



**MINUTES  
CITY COUNCIL MEETING  
January 3, 2017**

**PLEDGE OF ALLEGIANCE**

**ADMINISTER OATH OF OFFICE TO NEWLY ELECTED OFFICIALS**

City Clerk Moeller administered the Oath of Office to Mayor-elect Marty Schneider, Council member-elect Michelle Jerde, and Council member-elect Tom Skjaret. Upon affirming their oaths, Mayor Schneider, Council member Jerde, and Council member took their seats on the Council dais.

**CALL TO ORDER**

The meeting was called to order at 6:37 pm.

**Present:** Mayor: Marty Schneider; Council: Tom Skjaret, Jahn Dyvik, and Michelle Jerde

**Staff Present:** City Administrator: Scott Weske; Public Works Director: Jason Goehring; Planning Consultant: Addison Lewis; and City Clerk: Jeanette Moeller

**Absent:** None

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

Mayor Schneider took a moment to thank the citizens of Long Lake for their confidence in electing him as Mayor. He indicated he will work tirelessly on their behalf and be sensitive to input. The Council is here to serve the community, and he hopes residents and business owners will feel free to reach out to them. He recognized his wife, Janet Schaefer, for her support; as well as his campaign manager Earl Swanson, parents Rita and Andy, and the friends and supporters in attendance at the meeting that night.

He acknowledged all City staff for their contributions to Long Lake, and noted that in the upcoming months the community will face some important times. County Road 112 is going to be entirely rebuilt over a three to four year period. Council and staff's job will be to work with the County to make sure things are as seamless as possible, while keeping quality of life high; and to make sure inconveniences the community faces will ultimately have a good outcome in the future.

Mayor Schneider introduced the full Council, welcoming back returning Council member Tom Skjaret, who previously served a four-year term and brings experience to his new term; recognizing Council member Jahn Dyvik who began his first term in office in 2014; and welcoming first time Council member Michelle Jerde, who brings her experience in office on the Planning Commission to her service on the Council. He invited fellow Council members to share their own introductory comments.

Council member Dyvik expressed excitement for the start of the County Road 112 turnback project, adding that while there will be some challenges along the way, he is hopeful the end result will be a beautiful and safer corridor, and an aesthetic that will be a draw for businesses in town. In particular, in his active role with the Long Lake Waters Association, he has a lot of interest in pursuing efforts to improve the water quality of Long Lake and looks forward to continued participation in the Association's efforts.

Council member Skjaret thanked everyone for the privilege of being able to serve the community again. When he learned of the election results, he was really quite overwhelmed to see the support he'd received, and he is very appreciative of the opportunity to return to service on the Council.

Council member Jerde stated that she also is very thankful to have the opportunity to serve on the Council, and is grateful for the good company of her fellow Council members. She further reflected that she looks ahead to the County Road 112 turnback project and what the project will ultimately bring.

Lastly, Mayor Schneider offered the following comments:

- He encouraged the community to take advantage of the City Listserv email subscriber list, via registering on the City's website to receive City meeting agendas and to be kept apprised of other news.
- At the January 11 Long Lake Area Chamber of Commerce general business meeting and luncheon, Mayor Schneider will be speaking about updated plans for the downtown business district initiative as well as providing an overview of the road construction support plan that will be available to the business community as the County Road 112 project begins. The meeting will be held at Long Lake Fire Station 1 beginning at 12:00 noon.
- The community is invited to contact himself or fellow Council members. Email addresses and phone numbers for the Mayor and Council are posted on the City's website. Additionally, Mayor Schneider spoke his cell number aloud and welcomed contact.

