CITY COUNCIL MEETING

July 21, 2026 at 6:30 PM

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

AGENDA

1. **Call to Order**

2. **Pledge of Allegiance**

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

4. **Approve Agenda**

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

6. **Consent Agenda**

   A. Approve Minutes of July 7, 2026 City Council Meeting

   B. Approve Vendor Claims and Payroll

   C. Adopt Resolution No. 2026-33 Approving a Wage Step Increase for Public Works Maintenance Worker I Jason Kieper

7. **Regular Business**

   A. Shoreline Fire Department 2027 Operating Budget and Capital Improvement Plan

   B. Receive 2nd Quarter 2026 Revenues and Expenditures

   C. Authorize Staff to Advertise for a Full-Time Public Works Lead Maintenance Worker Position

   D. Approve City Council Meeting Schedule Changes, Establish Long Lake Canvassing Board Meeting

8. **Other Business**

9. **Adjourn**

UPCOMING MEETINGS & OTHER DATES OF NOTE
Monday, August 3 (4:30 pm) / Park Board Meeting, Hardin Park (Weather Permitting)
Monday, August 3 (6:30 pm - 9:00 pm) / Shoreline Fire Department Pinning Ceremony, By Invitation
Tuesday, August 4 / Night to Unite
Wednesday, August 5 (5:00 pm) / City Council Work Session
Wednesday, August 5 (6:00 pm) / City Council Meeting
Tuesday, August 11 / Primary Election Day

Tuesday, August 18 (Start Time TBD) / City Council Work Session
Tuesday, August 18 (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
July 7, 2026

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

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

Staff Present: City Administrator: Amanda Nowezki; City Clerk/Zoning Administrator: Jeanette Moeller; and City Engineer: Rachel Scheu (attended remotely)

Absent: Council: Todd Newcomer (with prior notice)

PLEDGE OF ALLEGIANCE

MAYOR'S COMMENTS – LONG LAKE NEWS, MEETING REVIEW, AND UPDATES
Mayor Miner stated that since the last Council meeting, he and City Administrator Nowezki had attended the League of Minnesota Cities annual conference in Rochester.

He reported that an email had been sent by City staff earlier in the day regarding a beach closure at Nelson Lakeside Park, and Orono had done the same for one of their beaches.

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

OPEN CORRESPONDENCE

Bryan Miller, 295 Lakeview Avenue – Mr. Miller shared some history about the City, the Lakeview Avenue area neighborhood, unique features about the homes, and explained that he was a big believer in preserving history. He stated that the current roads have been there for about 60 years. He recalled that the City's engineers had previously said that without curb and gutter, the edge of the roads would rot away, which he didn't feel would happen because it hadn't happened over the last 60 years. He gave examples of how the ditches had functioned well during the large rainfall event last weekend. He distributed handouts with more detailed information on the history and some of the points he made in his comments on why he didn't feel a curb and gutter was needed in the area.

Rachel Lewandowski, 200 Lakeview Avenue – Ms. Lewandowski inquired whether anyone knew why the power goes out so frequently in Long Lake.

City Clerk Moeller replied that the City has also been trying to obtain an answer to that question. She had approached Xcel Energy about the issue and was advised they would not provide detailed outage history for properties without having permission from property owners to do so. She had just submitted a request for detailed outage history to Xcel Energy earlier in the day accompanied by written permissions from property owners, and had asked Xcel to look into the outages, trends, and indicate whether Xcel would have any pending projects to address the situation.

Ms. Lewandowski added that she supported comments shared by Mr. Miller with regard to Lakeview Avenue not needing new curb and gutter, but she definitely agreed a new roadway is needed.

CONSENT AGENDA

The Consent Agenda consisted of the following:

A. Approve Minutes of June 16, 2026 City Council Work Session
B. Approve Minutes of June 16, 2026 City Council Meeting
C. Approve Vendor Claims and Payroll
D. Accept the Resignation of Jeff Wikman From the Position of Public Works Maintenance Worker I
E. Adopt Resolution No. 2026-30 Approving Issuance of a Special Event Permit for the Corn Days Parade on August 8, 2026
F. Adopt Resolution No. 2026-32 Approving Issuance of a Special Event Permit for the Buckhorn Days One-Day Festival on July 25, 2026; Approve Issuance of a 1 to 4 Day Temporary On Sale Liquor License and a Noise Variance Permit for the Event
G. Adopt Resolution No. 2026-31 Appointing Election Judges for the 2026 State Primary and General Elections

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

REGULAR BUSINESS

A. Reject Bids for the 2026 Sanitary Lining Project Contract

City Engineer Scheu reported that the City had only received one bid for the City's 2026 sanitary lining project. She indicated that WSB had followed up with some plan holders to ask why they hadn't bid and learned that they had been interested in doing so but had been unable to due to staffing and other project timelines. She concluded that staff was recommending rejecting the bid and rebidding the project at a later date.

Councilmember Kvale asked if Scheu had a recommendation for when the later date would be for the project and what WSB had anticipated the project to cost.

Scheu stated that they would still like to rebid the project this fall, but she needed to touch base with City staff further on that. She added that the engineer's cost estimate for the project was close to $800,000 and they would take another look at the numbers, but she believed the reason that the one bid received by the City was so much higher was due to the timing. She believed the bids would be more favorable if the project was scheduled for later in the construction season.

A motion was made by Feldmann, seconded by Miner, to reject the bid for the 2026 Sanitary Lining Project Contract and not award the contract. Ayes: all.

OTHER BUSINESS

Appreciation for Public Works, Well Updates - Nowezki expressed appreciation to the Public Works Department for working throughout the recent holiday weekend. The City had experienced issues with both of the City's wellhouse pumps and Public Works Director Diercks had come in every day over the weekend to conduct testing to ensure that the drinking water was safe. She noted that the 2027 capital improvement program had included a line item for the replacement of Well 1, but she anticipated that it would likely have to happen in 2026. Alternatively, Well 2 was recently replaced, and Diercks was looking into that to see what happened. As of right now, everything is working the way it should because Public Works Director Diercks did so much work over the weekend.

Internet Change - Moeller reported that in addition to preparing for upcoming elections, she was working on a transition from Mediacom to Midco for internet service at City Hall and Public Works. She was hopeful that the change would provide some additional speed and stability for both buildings and at a lower cost than their original contract with Mediacom.

Recognizing Employee Performance - Councilmember Dyvik observed that at his place of work, they have a program where they can nominate people who have gone above and beyond for various awards. He realized that Public Works Director Diercks is a salaried employee, but he would like the City to consider implementing something to offer some added recognition for this type of situation. Nowezki responded that the Human Resources Subcommittee had met about a month ago, and one of the things they talked about was looking at ways performance can be rewarded. She added that she could check into Councilmember Dyvik's suggestion and whether something similar could be offered in a municipal setting.

Fire Board Updates - Councilmember Dyvik mentioned that the Fire Board would be meeting tomorrow and noted that the Board has been working on plans for interviewing for a Fire Chief to be in place effective January 2027. Nowezki clarified that the process of hiring a Fire Chief had been outlined within the Joint Powers Agreement (JPA), and a Fire Chief would be employed by November 1, 2026. If the new Chief was not the existing Fire Chief, the new Chief would have the opportunity to work closely with him to make sure there was overlap for a seamless transition. She commented that in accordance with the terms of the JPA, the Council will be tasked with approving the 2027 Fire Department budget at their July 21 meeting.

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

Respectfully submitted,
Jeanette Moeller
City Clerk

City Council Agenda Report

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

CITY OF
LONG LAKE

MEETING DATE / July 21, 2026

SUBJECT:	Approve Vendor Claims and Payroll	
Prepared By:	Amanda Nowezki, City Administrator	**Report Date:** 07/15/2026

Recommended City Council Action

Staff recommends the following:

Motion to approve vendor claims paid in the amount of $195,602.20 and electronic vendor payments in the amount of $5,688.60 for a total amount of **$201,290.80**; July City Council monthly payroll in the amount of **$1,300.00**; and gross City Employee payroll paid July 9 in the amount of **$22,648.59**.

Overview / Background

Vendor claims paid are higher than usual due to the TIF 1-9 disbursement of $63,283.34 and the Shoreline Fire 3rd quarter service payment of $49,526.00.

Supporting Information

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

CITY OF LONG LAKE

*Check Summary Register©

Checks 72145-72175

	Name	Check Date	Check Amt	
10100	**GENERAL FUND CASH**			
72145	Advanced Imaging Solutions	07/09/26	$206.00	Copier Contract Maint - 06/20/26-07/20/26
72146	CARSON, CLELLAND & SCHREDER	07/09/26	$2,460.00	June Legal Fees; Review zoning enforcements/property rights,
72147	CITY OF LONG LAKE	07/09/26	$397.65	June 2026 Utility Bill-450 Virginia
72148	CITY VIEW PLUMBING & HEATING I	07/09/26	$2,235.00	PW Plumbing Repairs (LMCC Space); Floor Drain Leak Repair
72149	FIRSTNET (AT&T)	07/09/26	$129.65	PW WIRELESS SERVICES (05/26/26-06/25/26)
72150	FLOCK SAFETY	07/09/26	$3,000.00	Annual License Plate Reader @ Wayzata Blvd/Brown Rd N
72151	FISCHER LEADER RESOURCES	07/09/26	$1,200.00	2nd Qtr 2026 - Leadership Development Mentoring (Amanda)
72152	GOPHER STATE ONE CALL	07/09/26	$108.00	June 2026 Locates
72153	HAWKINS INC	07/09/26	$7,257.93	Water Chemicals - 150 Gal
72154	HENNEPIN CTY ENVIROMENTAL HEAL	07/09/26	$1,080.00	Water Testing Nelson Lakeside Park 2025
72155	HENNEPIN CTY INFO. TECH. DEPT	07/09/26	$89.94	PW Radio Fees-June 2026
72156	MARTIN MARIETTA MATERIALS	07/09/26	$230.73	PW Streets-Hot Mix for Grand Ave Pot Holes
72157	METROPOLITAN COUNCIL	07/09/26	$36,218.83	Waste Water Services - Aug 2026
72158	MINNWEST BANK	07/09/26	$63,283.34	TIF 1-9 Payment - May Tax Settlement
72159	OTTEN BROS GARDEN CENTER	07/09/26	$264.00	Park Tree Purchase (x3)
72160	SHORELINE FIRE DEPARTMENT	07/09/26	$49,526.00	3rd Qtr 2026 Fire Contract
72161	SUTTONS ADVANCED CLEANING SRV	07/09/26	$290.00	CH Cleaning Services - July 2026
72162	Westside Wholesale Tire	07/09/26	$1,587.12	PW Skid Loader Tires
72163	WRIGHT-HENNEPIN SECURITY	07/09/26	$125.80	July 2026 Security-CH
72164	XCEL ENERGY	07/09/26	$249.18	Steet Lights - 1070 W Wayzata Blvd
72165	BIFFS, INC.	07/09/26	$590.00	Biff Rental - Holbrook Park 06/10-07/07
72166	CENTERPOINT ENERGY	07/15/26	$290.63	Gas Charges - (05/20/26-06/19/26) 450 Virginia
72167	ECM PUBLISHERS, INC.	07/15/26	$81.00	Public Notice-Election Notice of Filing
72168	HH FABRICATION AND REPAIR, LLC	07/15/26	$640.00	PW Dump Truck Tailgate Hinge Pins
72169	MEDICA	07/15/26	$3,172.84	MEDICAL INS - Aug 2026
72170	MN VALLEY TESTING LAB	07/15/26	$59.96	Monthly Chlorine Report
72171	RAILROAD MGMT CO III, LLC	07/15/26	$458.76	License #305783 Fee - Water Pipeline Crossing
72172	TIMESAVER OFF SITE	07/15/26	$178.00	07/07/26 City Council Meeting Minutes
72173	WASTE MANAGEMENT	07/15/26	$6,491.04	Residental Recycling Services-July 2026
72174	WSB & ASSOCIATES, INC	07/15/26	$8,820.50	Lead Service Line; Updates
72175	XCEL ENERGY	07/15/26	$4,880.30	Electricity (05/25/26-06/23/26)-Swr
		Total Checks	$195,602.20	

10100 GENERAL FUND CASH

101 GENERAL FUND	$69,653.48
380 TAX INCREMENT # 1-9	$63,283.34
601 WATER FUND	$10,840.48
602 SANITARY SEWER FUND	$44,062.76
603 SURFACE WATER MGMT FUND	$123.60
604 RECYCLING FUND	$6,491.04
700 BUILDING PERMIT ESCROWS	$1,147.50
	$195,602.20

CITY OF LONG LAKE

07/15/26 4:26 PM
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*Check Detail Register©

Checks 72145-72175

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
10100 GENERAL FUND CASH					
72145	07/09/26	**Advanced Imaging Solutions**			
E 101-41500-4135		Copier Maintenance	$206.00	583509776	Copier Contract Maint - 06/20/26-07/20/26
		Total	$206.00		
72146	07/09/26	**CARSON, CLELLAND & SCHREDER**			
E 101-41610-3120		Legal Fees - Civil	$915.00	9986	June Legal Fees; Review zoning enforcements/property rights, Assist with HR matters, Police Contract
E 101-41610-3040		Legal Fees - Criminal	$1,200.00	9986	June Legal Fees-Criminal
G 700-29321		1345 Wayz-Crown Cell To	$112.50	9986	June Legal Fees-Crown Castle Modification Request; Review request, review lease, Corr w/staff
G 700-29287		1040 Old LongLake(Lot4)	$37.50	9986	June Legal Fees--Landings Lot4; Review engineering memo, review DA terms
G 700-29299		455 Willow TMobile Tower	$195.00	9986	June Legal Fees-T-Mobile Modification Request; Review construction plans, easement, and lease
		Total	$2,460.00		
72147	07/09/26	**CITY OF LONG LAKE**			
E 101-41940-3820		City Utilities (Wtr,Swr,Stor	$81.18	063026	June 2026 Utility Bill-450 Virginia
E 101-41942-3820		City Utilities (Wtr,Swr,Stor	$191.95	063026	June 2026 Utility Bill-2145 Daniels St
E 601-49400-3820		City Utilities (Wtr,Swr,Stor	$56.82	063026	June 2026 Utility Bill-1964 Orchard Ln
E 101-45200-3820		City Utilities (Wtr,Swr,Stor	$67.70	063026	June 2026 Utility Bill-350 Harrington
		Total	$397.65		
72148	07/09/26	**CITY VIEW PLUMBING & HEATING INC**			
E 101-41942-4010		Building Maintenance & R	$2,235.00	169728012	PW Plumbing Repairs (LMCC Space); Floor Drain Leak Repair
		Total	$2,235.00		
72149	07/09/26	**FIRSTNET (AT&T)**			
E 101-43050-3230		Cell Phones	$90.92	X07032026	PW WIRELESS SERVICES (05/26/26-06/25/26)
E 601-49400-3090		Software Support	$38.73	X07032026	PW WIRELESS SERVICES (05/26/26-06/25/26)
		Total	$129.65		
72150	07/09/26	**FLOCK SAFETY**			
E 101-42110-4040		Equipment Maintenance/R	$3,000.00	INV-98435	Annual License Plate Reader @ Wayzata Blvd/Brown Rd N
		Total	$3,000.00		
72151	07/09/26	**FISCHER LEADER RESOURCES**			
E 101-41500-2080		Training/Instruction Materi	$1,200.00	1019-26	2nd Qtr 2026 - Leadership Development Mentoring (Amanda)
		Total	$1,200.00		
72152	07/09/26	**GOPHER STATE ONE CALL**			
E 601-49400-3855		Gopher One Locates Expe	$108.00	6060559	June 2026 Locates
		Total	$108.00		
72153	07/09/26	**HAWKINS INC**			
E 601-49400-4040		Equipment Maintenance/R	$3,526.50	7481977	Well #1 Chlorine Feed Repair Equipment/Parts (Rate Valve and Ejector)
E 601-49400-2160		Chemicals and Chem Pro	$3,104.93	7483390	Water Chemicals - 150 Gal

