



**MINUTES
CITY COUNCIL WORK SESSION
January 2, 2024**

CALL TO ORDER

The meeting was called to order at 5:33 pm.

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

Staff Present: City Administrator: Scott Weske; and Public Works Director: Sean Diercks

Absent: None

APPROVE AGENDA

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

OPEN CORRESPONDENCE

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

BUSINESS ITEMS

Discussion of Draft lease Between the City and the Lake Minnetonka Communications Commission (LMCC) for Use of Office Space at the Public Works Building

City Administrator Weske indicated that a draft agreement had been prepared by City Attorney Thames for the LMCC's use of building space in the City's Public Works building. He informed Council that staff had received three or four bids on the necessary window replacements in the office space, but the bids had come in higher than expected. Weske stated that he and Jim Lundberg from the LMCC have discussed and agreed to rental rates as incorporated in the draft lease; however, the Council will need to review the rates and proposed lease to make sure they feel the terms are in alignment with their expectations.

Mayor Miner mentioned that he had not yet been able to review the draft lease agreement and asked staff to display it for review on the screen.

Council member Kvale shared a few items that she felt should be included in the lease agreement.

Jim Lundberg, LMCC, shared that he would like to make sure that the agreement included the LMCC having access to the Council Chambers for their quarterly meetings and also having occasional access as needed so they have a more formal looking background for some of their shoots.

Council member Kvale voiced concern that the Council Chambers would not be large enough to accommodate everyone for the quarterly meetings.

Mr. Lundberg stated that he believed they would be able to make a few changes, bring in some additional tables, and have room for everyone that comes. He observed that he had also not seen any language that reflected the LMCC having garage space that he had requested during their earlier discussions. He reminded the Council that they plan to refurbish the building for their purposes. He explained that his hope is that their rent payments would begin the day they begin broadcasting from the new facility, which he anticipated should be in May. He added that the new windows would not need to be installed by that time and could be installed after they are officed at the new facility.

Council member Kvale asked if the channels would be down for a period of time when they are moving locations.

Mr. Lundberg confirmed that the channels would be down for a bit. He mentioned that there are a lot of current equipment items that would need to either be sold or recycled as part of their moving process. He reiterated that he would like to be up and running in the new space by the end of May.

Council member Kvale questioned what staff had found out about the window replacements.

Weske reported that Public Works Director Diercks had received three or four quotes and reiterated that they came in much higher than anticipated. Staff will need direction on how the Council would like to approach the situation. He asked when Mr. Lundberg could most likely be prepared to sign a contract.

Mr. Lundberg responded that he would have to run the lease language by the LMCC's legal representation as well as their Executive Committee before he could sign it, but noted that once he has the final lease draft, that should be able to be done within a few days.

Weske stated that he would attempt to have the changes made and approved by City Attorney Thames in order for the Council to consider it for action at their January 16, 2024 meeting. He asked the Council to let him know in the next few days if there was anything else they would like cleaned up within the lease.

Mr. Lundberg indicated that he would be in attendance for the January 16, 2024 meeting because he would be operating the camera. He noted that the LMCC is very excited about the possibilities and is looking forward to building this type of relationship with the City of Long Lake. He encouraged members of the Council to reach out to him if they had additional questions.

Mayor Miner suggested that the Council move the discussion onto the window situation and asked what they had budgeted for window replacement.

Public Works Director Diercks reviewed the window replacement quote received by a contractor based out of Waconia that the LMCC plans to use for refurbishment of their space, but noted that it did not include the interior trim or finishing.

Council member Dyvik observed that some of the interior trim and finishing costs could be handled by the LMCC if the City ends up using the same contractor as they are for their refurbishment of the space.

Council member Kvale asked which windows were to be replaced.

Diercks gave an overview of which windows had been quoted for replacement and noted that there were 13 windows altogether, with five of them located in the future LMCC office space area. He commented that the windows are all in very bad shape and definitely need to be replaced. Diercks reviewed other quotes that were received for the window replacements. He had also asked one company to bid the job of just replacing the glass and leaving the current frames in place, which would be the cheapest option. The frames are about 40 years old, but from what he has been able to see, they look pretty good still and he would recommend they move forward with just replacing the glass.

The Council discussed details related to the window materials, pricing options, and replacement of just the glass.

Council member Dyvik pointed out that the furnaces at Public Works have also come up a few times and questioned whether they were in desperate need of replacement.

Diercks replied that Public Works does not even run the ones that are in the cold storage area, but rather opens the door to allow the other part of the building heat that area up. If they decide to replace those units, he would suggest going to large hanging heating units with a furnace and getting rid of the old radiant heat system.

The Council discussed the furnaces at the Public Works building and budget impacts related to both furnaces and glass replacement.

Weske confirmed that staff will finalize the window replacement quotes and make sure they have warranty information for consideration at the regular City Council meeting on January 16, 2024.

Council member Kvale asked if there could potentially be a problem with lead time in getting the materials for the work to be completed in a timely manner.

Diercks noted that two of the companies make their own materials, so he was assured that it would not be an issue. For example, one company told him there would be a two week lead time.

OTHER BUSINESS

Snow Plow Update - Diercks reported that Public Works staff had picked up their new plow and have it attached and ready for whenever the snow comes.

Public Works Hiring - Council and staff discussed the Public Works Maintenance Worker openings and creative ways to move forward with recruitment, including advertising in newspapers in addition to social media and the usual pathways. They discussed the idea of focusing on hiring someone who has a CDL since that is the City's bigger need, then working to get them trained on water and sewer.

ADJOURN

Hearing no objection, Mayor Miner adjourned the meeting by general consent at 6:24 pm.

Respectfully submitted,

Scott Weske
City Administrator