71782-71835

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
Total			\$2,997.35		
71833	01/14/26	MINNWEST BANK			
E 380-47090-3055		Developer TIF Note Paym	\$48,568.82	020126	TIF 1-9 Payment - Nov Tax Settlement
Total			\$48,568.82		
71834	01/14/26	SUTTONS ADVANCED CLEANING SRV			
E 101-41940-3840		Custodial & Waste Remov	\$290.00	7954	CH Cleaning Services - Jan 2026
Total			\$290.00		
71835	01/14/26	WASTE MANAGEMENT			
E 604-43200-3890		Res Curb Recycling	\$3,698.83	8196523-159	Residential Recycling Services-Jan 2026
E 604-43200-3895		Res Organic Recycling	\$2,478.74	8196523-159	Organics Recycling Services--Jan 2026
Total			\$6,177.57		
10100			\$532,206.09		

Fund Summary

10100 GENERAL FUND CASH

101 GENERAL FUND	\$129,885.63
205 FIRE DEPARTMENT	\$19,516.40
380 TAX INCREMENT # 1-9	\$48,568.82
393 Debt Svc-2016A-Watertown/19513	\$53,955.72
394 Debt Svc-2017A GO Bond-CSAH112	\$36,761.50
601 WATER FUND	\$94,054.21
602 SANITARY SEWER FUND	\$129,746.62
603 SURFACE WATER MGMT FUND	\$13,539.62
604 RECYCLING FUND	\$6,177.57
	\$532,206.09



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*Check Summary Register©
Checks 3346-3347, 3356

Name		Check Date	Check Amt	
10100 GENERAL FUND CASH				
3346e	USBANK CREDIT CARD	12/26/25	\$2,354.21	Dec CC Stmt
3347e	POSTALIA	01/02/26	\$500.00	Postage-Jan 2026
3356e	PSN UTILITY ONLINE BILLING	12/31/25	\$319.60	BILL PAY FEE - Dec 2025
Total Checks			\$3,173.81	
10100 GENERAL FUND CASH				
101 GENERAL FUND			\$1,823.96	
205 FIRE DEPARTMENT			\$660.25	
601 WATER FUND			\$344.80	
602 SANITARY SEWER FUND			\$344.80	
			\$3,173.81	



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Checks 3346-3347, 3356

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
10100 GENERAL FUND CASH					
3346 e	12/26/25	USBANK CREDIT CARD			
E 101-41942-4010		Bldg Maint & Repairs	\$23.58	122525	PW-Ace; Gorilla Tape for Shop Door
E 101-43000-2120		Motor Fuels	\$121.15	122525	PW-Speedway; Freightliner Fuel
E 101-43000-2120		Motor Fuels	\$37.71	122525	PW-Speedway; Skid Loader Fuel
E 101-43000-2120		Motor Fuels	\$25.98	122525	PW-NAPA; Diesel Exhaust Fuel
E 101-43000-2120		Motor Fuels	\$206.00	122525	PW-Speedway; PayLoader Fuel
E 101-43000-2120		Motor Fuels	\$72.07	122525	PW-Speedway; Skid Loader Fuel
E 101-43050-4170		Uniforms	\$74.99	122525	PW-FleetFarm; Winter Bids-Sean
E 101-41940-4015		Grounds Maintenance	\$26.00	122525	CH-Ace; Ice Melt
E 101-41942-4015		Grounds Maintenance	\$115.08	122525	PW-Ace; Ice Melt
E 101-43000-2120		Motor Fuels	\$110.96	122525	PW-Speedway; Fuel
E 101-43000-2120		Motor Fuels	\$195.38	122525	PW-Speedway; Fuel
E 101-43000-2120		Motor Fuels	\$79.28	122525	PW-Speedway; Fuel
E 101-41942-4010		Bldg Maint & Repairs	\$29.98	122525	PW-Ace; Light Bulbs, Caulk Gun
E 101-45200-2150		Shop Supplies	\$9.99	122525	PW-Ace; Razor Blades
E 101-41942-4010		Bldg Maint & Repairs	\$13.98	122525	PW-Ace; Door Weather Strip
E 205-42282-3840		Custodial & Waste Remov	\$37.12	122525	FD-Amazon; Paper Towels
E 205-42281-4030		Light Truck Maint & Repair	\$57.77	122525	FD-Excelsior; Car Wash
E 205-42280-2010		Office Supplies	\$39.64	122525	FD-Amazon; HDMI Cables and Black Tape
E 205-42280-4450		Food & Beverage (Mtgs/Tr	\$39.43	122525	FD-Lunds; Meeting Food
E 205-42281-2415		Turn Out Gear	\$35.98	122525	FD-Amazon; Hand Warmers
E 205-42280-2010		Office Supplies	\$38.82	122525	FD-Amazon; Rolodex
E 205-42280-4450		Food & Beverage (Mtgs/Tr	\$34.61	122525	FD-Amazon; Coffee
E 205-42280-4330		Dues and Subscriptions	\$14.99	122525	FD-Amazon; Prime Fees
E 205-42281-2150		Shop Supplies	\$75.96	122525	FD-Trufuel
E 205-42280-2010		Office Supplies	\$36.49	122525	FD-Amazon; Coin Display
E 205-42286-3840		Custodial & Waste Remov	\$107.10	122525	FD-Amazon; Paper Towels
E 205-42281-2150		Shop Supplies	\$9.32	122525	FD-Ace
E 205-42281-2150		Shop Supplies	(\$7.15)	122525	FD-Ace
E 205-42281-2150		Shop Supplies	\$26.25	122525	FD-Ace
E 205-42280-3090		Software Support	\$10.83	122525	FD-Microsoft; 365
E 205-42286-3840		Custodial & Waste Remov	\$37.85	122525	FD-Amazon; Paper Towels
E 205-42281-2150		Shop Supplies	\$65.24	122525	FD-Amazon; Car Wash, Tide Pods, Key Tags
E 101-41500-3090		Software Support	\$144.00	122525	CH-Google; Company Emails
E 101-45200-2250		Landscaping/Décor	\$200.00	122525	CH-Coborns; Tree Lighting Christmas Cookies
E 101-41500-2010		Office Supplies	(\$277.01)	122525	CH-Amazon; Printer cartridge Refund
E 101-41500-3090		Software Support	\$325.36	122525	CH; Zoom
E 101-41500-2010		Office Supplies	\$37.97	122525	CH; Amazon; Webcam
E 101-41500-3090		Software Support	\$15.00	122525	CH; Canva
E 101-41940-3210		Telephone	\$62.03	122525	CH-Nextivia VOIP Phone Service
E 101-41942-3210		Telephone	\$20.68	122525	PW-Nextivia VOIP Phone Service
E 101-41500-3220		Postage	\$11.90	122525	CH-USPS; Mail Liquor Lic to MNDPS
E 101-41500-3220		Postage	\$11.90	122525	CH-USPS; Mial TIF to Henn County
Total			\$2,354.21		
3347 e	01/02/26	POSTALIA			
E 601-49400-3220		Postage	\$185.00		Postage-Jan 2026
E 602-49450-3220		Postage	\$185.00		Postage-Jan 2026



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Checks 3346-3347, 3356

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 101-41500-3220		Postage		\$130.00	Postage-Jan 2026
		Total		\$500.00	
3356 e	12/31/25	PSN UTILITY ONLINE BILLING			
E 601-49400-3090		Software Support	\$159.80	RT25528	BILL PAY FEE - Dec 2025
E 602-49450-3090		Software Support	\$159.80	RT25528	BILL PAY FEE - Dec 2025
		Total		\$319.60	
		10100		\$3,173.81	

Fund Summary

10100 GENERAL FUND CASH

101 GENERAL FUND	\$1,823.96
205 FIRE DEPARTMENT	\$660.25
601 WATER FUND	\$344.80
602 SANITARY SEWER FUND	\$344.80
	\$3,173.81



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Payroll Summary

Pay Group: 02 Fire Department

Pay Periods: 2026(Jan)

Employee	Gross Wage	Federal Gross	State Gross	Federal Tax	State Tax	Local Tax	Social Security	Medicare	Retire	Sheltered	Voluntary	Tips	Reimb.	Net
000000216 BERBIG, ZACHARY P.	16.12	16.12	16.12				1.00	0.23						14.89
000000291 BROWN, JOHN	32.24	32.24	32.24				2.00	0.47						29.77
000000154 COTTON, PATRICK J.	16.12	16.12	16.12				1.00	0.23						14.89
000000274 FAUE, JESSE	16.12	16.12	16.12				1.00	0.23						14.89
000000233 FRANK, BRYAN	48.36	48.36	48.36				3.00	0.70						44.66
000000049 GOMAN, DAVID	16.12	16.12	16.12				1.00	0.23						14.89
000000177 GONSIOR, RYAN J.	16.12	16.12	16.12				1.00	0.23						14.89
000000229 GRADY, JOSHUA	32.24	32.24	32.24				2.00	0.47						29.77
000000293 GREGG, AIDAN	16.12	16.12	16.12				1.00	0.23						14.89
000000293 GREGG, AIDAN	340.00	340.00	340.00	57.80	27.20		21.08	4.93						228.99
000000226 HOSTER, RYAN	16.12	16.12	16.12				1.00	0.23						14.89
000000301 IMS, GRAM	16.12	16.12	16.12				1.00	0.23						14.89
000000270 JOHNSRUD, MICHAEL	16.12	16.12	16.12				1.00	0.23						14.89
000000112 KRAHL, JEFFREY C.	16.12	16.12	16.12				1.00	0.23						14.89
000000253 LOOSBROCK, RICHARD	16.12	16.12	16.12				1.00	0.23						14.89
000000303 MACDONALD, JOSEPH	32.24	32.24	32.24				2.00	0.47						29.77
000000290 MCCAHERTY, ALEX	16.12	16.12	16.12				1.00	0.23						14.89
000000296 NEUBAUER, MITCHELL	32.24	32.24	32.24				2.00	0.47						29.77
000000277 REWERTS, ANTHONY	32.24	32.24	32.24				2.00	0.47						29.77
000000241 RHEA, CHRISTOPHER	16.12	16.12	16.12				1.00	0.23						14.89
000000190 ROTHSTEIN, DAVID J.	16.12	16.12	16.12				1.00	0.23						14.89
000000282 SWEARINGEN, LANCE	16.12	16.12	16.12				1.00	0.23						14.89
000000240 VEACH, BENJAMIN	16.12	16.12	16.12				1.00	0.23						14.89
000000297 WARNER, SIMONE	16.12	16.12	16.12				1.00	0.23						14.89
000000118 WOYCHICK, TED J.	32.24	32.24	32.24				2.00	0.47						29.77

941 Deposit

Federal Tax	\$57.80
Medicare	\$24.72
Social Security	\$106.16
Advanced EIC	None
Total Deposit	\$188.68

Pay Summary

Gross	855.84
Federal Gross	855.84
State Gross	855.84
FICA Gross	855.84

Tax Summary

Federal Tax	57.80
State Tax	27.20
Local Tax	
FICA Ded/Ben	53.08
Medicare Ded/Ben	12.36

Others

Retirement	
Tax-Sheltered	
Voluntary	
Tips	0.00
Reimbursement	0.00
Net	705.40



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Payroll Summary

Pay Group: 06 City Council

Check Date: 1/8/2026 per. 1

Employee	Gross Wage	Federal Gross	State Gross	Federal Tax	State Tax	Local Tax	Social Security	Medi-care	Retire	Tax Sheltered	Voluntary	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
Medicare Ded/Ben	18.87

Others

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



LONG LAKE, MN

01/05/26 Section 5B.