CITY OF LONG LAKE

*Check Detail Register©

Checks 72145-72175

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 601-49400-4040		Equipment Maintenance/R	$626.50	7486383	Well #1 Chlorine Feed Repair Equipment/Parts (Switchover)
		Total	$7,257.93		
72154	07/09/26	**HENNEPIN CTY ENVIROMENTAL HEALTH**			
E 101-45200-4020		Lake/Beach Maintenance	$1,080.00	1296362	Water Testing Nelson Lakeside Park 2025
		Total	$1,080.00		
72155	07/09/26	**HENNEPIN CTY INFO. TECH. DEPT**			
E 101-41942-3235		Radios (Cty 800mhz)	$89.94	1000270537	PW Radio Fees-June 2026
		Total	$89.94		
72156	07/09/26	**MARTIN MARIETTA MATERIALS**			
E 101-43100-2240		Street Maint Materials	$78.42	49647586	PW Streets-Hot Mix for Grand Ave Pot Holes
E 101-43100-2240		Street Maint Materials	$76.91	49680814	PW Streets-Hot Mix for Grand Ave Pot Holes
E 101-43100-2240		Street Maint Materials	$75.40	49695612	PW Streets-Hot Mix for Grand Ave Pot Holes
		Total	$230.73		
72157	07/09/26	**METROPOLITAN COUNCIL**			
E 602-49450-3100		MCES Sewer Treatment	$36,218.83	0001208839	Waste Water Services - Aug 2026
		Total	$36,218.83		
72158	07/09/26	**MINNWEST BANK**			
E 380-47090-3055		Developer TIF Note Paym	$63,283.34	080126	TIF 1-9 Payment - May Tax Settlement
		Total	$63,283.34		
72159	07/09/26	**OTTEN BROS GARDEN CENTER**			
E 101-45200-4015		Grounds Maintenance	$264.00	1-1865728	Park Tree Purchase (x3)
		Total	$264.00		
72160	07/09/26	**SHORELINE FIRE DEPARTMENT**			
E 101-42110-3135		Fire Department Services	$44,712.50	2026-8	3rd Qtr 2026 Fire Contract
E 101-42110-3135		Fire Department Services	$4,813.50	2026-8	3rd Qtr 2026 Fire CIP
		Total	$49,526.00		
72161	07/09/26	**SUTTONS ADVANCED CLEANING SRV**			
E 101-41940-3840		Custodial & Waste Remov	$290.00	8242	CH Cleaning Services - July 2026
		Total	$290.00		
72162	07/09/26	**Westside Wholesale Tire**			
E 101-43000-4040		Equipment Maintenance/R	$1,475.12	986497	PW Skid Loader Tires
E 101-45200-4040		Equipment Maintenance/R	$112.00	986963	PW Zero Turn Mower Front Tires
		Total	$1,587.12		
72163	07/09/26	**WRIGHT-HENNEPIN SECURITY**			
E 101-41940-3000		Professional Services	$62.90	15016899239	July 2026 Security-CH
E 101-41942-3000		Professional Services	$62.90	15016899239	July 2026 Security-PW
		Total	$125.80		
72164	07/09/26	**XCEL ENERGY**			
E 101-43100-3815		Street Lighting Maint/Elect	$30.30	062326	Steet Lights - 1070 W Wayzata Blvd
E 101-43100-3815		Street Lighting Maint/Elect	$51.11	062326	Steet Lights - 2129 W Wayzata Blvd

CITY OF LONG LAKE

*Check Detail Register©

Checks 72145-72175

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 101-43100-3815		Street Lighting Maint/Elect	$167.77	062326	Steet Lights - 1758 W Wayzata Blvd
		Total	$249.18		
72165	07/09/26	**BIFFS, INC.**			
E 101-45200-3880		Portable Toilet Rental	$281.00	070826	Biff Rental - Holbrook Park 06/10-07/07
E 101-45200-3880		Portable Toilet Rental	$103.00	070826	Biff Rental - Holbrook Park 06/10-07/07
E 101-45200-3880		Portable Toilet Rental	$103.00	070826	Biff Rental - Holbrook Park 06/10-07/07
E 101-45200-3880		Portable Toilet Rental	$103.00	070826	Biff Rental - Holbrook Park 06/10-07/07
		Total	$590.00		
72166	07/15/26	**CENTERPOINT ENERGY**			
E 101-41940-3830		Natural Gas Expense	$59.11	80000790651	Gas Charges - (05/20/26-06/19/26) 450 Virginia
E 101-41942-3830		Natural Gas Expense	$144.83	80000790651	Gas Charges - (05/20/26-06/19/26) 2145 Daniels St
E 602-49450-3830		Natural Gas Expense	$59.51	80000790651	Gas Charges - (05/20/26-06/19/26) Swr
E 101-45200-3830		Natural Gas Expense	$27.18	80000790651	Gas Charges - (05/20/26-06/19/26) Parks
		Total	$290.63		
72167	07/15/26	**ECM PUBLISHERS, INC.**			
E 101-41410-3510		Legal Notices Publishing	$81.00	1105812	Public Notice-Election Notice of Filing
		Total	$81.00		
72168	07/15/26	**HH FABRICATION AND REPAIR, LLC**			
E 101-43000-4040		Equipment Maintenance/R	$640.00	13194	PW Dump Truck Tailgate Hinge Pins
		Total	$640.00		
72169	07/15/26	**MEDICA**			
E 101-41500-1310		Employer Paid Health Insu	$1,946.21	88510216379	MEDICAL INS - Aug 2026
E 101-43050-1310		Employer Paid Health Insu	$727.00	88510216379	MEDICAL INS - Aug 2026
E 601-49400-1310		Employer Paid Health Insu	$290.80	88510216379	MEDICAL INS - Aug 2026
E 602-49450-1310		Employer Paid Health Insu	$218.10	88510216379	MEDICAL INS - Aug 2026
E 603-43150-1310		Employer Paid Health Insu	$218.10	88510216379	MEDICAL INS - Aug 2026
G 101-21706		FlexPlan - Ins Prem	$402.87	88510216379	MEDICAL INS - Aug 2026
E 101-43050-1010		FT Public Works Salaries	($315.24)	88510216379	MEDICAL INS - Aug 2026 (Jeff July Refund)
E 601-49400-1310		Employer Paid Health Insu	($126.00)	88510216379	MEDICAL INS - Aug 2026 (Jeff July Refund)
E 602-49450-1310		Employer Paid Health Insu	($94.50)	88510216379	MEDICAL INS - Aug 2026 (Jeff July Refund)
E 603-43150-1310		Employer Paid Health Insu	($94.50)	88510216379	MEDICAL INS - Aug 2026 (Jeff July Refund)
		Total	$3,172.84		
72170	07/15/26	**MN VALLEY TESTING LAB**			
E 601-49400-3825		Water Testing/Reporting E	$59.96	1365748	Monthly Chlorine Report
		Total	$59.96		
72171	07/15/26	**RAILROAD MGMT CO III, LLC**			
E 601-49400-4070		Water/Sewer Easements	$458.76	553578	License #305783 Fee - Water Pipeline Crossing
		Total	$458.76		
72172	07/15/26	**TIMESAVER OFF SITE**			
E 101-41500-3000		Professional Services	$178.00	32656	07/07/26 City Council Meeting Minutes
		Total	$178.00		
72173	07/15/26	**WASTE MANAGEMENT**			

CITY OF LONG LAKE

*Check Detail Register©

Checks 72145-72175

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
	E 604-43200-3890	Res Curb Recycling	$3,886.51	8284410-159	Residental Recycling Services-July 2026
	E 604-43200-3895	Res Organic Recycling	$2,604.53	8284410-159	Residental Organics Services-July 2026
		Total	$6,491.04		
72174	07/15/26	**WSB & ASSOCIATES, INC**			
	E 601-49400-3030	Engineering Fees	$38.75	071526	Lead Service Line; Updates
	E 101-41910-3030	Engineering Fees	$311.00	071526	General Engineering; Water Tower Inspection Corr, Traffic counts
	E 101-43100-3030	Engineering Fees	$86.50	071526	2025 PMP; 260 Lindawood Lane bit bump
	E 101-41910-3032	General Planning	$362.00	071526	General Planning; Elite, Lakeside Dentist, Bucks Patio/Parking, Cannabis, St George Sign
	G 700-29287	1040 Old LongLake(Lot4)	$802.50	071526	1040 Old Long Lake; Building Permit Review
	E 602-49450-3030	Engineering Fees	$7,219.75	071526	Sanitary Sewer Lining; Bid Reviews, Contractor Questions, Addendum Spec, Staff Corr
		Total	$8,820.50		
72175	07/15/26	**XCEL ENERGY**			
	E 101-41940-3810	Electricity Expense	$172.14	985226125	Electricity (05/25/26-06/23/26)-CH
	E 101-41942-3810	Electricity Expense	$1,016.53	985226125	Electricity (05/25/26-06/23/26)-PW
	E 101-43100-3815	Street Lighting Maint/Elect	$254.59	985226125	Electricity (05/25/26-06/23/26)-Street Lights
	E 101-45200-3810	Electricity Expense	$339.24	985226125	Electricity (05/25/26-06/23/26)-Parks
	E 601-49400-3810	Electricity Expense	$2,656.73	985226125	Electricity (05/25/26-06/23/26)-Wtr
	E 602-49450-3810	Electricity Expense	$441.07	985226125	Electricity (05/25/26-06/23/26)-Swr
		Total	$4,880.30		
		10100	$195,602.20		

Fund Summary

10100 GENERAL FUND CASH	
101 GENERAL FUND	$69,653.48
380 TAX INCREMENT # 1-9	$63,283.34
601 WATER FUND	$10,840.48
602 SANITARY SEWER FUND	$44,062.76
603 SURFACE WATER MGMT FUND	$123.60
604 RECYCLING FUND	$6,491.04
700 BUILDING PERMIT ESCROWS	$1,147.50
	$195,602.20

CITY OF LONG LAKE

*Check Summary Register©

Checks 3451-3456

	Name	Check Date	Check Amt	
10100	**GENERAL FUND CASH**			
3451e	USBANK CREDIT CARD	06/25/26	$3,317.46	June Credit Card
3452e	PSN UTILITY ONLINE BILLING	07/02/26	$346.70	BILL PAY FEE - June 2026
3453e	MN DEPT OF REVENUE	07/06/26	$682.00	June 2026 Sales Tax
3454e	MN UNEMPLOYMENT INSURANCE	07/06/26	$1,288.87	2nd Qtr 2026 MN Paid Leave-City Staff
3455e	MN UNEMPLOYMENT INSURANCE	07/06/26	$43.57	2nd Qtr 2026 MN Paid Leave- Elected Officials
3456e	CUSTOMER PAYMENT	07/06/26	$10.00	Postage
		Total Checks	$5,688.60	

10100 GENERAL FUND CASH	
101 GENERAL FUND	$4,649.92
601 WATER FUND	$865.33
602 SANITARY SEWER FUND	$173.35
	$5,688.60

CITY OF LONG LAKE

07/15/26 4:29 PM
Page 1

*Check Detail Register©

Checks 3451-3456

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
10100 GENERAL FUND CASH					
3451 e	06/25/26	**USBANK CREDIT CARD**			
E 101-45200-2250		Landscaping/Décor	$300.00	062526	PW-Ace; Mulch for the garden club
E 101-45200-2150		Shop Supplies	$18.98	062526	PW-Ace; Bonfire on the Beach Lighter Fluid and Fire Starter
E 101-43000-2120		Motor Fuels	$77.02	062526	PW-Speedway
E 101-43000-4040		Equipment Maintenance/R	$312.29	062526	PW-Arvu; 2017 Silverado Inspection
E 101-43000-4040		Equipment Maintenance/R	$331.02	062526	PW-Safelight; Windshield Replacement 2018 Chevy Silverado
E 101-41942-4015		Grounds Maintenance	$31.73	062526	PW-Ace; 7 pails
E 101-45200-4015		Grounds Maintenance	$236.72	062526	PW-Ace; Swim Beach Rope and Buoy Harware
E 101-45200-4015		Grounds Maintenance	$258.77	062526	PW-Spikes & Houles; Grass Seed & Weed Killer
E 601-49400-2150		Shop Supplies	$9.98	062526	PW-Ace; Plastic Bottle
E 101-43000-2150		Shop Supplies	$31.24	062526	PW-Napa; Funnel and Power Steering Fluid
E 101-41942-3840		Custodial & Waste Remov	$59.86	062526	PW-Menards; Paper Towels, Glass Cleaner, Toilet Bowl, Etc
E 101-43050-4170		Uniforms	$148.28	062526	PW-Menards; Uniform for Sean Diercks 4 Jeans
E 101-43050-4170		Uniforms	$309.48	062526	PW-Menards; Uniforms for Jeff Wickman 5 pants, 8 Shirts, Rain Jacket
E 101-43100-2250		Landscaping/Décor	$60.74	062526	PW-Menards; Cable Ties, Rings, Hoseclamp for flags
E 101-41942-4010		Building Maintenance & R	$23.46	062526	PW-Ace; No Soliciting Signs
E 101-41500-3090		Software Support	$92.40	062526	CH-Google; Company Emails
E 101-41500-3000		Professional Services	$772.13	062526	CH-Stericycle (Shed-It); City Hall Document Destruction
E 101-41500-4450		Food & Beverage (Mtgs/Tr	$54.20	062526	Park-Subway; Lunch for Orono High School Volunteers painiting picnic tables
E 101-41940-4010		Building Maintenance & R	$37.03	062526	CH-Menards; Bathroom Toilet Seat Replacement
E 101-45200-2150		Shop Supplies	$41.23	062526	PW; Amazon; Green Algae Testing Kits for Nelson Lakeside Long Lake
E 101-41500-3090		Software Support	$15.00	062526	CH-Canva
E 101-41942-3210		Telephone	$25.00	062526	PW-Nextivia; VOIP Phone Service
E 101-41940-3210		Telephone	$70.90	062526	CH-Nextivia; VOIP Phone Service
E 101-41942-4015		Grounds Maintenance	($31.73)	062526	PW-Ace; 7 pails
E 101-43050-2150		Shop Supplies	$31.73	062526	PW-Ace; 7 pails
		Total	$3,317.46		
3452 e	07/02/26	**PSN UTILITY ONLINE BILLING**			
E 601-49400-3090		Software Support	$173.35	327486	BILL PAY FEE - June 2026
E 602-49450-3090		Software Support	$173.35	327486	BILL PAY FEE - June 2026
		Total	$346.70		
3453 e	07/06/26	**MN DEPT OF REVENUE**			
G 601-20801		Sales Tax Payable	$682.00	063026	June 2026 Sales Tax
		Total	$682.00		
3454 e	07/06/26	**MN UNEMPLOYMENT INSURANCE**			
G 101-21708		MN Paid Leave Tax w/h	$1,288.87	166050	2nd Qtr 2026 MN Paid Leave-City Staff
		Total	$1,288.87		
3455 e	07/06/26	**MN UNEMPLOYMENT INSURANCE**			
G 101-21708		MN Paid Leave Tax w/h	$43.57	166101	2nd Qtr 2026 MN Paid Leave- Elected Officials

CITY OF LONG LAKE

*Check Detail Register©

Checks 3451-3456

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
		Total	$43.57		
3456 e	07/06/26	**CUSTOMER PAYMENT**			
E 101-41500-3220		Postage	$10.00	070626	Postage
		Total	$10.00		
		10100	$5,688.60		

