



**MINUTES
CITY COUNCIL MEETING
January 20, 2015**

CALL TO ORDER

The meeting was called to order at 6:40 pm.

Present: Mayor: Donny Chillstrom; Council: Kurt Kaminski, Jahn Dyvik, Marty Schneider, and Liz Olson

Staff Present: City Administrator: Scott Weske; Public Works Director: Marv Wurzer; City Engineer: Chris LaBounty; Fire Chief: James Van Eyll; and City Clerk: Jeanette Moeller

Absent: None

PLEDGE OF ALLEGIANCE

LONG LAKE NEWS UPDATE AND WORK SESSION REVIEW

Mayor Chillstrom offered the following updates:

- At their January 13 meeting, the Planning Commission reviewed land use applications for the Birch's restaurant and brewhouse project proposed at the former Billy's Lighthouse site. More applications will be coming.
- In a work session prior to the regular meeting, the Council discussed new permitting requirements the City must meet to address stormwater runoff, and began preliminary discussion of upgrading water meters to a radio read meter system.
- Special Event Permit approval is being requested under the Consent Agenda for the annual Snowball Open to be held on Long Lake. The event will be held on Saturday, January 31, and proceeds benefit the RED Lions Project, which rewards first grade students for reading 30 minutes a day during the month of February.
- Also, the City is accepting applications for two Planning Commission and three Park Board seats. For more information, please contact City Clerk Moeller.

APPROVE AGENDA

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

CONSENT AGENDA

Mayor Chillstrom noted that Consent Agenda Item G promoting probationary firefighters to non-probationary status was amended prior to the meeting to include one additional firefighter.

The Consent Agenda consisted of:

- A. Approve Minutes of January 6, 2015 City Council Meeting
- B. Receive Minutes of January 13, 2015 Planning Commission Meeting
- C. Approve Vendor Claims and Payroll

- D. Adopt Resolution No. 2015-03 Approving Issuance of SEP #S2015-01 for the Orono Lions Snowball Open 2015 to be Held January 31, 2015
- E. Adopt Resolution No. 2015-02 Authorizing Signatories for the City Financial Account at Lake Community Bank
- F. Appointment of Fire Captain, Communications Coordinator, and QuarterMaster Officer Positions for the Long Lake Fire Department
- G. Promote Probationary Firefighters to Non-Probationary Status with the Long Lake Fire Department

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

OPEN CORRESPONDENCE

Fire Chief Van Eyll – Chief Van Eyll reported that the Fire Department has begun making plans to celebrate its centennial anniversary during a special event proposed to be held September 19, which is likely to include a parade, fireworks display, and a dance. Additionally, the date for the annual Fire Relief pancake breakfast has been set for April 19; and the annual 5k firefighters memorial project benefit run will be held on July 25.

BUSINESS ITEMS

Accept Proposal from WSB & Associates for Program Development and Implementation of the MS4 Permit

City Engineer LaBounty stated that as discussed in a work session prior to the regular meeting, at staff's request, WSB & Associates has submitted a proposal for completing the requirements and meeting protocols of the City's MS4 permit.

Council members did not have any additional questions regarding the engineering proposal or the MS4 permit process; however Council member Schneider sought clarification that some stormwater management may be required for Birch's to move to the former Billy's Lighthouse site. LaBounty confirmed that as part of the Birch's application process, a request has been made for a variance from hardcover regulations. That variance request may result in stormwater measurements being made and there will likely be some stormwater management necessary as part of that project.

A motion was made by Schneider, seconded by Kaminski, to accept the proposal from WSB & Associates for Program Development and Implementation of the Long Lake MS4 Permit, dated December 23, 2014. Ayes: all.

Establish 2015 Open Book Meeting Date to Review Property Valuation and Classification Issues

City Clerk Moeller stated that traditionally the Council has met each year as the Local Board of Appeals and Equalization, or "Board of Review", to address objections made by home and business owners to their property class and/or the market value placed on their property. For the Council to meet as its own Board of Review, statute requires that at least one Council member has attended an appeals and equalization course developed or approved by the Commissioner of Revenue within the last four years and become certified. Council member Skjaret and Mayor Hultmann were the Council's certified members, but with the expiration of their terms, the Council no longer has a member certified and is unable to meet as a local Board. No new certification classes were available to send Council members to in a timely manner. In this circumstance, an "Open Book" meeting is required instead, with unresolved appeals to be transferred to the County Board of Appeal and Equalization for further action.