Page 1

Payroll Summary

Pay Group: 01 Bi-Weekly

Check Date: 1/8/2026 per. 1

Employee	Gross Wage	Federal Gross	State Gross	Federal Tax	State Tax	Local Tax	Social Security	Medicare	Retire	Tax Sheltered	Voluntary	Tips	Reimb.	Net
000000287 DECKER JR, MICHAEL	2,881.78	2,695.76	2,695.76	278.45	124.72		178.67	41.79	186.02		14.37			2,057.76
000000243 DIERCKS, SEAN	4,090.45	3,824.57	3,824.57	574.56	201.48		253.61	59.31	265.88		18.00			2,717.61
000000003 GASPAR, DONALD J	1,275.00	1,275.00	1,275.00				79.05	18.49			5.61			1,171.85
000000286 HEILAND, MICHAEL	11,847.26	11,425.96	11,425.96	1,994.69	699.25		511.93	171.79	421.30		52.13			7,996.17
000000091 MOELLER, JEANETTE	3,312.20	2,898.96	2,898.96	219.88	81.22		193.08	45.16	215.29	197.95	14.57			2,345.05
000000252 NOWEZKI, AMANDA	4,472.12	3,988.88	3,988.88	740.68	233.65		276.30	64.62	467.52	15.72	50.70			2,622.93

941 Deposit

Federal Tax	\$3,808.26
Medicare	\$802.32
Social Security	\$2,985.28
Advanced EIC	None
Total Deposit	\$7,595.86

Pay Summary

Gross	27,878.81
Federal Gross	26,109.13
State Gross	26,109.13
FICA Gross	24,074.80

Tax Summary

Federal Tax	3,808.26	
State Tax	1,340.32	
Local Tax		
FICA Ded/Ben	1,492.64	1,492.64
Medicare Ded/Ben	401.16	401.16

Others

Retirement	1,556.01
Tax-Sheltered	213.67
Voluntary	155.38
Tips	0.00
Reimbursement	0.00
Net	18,911.37



CITY OF
LONG LAKE

City Council Agenda Report

City of Long Lake

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

MEETING DATE / January 20, 2026

SUBJECT: Approval of Updated Hennepin County Residential Recycling Grant Agreement

Prepared By: Jeanette Moeller, City Clerk

Report Date: 1/12/2026

Recommended City Council Action

Staff recommends the following:

Motion to adopt Resolution No. 2026-04 approving the Hennepin County Residential Waste Reduction and Recycling Grant Agreement No. PR00008086, and authorizing the City Administrator to execute said agreement with Hennepin County.

Overview / Background

Hennepin County Ordinance No. 13 requires that each city in the County implement and maintain a recycling program. Hennepin County has also adopted a funding policy, through residential recycling grant agreements between the County and cities, to assist communities with costs associated with their recycling programs. Hennepin County traditionally distributes SCORE funding it receives from the State to municipalities for the purpose of supporting curbside residential recycling and organics programs in the form of annual grant disbursements through these grant agreements.

At its November 6, 2025 meeting, the Hennepin County Board of Commissioners adopted an updated funding policy to continue to fund cities within Hennepin County for the contract period of January 1, 2026 through December 31, 2028. In order to continue to receive grant funds again in 2026, the City must approve the new Residential Waste Reduction and Recycling Grant Agreement between Hennepin County and the City of Long Lake, effective for years 2026 through 2028.

Staff is requesting adoption of the attached Resolution approving the above-referenced agreement and authorizing the City Administrator to execute the agreement with Hennepin County.

Supporting Information

- Resolution No. 2026-04
- Hennepin County Resolution No. 25-0414
- 2026-2028 Residential Waste Reduction and Recycling Grant Agreement No. PR00008064



**City Council
Resolution No. 2026-04**

**A RESOLUTION TO APPROVE THE 2026-2028 RESIDENTIAL WASTE REDUCTION AND RECYCLING GRANT
AGREEMENT BETWEEN THE CITY AND HENNEPIN COUNTY**

WHEREAS, pursuant to Minnesota Statutes, Chapter 115A.552, Counties shall ensure that residents have an opportunity to recycle; and

WHEREAS, Hennepin County Ordinance No. 13 requires that each City implement and maintain a recycling and organics recycling program; and

WHEREAS, the Hennepin County Board of Commissioners at its November 6, 2025 meeting adopted a funding policy to continue to fund cities within Hennepin County for the contract period of January 1, 2026 through December 31, 2028; and

WHEREAS, a new Hennepin County Residential Waste Reduction and Recycling Grant Agreement, Contract No. PR00008064, effective for years 2026 through 2028 has been prepared for the City of Long Lake; and

WHEREAS, in order to receive grant funds, the City must sign and execute the agreement; and

WHEREAS, the City of Long Lake wishes to receive these grant funds each year.

NOW THEREFORE BE IT RESOLVED, that the City Council of the City of Long Lake, Hennepin County, Minnesota hereby approves Contract No. PR00008064, the Residential Waste Reduction and Recycling Grant Agreement, between the City and Hennepin County as proposed; and further authorizes the City Administrator to execute said grant agreement with the County.

Adopted by the City Council of the City of Long Lake this 20th day of January 2026.

BY:

Charlie Miner, Mayor

ATTEST:

Jeanette Moeller, City Clerk

HENNEPIN COUNTY

MINNESOTA

300 South Sixth Street
Minneapolis, MN
55487-0240

RESOLUTION

Public Works Committee

RESOLUTION: 25-0414 R1

At a meeting of the Board of Hennepin County Commissioners, a motion was made by Commissioner Conley, and seconded by Commissioner Fernando, that the Resolution be adopted. The motion passed.

BE IT RESOLVED, that the Hennepin County Residential Waste Reduction and Recycling Funding Policy for the period January 1, 2026, through December 31, 2028, be approved; and

BE IT FURTHER RESOLVED, that the County Administrator be authorized to negotiate residential waste reduction and recycling grant agreements for the period of January 1, 2026, through December 31, 2028; that following review and approval by the County Attorney's Office, the Chair of the Board be authorized to sign the agreements on behalf of the county; and that the Controller be authorized to disburse funds as directed.

RESOLUTION ADOPTED ON 11/6/2025

The question was on the adoption of the resolution with the votes as follows:

Aye: 5 Commissioner Fernando, Commissioner Greene, Commissioner Conley, Commissioner Lunde, and Commissioner Anderson

Nay: 1 Commissioner Edelson

Absent: 1 Commissioner Goettel

Maria Rose

Maria Rose

Grant Agreement No:PR00008064

RESIDENTIAL WASTE REDUCTION AND RECYCLING GRANT AGREEMENT

This Grant Agreement is between the COUNTY OF HENNEPIN, STATE OF MINNESOTA, A-2300 Government Center, Minneapolis, Minnesota 55487, on behalf of the Hennepin County Environment and Energy Department, 300 South Sixth Street, MC 679, Minneapolis, Minnesota 55487 (“COUNTY”), and CITY OF LONG LAKE, 450 Virginia Avenue, P.O. Box 606, Long Lake, Minnesota, 55356 (“GRANTEE”), a Minnesota government entity.

The parties agree as follows:

1. TERM AND AMOUNT OF GRANT

This Agreement shall commence following execution by all parties. GRANTEE shall complete all Grant Requirements, as defined below, and submit all required documentation on or before December 31, 2028, unless this Agreement is terminated earlier in accordance with the provisions herein.

Annual grant payments (“Grant Funds”) shall be calculated as set forth in Section 3.

2. GRANT REQUIREMENTS

GRANTEE shall apply for annual grant funds and operate its Waste Reduction and Recycling Programs as more fully described in Attachment A, the Residential Waste Reduction and Recycling Funding Policy.

In addition to any other reporting requirements contained in this Agreement, including in any attachments, within thirty (30) days after COUNTY’s request, GRANTEE shall submit grant progress reports to the COUNTY in the manner directed by COUNTY and which may include summarizing activities and outcomes for the given period, goals, objectives, activities, outcomes, challenges, lessons learned, financial information, and/or administrative/programmatic monitoring descriptions.

3. GRANT FUNDS DISBURSEMENT

The COUNTY will distribute SCORE funds that the COUNTY receives from the state to Hennepin County municipalities. SCORE funds will be dedicated to the following different purposes: 1) general funding for waste reduction and recycling programs, 2) curbside organics recycling programs, 3) organics drop-off sites, 4) multifamily waste reduction and recycling.

SCORE funds are based on revenue received by the State of Minnesota from the solid waste management tax (SWMT) on garbage services and are subject to change based on the SWMT revenue received by the state and funds allocated by the legislature. Funds

distributed to municipalities for the current calendar year will be based on SCORE funds received by the COUNTY in the state’s corresponding fiscal year.

The COUNTY will make two payments to the GRANTEE, according to the provisions set forth below. Those two payments will provide the sum of each city’s total grant amount for general waste reduction and recycling programs, curbside organics recycling programs, organics drop-off sites, and multifamily waste reduction and recycling. One payment will be made after COUNTY receives the applications for funding from GRANTEE. A second payment will be made after basic program requirements, education and outreach requirements, and performance have been confirmed and approved. If GRANTEE meets the requirements, both payments will be made during the same calendar year.

A. Waste reduction and recycling programs

COUNTY will dedicate 40% of SCORE funds to provide funding for city waste reduction and recycling programs. The following formula will be used to calculate GRANTEE’s waste reduction and recycling grant amount.

Number of eligible households with curbside recycling in city		40% of SCORE		Waste reduction and recycling
-----	x	funds available	=	grant amount
Total number of eligible households with curbside recycling in county				available to the city

Eligible households are defined as households in single-family through fourplex residential buildings or other residential buildings where each household has its own recycling collection container to set out for curbside collection and receives recycling collection service through the city. In cities with open recycling collection, eligible households are defined as households in single-family through fourplex residential buildings where each household has its own recycling collection container to set out for curbside collection. The number of eligible households will be determined by counting the number of eligible households on January 1 of each funding year. GRANTEE will report the number to COUNTY in its annual application for funding.

B. Curbside organics recycling programs

COUNTY will dedicate 50% of SCORE funds to provide funding for curbside organics recycling programs. Funds will be allocated using participation targets for each eligible city. Funding is not contingent upon meeting the participation target. The following formula will be used to calculate GRANTEE’s curbside organics recycling grant amount.

Target number of households with
curbside organics recycling in city

x

50% of SCORE
funds available

=

Curbside organics
recycling grant
amount available to
the city

Total number of households with
curbside organics recycling in
county

Initial participation targets (as a percent of households with curbside recycling service):

- 60% for cities that contract for organics recycling service
- 30% for cities that require haulers to offer organics recycling service

COUNTY will provide a minimum grant of \$3,300 per city for curbside organics recycling programs.

C. Organics drop-off sites

COUNTY will dedicate up to \$3,300 per eligible city to provide funding for organics drop-off site expenses. Cities with a population of less than 10,000 are eligible.

D. Multifamily waste reduction and recycling

COUNTY will take 10% of SCORE funds, subtract the amount allocated to organics drop-off sites, and dedicate the remainder to provide funding for multifamily waste reduction and recycling programs. For the purposes of this policy, city multifamily waste reduction and recycling programs include organics recycling. Funds will be allocated based on the number of multifamily households. The following formula will be used to calculate GRANTEE’s multifamily waste reduction and recycling grant amount.

Number of multifamily
households in city

x

10% of SCORE
funds available
minus organics
drop-off funds

=

Multifamily waste
reduction and
recycling grant
amount available to
the city

Total number of multifamily
households in county

If cities do not apply for available multifamily grant funds, the unclaimed funds will be re-allocated to the cities that applied in proportion to the number of multifamily households in those cities.

Multifamily households in cities with organized recycling collection are defined as 1) households in buildings where each household does not have its own recycling collection container to set out for curbside collection, or 2) households in buildings that do not receive recycling collection service through the city,

including apartment buildings, condominiums, townhomes, and cooperative housing units where a property manager or association coordinates collection service. Multifamily households in cities with open recycling collection are defined as households in residential buildings larger than a fourplex.

