



**MINUTES
CITY COUNCIL WORK SESSION
October 15, 2013**

CALL TO ORDER

The work session meeting was called to order by Mayor Hultmann at 5:31 pm.

Present: Mayor: Tim Hultmann; Council: Donny Chillstrom, Liz Olson, and Tom Skjaret
Not present: Councilmember Kurt Kaminski (Excused Absence)
Staff Present: City Administrator: Terrance Post; Fire Chief: James Van Eyll

APPROVE AGENDA

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

BUSINESS ITEMS

Discuss LMCC Proposed 2014 Budget and Proposed JPA Amendments

Post distributed table handouts that included the proposed 2014 LMCC budget, a "redlined" JPA document that highlights the proposed amendment changes, and a "clean" JPA document that incorporates the amendment changes. The LMCC requests that the City act on both approving the proposed 2014 budget as well as either approving, or not approving, the amendments to the JPA. Post noted that this agenda item is for back grounding information only, and that action on the LMCC items would occur on the November 4, 2013 regular meeting agenda.

Discuss City Administrator Interim Responsibilities

Post distributed a matrix of current City Administrator job functions that Council should consider addressing for the November through December interim time period until a new City Administrator is hired. They included: accounting journal entries, booking tax settlements, bank reconciliations, and issuing "exempt from sales tax" forms to vendors prior to January, 2014; budgeting including final levy and budget, pay plan, capital plan, utility rate changes, and presentation materials for December 3, 2013 2014 budget discussion public meeting; cash management/Treasury function; interactions with WPD, emergency situations, completing FEMA/State of Minnesota reimbursement request that is in progress; interaction with City Engineer concerning wrap-up of 2013 PMP project, MS4 reporting, 2014 wellhead protection requirements, and future Watertown Road Improvement/coordination with Orono; economic development including possible Virginia Avenue redevelopment/PUD, possible MnDOT excess ROY conveyance behind 2145 and 2165 Daniels Street, assess potential to decertify Hendrickson parcels from TIF District 1-6; conduit for council communication to comply with Open Meeting Law requirements; general office "walk-in" traffic communication; and meeting agenda-setting. Council directed staff to contact Planning Commissioner Roger Adams to gauge interest in being appointed as interim City Treasurer.

OTHER BUSINESS

Post noted the need to reschedule the first November regular meeting because of the School District election day conflict; and Hultmann distributed a CSAH 112 minimum estimate of City of Long Lake local share to be \$155,900 in 2013 dollars and approximately \$200,000 in 2017 dollars.

ADJOURN

The meeting was adjourned by general consent at 6:28 pm.

Respectfully submitted,
Terrance Post, City Administrator