



**MINUTES
CITY COUNCIL MEETING
December 18, 2012**

CALL TO ORDER

The meeting was called to order at 6:30 pm.

Present: Mayor: Tim Hultmann; Council: Tom Skjaret, Donny Chillstrom, and Liz Olson

Staff Present: City Administrator: Terrance Post; Public Works Director: Marv Wurzer; City Engineer, Jason Wedel; City Attorney: Jeff Carson; and City Clerk: Jeanette Moeller

Absent: Council: Brian Carpenter (with prior notice)

PLEDGE OF ALLEGIANCE

UPDATE FROM HENNEPIN COUNTY SIXTH DISTRICT COMMISSIONER JAN CALLISON

Commissioner Callison provided a Powerpoint presentation reviewing the status of Hennepin County revenue sources, and trends in health and human services programs. She also presented the Council with copies of a summary of Commissioner Jeff Johnson's Water Management Proposal to restructure water management governance. Lastly she mentioned that County Administrator Richard Johnson had retired.

CITY OF LONG LAKE UPDATE

Mayor Hultmann asked that residents help keep fire hydrants clear of snow; reminded those who ice fish to stay off the lake until ice conditions are safe; encouraged shopping local in Long Lake whenever possible; and wished everyone a happy holiday season and a happy new year.

APPROVE AGENDA

Mayor Hultmann requested that an Item 11 be added to the Agenda to formally establish a date for the Council's annual Strategic Planning session.

A motion was made by Chillstrom seconded by Olson, to approve the Agenda as amended. Ayes: all.

CONSENT AGENDA

The Consent Agenda consisted of:

- A. Approve Minutes of December 4, 2012 City Council Work Session
- B. Approve Minutes of December 4, 2012 City Council Meeting
- C. Receive Unofficial Draft Minutes of December 11, 2012 Planning Commission Meeting
- D. Approve Vendor Claims and Payroll
- E. Authorize Amendments to the Adopted City of Long Lake 2012 Budget
- F. Adopt Resolution No. 2012-36 Approving Issuance of 2013 Refuse Hauler Licenses
- G. Adopt Resolution No. 2012-37 Approving Issuance of 2013 Liquor Licenses
- H. Adopt Resolution No. 2012-38 Approving Issuance of 2013 Tobacco Licenses
- I. Authorize Rink Attendant Hiring
- J. Accept the Resignation of LLFD Firefighter Lee Berglund

- K. Adopt Resolution No. 2012-44 Accepting a Donation to the LLFD from Alerus Financial and Jacob Raymond

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

OPEN CORRESPONDENCE

Mayor Hultmann invited three students in attendance at the meeting to the podium to introduce themselves. The students were from Mound Westonka schools, and were attending the meeting to satisfy a requirement of their Advanced Government class. Mayor Hultmann thanked them for taking an interest in government.

BUSINESS ITEMS

Public Improvement Hearing: Consider Resolution Ordering the Brimhall and Tamarack Avenues 2013 Street Improvement Project and Preparation of Plans and Specifications

Post stated that the purpose of this agenda item is to hold the Public Hearing to consider approval of a resolution ordering the Brimhall Avenue and Tamarack Avenue 2013 Street Improvement Project and the preparation of plans and specifications. Notice of the public hearing was published in the City's official newspaper on December 1 and December 8. In addition, all affected property owners within the project area were mailed a notice of the public hearing in excess of 10 days prior to the meeting in accordance with Minnesota Statutes.

City Engineer Wedel reviewed the scope of the proposed 2013 Street Improvement Project; presented the street and utility improvements as detailed in the current project proposal; explained the methodology for calculation of special assessments to properties within the project area; and responded to Council member questions regarding proposed changes in street width and curb and gutter within the project area.

Mayor Hultmann opened the public hearing at 6:55 pm.

TJ Bonnet, 505 Brimhall Avenue, commented that he would like to see street widths remain unchanged rather than narrowed; stated he believes the street condition is adequate for the minimal use it receives at this time; questioned whether the overall project expense makes financial sense in relationship to the cost of I/I treatment; and requested clarification on the type of curbing and curb cut changes proposed.

Jerry Wagoner, 500 Brimhall Avenue, expressed concern about narrowing the width of streets in the project area; and questioned the calculation of special assessments.

City Engineer Wedel provided clarification in response to property owner questions and concerns. He noted that although a 40 foot street width was accounted for in the feasibility report; the Council may choose to go with a wider street width in the project area.

Both City Engineer Wedel and City Attorney Carson further explained the calculation of special assessments based on benefit to properties.