E. Cities of the first class

Cities of the first class must comply with COUNTY's measurable performance standards and report recycling rates and compliance rates to the COUNTY semi-annually beginning February 15, 2026, and every August 15 and February 15 thereafter during the term of this Agreement. Cities of the first class must also report semi-annually beginning February 15, 2026, and every August 15 and February 15 thereafter, on specific steps for implementation that address the COUNTY's priorities identified Board Action 25-0296 R2. COUNTY will determine annually whether the cities have implemented and satisfied performance standards. If the COUNTY finds that the cities have not implemented or satisfied the performance standards, the city must submit a waste reduction and recycling improvement plan to COUNTY within 60 days of being notified by COUNTY. The improvement plan must specify the efforts the city will take to implement and satisfy the performance standards identified by the COUNTY. The improvement plan must be negotiated with COUNTY and approved by COUNTY. If COUNTY does not approve the improvement plan, then it will withhold SCORE funding.

4. PARTY RELATIONSHIP

- A. GRANTEE shall select the means, method, and manner of performing Grant Requirements. Nothing is intended nor should be construed as creating or establishing any relationship, besides that of grantor and grantee, between the parties. GRANTEE is not COUNTY's vendor, contractor, agent, representative, or employee for any purpose. GRANTEE shall secure at its own expense all personnel and resources required in completing Grant Requirements under this Agreement. GRANTEE's personnel and/or subcontractors engaged to perform any activities under this Agreement will have no contractual relationship with COUNTY and will not be considered employees of COUNTY.
- B. If GRANTEE enters into any agreement with any entity to provide goods or services related to GRANTEE's performance of the Grant Requirements, GRANTEE shall memorialize that relationship with a written and duly executed agreement with said entity. That agreement will include, at minimum, the following provisions:
 - (i) Neither GRANTEE nor the engaged entity is acting as agent(s) for the County of Hennepin, State of Minnesota;
 - (ii) The parties expressly agree that the County of Hennepin, State of Minnesota, is not a party to their agreement; and

- (iii) The County of Hennepin, State of Minnesota is not responsible or liable for any duty or obligation under their agreement, including but not limited to paying any amount whatsoever under the agreement.

5. NON-DISCRIMINATION

In accordance with COUNTY's policies against discrimination, GRANTEE shall not exclude any person nor prohibit their participation in or the benefits of any program, service or activity related to this Agreement on the grounds of any protected status or class, including but not limited to race, color, creed, religion, national origin, sex, gender expression, gender identity, age, disability, marital status, sexual orientation, or public assistance status. No person who is protected by applicable law against discrimination shall be subjected to discrimination.

6. INDEMNIFICATION

GRANTEE shall defend, indemnify, and hold harmless COUNTY, its present and former officials, officers, agents, volunteers and employees from any liability, claims, causes of action, judgments, damages, losses, costs, or expenses, including attorney's fees, resulting directly or indirectly from any act or omission of GRANTEE, a subcontractor, anyone directly or indirectly employed by them, and/or anyone for whose acts and/or omissions they may be liable in the performance of the Grant Requirements in this Agreement, and against all loss by reason of the failure of GRANTEE to perform any obligation under this Agreement. For clarification and not limitation, this obligation to defend, indemnify and hold harmless includes but is not limited to any liability, claims or actions resulting directly or indirectly from alleged infringement of any copyright or any property right of another, the employment or alleged employment of GRANTEE personnel, the unlawful disclosure and/or use of protected data, or other noncompliance with the requirements of these provisions.

7. INSURANCE

Each party warrants that it has purchased insurance or a self-insurance program sufficient to meet its liability obligations and, at a minimum, to meet the maximum liability limits of Minnesota Statutes Chapter 466. This provision shall not be construed as a waiver of any immunity from liability under Chapter 466 or any other applicable law.

8. DUTY TO NOTIFY

GRANTEE shall promptly notify COUNTY of any demand, claim, action, cause of action or litigation brought against GRANTEE, its employees, officers, agents or subcontractors, which arises out of this Agreement. GRANTEE shall also notify COUNTY whenever GRANTEE has a reasonable basis for believing that GRANTEE and/or its employees, officers, agents or subcontractors, and/or COUNTY, might become the subject of a demand, claim, action, cause of action, administrative action, criminal arrest, criminal charge or litigation arising out of this Agreement.

9. DATA, SYSTEMS, AND INTELLECTUAL PROPERTY

- A. GRANTEE, its officers, agents, owners, partners, employees, volunteers and subcontractors shall, to the extent applicable, abide by the provisions of the Minnesota Government Data Practices Act, Minnesota Statutes, chapter 13 (MGDPA) and all other applicable law, rules, regulations and orders relating to data or the privacy, confidentiality or security of data. For clarification and not limitation, COUNTY hereby notifies GRANTEE that the requirements of Minnesota Statutes section 13.05, subd. 11, apply to this Agreement. GRANTEE shall promptly notify COUNTY if GRANTEE becomes aware of any potential claims, or facts giving rise to such claims, under the MGDPA or other data, data security, privacy or confidentiality laws, and shall also comply with the other requirements of this Section.

Classification of data, including trade secret data, will be determined pursuant to applicable law and, accordingly, merely labeling data as “trade secret” by GRANTEE does not necessarily make the data protected as such under any applicable law.

- B. In addition to the foregoing MGDPA and other applicable law obligations, GRANTEE shall comply with the following duties and obligations regarding County Data and County Systems (as each term is defined herein). As used herein, “County Data” means any data or information, and any copies thereof, created by GRANTEE or acquired by GRANTEE from or through COUNTY pursuant to this Agreement, including but not limited to handwriting, typewriting, printing, photocopying, photographing, facsimile transmitting, and every other means of recording any form of communication or representation, including electronic media, email, letters, works, pictures, drawings, sounds, videos, or symbols, or combinations thereof.

If GRANTEE has access to or possession/control of County Data, GRANTEE shall safeguard and protect the County Data in accordance with generally accepted industry standards, all laws, and all then applicable COUNTY policies, procedures, rules and directions. To the extent of any inconsistency between accepted industry standards and such COUNTY policies, procedures, rules and directions, GRANTEE shall notify COUNTY of the inconsistency and follow COUNTY direction. GRANTEE shall immediately notify COUNTY of any known or suspected security breach or unauthorized access to County Data, then comply with all responsive directions provided by COUNTY. The foregoing shall not be construed as eliminating, limiting or otherwise modifying GRANTEE’s indemnification obligations herein.

- C. INTENTIONALLY OMITTED.

D. Upon expiration or termination of this Agreement:

- (1) At the discretion of COUNTY and as specified in writing by the Grant Manager, GRANTEE shall deliver to the Grant Manager all County Data so specified by COUNTY.
- (2) COUNTY shall have full ownership and control of all such County Data. If COUNTY permits GRANTEE to retain copies of the County Data, GRANTEE shall not, without the prior written consent of COUNTY or unless required by law, use any of the County Data for any purpose or in any manner whatsoever; shall not assign, license, loan, sell, copyright, patent and/or transfer any or all of such County Data; and shall not do anything which in the opinion of COUNTY would affect COUNTY's ownership and/or control of such County Data.
- (3) Except to the extent required by law or as agreed to by COUNTY, GRANTEE shall not retain any County Data that are confidential, protected, privileged, not public, nonpublic, or private, as those classifications are determined pursuant to applicable law. In addition, GRANTEE shall, upon COUNTY's request, certify destruction of any County Data so specified by COUNTY.

10. RECORDS – AVAILABILITY/ACCESS

Subject to the requirements of Minnesota Statutes section 6.551, the State Auditor, or any of their authorized representatives, at any time during normal business hours, and as often as they may reasonably deem necessary, shall have access to and the right to examine, audit, excerpt, and transcribe any books, documents, papers, records, etc., which are pertinent to the accounting practices and procedures of GRANTEE and involve transactions relating to this Agreement. GRANTEE shall maintain these materials and allow access during the period of this Agreement and for six (6) years after its expiration or termination.

11. SUCCESSORS, SUBCONTRACTING AND ASSIGNMENTS

- A. GRANTEE binds itself, its partners, successors, assigns and legal representatives to COUNTY for all covenants, agreements and obligations herein.
- B. GRANTEE shall not assign, transfer or pledge this Agreement and/or the performance of the Grant Requirements, whether in whole or in part, nor assign any monies due or to become due to it without the prior written consent of COUNTY. A consent to assign shall be subject to such conditions and provisions as COUNTY may deem necessary, accomplished by execution of a form prepared by COUNTY and signed by GRANTEE, the assignee and COUNTY. Permission to assign, however,

shall under no circumstances relieve GRANTEE of its liabilities and obligations under the Agreement.

- C. GRANTEE shall not subcontract this Agreement whether in whole or in part, without the prior written consent of COUNTY. Permission to subcontract, however, shall under no circumstances relieve GRANTEE of its liabilities and obligations under the Agreement. Further, GRANTEE shall be fully responsible for the acts, omissions, and failure of its subcontractors in the performance of any specified contractual services, and of person(s) directly or indirectly employed by subcontractors. Contracts between GRANTEE and each subcontractor shall require that the subcontractor's services be performed in accordance with this Agreement. GRANTEE shall make contracts between GRANTEE and subcontractors available upon request. For clarification and not limitation of the provisions herein, none of the following constitutes assent by COUNTY to a contract between GRANTEE and a subcontractor, or a waiver or release by COUNTY of GRANTEE's full compliance with the requirements of this Section: (1) COUNTY's request or lack of request for contracts between GRANTEE and subcontractors; (2) COUNTY's review, extent of review or lack of review of any such contracts; or (3) COUNTY's statements or actions or omissions regarding such contracts.
- D. As required by Minnesota Statutes section 471.425, subd. 4a, GRANTEE shall pay any subcontractor within ten (10) days of GRANTEE's receipt of payment from COUNTY for undisputed services provided by the subcontractor, and GRANTEE shall comply with all other provisions of that statute.

12. MERGER, MODIFICATION AND SEVERABILITY

- A. The entire Agreement between the parties is contained herein and supersedes all oral agreements and negotiations between the parties relating to the subject matter. All items that are referenced or that are attached are incorporated and made a part of this Agreement. If there is any conflict between the terms of this Agreement and referenced or attached items, the terms of this Agreement shall prevail.

GRANTEE and/or COUNTY are each bound by its own electronic signature(s) on this Agreement, and each agrees and accepts the electronic signature of the other party.

- B. Any alterations, variations or modifications of the provisions of this Agreement shall only be valid when they have been reduced to writing as an amendment to this Agreement signed by the parties. Except as expressly provided, the substantive legal terms contained in this Agreement, including but not limited to Indemnification, Insurance, Merger, Modification and Severability, Default and Termination, or Minnesota Law Governs may not be altered, varied, modified or waived by any change in project scope, specifications, or other document.

- C. If any provision of this Agreement is held invalid, illegal or unenforceable, the remaining provisions will not be affected.

13. DEFAULT AND TERMINATION

- A. This Agreement may be terminated with or without cause by COUNTY upon thirty (30) days' written notice, including but not limited to failure of the GRANTEE to perform Grant Requirements or failure of the Grant Requirements to promote a public purpose. Additionally, failure to comply with the terms of this Agreement shall be just cause for COUNTY to delay payment of Grant Funds until GRANTEE's compliance. In the event of a decision to withhold Grant Funds, COUNTY shall furnish prior written notice to GRANTEE.
- B. COUNTY may immediately terminate this Agreement if GRANTEE, or any GRANTEE directors, employees, or other personnel are convicted of a criminal offense relating to any COUNTY, State of Minnesota, or federal grant.
- C. Notwithstanding any provision of this Agreement to the contrary, GRANTEE shall remain liable to COUNTY for damages sustained by COUNTY by virtue of any breach of this Agreement by GRANTEE.
- D. The above remedies shall be in addition to any other right or remedy available to COUNTY under this Agreement, law, statute, rule, and/or equity.
- E. COUNTY's failure to insist upon strict performance of any provision or to exercise any right under this Agreement shall not be deemed a relinquishment or waiver of the same, unless consented to in writing. Such consent shall not constitute a general waiver or relinquishment throughout the entire term of the Agreement.
- F. If this Agreement expires or is terminated, with or without cause, by either party, at any time, GRANTEE shall not be entitled to any Grant Funds except for reimbursements duly invoiced for completed Grant Requirements pursuant to this Agreement.
- G. Upon written notice, COUNTY may immediately suspend or terminate this Agreement in the event any of the following occur: (i) COUNTY does not obtain anticipated funding from an outside source for this project; (ii) funding for this project from an outside source is withdrawn, frozen, shut down, is otherwise made unavailable or COUNTY loses the outside funding for any other reason; or (iii) COUNTY determines, in its sole discretion, that funding is, or has become, insufficient. COUNTY is not obligated to pay for any Grant Funds related to the performance of any Grant Requirements occurring after the notice and effective date of the suspension or termination. In the event COUNTY suspends or terminates this Agreement pursuant to this paragraph, COUNTY shall pay any Grant Funds already invoiced by GRANTEE prior to the notice of suspension or

termination, if those costs and supporting documentation are validated by COUNTY, except that COUNTY shall not be obligated to pay any Grant Funds as or for penalties, early termination fees, charges, time and materials for Grant Requirements not already invoiced.

