



CITY COUNCIL MEETING

January 07, 2025 at 6:30 PM

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

AGENDA

1. Call to Order

- A. The Oath of Office will be administered by the City Clerk to City Council member Todd Newcomer. Once sworn in, Council member Newcomer will take his seat and the meeting will proceed.

2. Pledge of Allegiance

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

4. Approve Agenda

5. Consent Agenda

- [A.](#) Approve Minutes of December 17, 2024 City Council Work Session
- [B.](#) Approve Minutes of December 17, 2024 City Council Meeting
- [C.](#) Approve Vendor Claims and Payroll
- [D.](#) Adopt Resolution No. 2025-01 Approving a Wage Step Increase for Public Works Maintenance Worker I Matt Fahrman Due to Having a Satisfactory Performance Review
- [E.](#) Authorize the City Administrator to Hire Part-Time, Seasonal Employees to Staff Holbrook Park Facilities for the 2025 Winter Skating Season

6. 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.*

7. Regular Business

- A. Presentation of Annual Holiday Home Decorating Contest Winners
- [B.](#) 2025 City Appointments

8. Other Business

9. Adjourn

UPCOMING MEETINGS & OTHER DATES OF NOTE

Tuesday, January 21 (5:00 pm or 5:30 pm) / City Council Work Session

Tuesday, January 21 (6:30 pm) / City Council Meeting



MINUTES
CITY COUNCIL WORK SESSION
December 17, 2024

CALL TO ORDER

The meeting was called to order at 5:00 pm.

Present: Mayor: Charlie Miner; Council: Jahn Dyvik (arrived at approximately 5:25 pm), Mike Feldmann, Gina Joyce, and Deirdre Kvale

Staff Present: City Administrator: Scott Weske; Finance Director: Amanda Nowezki; and City Clerk: Jeanette Moeller

Absent: None

APPROVE AGENDA

A motion was made by Feldmann, seconded by Joyce, 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

Continue Discussion of 2025 Budget and Final Levy

City Administrator Weske provided a summary of the proposed 2025 budget and final levy. He reviewed capital improvement items for 2025 including City Hall upgrades, replacement of lawn mowers, and a well rehabilitation project; as well as other budget considerations including COLA increases for employees, and potential future fire services expenses such as legal fees.

Council member Joyce noted that the judge had awarded the City with legal fees, and though that decision was now being appealed, the City should be able to have access to those funds after the appeal process has concluded.

Weske stated that he felt that they should also budget a little bit for possible legal fees for the coming year.

Mayor Miner asked what the current balance was for legal fees paid.

Finance Director Nowezki indicated that legal fees paid through October 2024 totaled \$238,381, and stressed that amount did not include November or December invoicing. She believed that the total amount for legal fees paid in 2023 had been around \$150,000.

Council member Kvale asked if the \$240,000 for the fire rescue/utility truck would be coming completely out of Long Lake's budget.

Weske replied that the \$240,000 had been approved by Long Lake, but noted that the CIP was not approved by Orono. He commented on the City's funding source for the expenditure and the shortfall to be absorbed if Long Lake pays 100% for the vehicle versus it falling under the CIP in the future.

Nowezki added that regarding the engine that was just purchased, the purchase price was allocated to Fund 462, but the tools to equip the truck were taken out of Fire Department Operations because staff did not find those items qualified as capital assets.

Weske briefly reviewed a breakdown of General Fund expenditures by department.

Mayor Miner noted that City Council salary increases had been budgeted for, but he referenced a particular statute and mentioned that he did not think pay increases would be able to take effect until after the next General Election at this point. He asked staff to look into the issue further because he wanted to make sure that it was handled appropriately.

City Clerk Moeller explained that she was not familiar with that process, but that staff would look into it further.

Weske explained that his understanding was that the current Council was approving the raises for the next City Council, and the current members just happened to be on the next Council.

Council member Kvale asked if they could just wait to give the raises until the new Council was seated.

Mayor Miner reiterated that from the way he read the statute, it would not take effect until after the next General Election.

Moeller suggested that they just check with City Attorney Thames and ask for the short answer to that question.

Mayor Miner recessed the meeting at 5:18 pm, in order for the Council to grab a piece of pizza and reconvened at 5:30 pm.

Weske presented an overview of the utility funds that included the new rates and projected expenses related to the Metropolitan Council. He noted that if they take out depreciation and the CIP as if they don't exist, the cash position is showing that there should be a little bit of room for revenues versus expenses, but cautioned that the projections were based on estimates.

Council member Feldmann recalled that staff had undertaken one well rehabilitation last year and asked if the plan was to also just do Well #1 this coming year.

Nowezki responded that she had spoken with Public Works Director Diercks about the matter so she could be prepared, cash-wise. Diercks had communicated to her that he didn't feel comfortable putting the City in a position to be dependent on a new well and would like to wait a little bit in order to ensure Well #2 is up and running, as expected, before they completely shut down Well #1. Diercks also mentioned a desire to talk to Orono to be certain that they would be available to help out if there were any issues. She indicated that when the City begins work on Well #1, Diercks would like to plan the project so that it would occur during a lower consumption period in either spring or fall. Nowezki also commented on factors impacting cash available in the City's enterprise funds.

Mayor Miner inquired about fire revenues and asked if that was from Orono, Medina, and Minnetonka Beach.

Weske confirmed that was correct.

Nowezki added that it probably also included Long Lake.

Mayor Miner asked about the \$36,307 listed underneath that and if it was a surplus.

Weske replied that it was representative of the contract money coming from Minnetonka Beach and noted that every year there is a surplus that goes into the 205 Fund. He explained that if there is ever a question about what happens with the money, they can show that it just stays in the Fire Department fund and is not rolled into the General Fund or operations.

Council member Dyvik asked how much was in the Fire Department account.

Nowezki stated that she had not printed out the cash position prior to the work session, but added that she could find out that information for the Council.

Council member Dyvik asked if those dollars be allocated back into fixing or buying equipment.

Nowezki observed that they were only talking specifically about the portion of the contract with Minnetonka Beach. She indicated that if the overall operating budget comes in below the anticipated amount, they do issue a refund annually to the member cities. She explained that the amount in the Fire Department Fund from those funds was not huge, but noted that it was nice to have a bit of a buffer and reserves.

Council member Dyvik stated that this question had come up before and he expected it to continue to be raised as the cities move into possible negotiations. In the past, the contract with Minnetonka Beach had been viewed as kind of a shady or untracked agreement using Long Lake Fire Department assets that Medina and Orono are paying into, but that they are not getting any benefit from, with the allegation being that the only party benefitting was the City of Long Lake. He believed that the contract proceeds should go into a dedicated fund like staff was describing, but that the funds should then be used for improving equipment that was being used to service Minnetonka Beach.

Council member Feldmann mentioned that he felt the funding source would be perfect for something like extrication tools.

Moeller clarified that the equipment that would be serving Minnetonka Beach would technically be Station 2 equipment.

Council member Dyvik confirmed that it would. He commented that perhaps they can determine a way where funding isn't allocated towards all of the Long Lake Fire Department, but is perhaps for Station 2 equipment. He reiterated that he felt that there should be something that shows how the money was being used.

Nowezki indicated that she could provide more exact numbers for the Council and clarified that right now the amount was sitting within the 205 Fund. She recalled that in 2023, Fire Department operations ran under budget, which had resulted in refunds being given to the contract cities. She noted that she

has been working with Fire Chief Heiland and right now it looks like they will be under budget again in 2024 unless there are some surprises this month.

Weske mentioned that he was using a portion of the income to allocate about half of their expenses and noted that Minnetonka Beach was paying more than Medina.

Council member Kvale asked about the pay plan documentation and if that was for the salary increases.

Weske confirmed that was for the COLA that he had incorporated into the budget.

Moeller commented that she had emailed City Attorney Thames about the question raised earlier by Mayor Miner related to the Council raises and there may be an issue, so she would be following up on the matter.

Mayor Miner reiterated that from his understanding, budgeted Council raised may not be able to legally take effect until after the next election.

Council member Kvale reflected that she felt that staff and Council have done a good job and observed that while the City hates to tax more than it taxed last year, she would agree that a bit of a buffer is needed for some things.

Council member Feldmann asked if staff had stated that the legal fees for 2024 were around \$238,000.

Weske clarified that the amount referenced was what had been paid so far, through October.

Mayor Miner added that so far this year \$238,000 had been spent, and last year was \$158,000.

Council member Dyvik questioned how much the City had budgeted for legal fees in 2024, specifically for Fire Department issues.

Nowezki replied that they had not budgeted for any legal fees for the Fire Department in 2024.

