



**MINUTES
CITY COUNCIL MEETING
January 16, 2024**

CALL TO ORDER

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

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

Staff Present: City Administrator: Scott Weske; City Attorney: John Thames; Public Works Director: Sean Diercks; and City Clerk: Jeanette Moeller

Absent: None

PLEDGE OF ALLEGIANCE

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

Mayor Miner offered the following comments and updates:

The City Council had met in a work session prior to the regular meeting that consisted of a closed session to discuss the Fire Services contract.

He stated that the full Council had attended the recent Pinning Ceremony for the Long Lake Fire Department.

Mayor Miner had also attended an Open House at the Hennepin County District Court and received updates on their staffing shortages and what has been going on in the court system.

APPROVE AGENDA

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

CONSENT AGENDA

The Consent Agenda consisted of the following:

- A. Approve Minutes of January 2, 2024 City Council Work Session Meeting
- B. Approve Minutes of January 2, 2024 City Council Meeting
- C. Approve Vendor Claims and Payroll

Council member Kvale inquired about the refund for the Aava Vetta escrow included on the claims paid list and questioned whether that meant everything had been completed.

City Clerk Moeller clarified that the closure of the escrow was for JMH and not Custom One Homes, and reminded the Council that two separate development agreements had been executed for that project. The escrow refund was for completion of site improvements by JMH only, and not for the building construction portion of the project.

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

OPEN CORRESPONDENCE

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

BUSINESS ITEMS

Lease Between the City and the Lake Minnetonka Communications Commission for Use of Office Space in the City's Public Works Building

City Administrator Weske briefly reviewed the draft lease between the City and Lake Minnetonka Communications Commission (LMCC) and explained that it had been approved by City Attorney Thames.

Jim Lundberg, LMCC, indicated that they were excited to be able to move into the City's Public Works building and noted that their contractor was ready to begin work as soon as the lease was signed.

Council member Kvale noted that she would be recusing herself from voting on the lease because she is currently on the LMCC's Executive Committee.

A motion was made by Feldmann, seconded by Miner, to approve a contract lease between the City of Long Lake and the Lake Minnetonka Communications Commission (LMCC) to allow the LMCC to rent office space in the Public Works building located at 2145 Daniels Street, and to authorize the City Administrator to execute Said contract. Ayes: Feldmann, Miner, Dyvik, and Joyce. Abstained: Kvale. Motion carried.

Moeller mentioned that before Mr. Lundberg left the meeting, they had a little surprise for the Council. Together, she and Mr. Lundberg demonstrated that the Council meeting was actually live streaming as a test run, and the Council's future meetings would be able to be watched live. The LMCC worked on implementing the upgrade in partnership with Z-Systems and the City's own technical support. She explained that for future meetings, they'd be setting up their own Long Lake channel so they would not need to use the LMCC's channel. A few kinks still need to be worked out, but she shared her excitement for this new offering for the City.

Approve the Purchase of New Windows for the Public Works Facility at 2145 Daniels Street

Public Works Director Diercks recalled that the last time the Council had discussed replacing windows at Public Works, he had thought the contractor would be able to use the existing window frames and just replace the glass; however, after further inspection he has found that is not the case. He displayed photographs of the existing windows and frames that have areas that are rotted, most likely due to their age. He stated staff is recommending moving forward with the bid that was received from Empire Door & Glass for commercial storefront windows and advised that the vendor had indicated there would be about an eight-week turnaround so the windows should be installed by the end of March. He added that the vendor had requested a downpayment of 50% with the remainder of the contract amount to be due upon project completion.

Mayor Miner inquired about the funding source for the window replacements.

Weske responded that the funding would most likely come from Fund 462, the permanent revolving fund, and reminded the Council that Public Works operations have been under budget for the last two years.

A motion was made by Miner, seconded by Feldmann, to approve the purchase of new windows for the Public Works facility at 2145 Daniels Street from Empire Door & Glass at a cost of \$59,454.86, and authorize staff to issue the 50% downpayment. Ayes: all.

Review Duty Crew Implementation Strategic Plan and Receive Duty Crew Pilot Program Summary Statistics

Fire Chief Heiland verified that the Council had all received a copy of the Duty Crew Implementation Strategic Plan and a summary of the statistics from the pilot program in their meeting packets. He explained that in August, they had 47.83% of the shifts filled, their average duty crew response time was three minutes, and average on scene time was five minutes and 50 seconds. For September, 50.72% of shifts were filled, average in service time was two minutes 41 seconds, and average on scene time was eight minutes 12 seconds; for October, 83.33% of shifts were filled, average in service time was two minutes 42 seconds, and average on scene time was seven minutes; for November, 67.26% of shifts were filled, average in service time was two minutes 22 seconds, and average on scene time was six minutes 43 seconds; and for December, 58.33% of shifts were filled, average response time was two minutes 30 seconds, and the average on scene time was seven minutes 8 seconds.

Council member Dyvik recalled that he thought there was an event in October that may have skewed the overall average response time higher.

