



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 2, 2024**

**SUBJECT:** 2024 City Appointments

**Prepared By:** Jeanette Moeller, City Clerk

**Report Date:** 12/26/2023

### Recommended City Council Action

Staff recommends the following:

Motion to adopt the City of Long Lake 2024 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 member \_\_\_\_\_ and City Administrator Weske to the Long Lake Fire Relief Board of Trustees;
- Council members \_\_\_\_\_ and \_\_\_\_\_ to the Utility Agreements 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.

### 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 2023.

▪ **Fire Advisory Committee / Future Fire Services Planning Group**

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, with Council member Feldmann appointed to serve as an alternate. Long Lake's representatives to this committee are also attending Future Fire Services planning group meetings.

▪ **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.

▪ **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. Mayor Miner and Council member Kvale held these subcommittee positions in 2023.

▪ **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 2023.

▪ **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 2023.

▪ **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 2023.

▪ **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 2023.

▪ **Long Lake Garden Club Liaison**

Staff recommends the City Council consider appointing a member to serve as the Council's liaison to the Long Lake Garden Club (LLGC). 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.

- **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 is currently seeking a new resident representative to the LMCC, though this position has historically been difficult to fill and it may take some time to find another interested resident. 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 2023.

- **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. Mayor Miner and Council member Feldmann served in this capacity in 2023.

- **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. Current Long Lake community representatives on the Coalition include resident Tim Hultmann (also currently a WCPC Board member serving a term through the end of 2024), resident Bryan Miller, and Gopher Ace business owner Mark Schaefer. Their continued participation in the organization has been referenced on the 2024 Appointments Worksheet. In 2023, Mayor Miner served as a WCPC Liaison on behalf of the City Council. The Council member appointed to this position for 2024 would attend WCPC meetings periodically and report on the group's activities to the City Council.

- **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 2024. 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 January 2024.

- **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 2024. 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 2024.

- **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 2024; however, per the EDA bylaws, this appointment does not require ratification by the City Council. The EDA voted at their December 19, 2023 meeting to extend the terms of the current EDA Chair and Vice-Chair positions until the EDA meets as-needed in 2024, at which time selection of the officer positions will be reviewed in the event any changes are desired at that time.

### **Supporting Information**

- 2024 City Appointments Worksheet