- H. GRANTEE has an affirmative obligation, upon written notice by COUNTY that this Agreement may be suspended or terminated, to follow reasonable directions by COUNTY, or absent directions by COUNTY, to exercise a fiduciary obligation to COUNTY, before incurring or making further costs, expenses, obligations or encumbrances arising out of or related to this Agreement.

14. SURVIVAL OF PROVISIONS

Provisions that by their nature are intended to survive the term or termination of this Agreement do survive such term or termination. Such provisions include but are not limited to: PARTY RELATIONSHIP; INDEMNIFICATION; INSURANCE; DUTY TO NOTIFY; DATA, SYSTEMS, AND INTELLECTUAL PROPERTY; RECORDS-AVAILABILITY/ACCESS; DEFAULT AND TERMINATION; MEDIA OUTREACH; and MINNESOTA LAW GOVERNS.

15. GRANT MANAGER

Kirsten Wahlberg, or successor, ("Grant Manager"), shall manage this Agreement on behalf of COUNTY and serve as liaison between COUNTY and GRANTEE.

Jeanette Moeller, jmoeller@longlakemn.gov, 952-473-6961 x1 shall manage the Agreement on behalf of GRANTEE. GRANTEE may replace such person but shall immediately give written notice to COUNTY of the name, phone number and email (if available) of such substitute person and of any other subsequent substitute person.

16. COMPLIANCE AND NON-DEBARMENT CERTIFICATION

- A. GRANTEE shall comply with all applicable law, funding sources, regulations, rules and ordinances currently in force or later enacted.
- B. GRANTEE certifies that it is not prohibited from doing business with either the federal government or the state of Minnesota as a result of debarment or suspension proceedings. GRANTEE shall immediately notify COUNTY if GRANTEE is debarred or suspended during the term of this Agreement.

17. RECYCLING

COUNTY encourages GRANTEE to establish a recycling program for at least three materials, such as newsprint, office paper, glass, plastic, and metal.

18. NOTICES

Unless the parties otherwise agree in writing, any notice or demand which must be given or made by a party under this Agreement or any statute or ordinance shall be in writing and shall be sent registered or certified mail. Notices to COUNTY shall be sent to the Grant Administrator with a copy to the originating COUNTY department at the addresses given in the opening paragraph of this Agreement. Notice to GRANTEE shall be sent to the address stated in the opening paragraph of this Agreement or to the address stated in GRANTEE's Form W-9 provided to COUNTY.

19. CONFLICT OF INTEREST

GRANTEE affirms that to the best of GRANTEE's knowledge, GRANTEE's involvement in this Agreement does not result in a conflict or potential conflict of interest with any party or entity which may be affected by the terms of this Agreement. Should any conflict or potential conflict of interest become known to GRANTEE, GRANTEE shall immediately notify COUNTY of the conflict or potential conflict, specifying the part of this Agreement giving rise to the conflict or potential conflict, and advise COUNTY whether GRANTEE will or will not resign from the other engagement or representation. A conflict or potential conflict may, in COUNTY's discretion, be cause for termination of this Agreement.

20. MEDIA OUTREACH

GRANTEE shall notify COUNTY, prior to publication, release or occurrence of any Outreach (as defined below). The parties shall coordinate to produce collaborative and mutually acceptable Outreach. For clarification and not limitation, all Outreach shall be approved by COUNTY, by and through the Grant Administrator or his/her designee(s), prior to publication or release. As used herein, the term "Outreach" shall mean all media, social media, news releases, external facing communications, advertising, marketing, promotions, client lists, civic/community events or opportunities and/or other forms of outreach created by, or on behalf of, GRANTEE (i) that reference or otherwise use the term "Hennepin County," or any derivative thereof; or (ii) that directly or indirectly relate to, reference or concern the County of Hennepin, this Agreement, the Grant Requirements performed hereunder or COUNTY personnel, including but not limited to COUNTY employees and elected officials.

21. MINNESOTA LAWS GOVERN

The laws of the state of Minnesota shall govern all questions and interpretations concerning the validity and construction of this Agreement and the legal relations between the parties. The appropriate venue and jurisdiction for any litigation will be those courts located within the County of Hennepin, state of Minnesota. Litigation, however, in the federal courts involving the parties will be in the appropriate federal court within the state of Minnesota.

22. PERSONAL PROPERTY TAX, PROPERTY TAX, AND INCOME TAX

- A. GRANTEE affirms that it and its officers have paid all Hennepin County personal property taxes and property taxes due on all of its Hennepin County properties for taxes owed on or before the date of the execution of this Agreement. If COUNTY finds that property taxes have not been paid by GRANTEE, GRANTEE's owner and GRANTEE's board of directors (if any), COUNTY may refuse to disburse Grant Funds or require the return of all or part of the Grant Funds already disbursed.
- B. GRANTEE acknowledges that Grant Funds may be subject to federal and/or state or local taxes. Except as part of a tax-specific outreach program, COUNTY cannot provide tax advice and encourages GRANTEE to consult with a professional tax advisor.

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COUNTY BOARD AUTHORIZATION

Reviewed for COUNTY by
the County Attorney's Office:

COUNTY OF HENNEPIN
STATE OF MINNESOTA
By:

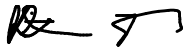
Reviewed for COUNTY by:

ATTEST:

Board Resolution No:

By:

Document Assembled by:



Kirsten Wahlberg (Jan 9, 2026 14:55:05 CST)

Kirsten Wahlberg

E-signed 2026-01-09 02:55PM CST

Kirsten.Wahlberg@hennepin.us

Hennepin County



Attachments

GRANTEE

GRANTEE warrants that the person who executed this Agreement is authorized to do so on behalf of GRANTEE as required by applicable articles, bylaws, resolutions or ordinances.*

By:

Amanda Nowezki

Amanda Nowezki (Jan 12, 2026 09:04:07 CST)

Amanda Nowezki

E-signed 2026-01-12 09:04AM CST

anowezki@longlakemn.gov

City Administrator



*GRANTEE represents and warrants that it has submitted to COUNTY all applicable documentation (articles, bylaws, resolutions or ordinances) that confirms the signatory's delegation of authority. Documentation is not required for a sole proprietorship.



CITY OF
LONG LAKE

City Council Agenda Report

City of Long Lake

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

MEETING DATE / January 20, 2026

SUBJECT: Approval of Updated Agreement for Continued Use of the Plymouth Yard Waste Site

Prepared By: Jeanette Moeller, City Clerk

Report Date: 1/15/2026

Recommended City Council Action

Staff recommends the following:

Motion to approve the agreement for use of the City of Plymouth Yard Waste Site by the City of Long Lake, and authorizing the Mayor and City Clerk to execute said agreement.

Overview / Background

In November 2007, the City entered into an agreement with the City of Plymouth for the disposal of brush and tree debris, leaves, and soft vegetative waste by Long Lake residents at Plymouth's yard waste facility.

Staff recently received a revised agreement for Long Lake residents' continued use of the Plymouth Yard Waste site. Under the new agreement, the City would be responsible to annually pay Plymouth a fee calculated by \$5 per capita (population derived from census data, currently 1,741 as of 2020), or \$8,705 beginning in 2026. The agreement would continue to automatically renew for succeeding one year periods unless one party notifies the other of intent not to renew prior to January 1 annually.

Staff recommends continuation of this service for the convenience of residents during the spring, summer and fall months; and therefore, would recommend approval of the revised agreement for use of the Plymouth Yard Waste Site as proposed. The funding source for this annual expenditure would continue to be the Recycling Fund.

Please note that over the last few years, staff has periodically reached out to other local cities with yard waste disposal options to inquire whether or not they would be open to accepting yard waste from Long Lake by contract. *The answer thus far has been that they were not equipped or staffed to receive additional volume from another municipality.* Staff intends to reach out to explore alternatives again in 2026 to review whether any opportunities may now be available.

Supporting Information

- Agreement for Use of City of Plymouth Yard Waste Site by City of Long Lake

**AGREEMENT
FOR USE OF CITY OF PLYMOUTH
YARD WASTE SITE BY CITY OF LONG LAKE**

This Agreement is made this 24th day of February , 2026 by and between the City of Plymouth, a Minnesota municipal corporation [hereinafter “Plymouth”] and the City of Long Lake, a Minnesota municipal corporation [hereinafter “Long Lake”].

A. **AUTHORITY.** This Agreement is entered into pursuant to Minnesota Statute 471.59.

B. **PURPOSE.** The purpose of this Agreement is to provide yard waste disposal service for the residents of Long Lake.

C. PROCEDURES AT SITE.

1. Plymouth maintains a yard waste site at 14900 - 23rd Avenue North in Plymouth.
2. Plymouth will accept yard and wood waste, excluding stumps, from residents of the City of Long Lake and the City of Long Lake.
3. The Plymouth yard waste site attendant will verify residency, or city employment, or city contract, of site users according to an agreed upon method, and will record their usage in writing.
4. No money will be accepted at the Plymouth site.
5. Plymouth will provide complete information to Long Lake on the hours, rules, location and materials accepted at the Plymouth yard waste site.
6. Long Lake will inform their residents of the above information via their preferred method of communication.

D. **PAYMENT and NOTIFICATION.** Long Lake shall annually pay Plymouth a fee calculated by \$5.00 per capita. The fee in 2026 is \$8,705.00. Payment shall be made on or before January 1st, (and annually thereafter should the agreement be extended). Annually, on or before November 31, Plymouth shall notify Long Lake in writing or electronically of the required payment for the following calendar year.

E. **TERM.** This Agreement shall automatically be renewed for succeeding one-year periods unless prior to January 1 annually one party notifies the other party that the Agreement is not renewed.

F. **INDEMNIFICATION.** Each party agrees that it will be responsible for its own acts and the results thereof to the extent authorized by law and shall not be responsible for the acts of the other party and the results thereof. Each party's liability shall be governed by the provisions of Minnesota Statutes 466 and other applicable law.

G. **SIGNATURES.** Executed as of the day and year first written above.

CITY OF PLYMOUTH

Jeffrey Wosje, Mayor

Dave Callister, City Manager

CITY OF LONG LAKE

Charlie Miner, Mayor

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 / January 20, 2026

SUBJECT: Approve North Memorial Health Care Sublease

Prepared By: Amanda Nowezki, City Administrator

Report Date: 1/15/2026

Recommended City Council Action

Staff recommends the following:

Motion to approve a sublease between North Memorial Health Care (d/b/a North Memorial Ambulance) and the Shoreline Fire Department for use of designated areas of the Fire Station located at 340 Willow Dr N.

Overview / Background

The North Memorial Transportation Department has been leasing space at the Long Lake Fire Department Station 1 for over 22 years. Their presence at the Fire Station has been an invaluable to asset to our community's safety. With the formation of the Shoreline Fire Department and the expiration of the existing lease, a new sublease has been prepared and approved by the Shoreline Fire Board. As a property owner, the City of Long Lake must approve any subleases at this location.