### **APPROVE AGENDA**

*A motion was made by Skjaret, seconded by Jerde, to approve the Agenda as presented. Ayes: all.*

### **CONSENT AGENDA**

The Consent Agenda consisted of:

- A. Approve Minutes of December 20, 2016 City Council Meeting
- B. Approve Vendor Claims and Payroll
- C. Adopt Resolution No. 2017-01 Establishing the Final 2017 Total City Budget
- D. Adopt Resolution No. 2017-03 Appointing Carrie Clemens to the Position of Economic Development Authority Member Serving a Term Effective January 2017 Through December 31, 2018
- E. Approve Ordinance No. 2017-01 Adopting the 2017 Fee Schedule for the City of Long Lake

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

### **OPEN CORRESPONDENCE**

**Dan MacDonald, 335 Russell Lane** – Mr. MacDonald had invited the owner of Empty Can Sanitation to the meeting to recognize him for his work. Mr. MacDonald talked about how Empty Can Sanitation owner Todd Allen had worked for his dad as a garbage man for years before opening his own company. He expressed his appreciation to Mr. Allen for all his efforts, and stated that earlier that day as garbage trucks came up and down the street, a cardboard box that had fallen out of someone's garbage had been left in the street and all the other licensed haulers drove by it without a second look. Mr. MacDonald's mother, who resides with him, observed Mr. Allen stop to pick up the MacDonald household garbage, then stopped to pick up the box and further picked up

few other items of loose trash in the area. Mr. MacDonald thanked Mr. Allen for taking the time to clean up his neighborhood.

## **BUSINESS ITEMS**

### **Resolution Declaring a Vacancy on the City Council for Appointment of Member to Fill Unexpired Term**

Moeller stated that during the City's municipal election held in conjunction with the Minnesota State General Election held on November 8, 2016, City Council member Marty Schneider received the highest number of votes and was the prevailing candidate for the office of Mayor to serve a term effective January 3, 2017 through December 31, 2018.

As Mayor Schneider is sworn in to office thereby vacating his City Council member seat, it is necessary for the City Council to adopt a resolution declaring that a vacancy exists on the Council in order for the Council to appoint an eligible individual to complete the remainder of the unexpired Council member term, effective through December 31, 2018.

State law provides that:

- If less than two years remain in an unexpired term (as is the case), the City does not need to hold a special election and an appointed person can serve out the remainder of the unexpired term.
- Statutory City Councils make the appointment to fill a vacancy, except in the case of a tie vote when the Mayor makes the appointment. All current members of the Council, including the Mayor, can vote on the appointment. As long as at least a quorum of the Council is present, a majority vote of those present is sufficient to make the appointment.

The Council may appoint any individual who would be eligible for election to the office to fill the unexpired term. Generally, to be eligible, a person must be a US citizen, a Long Lake resident and qualified City voter, and at least 21 years of age. The Council is not obligated to appoint any candidate previously defeated in an election for the office.

Staff recommends adoption of Resolution No. 2017-04 to formally declare that a vacancy exists on the City Council upon Mayor Schneider taking his new office. Staff is also asking the City Council to consider direction to staff to advertise and accept applications for the vacant unexpired term, with applicants to be interviewed and appointed by the City Council. Moeller noted that if the Council desires, the Council does have the authority to immediately appoint an eligible person immediately after declaring the vacancy.

*A motion was made by Dyvik, seconded by Skjaret, to adopt Resolution No. 2017-04 declaring a vacancy on the City Council for the remainder of a term expiring December 31, 2018. Ayes: all.*

Mayor and Council discussed the vacancy and were all in agreement that staff should be directed to advertise the City is accepting applications for the position. It was determined that a reasonable deadline to apply would be January 20, with staff to provide an update on the status of applications received at the Council's next meeting. Moeller added that depending on the number of applications received for the Planning Commission, Park Board, and City Council openings advertised, the Council may want to consider holding an additional work session or special meeting to interview candidates once the applicant pool is known.

## **2017 City Appointments**

Moeller provided an overview of the list of appointments to be made for the coming year.

Mayor Schneider indicated he had asked Council member Dyvik to consider serving as Mayor Pro-Tempore in the absence of the Mayor, and Council member Dyvik had accepted.

