



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 7, 2025

SUBJECT: 2025 City Appointments

Prepared By: Jeanette Moeller, City Clerk

Report Date: 12/31/2024

Recommended City Council Action

Staff recommends the following:

Motion to adopt the City of Long Lake 2025 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 members _____ and _____ to the Fire Contract Negotiations Committee;
- Council members _____ and _____ to the Fire District Discussions Committee; and
- Council member _____ and City Administrator Weske to the Long Lake Fire Relief Board of Trustees;
- Council members _____ and _____ to the Utility Agreements Subcommittee;
- Council members _____ and _____, and staff member(s) _____ and _____ to the Human Resources 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; and

- Mayor Miner to the Northwest Hennepin League of Municipalities, with Council member _____ as alternate.

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 2025.

- **Fire Advisory Committee**

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 and 2024, with Council member Feldmann appointed to serve as an alternate.

- **Fire Contract Negotiations Committee and Fire District Discussions Committee**

New in 2025, recognizing that the City Council will have a lot of meetings and work ahead related to the future of Fire Department operations and contracts, Mayor Miner has suggested establishing two committees which would each focus in specific areas – a Fire Contract Negotiations Committee, and a Fire District Discussions Committee. Staff is very supportive of this concept, as it offers the opportunity for the Council to work as a team given the time commitments the subject matter in both these areas warrants. Staff recommends the City Council appoint two members to both the Fire Contract Negotiations Committee and Fire District Discussions Committee.

- **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. Council member Feldmann held the elected official position in 2024.

- **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. Council members Kvale and Feldmann held these subcommittee positions in 2024. While this group did not meet in 2024, there may be some momentum to begin revisiting these agreements beginning in 2025.

- **Human Resources Subcommittee**

New in 2025, Mayor Miner and Council member Dyvik have suggested the establishment of a Human Resources Subcommittee. This group's focus would be to review wage survey data for the City's employee positions and make recommendations to the City Council on salary range adjustments/updates where warranted; to ensure there is a system in place for staff performance evaluations and employee recognition; and to potentially work cooperatively with staff on human resources related updates and projects in the future. Staff recommends that two City Council members and two full-time City staff members be appointed to this new subcommittee. For a brief review of staffing structure, please see the attached abbreviated organizational chart.

- **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 2024.

- **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 2024.

- **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 2024.

- **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 2024.

- **Long Lake Garden Club Liaison**

Assuming the Long Lake Garden Club (LLGC) volunteer organization continues, staff recommends the City Council consider appointing a member to serve as the Council's liaison to the Club. 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. Council member Kvale held this position in 2024.

- **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's resident representative position to the LMCC remains open at this time - this position has historically been very challenging to fill. 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 2024.

- **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. While attendance at meetings isn't necessarily requested, staff believes there continues to be a benefit in maintaining awareness of the Coalition's ongoing

agenda business and communications. Mayor Miner and Council member Feldmann served in this capacity in 2024.

- **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. Resident Tim Hultmann's term as a WCPC Board member expired in December 2024, and he does not intend to continue serving on the WCPC regularly at this time. Current Long Lake community representatives on the Coalition include resident Bryan Miller, and Gopher Ace business owner Mark Schaefer. Their continued participation in the organization has been referenced on the 2025 Appointments Worksheet. Mayor Miner has served as a WCPC Liaison on behalf of the City Council for years 2023 and 2024. The Council member appointed to this position for 2025 would attend WCPC meetings on the second Tuesday of the month at 7:30 am and report on the group's activities to the City Council.

- **Northwest Hennepin League of Municipalities**

The Northwest Hennepin League of Municipalities (NWHLM) meets on the second Wednesday of each month at 6:30 pm. The NWHLM is a group of elected officials, primarily Mayors, who represent cities in their coverage area through education and networking to achieve better results within their respective cities. Mayor Miner represents the City of Long Lake on this organization, as well as serving as a member of the NWHLM's Executive Committee. Mayor Miner has indicated he would welcome the appointment of a fellow Council member as an alternate to attend in his absence, suggesting Council member Dyvik as an alternate candidate if his schedule will allow.

- **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 2025. 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 either February or March 2025.

- **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 2025. 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 Spring of 2025. Additionally, staff is in the process of working to recruit potential appointees to the Board.

- **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 2025; however, per the EDA bylaws, this appointment does not require ratification by the City Council. The EDA will be voting upon selection of their officer positions when they first meet as needed in 2025.

Supporting Information

- Basic Staff Organizational Chart
- 2025 City Appointments Worksheet