Fund Summary

10100 GENERAL FUND CASH	
101 GENERAL FUND	$4,649.92
601 WATER FUND	$865.33
602 SANITARY SEWER FUND	$173.35
	$5,688.60

CITY OF LONG LAKE

Payroll Summary

Pay Group: 06 City Council
Check Date: 7/9/2026 per. 7

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

941 Deposit

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

Pay Summary

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

Tax Summary

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

Others

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

CITY OF LONG LAKE

Payroll Summary

Pay Group: 01 Bi-Weekly

Check Date: 7/9/2026 per. 14

Employee	Gross Wage	Federal Gross	State Gross	Federal Tax	State Tax	Local Tax	Social Security	Medi-care	Retire	Tax Sheltered	Non-Tax Sheltered	Tips	Reimb.	Net
000000309 BJORKLUND, JULIE	1,901.60	1,778.00	1,778.00	129.51	90.03		117.90	27.57	123.60		8.37			1,404.62
000000287 DECKER JR, MICHAEL	2,086.77	1,952.43	1,952.43	175.44	101.90		129.38	30.26	134.34		9.63			1,505.82
000000243 DIERCKS, SEAN	4,188.04	3,915.82	3,915.82	594.63	235.41		259.66	60.73	272.22		18.43			2,746.96
000000300 DYVIK, FINN	424.85	424.85	424.85				26.34	6.16			1.87			390.48
000000306 KIEPER, JASON	3,490.63	3,293.02	3,293.02	287.01	158.32		216.42	50.61	197.61		15.36			2,565.30
000000091 MOELLER, JEANETTE	3,768.98	3,326.05	3,326.05	271.13	146.70		221.40	51.78	244.98	197.95	16.58			2,618.46
000000252 NOWEZKI, AMANDA	4,570.31	4,080.68	4,080.68	762.71	268.42		282.38	66.04	523.91	15.72	51.13			2,600.00
000000308 WIKMAN, JEFFREY	2,217.41	2,073.28	2,073.28	204.64	110.11		137.48	32.15	144.13		9.76			1,579.14

941 Deposit

Federal Tax	$2,425.07
Medicare	$650.60
Social Security	$2,781.92
Advanced EIC	None
Total Deposit	$5,857.59

Pay Summary

Gross	22,648.59
Federal Gross	20,844.13
State Gross	20,844.13
FICA Gross	22,434.92

Tax Summary

Federal Tax	2,425.07	
State Tax	1,110.89	
Local Tax		
FICA Ded/Ben	1,390.96	1,390.96
Medicare Ded/Ben	325.30	325.30

Others

Retirement	1,640.79
Tax-Sheltered	213.67
Voluntary	131.13
Tips	0.00
Reimbursement	0.00
Net	15,410.78

City Council Agenda Report

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

CITY OF
LONG LAKE

MEETING DATE / July 21, 2026

SUBJECT:	Six-Month Performance Evaluation for Public Works Maintenance Worker I Jason Kieper and Resolution Approving a Wage Step Increase	
Prepared By:	Amanda Nowezki, City Administrator	**Report Date:** 7/15/2026

Recommended City Council Action

Staff recommends the following:

Motion to adopt Resolution No. 2026-33 approving a wage step increase for Public Works Maintenance Worker I Jason Kieper from Step 4 to Step 5 of the Salary Pay Plan due to having an above-satisfactory performance review.

Overview / Background

All Public Works employees hired by the City of Long Lake are hired as probationary employees and serve a 12-month probationary period. Performance of Public Works Maintenance Worker positions is evaluated by the Public Works Director and reviewed by the City Administrator at the six month and one year anniversary of the employee. Then, recommendation is made to the City Council as to whether or not the employee's performance is satisfactory and if any adjustments should be made to their compensation or other benefits.

Jason Kieper was appointed to the position of Public Works Maintenance Worker I on January 6, 2026 and subsequently began his employment on January 26. His six-month performance evaluation was conducted on July 15, 2026. Supervisory staff have determined that Mr. Kieper's performance has been excellent thus far, and would recommend the City Council ratify the Public Works Director and City Administrator's finding that he has earned an above-satisfactory evaluation. Staff also recommends Mr. Kieper receive a one-step wage increase from Step 4 to Step 5 of the Salary Pay Plan.

Supporting Information

- Resolution No. 2026-33
- Personnel Action Form

City Council
Resolution No. 2026-33

A RESOLUTION APPROVING A WAGE STEP INCREASE FOR PUBLIC WORKS MAINTENANCE WORKER I JASON KIEPER

WHEREAS, Public Works Maintenance Worker I Jason Kieper received an above-satisfactory job performance review in conjunction with his six-month performance evaluation, and is therefore eligible for a scheduled wage step increase; and

WHEREAS, Mr. Kieper was appointed by City Council to the position of Public Works Maintenance Worker I on January 6, 2026 at the Step 4 wage rate for his position, and subsequently began his employment with the City on January 26; and

WHEREAS, Mr. Kieper's six-month performance review was conducted by the Public Works Director and City Administrator on July 15, 2026, and in recognition of his excellent job performance during his first six months of employment with the City, staff recommends Mr. Kieper receive a salary step increase from Step 4 to Step 5 for his position to become effective on the date of his six-month anniversary.

NOW THEREFORE, BE IT RESOLVED, by the City Council of the City of Long Lake, Minnesota that the wage for Public Works Maintenance Worker I Jason Kieper is hereby increased from Step 4 to Step 5 of the Salary Pay Plan effective July 26, 2026.

Adopted by the City Council of the City of Long Lake this 21st day of July 2026.

BY:

____
Charlie Miner, Mayor

ATTEST:

____
Jeanette Moeller, City Clerk

Personnel Action Form

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

COMPLETED FORM TO BE SIGNED BY THE EMPLOYEE, DEPARTMENT HEAD, AND CITY ADMINISTRATOR
Provide a copy of this fully signed Personnel Action Form to the employee, and place the original in the employee's personnel file.

Employee Information

Employee's Name Jason Kieper **Department** Public Works

Position Title Public Works Maintenance Worker I Supervisor Sean Diercks

Employee Status - ☒ Regular Full-Time ☐ Regular Part-Time ☐ Seasonal / Temporary

Personnel Action

Please check all that apply and complete applicable form fields below.

Personnel Action - ☐ New Employee ☒ Probationary Status ☐ Probation Extension

☒ Performance Review

☒ Salary Step Increase: Current Step/Wage - $31.56

New Step/Wage - $32.24

☐ Promotion: New Position Title - ____

☐ Disciplinary ☐ Suspension ☐ Dismissal / Termination

☐ Resignation ☐ Retirement

☐ *Other* ____

Employee's Hire / Anniversary Date - 01/26/26 Effective Date - 07/26/26

Additional Comments / Reason for Action

Over the last six months, Jason has proven to be an invaluable asset to the City of Long Lake. He stepped into his role with great initiative, quickly learning the complexities and responsibilities of the position. Jason consistently demonstrates that he is a dedicated, hard worker who takes pride in his duties and supports the team effectively.

Based on his strong performance, rapid adaptation, and excellent work ethic, I highly recommend the Jason receive a salary step increase at this time. As with all new Maintenance Worker I employees, his probationary status will continue through his one-year anniversary to allow the necessary time to test for both his water and sewer licensure.

Signatures

Employee Signature ____ Date 7-15-26

Supervisor Signature ____ Date 7-15-26

City Administrator Signature ____ Date 7-15-26

City Council Agenda Report

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

CITY OF
LONG LAKE

MEETING DATE / July 21, 2026

SUBJECT:	Shoreline Fire Department 2027 Operating Budget and Capital Improvement Plan	
Prepared By:	Amanda Nowezki, City Administrator	**Report Date:** 7/13/2026

Recommended City Council Action

Staff recommends the following:

Motion to approve the Shoreline Fire Department Operating Budget and Capital Improvement Plan.

Overview / Background

Over the past several months, the members of the Shoreline Fire Department operating committee from Long Lake and Orono - along with the fiscal agent, the Fire Chief and Deputy Fire Chief - have been preparing the 2027 budget and capital improvement plan.

Per Section 8 of the Joint Powers Agreement (JPA):

The Department shall submit a proposed budget, including operating and capital costs (the "Department Budget" or Budget"), to the Members through the Members' Operating Committee Directors by July 15. The annual Department Budget must be approved by an affirmative vote of the majority of each Party' s governing body. The Members' governing bodies shall vote on the proposed budget by September 1.

On July 8, 2026, the Shoreline Fire Department Board approved its 2027 operating budget and capital plan for submission to and approval by the Long Lake and Orono City Councils.

Additional Commentary

Under the terms of the JPA, the Member Cities are obligated to contribute to the total operating budget and capital improvement plan, with each City's allocated share calculated by a formula taking property market value, population, and total call volume into account.

Based on this formula, the City of Long Lake's 2027 contribution to the Shoreline Fire Department will be 14.285%. This results in an operating budget contribution of $194,938 (a 9.01% increase of $16,110) and a capital expenditure contribution of $70,567 (a 1.90% increase of $1,313). After deducting the $50,000 paid by Orono, the City's total contribution for 2027 is $215,505.

Please note that the Fire Facility Capital Improvement Plan (page 2 of the Capital Improvement Plan) has been included in the attachments for reference only.

Supporting Information

- Shoreline Fire Department 2027 Budget
- Shoreline Fire Department 2027 Capital Improvement Plan

SHORELINE FIRE DEPARTMENT

2027 BUDGET

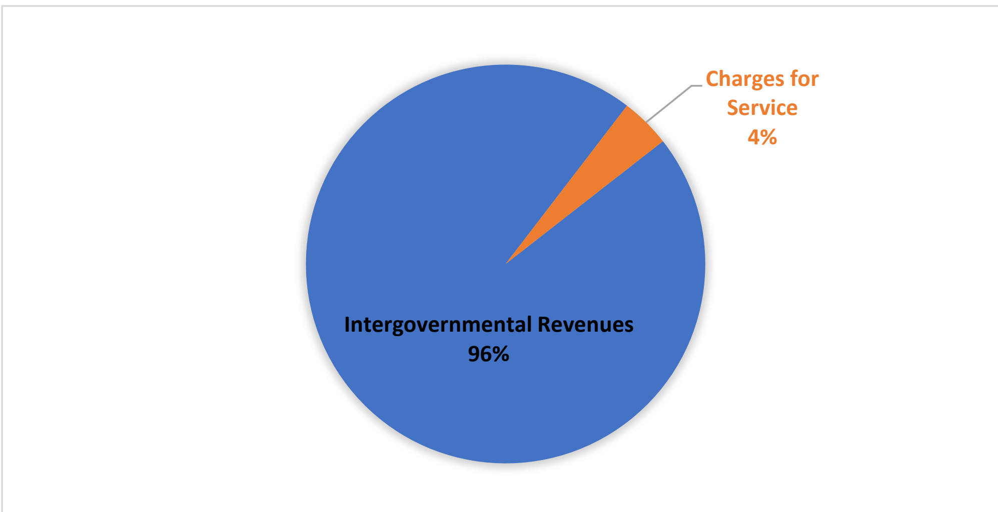
Section 1: Operating Budget

Section 2: Capital Budget

Section 3: Supplemental Information

Shoreline Fire Department
2027 Operating Budget
Revenue by Category

	2026 Budget	2027 Budget	Dollar Increase (Decrease)	% Increase (Decrease)
Intergovernmental Revenues	1,246,630	1,378,150	131,520	10.55%
Charges for Service	53,430	58,050	4,620	8.65%
Operating Revenue Total	1,300,060	1,436,200	136,140	10.47%



Shoreline Fire Department
2027 Operating Budget
Revenue by Line Item Detail

	2026 Budget	2027 Budget	Dollar Increase (Decrease)	% Increase (Decrease)
Intergovernmental Revenues				
Training Grants	20,000	13,500	(6,500)	-32.50%
JPA Agreement - Orono	1,047,780	1,169,700	121,920	11.64%
JPA Agreement - Long Lake	178,850	194,950	16,100	9.00%
Total Intergovernmental Revenues	1,246,630	1,378,150	131,520	10.55%
Charges for Service				
Building Rental Revenue	5,230	5,250	20	0.38%
Contractual Agreement - Minnetonka Beach	48,200	52,800	4,600	9.54%
Total Charges for Service	53,430	58,050	4,620	8.65%
Operating Revenue Total	1,300,060	1,436,200	136,140	10.47%

Shoreline Fire Department
2027 Operating Budget
Expenditure By Category

	2026 Budget	2027 Budget	Dollar Increase (Decrease)	% Increase (Decrease)
Personal Services	862,900	929,700	66,800	7.74%
Supplies & Maintenance	150,300	163,300	13,000	8.65%
Insurances	11,400	14,000	2,600	22.81%
Professional Services	70,000	76,500	6,500	9.29%
Other Expenses	205,450	252,700	47,250	23.00%
Operating Expenditure Total	1,300,050	1,436,200	136,150	10.47%

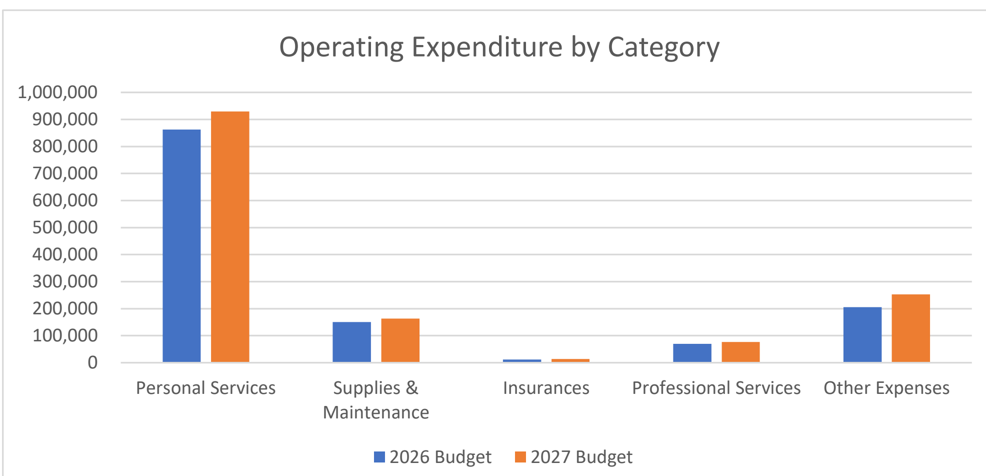
PROGRAM DESCRIPTION & OBJECTIVES:

The Shoreline Fire Department provides fire suppression service for the City of Long Lake, City of Orono and City of Minnetonka Beach. The department also responds to medical emergencies and fire code enforcement.

OPERATING COST ACTIVITIES:

* Personal Services include the wages and employment taxes for the Fire Department.
 Staff includes: Fire Chief, Deputy Chief, 12 Part-Time Firefighters, 45-50 Paid-On-Call Firefighters
* Supplies & Maintenance include the operating supplies and maintenance expenses on fire equipment and facilities.

* Insurance Expenses includes general, liability, and auto insurance costs.
* Professional Services includes auditing service, legal consulting, IT service, facilities service, medical for new firefighters.
* Other Expenses includes utilities, software licensing, memberships and dues, training and development and other miscellaneous charges related to fire operations.