Council member Dyvik pointed out that despite spending \$238,000 in legal fees, the City had actually stayed within their budget.

Nowezki confirmed that was true, and added that the legal fees and the windows for Public Works had come out of the General Fund, and she was pushing for those expenditures to remain allocated within that fund. She noted that the City had quite a healthy year for interest earned, which is divvied up amongst the funds based on how much is in each fund. In addition to this interest, some of the other funds came in under budget, and additional revenues from permit activity had also helped the overall budget.

Council member Dyvik asked questions about how staff made determinations on budgeting for the upcoming year based on the budgeted and actuals from previous years.

Nowezki explained that City Administrator Weske was responsible for the General Fund and the tax levy. She clarified that for the funds she watches, she presents the information to the Council based on what has occurred. She indicated that she and Public Works Director Diercks usually spend a week going line

by line through the Enterprise Funds in order to prepare both the expense and revenue recommendations to the Council.

Weske reported that he looks at the trends and the line items to see what they have been doing. He stated that he does not try to chase the smaller amounts of money.

Council member Dyvik noted that he was still not clear where the City managed to find the \$238,000 for the Fire Department legal fees within their current budget.

Nowezki reiterated that there were a number of funds that came in very under budget and shared specific examples from various funds.

Mayor Miner stated that the budget and levy would also be discussed at their regular City Council meeting.

OTHER BUSINESS

Holbrook Park Skating Rink - Mayor Miner thanked Public Works staff for getting the skating rink flooded and indicated that he was aware of some continued communications about posting for the rink attendant position.

Farewell From Council Member Joyce - Council member Joyce shared that it had been an honor for her to work alongside this Council and staff for the last four years. She added that leaving had not been not an easy decision and she would miss everyone.

Orono Westonka Soccer Grant - Nowezki informed Council that she had received an email letting her know that the Orono Westonka Soccer Club was approved for their grant application. She mentioned that word of mouth has been spreading and there are already other businesses that have expressed interest in moving in near the soccer club, and the adjacent strip mall is nearing full occupancy.

Permit Activity - Moeller commented that to her surprise, the City had issued over 100 building permits in 2024 thus far and there are still applications out in review.

ADJOURN

Hearing no objection, Mayor Miner adjourned the meeting by general consent at 6:26 pm.

Respectfully submitted,

Scott Weske
City Administrator



**MINUTES
CITY COUNCIL MEETING
December 17, 2024**

CALL TO ORDER

The meeting was called to order at 6:31pm.

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

Staff Present: City Administrator: Scott Weske; Finance Director: Amanda Nowezki; Planning Consultant: Lori Johnson; 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:

Mayor Miner reported that the Holiday Tree Lighting event had turned out great, and he thanked Santa and Mrs. Claus for making an appearance. He expressed appreciation to the Park Board for their work organizing and hosting the event, and to event sponsors including Caribou Coffee, Ace Hardware, and the Long Lake Area Chamber of Commerce. The following day, the Long Lake Fire Department Auxiliary hosted their annual Food and Toy Drive at Fire Station 1. There was also a wonderful gathering, and he noted that Santa Claus had also found time to attend the Food and Toy Drive event.

Over the last few weeks, Mayor Miner had attended a retirement event for Orono School Board members Mike Bash and Allie Howe; a Wayzata Crime Prevention Coalition meeting, at which it was recognized that Tim Hultmann was finishing up 11 years of serving on the coalition; and also an event honoring the 45 years of service for the Independence Mayor.

He shared that long-time resident and former Orono High School teacher, Jerome Borgert recently passed away and would be missed. Mr. Borgert's memorial service would be held at 11:00 am on January 11, 2025 at the Rettinger Funeral Home.

APPROVE AGENDA

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

CONSENT AGENDA

The Consent Agenda consisted of the following:

- A. Approve Minutes of November 26, 2024, City Council Work Session Meeting
- B. Approve Minutes of November 26, 2024, City Council Regular Meeting
- C. Approve Minutes of December 3, 2024, City Council Work Session Minutes

- D. Approve Minutes of December 3, 2024, City Council Regular Meeting
- E. Approve Vendor Claims and Payroll
- F. Adopt Resolution No. 2024-63 Approving the Issuance (Renewal) of 2025 Residential and Commercial Refuse Hauler License
- G. Adopt Resolution No. 2024-59 Approving Issuance of Special Event Permit #S2024-10 for Sled Dog Days at Birch's on the Lake to be held on dates in January and February 2025
- H. Adopt Resolution No. 2024-61 Accepting a Donation of Six Boxes of Holiday Lights from Gopher Ace Hardware of Long Lake, Minnesota
- I. Adopt Resolution No. 2024-60 Conditionally Appointing Nikolas Lopez to the Position of Paid On-Call Firefighter for the City of Long Lake
- J. Adopting Resolution No. 2024-62 Approving a Wage Step Increase for Public Works Maintenance Worker I, Michael Decker, due to having a Satisfactory Performance Review

A motion was made by Dyvik, seconded by Feldmann, 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

Presentation of Community Service Award to City Council Member Gina Joyce

Mayor Miner commented that Council member Gina Joyce was finishing up her first term serving on the City Council, where she had served for the last four years. He noted that she and her husband, Thomas, had also served on the Park Board for the City. He stated that he had appreciated having Council member Joyce on the Council and felt she had done a lot of great things to help the City, including the work she did on updating the City's logo, her efforts in dealing with the Fire Department situation, and in helping reestablish the Holiday Tree Lighting event.

Council member Kvale stated that she felt the rebranding that Council member Joyce was involved in for the City turned out great.

Council member Feldmann recalled that he had joined the Council at the same time as Council member Joyce and shared that it had been fun working with her.

Council member Dyvik noted that he had appreciated Council member Joyce's perspective and opinions on things because they were always well thought out and independent.

City Clerk Moeller presented Council member Joyce with a going away present made by her sister, a glass blower, that featured the City's former logo. She thanked Council member Joyce for everything she brought to the City and added that she had been a joy to work with over the years.

Mayor Miner presented Council member Joyce with a plaque commemorating her Community Service Award in appreciation for her dedicated service and commitment to the City.

There was a round of applause for Council member Joyce.

Council member Joyce stated that it had been an honor to serve the community and explained that it had not been an easy decision to leave. She indicated that she was grateful to have worked alongside the Council and staff and had learned from all of them.

Adoption of Ordinances Amending the City Code and Zoning Code Related to Cannabis and Cannabis Businesses

Planning Consultant Lori Johnson introduced herself, explaining that she worked with Hannah Rybak at WSB and was filling in for her tonight. She gave a presentation that provided an overview of the law passed by the state related to adult-use cannabis and cannabis businesses in Minnesota; the proposed buffer map edits to include the request from the Planning Commission that the disc golf targets at Nelson Lakeside Park be added as a buffered item, and to end the relevant buffers at Highway 12.

Moeller added that what was presented was the most restrictive the City could be and explained that she saw value in asking City Planner Rybak to apply this buffer map to an aerial photo in the future so the Council could understand exactly what it touched. She explained that the buffer map was intended to be a tool that can be used by staff.

Council member Dyvik agreed that should be made clear to everyone.

Planning Consultant Johnson stated that in addition to the map, she felt it may also be helpful to just have a general list.

Council member Kvale asked about low-potency cannabis.

Moeller replied that low-potency hemp edible retail businesses were already registered and operating, and the maximum of five businesses that the City is currently allowed to register was maintained.

Council member Kvale described the general locations where the different types of cannabis-related business would be allowed to locate in the City.

Johnson reviewed details included in the two proposed Ordinances, No. 2024-02 and No. 2024-03.

Council member Feldmann expressed frustration with some of the ambiguity included with the state's language and rules.

Council member Kvale asked if the soccer dome was considered a school.

Johnson explained that Planning Consultant Rybak had communicated to her that there was a school looking at that facility, which is why it had been included. She reiterated that at an upcoming meeting, she would ask Planning Consultant Rybak to show the buffer map with an aerial map, and perhaps a list, so it is clear to the Council what businesses would be affected.

Moeller noted that Mayor Miner had pointed out something earlier today via email. He had noticed there were a few references that came from the model ordinance indicating that the City 'shall not charge an application fee' and other locations where language referenced 'the application fee, as required'. She noted that City Attorney Thames agreed with the concerns raised by Mayor Miner and reviewed the minor changes in language he had made.

A motion was made by Dyvik, seconded by Kvale, to adopt Ordinance No. 2024-02, An Ordinance Amending the City Code of Ordinances, Chapter 10-Businesses and Product Regulation, Article VIII. Cannabis, Edible Cannabinoids and Drug Paraphernalia.