Supporting Information

- North Memorial Health Care Sublease

SUBLEASE

THIS SUBLEASE (the “Sublease”) is made and entered into effective as of January 1, 2026 (the “Effective Date”), by and between **THE SHORELINE FIRE DEPARTMENT**, a joint powers entity established under Minnesota law (“**Landlord**”), whose address is 340 Willow Drive, Long Lake, Minnesota 55356; and **NORTH MEMORIAL HEALTH CARE, D/B/A NORTH MEMORIAL AMBULANCE**, a Minnesota nonprofit corporation (“**Tenant**”), whose address is 4501 68th Avenue North, Brooklyn Center, Minnesota 55429.

RECITALS

WHEREAS, the cities of Long Lake and Orono (collectively “**Owners**”) jointly own the real property described in **Exhibit A**, attached hereto and made a part hereof (“Parent Parcel”) as well as the Fire Station constructed thereon; and

WHEREAS, Owners have contracted to lease the Parent Parcel and Fire Station thereon to Landlord for operation of a fire station pursuant to the terms of a Lease Agreement dated November 1, 2025, attached hereto and made a part hereof as **Exhibit B** (the “Prime Lease”); and

WHEREAS, Owners have consented to the subletting of a portion of the Fire Station by Landlord, pursuant to the terms of this Sublease; and

WHEREAS, Tenant desires to lease a portion of the Fire Station to use as an employee break room and uses ancillary thereto and Landlord is willing to lease the below described Premises to Tenant upon such terms and conditions as are expressed herein.

NOW, THEREFORE, Landlord and Tenant, intending to be legally bound, hereby covenant and agree as follows:

PREMISES. Landlord does hereby sublease, demise, and sublet unto Tenant and Tenant does hire and take from Landlord, upon the terms and conditions set forth herein, that portion of the Fire Station as depicted on the site sketch contained in **Exhibit C**, attached hereto and made a part hereof (the “Premises”), consisting of approximately 120 square feet and hereby grants to Tenant, for the term of this Sublease a non-exclusive right-of-way and easement over, upon, and across the Parent Parcel for ingress and egress to the Premises and for at least one parking space within the designated parking area depicted within the site sketch contained in Exhibit C.

TERM AND TERMINATION.

Initial Term. The Initial Term of this Sublease shall commence on the Effective Date and terminate on December 31, 2030 (the “Initial Term”) unless earlier terminated as provided herein.

Renewal Terms. The term of this Sublease shall automatically renew on the same terms and conditions herein for five (5) additional periods of one (1) year each (each a “Renewal Term”), unless earlier terminated as provided herein.

Termination. The Initial Term of this Sublease or any Renewal Term may be terminated at any time and for any or no reason by Landlord or Tenant upon ninety (90) days’ written notice to the other party. Additionally, the Sublease shall be immediately and automatically terminated in the event the Prime Lease is terminated. In the event the Sublease is terminated, both parties shall be released from all further liabilities and obligations required under the terms and conditions of this Sublease for any period after the effective date of such termination.

The Initial Term and all Renewal Terms are collectively referred to herein as the “Term”.

MAINTENANCE. Landlord shall be responsible for maintenance and repair of all structural components, HVAC, electrical, plumbing and mechanical systems on the Premises. Tenant shall otherwise keep and maintain the Premises in as good or better condition as the Premises is at the beginning of the Sublease, ordinary wear and tear and insurance casualty excepted. Tenant’s maintenance obligation shall be limited to ordinary day-to-day maintenance and shall not include any obligation to replace any fixture or system on or in the Premises or Parent Parcel unless directly damaged by Tenant.

LAWNCARE AND SNOW REMOVAL. Landlord will be responsible for arranging for all snow removal and maintenance of the Parent Parcel surrounding the Fire Station, including lawn care, at no additional cost to Tenant.

UTILITIES. All utilities associated with the Premises, with the exception of telephone service, will be the responsibility of the Landlord. Tenant will be responsible for its own expenses related to telephone service associated with the Premises.

REAL ESTATE TAXES. In the event the Premises is sold or transferred to a non-tax exempt authority, Landlord shall be responsible for all real estate taxes and special assessments.

RENT.

Base Rent. Base Rent shall be payable in advance on or before the first day of each and every month, commencing on the Effective Date, and continuing during the Term. Tenant shall pay to Landlord “Base Rent” for the Premises of four hundred and twenty-five dollars and no cents (\$425.00) per month during the first twelve months of the Term. Thereafter, Base Rent shall be increased on the anniversary of the Effective Date by three percent (3%) per year for each succeeding year of the Term.

At the end of the Initial Term, Landlord may increase the Rent by providing Tenant with written notice of at least ninety (90) days prior to the expiration of the Initial Term or any Renewal Term provided, however, that in the event Landlord increases Rent, Tenant may terminate the Sublease effective as of the date the Rent is set to increase, by giving notice of such termination to Landlord within thirty (30) days prior to the expiration of the Initial Term or applicable Renewal Term.

Late Payment Fee. If Tenant fails to pay Rent or any installment thereof, by the fifth day of the month in which such payment is due and payable, Tenant shall automatically be assessed and shall pay, as Additional Rent and not as a penalty, a late charge equivalent to five percent (5%) of the amount of such late payment.

LIENS. Tenant shall not suffer or permit any statement of mechanic’s or other liens to be filed against the Parent Parcel or any part thereof by reason of work, labor, services, or materials supplied or claimed to have been supplied to Tenant or anyone holding the Premises or any part thereof through or under Tenant. If any such lien shall at any time be filed against the Parent Parcel due to Tenant’s actions or inactions, Tenant shall cause the same to be discharged of record or shall deposit with the court an amount equal to one hundred twenty-five percent (125%) of the amount claimed, within thirty (30) days after the date of actual notice to Tenant of filing such lien. If Tenant shall fail to discharge such lien or deposit such amount within such period then, in addition to any other right or remedy of Landlord, Landlord may, but shall not be obligated to, discharge the same either by paying the amount claimed to be due or by procuring the discharge of such lien by deposit in court or by giving security or in such other manner as is or may be prescribed by law. Any amount paid by Landlord for any of the aforesaid purposes, and all reasonable other expenses of Landlord, including reasonable attorneys’ fees, in or about procuring the discharge of such lien, and all necessary disbursements in connection therewith, together with interest thereon at the lower of the maximum rate allowed by applicable law or the

rate of twelve percent (12%) per annum from the date of payment. Nothing herein contained shall imply any consent or agreement on the part of Landlord to subject the Parent Parcel to liability under a mechanic's lien law.

QUIET ENJOYMENT. Landlord represents and warrants that: (i) it is in lawful possession of the Premises; (ii) upon the consent of Owners, it has the full right and power to make this Sublease; (iii) that if and so long as Tenant shall not be in default hereunder, Tenant shall quietly hold, occupy, and enjoy the Premises pursuant to the terms herein, during the Term.

ASSIGNMENT AND SUBLETTING.

Tenant Transfers Prohibited. Tenant shall not assign, sublet, or transfer any of its rights under this Sublease. Any Tenant assignment or subletting of the Premises is prohibited.

Landlord May Assign. Landlord retains the right to assign any or all of its rights and obligations pursuant to this Sublease to any third party. Landlord will give Tenant at least thirty (30) days' notice of any such assignment, except that no prior notice shall be required if the assignment occurs as a result of assignment of the Prime Lease.

INSURANCE.

Tenant will keep in force at its own expense for so long as this Sublease remains in effect public liability insurance with respect to the Premises in which Landlord and Owners shall be named as an additional insured, in companies and in form reasonably acceptable to Landlord with a minimum combined limit of liability of One Million Dollars (\$1,000,000.00). Said insurance shall also provide for contractual liability coverage by endorsement. Tenant will further deposit with Landlord the policy or policies of such insurance or certificates thereof, or other acceptable evidence that such insurance is in effect, which evidence shall provide that Landlord shall be notified in writing thirty (30) days prior to cancellation, material change, or failure to renew the insurance. Such insurance shall cover all Tenant obligations set forth within this Sublease including, without limitation, all Tenant indemnity obligations. If Tenant shall not comply with its covenants made in this section, Landlord may, at its option, cause insurance as aforesaid to be issued and in such event Tenant agrees to pay the premium for such insurance promptly upon Landlord's demand.

DEFAULTS OF TENANT AND LANDLORD'S REMEDIES.

Event of Default. The occurrence of any one or more of the following events shall constitute an "Event of Default" under this Sublease:

Failure to pay Base Rent. Tenant shall fail to timely pay any amount of Base Rent due hereunder, and such failure continues uncured for more than five (5) days after receipt of notice thereof from Landlord;

Failure to Perform. Tenant shall fail to perform any other covenant of this Sublease and Tenant does not cure or reasonably commence and proceed diligently to cure such failure within twenty (20) days after receipt of notice thereof from Landlord;

Bankruptcy. If during the Term: (i) Tenant shall make an assignment for the benefit of creditors; or (ii) Tenant files a voluntary petition under the Bankruptcy Code of the United States or any state statute similar thereto, or Tenant be adjudged insolvent or bankrupt pursuant to an involuntary petition; (iii) a receiver or trustee is appointed for the property of Tenant by reason of insolvency of Tenant (iv) any department of the state or federal government, or any officer thereof duly authorized, takes possession of the business or property of Tenant by reason of the insolvency of Tenant; (v) Tenant continues in possession without the appointment of a receiver or trustee under Chapter 11 of the Bankruptcy Code; or (vi) Tenant is the subject of any petition or proceeding related to relief from creditors.

Remedies: If an Event of Default occurs, Landlord may at any time thereafter:

Terminate this Sublease. Terminate this Sublease and upon such termination, Tenant shall immediately quit and surrender the Premises to Landlord, but Tenant shall remain liable as hereinafter provided;

Re-Enter the Premises. Landlord or Landlord's agents may immediately or any time thereafter re-enter the Premises and remove all persons and any or all property therefrom, either by summary dispossession proceedings or by any suitable action or proceeding at law or by force or otherwise and repossess and enjoy said Premises, together with all additions, alterations, and improvements thereto, without such re-entry and repossession working forfeiture or waiver of the rents to be paid and the covenants to be performed by Tenant during the Term hereof; and/or

Re-Let the Premises. Upon the termination of this Sublease prior to the expiration of the Term by reason of an Event of Default or under any provision of law now or hereafter in force by reason of or based upon or arising out of a default under or a breach of this Sublease on the part of Tenant (except where such breach or default is determined by a court of competent jurisdiction to be justified because of Landlord's acts or omissions), Landlord may, at its option, at any time and from time to time, re-let the Premises or any part thereof, for the account of

Tenant or otherwise, and receive and collect the rents therefor, applying the same first to the payment of such expenses as Landlord may have incurred in recovering possession of the Premises, including legal expenses and attorneys' fees, and for putting the same into good order and condition as it was on the day of Tenant's possession, excepting wear and tear, or preparing or altering the Premises as required for re-rental and all other expenses, commissions, and charges paid, assumed or incurred by Landlord in re-letting the Premises and then to the fulfillment of the covenants of Tenant hereunder. Any such re-letting herein provided for may be for the remainder of the Term as originally granted or for a longer or shorter period. Should a new tenant be secured, this Sublease will be cancelled, and the Tenant relieved of further obligation, subject to any re-letting fees stated herein.

Cumulative Remedies. The specified remedies to which Landlord may resort under the terms of this Sublease are cumulative and are not intended to be exclusive of any other remedies or means of redress to which Landlord may be lawfully entitled in case of any breach by Tenant of any provision of this Sublease. A receipt by Landlord of Base Rent or Additional Rent, including payment of Base Rent or Additional Rent by Tenant's receiver, trustee in bankruptcy, creditor, or assignee with or without knowledge of a breach of any covenant hereof (other than the covenant for payment of such Base Rent or Additional Rent) shall not be deemed a waiver of such breach. In addition to other remedies provided in this Sublease, Landlord shall be entitled to the restraint by injunction for violation or attempted or threatened violation of the covenants, conditions, or provisions of this Sublease.

CONDITION OF PREMISES AT TERMINATION. At the termination of this Sublease by lapse of time or otherwise, Tenant shall return the Premises in as good a condition as when Tenant took possession, excepting ordinary wear and tear.

