



**MINUTES
CITY COUNCIL MEETING
February 4, 2026**

CALL TO ORDER

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

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

Staff Present: City Administrator: Amanda Nowezki; and City Clerk: Jeanette Moeller

Absent: Council: Todd Newcomer (with prior notice)

PLEDGE OF ALLEGIANCE

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

Mayor Miner reported that the Orono Lions Club had held their annual Snowball Open event based at Birch's on the Lake last weekend and he'd heard it was well attended this year.

He also described a recent Braver Angels organization meeting he'd attended, shared details about the group and its make-up, and mentioned their interest in possibly holding future events in the local area.

APPROVE AGENDA

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

CONSENT AGENDA

The Consent Agenda consisted of the following:

- A. Approve Minutes of January 20, 2026 City Council Work Session
- B. Approve Minutes of January 20, 2026 City Council Meeting
- C. Approve Vendor Claims and Payroll
- D. Adopt Resolution No. 2026-10 Reappointing Erika Leachman to the Park Board for a Term Effective Through December 31, 2028
- E. Adopt Resolution No. 2026-11 Approving Special Event Permit #S2026-02 for the MN Strong Photoshoot & Fundraiser on Saturday, February 7

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.

REGULAR BUSINESS

A. Establish an Administrative Assistant Position and Authorize Staff to Solicit Applications

City Clerk Moeller outlined the proposed new Administrative Assistant position and reviewed the primary responsibilities set forth in the updated job description. Among others, responsibilities would include all utility billing functions, general customer service, issuing certain routine permits, and providing support to Public Works.

Councilmember Kvale pointed out that the position was now proposed to be full-time position versus the original thought of it being staffed on a part-time basis.

Moeller clarified that the change to full-time status occurred when the Public Works support component was added to the position's responsibilities.

City Administrator Nowezki noted that there could be some flexibility in the position and offered the example of an applicant who may be a good fit but would only want to work a 32 hour week. That individual wouldn't be removed from consideration for the posting.

Council and staff discussed the duties of the position and where the proposed salary range for the position fits into the City's overall pay plan scale.

A motion was made by Dyvik, seconded by Feldmann, to adopt Resolution No. 2026-08 establishing the position of Administrative Assistant and amending the City's 2026 Salary Plan; and to authorize staff to solicit candidate applications. Ayes: all.

B. Establish a Public Works Maintenance Worker Position; Appoint Michael Decker to the Position of Public Works Maintenance Worker

Moeller indicated that staff had been applying some creative thinking when approaching needs in the Public Works Department. She reviewed the staffing structure of the department, recalled vacancies that were created over the last few months due to resignations, and explained staff's proposal to create a Public Works Maintenance Worker laborer-style position. She highlighted differences in schedule and responsibilities between the new position and existing Maintenance Worker I and II level titles, and noted that the goal is to bring the department back to fully-staffed status. She further reported that Maintenance Worker I employee Michael Decker had been offered the opportunity to apply for the newly created job, and he had opted to resign from his current position in order to accept an offer of employment as Maintenance Worker.

Council and staff discussed the position's expected responsibilities and schedule, impacts to on-call shifts, and areas in the City that would benefit from having this position in place.

Councilmember Kvale inquired about the budget implications of adding both the Public Works Maintenance Worker and Administrative Assistant positions.

Nowezki responded that if both positions were approved, at the end of the year, the City's General Fund would be *under* budget by around \$6,000, the General Fund for Public Works would be over budget by about \$1,700, the Water Fund would be over budget by \$377, and the Sewer Fund would be over budget by \$408. She commented that she was hopeful this position would also result in cost savings for on-call and overtime pay.

Moeller offered to display a copy of the City's 2026 Salary Plan that would show the other City employee salary ranges.

Nowezki added that the two positions being discussed tonight were not included in the depicted schedule, but indicated that staff had reviewed the salary plan as a whole when contemplating salary ranges for the new positions. She shared the reasoning behind staff's recommendation to bring Mr. Decker into the Maintenance Worker position at a Step 3 wage rate, and noted that he would be eligible to be considered for Step 4 on the pay scale upon completion of a six-month probationary period and performance review.

A motion was made by Feldmann, seconded by Miner, to adopt Resolution No. 2026-07 establishing the position of Public Works Maintenance Worker and amending the City's 2026 Salary Plan. Ayes: all.

A motion was made by Feldmann, seconded by Miner, to accept the resignation of Public Works Maintenance Worker I Michael Decker effective Friday, February 13, 2026. Ayes: all.

A motion was made by Feldmann, seconded by Miner, to adopt Resolution No. 2026-09 appointing Michael Decker to the position of Public Works Maintenance Worker and approving compensation. Ayes: all.

OTHER BUSINESS

Water Quality Related Updates - Councilmember Dyvik informed Council that he would be attending an informational meeting tomorrow (Thursday, February 5) with the Long Lake Waters Association and Lake Restoration to talk about possible alum treatment options for the lake. Moeller mentioned that she had recently come across some older City Council work session minutes that included reference to an alum treatment being completed on Long Lake in the 1990s, and that the MCWD had taken the lead on that project.

Mayor Miner shared that he also had a meeting tomorrow (Thursday, February 5) with the MCWD Director, his staff, and Janet Schaefer. He explained that the meeting was intended to be an update and debrief on potential project ideas for Long Lake, and observed that there may be some overlap on this topic. Nowezki recalled that at the MCWD's recent kick-off meeting, they'd communicated that their next focus would be Long Lake. She commented that they did not specifically reference projects for the lake, but were rather focusing on storm water projects and related improvements that could be possible outside of the lake itself. Mayor Miner invited an additional Council member to join him at the meeting with the MCWD on February 5 at 10:00 am, if anyone was available.

Road and Engineering Project Updates - Nowezki informed Council that she had recently met with the City's engineering firm and Public Works Director Diercks. She provided an update on City road project planning, an application to Metropolitan Council for an I & I grant, and explained that the first priority would be the I & I project. She briefly outlined potential road projects and creative approaches that were being considered for roadways such as Grand Avenue, Lakeview Avenue, and Upper Lea Lane.

Though not a City project, she shared information about an upcoming public informational meeting MnDOT would be holding on February 9 from 5:00 pm to 7:00 pm to discuss the next phase of the Highway 12 construction project from Wayzata to Minnetonka.

Shoreline Fire Department Updates – Nowezki reported that the Shoreline Fire Department has had 62 calls as of February 3, with 52 being in Orono, eight in Long Lake, and two in Minnetonka Beach. She stated that the Fire Department had successfully sold two former LLFD vehicles, updated the Council on the sale results, and clarified that the funds would be allocated back to the Shoreline Fire Department's capital fund.

Donation of Monitors – Moeller announced that the City had recently received a donation of four gently used monitors to help outfit City Hall staff offices, and with new PCs on order as well, City Administrator Nowezki will soon be able to transition to an office space.

ADJOURN

Hearing no objection, Mayor Miner adjourned the meeting by general consent at 7:38 pm.

Respectfully submitted,

Jeanette Moeller

City Clerk