



CITY COUNCIL WORK SESSION

February 18, 2025 at 5:30 PM

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

AGENDA

1. Call to Order

2. Approve Agenda

3. 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.*

4. Regular Business

[A.](#) Review and Update of City Goals Summary

5. Other Business / Work Session Council Reports

6. Adjourn



CITY GOALS SUMMARY AND UPDATE

Park and Trail Improvements

- In Nelson Lakeside Park, consider downward directional lighting on walking trail from parking lot to fishing pier.
- Explore options, funding sources and grant opportunities for replacing Dexter Park playground equipment; for upgrading the gravel trail at Holbrook Park to a paved asphalt trail; and for other potential future park and trail amenities, maintenance or improvement items.
- *Consider and develop a project plan for improvements to Holbrook Park skating facilities. Flooding and maintaining ice at the rink as configured requires significant manual labor, and the process is both inefficient and unsustainable. A redesign and rework is necessary.*
- If the donation of a band stage for Nelson Lakeside Park is revisited for consideration at any point in the future, it is a priority that both new and current homeowners in the immediate area are actively notified and provided opportunity to comment on the proposal. The park reservation and special event permit fee structures would also need to be revisited to address stage usage/rental.
- Continue to work with the volunteer Long Lake Garden Club group as they assist in maintaining City monument sign plantings and other plantings/gardens in Long Lake parks; *or work with any new volunteer group that may arise for a similar purpose.*
- Replace refuse containers and add additional refuse containers in City parks and along trails where warranted.
- Repaint and replace faded and deteriorated signage and sign posts in City parks.
- Stain portable restroom enclosures in Nelson Lakeside Park and Hardin Park. Remodel portable restroom enclosure in Dexter Park.
- Remount the electrical panel near the Nelson Lakeside Park shelter.
- Review the condition of the Nelson Lakeside Park shelter.

Focusing on the Lake

- Explore grants and work on filtration and associated projects addressing drainage from Holbrook Park and potentially other contributing sources to nutrient loads in Long Lake.
- Maintain a commitment to working with the Cities of Medina and Orono, the Long Lake Waters Association, and the Minnehaha Creek Watershed District to improve the overall water quality and health of Long Lake. Continue to support the work of the Long Lake Waters Association as they consider moving forward with future projects and advocate for improvement water quality in Long Lake and the Long Lake Subwatershed through action and education.

Development and Redevelopment Considerations

- Complete design, purchase, and installation of an updated marketing sign for the City-owned 1905 W Wayzata Boulevard property. This goal may be delayed pending a change in the vision for future use of the property.
- Respond to any land use inquiries or applications received for action in 2025 for potential redevelopment projects, particularly for the City-owned 1905 W Wayzata Boulevard property. Consider whether it may be worthwhile to utilize the property and invest in improvements for a public purpose (such as a paved public parking lot with landscaping and seating benches) until such time as the neighboring property may be available in order to create opportunity for a future larger scale redevelopment project. Note that the property may not be used for park purposes or for overnight human occupancy per the deed restrictions.
- *With a Mobile Food Unit (MFU) Policy now in place, while the site remains vacant, actively promote the 1905 Wayzata Boulevard W property as a potential site for food truck reservations.*

Public Safety, Streets, & Utilities

- Pursue the installation of pedestrian crossing signals at Wurzer Trail, and potentially at Heather Lane. *Any project to do so would require County approval and may entail costs outside of the equipment and installation, such as for engineering.*
- *Consider the purchase and installation of speed monitoring signage on Orchard Lane.*
- Jet, clean, and televise Sewer District #1.
- Jet, clean, and televise Sewer District #3.
- *Utilize results of sewer district televising to establish the scope of any necessary improvement projects with a goal of reducing I/I flows.*
- *Work with WSB to address remediation of private lead service lines in the City as required by the Minnesota Department of Health (MDH) and the EPA.*
- *Complete a Well #1 reconditioning project. Well #2 was reconditioned in 2024.*
- *Work with the City's consulting engineer to implement and oversee a 2025 pavement improvement project. The 2025 project will entail a full depth reclamation of Lindawood Lane and the addition of limited curb and gutter in certain areas to improve water movement. This project will be funded by Pavement Management Funds.*
- *Retain WSB for a Pavement Management Plan update. Continue to utilize Pavement Management Fund funds to undertake projects and improvements outlined in the City's Pavement Management Plan. The outcome of the City's request for inclusion of street improvement project funding assistance in the upcoming legislative bonding bill may greatly impact this goal, as approval of the City's request would significantly increase the scope of any future street improvement project to potentially include Grand Avenue.*
- *Complete a water tower cleaning project in 2025. Consider seeking quotes and planning/budgeting for future water tower repainting (new color scheme, add logo if feasible).*
- *Focus on the development of the three newest Public Works Maintenance Workers. All three will need to pass water and sewer certification testing as a condition of their employment*

with the City. An emphasis on keeping them safe during their learning process on the job is a Public Works priority.