OPERATING BUDGET NET INCOME/(LOSS)	**10**	**0**	**(10)**	**-100.00%**

Shoreline Fire Department
2027 Operating Budget
Expenditure by Line Item Detail

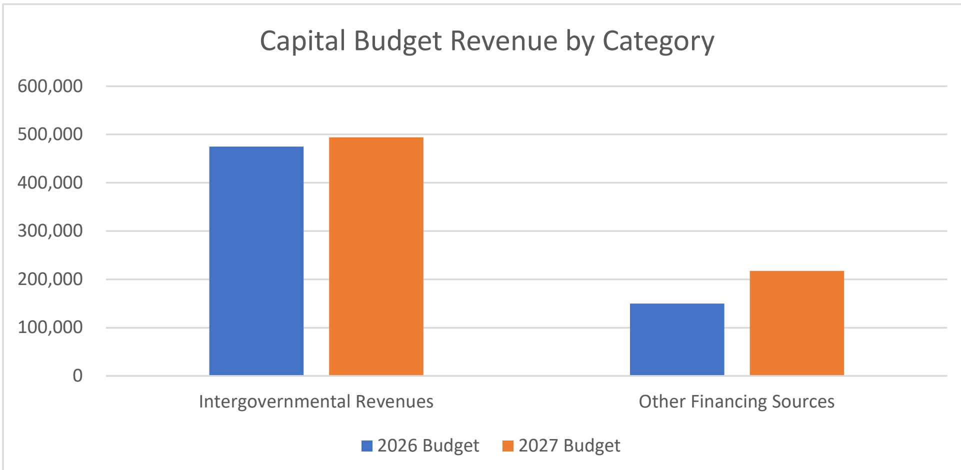
	2026 Budget	2027 Budget	Dollar Increase (Decrease)	% Increase (Decrease)
Personal Services				
Full-Time Employees Regular	296,400	252,100	(44,300)	-14.95%
Part-Time Employees	200,200	288,100	87,900	43.91%
Paid-On-Call Employees	154,600	198,700	44,100	28.53%
PERA	87,900	95,700	7,800	8.87%
FICA	19,100	22,700	3,600	18.85%
Benefit Contribution	55,100	25,600	(29,500)	-53.54%
Worker's Comp Insurance	49,600	46,800	(2,800)	-5.65%
Total Personal Services	862,900	929,700	66,800	7.74%
Supplies & Maintenance				
Office supplies	1,000	3,000	2,000	200.00%
Printed Forms & Paper	500	500	0	0.00%
Fire Prevention Materials	2,000	2,000	0	0.00%
IT Supplies	4,000	4,500	500	12.50%
Motor Fuels	15,500	20,000	4,500	29.03%
Shop Supplies	2,000	2,000	0	0.00%
Chemicals	0	1,500	1,500	NA
Medical Supplies	6,500	7,000	500	7.69%
Equipment Parts & Accessories	5,000	6,500	1,500	30.00%
Bldg/Grounds Maintenance Supplies	2,500	5,000	2,500	100.00%
Clothing & Personal Equipment	27,000	15,000	(12,000)	-44.44%
Training Supplies	2,000	4,000	2,000	100.00%
Equipment Parts - SCBA and Small Tools	9,000	9,000	0	0.00%
Repairs/Maint - Buildings	20,000	20,000	0	0.00%
Repairs/Maint - Grounds	1,800	1,800	0	0.00%
Repairs/Maint - Automotive Equipment	30,000	40,000	10,000	33.33%
Repairs/Maint - Office Equipment	1,500	1,500	0	0.00%
Repairs/Maint - Misc. Equipment	20,000	20,000	0	0.00%
Total Supplies & Maintenance	150,300	163,300	13,000	8.65%
Insurances				
General Liability Insurance	8,000	4,100	(3,900)	-48.75%
Property Insurance	500	2,800	2,300	460.00%
Automotive Insurance	900	7,000	6,100	677.78%
Equipment Floaters Insurance	1,000	100	(900)	-90.00%
Umbrella Liability Insurance	500	0	(500)	-100.00%
Insurance Claims	500	0	(500)	-100.00%
Total Insurances	11,400	14,000	2,600	22.81%

Shoreline Fire Department
2027 Operating Budget
Expenditure by Line Item Detail

	2026 Budget	2027 Budget	Dollar Increase (Decrease)	% Increase (Decrease)
Professional Services				
Auditing and Accounting Services	7,500	16,000	8,500	113.33%
Medical Fees	16,000	16,000	0	0.00%
Legal Consulting	2,500	2,500	0	0.00%
Insurance Agent Fee	2,000	2,000	0	0.00%
Turn Out Gear Washing & Repair	15,000	15,000	0	0.00%
IT Services	15,000	5,000	(10,000)	-66.67%
Facilities Services	2,000	10,000	8,000	400.00%
Professional Services *	10,000	10,000	0	0.00%
Total Professional Services	70,000	76,500	6,500	9.29%
Other Expenses				
Telephone/Internet/Data	15,000	17,500	2,500	16.67%
Postage	0	500	500	NA
Travel Expenses	0	500	500	NA
General Advertising	2,000	1,000	(1,000)	-50.00%
Printing & Publishing	3,500	1,000	(2,500)	-71.43%
Electric Utilities	17,000	18,000	1,000	5.88%
City Utilities	9,000	7,000	(2,000)	-22.22%
Gas Utilities	17,500	25,000	7,500	42.86%
Office Equipment Rentals	0	2,000	2,000	NA
Radio Rentals	40,000	65,000	25,000	62.50%
Software Licensing	40,000	65,000	25,000	62.50%
Memberships and Dues	4,750	5,000	250	5.26%
Training & Development	50,000	40,000	(10,000)	-20.00%
Meeting Expenses	1,500	2,500	1,000	66.67%
Licenses & Taxes	200	200	0	0.00%
Miscellaneous Expenditures	5,000	2,500	(2,500)	-50.00%
Total Other Expenses	205,450	252,700	47,250	23.00%
Operating Expenditure Total	1,300,050	1,436,200	136,150	10.47%
OPERATING BUDGET NET INCOME/(LOSS)	**10**	**0**	**(10)**	**-100.00%**

Shoreline Fire Department
2027 Capital Budget
Revenue By Category

	2026 Budget	2027 Budget	Dollar Increase (Decrease)	% Increase (Decrease)
Intergovernmental Revenues	475,000	494,000	19,000	4.00%
Other Financing Sources	150,000	217,500	67,500	45.00%
Capital Revenue Total	625,000	711,500	86,500	13.84%



Shoreline Fire Department
2027 Capital Budget
Revenue by Line Item Detail

	2026 Budget	2027 Budget	Dollar Increase (Decrease)	% Increase (Decrease)
Intergovernmental Revenues				
JPA Agreement - Orono	455,746	473,433	17,687	3.88%
JPA Agreement - Long Lake	19,254	20,567	1,313	6.82%
Total Intergovernmental Revenues	475,000	494,000	19,000	4.00%
Other Financing Sources				
Interest Earnings	0	5,000	5,000	NA
Sale of Assets	150,000	212,500	62,500	41.67%
Total Other Financing Sources	150,000	217,500	67,500	45.00%
Operating Revenue Total	625,000	711,500	86,500	13.84%

Shoreline Fire Department
2027 Capital Budget
Expenditure By Category

	2026 Budget	2027 Budget	Dollar Increase (Decrease)	% Increase (Decrease)
Capital Outlay	612,600	389,225	(223,375)	-36.46%
Capital Expenditure Total	612,600	389,225	(223,375)	-36.46%
CAPITAL REVENUE OVER EXPENDITURE	**12,400**	**322,275**	**309,875**	**2498.99%**

Shoreline Fire Department
2027 Capital Budget
Expenditure by Line Item Detail

	2026 Budget	2027 Budget	Dollar Increase (Decrease)	% Increase (Decrease)
Capital Outlay				
Automotive	379,600	334,900	(44,700)	-11.78%
Furniture and Fixtures	0	0	0	NA
Other Equipment	233,000	54,325	(178,675)	-76.68%
Total Capital Outlay	612,600	389,225	(223,375)	-36.46%
CAPITAL REVENUE OVER EXPENDITURE	**12,400**	**322,275**	**309,875**	**2498.99%**

Shoreline Fire Department
Fire Contract Cost Allocation
2027 Budget

		Total	Orono		Long Lake	
	Year	Calls	Calls	%	Calls	%
Calls	2023	437	365	83.52%	72	16.48%
	2024	471	387	82.17%	84	17.83%
	2025	589	502	85.23%	87	14.77%
	Total	1,497	1,254	83.77%	243	16.23%
Estimated Market Value		Millions $	Millions $	%	Millions $	%
		5,833.67	5,333.04	91.42%	500.62	8.58%
Population		Population	Population	%	Population	%
		10,227.00	8,382.00	81.96%	1,845.00	18.04%
Combined Allocation Factors	Weight Factor	Factor as %		%		%
Calls	1/3	33%		27.92%		5.41%
Estimated Market Value	1/3	33%		30.47%		2.86%
Population	1/3	33%		27.32%		6.01%
Allocation %				**85.72%**		**14.28%**
Allocated Amounts						
Operating Budget		$ 1,364,650	$ 1,169,700	85.72%	$ 194,900	14.28%
Capital Allocation		$ 494,000	$ 423,433	85.72%	$ 70,567	14.28%
Total		**$ 1,858,650**	**$ 1,593,133**	**85.72%**	**$ 265,467**	**14.28%**

**Per the JPA Section 7.2, Orono will make an additional payment of $50,000 on behalf of the Long Lake during the first five (5) years.*

Shoreline Fire Department
Compensation Plan
For 2027 Budget

Position	Step 1		Step 2		Step 3		Step 4		Step 5		Step 6		Step 7		Step 8	
	Annual	Hourly	Annual	Hourly	Annual	Hourly	Annual	Hourly	Annual	Hourly	Annual	Hourly	Annual	Hourly	Annual	Hourly
Fire Chief	117,709.53	56.59	121,350.03	58.34	125,103.12	60.15	128,972.29	62.01	132,961.12	63.92	137,073.32	65.90	141,312.70	67.94	145,683.20	70.04
Deputy Fire Chief	100,399.30	48.27	103,504.43	49.76	106,705.60	51.30	110,005.78	52.89	113,408.02	54.52	116,915.48	56.21	120,531.42	57.95	124,259.20	59.74

**Annual amount is based on 2,080 hours for the year. Actual annual amount may differ.*

Part Time and Paid on Call		
Base Pay per Hour		
Part-Time Firefighter	$	22.00
Paid-On-Call (POC) Firefighter	$	18.00
Leader Part Time and Paid on Call Base Pay (Added to Base Pay)		
Specialist Pay (Inspections, Admin Assistant)	$	1.00
Lieutenant	$	1.00
Captain	$	1.50
Battalion Chief	$	2.50
Assistant Chief	$	3.00
Specialty Pay (Added to Base pay)		
EMT	$	1.00
Duty Officer / On Call Stipend		
Duty officer (Per hour while on call)	$	4.00
Duty Crew (Added to Base Pay, POC while Serving as)	$	4.00

SHORELINE FIRE DEPARTMENT

RESOLUTION OF THE BOARD

NO. 0009

A RESOLUTION TO ADOPT THE 2027 BUDGET

BE IT RESOLVED, that the Board of Shoreline Fire Department hereby declares that the 2027 General Fund budget is determined to be as follows:

General Fund Revenue

Intergovernmental Revenues	$	1,378,150
Charges for Service		58,050
TOTAL	$	1,436,200

General Fund Expenditure

Personal Services	$	929,700
Supplies & Maintenance		163,300
Insurances		14,000
Professional Services		76,500
Other Expenses		252,700
TOTAL	$	1,436,200

BE IT FURTHER RESOLVED, that the Board of Shoreline Fire Department hereby declares that the 2027 Capital Fund budget is determined to be as follows:

Capital Fund Revenue

Intergovernmental Revenues	$	494,000
Other Financing Sources		217,500
TOTAL	$	711,500

Capital Fund Expenditure

Capital Outlay	$	389,225
TOTAL	$	389,225

ADOPTED by the Board of Shoreline Fire Department, Minnesota, at a regular meeting held July 8, 2026.

SHORELINE FIRE DEPARTMENT
RESOLUTION OF THE BOARD

NO. 0009

ATTEST:

Mike Heiland, Fire Chief

Steve Persian, Board Chair

Fire Equipment Capital Improvement Plan

	Current Year	5-Year CIP					Planning Period				
Description	**2026**	**2027**	**2028**	**2029**	**2030**	**2031**	**2032**	**2033**	**2034**	**2035**	**2036**
Engine / Pumper Station 1 (North) Unit 520	45,000	190,000	190,000	190,000	190,000	190,000	190,000				
Medical / Brush/ Utility Station1 (North)											
Tanker Tender Station 1 (North)								Order	500,000		
Engine / Pumper Station 2 (Navarre)	Order			270,000	230,000	230,000	230,000	230,000	230,000	230,000	
Medical / Brush / Utility Station 2 (Navarre) Unit 511	76,700	50,300	50,150	50,000							
Tanker Tender Station 2 (Navarre)											
Chief's vehicle						Order	110,000				
Duty Officer Vehicle							Order	110,000			
Fire Marchal/ Inspector								Order	110,000		
Deputy Chief Vehicle									Order	110,000	
Pick-up Truck for Support Functions		Order	100,000								
Ladder Truck									Order		
Lake Minnetonka Boat		Order		175,000	150,000						
Zodiac with Trailer											Order
Brush/Medical ATV on Trailer					Order	100,000					
Lake Minnetonka Dock		Order	12,500					Order	10,000		
Back up Engine Unit 507	94,600	94,600	94,600	94,600							
Back up Engine											
Self Contained Breathing Apparatus						Order	300,000				
Turn Out Gear (10 sets per year)	53,000	54,325	55,683	57,075	58,502	59,965	61,464	63,000	64,575	66,190	67,844
Start up and Rebranding	180,000										
Financial Software Implementation	15,000										
IT Infrastruture Improvements	55,000										
Total	**519,300**	**389,225**	**502,933**	**836,675**	**628,502**	**579,965**	**891,464**	**403,000**	**914,575**	**406,190**	**67,844**

By Category											
Automotive	216,300	334,900	447,250	779,600	570,000	520,000	530,000	340,000	850,000	340,000	0
Other Equipment	303,000	54,325	55,683	57,075	58,502	59,965	361,464	63,000	64,575	66,190	67,844
Total	**519,300**	**389,225**	**502,933**	**836,675**	**628,502**	**579,965**	**891,464**	**403,000**	**914,575**	**406,190**	**67,844**

Automotive By Station											
Station 1 - North Area	45,000	190,000	290,000	365,000	340,000	190,000	300,000	110,000	610,000	110,000	0
Station 2 - South Area	171,300	144,900	157,250	414,600	230,000	330,000	230,000	230,000	240,000	230,000	0
Total	**216,300**	**334,900**	**447,250**	**779,600**	**570,000**	**520,000**	**530,000**	**340,000**	**850,000**	**340,000**	**0**

Fire Facility Capital Improvement Plan

	Current Year	5-Year CIP					Planning Period				
Description	**2026**	**2027**	**2028**	**2029**	**2030**	**2031**	**2032**	**2033**	**2034**	**2035**	**2036**
Roof Rehabilitation - Station 1				800,000							
Carpet and Paint - Station 1										85,000	
Adjustments for Duty Crew - Station 1	50,000										
Total	**50,000**	**0**	**0**	**800,000**	**0**	**0**	**0**	**0**	**0**	**85,000**	**0**
Funding Source											
Shoreline Fire Department Capital Fund	0	0	0	0	0	0	0	0	0	0	0
City of Orono	25,000	0	0	400,000	0	0	0	0	0	42,500	0
City of Long Lake	25,000	0	0	400,000	0	0	0	0	0	42,500	0
Total	**50,000**	**0**	**0**	**800,000**	**0**	**0**	**0**	**0**	**0**	**85,000**	**0**

**Facility Capital is provided for reference only and must be approved by each City Council for funding (with the exception of fire related improvements).*
**Base on lease agreement. Assume 50/50 split funding by City of Orono and City of Long Lake for Station 1 and 100% funding by City of Orono for Station 2.*

Fire Capital Fund Summary

	Current Year	5-Year CIP					Planning Period				
Description	**2026**	**2027**	**2028**	**2029**	**2030**	**2031**	**2032**	**2033**	**2034**	**2035**	**2036**
Expenditure											
Equipment CIP	519,300	389,225	502,933	836,675	628,502	579,965	891,464	403,000	914,575	406,190	67,844
Facilities CIP - Fire Related Improvements	0	0	0	0	0	0	0	0	0	0	0
Total Expenditure	**519,300**	**389,225**	**502,933**	**836,675**	**628,502**	**579,965**	**891,464**	**403,000**	**914,575**	**406,190**	**67,844**
Revenue											
Municipal Allocations	475,000	494,000	511,300	529,200	547,800	567,000	586,900	607,500	628,800	650,900	673,700
Equipment Sales	375,900	212,500	15,000	0	0	0	0	0	0	0	0
Interest Earnings	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000
Total Revenue	**855,900**	**711,500**	**531,300**	**534,200**	**552,800**	**572,000**	**591,900**	**612,500**	**633,800**	**655,900**	**678,700**
Change in Fund Balance	336,600	322,275	28,367	(302,475)	(75,702)	(7,965)	(299,564)	209,500	(280,775)	249,710	610,856
Ending Fund balance	**336,600**	**658,875**	**687,242**	**384,767**	**309,065**	**301,100**	**1,536**	**211,036**	**(69,739)**	**179,971**	**790,826**

CITY OF LONG LAKE

City Council Agenda Report

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

MEETING DATE / July 21, 2026

SUBJECT:	Receive 2nd Quarter 2026 Revenues and Expenditures	
Prepared By:	Amanda Nowezki, City Administrator	**Report Date:** 7/13/2026

Recommended City Council Action

Staff recommends the following:

Motion to receive 2nd Quarter 2026 Revenues and Expenditures as of June 30, 2026 as presented.