Mayor Miner clarified that the Long Lake City Council had not set out to make it so cannabis could be sold in the City, and that the action being taken was because the state statute required doing so. He explained that he felt that the City had intentionally made things as restrictive as possible.

Ayes: all.

A motion was made by Feldmann, seconded by Miner, to adopt Ordinance No. 2024-03, An Ordinance Amending the Long Lake Zoning Ordinance Related to Cannabis and Lower Potency Hemp Edible Businesses. Ayes: all.

A motion was made by Feldmann, seconded by Dyvik, to include the disc golf targets at Nelson Lakeside Park as a buffered park attraction. Ayes: all.

Public Hearing: Adoption of an Ordinance Amending City Code to Reflect the Implementation of a Residential Organics Recycling Collection Program

Moeller revisited the history of the Council's past approval of entering into a five-year contract with Waste Management of Minnesota for biweekly residential recycling collection, providing refuse and recycling collection for designated City buildings and facilities at no charge, and also providing weekly City-wide organics collection on an opt-in basis. She reported that this required amendments to the City Code in order to reflect that the City will be administering a City-wide organics collection program rather than requiring all licensed residential refuse haulers to make this collection available to Long Lake customers.

Council member Kvale pointed out that she felt certain portions of the language were confusing and suggested some wording changes to make it more clear.

Moeller read through the language Council member Kvale referenced and indicated that she felt the words 'and/or organics' could be removed for clarity.

Council Member Kvale suggested some additional language that she felt could be refined.

Moeller summarized that she believed what Council member Kvale was trying to achieve in a particular section of the ordinance was to separate out how residences are addressed versus restaurants and other businesses.

Council member Kvale agreed that she felt it could be essentially three sentences, including information that makes it clear that everybody will have their own designated hauler for trash, residents will have the City contracted hauler for organics and recycling, and commercial/industrial can get their stuff directly from their haulers for recycling and organics.

Moeller believed that she understood what Council member Kvale was requesting and stated that she could accomplish what was being asked. She noted that the City has already started receiving new sign-ups for the organics service and had also heard a fair amount of positive feedback that the City was taking this on.

Mayor Miner opened the public hearing at 7:38 pm. There being no public comment, he closed the public hearing.

A motion was made by Kvale, seconded by Feldmann, to adopt Ordinance No. 2024-04 amending the City Code of Ordinances, Chapter 28 – Solid Waste, and Chapter 36 – Utilities, to reflect the City’s implementation of a residential curbside organics recycling collection program, with the language amendments, as discussed, to Section 1, subdivision a. under General Requirements to better separate out residential and business services. Ayes: all.

Adoption of 2025 City Fee Schedule

Moeller reported that on an annual basis, the Council adopts the City Fee Schedule for the upcoming year and reviewed some highlights of fees that were included.

A motion was made by Kvale, seconded by Dyvik, to approve Ordinance No. 2024-05 adopting the 2025 Fee Schedule for the City of Long Lake and direct staff to publish a summary ordinance. Ayes: all.

Mayor Miner noted that at the last meeting, the Council had discussed the Metropolitan Council charge for wastewater treatment that was going up by around \$99,000. He indicated that Finance Director Nowezki had reached out to their Metropolitan Council representative who is looking into this situation and will hopefully be getting back to the City with additional information on why the City’s charges were going up so much.

Adoption of Final Payable 2025 Levy, City Budget, Capital Improvement Program, and Pay Plan Resolutions

City Administrator Weske reviewed details within the proposed final 2025 levy, budget, CIP, and pay plan resolutions.

Council member Dyvik asked what Orono’s decision was regarding the fire rescue/utility vehicle.

Weske responded that Orono had not approved the 2025 CIP for the Long Lake Fire Department, but did approve the operating budget.

Council member Dyvik commented that essentially meant that Orono will not pay any of the costs for the new vehicle, despite it being included in the CIP, as required by the contract.

Weske noted that it had also been approved at the last Fire Advisory Board meeting, as well. He observed that he did not believe the matter had actually been brought to a vote, so the Orono City Council may simply have not acted on it.

Council member Dyvik recalled that regarding the Long Lake Fire Department budget and expenses, it had been suggested by a member of the current Orono City Council that somehow, Long Lake was somehow profiting from Orono’s contributions through the contract. He indicated there have been several statements made by them that Orono pays 95% of the budget and asked the question why Orono should be paying for Long Lake’s budget. He explained that there were two things wrong with that statement -- because instead of 95%, it was actually 85% - and the other was the statement that essentially suggested that Long Lake was somehow profiting from Orono’s participation in the three-city Joint Powers Agreement. Within the agreement, each City pays for the service areas that they have as a percentage of the total area. He clarified that Long Lake does not profit from this contract, like Orono has done with contracts with other cities that supplement their revenue. He indicated that the Fire

Department arrangement was a not-for-profit agreement among the cities, so if there is a surplus, that amount is refunded to the three cities, which had happened in 2023. He emphasized that he wanted to make it clear that the suggestion that has been made that Long Lake was somehow lining their own pockets with those funds was simply not true.

A motion was made by Miner, seconded by Dyvik, to adopt Resolution No. 2024-55 establishing the Final Tax Levy Collectible in 2025. Ayes: all.

A motion was made by Miner, seconded by Feldmann, to adopt Resolution No. 2024-56 establishing the Final 2025 Total City Budget. Ayes: all.

A motion was made by Miner, seconded by Feldmann, to adopt Resolution No. 2024-57 establishing the 2025 Capital Improvement Plan (CIP). Ayes: all.

A motion was made by Joyce, seconded by Miner, to Adopt Resolution No. 2024-58 establishing the 2025 Pay Plan. Ayes: all.

A motion was made by Joyce, seconded by Feldmann, to Approve General Fund Transfers, as presented. Ayes: all.

OTHER BUSINESS

Thanks to Public Works - Council member Kvale thanked Public Works staff for being out early last weekend plowing.

Farewells, Holiday Notes and Observances - Council member Feldmann reiterated his appreciation to Council member Joyce for her service to the City and wished everyone a happy holiday season.

Council member Dyvik thanked Council member Joyce for her years of service to the City and wished her well in her next chapter.

Mayor Miner agreed that Council member Joyce would be missed. He expressed appreciation to the Long Lake Area Chamber of Commerce for putting on a holiday event at the Red Rooster last week and wished everyone a Merry Christmas and Happy New Year. He stated that as they finish up 2024, he wanted to once again express how much he appreciated serving with this Council and staff and added that he was looking forward to serving in the coming year with new Council member Newcomer.

Council member Joyce reiterated her thanks to the Council, City staff, incoming Council member Newcomer, and the community, because it had been a wonderful four years serving the City. She shared that she was proud of what this Council had endured and their ability to stand up for what is right for the City.

Weske stated that he was also thankful for Council member Joyce and her contributions over the last four years.

Nowezki thanked Council member Joyce for being a wonderful individual to work with and commented that she felt the entire Council had done a wonderful job for the City. She observed that they have come very far while maintaining their integrity.

Moeller wished everyone a merry Christmas and happy holidays, and expressed her appreciation to all. She noted that 2024 had been a year of roller coasters and challenges, but she felt that they were still able to accomplish a lot.

Mayor Miner reminded everyone that the City offices would be closed on December 24 and 25, 2024, as well as January 1, 2025. He noted that the next City Council meeting would be on January 7, 2025.

ADJOURN

Hearing no objection, Mayor Miner adjourned the meeting by general consent at 8:05 pm, and asked Council member Joyce to bang the gavel and close the meeting.

Respectfully submitted,

Scott Weske
City Administrator



CITY OF
LONG LAKE

City Council Agenda Report

City of Long Lake

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

MEETING DATE / January 7, 2025

SUBJECT: Approve Vendor Claims and Payroll

Prepared By: Amanda Nowezki, Finance Director

Report Date: 12/31/2024

Recommended City Council Action

Staff recommends the following:

Motion to approve vendor claims paid in the amount of \$58,880.76 and electronic vendor payments in the amount of \$7,355.74 for a total amount of **\$66,236.50**; gross City Employee payroll paid December 26 in the amount of **\$27,340.33**.

Overview / Background

No noteworthy commentary to report regarding vendor claims to be approved.

Supporting Information

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



LONG LAKE, MN

12/31/24 4:30 PM

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Section 5C.