USE OF PREMISES. The Premises shall be used as an employee break room and for uses ancillary thereto. Tenant shall not use or occupy the Premises or knowingly permit the Premises to be used or occupied in any manner that would cause structural injury to the Premises or cause the value or usefulness of the Premises or any part thereof to substantially diminish (reasonable wear and tear excepted) or that would constitute a public or private nuisance or waste. Tenant shall promptly, upon discovery of any such use or violation, take all necessary steps to compel the discontinuance of such use and/or violation.

COMPLIANCE WITH LAWS.

General. Tenant, at its sole expense shall promptly comply with all laws, ordinances, and requirements of federal, state, county, and municipal authorities relating to Tenant's use and occupation of the Premises, and with any lawful order of direction of any public officer relating to Tenant's use and occupation of the Premises during the Term. Nothing herein contained, however, shall prohibit Tenant from appealing from or contesting the validity or legality of such laws, ordinances, requirements, orders, or directions and notwithstanding the foregoing provisions of this section, Tenant shall not be deemed to be in default hereunder so long as Tenant diligently prosecutes such appeal or contest.

Permits. Tenant shall maintain in force and effect, and shall comply with all permits, licenses, and similar authorizations to use the Premises for the aforesaid purposes required by any governmental authority having jurisdiction over the use thereof. Tenant's failure to maintain such permits, licenses and similar authorizations shall not relieve Tenant from the performance of its obligations and covenants hereunder (except obligations and covenants as may be prohibited by law), nor from the obligations to pay Base Rent or Additional Rent, as set forth herein. Tenant shall, at Landlord's request, join with Landlord in executing, acknowledging, and delivering any and all petitions, consents, subordinations, plats, or easement deeds that may be required for the installation of utilities, public improvements, roads, storm drainage facilities, subdivision, rezoning, special use, platting, or other similar development of the Parent Parcel, that do not affect Tenant's use of the Premises during the Term.

Hazardous Materials and Environmental Laws. Tenant covenants and agrees that Tenant, its agents, contractors, licensees and invitees shall not handle, use, manufacture, store or dispose of any flammables, explosives, radioactive materials, hazardous wastes or materials (as may be defined by Federal or State Law), toxic wastes or materials, petroleum products, chlorinated solvents, or other similar substances or derivatives thereof (collectively "Hazardous Materials"), on, under, or about the Premises or the Parent Parcel, without Landlord's prior written consent (which consent may be withheld, revoked, or denied for any or no reason); provided that, if Landlord consent is given, Tenant shall handle, store, and use and dispose of any such Hazardous Materials in a safe and lawful manner in compliance with all governmental rules, laws and regulations, and shall not allow such Hazardous Materials to contaminate the Premises, Parent Parcel, or the surrounding environment. If Tenant's handling (including transportation to and from the Premises or Parent

Parcel), storage, use or disposal of any such Hazardous Materials on or from the Premises results in the contamination of the Premises, Parent Parcel, or the surrounding environment, or the soil or surface or ground water of the same, then Tenant agrees to: 1) notify Landlord immediately of any contamination, claim of contamination, loss or damage, 2) after consultation with Landlord, clean up the contamination in full compliance with all applicable statutes, regulations and industry standards and 3) indemnify, defend and hold Landlord harmless from and against any claims, suits, causes of action, costs and fees, including attorneys' fees, arising from or connected with any such contamination, claim of contamination, loss or damages. The provisions of this paragraph shall survive the expiration or earlier termination of this Sublease. Any and all consents of Landlord pursuant to this paragraph must be in writing signed by both Landlord and Tenant.

LANDLORD'S ACCESS TO PREMISES.

Inspection. Tenant shall permit Landlord and the authorized representatives of Landlord to enter the Premises at all times during usual business hours for the purpose of inspecting the same and making any necessary repairs to comply with any laws, ordinances, rules, regulations, or requirements of any public authority or the Board of Fire Underwriters or any similar board. Nothing herein shall imply any duty upon the part of Landlord to do any such work that, under any provision of this Sublease, Tenant may be required to perform, and the performance thereof by Landlord shall not constitute a waiver of Tenant's default in failing to perform the same. Landlord may, during the progress of any work in the Premises, reasonably keep and store upon the Premises all necessary materials, tools, and equipment. Landlord shall not, in any event, be liable for inconvenience, annoyance, disturbance, loss of business, or other damage to Tenant by reason of making repairs or the performance of any work in the Premises, or on account of bringing materials, supplies and equipment onto or through the Premises during the course thereof, and the obligations of Tenant under this Sublease shall not hereby be affected in any manner whatsoever. Landlord shall, however, in connection with the doing of any such work cause as little inconvenience, annoyance, disturbance, loss of business, or other damage to Tenant as may reasonably be possible, in the circumstances.

Showing/Advertising for Sale or Rent. Landlord is hereby given the right during usual business hours to enter the Premises to exhibit the same for the purpose of sale or lease.

INDEMNITY. Tenant shall indemnify, defend, and hold harmless Landlord and Owners from and against any and all claims by or on behalf of any person, firm, or corporation arising from the conduct or management of or from any work or thing whatsoever done in, on, or about the Premises or Parent Parcel by Tenant, or its agents, consultants, employees, vendors, independent contractors, or licensees and will further indemnify, defend, and hold Landlord and Owners harmless against and from any and all claims arising during the Term from any condition of the Premises, Parent Parcel, or any condition of any street, curb, sidewalk adjoining the Parent Parcel, or any passageways or spaces therein or appurtenant thereto, to the extent the condition of the same directly resulted from Tenant's use, or directly from the use of Tenant's agents, consultants, employees, vendors, independent contractors, or licensees, or arising from breach or default on the part of Tenant in the performance of any covenant or agreement on the part of Tenant to be performed pursuant to the terms of this Sublease, or arising from any act of negligence of Tenant or Tenant's agents, consultants, employees, vendors, independent contractors, or licensees or arising from any accident, injury, or damage whatsoever caused by Tenant or Tenant's agents, consultants, employees, vendors, independent contractors, or licensees to any person, firm, or corporation during the Term, in or about the Premises or Parent Parcel, or upon or under the sidewalks and land adjacent thereto, and from and against all costs, reasonable attorneys' fees expenses, and liabilities incurred in or about any such claim or action or proceeding brought thereon; and in case any action or proceeding is brought against Landlord or Owners by reason of such claim, Tenant, upon notice from Landlord, shall resist or defend such action or proceeding by counsel reasonably satisfactory to Landlord.

SUBORDINATION. This Sublease shall, at the election of Landlord or Owners be subject and subordinate to the terms and conditions of all mortgages which may now or hereafter encumber the Premises or Parent Parcel and to all renewals, modifications, consolidations, replacements, and extensions of such mortgages. In confirmation of such subordination, Tenant shall promptly execute any certificate or subordination or other such document which Landlord or Owners or their respective mortgagees may reasonably request.

NOTICES. Any notice, election, request, or other communication herein required or permitted to be given or served shall be hand-delivered to the other party hereto, or mailed by U.S. certified mail, return receipt requested, postage prepaid, or delivered by recognized national courier (e.g. Federal Express), addressed to such other party at the following addresses:

If to Landlord:	Shoreline Fire Department Attn: Board Chair 340 Willow Drive North Long Lake, MN 55356
With Copy to:	City of Long Lake Attn: City Administrator450 Virginia Ave. P.O. Box 606 Long Lake, MN 55356
And Copy to:	City of Orono Attn: City Administrator2750 Kelley Parkway Orono, MN 55356
If to Tenant:	North Memorial Health Care North Memorial Ambulance Attn: Brent Custard 4501 68 th Ave. N. Brooklyn Center, MN 55429
With Copy to:	LegalDepartment@NorthMemorial.com

Unless and until changed by notice as herein provided, notices and communications shall be addressed to the above-listed addresses. Each such mailed notice or communication shall be deemed to have been given to, or served upon the party to which addressed, (i) on the date the same is personally delivered; or (ii) on the date set forth on the certified receipt; or (iii) on the date of the courier deliver receipt. All payments required to be paid to Landlord shall be made to Landlord at the address designated above, or as may be hereafter designated, without copy to Owners.

MISCELLANEOUS.

Applicable Law, Venue. The parties acknowledge that this Sublease is subject to the provisions of applicable federal, state and local laws and regulations. Any obligation, duty or provision under this Sublease that conflicts with any provision of applicable federal, state or local laws or regulations, is to that extent void. This Sublease has been made and its validity, performance, and effect shall be determined in accordance with the internal laws of the State of Minnesota. Any action to enforce the terms of this Sublease shall be brought in Hennepin County, Minnesota.

Entire Agreement and Modifications. This writing contains the entire agreement between the parties and there are no other terms, obligations, covenants, representations, statements, or conditions, oral or otherwise, of any kind whatsoever. Any agreement hereafter made shall be ineffective to change, modify, discharge, or effect an abandonment of this Sublease in whole or in part unless such agreement is in writing and signed by each party.

Waiver. The waiver of either party of a breach or violation of, of failure of either party to enforce any provision of this Sublease shall not operate or be construed as a waiver of any subsequent breach of violation or relinquishment of any rights hereunder, and no waiver by Landlord or Owners of any provisions of this Sublease shall be deemed to have been made unless expressed in writing and signed by Landlord and/or Owners, as applicable.

Release of Landlord. If Landlord sells or otherwise transfers all of its interest in the Premises, Landlord shall, without further action by any party, be released and discharged from any further obligations or duty under this Sublease, and no claim or demand upon Landlord shall thereafter be made by Tenant arising out of any obligation or duty of Landlord hereunder. Upon request by Landlord, Tenant shall execute an attornment agreement with Landlord's transferee in form satisfactory to such transferee.

Severability. If any part of this Sublease or the application thereof to any person or circumstance is, to any extent, invalid or unenforceable under applicable law, the remainder thereof and the application of such terms, provisions, and conditions to persons or circumstances other than those as to whom it is invalid or unenforceable shall not be affected thereby, and this Sublease and all terms, provisions, and conditions hereof shall, in all other respects, continue to be effective and to be complied with to the full extent permitted by law.

Headings, Exhibits. The headings of sections of this Sublease are for convenience only, they form no part of this Sublease and shall not affect its interpretation. All schedules, exhibits, addenda, and attachments referred to herein are hereby incorporated in and constitute part of this Sublease.

Binding Effect. All of the covenants, conditions, and agreements herein contained shall extend to, be binding upon, and inure to the benefit of the parties hereto and their respective successors and assigns.

Construction. Both parties hereby acknowledge that they participated equally in the negotiation and drafting of this Sublease and that, accordingly, no court construing this Sublease shall construe it more stringently against one party than against the other.

Counterparts. This Sublease may be executed in multiple counterparts, each of which shall be deemed to be an original; but all of which together shall constitute one and the same instrument.

Recording. The parties hereto agree to cooperate in executing a recordable form of this Sublease or a mutually approved memorandum of lease, if either party or and the Owners request the same.

[Signatures on the pages to follow]

IN WITNESS WHEREOF, the parties have executed this Sublease the day and year first above written.

LANDLORD:
SHORELINE FIRE DEPARTMENT

By: _____
Steve Persian, Chair

Attest: _____

Its: _____

TENANT:
NORTH MEMORIAL HEALTH
CARE D/B/A NORTH
MEMORIAL AMBULANCE

By: _____

Its: _____

The below named OWNERS, hereby consent to the terms of this Sublease.

OWNERS:

CITY OF LONG LAKE

By: _____
Charlie Miner, Mayor

Attest: _____

Its: _____

CITY OF ORONO

By: _____
Bob Tunheim, Mayor

Attest: _____

Its: _____

EXHIBIT A
(the “Parent Parcel”)

Lot 1, Block 1, WILLOW FIRE ADDITION, Hennepin County, Minnesota

EXHIBIT B
(the “Prime Lease”)

EXHIBIT C
(the “Site Sketch of the Premises”)



CITY OF
LONG LAKE

City Council Agenda Report

City of Long Lake

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

MEETING DATE / January 20, 2026

SUBJECT: Resolution Regarding the Tally of Write-In Votes for Municipal Elections

Prepared By: Jeanette Moeller, City Clerk

Report Date: 1/13/2026

Recommended City Council Action

Staff recommends the following:

Motion to adopt Resolution No. 2026-05 governing the tally of write-in votes for City offices in municipal elections.

