



MINUTES
CITY COUNCIL MEETING
April 20, 2010

CALL TO ORDER

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

Present: Mayor: Randy Gilbert; Council: Sam Rettinger, Sharon Henderson, Brian Carpenter, Liz Olson

Staff Present: City Administrator: Terrance Post; City Engineer: Toby Muse; and City Clerk: Jeanette Moeller

Absent: None

PLEDGE OF ALLEGIANCE

APPROVE AGENDA

Mayor Gilbert noted that the meeting agenda had been revised to add Agenda Item No. 9, Approval of Contract with CEL Public Relations for Marketing Services.

*A motion was made by Carpenter, seconded by Henderson, to approve the Agenda as amended.
Ayes: all.*

CONSENT AGENDA

The Consent Agenda consisted of:

- A. Approve Minutes of April 6, 2010 City Council Work Session
- B. Approve Minutes of April 6, 2010 City Council Meeting
- C. Approve Vendor Claims and Payroll

A motion was made by Carpenter, seconded by Olson, to approve the Consent Agenda as presented. Ayes: all.

OPEN CORRESPONDENCE

No one appeared to address the City Council during Open Correspondence.

BUSINESS ITEMS

Public Hearing: Ordinance Renaming Certain Addresses on West Industrial Boulevard

Post reported the property owners at both 2460 West Industrial Boulevard (ETCO properties, Inc.) and 2465 West Industrial Boulevard (Lartch Development Co.) previously submitted written requests for the City Council to consider changing the legal street addresses for the businesses from West Industrial Boulevard to Wayzata Boulevard West. The primary rationale given for the address change request is that both businesses have primary frontage on Wayzata Boulevard West, would assist motorists trying to find the businesses, and that the 2009 Mn/DOT mill and overlay project removed the Wayzata Boulevard West median, now allowing turning movements in both directions from West Industrial Boulevard onto Wayzata Boulevard West.

Staff drafted an ordinance and legal noticed a public hearing with the intent to change legal addresses at the two subject properties. The address changes would be 2460 West Industrial Boulevard to 2435 Wayzata Boulevard West; and 2465 West Industrial Boulevard to 2465 Wayzata Boulevard West. Should renaming of the addresses be approved, City staff and the affected property owners will provide notification to affected agencies including the Post Office, Hennepin County, Police and Fire Departments.

Mayor Gilbert opened the public hearing at 6:35 pm.

Hearing no comment, Mayor Gilbert closed the public hearing at 6:36 pm.

A motion was made by Henderson, seconded by Carpenter, to adopt Ordinance 2010-02 renaming certain street segments and addresses within the City of Long Lake, with 2460 and 2465 West Industrial Boulevard respectively being renamed 2435 and 2465 Wayzata Boulevard West. Ayes: all.

Receive 2009 City Financial Audit Report

Post reported that the City had contracted with the Abdo Eick & Meyers (AEM) CPA firm to conduct an external audit of 2009 financial activities, assist in the preparation of the financial statements in a GASB format, render an opinion on the audit results, and prepare an assessment of the system of internal controls.

AEM completed the audit fieldwork earlier this year compared to prior years. Observations from the audit report include a "clean opinion", an end of the year General Fund balance at an appropriate level of about 54% compared to budgeted expenditures.

Andy Berg, Abdo Eick & Meyers, commented briefly on the City's limitations pertaining to internal controls and segregation of duties relative to the handling of financial transactions; provided the City Council with a detailed overview of the audit management letter; and responded to Council member questions.

A motion was made by Olson, seconded by Carpenter, to receive and accept the Management Letter annual City Financial Report for the year ended December 31, 2009. Ayes: all.

Willow Drive Water Main Replacement Project – Revise and Reissue Plans and Specifications, Advertise for Bids

Post stated that at the City Council's January Special Meeting to discuss future goals, Council directed staff to proceed with two infrastructure projects - a Willow Drive commercial area water main replacement and upgrading Well No. 2 - to be funded by TIF District No. 2.