*Check Summary Register©

Checks 70882-70905

Name		Check Date	Check Amt	
10100 GENERAL FUND CASH				
70882	HAWKINS INC	12/19/2024	\$30.00	Water Chemicals - Chlorine Cylinder
70883	Kirvida Fire, Inc.	12/19/2024	\$616.13	FD1 Engine #11 (New) -Toyne Pumper; Install
70884	LVC Companies	12/19/2024	\$205.00	Annual Fire Extg Service
70885	MN VALLEY TESTING LAB	12/19/2024	\$48.50	Monthly Chlorine Report
70886	PRISTINE LIGHTING	12/19/2024	\$1,100.00	Decorating Downtown City Poles-2024
70887	RITeway BUSINESS FORMS	12/19/2024	\$80.00	Year End Tax Forms (1099's)
70888	TIMESAVER OFF SITE	12/19/2024	\$580.00	11/19 Planning Commission Mtg Minutes
70889	WSB & ASSOCIATES, INC	12/19/2024	\$15,028.46	LSL (Lead Service Line); LSL Mailings, helpline
70890	Xcel Energy	12/19/2024	\$5,691.30	Electricity 10/21/24-11/19/24-PW
70891	472LIFT.LLC	12/31/2024	\$580.00	Uninstall Dock on Browns Bay
70892	ASPEN MILLS	12/31/2024	\$3,068.35	FD Uniforms-High Viz Jackets
70893	CARSON, CLELLAND & SCHRED	12/31/2024	\$3,834.75	Dec Legal Fees-Review cannabis ordinance, C
70894	CENTERPOINT ENERGY	12/31/2024	\$23.42	Gas Charges - 25 Apple Glen Rd (11/21/24-12/
70895	CLAREY'S SAFETY EQUIPMENT	12/31/2024	\$377.63	FD LEL Sensor PS200 Installed
70896	CORPORATE MECHANICAL INC	12/31/2024	\$446.00	City Hall RPZ Annual Test
70897	ENCOMPASS	12/31/2024	\$3,542.82	FD Engineering Services - Contract Dispute
70898	FIRE SAFETY USA, INC.	12/31/2024	\$213.06	FD Equip (2007 E11)-Toolok Mounting Bracke
70899	HAWKINS INC	12/31/2024	\$3,561.34	Water Chemicals - 210 Gal
70900	LARKIN HOFFMAN	12/31/2024	\$15,561.00	FD CONTRACT DISPUTE W/ORONO - Nov 2
70901	MITCHELL NEUBAUER	12/31/2024	\$447.75	Firefighter I & II - M. Neubauer
70902	SUMMIT FIRE PROTECTION, CO	12/31/2024	\$2,666.00	PW Fire Extinguisher Inspection/Service
70903	TRIMBLE	12/31/2024	\$206.50	FD Dashcam Basic Bundle (Pmt 16 of 36)
70904	Westside Wholesale Tire	12/31/2024	\$489.92	PW Freightliner Rear Tire Replacement
70905	Xcel Energy	12/31/2024	\$482.83	Steet Lights - 1070 W Wayzata Blvd
Total Checks			\$58,880.76	



LONG LAKE, MN

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Checks 70882-70905

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
10100 GENERAL FUND CASH					
70882	12/19/24	HAWKINS INC			
E 601-49400-2160		Chemicals and Chem Pro	\$30.00	6938010	Water Chemicals - Chlorine Cylinder
		Total	\$30.00		
70883	12/19/24	Kirvida Fire, Inc.			
E 205-42281-2210		Equipment Parts	\$616.13	12944	FD1 Engine #11 (New) -Toyne Pumper; Install bumper guides
		Total	\$616.13		
70884	12/19/24	LVC Companies			
E 101-41942-4010		Bldg Maint & Repairs	\$205.00	157753	Annual Fire Extg Service
		Total	\$205.00		
70885	12/19/24	MN VALLEY TESTING LAB			
E 601-49400-3825		Water Testing Expense	\$48.50	1284911	Monthly Chlorine Report
		Total	\$48.50		
70886	12/19/24	PRISTINE LIGHTING			
E 101-43100-2250		Landscaping Materials	\$1,100.00	606	Decorating Downtown City Poles-2024
		Total	\$1,100.00		
70887	12/19/24	RITEWAY BUSINESS FORMS			
E 101-41500-2030		Printed Forms	\$80.00	24-85230	Year End Tax Forms (1099's)
		Total	\$80.00		
70888	12/19/24	TIMESAVER OFF SITE			
E 101-41910-3000		Professional Srvs	\$167.00	M29723	11/19 Planning Commission Mtg Minutes
E 101-41500-3000		Professional Srvs	\$167.00	M29723	11/26 City Council
E 101-41500-3000		Professional Srvs	\$246.00	M29723	12/3 City Council+ Worksession Mtg Minutes
		Total	\$580.00		
70889	12/19/24	WSB & ASSOCIATES, INC			
E 601-49400-3030		Engineering Fees	\$2,809.21	R-023717-00	LSL (Lead Service Line); LSL Mailings, helpline, Meetings, Postage, etc
E 101-41910-3030		Engineering Fees	\$592.75	R-023717-00	General Engineering; 2023 pavement proj, erosion control, Red Rooster
G 700-29287		1040 Old LongLake(Lot4-	\$1,210.00	R-023717-00	1040 Old Long Lake Rd; Building Permit/Plan Review, Memo, and Communications
E 101-41910-3032		General Planning	\$2,275.00	R-023772-00	General Planning; Cannabis, buffer map, 1040 Old LL Rd, Red Rooster, Etc
G 700-29332		55 Harrington (Benson)20	\$485.00	R-023772-00	Benson 55 Harrington; Review plans and easement, Application review, staff report & resolution
E 420-43121-3030		Engineering Fees	\$7,656.50	R-026981-00	2025 PMP; Design setup/mgmt, survey review, site visit, office survey, field survey, etc
		Total	\$15,028.46		
70890	12/19/24	Xcel Energy			
E 101-41940-3810		Electricity Expense	\$190.12	905350937	Electricity 10/21/24-11/19/24-CH
E 205-42282-3810		Electricity Expense	\$780.28	905350937	Electricity 10/21/24-11/19/24-FD1
E 205-42286-3810		Electricity Expense	\$294.29	905350937	Electricity 10/21/24-11/19/24-FD2
E 101-41942-3810		Electricity Expense	\$791.80	905350937	Electricity 10/21/24-11/19/24-PW



LONG LAKE, MN

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Checks 70882-70905

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 101-43100-3815		Street Lighting Maint/Elect	\$289.76	905350937	Electricity 10/21/24-11/19/24-Street Lights
E 101-45200-3810		Electricity Expense	\$306.70	905350937	Electricity 10/21/24-11/19/24-Parks
E 601-49400-3810		Electricity Expense	\$2,646.37	905350937	Electricity 10/21/24-11/19/24-WTR
E 602-49450-3810		Electricity Expense	\$391.98	905350937	Electricity 10/21/24-11/19/24-SWR
		Total	\$5,691.30		
70891	12/31/24	472LIFT.LLC			
E 205-42285-4040		Equip Maint & Repair	\$580.00	16615	Uninstall Dock on Browns Bay
		Total	\$580.00		
70892	12/31/24	ASPEN MILLS			
E 205-42281-2410		Fire Department Uniforms	\$1,452.50	345341	FD Uniforms-High Viz Jackets
E 205-42285-2410		Fire Department Uniforms	\$1,452.50	345341	FD Uniforms-High Viz Jackets
E 205-42285-2410		Fire Department Uniforms	\$163.35	345384	FD Uniforms-velcro name tags
		Total	\$3,068.35		
70893	12/31/24	CARSON, CLELLAND & SCHREDER			
E 101-41610-3120		Legal Fees - Civil	\$1,348.50	6786	Dec Legal Fees-Review cannabis ordinance, Corr with staff, etc
E 101-41610-3040		Legal Fees - Criminal	\$1,000.00	6786	Dec Legal Fees-Criminal
E 101-42110-3120		Legal Fees - Civil	\$1,413.75	6786	Dec Legal Fees-Review Orono council mtg, revise draft agmt, service level. Etc
G 700-29287		1040 Old LongLake(Lot4-	\$36.25	6786	Dec Legal Fees- Conf w/staff regarding engineering review and escrow
E 101-41610-3120		Legal Fees - Civil	\$36.25	6786	Dec Legal Fees-Red Rooster
		Total	\$3,834.75		
70894	12/31/24	CENTERPOINT ENERGY			
E 602-49450-3830		Natural Gas Expense	\$23.42	106679608-1	Gas Charges - 25 Apple Glen Rd (11/21/24-12/19/24)
		Total	\$23.42		
70895	12/31/24	CLAREY'S SAFETY EQUIPMENT			
E 205-42285-2400		Small Tools and Minor Eq	\$377.63	214880	FD LEL Sensor PS200 Installed
		Total	\$377.63		
70896	12/31/24	CORPORATE MECHANICAL INC			
E 601-49400-4010		Bldg Maint & Repairs	\$223.00	W80236	Well House #1 RPZ Annual Test
E 101-41940-4010		Bldg Maint & Repairs	\$223.00	W80237	City Hall RPZ Annual Test
		Total	\$446.00		
70897	12/31/24	ENCOMPASS			
E 101-42110-3120		Legal Fees - Civil	\$3,542.82	53085	FD Engineering Services - Contract Dispute
		Total	\$3,542.82		
70898	12/31/24	FIRE SAFETY USA, INC.			
E 205-42281-2210		Equipment Parts	\$213.06	195889	FD Equip (2007 E11)-Toolok Mounting Bracket/Strap
		Total	\$213.06		
70899	12/31/24	HAWKINS INC			
E 601-49400-2160		Chemicals and Chem Pro	\$3,561.34	6945813	Water Chemicals - 210 Gal