- *Establish a Safety Data Sheet (SDS) organized storage process for Public Works.*

City Buildings and Equipment Items

- *Replace Public Works building furnaces for cold storage area.*
- Obtain assessment of Public Works building roof condition.
- Repair exterior wall on sand/salt facility at Public Works (northeast corner has a significant wall crack).
- Consider exploring purchase of a sewer jetter, with or without televising capabilities. Though the City has an agreement with the City of Wayzata that permits use of their sewer jetter, jetter availability does not always coincide with the City's need for use.
- Evaluate and begin planning for upgrades to City Hall to include a re-roof, building cleanup and repainting, and general “face lift” improvements.
- If the Lake Minnetonka Communications Commission (LMCC) accomplishes a sale of their building and is ready to move forward to a new location, work with the LMCC as they make improvements to office space in the City’s Public Works facility and relocate to the new space.
- *Establish a comprehensive and Public Works-specific Capital Improvement Program (CIP).*
- *Conduct a Public Works surplus auction of various equipment and etc. items.*

Ordinance Projects

- Update Zoning Ordinance sections pertaining to Planning Commission and Park Board for corrections, to revisit the structure of the boards, and to update the process for appointment of members and officers. Also, address the role and/or viability of the Park Board in discussions with Council prior to moving forward with Park Board related ordinance changes.
- Continue work on Code of Ordinances changes and updates to include:
 - *An amendment to the Administration chapter establishing Mayor and Council salaries, and to add general City Council operational/governing language.*
 - *An amendment to the Environment chapter to better address diseased and hazardous trees. The current language really only addresses Dutch Elm disease and doesn’t recognize tree pathogens in general, which would be more inclusive of a variety of tree infestations (such as EAB).*
 - *An amendment to the Utilities chapter to add a point-of-sale I/I inspection and certification program.*
 - A repeal/replace of the Peddlers and Solicitors chapter.
 - An amendment to updating tobacco sales/licensing provisions.
 - An amendment updating sections to add special event permit language.
 - A repeal/replace of the Traffic and Vehicles chapter.
 - Amendments to the Emergency Management section (update references to Orono Police Department to 'the City's Police Department).

- Amendments to the Fire Department chapter for any necessary updates, particularly as the future of fire services evolves.

Fiscal / Contractual Considerations

- Continue to maintain awareness of expense on consultant fees incurred by the City.
- If possible, continue work on development of a master utility agreement between Long Lake and Orono for Orono properties connecting to or currently being served by Long Lake water and/or sewer utilities. As Orono has continued to develop and seek additional connections from the City, it is a priority that a new agreement be drafted and executed between the parties to assure that Orono flows are metered and billed appropriately.
- Consider revisiting the City's SAC and WAC policy specific to commercial development and redevelopment, and review other cities policies regarding the allocation of SAC and WAC units. The City's current policy is to charge one corresponding SAC and one corresponding WAC unit for each Metropolitan Council SAC unit determined to be due for a project.
- *Explore options and associated costs for permitting software solutions to add an online permitting portal.*
- *Continue to explore Laserfiche and related document scanning/online storage solutions with the goal of making the City's property files available online for ease of public access. Realtors, home buyers, and insurance agents in particular quite frequently are frustrated by an inability to access these records online.*
- *Complete necessary updates to City Hall's file server and related hardware, coinciding with the October deadline for transitioning to Windows 11.*
- *Consider a redesign and potential purchase of new street light pole banners for the downtown area, possibly implementing an art contest as a source for the redesign.*

Fire Department / Future of Fire Services

- Continue to actively participate in discussions of implementing a fire service district, a renegotiated contract, or a joint powers agreement with other local jurisdictions.
- Maintain an open line of communication with the City's firefighters to ensure they are aware of ongoing developments with Long Lake Fire Department and future fire service discussions, and welcome their comments and questions as the Fire Department will likely be facing significant changes.

Other

- Consider revisiting the EDA's bylaws and discuss changing the structure of the EDA (previous structures have included Planning Commission members and resident at-large members); as well as potentially updating the reappointment process for resident members on the Board.
- Work on updating the City Employee Handbook to include Family Medical Leave Act changes, sick leave law changes, social media and internet usage policies, and other appropriate content revisions. As part of Employee Handbook update, revisit the staff salary step schedule to determine whether changes should be made reflective of a more current format.