Overview / Background

In 2023, Minnesota Statute 204B.09, subd. 3(b)(2) was amended to allow statutory cities to adopt a Resolution governing the counting of write-in votes for local elective office. The options to change the tallying of write-in votes are:

- (1) To require that write-in votes for an office only be individually recorded if the total number of write-in votes for that office is equal to or greater than the fewest number of non-write-in votes for a ballot candidate; or
- (2) To require candidates to file a written request by no later than the 19th day before the City election for their write-in votes to be individually recorded (required of candidates for County, State and Federal offices).

As the Council is aware, often write-in votes are cast for fictional characters or candidates not eligible to service in local office (i.e. 'Bart Simpson', 'Anyone Else'). Voters also frequently cast write-in votes for themselves or someone they know. Reviewing and recording these write-in votes routinely requires hours of staff and election judge time following an election.

Staff recommends adoption of the attached Resolution to require the tally of write-in votes if the total number of write-ins for an office is equal to or greater than the fewest number of non-write-in votes for a candidate on the ballot. Once adopted, the Resolution will remain in effect until any subsequent Resolution is adopted to change the requirement.

Supporting Information

- Resolution No. 2026-05



**City Council
Resolution No. 2026-05**

**A RESOLUTION GOVERNING THE TALLY OF WRITE-IN VOTES FOR
CITY OFFICES IN MUNICIPAL ELECTIONS**

WHEREAS, Minnesota Statute 204B.09, subdivision 3 allows for the governing body of a statutory City to adopt a Resolution governing the counting of write-in votes for local elective office; and

WHEREAS, the current write-in vote counting process is overly time consuming and unnecessary; and does not change election results unless a single write-in candidate receives the most votes for an office.

NOW THEREFORE BE IT RESOLVED, that the City Council of the City of Long Lake, Hennepin County, Minnesota does hereby require that write-in votes for candidates will only be tallied and individually recorded if the total number of write-in votes for that office is equal to or greater than the fewest number of non-write-in votes for a candidate on the ballot.

Adopted by the City Council of the City of Long Lake this 20th day of January 2026.

BY:

Charlie Miner, Mayor

ATTEST:

Jeanette Moeller, City Clerk



CITY OF
LONG LAKE

City Council Agenda Report

City of Long Lake

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

MEETING DATE / January 20, 2026

SUBJECT: Approval of a 2025 Polling Place Accessibility Grant Program Agreement

Prepared By: Jeanette Moeller, City Clerk

Report Date: 1/14/2026

Recommended City Council Action

Staff recommends the following:

Motion to adopt Resolution No. 2026-06 approving the 2025 Polling Place Accessibility Grant Program Agreement between the City of Long Lake and the State of Minnesota, acting through its Secretary of State; and authorizing the Mayor and City Administrator to execute said agreement.

Overview / Background

2023 Minnesota Laws, Chapter 62, Article 1, section 6 appropriated \$500,000 “for the Secretary of State to make grants to counties and municipalities to improve access to polling places for individuals with disabilities and to provide the same opportunity for access and participation in the electoral process, including privacy and independence, to voters with disabilities as that which exists for voters with no disabilities. Funds may be used to purchase equipment or to make capital improvements to government-owned facilities. This is a onetime appropriation and is available until June 30, 2027.”

The Office of the Minnesota Secretary of State worked in consultation with the office’s Disability Advisory Council to solicit feedback on prioritization of needs to best allocate the available funds. Through those discussions, the top need identified was improved access to the buildings where polling places are located. As a result, first priority will be given to grant requests that fall into the following categories:

- Automatic/electronic door openers for entrances to government owned facilities designated for use as a polling place.
- Construction of ramps for access to government-owned facilities designated for use as a polling place.
- Signs that improve the access to buildings where polling places will be located.
- Signs, tools, or enhancements to facilitate assistance with registration and voting outside the polling place pursuant to Minn. Stat. 204C.15 subd. 2 (curbside voting).
- Other Capital Improvements to entrances to government-owned facilities designated for use as a polling place.

A \$20,000 per jurisdiction limit was established for the total amount to be awarded to a successful application, and applicants were generally advised that award amounts may be impacted by the total number of applications received.

City staff applied for a Polling Place Accessibility Grant in October 2025 to request funds for replacing the aging and heavy front and rear steel entry doors of City Hall with new, lighter-weight metal and glass doors; and to restore the functionality of the Americans with Disabilities Act (ADA)-compliant electronic access system at the front entrance. The proposed improvements would significantly improve accessibility to City Hall (the City’s only

voting location) for all voters, including individuals with disabilities or impairments, seniors, and members of the general public during both early voting periods and on election days.

On Tuesday, January 13, staff received notice of a partial funding award in the amount of \$6,190.89, accompanied by the required grant contract, for the following first priority requests (Items 1 and 2):

Estimated Budget

Item #	Item Descriptions (materials, known project fees, labor cost estimates)	Estimated Costs
1	Remove existing front entry outer doors, replace with new hollow metal/full glass doors, all new hardware, new latch retraction kit to restore ADA-compliant electronic operating system, key core, door sweep, weatherstripping, and labor.	\$7,940.97
2	Remove inner front entry doors, replace with new hollow metal/full glass doors, new hardware (reuse ADA-compliant electronic operator), door sweep, weatherstripping, and labor.	\$4,605.55
3	Remove existing back entry outer doors, replace with new hollow metal/full glass doors, all new hardware, key core, door sweep, weatherstripping, and labor.	\$6,868.45
4	Remove inner back entry doors, replace with new hollow metal/full glass doors, new hardware, door sweep, weatherstripping, and labor.	\$4,605.55
Estimated Total Cost		\$24,020.52
Adjusted to total of approved expenses		\$12,543.52

With an overall project cost for Items 1 and 2 totaling \$12,543.52, the City's out-of-pocket expense for replacement of City Hall's main entry doors equipped with updated electronic door opening hardware is estimated to be approximately \$6,352.63. Please note that the Polling Place Accessibility Grant is a reimbursement grant, and the City will be providing proof of project payment in full in order for funds to be released.

Staff is requesting adoption of the attached Resolution to approve the 2025 Polling Place Accessibility Grant Program Agreement between the State of Minnesota (Secretary of State) and the City.

Supporting Information

- Resolution No. 2026-06
- 2025 Polling Place Accessibility Grant Program Agreement



**City Council
Resolution No. 2026-06**

**A RESOLUTION TO APPROVE THE 2025 POLLING PLACE ACCESSIBILITY GRANT PROGRAM AGREEMENT
BETWEEN THE CITY AND THE STATE OF MINNESOTA**

WHEREAS, 2023 Minnesota Laws, Chapter 62, Article 1, section 6 appropriated \$500,000 for the Secretary of State to make grants available to counties and municipalities to improve access to polling places for individuals with disabilities, and authorized grant funds to be used to purchase equipment or to make capital improvements to government-owned facilities designated for use as polling places; and

WHEREAS, the City applied for a Polling Place Accessibility Grant in October 2025 to request funding for a project to replace the aging and cumbersome steel entrance doors of City Hall with new, lighter-weight metal and glass doors; and to restore the functionality of the ADA-compliant electronic door operating system at the front entrance in order to greatly improve accessibility to City Hall (the City's only voting location) for all voters, including individuals with disabilities or impairments, seniors, and members of the general public; and

WHEREAS, on Tuesday, January 13, staff received notice that a grant award in the amount of \$6,190.89 had been approved, with said notice accompanied by a 2025 Polling Place Accessibility Grant Program Agreement, to partially fund the City's proposed project and address replacement of City Hall's primary entrance doors and restoration of the electronic door opening system; and

WHEREAS, the agreement and reimbursement grant award is conditioned upon the City completing the project identified in Exhibit A of the agreement, submitting proof of completion, and issuing project payment in full before October 31, 2026.

NOW THEREFORE BE IT RESOLVED, that the City Council of the City of Long Lake, Minnesota hereby approves the 2025 Polling Place Accessibility Grant Program Agreement between the City and the State of Minnesota, acting through its Secretary of State, as proposed; and further authorizes the Mayor and City Administrator to execute the agreement.

Adopted by the City Council of the City of Long Lake this 20th day of January 2026.

BY:

Charlie Miner, Mayor

ATTEST:

Jeanette Moeller, City Clerk

**STATE OF MINNESOTA
2025 POLLING PLACE ACCESSIBILITY GRANT PROGRAM AGREEMENT**

This Agreement (hereinafter "Agreement") is made between the State of Minnesota, (hereinafter, "State", or "Grantor") acting through its Secretary of State, Veterans Service Building, Suite 210, 20 W 12th Street, Saint Paul, MN 55155 ("State") and City of Long Lake, 450 Virginia Avenue, PO Box 606 Long Lake, MN 55356 ("Grantee").

Recitals

- 1 Under Minnesota Laws 2023, Chapter 62, Article 1, section 6, Grantor is authorized to distribute funds to counties and municipalities to improve access to polling places for individuals with disabilities and to provide the same opportunity for access and participation in the electoral process, including privacy and independence, to voters with disabilities as that which exists for voters with no disabilities. Funds may be used to purchase equipment or to make capital improvements to government-owned facilities. Grantee is a county or municipality in the State and thus empowered to apply for the funds requested in this Agreement. Grantee submitted a grant application and State is empowered to enter into this grant.
- 2 Grantee represents that it is duly qualified and agrees to perform all services described in this Agreement to the satisfaction of State and in accordance with all federal and state laws authorizing this grant. Pursuant to Minn.Stat. §16B.98, Subd. 1, Grantee agrees to minimize administrative costs as a condition of this grant.
- 3 Grantee is responsible for the administration of elections in the area under their jurisdiction.

Agreement

1 Effectiveness of Agreement

- 1.1 **Effective date:** December 1, 2025, or the date all required signatures, including those required by Minnesota Statutes, § 16B.98, Subd. 5, have been affixed to the agreement by Grantee and State, whichever is later. Grantee agrees to apply for reimbursement of costs only for those costs identified in the grant application ("Approved Expenses"), attached here as Exhibit A. Per Minnesota Statutes §16B.98 Subd. 7, no payments will be made to Grantee until this Agreement is fully approved and executed; Grantee has been notified by State's Authorized Representative that they are in compliance with the terms of this Agreement; and Grantee submits appropriate documentation of the expenses incurred in furtherance of the Approved Expenses.
- 1.2 **Expiration date:** June 30, 2027, or until all funds have been expended, whichever is later.
- 1.3 **Survival of Terms.** The following clauses survive the fulfillment of this Agreement: 2.5. Reporting Requirements; 4. Consideration and Payment; 8. Liability; 9. Audits and Reports; 10. Government Data Practices; 12. Property and Casualty Insurance; 13. Governing Law, Jurisdiction, and Venue; and 14. Data Disclosure.

2 Grantee's Duties

- 2.1 **Activities.** Grantee, who is not a state employee, will comply with required grants management policies and procedures set forth through Minn.Stat. §16B.97, Subd. 4 (a) (1) and will apply for reimbursement of funds only for expenses in furtherance of the Approved Expenses, which are set forth in Exhibit A of this Agreement. The Chief Election Official of Grantee is responsible for fulfilling all requirements of Grantee under this agreement.
- 2.2 **Award.** Grantee is hereby allocated up to \$6,190.89 for reimbursement of expenses in furtherance of the Approved Expenses.
- 2.3 **Expenditures.** Grantee will apply for reimbursement only for expenses in furtherance of the Approved

Expenses. Expenses must be incurred no later than October 31, 2026.

2.5 Reporting Requirements. Grantee shall report to the State's Authorized Representative as specified in this Agreement.