Overview / Background

For the Council's awareness, snapshots of the City's fund account balances are to be presented on a quarterly basis. Attached are 2nd quarter 2026 revenue and expenditures for review.

Revenues:	Fund-Revenue	XXX-XXXXX
Expenses:	Fund-Department-Expense	XXX-XXXXX-XXXX

Notes: Current fund balances are listed on page 1. Numbered references are addressed at the bottom of each fund report - General Fund is on page 6, Water Fund is on page 8, Sewer Fund is on page 10, Surface Water Fund is on page 11, Recycling Fund is on page 12.

Additional Commentary

Funds are currently operating slightly over budget for the year with expenses ranging between 58%-69% of budget. Here are some things to note regarding the current fund revenue and expenses:

General Fund (101) Factors:

- Deposit for the City Hall ADA-accessible door replacements.
- Unbudgeted property insurance premium for Fire Station 1.
- Extensive repairs to the Public Works fleet and the completion of all required DOT inspections.
- Upkeep and equipment repairs at City parks- zero turn lawn mower, beach dock, and stadium lighting.
- Removal of 91 dead ash trees across various parks, trails, and city rights-of-way.

Enterprise Funds (601/602/603) Notes:

- Water usage has decreased by 5% compared to last year.
- Increased engineering fees related to lead service line reporting and the sanitary sewer lining project.
- Annual expenses such as Insurance, bond payments, and depreciation have been recorded.

Should you have any questions regarding any of the information contained in these reports, please contact me by email or phone prior to the Council meeting for any clarification.

Supporting Information

- 2nd Quarter 2026 Budget Spreadsheets

FUND BALANCES

AS OF: June 30, 2026

FUND	ACCOUNT	CURRENT FUND BALANCE	PRIOR YEAR FUND BALANCE	% of PY
GENERAL FUND	G 101-10100	$1,001,961.02	*$839,655.40*	*119%*
ECONOMIC DEVELOPMENT	G 105-10100	$72,910.60	*$73,082.60*	*100%*
FIRE DEPARTMENT	G 205-10100	$148,963.21	*$215,835.37*	*69%*
PARK DEDICATION FUND	G 210-10100	$63,630.58	*$86,514.88*	*74%*
LAKE QUALITY IMPROVEMENT FUND	G 213-10100	$7,000.00	*$5,000.00*	*140%*
CHARITABLE GAMBLING	G 225-10100	$44,934.96	*$30,006.60*	*150%*
TAX INCREMENT FUNDS (#1-6/#1-9)	G 38_-10100	$412,860.04	*$867,439.74*	*48%*
DEBT SERVICE FUNDS (2016A, 2017A)	G 39_-10100	$67,903.37	*$17,609.34*	*386%*
CAPITAL PROJECT FUND	G 401-10100	$1,811,414.78	*$3,363,178.09*	*54%*
PAVEMENT MGMT IMPROVEMENT FUND	G 420-10100	$1,634,563.36	*$432,579.33*	*378%*
SEALCOATING/PATCHING FUND	G 421-10100	$30,180.24	*$60,000.00*	*50%*
FLEET CAPITAL FUND	G 430-10100	$100,695.62	*$0.00*	*100%*
CITY FACILITIES CAPITAL FUND	G 440-10100	$85,000.00	*$0.00*	*100%*
PARKS/TRAILS CAPITAL FUND	G 452-10100	$142,884.30	*$0.00*	*100%*
FIRE CAPITAL FUND	G 462-10100	$14,859.58	*($109,180.21)*	*100%*
WATER FUND	G 601-10100	$1,186,888.10	*$1,147,179.93*	*103%*
SANITARY SEWER FUND	G 602-10100	$714,957.63	*$326,208.93*	*219%*
SURFACE WATER MGMT FUND	G 603-10100	$209,527.41	*$189,258.45*	*111%*
RECYCLING FUND	G 604-10100	$30,541.09	*$15,499.19*	*197%*
BUILDING PERMIT ESCROWS	G 700-10100	$13,151.43	*$256,567.28*	*5%*
SANITARY SEWER LINING PROJ	G 802-10100	$300,000.00	*$0.00*	*100%*
	TOTAL CITY BALANCE	**$8,094,827**	***$7,816,435***	***104%***

INVESTMENT ACCOUNT	$6,805,548.03
BANK ACCOUNT	$1,289,279.29
	$8,094,827

2026 Quarterly Budget Spreadsheet-**General Fund** (101)

AS OF: June 30, 2026

	Budget	Year to Date	Difference	Percent of Budget
Total YTD **Revenues**	$1,929,000.00	$1,004,270.53	$924,729.47	52.1%
Total YTD **Expenses**	$1,929,000.00	$1,194,581.27	$734,418.73	61.9%
Total Profit/Loss	**$0.00**	**($190,310.74)**		

Revenues	General	Budget	Year to Date	Remaining	% Revd.	Note:
101-31010	Current Ad Valorem Taxes	$1,667,500.00	$845,771.60	$821,728.40	50.7%	*Semi-Annual*
101-31040	Fiscal Disparities	$60,000.00	$32,448.23	$27,551.77	54.1%	
101-32110	Liquor Licenses	$37,900.00	$39,025.00	($1,125.00)	103.0%	*Annual*
101-32180	Other Licenses/Permits	$2,000.00	$1,850.00	$150.00	92.5%	
101-32181	Tobacco Licenses	$750.00	$0.00	$750.00	0.0%	
101-32182	Refuse Haulers	$1,200.00	$1,200.00	$0.00	100.0%	*Annual*
101-32210	Building Permits	$44,950.00	$23,800.28	$21,149.72	52.9%	
101-32222	Permit Plan Review Fee	$15,000.00	$8,187.99	$6,812.01	54.6%	
101-32230	Plumbing Permits	$5,000.00	$2,692.01	$2,307.99	53.8%	
101-32235	Heating / Mechanical Permits	$5,000.00	$2,204.95	$2,795.05	44.1%	
101-32240	Animal Licenses	$150.00	$540.00	($390.00)	360.0%	
101-32271	Sign Permits	$100.00	$60.00	$40.00	60.0%	
101-34001	Administrative Fees	$0.00	$175.00	($175.00)	100.0%	
101-34780	Park Fees	$250.00	$1,410.00	($1,160.00)	564.0%	
101-34952	Rent- Public Works Facility	$15,000.00	$7,500.00	$7,500.00	50.0%	
101-35100	Court Fines	$10,000.00	$6,591.60	$3,408.40	65.9%	
101-36210	Interest Earnings	$16,000.00	$6,800.28	$9,199.72	42.5%	*Annual*
101-36221	Verizon	$45,600.00	$19,001.55	$26,598.45	41.7%	
101-36250	State Permit Surcharge	$2,000.00	$895.50	$1,104.50	44.8%	
101-36260	Refunds & Reimbursements	$600.00	$323.15	$276.85	53.9%	
101-36280	Insurance Claim Reimbursements	$0.00	$1,832.25	($1,832.25)	100.0%	
Revenues	Total	$1,929,000.00	$1,004,270.53	$924,729.47	52.1%	

Expenses	City Council	Budget	Year to Date	Remaining	% Spent	Note:
101-41110-1040	Council Salaries	$15,600.00	$7,800.00	7,800.00	50.0%	
101-41110-1220	FICA Tax	$1,200.00	$596.82	603.18	49.7%	
101-41110-1230	MN Paid Leave Tax	$75.00	$34.32	40.68	45.8%	
101-41110-1510	Workers Comp Insurance Prem	$100.00	$56.84	43.16	56.8%	
101-41110-3350	Conference/Meetings	$1,200.00	$690.30	509.70	57.5%	
101-41110-3500	Printing Expense	$150.00	$0.00	150.00	0.0%	
101-41110-3510	Legal Notices Publishing	$175.00	$0.00	175.00	0.0%	
101-41110-4040	Equipment Maintenance/Repairs	$2,100.00	$50.97	2,049.03	2.4%	
101-41110-4300	Miscellaneous	$50.00	$0.00	50.00	0.0%	
101-41110-4330	Dues and Subscriptions	$250.00	$230.00	20.00	92.0%	
101-41110-4600	Recognition Expenditures	$100.00	$70.00	30.00	70.0%	
Total		$21,000.00	$9,529.25	$11,470.75	45.4%	

Expenses	Elections	Budget	Year to Date	Remaining	% Spent	Note:
101-41410-1045	Temp Election Judge Pay	$5,500.00	$0.00	5,500.00	0.0%	
101-41410-1230	MN Paid Leave Tax	$0.00	$0.00	0.00	0.0%	
101-41410-2100	Operating Supplies	$1,750.00	$119.89	1,630.11	6.9%	
101-41410-3510	Legal Notices Publishing	$750.00	$0.00	750.00	0.0%	
101-41410-4040	Equipment Maintenance/Repairs	$1,000.00	$656.89	343.11	65.7%	
Total		$9,000.00	$776.78	$8,223.22	8.6%	

Expenses	Administration	Budget	Year to Date	Remaining	% Spent	Note:
101-41500-1000	FT Admin Office Salaries	$245,000.00	$108,198.00	136,802.00	44.2%	
101-41500-1130	Insurance Opt-Out Pay	$12,000.00	$4,372.68	7,627.32	36.4%	
101-41500-1210	PERA	$18,000.00	$8,114.87	9,885.13	45.1%	
101-41500-1220	FICA Tax	$18,000.00	$8,418.91	9,581.09	46.8%	
101-41500-1230	MN Paid Leave Tax	$1,100.00	$518.85	581.15	47.2%	
101-41500-1310	Employer Paid Health Insurance	$15,500.00	$11,315.67	4,184.33	73.0%	
101-41500-1510	Workers Comp Insurance Prem	$2,500.00	$497.98	2,002.02	19.9%	
101-41500-2010	Office Supplies	$1,500.00	$1,133.32	366.68	75.6%	
101-41500-2080	Training/Instruction Materials	$5,000.00	$1,575.00	3,425.00	31.5%	
101-41500-3000	Professional Services	$6,500.00	$4,662.76	1,837.24	71.7%	
101-41500-3010	Audit/Accounting Services	$37,000.00	$28,420.70	8,579.30	76.8%	
101-41500-3090	Software Support	$14,000.00	$13,377.94	622.06	95.6%	
101-41500-3095	Computer Network Support	$500.00	$0.00	500.00	0.0%	
101-41500-3220	Postage	$1,500.00	$621.25	878.75	41.4%	
101-41500-3230	Cell Phones	$600.00	$260.00	340.00	43.3%	
101-41500-3350	Conference/Meetings	$1,000.00	$900.00	100.00	90.0%	
101-41500-3500	Printing Expense	$750.00	$543.20	206.80	72.4%	
101-41500-3510	Legal Notices Publishing	$1,000.00	$920.00	80.00	92.0%	
101-41500-3520	General Notices/Public Info	$100.00	$0.00	100.00	0.0%	
101-41500-3530	Ordinance Publication	$500.00	$193.50	306.50	38.7%	
101-41500-3550	Codification	$2,000.00	$1,929.37	70.63	96.5%	
101-41500-3610	General Liability Insurance	$27,500.00	$22,875.00	4,625.00	83.2%	
101-41500-3700	Insurance Broker Fee	$3,500.00	$3,500.00	0.00	100.0%	***Annual***
101-41500-4130	Postage Machine Maintenance	$1,000.00	$838.00	162.00	83.8%	
101-41500-4135	Copier Maintenance	$1,900.00	$613.20	1,286.80	32.3%	
101-41500-4140	Folder Inserter Machine	$550.00	$558.69	(8.69)	101.6%	***Annual***
101-41500-4145	Bottled Water Service	$200.00	$104.13	95.87	52.1%	
101-41500-4300	Miscellaneous	$300.00	$0.00	300.00	0.0%	
101-41500-4330	Dues and Subscriptions	$4,500.00	$4,688.98	(188.98)	104.2%	
101-41500-4450	Food & Beverage (Mtgs/Trng)	$750.00	$155.18	594.82	20.7%	
101-41500-5700	Office Equip and Furnishings	$2,000.00	$751.50	1,248.50	37.6%	
101-41500-5710	Computer/Printer Replacement	$5,000.00	$4,380.83	619.17	87.6%	
Total		$431,250.00	$234,439.51	$196,810.49	54.4%	

Expenses	City Attorney	Budget	Year to Date	Remaining	% Spent	Note:
101-41610-3040	Legal Fees - Criminal	$14,400.00	$6,000.00	8,400.00	41.7%	
101-41610-3120	Legal Fees - Civil	$22,600.00	$9,384.25	13,215.75	41.5%	
Total		$37,000.00	$15,384.25	$21,615.75	41.6%	

Expenses	Planning	Budget	Year to Date	Remaining	% Spent	Note:
101-41910-1040	Planning Comm Salaries	$2,900.00	$1,050.00	1,850.00	36.2%	
101-41910-1220	FICA Tax	$200.00	$80.32	119.68	40.2%	
101-41910-1230	MN Paid Leave Tax	$25.00	$3.74	21.26	15.0%	
101-41910-3000	Professional Services	$750.00	$178.00	572.00	23.7%	
101-41910-3030	Engineering Fees	$15,500.00	$5,044.25	10,455.75	32.5%	
101-41910-3032	General Planning	$9,500.00	$1,719.50	7,780.50	18.1%	
101-41910-3510	Legal Notices Publishing	$125.00	$0.00	125.00	0.0%	
Total		$29,000.00	$8,075.81	$20,924.19	27.8%	

Expenses	City Hall Facility	Budget	Year to Date	Remaining	% Spent	Note:
101-41940-3000	Professional Services	$1,300.00	$314.50	985.50	24.2%	
101-41940-3210	Telephone	$800.00	$429.46	370.54	53.7%	
101-41940-3275	Internet	$3,750.00	$2,568.55	1,181.45	68.5%	
101-41940-3810	Electricity Expense	$2,500.00	$892.07	1,607.93	35.7%	
101-41940-3820	City Utilities (Wtr,Swr,Storm)	$950.00	$392.01	557.99	41.3%	
101-41940-3830	Natural Gas Expense	$2,600.00	$1,620.75	979.25	62.3%	
101-41940-3840	Custodial & Waste Removal	$3,900.00	$1,865.12	2,034.88	47.8%	
101-41940-4010	Building Maintenance & Repairs	$17,500.00	$19,451.72	(1,951.72)	111.2%	*[1]*
101-41940-4015	Grounds Maintenance	$200.00	$257.32	(57.32)	128.7%	
Total		$33,500.00	$27,791.50	$5,708.50	83.0%	