Mayor and Council members discussed the remaining positions to be filled, and agreed upon the following appointments:

- Council member Dyvik to the position of Mayor Pro-Tempore;
- Council members Dyvik and Skjaret to the Fire Advisory Committee, and Mayor Schneider as alternate;
- Council member Jerde as the Park Board Liaison;
- Mayor Schneider as the Chamber of Commerce Liaison;
- Council member Skjaret to the Lake Minnetonka Communications Commission;
- Council member Jerde to the Highway 12 Safety Coalition;
- Mayor Schneider and Council member Dyvik to the CSAH 112 Project Advisory Committee; and
- Mayor Schneider and resident Tim Hultmann to the Wayzata Crime Prevention Coalition organization.

With the above appointments, vacancies would remain in the Planning Commission Liaison position, as well as one Highway 12 Safety Coalition position. The vacancies for appointment could be revisited at the time the new Council member is seated.

Moeller indicated that recognizing a majority of Council members may likely have an interest in attending CSAH 112 Project Advisory Committee meetings, Long Lake Waters Association meetings, and Highway 12 Safety Coalition meetings, she could prepare a notice for posting to indicate that a quorum of the Council may be in attendance at any of those meetings throughout the year.

*A motion was made by Dyvik, seconded by Jerde, to adopt the City of Long Lake 2017 Appointments Worksheet, including the appointments previously stated. Ayes: all.*

## **Resolution Approving Salary Step Increase for City Administrator**

Weske reported that he was appointed to the position of City Administrator effective January 6, 2014. Per the terms of his employment agreement, his performance should be reviewed annually during the month of December or as close to that as possible. His agreement further sets forth that an adjustment in annual salary for the City Administrator shall be considered at the time performance reviews are given by the Council provided a satisfactory performance evaluation is received. With that, he welcomed Council member feedback, comments and discussion.

Mayor Schneider stated that he was in favor of the increase, and commented that Weske had worked very hard to be responsive to the Council's concerns regarding the 2017 levy and to restructure the budget to accommodate a 0% levy increase. He also thanked him for working hard

to help citizens and for his participation in a variety of organizational meetings at sometimes awkward hours, and observed that he has helped the City in a positive way.

Council members Dyvik, Jerde and Skjaret also thanked Weske for his work efforts.

*A motion was made by Skjaret, seconded by Jerde, to adopt Resolution No. 2017-02 approving the changing of Weske's Step 6 to Step 7 of the 2017 Salary Plan due to having a satisfactory performance review per employment agreement. Ayes: all.*

### **Approval of Updated Hennepin County Residential Recycling Grant Agreement**

Moeller indicated that Hennepin County requires that each city in the County implement and maintain a recycling program. Hennepin County has also adopted a funding policy, through residential recycling grant agreements between the County and cities, to assist communities with costs associated with their recycling programs. Hennepin County traditionally distributes SCORE funding it receives from the State to municipalities for the purpose of supporting curbside residential recycling programs in the form of annual grant disbursements through these grant agreements. The current 2012-2015 Residential Recycling Grant Agreement was amended by Hennepin County to extend the term of that agreement through December 31, 2016.

In order to continue to receive grant funds again in 2017, the City must approve the new Residential Recycling Grant Agreement between Hennepin County and the City of Long Lake, effective for years 2017 through 2020. Please note that changes in Hennepin County's Residential Recycling Funding Policy have been made to allocate more money to cities for organics recycling programs. The new updated agreement reflects this funding policy by reducing the percent of SCORE funds allocated to reimbursement of curbside recycling programs, and increasing the percent of SCORE funds allocated to curbside organics recycling programs over the four-year term of the agreement. Long Lake is currently under contract with Waste Management to provide curbside recycling services through December 2019. In anticipation of the growth of organics recycling programs, staff has been in contact with Waste Management to learn more about organics recycling programs they offer, and will present more information regarding organics recycling to the City Council later in 2017. At this time, Waste Management is also researching means for providing clean, effective and convenient organics recycling programs to the communities they service.

Staff is requesting approval of the attached resolution authorizing the City Administrator to execute the 2017-2020 Residential Recycling Grant Agreement (Agreement No. A166405) with Hennepin County.

