



**MINUTES  
CITY COUNCIL MEETING  
June 4, 2019**

**CALL TO ORDER**

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

**Present:** Mayor: Charlie Miner; Council: Deirdre Kvale, Michelle Jerde, Jahn Dyvik, and Tom Skjaret

**Staff Present:** City Administrator: Scott Weske; Fire Chief: James Van Eyll; Public Works Director: Sean Diercks; and City Clerk: Jeanette Moeller

**Absent:** None

**PLEDGE OF ALLEGIANCE**

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

Mayor Miner offered the following comments and updates:

Mayor Miner highlighted Memorial Day ceremonies observed at Union Cemetery, St. George's Cemetery, and noted the ceremony for Nelson Lakeside Park had been moved to Fire Station 1 due to rain. He thanked the Fire Department for accommodating the ceremony and commented on the good turnout despite the uncooperative weather conditions. He recognized Dave Shaughnessy with Orono Rotary, former Mayor Marty Schneider, the Long Lake Fire Department and Slow Burn Brigade, resident and singer Adam Bestler, and guest speaker retired US Army Ranger Peter Keller for their contributions to the event.

Flags and hanging baskets were put up by Public Works on streetlights through downtown just in time for Memorial Day. He thanked everyone who was involved with the effort, particularly Public Works Director Diercks and his crew for the installation. People have commented downtown looked really great. Council member Kvale added that she too had heard tons of compliments on the way the baskets looked.

Online utility billpay is now available, and Council member Kvale was the first member of the community to pay a utility bill through the new system.

**APPROVE AGENDA**

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

**CONSENT AGENDA**

The Consent Agenda consisted of:

- A. Approve Minutes of May 21, 2019 City Council Meeting
- B. Approve Vendor Claims and Payroll
- C. Adopt Resolution No. 2019-20 Accepting the Donation of \$5,000.00 From the Northwest Tonka Lions to the Long Lake Fire Department

- D. Adopt Resolution No. 2019-21 Approving Issuance of Special Event Permit #S2019-03 for the Gear West Twilight 5K and Kids Adventure 1K to be Held June 21, 2019
- E. Receive 1<sup>st</sup> Quarter 2019 Preliminary Revenues and Expenditures Ending March 31, 2019

Regarding Item D, Approve Vendor Claims and Payroll, Weske confirmed for Council that one minor change to a claim to be paid to Core & Main had been made since packet materials were prepared, and the check as listed would be voided and reissued. He also confirmed that the claim for Abdo, Eick & Meyers included at the last meeting had been accurate and represented half of the amount budgeted for the audit as anticipated.

Council member Skjaret recognized the Northwest Tonka Lions Club for their generous donation to the Long Lake Fire Department and for their continued support. Fire Chief Van Eyll commented that their support has been fantastic, and he confirmed for Council that the Department does typically send a thank you letter once a donation has been formally accepted. He noted that the Northwest Tonka Lions are a great group to sit down and talk to in their meetings. Some of the funds donated by their organization are a reflection of a condition of their ability to conduct charitable gambling operations in Long Lake requiring that they spend a portion of proceeds in the area.

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

## **OPEN CORRESPONDENCE**

**Dan MacDonald, 335 Russell Lane** – Mr. MacDonald stated that he was curious regarding the status of the speed limit issue in the County Road 112 corridor. He asked whether the City's resolution adopting a lower speed limit had been addressed with Hennepin County, and whether the County had agreed to lower the speed limit as the Council had requested. Weske advised that staff had received an email indicating a reply and response would be received by the City from the Hennepin County Attorney; however, a reply had not yet been received by staff. He noted the County may not feel an urgency to address the matter while the construction speed limit is in place. Mayor Miner encouraged staff to forward correspondence to him and offered to take the matter up to the next level. He indicated he had received a communication from Commissioner Callison as well that he would be responding to.

## **BUSINESS ITEMS**

### **2018 Year End Long Lake Fire Department Annual Report**

Fire Chief Van Eyll made a presentation to the Council which reviewed the Long Lake Fire Department's mission, vision, and value statements; reviewed Fire Department organizational officer structure, staffing levels and a breakdown of member years of service; summarized Fire Department operations during the year 2019; discussed trends in fire service calls, including mutual aid calls, and average response times to the cities covered by the Department; highlighted those firefighters with high training and call participation; reviewed Station 1 and Station 2 current facilities and equipment; and included goals from both personnel and training perspectives from 2018 and for the year ahead. During his presentation, Chief Van Eyll observed that the Department is seeing a higher rate of turnover than in the past of members in the zero to five years of service group.

recent retirements had resulted in a loss of a few regular daytime responders, and ultimately the number of available daytime responders is trending down. He noted that the downward trend in daytime response could become problematic.