Expenses	Public Works Facility	Budget	Year to Date	Remaining	% Spent	Note:
101-41942-3000	Professional Services	$1,500.00	$314.50	1,185.50	21.0%	
101-41942-3210	Telephone	$1,000.00	$365.65	634.35	36.6%	
101-41942-3235	Radios (Cty 800mhz)	$1,050.00	$449.70	600.30	42.8%	
101-41942-3275	Internet	$2,150.00	$1,512.10	637.90	70.3%	
101-41942-3810	Electricity Expense	$13,000.00	$5,406.50	7,593.50	41.6%	
101-41942-3820	City Utilities (Wtr,Swr,Storm)	$2,000.00	$909.23	1,090.77	45.5%	
101-41942-3830	Natural Gas Expense	$12,500.00	$9,263.87	3,236.13	74.1%	
101-41942-3840	Custodial & Waste Removal	$350.00	$733.83	(383.83)	209.7%	
101-41942-4010	Building Maintenance & Repairs	$6,000.00	$4,164.04	1,835.96	69.4%	
101-41942-4015	Grounds Maintenance	$50.00	$54.90	(4.90)	109.8%	
101-49300-7246	Transfer to Facilities Cap(440)	$35,000.00	$35,000.00	0.00	100.0%	***Annual***
Total		$74,600.00	$58,174.32	$16,425.68	78.0%	

Expenses	Police/Fire Services	Budget	Year to Date	Remaining	% Spent	Note:
101-42110-3120	Legal Fees -Civil	$30,000.00	$0.00	30,000.00	0.0%	
101-42110-3130	Subcontracted Police Services	$350,850.00	$204,463.00	146,387.00	58.3%	
101-42110-3135	Fire Department Services	$198,104.00	$99,052.00	99,052.00	50.0%	
101-42110-3180	Adult Corrections	$246.00	$0.00	246.00	0.0%	
101-42110-3610	General Liability Insurance	$0.00	$6,007.00	(6,007.00)	100.0%	*[2]*
101-42110-4040	Equipment Maintenance/Repairs	$16,650.00	$4,040.67	12,609.33	24.3%	
101-49300-7243	Transfer to Fire Cap (462)	$50,000.00	$50,000.00	0.00	100.0%	***Annual***
Total		$645,850.00	$363,562.67	$282,287.33	56.3%	

Expenses	Inspection Services	Budget	Year to Date	Remaining	% Spent	Note:
101-42400-3035	Bldg. Inspection - Subcontract	$37,000.00	$9,551.41	27,448.59	25.8%	

101-42400-4055	MN Bldg. Permit Surcharge Exp	$3,000.00	$0.00	3,000.00	0.0%	
Total		$40,000.00	$9,551.41	$30,448.59	23.9%	

Expenses	Public Works Fleet	Budget	Year to Date	Remaining	% Spent	Note:
101-43000-2120	Motor Fuels	$15,500.00	$7,486.98	8,013.02	48.3%	
101-43000-2150	Shop Supplies	$2,250.00	$2,131.00	119.00	94.7%	
101-43000-3355	Motor Vehicle Lic & Reg	$250.00	$301.50	(51.50)	120.6%	*Annual*
101-43000-4040	Equipment Maintenance/Repairs	$25,000.00	$29,037.25	(4,037.25)	116.1%	*[3]*
101-49300-7242	Transfer to Fleet Cap (430)	$30,000.00	$30,000.00	0.00	100.0%	*Annual*
Total		$73,000.00	$68,956.73	$4,043.27	94.5%	

Expenses	Public Works Administration	Budget	Year to Date	Remaining	% Spent	Note:
101-43050-1010	FT Public Works Salaries	$158,000.00	$63,147.54	94,852.46	40.0%	
101-43050-1015	Part -Time PW Salaries	$7,500.00	$2,261.00	5,239.00	30.1%	
101-43050-1025	Public Works Overtime	$1,000.00	$2,054.84	(1,054.84)	205.5%	*[4]*
101-41500-1130	Insurance Opt-Out Pay	$0.00	$4,735.17	(4,735.17)	100.0%	*[5]*
101-43050-1210	PERA	$11,000.00	$4,890.25	6,109.75	44.5%	
101-43050-1220	FICA Tax	$12,000.00	$5,570.61	6,429.39	46.4%	
101-43050-1230	MN Paid Leave Tax	$750.00	$364.83	385.17	48.6%	
101-43050-1310	Employer Paid Health Insurance	$19,000.00	$6,628.00	12,372.00	34.9%	*[5]*
101-43050-1510	Work Comp Insurance	$15,000.00	$3,713.58	11,286.42	24.8%	
101-43050-2010	Office Supplies	$750.00	$43.40	706.60	5.8%	
101-43050-2080	Training/Instruction Materials	$4,500.00	$2,497.43	2,002.57	55.5%	
101-43050-2150	Shop Supplies	$0.00	$803.60	(803.60)	0.0%	*[6]*
101-43050-3230	Cell Phones	$2,000.00	$819.48	1,180.52	41.0%	
101-43050-3350	Conference/Meetings	$500.00	$35.48	464.52	7.1%	
101-43050-3500	Printing Expense	$0.00	$980.08	(980.08)	0.0%	*[7]*
101-43050-3610	General Liability Insurance	$10,000.00	$9,148.00	852.00	91.5%	*Annual*
101-43050-4050	Office Equip Repair/Maint	$500.00	$0.00	500.00	0.0%	
101-43050-4170	Uniform	$1,500.00	$457.76	1,042.24	30.5%	
Total		$244,000.00	$108,151.05	$135,848.95	44.3%	

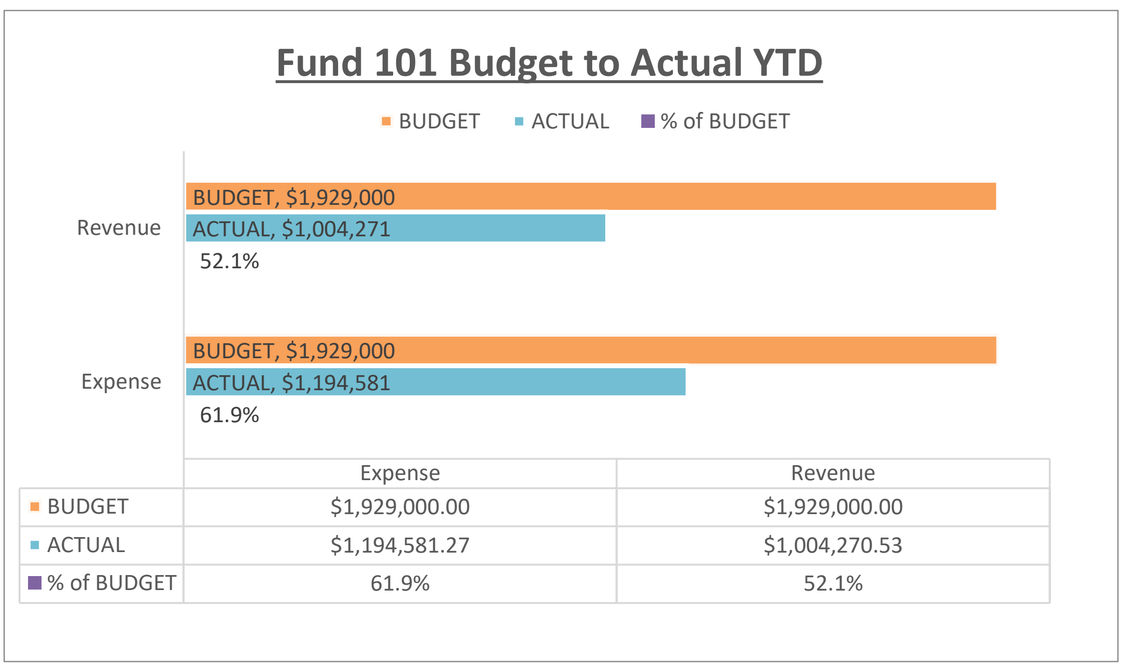
Expenses	Streets-Public Works	Budget	Year to Date	Remaining	% Spent	Note:
101-43100-2240	Street Maint Materials	$5,000.00	$1,904.00	3,096.00	38.1%	
101-43100-2245	Sand/Salt Plowing Materials	$8,500.00	$7,290.38	1,209.62	85.8%	
101-43100-2250	Landscape/Decor	$7,000.00	$5,646.29	1,353.71	80.7%	
101-43100-2255	Tree Removal	$25,000.00	$25,000.00	0.00	100.0%	*[8]*
101-43100-2260	Sign Repair Materials	$2,000.00	$0.00	2,000.00	0.0%	
101-43100-3030	Engineering Fees	$10,000.00	$3,276.75	6,723.25	32.8%	
101-43100-3815	Street Lighting Maint/Elect	$30,500.00	$13,075.01	17,424.99	42.9%	
101-43100-4040	Equipment Maintenance/Repairs	$1,000.00	$0.00	1,000.00	0.0%	
101-43100-4045	Insurance Claim Expense	$1,000.00	-$70.00	1,070.00	-7.0%	
101-49300-7245	Transfer to Pavement Mgmt(420)	$110,000.00	$110,000.00	0.00	100.0%	*Annual*
101-49300-7272	Op Trsfr to Seal Coating (421)	$30,000.00	$30,000.00	0.00	100.0%	*Annual*
Total		$230,000.00	$196,122.43	$33,877.57	85.3%	

Expenses	Parks/Trails-Public Works	Budget	Year to Date	Remaining	% Spent	Note:
101-45200-1050	Rink Attendant Pay	$300.00	$0.00	300.00	0.0%	
101-45200-1220	FICA Tax	$50.00	$0.00	50.00	0.0%	
101-45200-2150	Shop Supplies	$1,000.00	$869.47	130.53	86.9%	

101-45200-2250	Landscaping Materials	$500.00	$889.78	(389.78)	178.0%	
101-45200-2255	Tree Removal	$10,000.00	$45,100.00	(35,100.00)	451.0%	*[8]*
101-45200-2260	Sign Repair Materials	$2,000.00	$0.00	2,000.00	0.0%	
101-45200-3810	Electricity Expense	$5,000.00	$2,281.62	2,718.38	45.6%	
101-45200-3820	City Utilities (Wtr,Swr,Storm)	$900.00	$338.50	561.50	37.6%	
101-45200-3830	Natural Gas Expense	$2,000.00	$1,265.33	734.67	63.3%	
101-45200-3840	Custodial & Waste Removal	$800.00	$296.80	503.20	37.1%	
101-45200-3880	Portable Toilet Rental	$4,750.00	$1,206.43	3,543.57	25.4%	
101-45200-4010	Building Maintenance & Repairs	$2,000.00	$34.01	1,965.99	1.7%	
101-45200-4015	Grounds Maintenance	$5,000.00	$8,952.53	(3,952.53)	179.1%	*[9]*
101-45200-4040	Equipment Maintenance/Repairs	$4,500.00	$10,831.09	(6,331.09)	240.7%	*[9]*
101-49300-7222	Op Trsfr to Lake Quality (213)	$2,000.00	$2,000.00	0.00	100.0%	*Annual*
101-49300-7249	Transfer to Parks/Trails (452)	$20,000.00	$20,000.00	0.00	100.0%	*Annual*
Total		$60,800.00	$94,065.56	-$33,265.56	154.7%	
Expenses	**Total**	**$1,929,000.00**	**$1,194,581.27**	**$734,418.73**	**61.9%**	

Ref Note:

[1]	City Hall ADA accessible door replacement deposit
[2]	Unbudgeted property insurance required for Fire Station 1
[3]	Public Works fleet DOT inspections and major repairs (engine replacement, a front differential, etc)
[4]	Due to the 2026 Overtime Law, I eliminated comp time accrual for overtime hours
[5]	Employee elected benefits; "Insurance Opt-Out" and "Health Insurance" offset each other
[6]	Reinstating the "Shop Supplies" expense account to the Public Works Administration Department
[7]	Public Works job posting ads
[8]	Removal of 91 dead ash trees from parks, trails, and city right-of-way
[9]	Replaced the stadium light bulbs at the Holbrook Park ball field and skating rink
[10]	Repairs to the Hardin Park water fountain, the Nelson Lakeside dock, and the zero turn mower



2026 Quarterly Budget Spreadsheet-**Water Fund (601)**

AS OF: June 30, 2026

	Budget	Year to Date	Difference	Percent of Budget
Total YTD **Revenues**	$391,750.00	$174,026.37	$217,723.63	44.4%
Total YTD **Expenses**	$526,750.00	$366,212.14	$160,537.86	69.5%
Total Profit/Loss	($135,000.00)	($192,185.77)		

Revenue	Water Fund	Budget	Year to Date	Remaining	% Recvd	Note:
601-36210	Interest Earnings	$16,250.00	$10,972.42	5,277.58	67.5%	***Semi-Annual***
601-37100	Water Billings	$342,000.00	$145,369.54	196,630.46	42.5%	
601-37105	Water Sales to Orono	$23,000.00	$12,135.42	10,864.58	52.8%	
601-37160	Water Penalty	$500.00	$269.30	230.70	53.9%	
601-37170	MDH Water Test Fee	$10,000.00	$5,279.69	4,720.31	52.8%	
Revenues	Total	$391,750.00	$174,026.37	$217,723.63	44.4%	

Expenses	Water Fund	Budget	Year to Date	Remaining	% Spent	Note:
601-49400-1010	FT Public Works Salaries	$63,500.00	$25,259.06	38,240.94	39.8%	
601-49400-1070	PW On-Call Pay	$5,650.00	$2,569.51	3,080.49	45.5%	
601-49400-1210	PERA	$4,950.00	$2,087.15	2,862.85	42.2%	
601-49400-1220	FICA Tax	$5,050.00	$2,128.86	2,921.14	42.2%	
601-49400-1230	MN Paid Leave Tax	$300.00	$120.82	179.18	40.3%	
601-49400-1310	Employer Paid Health Insurance	$7,550.00	$2,650.31	4,899.69	35.1%	
601-49400-1510	Workers Comp Insurance Prem	$5,500.00	$2,120.30	3,379.70	38.6%	
601-49400-2010	Office Supplies	$150.00	$210.42	(60.42)	140.3%	
601-49400-2080	Training/Instruction Materials	$1,500.00	$0.00	1,500.00	0.0%	
601-49400-2150	Shop Supplies	$500.00	$161.25	338.75	32.3%	
601-49400-2160	Chemicals and Chem Products	$40,000.00	$14,541.90	25,458.10	36.4%	
601-49400-2205	Water Meter Purchases	$2,000.00	$720.00	1,280.00	36.0%	
601-49400-2255	Tree Removal	$10,000.00	$10,000.00	0.00	100.0%	***[1]***
601-49400-3000	Professional Services	$1,250.00	$0.00	1,250.00	0.0%	
601-49400-3030	Engineering Fees	$5,000.00	$1,675.75	3,324.25	33.5%	
601-49400-3090	Software Support	$6,000.00	$2,300.07	3,699.93	38.3%	
601-49400-3120	Legal Fees - Civil	$750.00	$0.00	750.00	0.0%	
601-49400-3220	Postage	$2,400.00	$970.25	1,429.75	40.4%	
601-49400-3350	Conference/Meetings	$550.00	$350.00	200.00	63.6%	
601-49400-3510	Legal Notices Publishing	$1,250.00	$1,120.00	130.00	89.6%	
601-49400-3610	General Liability Ins	$3,500.00	$2,797.00	703.00	79.9%	***Annual***
601-49400-3810	Electricity Expense	$40,000.00	$12,622.19	27,377.81	31.6%	
601-49400-3820	City Utilities (Wtr,Swr,Storm)	$750.00	$238.50	511.50	31.8%	
601-49400-3825	Water Testing/Reporting Expense	$1,000.00	$1,201.29	(201.29)	120.1%	***[2]***
601-49400-3831	Generator Fuel Expense	$800.00	$453.75	346.25	56.7%	
601-49400-3855	Gopher One Locates Expense	$1,000.00	$618.80	381.20	61.9%	
601-49400-4010	Building Maintenance & Repairs	$750.00	$0.00	750.00	0.0%	
601-49400-4040	Equipment Maintenance/Repairs	$28,000.00	$4,109.26	23,890.74	14.7%	
601-49400-4065	Water Main Breaks	$30,000.00	$27,512.11	2,487.89	91.7%	***[3]***
601-49400-4070	Water/Sewer Easements	$500.00	$0.00	500.00	0.0%	
601-49400-4300	Depreciation	$134,500.00	$146,500.00	(12,000.00)	108.9%	***Annua***