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Checks 70882-70905

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
Total			\$3,561.34		
70900	12/31/24	LARKIN HOFFMAN			
E 101-42110-3120		Legal Fees - Civil	\$15,561.00		FD CONTRACT DISPUTE W/ORONO - Nov 2024
Total			\$15,561.00		
70901	12/31/24	MITCHELL NEUBAUER			
E 205-42285-3350		Education / Conferences	\$447.75	121724	Firefighter I & II - M. Neubauer
Total			\$447.75		
70902	12/31/24	SUMMIT FIRE PROTECTION, CO			
E 205-42282-4010		Bldg Maint & Repairs	\$446.00	122324	FD1 Fire Extinguisher Inspection/Service
E 205-42286-4010		Bldg Maint & Repairs	\$446.00	122324	FD2 Fire Extinguisher Inspection/Service
E 101-41942-4010		Bldg Maint & Repairs	\$982.00	2905714	PW Fire Extinguisher Inspection/Service
E 101-41940-4010		Bldg Maint & Repairs	\$446.00	2905720	CH Fire Extinguisher Inspection/Service
E 205-42282-4010		Bldg Maint & Repairs	\$346.00	2907252	FD1 Service Call; Panel Reading Tamper Valve
Total			\$2,666.00		
70903	12/31/24	TRIMBLE			
E 205-42281-3225		Truck Communication Ser	\$118.00	30089252421	FD Dashcam Basic Bundle (Pmt 16 of 36)
E 205-42285-3225		Truck Communication Ser	\$88.50	30089252421	FD Dashcam Basic Bundle (Pmt 16 of 36)
Total			\$206.50		
70904	12/31/24	Westside Wholesale Tire			
E 101-43000-4040		Equip Maint & Repair	\$464.98	957073	PW Freightliner Rear Tire Replacement
E 101-43000-4040		Equip Maint & Repair	(\$25.23)	957106	PW Freightliner Rear Tire Replacement Credit
E 101-43000-4040		Equip Maint & Repair	\$50.17	957126	PW Remount Skid Loader Tire
Total			\$489.92		
70905	12/31/24	Xcel Energy			
E 101-43100-3815		Street Lighting Maint/Elect	\$74.11	908001155	Steet Lights - 1070 W Wayzata Blvd
E 101-43100-3815		Street Lighting Maint/Elect	\$138.03	908206894	Steet Lights - 431 Brown Rd N
E 101-43100-3815		Street Lighting Maint/Elect	\$42.73	908316856	Steet Lights - 2129 W Wayzata Blvd
E 101-43100-3815		Street Lighting Maint/Elect	\$227.96	908316856	Steet Lights - 1758 W Wayzata Blvd
Total			\$482.83		
10100			\$58,880.76		

Fund Summary

10100 GENERAL FUND CASH

101 GENERAL FUND	\$31,937.20
205 FIRE DEPARTMENT	\$7,821.99
420 PAVEMENT MGMT IMPROVEMENT FUND	\$7,656.50
601 WATER FUND	\$9,318.42
602 SANITARY SEWER FUND	\$415.40
700 BUILDING PERMIT ESCROWS	\$1,731.25
	\$58,880.76



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*Check Summary Register©

Checks 3119,3124-3127

Name		Check Date	Check Amt	
10100 GENERAL FUND CASH				
3119e	HEALTHPTNR-GROUP HLTH	12/18/2024	\$63.00	FD EAP-Dec 2024
3124e	MN DEPT OF REVENUE	12/26/2024	\$621.00	Dec 2024 Sales Tax
3125e	USBANK CREDIT CARD	12/26/2024	\$4,844.70	CC Purchase-Dec 2024
3126e	NAPA Auto Parts	12/31/2024	\$148.04	Dec 2024 Purchases
3127e	SPEEDWAY LLC	12/25/2024	\$1,679.00	Fuel - Dec 2024
		Total Checks	\$7,355.74	



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Checks 3119,3124-3127

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
10100 GENERAL FUND CASH					
3119 e	12/18/24	HEALTHPTNR-GROUP HLTH			
E 205-42280-1310		Employer Paid Health	\$63.00	7082019	FD EAP-Dec 2024
		Total	\$63.00		
3124 e	12/26/24	MN DEPT OF REVENUE			
G 601-20801		Sales Tax Payable	\$621.00	123124	Dec 2024 Sales Tax
		Total	\$621.00		
3125 e	12/26/24	USBANK CREDIT CARD			
E 101-43050-4170		Uniforms	\$38.98	122624	PW-Ace; Noah winter gloves
E 101-43000-2150		Shop Supplies	\$20.37	122624	PW-Napa; Glass Cleaner
E 101-43000-2150		Shop Supplies	\$57.40	122624	PW-Napa Oil
E 101-43050-4170		Uniforms	\$241.91	122624	PW-Northern Tool; Mike Decker Winter Gear (Overall, Jacket, Mask)
E 101-43000-2400		Small Tools and Minor Eq	\$36.99	122624	PW-Ace; Trailer Lock
E 101-43050-4170		Uniforms	\$198.98	122624	PW-Northern Tool; Noah Mackey Jacket
E 101-45200-2150		Shop Supplies	\$10.17	122624	PW-Ace; Park push pins
E 101-45200-4010		Bldg Maint & Repairs	\$29.99	122624	PW-Ace; Warming house plexi glass
E 101-45200-2150		Shop Supplies	\$110.57	122624	PW-TrueValue; Yaktrax shoe spikes
E 101-45200-2150		Shop Supplies	\$41.48	122624	PW-Ace; Ice Cleats
E 101-43000-2120		Motor Fuels	\$5.81	122624	PW-Speedway-Plow Gas (2 Gal)
E 101-45200-2400		Small Tools and Minor Eq	\$23.99	122624	PW-Ace; Gas Can
E 205-42281-4030		Light Truck Maint & Repair	\$57.77	122624	FD-Youngstedts; Car Wash
E 205-42280-4300		Miscellaneous	\$63.14	122624	FD-ACE; Misc Closeout, Tape, Dispenser
E 205-42281-2210		Equipment Parts	\$2,282.82	122624	FD-Homedepot;(New E11) Battery, Shovel, Power Light, Chainsaw, Saw Blade, Blower, Shovel, Etc
E 205-42281-2210		Equipment Parts	\$75.84	122624	FD-Lowest;(New E11) Wrench, Screwdriver, Hammer, Hex
E 205-42281-2210		Equipment Parts	\$358.91	122624	FD-Lowest;(New E11) Pliers, Tape Measure, Tool Box, Wrench, Cutters, etc
E 205-42281-2210		Equipment Parts	\$107.99	122624	FD-Lowest;(New E11) Battery Charger
E 205-42280-4330		Dues and Subscriptions	\$14.99	122624	FD-Amazon; Prime Subscriptions
E 205-42280-3090		Software Support	\$7.58	122624	FD-Microsoft 365
E 101-41110-3350		Education / Conferences	\$350.00	122624	CC-LMC; Elected Leaders Training
E 101-41500-3090		Software Support	\$72.00	122624	CH-Google; Company Emails
E 101-41940-4010		Bldg Maint & Repairs	\$54.23	122624	CH-Ace; LEDs
E 205-42280-4450		Food & Beverage (Mtgs/Tr	\$14.18	122624	FD-Ace; Coffee for Charlie Mtg
E 205-42280-4450		Food & Beverage (Mtgs/Tr	\$70.60	122624	FD-RedRooster; Lunch Mtg
E 101-41500-3090		Software Support	\$325.36	122624	CH-Zoom; Subscription
E 101-41500-4450		Food & Beverage (Mtgs/Tr	\$7.49	122624	CC-Speedway; Water for Council Mtg
E 101-41500-4450		Food & Beverage (Mtgs/Tr	\$72.27	122624	CC-Carbone's; Pizza for Council Mtg
E 101-41942-3210		Telephone	\$61.83	122624	CH-Nextivia VOIP Phone Service
E 101-41942-3210		Telephone	\$20.61	122624	PW-Nextivia VOIP Phone Service
E 101-41500-3220		Postage	\$10.45	122624	CH-USPS; Postage for Liquor Lic
		Total	\$4,844.70		
3126 e	12/31/24	NAPA Auto Parts			
E 205-42281-4040		Equip Maint & Repair	\$108.53	213493	FD-C2 Oil Change
E 205-42281-4040		Equip Maint & Repair	\$39.51	613272	FD-C2 Oil Change