2.5.1 Reimbursement. Grantee shall submit receipts and invoices in the format determined by the State that show the amounts paid for the expenses for which they are requesting reimbursement and the specific goods and services purchased, which shall be in furtherance of the Approved Expenses. Grantee shall submit with those receipts and invoices a sworn statement attesting to the specific Approved Expenses to which the receipts and invoices relate. Reimbursement requests must be submitted within 60 days after the final project expenses are incurred, but no later than December 30, 2026.

2.5.2 Other Requirements. Grantee must maintain financial records for each grant as outlined in Section 2.6 and must transmit those records to the secretary of state within two business days upon request of the secretary of state.

2.5.3 Evaluation. State shall have the authority to conduct any evaluation of the performance of Grantee that the State deems necessary in its sole discretion, including, but not limited to, site visits, interviews with grantee program staff, and obtaining and reviewing all documentation related to the grant.

2.5.4 Requirement Changes. State may modify or change all reporting forms at their discretion.

2.6 Accounting Requirements - Fiscal Control and Accounting Procedures. Grantee's fiscal control and accounting procedures must be sufficient to:

- a) Permit preparation of reports required by this Agreement,
- b) Permit the tracing of funds to a level of expenditures adequate to determine that funds have not been used in violation of this agreement, and
- c) Support accounting records through source documents, such as: cancelled checks, invoices and paid bills, agreement and sub award documents, and records sufficient to detail history of procurements.

3 Time

Grantee must comply with all the time requirements described in this Agreement.

4 Consideration and Payment

4.1 Consideration. The State will make an award to Grantee under this Agreement as follows:

- (1) **Grant Award.** Grantee will be awarded the amount listed in paragraph 2.2 of this Agreement.
- (2) **Total Obligation.** The total obligation of State to Grantee under this Agreement will not exceed the amount listed in paragraph 2.2 of this Agreement.

4.2 Fiscal Requirements. Grantee shall report to the State as provided by paragraph 2.5 of this Agreement.

4.2.1 Financial Guidelines. Grantee's eligible expenditures under this Agreement must be specifically incurred by Grantee. Grantee will report on all expenditures pertaining to this Agreement as provided in paragraph 2.5.

4.2.2 Records. Grantee must retain all financial records for a minimum of six (6) years after all funds have been expended, or until completion of an audit which has commenced before the expiration of this six-year period, or until any audit findings and/or recommendations from prior audit(s) have been resolved between the Grantee and State, whichever is later, and comply with all other retention and access requirements for records provided in the jurisdiction's retention schedules. In addition, Grantee must maintain records sufficient to report expenditures made during the term of

this Agreement upon request of the State.

4.3 Payment Invoices. State will reimburse expenses that have been documented in accordance with Section 2 in furtherance of the Approved Expenses to an account of Grantee within 30 days after the state receives and approves the reimbursement.

4.4 Conditions. Grantee is responsible for compliance with all requirements imposed on these funds and accepts full financial responsibility for any requirements imposed by Grantee's failure to comply with statutory or Agreement requirements.

5 Satisfaction

All duties required of and agreements or assurances provided by Grantee in this Agreement must be performed to State's satisfaction, as determined at the sole discretion of State's Authorized Representative and in accordance with all applicable federal, state, and local laws, ordinances, rules, and regulations.

6 Authorized Representative

State's Authorized Representative is Paul Linnell, Director of Elections, Veterans Service Building, Suite 210, 20 W 12th Street, Saint Paul, MN 55155, 651-556-0647, or his successor, and has the responsibility to monitor Grantee's performance and compliance with this Agreement.

Grantee's Authorized Representative is Jeanette Moeller, City Clerk, 450 Virginia Avenue, PO Box 606 Long Lake, MN 55356, or their successor.

Grantee must be registered as a vendor in the SWIFT system, or must provide a W-9 form with this executed agreement, in order for State to register Grantee in the SWIFT system.

If Grantee's Authorized Representative changes at any time before the funds provided for in this Agreement are fully expended, Grantee must immediately notify the State.

7 Assignment Amendments, Waiver, and Agreement Complete

7.1 Assignment. Grantee shall neither assign nor transfer any rights or obligations under this Agreement without the prior written consent of State, approved by the same parties who executed and approved this Agreement, or their successors in office.

7.2 Amendments. Any amendments to this Agreement must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original Agreement, or their successors in office.

7.3 Waiver. If State fails to enforce any provision of this Agreement, that failure does not waive the provision or State's right to enforce it.

7.4 Agreement Complete. This Agreement contains all negotiations and agreements between State and Grantee. No other understanding regarding this Agreement, whether written or oral, may be used to bind either party.

8 Liability

Grantee must indemnify, save, and hold State, its agents, and employees harmless from any claims or causes of action, including attorney's fees incurred by State, arising from the expenditures of the funds provided by this Agreement by Grantee or Grantee's agents or employees. Grantee agrees to hold State harmless and to pay any fines or penalties, should the expenditures of Grantee be found to be improper in an audit of any kind.

9 Audits and Reports

Under Minnesota Statutes, § 16C.05, subd. 5, and 16B.98, subd. 8, Grantee's books, records, documents,

and accounting procedures and practices relevant to this Agreement are subject to examination by the State and/or the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the expenditure of all funds provided under this Agreement, receipt and approval of all final reports, or the required period of time to satisfy all state and program retention requirements, whichever is later. In addition, Grantee must report expenditures made during the term of this Agreement upon request of the State, and must make the reports described in this agreement stating expenditures during the current or most recently ended periods as directed by State.

10 *Government Data Practices*

Grantee and State must comply with the Minnesota Government Data Practices Act, Minnesota Statutes, Ch. 13, as it applies to all data provided by the State under this Agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by Grantee under this Agreement. The civil remedies of Minnesota Statutes, § 13.08 apply to the release of the data referred to in this clause by either Grantee or State.

11 *Workers' Compensation*

Grantee certifies that it is in compliance with Minnesota Statutes, § 176.181, subd. 2, pertaining to workers' compensation insurance coverage. Grantee's employees and agents will not be considered State employees. Any claims that may arise under the Minnesota Workers' Compensation Act on behalf of these employees and any claims made by any third party as a consequence of any act or omission on the part of these employees are in no way the State's obligation or responsibility.

12 *Property and Casualty Insurance*

Grantee is required to maintain a property and casualty insurance policy covering "All Risk" (or equivalent) of direct physical loss or damage, including, but not limited to, the perils of transit (if applicable), theft, and flood for devices or systems acquired using funds provided under the Agreement. The insurance limit shall be equal to the replacement cost of any equipment purchased with funds from this Agreement. Any deductible shall be the sole responsibility of Grantee.

13 *Governing Law, Jurisdiction, and Venue*

Minnesota law, without regard to its choice-of-law provisions, governs this Agreement. Venue for all legal proceedings out of this Agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

14 *Data Disclosure*

Under Minnesota Statutes, § 270.66, and other applicable law, Grantee consents to disclosure of its social security number, federal employer tax identification number, and/or Minnesota tax identification number, already provided to the State, to federal and state tax agencies and state personnel involved in the payment of state obligations. These identification numbers may be used in the enforcement of federal and state tax laws which could result in action requiring Grantee to file state tax returns and pay delinquent state tax liabilities, if any, or pay other state liabilities.

15 *Termination.*

State may immediately terminate this Agreement with or without cause, upon 30 days' written notice to Grantee. Grantee may terminate this agreement upon 30 days written notice to State. Reporting requirements will continue as necessary to complete reporting for the reimbursements requested or paid prior to the termination of the Agreement.

16 *Grantee Procurement*

Grantee certifies that it will use the procurement processes applicable in Grantee's jurisdiction in purchasing items or equipment with funds subject to this Agreement.

1. ENCUMBRANCE VERIFICATION

Individual certifies that funds have been encumbered as required by Minnesota Statutes, §§ 16A.15 and 16C.05.

Signed: _____

Date: _____

Agreement No. _____

2. GRANTEE (Local Jurisdiction)

Grantee certifies that the appropriate person(s) have executed the Agreement on behalf of Grantee as required by applicable resolutions or ordinances.

By: _____

Title: _____

Date: _____

By: _____

Title: _____

Date: _____

3. STATE (Office of the Secretary of State)

By: _____

(with delegated authority)

Title: Director of Elections

Date: _____

Distribution: Grantee
State's Authorized Representative

Exhibit A – Approved Expenses

2025 Polling Place Accessibility Grant Proposal Form

Organization	<i>City of Long Lake</i>
---------------------	--------------------------

Instructions

Please complete the proposal template below, then attach this document to your Foundant application as supporting documentation for your complete application. This information will help the grant committee review your complete request for funds to support improvements to polling places and/or voting services for voters with disabilities, according to 2023 Minnesota Laws, Chapter 62, Article 1, section 6.

Project Description

Long Lake City Hall was constructed in 2002 and has both front and rear entrances. Each entrance is comprised of a set of outer and inner steel doors with very little glass. The front access was equipped with an ADA-compliant electronic operating system to enable senior citizens and persons with disabilities or impairments to enter the building independently. Unfortunately, though the ADA-compliant electronic access system is still capable of functioning properly, the City Hall main outer front entry door hardware is in disrepair and no longer permits the system to be enabled. Additionally, we regularly receive comments and complaints from residents (particularly individuals 60 years of age and older) about the weight of the doors making them difficult to open.

The proposed project would entail the replacement of City Hall's front and rear entrance door sets with new hollow metal and full glass doors that will be substantially lighter in weight, including 'push/pull' style hardware versus the current outer doors' 'twist to open' handles. The existing electronic access system would be retrofitted to function with the new doors, enabling the ADA-compliant system to once again operate City Hall's front doors; thereby greatly improving building accessibility. The estimated overall project cost is between \$24,000 and \$25,000.

Project Timeline

- Step 1:** Obtain quotes in September and October 2025. City staff has received a favorable and reasonable quote from a qualified vendor, provided as a supplement to this application.
- Step 2:** Complete and submit an application for the 2025 Polling Place Accessibility Grant by October 31. Request consideration of a grant award to assist in funding this unbudgeted project.

- Step 3:** It is anticipated that notification of the outcome of the City's grant application will be received in November/December 2025. If the City's application is successful and our City Hall entrance doors replacement project is found to be eligible for the maximum award, City staff will be prepared to execute the grant agreement/contract promptly.
- Step 4:** Once the grant agreement/contract is fully executed, staff will notify the qualified vendor that the City is prepared to move forward with the project.
- Step 5:** Subject to the vendor's availability, staff's preference would be to initiate the work promptly in January or February 2026. Upon completion of the work, staff City staff would submit the final project invoice for reimbursement in compliance with the terms of grant issuance.
- Step 6:** The City's goal would be for the entry doors replacement project to be completed as early as possible in the first few months of 2026, well in advance of early voting opening for the August 2026 primary election.

This Project Addresses the Grant Priority By...

City Hall serves as the polling place and absentee voting location for all City of Long Lake residents. The weight and condition of the doors represent an obstacle to entry for persons with disabilities or impairments, and for our aging population. Replacing the existing laboriously heavy steel doors with modern, lighter weight doors and enabling the ADA-compliant electronic access system to once again operate City Hall's front doors will greatly improve accessibility for all voters from the start of early voting periods through each election day.

Estimated Budget

Item #	Item Descriptions (materials, known project fees, labor cost estimates)	Estimated Costs
1	Remove existing front entry outer doors, replace with new hollow metal/full glass doors, all new hardware, new latch retraction kit to restore ADA-compliant electronic operating system, key core, door sweep, weatherstripping, and labor.	\$7,940.97
2	Remove inner front entry doors, replace with new hollow metal/full glass doors, new hardware (reuse ADA-compliant electronic operator), door sweep, weatherstripping, and labor.	\$4,605.55
3	Remove existing back entry outer doors, replace with new hollow metal/full glass doors, all new hardware, key core, door sweep, weatherstripping, and labor.	\$6,868.45
4	Remove inner back entry doors, replace with new hollow metal/full glass doors, new hardware, door sweep, weatherstripping, and labor.	\$4,605.55
Estimated Total Cost		\$24,020.52
Adjusted to total of approved expenses		\$12,543.52

* This item # should correspond to the item # listed in section 1A and/or section 1B in your Foundant application.