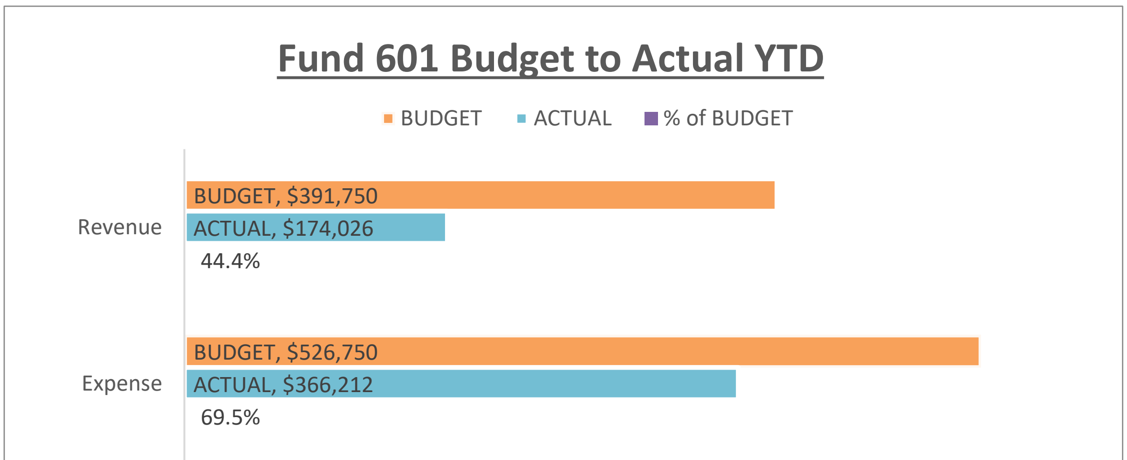
601-49400-4320	Utility Overpmts/Uncollectable	$1,750.00	$303.97	1,446.03	17.4%	
601-49400-4330	Dues and Subscriptions	$240.00	$262.50	(22.50)	109.4%	
601-49400-4400	MHD Water Act Fees Remitted	$11,600.00	$5,790.00	5,810.00	49.9%	
601-49400-5000	Capital Outlay	$12,000.00	$0.00	12,000.00	0.0%	
601-49400-6010	Debt Srv Bond Principal	$76,500.00	$76,842.00	(342.00)	100.4%	***Annual***
601-49400-6110	Bond Interest	$20,000.00	$17,975.12	2,024.88	89.9%	***Semi-Annual***
601-49400-6200	Fiscal Agent Fees	$10.00	$0.00	10.00	0.0%	
Total		$526,750.00	$366,212.14	$160,537.86	69.5%	

Ref Note:

[1] Removal of 91 dead ash trees from parks, trails, and city right-of-way

[2] Coded the Annual Water Use Report expense to "water testing" rather than "professional services"

[3] Costly watermain break at 1575 West Wayzata Blvd



	Expense	Revenue
BUDGET	$526,750.00	$391,750.00
ACTUAL	$366,212.14	$174,026.37
% of BUDGET	69.5%	44.4%

2026 Quarterly Budget Spreadsheet-**Sewer Fund (602)**

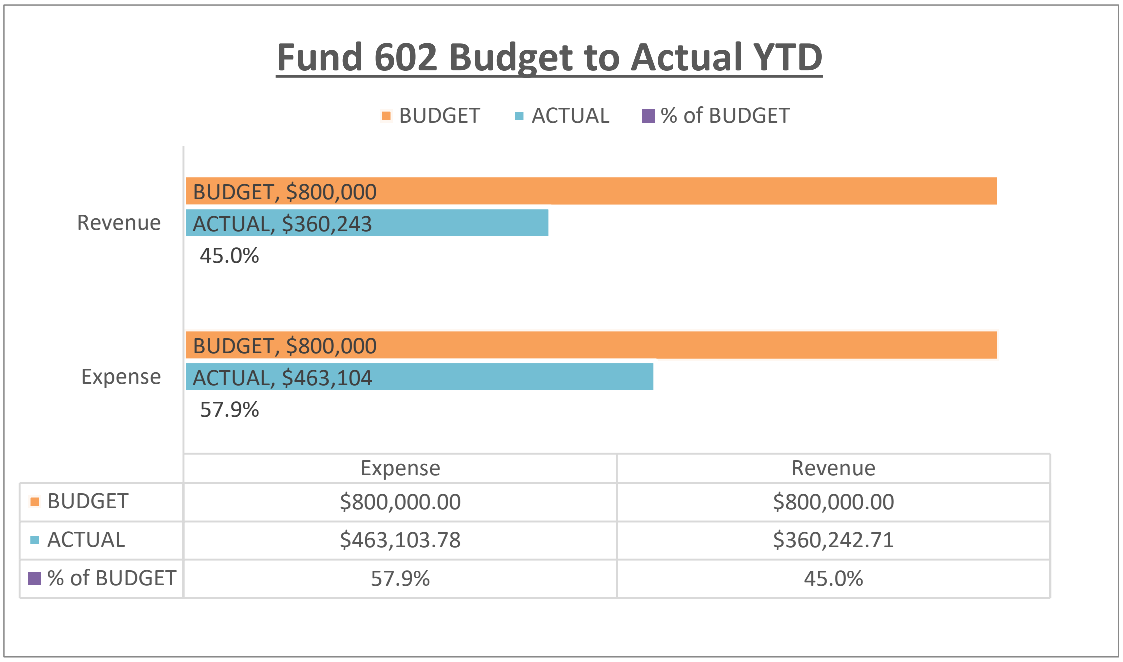
AS OF: June 30, 2026	Budget	Year to Date	Difference	Percent of Budget
Total YTD **Revenues**	$800,000.00	$360,242.71	$439,757.29	45.0%
Total YTD **Expenses**	$800,000.00	$463,103.78	$336,896.22	57.9%
Total Profit/Loss	$0.00	($102,861.07)		

Revenues	Sewer Fund	Budget	Year to Date	Remaining	% Recvd	Note:
602-34401	Orono Sewerage Sales	$25,000.00	$15,300.90	9,699.10	61.2%	
602-36210	Interest Earnings	$4,000.00	$3,564.70	435.30	89.1%	***Semi-Annual***
602-37200	Sanitary Sewer Billings	$335,500.00	$145,095.42	190,404.58	43.2%	
602-37210	MetCouncil Sewer Treatment Fee	$434,625.00	$210,454.44	224,170.56	48.4%	
602-37260	Sewer Penalty	$875.00	$814.00	61.00	93.0%	
Revenues	Total	$800,000.00	$360,242.71	$439,757.29	45.0%	

Expenses	Sewer Fund	Budget	Year to Date	Remaining	% Spent	Note:
602-49450-1010	FT Public Works Salaries	$47,500.00	$18,944.34	28,555.66	39.9%	
602-49450-1070	PW On-Call Pay	$5,650.00	$2,569.43	3,080.57	45.5%	
602-49450-1210	PERA	$3,825.00	$1,613.46	2,211.54	42.2%	
602-49450-1220	FICA	$3,900.00	$1,645.84	2,254.16	42.2%	
601-49450-1230	MN Paid Leave Tax	$225.00	$93.39	131.61	41.5%	
602-49450-1310	Employer Paid Health Insurance	$5,650.00	$1,987.15	3,662.85	35.2%	
602-49450-1510	Workers Comp Insurance Prem	$5,500.00	$2,120.30	3,379.70	38.6%	
602-49450-2010	Office Supplies	$200.00	$175.00	25.00	0.0%	
602-49450-2080	Training/Instruction Materials	$1,500.00	$0.00	1,500.00	0.0%	
602-49450-2150	Shop Supplies	$500.00	$0.00	500.00	0.0%	
602-49450-3000	Professional Services	$2,500.00	$0.00	2,500.00	0.0%	
602-49450-3030	Engineering Fees	$38,000.00	$36,788.58	1,211.42	96.8%	*[1]*
602-49450-3090	Software Support	$4,000.00	$2,305.77	1,694.23	57.6%	
602-49450-3100	MCES Sewer Treatment	$434,625.00	$253,531.81	181,093.19	58.3%	
602-49450-3120	Legal Fees-Civil	$500.00	$0.00	500.00	0.0%	
602-49450-3220	Postage	$2,400.00	$940.00	1,460.00	39.2%	
602-49450-3350	Conference/Meetings	$550.00	$0.00	550.00	0.0%	
602-49450-3510	Legal Notices Publishing	$50.00	$565.78	(515.78)	0.0%	*[1]*
602-49450-3610	General Liability Ins	$775.00	$509.00	266.00	65.7%	
602-49450-3810	Electricity Expense	$5,800.00	$2,022.77	3,777.23	34.9%	
602-49450-3830	Natural Gas Expense	$1,250.00	$409.36	840.64	32.7%	
602-49450-4040	Equipment Maintenance/Repairs	$6,000.00	$945.91	5,054.09	15.8%	
602-49450-4060	Clean/Televise Sewer Lines	$10,000.00	$0.00	10,000.00	0.0%	
602-49450-4070	Water/Sewer Easements	$1,400.00	$0.00	1,400.00	0.0%	
602-49450-4200	Depreciation	$75,500.00	$76,500.00	(1,000.00)	101.3%	***Annual***
602-49450-4330	Dues and Subscriptions	$500.00	$212.50	287.50	42.5%	
602-49450-4410	MCES SAC Charge Expense	$2,500.00	$0.00	2,500.00	0.0%	
602-49450-5000	Capital Outlay	$80,000.00	$0.00	80,000.00	0.0%	
602-49450-6010	Debt Srv Bond Principal	$50,200.00	$51,449.00	(1,249.00)	102.5%	***Annual***
602-49450-6110	Bond Interest	$9,000.00	$7,774.39	1,225.61	86.4%	***Semi-Annual***
Total		$800,000.00	$463,103.78	$336,896.22	57.9%	

Ref Note:

[1] 2026 Sanitary Sewer Lining project; televising review, grant application, project design, etc



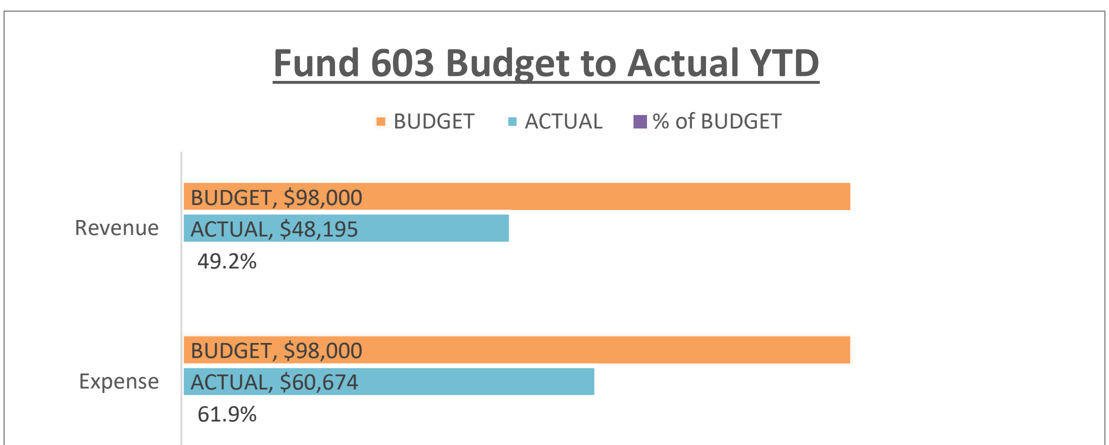
2026 Quarterly Budget Spreadsheet-**Surface Water (603)**

AS OF: June 30, 2026	Budget	Year to Date	Difference	Percent of Budget
Total YTD **Revenues**	$98,000.00	$48,195.44	$49,804.56	49.2%
Total YTD **Expenses**	$98,000.00	$60,673.84	$37,326.16	61.9%
Total Profit/Loss	$0.00	($12,478.40)		

Revenues	Surface Water Fund	Budget	Year to Date	Remaining	% Recvd	Note:
603-36210	Interest Earnings	$3,000.00	$1,815.86	1,184.14	60.5%	*Semi-Annual*
603-37300	Surface Water Mgmt Billings	$94,800.00	$46,259.63	48,540.37	48.8%	
603-37360	Surface Water Penalty	$200.00	$119.95	80.05	60.0%	
Revenues	Total	$98,000.00	$48,195.44	$49,804.56	49.2%	

Expenses	Surface Water Fund	Budget	Year to Date	Remaining	% Spent	Note:
603-43150-1010	FT Public Works Salaries	$47,500.00	$18,944.34	28,555.66	39.9%	
603-43150-1210	PERA	$3,200.00	$1,420.81	1,779.19	44.4%	
603-43150-1220	FICA	$3,250.00	$1,449.28	1,800.72	44.6%	
603-43150-1230	MN Paid Leave Tax	$200.00	$85.24	114.76	42.6%	
603-43150-1310	Employer Paid Health Insurance	$5,500.00	$1,987.15	3,512.85	36.1%	
603-43150-3030	Engineering Fees	$600.00	$0.00	600.00	0.0%	
603-43150-3090	Software Support	$750.00	$884.00	(134.00)	117.9%	*Annual*
603-43150-4040	Equipment Maintenance/Repairs	$1,250.00	$0.00	1,250.00	0.0%	
603-43150-4200	Depreciation	$23,150.00	$23,000.00	150.00	99.4%	*Annual*
603-43150-6010	Debt Srv Bond Principal	$11,550.00	$12,352.00	(802.00)	106.9%	*Annual*
603-43150-6110	Bond Interest	$1,050.00	$551.02	498.98	52.5%	*Semi-Annual*
Total		**$98,000.00**	**$60,673.84**	**$37,326.16**	**61.9%**	

Ref Note:



	Expense	Revenue
BUDGET	$98,000.00	$98,000.00
ACTUAL	$60,673.84	$48,195.44
% of BUDGET	61.9%	49.2%