Public Works Director discussed the overall condition of the streets and utilities; ratings of both streets in the Pavement Management Plan; and the history of project consideration.

City Engineer Wedel stated that at the time plans and specifications are presented for City Council approval, a bid alternate could be added to request cost information for wider street widths.

A motion was made by Skjaret, seconded by Chillstrom, to adopt Resolution No. 2012-39 ordering the Brimhall Avenue and Tamarack Avenue Improvement Project and preparation of plans and specifications. Ayes: all.

Accept WSB Proposal for Design and Construction Management Services Related to 2013 Street Improvement Project

Post reported that specific approval of the WSB engineering services fee proposal will begin the next phase of the 2013 reconstruction project, which is the development of detailed plans and specifications for bidding purposes. Staff recommends approval of the proposal as it is very competitive compared to engineering fees incurred on the last 2008 street reconstruction project, as well as being anticipated as an overhead item in the project feasibility report accepted at the November 20, 2012 regular Council meeting.

Council and staff discussed the cost benefits likely to be realized from proceeding with the 2013 Street Improvement Project at this time, rather than once again delaying project consideration to a future date.

A motion was made by Chillstrom, seconded by Skjaret, to approve the December 4, 2012 engineering services proposal from WSB & Associates, Inc. for plan and specification development and construction management related to the 2013 Brimhall Avenue and Tamarack Avenue reconstruction project for a not to exceed fee of \$110,928; and authorize the City Administrator to execute the contract document on behalf of the City of Long Lake. Ayes: all.

Adoption of Final Payable 2013 Levy, Budget, CIP and Pay Plan Resolutions

Post advised that since the December 4, 2012 public meeting to discuss the proposed 2013 levy and budget, staff reviewed 2012 current property tax collection activity and has recommended a 2.5% reduction to the 2013 operating levy from the adopted 2012 operating levy based upon a more positive delinquency collection assumption.

The current 2013 final budget presented to the City Council this evening reflects a total levy decrease of 0.12% created by an operating levy decrease of 2.50% and a debt service levy increase of 13.67% to \$1,001,880. The levy supports total General Fund revenues of \$1,400,820 and General Fund expenditures of \$1,400,820 which results in a balanced budget. The 2012 estimated year-end General Fund fund balance of approximately \$730,000 represents approximately 53% of proposed 2013 General Fund expenditures. The overall budget also assumes no headcount changes and a 2.0% salary range move in the 2013 Salary Plan.

Similar to 2012, which was characterized by just a few significant CIP projects, the 2013 CIP includes the following major items: 1) Brimhall and Tamarack Avenue street improvements; 2) replacement of Fire Department U-13 with new CMD 1 vehicle; and 3) rehabilitation of Watertown Road Lift Station A.

A motion was made by Skjaret, seconded by Chillstrom, to adopt Resolution No. 2012-40 establishing the final 2012 tax levy collectible in 2013. Ayes: all.

A motion was made by Skjaret, seconded by Chillstrom, to adopt Resolution No. 2012-41 establishing the final 2013 total City budget. Ayes: all.

A motion was made by Chillstrom, seconded by Skjaret, to adopt Resolution No. 2012-42 establishing the 2013 Capital Improvement Plan (CIP). Ayes: all.

A motion was made by Olson, seconded by Chillstrom, to adopt Resolution No. 2012-43 establishing the 2013 Pay Plan. Ayes: all.

Establish Date for Council Strategic Planning Session

A motion was made by Skjaret, seconded by Chillstrom, to schedule the City Council annual Strategic Planning session for Saturday, January 19, 2013 beginning at 8:00 am to discuss Council goals and plans for the upcoming year. Ayes: all.

Mayor Hultmann encouraged anyone with suggestions for City improvements to submit them to City Clerk Moeller or Council members in advance of the goal setting session.

OTHER BUSINESS

Park Board Liaison Report – Council member Chillstrom indicated that the Park Board is continuing work on new trail map signage, along with signage for Nelson Lakeside Park regarding lake usage rules and regulations.

Happy Holidays – Post wished everyone a happy holiday season.

Park Board Openings – City Clerk Moeller stated that applications are being accepted to fill one full term and one unexpired term on the Park Board.

Snowball Open – Council member Chillstrom advised that the Orono Lions Club will be hosting the annual Snowball Open event on January 26.

ADJOURN

A motion was made by Chillstrom, seconded by Skjaret, to adjourn the meeting. Ayes: all. The meeting was adjourned at 7:40 pm.

Respectfully submitted,

Jeanette Moeller
City Clerk