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***Check Detail Register©**
Checks 3119,3124-3127

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
Total			\$148.04		
3127 e	12/25/24	SPEEDWAY LLC			
E 101-43000-2120		Motor Fuels	\$1,223.15		PW Fuel - Dec 2024
E 205-42281-2120		Motor Fuels	\$455.85		FD Fuel - Dec 2024
Total			\$1,679.00		
10100			\$7,355.74		

Fund Summary

10100 GENERAL FUND CASH

101 GENERAL FUND	\$3,014.03
205 FIRE DEPARTMENT	\$3,720.71
601 WATER FUND	\$621.00
	\$7,355.74



LONG LAKE, MN

Payroll Summary

Pay Group: 01 Bi-Weekly

Check Date: 12/26/2024 per. 26

Employee	Gross Wage	Federal Gross	State Gross	Federal Tax	State Tax	Local Tax	Social Security	Medi-care	Retire	Tax Sheltered	Voluntary	Tips	Reimb.	Net
000000287 DECKER JR, MICHAEL	2,230.72	2,086.50	2,086.50	173.84	112.51		138.27	32.34	143.70	0.52				1,629.54
000000243 DIERCKS, SEAN	3,967.63	3,711.03	3,711.03	575.39	222.97		245.99	57.53	256.60					2,609.15
000000295 FAHRMAN, MATTHEW	2,419.09	1,932.49	1,932.49	138.82	74.58		129.48	30.28	155.94	330.66				1,559.33
000000286 HEILAND, MICHAEL	4,925.05	4,413.76	4,413.76	452.57	237.68			71.41	511.29					3,652.10
000000292 MACKEY, NOAH	2,453.39	2,295.22	2,295.22	198.89	126.70		152.11	35.57	158.17					1,781.95
000000091 MOELLER, JEANETTE	3,196.55	2,976.99	2,976.99	242.47	127.43		197.46	46.18	207.78	11.78				2,363.45
000000252 NOWEZKI, AMANDA	3,241.65	2,999.81	2,999.81	242.13	209.70		200.98	47.00	241.84					2,300.00
000000214 WESKE, SCOTT	4,906.25	4,599.97	4,599.97	787.23	287.88		303.81	71.05	300.21	6.07				3,150.00

941 Deposit

Federal Tax	\$2,811.34
Medicare	\$782.72
Social Security	\$2,736.20
Advanced EIC	None
Total Deposit	\$6,330.26

Pay Summary

Gross	27,340.33
Federal Gross	25,015.77
State Gross	25,015.77
FICA Gross	22,066.25

Tax Summary

Federal Tax	2,811.34	
State Tax	1,399.45	
Local Tax		
FICA Ded/Ben	1,368.10	1,368.10
Medicare Ded/Ben	391.36	391.36

Others

Retirement	1,975.53
Tax-Sheltered	349.03
Voluntary	
Tips	0.00
Reimbursement	0.00
Net	19,045.52



CITY OF
LONG LAKE

City Council Agenda Report

City of Long Lake

450 Virginia Avenue, PO Box 606

Long Lake, MN 55356

MEETING DATE / January 7, 2025

SUBJECT: Six-Month Performance Evaluation for Public Works Maintenance Worker I
Matt Fahrman and Resolution Approving a Wage Step Increase

Prepared By: Sean Diercks, Public Works Director

Report Date: 12/31/2024

Recommended City Council Action

Staff recommends the following:

Motion to adopt Resolution No. 2025-01 approving a wage step increase for Public Works Maintenance Worker I Matt Fahrman from Step 1 to Step 2 of the Salary Pay Plan due to having a 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.

Mr. Fahrman was appointed to the position of Public Works Maintenance Worker I on July 16, 2024 and subsequently began his employment on July 17, 2024. Staff finds Mr. Fahrman's performance to be acceptable at this time and would recommend the City Council ratify the Public Works Director and City Administrator's finding that he has earned a satisfactory evaluation. Staff also recommends Mr. Fahrman receive a one-step wage increase from Step 1 to Step 2.

Supporting Information

- Resolution No. 2025-01
- Personnel Action Form



**City Council
Resolution No. 2025-01**

**A RESOLUTION APPROVING A WAGE STEP INCREASE FOR
PUBLIC WORKS MAINTENANCE WORKER I MATT FAHRMAN**

WHEREAS, Public Works Maintenance Worker I Matt Fahrman received a satisfactory job performance review in conjunction with his six-month performance review and is eligible for a scheduled wage step increase; and

WHEREAS, Mr. Fahrman was appointed by City Council to the position of Public Works Maintenance Worker I on July 16, 2024 at the Step 1 wage rate for his position, and began his employment with the City on July 17, 2024.

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 Matt Fahrman is hereby increased from Step 1 to Step 2 of the Salary Pay Plan effective January 17, 2025.

Adopted by the City Council of the City of Long Lake this 7th day of January 2025.

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
Phone: (952) 473-6961

Employee Information / Personnel Action

Employee's Name: Matt Fahrman Department: Public Works

1. Type of Action: Appointment - ☒ Probationary ☐ Seasonal / Temporary
 Personnel Action - ☒ Performance Evaluation ☐ Disciplinary

Status: ☒ Regular Full Time ☐ Regular Part Time ☐ Seasonal Employee

Benefits: ☒ Full - Health, Life, Dental Insurance, etc.
☐ Partial - Prorated Sick / Vacation Leave
☐ None

Exempt From PERA? ☒ No ☐ Yes (if yes, see reverse side)

Other Actions (Not Appointments) -

 COLA Increase Merit Pay Resignation Reclassification
☒ Step Increase Promotion Retirement Other
 Transfer Dismissal Suspension

	PRESENT STATUS	PROPOSED STATUS
2. Position Classification (Title)	<u>P.W. Maintenance Worker I</u>	<u>P.W. Maintenance Worker I</u>
3. Salary Step	<u>Step 1</u>	<u>Step 2</u>
4. Wage (or Bonus)	<u>\$27.34/hr</u>	<u>\$28.81/hr</u>
5. Reason for Action	<u>Successful 6-month probationary review. Continues to learn and develop on M.W. I skills.</u> <u>Takes pride in his work. Good to start, and work through most projects with minimal supervision.</u> <u>Good to ask questions when unsure. Very good to communication with supervision. Water and sewer training during next review period</u>	
6. Effective Date	<u>January 17, 2025</u>	

7. SIGNATURES

Matt Fahrman
STAFF SIGNATURE

12/31/2024
Date

Sam Z. Huether
DEPARTMENT HEAD SIGNATURE

12-31-2024
Date

[Signature]
CITY ADMINISTRATOR SIGNATURE

12-31-24
Date



CITY OF
LONG LAKE

City Council Agenda Report

City of Long Lake

450 Virginia Avenue, PO Box 606

Long Lake, MN 55356

MEETING DATE / January 7, 2025

SUBJECT: Hiring of Holbrook Park Rink Attendants for 2025 Skating Season

Prepared By: Scott Weske, City Administrator

Report Date: 12/30/2024

Recommended City Council Action

Staff recommends the following:

Motion to authorize the City Administrator to hire part-time, seasonal employees to staff the rink and warming house at Holbrook Park for the 2025 winter skating season.

Overview / Background

Rink attendants are hired annually to staff the rink and warming house at Holbrook Park for the winter months, beginning mid-to-late December through February, or as weather otherwise permits.

Responsibilities of the rink attendant position include:

- Working scheduled days and times; Monday through Friday from 3:30 pm to 8:00 pm, and Saturdays and Sundays from 12:00 noon to 6:00 pm.
- Opening and closing warming house, adhering to scheduled hours of operation.
- Maintaining the cleanliness of warming house, ice, and around the rink areas.
- Maintaining a safe and disciplined skating environment.
- Completing reports, timecards, forms and work schedules in a timely manner.
- Reporting any incidents to City staff, and providing aid to skaters if needed.
- Reporting closure of the warming house in the event of severe weather.
- Additional duties as directed by City staff.