Heiland confirmed that there were a few of those types of situations sprinkled throughout the data set affecting overall response time.

Mayor observed that the number of shifts filled in December was down from prior months and asked if that had been due to the holidays.

Heiland agreed that it may have been because of the holidays but noted that all in all, there has been really good response with people signing up for shifts. He mentioned that January's numbers are looking good so far and he believes that the program has been shown to be a success. He commented that with their new leadership team in place, everyone has been in good spirits at the station.

Council member Dyvik indicated that the Fire Department budget had been approved assuming 60% participation for duty crew shifts, which is about where they have been landing. He asked if there was a time when the Department would stop paging out 'all calls' within the duty crew program.

Heiland confirmed that would be their goal, and they will also be looking more closely at the eight-minute in service time and work to identify ways to get out the door more quickly. He added that all calls would likely be permanent beginning July 1.

Council member Dyvik sought clarification on what was meant by 'permanent' since Chief Heiland had just confirmed that the goal was to stop doing all calls.

Heiland explained that he wasn't sure what would happen after July 1, 2024, because the Long Lake Fire Department will be losing a portion of the service area. He stated that because of that uncertainty, he wanted to keep their options open.

Mayor Miner noted that he felt the response times for the duty crew were impressive.

Heiland indicated that he had details for each call that can be reviewed in greater detail at the next Fire Advisory Board meeting.

In closing, Heiland expressed his appreciation to the City Council for attending the Department's recent Pinning Ceremony.

Review and Update of City Goals

Moeller recalled that typically the Council has a discussion on the City's goals once a year or every other year. She gave an overview of the goals and significant work items that had been accomplished in 2023 and reviewed new goals that had been identified for 2024 in the categories of Park and Trail Improvements, Development and Redevelopment Considerations, Public Safety/Streets/Utilities, City Building and Equipment, Ordinance Projects, Fiscal/Contractual Considerations, Fire Department/Future Fire Services, and Communications/Supporting Community.

Mayor Miner asked if there were any additional goals that the City Council would like to add to the list.

Council member Dyvik suggested adding something for a signaled crossing at Wurzer Trail.

Moeller responded that a pedestrian crossing signal for Wurzer Trail was still on the list and had not been taken off. She clarified that she had only read aloud the new goals and not the existing goals that had not yet been accomplished. She noted that the existing goals also reflected adding a crossing signal at Heather Lane, and questioned whether that goal should be amended.

Mayor and Council discussed the goals, areas of focus within the list, and language changes to certain goal items.

Diercks noted that implementation of a new phone system had not been included as an accomplishment for 2023 and suggested that it be added.

Mayor Miner added that City Goals information would be available on the City's website.

OTHER BUSINESS

Salting vs. Brining for City Streets - Council member Feldmann stated that he received a question regarding salting versus brining to treat winter ice on City streets, and also asking which process was more cost effective and better for the environment. Mayor Miner indicated that he had received some of those same questions. Diercks explained that brining is intended as a 'pre-treatment' before any winter precipitation falls and there is a narrow window when it will work. He shared some of the different factors that can hinder the effectiveness of the brine such as temperature and precipitation timing. He noted that he had spoken with Orono and the cost to just get their brining system in the door was about \$100,000. Orono indicated that they were willing to sell the brine to the City at a cost of \$0.20/gallon. Brining is great and has its use in specific spots, but he was not sure that Long Lake was the correct spot for it to be used, particularly taking into account the low City speed limits.

Public Works Staffing - Mayor Miner sought an update from staff on posting for the open Public Works positions. Diercks replied that he was hoping to post the positions for hiring in the next day or two. Moeller mentioned that there was a new section on the City's website for employment opportunities.

Long Lake Utopic Tales - Council member Dyvik gave a 'shout out' to long-time resident and former City Council member Liz Olson who had authored a book called '*Long Lake Utopic Tales*'. He reflected that he thought it was a very interesting read and outlined how the City began, has grown, and touches on businesses and landmarks in the City. He highlighted that one interesting piece of information he found in the book was that there was a time when the City did not have any City taxes. Moeller asked if the Council would be comfortable with the idea of her putting out a link to where those books can be purchased, because she believed the intent was for the profits to be a donation benefiting the Pioneer Museum. It was the consensus of the Council that Moeller was welcome to publish a link and information for people to be able to purchase the '*Long Lake Utopic Tales*' books.

Upcoming Meetings - Mayor Miner reminded the Council that the next Council and Work Session meetings would be held on February 6, 2024 and noted that the EDA may meet later in the month.

Recent Watermain Break - Diercks reported that a watermain break had occurred the previous week on Valley View Road. Mayor Miner voiced his appreciation that the contractor had left a low flow available so people had access to some water. Moeller shared that through this incident, she'd learned that the website was able to be modified in order to add emergency alerts, allowing staff to add a notification that would appear upon visiting the website.

ADJOURN

Hearing no objection, Mayor Miner adjourned the meeting by general consent at 7:50 pm.

Respectfully submitted,

Scott Weske
City Administrator