Chief Van Eyll responded to Council member questions regarding whether the Fire Department has any mandatory retirement age; the difference between false alarm versus good intent calls; what mutual aid calls entail, how they are activated, and who pays for mutual aid calls; how Long Lake's paid on call volunteer Fire Department compares in average response times to the NFPA standard; whether achieving daytime responders is a problem other departments are having as well; and whether firefighters use their own vehicles to respond to a call or are required to respond to a station. Fire Chief Van Eyll explained that the struggle to have a stronger number of daytime responders had resulted in a Fire Department policy change made at the end of 2018, and now daytime calls are paged to both stations. Now, responding crews to daytime incidents may include responders from both Station 1 and Station 2, which has resulted in an upshift in the average number of daytime responders on a per call basis; however, achieving daytime responders is a problem fire departments locally, nationally, and internationally are experiencing.

He also highlighted Fire Department team building activities as well as upcoming events, including the LLFD Red Hot 5K run in July; the Fire Prevention Open House in October; and the Slow Burn Brigade sponsored Toy & Food Drive event in December.

Responding to further Council questions, he confirmed the LLFD does again have the same boat dock location as the previous year for docking on Lake Minnetonka; indicated the LLFD is hoping to host another vehicle extrication training event in the fall; and shared that the Department would be conducting a live burn exercise at a property off of Homestead Trail coming up. He also clarified that the Fire Department had started covering Minnetonka Beach beginning in 2019, shared preliminary estimates of call hours for the half year of service to Minnetonka Beach, and affirmed that future annual reports would include statistics for response to Minnetonka Beach in his presentations before Council.

#### **Authorize Reposting for the Position of Full-Time Finance/Utility Billing Officer**

Weske recalled that back in May 2018, staff had received direction from Council to research the addition of a position to support City Hall functions. Council and staff agreed upon the need for the addition of a Finance/Utility Billing Officer. The position was posted, applications were reviewed, and interviews were conducted by an Interviewing Subcommittee. A final candidate was interviewed by the full Council and was subsequently appointed to the position. Due to personal circumstances, the appointee delayed her start date in the position. As the extended delay to begin employment continued, staff reviewed the matter with Council in April 2019 and at the Council's direction, the City Attorney prepared a letter for the City Administrator to send to the appointee advising her that if she did not begin her employment as of June 3, 2019, the City would be reposting the position for hire. As of the June 3 deadline, staff has received no indication the appointee intends to begin her employment. With that, staff recommends Council authorize reposting the position. Council member meeting packets include the position description as previously established, and an updated job posting announcement revised to include an application deadline of June 26.

Weske commented that following the application deadline, staff would review applications received and select candidates to be interviewed by an Interviewing Subcommittee, with the committee to include two Council members. The full Council would be conducting a final interview prior to appointment of a candidate.

Council member Skjaret noted that the previous Interviewing Subcommittee had also included City department heads along with two Council members.

Mayor Miner welcomed any Council members to volunteer their interest in participating in the interview process.

Both Council member Kvale and Council member Skjaret indicated they would volunteer for the Interviewing Subcommittee.

*A motion was made by Dyvik, seconded by Skjaret, to authorize staff to repost for the position of full-time Finance/Utility Billing Officer. Ayes: all.*

*A motion was made by Miner, seconded by Dyvik, to appoint Council members Kvale and Skjaret to the Interviewing Subcommittee. Ayes: all.*

### **Update on Online Utility Bill Pay Implementation**

City Clerk Moeller reported that the new online utility bill pay system was working well and integrating easily with the City's utility billing software. Staff has been seeing transactions come in, some of which were particularly past due. Weske confirmed accounting on the utility billing software side was also working as expected. Moeller noted that one area staff is working with the online bill pay provider on is to enable an autopay option for a "bill due date" for users; however, development of that autopay option will require the bill pay system and the utility billing software provider to work together to enable the solution. Staff has been very pleased with the customer support provided by the bill pay system service and technical support contacts assigned to the City.

### **Wayzata Boulevard W Construction and Landscaping Project Updates**

Public Works Director Diercks indicated that in the Phase 1 project area, work is focusing on completing a small list of punch list items including final paving on walking trail sections by Otten Bros. and by the east Long Lake monument; final grading and hydroseeding along the lake, and repairing lips on some pedestrian ramp edges.

Regarding the Phase 2 project area, removals and grading continue in the east end of the corridor. In the area referred to as "Station 2B" in the east end, they are digging for storm sewer in the road and preparing road bed. Pedestrian ramps and sidewalk sections are being installed between Birch's and Old Long Lake Road. Curb and gutter work is ongoing in the Station 2B east end area. The contractor has indicated that Tuesday and Wednesday of the next week are scheduled for paving the walking trail and driveways to the Luce Line. Installing railing on retaining walls is a few weeks out. Egan has been trenching in power for Phase 2 project area street lighting, and hydroseeding is underway for erosion control in Phase 2. He added at on the east side of Lindawood Lane, there have been issues with continued washouts, and the contractor will be working to address those areas.

