



**MINUTES  
CITY COUNCIL MEETING  
October 15, 2013**

**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; Fire Chief: James Van Eyll; and City Clerk: Jeanette Moeller

**Absent:** Council: Kurt Kaminski (with prior notice)

**PLEDGE OF ALLEGIANCE**

**LONG LAKE NEWS UPDATE**

Mayor Hultmann highlighted the following upcoming events:

- Fall leaf pickup will take place on Tuesday, October 29 and Tuesday, November 5.
- Safe Trick or Treating in Long Lake will be held on October 26 from 11:00 am to 1:00 pm. The event, sponsored by the Long Lake Area Chamber of Commerce, begins at Fire Station 1 where kids will receive treat bags and maps of participating businesses.

**APPROVE AGENDA**

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

**CONSENT AGENDA**

The Consent Agenda consisted of:

- A. Approve Minutes of October 1, 2013 Joint Long Lake/Orono City Councils Work Session
- B. Approve Minutes of October 1, 2013 City Council Meeting
- C. Approve Vendor Claims and Payroll
- D. Receive Unofficial Draft Minutes of October 8, 2013 Planning Commission Meeting

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

**OPEN CORRESPONDENCE**

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

**BUSINESS ITEMS**

**Annual Update – Hennepin County Commissioner Jan Callison**

Commissioner Callison reviewed factors impacting Hennepin County's proposed 2014 budget, including slight market valuation increases observed across the county, termination of passport services at Hennepin County service centers and changes in library branch operational hours. She

also noted trends in constituent issues, reporting that traffic on and the condition of roadways such as CSAH 112 remain an area of concern. A recent article published regarding daycare fraud also spurred public concern.

Commissioner Callison further responded to Council member questions regarding housing and homelessness figures, whether County funding for the CSAH 112 Turnback Project would be reduced if trail elements are removed from project plans, and how the Affordable Care Act has or will impact negotiations with County staff bargaining units.

### **Approval of Brimhall/Tamarack Avenue Improvements Project – Pay Request No. 3**

Post reported that Kuechle Underground, Inc. has submitted Pay Request No. 3 for work completed from September 7 through October 9, 2013. The work performed during this period has largely been the creation of the road bed base; curb, gutter, and driveway installation; and initial lift of bituminous. Council is aware of the soil moisture problems encountered in the establishment of the road bed base that necessitated the issuance of a project change order. This pay request does not include payment for the change order work approved previously, as Engineer Wedel is in the process of negotiating material quantities with the contractor. On a percentage completion basis, the project is approximately 75% complete through this October 9, 2013 pay request.

Of the total completed to date, a 5% retainage amount is being withheld until substantial completion. This retainage subtraction, less Pay Request No. 1 and No. 2 payments, produces the \$217,242.39 Pay Request amount. Staff recommends approval of Pay Request No. 3 to Kuechle Underground, Inc. in the amount of \$217,242.39, withholding \$11,433.81 in additional retainage. Work remaining to be completed next spring will include the final lift of bituminous and adjustments to manholes.

*A motion was made by Chillstrom, seconded by Skjaret, to authorize Pay Request No. 3 to Kuechle Underground, Inc. in the amount of \$217,242.39 for work performed in conjunction with the 2013 Brimhall and Tamarack Avenue Improvements Project. Ayes: all.*

### **Approve Proposal from AEM Financial Solutions, LLC for Interim Financial Solutions**

Post indicated that his impending November 8, 2013 last work day as City Administrator necessitated the need to cover financial accounting transaction activity on an interim basis until the new City Administrator search process has concluded is present. Staff recently met with representatives of the City's external audit firm, Abdo, Eick & Meyers (AEM) to determine if they had interest in providing such services. AEM has set up a subsidiary firm (AEMFS) to provide such services to primarily non-audit clients. They submitted a proposal and emphasized that the engagement would be limited to interim in nature; they would be limited to booking "normal" transactions; they would not be making any "judgment" journal entries; and they would be doing nothing to jeopardize their independence with respect to the upcoming December 31, 2013 year-end financial audit.