During an "Open Book" meeting, City assessor and County assessor staff are available to meet on a one-on-one basis with property owners to discuss property valuation and classification issues. This type of meeting allows property owners to meet with assessment staff in a more informal setting to review questions about their property, ask questions about their assessed value, and privately present property appraisals, examples of comparable sales, and their arguments for why their assessed value may warrant changing. Assessing staff can verify the accuracy of data and examples provided with the owner, and due to the informal nature of this type of meeting, the property owner can also schedule an appointment for the assessor to view the property if needed. The process is efficient because concerns and questions can often be resolved immediately, and it is likely property owners will find the "Open Book" style of meeting to be less intimidating, easier and more private than presenting appeals more formally before a Board.

Minnesota law requires that property owners must be provided with a procedure for reviewing their assessments prior to the County Board of Appeal and Equalization meeting, which takes place annually in June. The County Assessor's office proposed that this year's Open Book meeting be held on Tuesday, April 7; however, after discussing meeting availability with City Assessor Rolf Erickson, staff is recommending the Council establish Thursday, April 16 from 5:30 pm to 7:00 pm as the date and time for the 2015 Open Book meeting.

Council members were in favor of the change to a less formal Open Book meeting style, and expressed interest in hearing feedback from those who utilize the Open Book process. Moeller indicated she could certainly approach any participants and ask for their thoughts and comments on the different meeting style, as she'll need to be present in the building during the meeting. She noted that information about the Open Book meeting will be publicized in an upcoming City newsletter and on the website.

A motion was made by Dyvik, seconded by Olson, to establish Thursday, April 16, 2015 from 5:30 pm to 7:00 pm as the date and time for the 2015 Open Book meeting. Ayes: all.

OTHER BUSINESS

Snowball Open Fundraising – Council member Kaminski noted that the majority of funding for the Orono Lions RED Lions reading program does come from funds raised through the Snowball Open, and he encouraged participation in the event.

Speed Sign on Wayzata Boulevard – Council member Kaminski stated that the last few times he observed the solar powered speed monitoring sign on Wayzata Boulevard at the east end of town, the sign appears to be displaying more accurate traffic speeds. Resident Dan MacDonald added that he'd received an email from the Wayzata Police Chief indicating that they tested the sign's operation following installation of new radar equipment on the sign and found it to be accurate. Mr. MacDonald intends to contact the Police Chief and request a ridealong to observe how they tested the sign's accuracy. Council noted that if the curve of the roadway is an issue, the sign may need to be relocated to a straighter stretch of road. Council member Dyvik also questioned whether there would be some merit to changing the sign's operation so that speed notifications do not flash unless traffic is exceeding speed limits.

Fire Advisory Meeting – Council member Dyvik requested clarification of conflicting times listed for the January 28 Fire Advisory committee meeting start time. Chief Van Eyll advised that the meeting will be held from 3:30 pm to 4:30 pm in the Fire Station 1 training room, and will continue to be on the last Wednesday of the month at 3:30 pm moving forward.

Birch's Brewhouse – Council member Schneider indicated he had received a few emails from residents of the Tealwood townhomes with comments and questions regarding the Birch's project at the Billy's site, and had forwarded them on to staff.

Thanks to City Staff – Council member Schneider thanked City Clerk Moeller for her work getting the Community Calendar up and running on the City's website; and also expressed his appreciation and congratulations to City Administrator Weske on the completion of his first year at Long Lake.

Resident Update – Council member Schneider noted that long time Long Lake resident Earl Swanson will be moving to the Orono Woods senior apartments with his wife, and thanked him for being a part of Long Lake. He stated that he hopes to continue to see Mr. Swanson visiting at Long Lake meetings.

CSAH 112 PAC Meeting and Long Lake Open House – Council member Olson noted that a CSAH 112 PAC meeting is being held the following morning, and confirmed with staff that the open house to offer project design updates to interested residents is on schedule to take place prior to the February 10 Planning Commission meeting. Staff confirmed the open house has been scheduled and is listed on the City's website. Council and staff discussed project design updates with an emphasis on lighting fixtures proposed.

Birch's at Former Billy's Lighthouse Site – Administrator Weske offered an update on the timeline for the Birch's project applications. Variance requests will be considered by the Planning Commission and a public hearing will be held at their February 10 meeting, and it is anticipated the Council will be reviewing all the applications for the project at their February 17 meeting. Weske encouraged residents to attend the Planning Commission's public hearing to voice any comments or questions they may have.

Planning Commission and Park Board Openings – City Clerk Moeller updated the Council on applications received for Planning Commission and Park Board member seats thus far, and encouraged anyone interested to view the application on the City's website or contact her for more information.

Strategic Planning Session – Council member Olson suggested discussing a date for the Council to meet for their annual strategic planning and goal setting session. Council members agreed a date in the last week in February would be of interest.

ADJOURN

A motion was made by Schneider, seconded by Olson, to adjourn the meeting. Ayes: all. The meeting was adjourned at 7:16 pm.

Respectfully submitted,

Jeanette Moeller
City Clerk