Staff proposes that rink attendants be paid at a rate of \$12.00 to \$20.00 per hour, dependent upon qualifications.

Staff will begin advertising through a variety of communications methods for the position of rink attendant promptly, pending City Council approval to hire, with intent to assure adequate staffing will be in place to open the Holbrook Park warming house before the season is over.



CITY OF
LONG LAKE

City Council Agenda Report

City of Long Lake

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

MEETING DATE / January 7, 2025

SUBJECT: 2025 City Appointments

Prepared By: Jeanette Moeller, City Clerk

Report Date: 12/31/2024

Recommended City Council Action

Staff recommends the following:

Motion to adopt the City of Long Lake 2025 Appointments Worksheet, including the following appointments:

- Council member Dyvik to the position of Mayor Pro-Tempore;
- Council members _____ and _____ to the Fire Advisory Committee, with Council member _____ as alternate;
- Council members _____ and _____ to the Fire Contract Negotiations Committee;
- Council members _____ and _____ to the Fire District Discussions Committee; and
- Council member _____ and City Administrator Weske to the Long Lake Fire Relief Board of Trustees;
- Council members _____ and _____ to the Utility Agreements Subcommittee;
- Council members _____ and _____, and staff member(s) _____ and _____ to the Human Resources Subcommittee;
- Council member _____ as the Park Board Liaison;
- Council member _____ as the Planning Commission Liaison;
- Council member _____ as the Chamber of Commerce Liaison;
- Council member _____ as the Long Lake Waters Association Liaison;
- Council member _____ as the Long Lake Garden Club Liaison;
- Council member _____ to the Lake Minnetonka Communications Commission;
- Council members _____ and _____ to the Highway 12 Safety Coalition;
- Council member _____ as the Wayzata Crime Prevention Coalition Liaison; and

- Mayor Miner to the Northwest Hennepin League of Municipalities, with Council member _____ as alternate.

Overview / Background

The City Council annually makes appointments for City committees and positions at their first meeting in January for the year ahead. A review of open positions or areas for discussion follows.

- **Mayor Pro-Tempore**

A member of the City Council must be appointed to the position of Mayor Pro-Tempore at the first meeting of the year. The role of this individual is to serve in the capacity of Mayor should the Mayor be unavailable to do so. Historically, the Mayor has recommended his/her appointee, to be voted on by the Council. Mayor Miner has selected Council member Dyvik to continue serving as Mayor Pro-Tempore in 2025.

- **Fire Advisory Committee**

The Fire Advisory Committee is comprised of staff and elected officials from Long Lake, Orono and Medina. At this time, the Long Lake Fire Department (LLFD) provides fire service to areas of the cities of Orono and Medina by contractual agreement. The LLFD also provides fire service to Minnetonka Beach by a separate contractual agreement. The Fire Advisory Committee meets periodically throughout the year to address contract related items, including establishing the Long Lake Fire Department's annual budget. Two Council members are appointed to this committee annually, and an alternate may be appointed to serve as needed in the absence of an appointee. Mayor Miner and Council member Dyvik served in 2023 and 2024, with Council member Feldmann appointed to serve as an alternate.

- **Fire Contract Negotiations Committee and Fire District Discussions Committee**

New in 2025, recognizing that the City Council will have a lot of meetings and work ahead related to the future of Fire Department operations and contracts, Mayor Miner has suggested establishing two committees which would each focus in specific areas – a Fire Contract Negotiations Committee, and a Fire District Discussions Committee. Staff is very supportive of this concept, as it offers the opportunity for the Council to work as a team given the time commitments the subject matter in both these areas warrants. Staff recommends the City Council appoint two members to both the Fire Contract Negotiations Committee and Fire District Discussions Committee.

- **Long Lake Fire Relief Board of Trustees**

Per Minn. Stat. 424A.04 and the Long Lake Fire Relief Association's bylaws, the Board of Trustees must consist of nine members - six members elected by the membership, and three drawn from officials of the municipality served by the Fire Department. The three municipal trustees must be one elected official and one elected or appointed municipal official (the City Administrator), both of whom must be annually designated by the municipal governing board; and the Fire Chief. Staff recommends the appointment of a City Council member along with City Administrator Weske to the Long Lake Fire Relief Association Board of Trustees. Fire Chief Heiland remains a de-facto member with no appointing action needed. Council member Feldmann held the elected official position in 2024.

- **Utility Agreements Subcommittee**

The two Council members appointed to the Utility Agreements Subcommittee (meeting on an as needed basis) would be working with staff through the process of reviewing past utility agreements and in the continued negotiation and development of a new joint master sewer and water agreement between the cities of Long Lake and Orono for those Orono properties connected to Long Lake water and/or sewer. Council members Kvale and Feldmann held these subcommittee positions in 2024. While this group did not meet in 2024, there may be some momentum to begin revisiting these agreements beginning in 2025.

- **Human Resources Subcommittee**

New in 2025, Mayor Miner and Council member Dyvik have suggested the establishment of a Human Resources Subcommittee. This group's focus would be to review wage survey data for the City's employee positions and make recommendations to the City Council on salary range adjustments/updates where warranted; to ensure there is a system in place for staff performance evaluations and employee recognition; and to potentially work cooperatively with staff on human resources related updates and projects in the future. Staff recommends that two City Council members and two full-time City staff members be appointed to this new subcommittee. For a brief review of staffing structure, please see the attached abbreviated organizational chart.

- **Park Board Liaison**

The City Council member appointed to this position will attend Park Board meetings and report on the Board's activities to the City Council. Council member Joyce held this position in 2024.

- **Planning Commission Liaison**

The City Council member appointed to this position attends Planning Commission meetings and reports on the Planning Commission's activities to the City Council. Council member Feldmann held this position in 2024.

- **Chamber of Commerce Liaison**

The City Council member appointed to this position attends Long Lake Area Chamber of Commerce meetings and reports on the Chamber's news and activities to the City Council. Council member Kvale held this position in 2024.

- **Long Lake Waters Association Liaison**

The City Council member appointed to this position attends Long Lake Waters Association meetings/presentations, and reports on the organization's activities to the City Council. Council member Joyce served as Long Lake Waters Association Liaison in 2024.

- **Long Lake Garden Club Liaison**

Assuming the Long Lake Garden Club (LLGC) volunteer organization continues, staff recommends the City Council consider appointing a member to serve as the Council's liaison to the Club. Staff would work with the appointed Council member to advise them of the budget constraints for any LLGC projects and ongoing maintenance of areas. This position would also help serve as a liaison between the LLGC and City staff. Council member Kvale held this position in 2024.

- **Lake Minnetonka Communications Commission**
2 MEMBERS - 1 CITY COUNCIL AND 1 RESIDENT

The Commission typically meets on the second Thursday of scheduled months (approximately four times per year), with meetings beginning at 5:30 pm. The City's resident representative position to the LMCC remains open at this time - this position has historically been very challenging to fill. Additionally, one individual from the City Council should be appointed to fill the City Council member seat. This position was held by Council member Kvale in 2024.

- **Highway 12 Safety Coalition**

The Highway 12 Safety Coalition is a collaborative effort between staff and elected representatives of cities located along the Highway 12 corridor; county governments; and MnDOT to identify issues related to improving the safety of transportation along Highway 12. Two Council members are invited to be appointed to this committee, which has typically met twice a year at a minimum. Coalition bylaws indicate that more meetings may be scheduled on an as needed basis. While attendance at meetings isn't necessarily requested, staff believes there continues to be a benefit in maintaining awareness of the Coalition's ongoing

agenda business and communications. Mayor Miner and Council member Feldmann served in this capacity in 2024.

▪ **Wayzata Crime Prevention Coalition – Council Liaison**

The Wayzata Crime Prevention Coalition (WCPC) is a volunteer organization supporting the Wayzata Police Department in their efforts to educate and alert citizens and businesses about criminal activities within the communities of Wayzata and Long Lake. Resident Tim Hultmann's term as a WCPC Board member expired in December 2024, and he does not intend to continue serving on the WCPC regularly at this time. Current Long Lake community representatives on the Coalition include resident Bryan Miller, and Gopher Ace business owner Mark Schaefer. Their continued participation in the organization has been referenced on the 2025 Appointments Worksheet. Mayor Miner has served as a WCPC Liaison on behalf of the City Council for years 2023 and 2024. The Council member appointed to this position for 2025 would attend WCPC meetings on the second Tuesday of the month at 7:30 am and report on the group's activities to the City Council.