The current eight-step schedule has been in place for more than 20 years and is outdated. Initiate a review of compensation levels for the City's employees and determine whether wage rate adjustments are warranted.

- Work on updating position descriptions for the City's employment positions.
- Schedule a Volunteer Appreciation Dinner and invite the Planning Commission, Park Board, resident EDA members, Long Lake Garden Club members, and the City Council.
- *Work on ideas for recognizing outgoing City Council members and appointed board members.*
- *Brainstorm/consider options for an employee years-of-service recognition program.*
- *Schedule another informal City Council and all staff "happy hour" get together to foster continued positive relationships between Long Lake's officials and staff.*
- *City Clerk to complete training and installation for new ExpressVote election equipment, replacing former OmniBallot units.*

Communications and Supporting Community

- Continue to focus on City communications to the community through City services/technology available. *Revise the format of the CityScene City newsletter and explore the feasibility of implementing an electronic only delivery method.*
- Continue to update the City's various forms and applications with the new City logo, and to post updated forms on the City website.
- Maintain mutually beneficial partnerships with surrounding jurisdictions for positive relationships between communities.
- Consider hosting budget-friendly events in City parks to create opportunities for the community to interact informally with Mayor and Council, potentially similar to a former Mayor's "Meet the Mayor" gatherings.

GOALS AND ITEMS ACCOMPLISHED IN 2024

- ✓ With Phase 3 of the Wayzata Boulevard W / CR 112 now complete, there are no further phases to oversee for CR 112 work in Long Lake.
- ✓ A Mobile Food Unit (MFU) Policy was adopted to allow up to three MFUs at any one time to locate at the 1905 Wayzata Boulevard W property by permit, and to allow one MFU at a time to locate in City parks by permit. We also had one food truck book the 1905 Wayzata Boulevard W property for a one-day (very successful) event.
- ✓ An ordinance was adopted to update and simplify off-street parking requirements for restaurant, drive-thru and office uses; and to update residential parking/storage of recreational vehicles.
- ✓ Ordinances were adopted to establish rules and governing regulations for cannabis businesses prior to the expiration of the City's moratorium.

- ✓ Staff issued an RFP for recycling services that included a bid option for a city-wide residential organics collection program. Two responses were received, and ultimately a new five-year recycling contract with Waste Management was executed to include implementing organics collection. That also necessitated an ordinance update (completed) to remove the mandate requiring garbage haulers to provide organics service to their Long Lake customers. Additionally, the new recycling contract included a requirement that garbage and recycling pickup services for City facilities are now provided by Waste Management at no cost.
- ✓ Staff began engaging the Wayzata Police Department Community Service Officers more frequently for code enforcement activities in 2024, and will continue to do so in 2025. To assist them in their efforts, staff also prepared a document on common code enforcement issues laid out in a manner to enable CSOs to hand out applicable pages when responding to an enforcement request. Code enforcement is currently conducted on a complaint basis currently to assure enforcement is conducted in an equitable manner.
- ✓ Updated the utility rate structure at the end of 2024 in order to cover operations and address a substantial increase in the City's MCES wastewater treatment billing for year 2025.
- ✓ Staff successfully implemented a transition to a monthly utility billing process in 2024. Also, eliminating transaction fees for ACH e-payments has resulted in a higher number of accounts registering for online billpay.
- ✓ The City Listserv is now being administered through the City's website, and the Constant Contact service (at an additional cost) has been cancelled.
- ✓ Completed training, equipment updates, election judge staffing/training, absentee voting periods, and implementation of the March 2024 Presidential Nomination Primary Election, April/May Special Election(s) for Hennepin County Commissioner vacancy, August 2024 Primary Election, and November 2024 General Election. That was a record for us!
- ✓ Staff worked with the City's consulting engineer to develop GIS mapping of Long Lake utility infrastructure with cloud-based access to maps.
- ✓ Public Works Lead Maintenance Worker Luke Laakkonen retired, and three full-time entry level Public Works Maintenance Workers were hired in 2024. The Department is fully staffed at this time; however, our Public Works Director is currently training all of his staff while keeping up on Public Works duties and responsibilities.
- ✓ Completed Public Works building maintenance and repairs including window replacements as well as replacement of some furnaces and cooling equipment.
- ✓ Completed the installation of a new SCADA utility monitoring system for Public Works.

- ✓ A solar installation grant option and a potential solar installation project for City Hall were both investigated in 2024. After a thorough review, staff was unable to advocate for a solar project at City Hall. Staff will revisit this project idea in the future as the efficiency and cost of the equipment changes, and at such time as City Hall is in need of a re-roof.
- ✓ An amendment to T-Mobile's lease and a new lease for Dish Wireless were completed in 2024.