The Willow Drive water main replacement project was bid out in 2006 but not let due to a high bid price. The project was somewhat time sensitive then because the cost of Willow Drive street restoration was excluded from the bid specifications because of impending Mn/DOT overlay work being done in conjunction with the TH 12 bypass project. In addition to the 2006 specifications having to now be modified for this reason, Public Works Director Wurzer has also requested that additional gate valve replacements be added to the project scope.

The project justification for the Willow Drive water main replacement project remains as it did in 2006, with the City experiencing very good luck concerning the recent lack of water main breaks in this area that are out of character for the history of this water main.

Toby Muse, Short Elliott Hendrickson (SEH), discussed how the project changes and current economy would likely impact project cost estimates and bids received; and responded to Council member questions regarding how access for Willow Drive businesses would be maintained at all times during the project.

Council members discussed making an active effort to keep businesses informed of the project as it proceeds.

A motion was made by Carpenter, seconded by Henderson, to accept the Agreement for Professional Services to revise and reissue Plans and Specifications for the Willow Drive Water Main Replacement project at a fee not to exceed \$7,000 and to authorize advertisement for bids. Ayes: all.

Approval of Contract with CEL Public Relations for Marketing Services

Post indicated this agenda item was discussed at the Council's April 6 regular meeting; however, motions to have the item tabled or accepted both failed because of lack of seconds to the motions. Last night, a meeting of the Economic Development Authority was held to inform the EDA Commissioners of what transpired at the Council's last meeting, to further discuss the issues and expectations of engaging C.E.L. Public Relations, and to determine if another recommendation would be sent on to the City Council for their affirmation. Discussion again centered on future commitment levels by all parties relative to implementation of a strategic plan, described as Phase III in the C.E.L. proposal.

After approximately an hour of discussion between both Commissioners and representatives from the Long Lake Chamber of Commerce Board, a recommendation passed on a five to one vote, with one Commissioner absent. The recommendation was moved by Commissioner Skjaret and seconded by Commissioner Kvale.

A motion was made by Carpenter, seconded by Olson, to accept the Proposal and approve a Contract for Services Agreement with C.E.L. Public Relations for delivery of Phase I Rebranding and Phase II Strategic Plan Development services for a fee not to exceed \$15,430.00. Ayes: Henderson, Carpenter, Gilbert, Olson. Nay: Rettinger. Motion carried.

OTHER BUSINESS

Park Board Meeting – Council member Henderson reported that the Park Board had met and appointed Charlie Hirt to the Board's Secretary officer position. The Board will be putting together a proposal for the Council to review for work in Holbrook Park, which would likely include adding a half basketball court and a mini-rink. The Board also discussed taking the lead on planning for events at the City's Veterans Memorial.

Work Session for April 27 – Council member Carpenter stated a City Council work session needed to be scheduled for April 27 beginning at 7:00 am to continue discussions of the Police protection agreement. Post affirmed the meeting would be scheduled.

LMCC Fiber Optic Plan – Post informed the Council that he had met with representatives of the Lake Minnetonka Communications Commission the previous day. The LMCC is gathering information on making another effort towards implementing the fiber optic vision they have for the Lake Minnetonka area. They are considering creating an entity to sell public revenue bonds to finance the project rather than pursuing a federal grant. Post will provide more information if the LMCC continues its pursuit of the project.

Spring Leaf Pickup Date – Moeller stated that a second curbside leaf pickup date for Long Lake residents would take place on Tuesday, April 27; and confirmed that leaves must be in compostable bags in order to be picked up due to a recent change in State law.

Introduction of Chamber of Commerce President – Roxie Albers introduced the new Long Lake Area Chamber of Commerce President, Matt Stahl. Mr. Stahl's company, Fiat Management, was a more recent Chamber member having moved to Long Lake six months prior. Ms. Albers also indicated she felt very positive following the last EDA meeting and looks forward to working with the City as CEL Public Relations begins its strategic marketing planning work.

New Water Rates – Mayor Gilbert stated that utility bills now reflected the new water rate structure recently adopted by the Council, and encouraged individuals with questions about changes in their bills to contact Administrator Post.

ADJOURN

Hearing no objection, Mayor Gilbert adjourned the meeting by general consent at 7:12m.

Respectfully submitted,

Jeanette Moeller
City Clerk