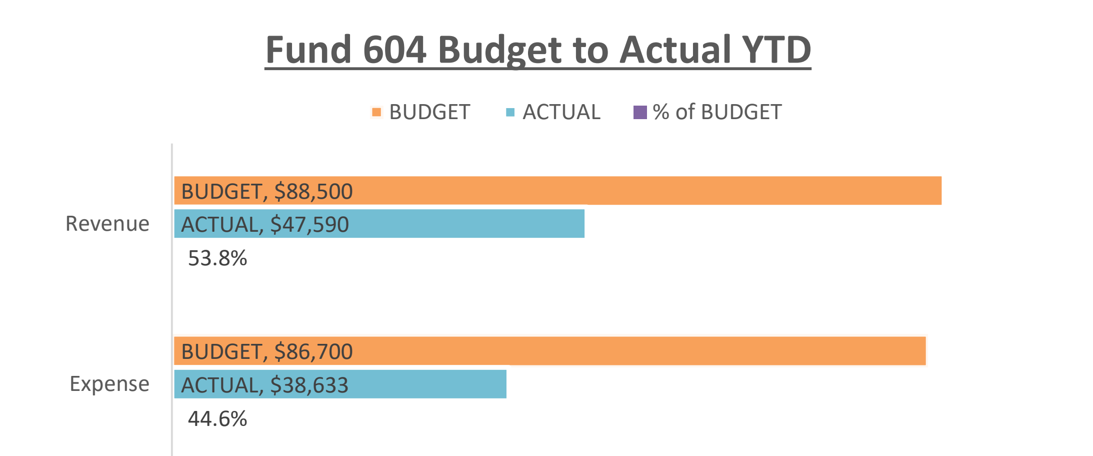
2026 Quarterly Budget Spreadsheet-**Recycling Fund (604)**

AS OF: June 30, 2026	Budget	Year to Date	Difference	Percent of Budget	Ref Note:
Total YTD **Revenues**	$88,500.00	$47,589.50	$40,910.50	53.8%	
Total YTD **Expenses**	$86,700.00	$38,632.77	$48,067.23	44.6%	
Total Profit/Loss	$1,800.00	$8,956.73			

Revenues	Recycling Fund	Budget	Year to Date	Remaining	% Recvd	Note:
604-33640	Recycling Grant	$2,250.00	$3,586.32	($1,336)	159.4%	***Semi-Annual***
604-36210	Interest Earnings	$0.00	$214.74	($215)	0.0%	
604-37400	Res Recycling Billings	$53,650.00	$27,577.68	$26,072	51.4%	
604-37460	Recycling Penalty	$100.00	$116.63	($17)	116.6%	
604-38000	Organics Recycling Billings	$32,500.00	$16,094.13	$16,406	49.5%	
Revenues	Total	$88,500.00	$47,589.50	$40,910.50	53.8%	

Expenses	Recycling Fund	Budget	Year to Date	Remaining	% Spent	Note:
604-43200-3890	Res Curb Recycling	$46,700.00	$23,131.38	23,568.62	49.5%	
604-43200-3895	Res Organic Recycling	$31,300.00	$15,501.39	15,798.61	49.5%	
604-43200-3897	Community Yard Waste	$8,700.00	$0.00	8,700.00	0.0%	***Annual***
Total		$86,700.00	$38,632.77	$48,067.23	44.6%	

Ref Note:



	Expense	Revenue
BUDGET	$86,700.00	$88,500.00
ACTUAL	$38,632.77	$47,589.50
% of BUDGET	44.6%	53.8%

City Council Agenda Report

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

CITY OF
LONG LAKE

MEETING DATE / July 21, 2026

SUBJECT:	Authorize Staff to Advertise for a Full-Time Public Works Lead Maintenance Worker Position	
Prepared By:	Amanda Nowezki, City Administrator	**Report Date:** 7/15/2026

Recommended City Council Action

Staff recommends the following:

Motion to amend the 2026 Salary Pay Plan to reestablish a salary range for the Public Works Lead Maintenance Worker position; to approve the updated description for the position dated July 16, 2026; and to authorize staff to advertise and solicit applications for the position.

Overview / Background

The City's Public Works Department currently has a vacancy due to the recent resignation of Public Works Maintenance Worker I Jeffrey Wikman.

Rather than posting to hire another Maintenance Worker I to fill the opening, staff recommends the Council authorize soliciting applications for a Lead Maintenance Worker Lead level employee. At this time, our Public Works Director's team consists of one Maintenance Worker I probationary status employee who is working towards earning their water/sewer certifications while essentially learning on the job daily, along with a general Maintenance Worker who functions in a laborer capacity. Staff recognizes that the Public Works Director needs the support and assistance of an employee with more Public Works background and experience. The Lead Maintenance Worker position description requires an employee have a minimum of five years' experience in the water/wastewater field; and have both their Class C or D drinking water treatment license issued by the Minnesota Department of Health, and a SD sanitary sewer collections license issued by the Minnesota Pollution Control Agency.

The 2026 pay plan includes a salary range for a Lead Maintenance Worker employee beginning at $38.08 per hour at Step One, and up to $44.28 per hour at the maximum step, plus benefits. Pending receipt of Council authorization to post the position announcement, staff's intent would be to begin soliciting applications promptly in order to be conducting interviews and recommending a final candidate for appointment by the City Council in September or October.

Staff is also requesting approval of a revised job description for the Lead Maintenance Worker position due primarily to significant formatting and minor content updates made during a review of the document.

Supporting Information

- 2026 Salary Pay Plan
- Public Works Lead Maintenance Worker position description

City of Long Lake Pay Plan

2026

City Position Description	Step 1 (86%)	Step 2 (88%)	Step 3 (90%)	Step 4 (92%)	Step 5 (94%)	Step 6 (96%)	Step 7 (98%)	Step 8 (100%)	Position Annual Salary (Step 8)
Exempt Employees (Annual Salary)									
City Administrator	$ 109,563	$ 112,111	$ 114,659	$ 117,207	$ 119,755	$ 122,303	$ 124,851	$ 127,399	$127,398.50
PW Director	$ 93,644	$ 95,822	$ 98,000	$ 100,178	$ 102,356	$ 104,533	$ 106,711	$ 108,889	$108,888.94
City Clerk/Zoning Administrator	$ 84,274	$ 86,234	$ 88,194	$ 90,154	$ 92,114	$ 94,074	$ 96,034	$ 97,994	$97,993.52
Non-Exempt Employees (Hourly Wage)									
Lead Maint Worker	$ 38.08	$ 38.97	$ 39.85	$ 40.74	$ 41.62	$ 42.51	$ 43.39	$ 44.28	$92,100.00
PW Maint Worker II	$ 33.51	$ 34.29	$ 35.07	$ 35.85	$ 36.63	$ 37.41	$ 38.19	$ 38.97	$81,050.00
PW Maint Worker I	$ 29.50	$ 30.19	$ 30.87	$ 31.56	$ 32.24	$ 32.93	$ 33.62	$ 34.30	$71,350.00
PW Maint Worker	$ 24.87	$ 25.44	$ 26.02	$ 26.60	$ 27.18	$ 27.76	$ 28.34	$ 28.91	$60,140.00
Administrative Assistant	$ 23.77	$ 24.33	$ 24.88	$ 25.43	$ 25.99	$ 26.54	$ 27.09	$ 27.64	$57,500.00
Seasonal Employees (Hourly Wage)									
On Call Snowplow Operator	$ 50.00								
Seasonal Maintenance Worker	$ 21.50								

POSITION DESCRIPTION

Position Title	Position Status
Public Works Lead Maintenance Worker	Regular Full-Time, Non-Union
Department / Accountable To	***Revision Date***
Public Works Director, City Administrator	July 16, 2026

POSITION SUMMARY

Under the supervision of the Public Works Director and City Administrator, this position provides leadership and guidance; leads a team of maintenance workers on daily maintenance operations with a focus on achieving efficiently run projects and operational functions; trains all new hires; performs manual work in construction, operations, maintenance, and repair of City infrastructure and facilities; performs a variety of maintenance tasks pertaining to Public Works operations and services; assigns work detail to department employees; and reports to the Director on a regular basis on conditions relative to operations, safety, and day-to-day activities within the department.

ESSENTIAL DUTIES & RESPONSIBILITIES

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

1. Performs, assigns, and oversees a variety of daily construction, operational and maintenance activities in the completion of assigned departmental services and operations, which includes drinking water production/distribution systems, sanitary sewer collection systems, stormwater collection systems, parks, city facilities, streets, and other manual Public Works labor responsibilities.

2. Performs one-on-one training sessions with new hires and on an on-going basis as needed, focusing on teaching how to complete Maintenance Worker and Public Works tasks; and on how to operate equipment and software within the department while gaining a more in depth understanding of job responsibilities consistent with organizational goals.

3. Operates a wide variety of hand and small power tools and equipment such as push mowers, weed eaters, shovels, rakes, trucks, pick axes; and operates medium and light equipment including tractors, riding mowers, jack hammers, cement mixers, chain saws and various other equipment in support of departmental maintenance and construction operations. Works with and around heavy construction equipment. Completes and assists in strenuous repair, installation or construction activities.

4. When completing water/wastewater utility functions, performs and assigns tasks pertinent to the overall operations, construction and maintenance and repair of well houses, lift stations, water tower, water/wastewater mains, manholes, vaults, curb stops, water services, valves, fire hydrants and meters, such as uncovering buried pipelines and cutting and measuring pipe.

5. Operates valves on water lines to isolate leaking sections. Repairs leaks or breaks in the distribution or collection system. Assists in operating collection equipment to clear obstructions. Replaces and repairs manholes and assists in utility locating.

6. When performing streets/Public Works duties, assigns and assists in directing traffic around work site and assembling appropriate barricades. Assigns and assists with cleaning and repairing streets, street signs, alleys, gutters and drains, ditches, culverts, and creek beds; as well as with shoveling and spreading sealer/asphalt, and operating an asphalt roller.

7. Performs overall grounds/parks maintenance duties, which includes mowing grass, operating a weed eater, removing and trimming shrubbery, raking leaves and removing trash.

8. Assembles and disassembles traffic control pylons, barriers and signs. Assists with traffic control activities.

9. Collects and hauls trash, garbage, debris, dirt, sand and gravel. Power washes trash containers.

10. Performs additional construction and maintenance tasks such as grading, pouring concrete, asphalt spreading, filling potholes, and general grounds maintenance.

11. When performing stormwater collection duties, completes overall general maintenance tasks, which include pouring concrete to repair drainage structures and pipes and performing maintenance and construction duties. Assists in installation of erosion control products in accordance with the City's MS4 stormwater regulations.

12. Assists in snow removal from City streets, City parking lots, trails, sidewalks, and maintains access to City well houses, water tower, lift stations, and fire hydrants. Assists with snow removal operations on State, County, and City right-of-way.

13. Maintains and repairs the Public Works fleet of equipment, including fabrication and welding.

14. Performs other duties as assigned or apparent.

15. Maintains the on-call shift scheduling. The Lead Maintenance Worker is required to be assigned to after hours and 24-hour/day weekend on-call duty shifts, thereby sharing in the on-call duty schedule with other Public Works employees. Can and will be called in to assist any time of the day or night when needed for snowplowing, main breaks, etc.

16. Adheres to assigned work schedule as outlined in the City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Policies.

17. Assists the Public Works Director or City Administrator with investigations and resolutions.

18. Provides feedback to the Public Works Director or City Administrator on an ongoing basis.

MINIMUM QUALIFICATION REQUIREMENTS

- Bachelors or Associates Degree in Instrumentation Technology; or, high school diploma or GED and a minimum of 5 years of progressively responsible municipal Public Works experience including water/wastewater.
- Must be at least 18 years of age.
- Must have thorough knowledge and understanding of drinking water distribution systems and sanitary sewer collection systems.

- Must possess a current Class C or D drinking water treatment license issued by the Minnesota Department of Health, and a SD sanitary sewer collections license issued by the Minnesota Pollution Control Agency.
- Must possess a valid Class B Minnesota Commercial Driver's License with air brakes. Employees are required to drive safely in compliance with Minnesota state traffic laws/rules and to adhere to posted speed limits while carrying out their job duties.
- Must be able to operate heavy equipment such as a pick-up, backhoe, skid loader, dump truck, etc.
- Must be able to work weekends and holidays when necessary, be on call, and respond to calls during non-work hours.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Operation and maintenance of power-driven equipment.
- Operations and practices of water/wastewater/stormwater distribution and collection systems.
- Operations and practices of Public Works responsibilities.
- Methods and techniques of general construction, maintenance and repair related to Public Works.
- Occupational hazards and standard safety practices.
- General Public Works departmental goals, policies, and regulations.
- Proper techniques and uses of a variety of hand tools and power tools.
- Pertinent federal, state and City laws, codes and regulations.

Skill in:

- Prioritizing work activities.
- Observation and decision-making
- Organization and time management.
- Operating assigned equipment.
- Reading blueprints, maps, shop drawings, and as-builts; using GIS software.
- Computer and mobile device use, Microsoft Office applications, copier/scanner equipment, and office phones.

Ability to:

- Understand oral and written instructions; read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals; and to communicate with other employees including the general public. Ability to communicate clearly and concisely, both orally and in writing.
- Make arithmetic computations using whole numbers, fractions and decimals. Ability to compute volume, flow, detentions, flow velocities, chemical dosing calculations, rates, percentages and ratios.
- Coordinate, motivate, and schedule work for the Public Works Department.
- Perform a variety of skilled construction and maintenance tasks.
- Perform strenuous manual labor tasks related to assigned responsibilities.
- Safely and properly operate various tools and light equipment, and promote good safety practices to the team.
- Contribute to the upkeep and updating of required records.
- Interpret and explain City policies and procedures.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Maintain regard for the safety and welfare of self and other employees.

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Heavy Work - Depending on assignment, positions in this classification typically exert up to 100 pounds of force occasionally, up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly while having to move objects.

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

While performing the duties of this job, the employee regularly works indoors and outdoors year-round in an extreme variety of weather.

Depending on the assignment, this position typically requires touching, talking, hearing, seeing, grasping, standing, stooping, kneeling, crouching, reaching, walking, repetitive motions, climbing, balancing, pushing, pulling and lifting. Employees may be exposed to moving mechanical parts, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, intense noises, gases, vibrations, and work place restrictions.

EXAMPLES OF PERFORMANCE CRITERIA
- Establishes effective working relationships with others.
- Relies on experience and judgment to accomplish/perform assignments and duties under limited supervision.
- Maintain regard for the safety and welfare of self and other employees.
- Receives and gives direction in a businesslike and professional manner.
- Communicates clearly and efficiently both orally and in writing.
- Completes necessary and accurate arithmetic calculations while in the performance of job functions.

SELECTION GUIDELINES
Review of completed City Employment Application and resume; review of education and experience; an oral interview; an in person skills review, and a successful background check determine final candidate selection. NOTE: Appointees will be subject to completion of the standard probationary period for a Public Works Maintenance Worker.

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

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

CITY OF
LONG LAKE

City Council Agenda Report

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

MEETING DATE / July 21, 2026

SUBJECT:	Approve City Council Meeting Schedule Changes, Establish Long Lake Canvassing Board Meeting	
Prepared By:	Jeanette Moeller, City Clerk	**Report Date:** 7/16/2026

Recommended City Council Action

Staff recommends the following:

Motion to schedule a meeting of the Long Lake Canvassing Board for Tuesday, November 10, 2026 beginning at 6:15 pm; and to reschedule the Tuesday, November 3 and Tuesday November 17, 2026 City Council meetings to be held on Tuesday, November 10 and Tuesday, November 24 beginning at 6:30 pm.

Overview / Background

The 2026 Minnesota State General Election will take place on Tuesday, November 3. Additionally, the City will be having a municipal election in conjunction with the State General Election to elect the offices of Mayor and Councilmember (two seats). The City Council will need to meet as the Long Lake Canvassing Board between three and ten days after the General Election, or between November 6 and November 16, in order to canvass the City's local election results (Minn. Stat. 205.185, subd. 3). Also, the regularly scheduled November 3 City Council meeting must be rescheduled to an alternate date due to the State General Election taking place on that day.

Staff is recommending that a meeting of the City Council as the Long Lake Canvassing Board be scheduled for Tuesday, November 10, 2026 at 6:15 pm. Also, staff recommends that the Tuesday, November 3 and Tuesday, November 17 City Council meetings be rescheduled to take place on Tuesday, November 10 and Tuesday, November 24 beginning at 6:30 pm.

Supporting Information

- None