Regarding the Phase 1 landscaping project, Diercks informed Council that he would be attending a pre-construction meeting the following day with the contractor, City Engineer, and others. He anticipates seeing the project underway soon.

Council member Dyvik questioned whether there has been any communication with the County or project contractor regarding the shoreline plants, noting that after receiving comments that the plantings appeared to be all weeds, Kristy Morter had indicated the County would make corrections in the spring. Diercks confirmed that plantings on the other side of the fence are the County's responsibility. Council member Dyvik stated he would reach out to Janna Jonely and the MCWD to seek their assistance in reviewing if the planting was correct.

Council member Skjaret asked if the construction project contractor had indicated when they would be grading the Wurzer Trail ditch. Diercks had spoken with Mike Derr to inform him there is standing water in the ditch, and Derr had stated Eureka would pump the water out. Diercks noted

that he intends to start following up with Derr regularly regarding Wurzer Trail until the scope of their work is completed.

Though unrelated to Wayzata Boulevard W, Council member Skjaret asked whether there was an update on the demolition for the former BP site. Diercks advised that some last minute preparations are underway in order for demolition permits to be issued. Weske clarified that an erosion control permit is needed from the MCWD, and once the permit is received, the demolition permit may be issued. He hoped the demolition permit could be issued by perhaps June 12.

Council member Dyvik commented that he is in the process of working with a graphic designer on final design of banners in preparation for banner printing, and questioned whether staff intended to leave flags in place on light poles. Diercks replied that staff would be leaving the flags on poles until after the July 4 holiday, and confirmed that the flags are holding up beautifully.

Council member Dyvik also asked whether the hanging flower baskets had been holding up okay. Diercks explained that they had initially determined there was an issue with the basket hooks, but after pinching them together to keep them hanging, there had been no issues. For maintenance, it takes about two tanks of water to fill all the basket reservoirs, and the baskets cannot go more than three days without adding water. Council member Dyvik noted that the provider, Gregor Farms, has a plant food they recommend. Diercks stated that there is already considerable draping and the plants are growing well.

Diercks reported that Public Works will be working on reassembling the fishing pier tomorrow for installation soon. Wet conditions had made it difficult to get a backhoe to the site in order to pull the pier in and work on it. Council member Skjaret added that it would be great if the pier could be together in time for the holiday weekend.

Mayor Miner thanked Diercks for installing a number of "slow-no wake" signs at the Nelson Lakeside Park launch. Diercks noted the lake level has dropped significantly and he hopes to remove the no wake restriction by the weekend.

## **OTHER BUSINESS**

**Soils at Former BP Station Site** – Regarding the upcoming demolition for the former BP station, Council member Kvale sought clarification on whether any information had come back regarding the soil conditions. Weske explained that soil testing will not be able to be undertaken until the building comes down, and confirmed that Carlson McCain will be on site during the demolition in the event "game time" decisions are needed while demolition is underway. He further affirmed that once soil samples are sent out, results should be available relatively quickly.

**Mediacom Customer Service Issues** – Council member Skjaret described a recent experience with Mediacom during which he had needed to schedule a technical support appointment, only to learn his appointment could not be scheduled until June 6. He reached out to Operations Manager Jim Lundberg at the LMCC to relay his experience and his disappointment that Mediacom had not been able to schedule his minor repair in a timely manner. Mr. Lundberg requested Council member Skjaret send him an email documenting the circumstances, and at 8:00 am the following morning, he received a call from Mediacom indicating they would have a technician out quickly. He encouraged those who may experience difficulty scheduling a Mediacom technician to contact the LMCC Operations Manager, as he can render assistance to improve the level of service Long Lake customers are paying for.

**Municode Update** – City Clerk Moeller reported that she had reached out to Municode to begin initiating the process of updating the City’s Code of Ordinances “green book” with ordinances adopted since Municode codification.

**Planning Cases on Consent Agenda** – Moeller noted that due to the number of agenda items to be reviewed on the next meeting, staff would recommend two of the planning cases that are routine in nature be included on the Consent Agenda for action. It was noted that the two planning cases were for a conditional use permit to allow minor deviation from solar standards for a solar panel installation at Gear West; and for a lot line adjustment requiring replatting of the property line between two private property owners who have a purchase agreement in place for the lot changes amongst their two properties. She explained that planning cases in examples like this have been added to the Consent Agenda previously; however, she sought the Council’s majority opinion and direction before doing so. Council member Kvale voiced support for discussing all planning cases individually. Mayor Miner and Council members Jerde, Dyvik, Skjaret were supportive of including the two routine cases described on Consent, recognizing that Consent Agenda items may still be discussed prior to voting.

**Buckhorn Days Event Permit** – Moeller received a Special Event Permit application for Buckhorn Days 2019 earlier in the day.

**ADJOURN**

*Hearing no objection, Mayor Miner adjourned the meeting by general consent at 7:49 pm.*

Respectfully submitted,

Jeanette Moeller  
City Clerk