AEM is well-versed in the financial software used by the City and will require minimal training hours for the assignment. The engagement start date of November 1, 2013 will allow a week of crossover training, if needed, before the departure of Administrator Post. Billing rates for services provided will vary based upon the level of AEMFS staff performing the tasks. Staff recommends accepting the proposal for interim accounting services from AEMFS as outlined in the proposal.

*A motion was made by Skjaret, seconded by Chillstrom, to accept the contract proposal for interim financial accounting services from AEM Financial Solutions, LLC for the period from November 1, 2013 through January 17, 2014 and authorize the Mayor and City Administrator to execute the contract on behalf of the City of Long Lake. Ayes: all.*

### **Resolution Supporting MCWD Treatment Pond Restoration Project**

Post stated that the Minnehaha Creek Watershed District (MCWD) has included in its long range capital improvements plan (CIP) projects to improve water quality in Long Lake Creek and Tanager Lake. Having completed the feasibility study stage, and having had public input in the form of public meetings on the proposed project, the MCWD is poised to consider ordering the project. The project location is the site of the former City of Long Lake wastewater treatment facility holding ponds that Long Lake Creek runs adjacent to. The project, as proposed, will have no present or future cost implications for the City of Long Lake. At the October 10, 2013 Public Hearing on this project, public and City input was received that was not in support of either a trail or a parking lot as a possible ancillary aspect of this project.

Mayor Hultmann added that during the public hearings, public input expressed concern regarding the walking trail and parking lot project improvements reflecting in the project plans. MCWD staff clarified that those additions were largely artist renditions and were not actually included in the project. As proposed, the project would include dredging the creek to allow it to meander between ponds, and natural walking paths will be available for public use. The work would be performed at no expense to the City, and may result in some type of storm water credit calculation by Metropolitan Council. If all goes well, the project would be undertaken next summer or fall, dependent upon a determination regarding the best time for dredging work to be completed.

Council member Skjaret reflected that once the project is complete, perhaps the Park Board could explore signage opportunities or changes to note that an unimproved trail is present for use.

*A motion was made by Olson, seconded by Chillstrom, to adopt Resolution No. 2013-42 supporting the Minnehaha Creek Watershed District Long Lake Wastewater Treatment Pond Restoration Project. Ayes: all.*

### **Reschedule November 5, 2013 City Council Meeting Date**

*A motion was made by Chillstrom, seconded by Skjaret, to reschedule the November 5, 2013 City Council meeting to be held Monday, November 4, 2013 beginning at 6:30 pm. Ayes: all.*

## **OTHER BUSINESS**

**Status of Administrator Hiring Process** – Council member Olson questioned whether staff has learned when the Council may expect to be interviewing candidates for the City Administrator position. Post indicated that at this point the search consultant continues to anticipate maintaining the original schedule of culling down prospects at the end of October, with interviews taking place in November. To date, 12 applications have been received, and the consultant is expecting as many as 50 applications will be submitted in total.

**Safe Trick or Treating** – Council member Chillstrom noted that hot dogs will be served outside the True Value store during the Chamber of Commerce Safe Trick or Treating event.

**Appreciation for Well Wishes** – Post thanked everyone for their prayers for his sister, who has made tremendous progress in her recovery from a health issue. He will be picking her up to return her home tomorrow.

**Meeting with Planning Consultant** – City Clerk Moeller reported she had met with WSB & Associates planning staff to learn more about the IssueTracker program. Staff will begin utilizing the aforementioned program to track zoning related questions or concerns in the future.

**ADJOURN**

*A motion was made by Chillstrom, seconded by Skjaret, to adjourn the meeting. Ayes: all. The meeting was adjourned at 7:00 pm.*

Respectfully submitted,

Jeanette Moeller  
City Clerk