*A motion was made by Jerde, seconded by Dyvik, to adopt Resolution No. 2017-05 authorizing the City Administrator to execute the Residential Recycling Grant Agreement, Agreement No. A166405 with Hennepin County. Ayes: all.*

### **OTHER BUSINESS**

**Public Works Updates** – Public Works Director Goehring offered the following updates:

- The new dump truck experienced some repairs that were covered by warranty, and the truck is now working well for its first snow removal season. Public Works continues to have a full stockpile of salt and sand for the winter weather months.
- Regarding the water system, Goehring is looking at some solutions to replace a pump and some plumbing for the chemical delivery system. Additionally, as a long term project, they will be

looking at well controls and the capability for networking well controls to be viewed at Public Works.

- He also confirmed that to date, calls received on the City's retired dump truck were from parties interested in selling it on the City's behalf. Mayor Schneider suggested it may be time to consider posting it at auction.
- Mayor Schneider also noted that Medina Public Works has expressed a willingness to give Long Lake a brine tank system, if it is of interest and use to Public Works.

**City Clerk Updates** - Moeller offered the following updates:

- Applications are being accepted for Planning Commission, Park Board, and LMCC resident representative positions at this time. To date, some interest has been received, and only one application submitted by Park Board member Jane Davidson who applied to serve a second term on the Board. It will also be announced that applications are to be accepted for the vacant unexpired City Council seat.
- Applications are also being accepted for Holbrook Park Warming House attendant. To date, no applications have been received.

**Congratulations From Planning Consultant** – On behalf of WSB & Associates, Planning Consultant Lewis congratulated the newly seated Council and expressed his thanks for the appointment of WSB & Associates to continue serving as City Planning Consultant and City Engineer in 2017.

**Water Meter Replacement Project** – Weske indicated that in the next week or so, the community will receive notifications from the City's water meter vendor, Ferguson Waterworks, regarding the water meter replacement project. The notifications will use the City logo to approximate City letterhead. A write up will also be included in the next City newsletter. Mayor Schneider added that the meter replacement project is being funded through the water fund rather than at cost to citizens, and the end result will be a meter reading and billing process more in tune with the digital age.

**Congratulations to New Council** – Council member Jerde congratulated newly seated Mayor Schneider and Council member Skjaret on their new positions on the Council, and added that she is looking forward to learning and absorbing as much as possible through this experience. Council member Dyvik also congratulated Mayor Schneider, Council member Skjaret, and Council member Jerde, noting that he is looking forward to the year ahead.

**Goal Setting Session** – Council member Skjaret stated that when he was on the Council previously, near the beginning of the year, the Council would meet outside of a regular meeting to discuss goals for the coming year. He expressed interest in doing so again, noting that while campaigning, he had received a lot of input from residents that he would appreciate being able to share at a Council goal setting or strategic planning meeting. Mayor Schneider noted that he had asked City staff to provide him with their own goal sets, and would be hoping to schedule a City Council goal setting session perhaps in early February.

**Trail Safety** – Council member Skjaret encouraged using caution if on the Luce Line Trail, Wurzer Trail and others, noting that conditions are slippery out there at this time.

**LLWA Meeting** – Council member Dyvik asked whether Moeller had received notification of any upcoming scheduled Long Lake Waters Association meetings. Moeller responded that she had not received word of the next meeting date.

**Upcoming Events** – Mayor Schneider again highlighted the upcoming January 11 Long Lake Area Chamber of Commerce meeting to be held at 12:00 noon at Long Lake Fire Station 1, and asked that staff send out an invitation to the community welcoming them to attend. Also, the Orono Lions Snowball Open event will be held on January 28, 2017, located by “cemetery bay” adjacent to Birch’s on the Lake restaurant. Finally, Orono Rotary Club will be hosting their Ice Madness event based at Nelson Lakeside Park and on Long Lake, to be held February 11, 2017.

**ADJOURN**

*A motion was made by Skjaret, seconded by Jerde, to adjourn the meeting. Ayes: all. Mayor Schneider adjourned the meeting at 7:47 pm.*

Respectfully submitted,

Jeanette Moeller  
City Clerk