▪ **Northwest Hennepin League of Municipalities**

The Northwest Hennepin League of Municipalities (NWHLM) meets on the second Wednesday of each month at 6:30 pm. The NWHLM is a group of elected officials, primarily Mayors, who represent cities in their coverage area through education and networking to achieve better results within their respective cities. Mayor Miner represents the City of Long Lake on this organization, as well as serving as a member of the NWHLM's Executive Committee. Mayor Miner has indicated he would welcome the appointment of a fellow Council member as an alternate to attend in his absence, suggesting Council member Dyvik as an alternate candidate if his schedule will allow.

▪ **Planning Commission Chair and Chair Pro-Tempore**

Members of the Planning Commission must be appointed by the City Council to serve as the Chair and Chair Pro-Tempore for the year 2025. Staff is recommending that action to appoint these positions be delayed at this time in order to offer the Planning Commission an opportunity to make their recommendations for appointment during their first meeting in either February or March 2025.

▪ **Park Board Chair and Secretary**

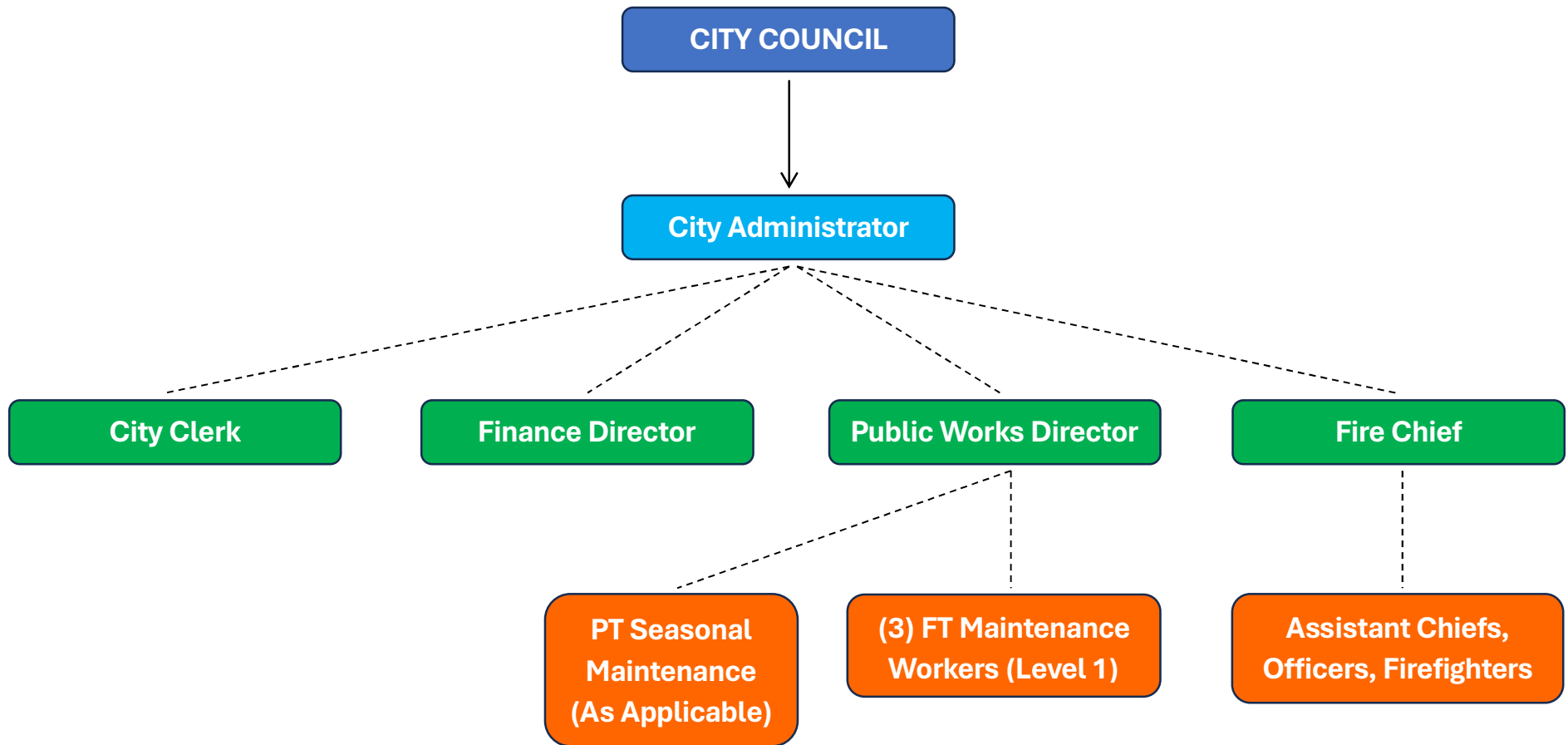
Members of the Park Board must be appointed by the City Council to serve as the Chair and Secretary for the year 2025. Staff is recommending that action to appoint these positions be delayed at this time in order for the Park Board to have an opportunity to make their recommendations for appointment during their first meeting in Spring of 2025. Additionally, staff is in the process of working to recruit potential appointees to the Board.

▪ **EDA Chair and Vice-Chair**

Different from the Planning Commission and Park Board, members of the EDA must be selected by the EDA to serve as the Chair and Vice-Chair for the year 2025; however, per the EDA bylaws, this appointment does not require ratification by the City Council. The EDA will be voting upon selection of their officer positions when they first meet as needed in 2025.

Supporting Information

- Basic Staff Organizational Chart
- 2025 City Appointments Worksheet



Basic Staff Organizational Chart
December 2024



CITY OF
LONG LAKE

2025 APPOINTMENTS WORKSHEET / Revised January 2025

POSITION	APPOINTMENT(S)
Mayor Pro-Tempore	Council Member: Jahn Dyvik
City Treasurer	City Administrator: Scott Weske
Official Depositories	MidCountry Bank; Oppenheimer & Co., Inc.
Official Newspaper	'The Laker Pioneer'
Fire Advisory Committee 2 FROM CITY COUNCIL	Council Members: _____ and (_____, Alternate as Needed)
Fire Contract Negotiations Committee 2 FROM CITY COUNCIL	Council Members: _____ and _____
Fire District Discussions Committee 2 FROM CITY COUNCIL	Council Members: _____ and _____
Long Lake Fire Relief Board of Trustees 1 FROM CITY COUNCIL, CITY ADMINISTRATOR, FIRE CHIEF (DE-FACTO MEMBER)	Council Member: _____; City Administrator: Scott Weske; and Fire Chief: Mike Heiland
Utility Agreements Subcommittee 2 FROM CITY COUNCIL	Council Members: _____ and _____
Human Resources Subcommittee 2 FROM CITY COUNCIL, UP TO 2 STAFF	Council Members: _____ and _____; Staff Member(s) _____ and _____
Park Board Liaison FROM CITY COUNCIL	Council Member: _____
Planning Commission Liaison FROM CITY COUNCIL	Council Member: _____
Chamber of Commerce FROM CITY COUNCIL	Council Member: _____
Long Lake Waters Association Liaison FROM CITY COUNCIL	Council Member: _____
Long Lake Garden Club Liaison FROM CITY COUNCIL	Council Member: _____

LMCC Cable Commissioners 2 MEMBERS - 1 CITY COUNCIL, 1 RESIDENT	Council Member: _____ Resident Member: _____
Highway 12 Safety Coalition 2 FROM CITY COUNCIL	Council Members: _____ and _____
Wayzata Crime Prevention Coalition FROM CITY COUNCIL	Council Member Liaison: _____ Resident Member: Bryan Miller Business Member: Mark Schaefer, Gopher Ace Hardware
Northwest Hennepin League of Municipalities MAYOR, ALTERNATE FROM CITY COUNCIL	Mayor: Charlie Miner; Council Member (Alternate as Needed): _____
Economic Development Authority Chair	Board Member: To Be Determined
Economic Development Authority Vice-Chair	Board Member: To Be Determined
Economic Development Authority Executive Director	City Administrator: Scott Weske
Planning Commission Chair	Commissioner: To Be Determined
Planning Commission Chair Pro-Tempore	Commissioner: To Be Determined
Park Board Chair	Board Member: To Be Determined
Park Board Secretary	Board Member: To Be Determined
City Attorney	Carson, Clelland & Schreder / John Thames
Prosecuting Attorney	Carson, Clelland & Schreder / David Ross
City Auditor	Abdo
City Engineer	WSB & Associates Inc. / Jeff Oliver
City Planner	WSB & Associates Inc. / Hannah Rybak
City Assessor	Hennepin County Assessor / Joshua Hoogland
Weed Inspector	Mayor: Charlie Miner
Assistant Weed Inspector	Public Works Director: Sean Diercks
Building Official	Metro West Inspection Services, Inc. / Mike Rosenau
City Forester	Public Works Director: Sean Diercks