



CITY OF
LONG LAKE

City Council Agenda Report

City of Long Lake

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

MEETING DATE / November 6, 2023

SUBJECT: Resolution Authorizing Contracting With Long Lake Bakery MinneCafe (Owned by a City Council Member) for a Custom Cookie Order

Prepared By: Jeanette Moeller, City Clerk

Report Date: 11/2/2023

Recommended City Council Action

Staff recommends the following:

Motion to adopt Resolution No. 2023-44 authorizing contracting with a City official in compliance with the provisions of Minn. Stat. 471.87 through 471.89.

Overview / Background

A House Capital Investment Committee legislative bonding tour presentation will be taking place in Excelsior on Tuesday, November 14. During the visit, the City of Long Lake has been granted the opportunity to present a road reconstruction project (Grand Avenue) for consideration of inclusion in an upcoming bonding bill.

As it is customary to provide light refreshments or treats at an event of this nature, the City desires to contract with Long Lake bakery business, MinneCafe, for the purchase of gourmet cookies, individually packaged featuring the City of Long Lake logo, and custom (and hopefully, memorably) named 'Grand Ave Pothole' cookies. Long Lake staff are not aware of any other bakery located in the city that provides similar gourmet/custom packaged cookie services.

MinneCafe is owned by City Council member Gina Joyce. Under the provisions of Minn. Stat. 471.87 through 471.89, in circumstances where a contract does not meet the required threshold for the competitive bidding process, a governing body can authorize a contract with a public official by adopting a Resolution setting out the essential facts and determining that the contract price is as low as or lower than the price at which the goods or services could be obtained elsewhere. Before the claim is paid, the public official must file an affidavit with the City Clerk stating: (1) the name of the officer and the office held by the officer; (2) an itemization of the goods or services furnished; (3) the contract price; (4) the reasonable value; (5) the interest of the officer in the contract; and (6) that to the best of the officer's knowledge and belief the contract price is as low as, or lower than, the price at which the commodity or services could be obtained from other sources.

Staff recommends adoption of the attached Resolution authorizing contracting with City Council member Joyce's MinneCafe bakery business. Following delivery of the order and prior to payment of the invoice, Council member Joyce is aware she would need to execute the required Affidavit of Official Interest in Claim form.

Supporting Information

- Resolution No. 2023-44
- Quote #2301 by MinneCafe, a Long Lake bakery business owned by City Council member Joyce
- Affidavit of Official Interest in Claim form