



MINUTES
CITY COUNCIL WORK SESSION
October 21, 2025

CALL TO ORDER

The meeting was called to order at 5:34 pm.

Present: Mayor: Charlie Miner; Council: Jahn Dyvik, Mike Feldmann, Deirdre Kvale, and Todd Newcomer

Staff Present: Interim City Administrator: Amanda Nowezki; Public Works Director: Sean Diercks; and City Clerk: Jeanette Moeller

Absent: None

APPROVE AGENDA

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

OPEN CORRESPONDENCE

No one was in attendance to address the City Council during Open Correspondence.

REGULAR BUSINESS

A. Discuss City Administrator Hiring/City Hall Staffing

City Clerk Moeller indicated that staff is seeking guidance on whether the Council is interested in promoting an internal candidate for the City Administrator position, or would prefer to conduct a search for a new candidate. She noted that if the Council was open to promoting an internal candidate, staff felt that the best next move would be to hire for an administrative assistant position to take on the day-to-day utility and permitting activities.

Councilmember Dyvik asked about the possible need to hire someone to cover finance duties.

Interim Administrator Nowezki explained that if she were promoted to the City Administrator position, she would like to retain as many of the financial responsibilities as possible. She recalled that before she came to Long Lake, the City Administrator was also in charge of the finance duties. The position described by City Clerk Moeller could potentially be a part-time position, but they felt it was vital to have a third staff person in the office to help with the day-to-day activities and answering phones.

Council and staff discussed possible duties for a new administrative support position, maintaining separation of duties, the current difficulties associated with only two staff members running the office, whether an administrative assistant should be part-time or full-time, and how the new permitting software may be able to take some of the burden off of staff.

Councilmember Kvale asked Nowezki about the duties she took on when former Administrator Weske left the City.

Nowezki gave a brief rundown of the meetings and activities she had taken on when she became Interim City Administrator. She observed that there were a lot of projects that were in need of more attention than they'd received.

Councilmember Kvale pointed out that it was difficult to focus on long-range planning if Nowezki is busy with too many data entry-type duties.

Moeller commented that it was important to update position descriptions for City staff because, as a small City, they have needed to play to the strengths of the staff members within their positions. She reflected that position descriptions should evolve with staff and noted that her description had not been changed in over 20 years. As an example, she noted that she handles a lot of planning and zoning duties, which are not reflected in the City Clerk job description.

Councilmember Kvale asked about cross-training staff members in case someone was out of the office.

Moeller replied that they did not really have the ability to cross-train at the moment. She shared examples of how the City could implement technology, such as the e-permitting software, that may assist in future cross-training efforts by streamlining tasks.

Mayor Miner stated that if the Council waited another month or two to make a decision on how to proceed with the City Administrator position, he didn't think his opinion would change. He indicated that Interim City Administrator Nowezki had done a great job stepping into the position, and he was in favor of moving forward with a promotion process for an internal hire, because the City already has the right candidate for the position sitting at the table.

The Council discussed staffing needs, typical education and background requirements for a City Administrator, other area cities that have promoted from within existing staff to the City Administrator position, and asked questions about current staffing.

Following the discussion, there was consensus of the Council to direct staff to pursue the internal promotion process for the City Administrator position, and to prepare information about the structure and duties for City Hall positions.

Moeller suggested staff prepare a dedicated discussion topic for an upcoming work session to update the Council on City staffing.

B. Updates Regarding 2026 Budget and Levy Preparations

Nowezki reported that the budget information presented to Council in their meeting packets would need to be cut down a bit, and voiced that her goal for the work session was to receive some direction from the Council on prioritization. She noted that when she had shared with Public Works Director Diercks that her current budget in progress was in need of trimming, he had offered a number of budget cuts he was willing to make in his Department, which was very helpful. She mentioned that she would like to work towards changing the way the City looks at a CIP, explaining that she did not want to budget capital item in the 101 Fund because many times the allocated funds have been consumed by other areas. She shared her intent to work towards developing a brand-new capital improvement program involving a dedicated fund assigned for capital items so that money is set aside and available for those specific goals. She referenced page 5 of the draft budget workpapers and pointed out that the Fire Services Contract had been budgeted at \$270,000, but she believed it was going to be closer to \$255,000, based on the numbers she had seen to date. She sought Council input on how much they

would like to transfer to each of the new capital funds that she planned to set up and briefly reviewed her suggested amounts. She noted that she also desired to establish a dedicated Public Works Fleet Fund, to enable improved planning for future equipment replacements.

The Council discussed the suggested capital fund transfers suggested by Interim City Administrator Nowezki.

OTHER BUSINESS

No other business was discussed.

ADJOURN

Hearing no objection, Mayor Miner adjourned the meeting by general consent at 6:32 pm.

Respectfully submitted,

Jeanette Moeller

City Clerk