



**MINUTES
CITY COUNCIL MEETING
January 19, 2016**

CALL TO ORDER

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

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

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

Absent: None

PLEDGE OF ALLEGIANCE

LONG LAKE NEWS UPDATE AND WORK SESSION REVIEW

Mayor Chillstrom offered the following updates:

- Mayor Chillstrom welcomed high school students present in the audience. The student group was in attendance for a school-related project.
- In an EDA meeting prior to the regular City Council meeting, the EDA discussed goals and priorities for the coming year.
- Last week, the Open to Business initiative, a program that has been employed by the City to provide a resource for businesses through the coming CSAH 112 project, made another presentation at a Long Lake Area Chamber of Commerce monthly meeting. The meeting was well received and well attended.
- Mayor Chillstrom congratulated City Administrator Scott Weske on his wedding to be held the coming Saturday.

APPROVE AGENDA

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

CONSENT AGENDA

The Consent Agenda consisted of:

- A. Approve Minutes of January 5, 2016 City Council Work Session
- B. Approve Minutes of January 5, 2016 City Council Meeting
- C. Approve Vendor Claims and Payroll
- D. Promote and Reappoint Long Lake Fire Department Officer and Coordinator Positions
- E. Appoint Planning Commission Chair (Bob Erickson) and Chair Pro-Tempore (Roger Adams) for the Year 2016
- F. Establish Wednesday, April 20, 2016 From 5:30 pm to 7:00 pm as the Date and Time for the 2016 Open Book Meeting

- G. Adopt Resolution No. 2016-03 Approving a Salary Step Increase for City Administrator Scott Weske

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

OPEN CORRESPONDENCE

Dan MacDonald, 335 Russell Lane – Mr. MacDonald appeared to encourage involvement in local government, stating that “government goes to those who show up”. He thanked the Council for their work.

Samantha Trusdell, Mound High School – Ms. Trusdell stated that she and her fellow students attend Mound High School, and were present at the meeting for a government class project. The class requires that the students attend at least two local government or school board meetings. The January 19 meeting is the fourth she and her fellow students have attended thus far.

BUSINESS ITEMS

Approve Shared Services Grant Contract for Fire Department Shared Services Study

Fire Chief Van Eyll stated that at the end of 2015, he had appeared before the Council to request approval of a letter of support for the Long Lake Fire Department’s participation in the fiscal year 2016 Minnesota Shared Services Grant Program. Long Lake Fire, in partnership with other area fire departments, made application for a grant to study shared services opportunities focusing on the following:

- As first priority, studying the feasibility, administrative challenges, and anticipated benefits of having a fire district or regional fire training/fire prevention/fire inspection coordinator serving all departments involved in the shared services study. Firefighter training is very critical to safety and fire department operational success. Assuming the study results are positive; staff would like to move directly into the implementation phase as early as possible in FY 2016.
- The second priority would be to study the feasibility of, and identify practical options for a “District Wide Regional Staffing Model” that would support all of the 13 west metro communities the involved fire departments currently serve. The staffing model study objectives would need to include how to better serve our communities based upon utilization of existing fire department resources, plus factor in the anticipated recruiting and retention trends of less volunteer firefighters. Again, assuming the study results are positive; staff would like to move directly into the implementation phase as early as possible but more likely in fiscal year 2017.

The Minnesota Fire Service Advisory Committee appropriated \$200,000 to the State Fire Marshal Division to award Shared Services Grants to fire departments. Awards are to be capped at \$40,000 and there is a 10% match but this match can include in-kind service to facilitate and manage the grant, thereby minimizing any out of pocket cost to involved entities. The Shared Services Review Committee has reviewed the LLFD’s application and selected the department’s to be partially funded. We were awarded \$23,500 of the \$40,000 we requested. Staff is requesting the Council consider adoption of a resolution approving entering into the grant contract.

A motion was made by Schneider, seconded by Dyvik, to adopt Resolution No. 2016-04 approving the 2016 Shared Service Grant Contract between the City of Long Lake and the State of Minnesota, acting through its Commissioner of Public Safety.

Well Control System Upgrade

City Engineer LaBounty, with the assistance of Greg Johnson (also of WSB & Associates), reported that the City's two existing wells and water tower are controlled and monitored by a well control system with programmable logic controller (PLC) originally installed in 2002. The system began having communication problems in 2007, and since has continued to generally function but with noticeable issues and interruptions. As problems have arisen, Public Works have attempted to isolate and repair the communication breakdown by replacing portions of the well control system as failures occurred. The problems have been intermittent, difficult to diagnose, and more than one systems integrator has looked at the issue without being able to provide a permanent fix.

In 2011 the City completed the Well No. 2 Rehabilitation Project which included modifications to the well's electrical, pump process controls, and HVAC system. Over the past two years, similar and new communication complications have again arisen. It is suspected that the communication problem may be based on a poor radio signal path to the water tower or on the existing PLC and associated programming supporting the control system.

Based on the age of the existing system, hardware that is rarely used in this market, difficulty to provide a permanent fix, and ongoing maintenance costs being incurred by the City it may be beneficial to look at the replacement of the existing control panels, PLCs, and code. This would result in restarting the useful life of the control panels and could minimize the downtime of the system during repairs/replacement. The estimated cost for complete replacement is \$145,000 (including administration and engineering).

The existing equipment that has been replaced within recent years and the existing control boxes may be able to be salvaged to reduce the total cost, but this would need to be determined during the design process. The City may also elect to create new programs (software component) for the PLCs, to 'start from scratch' to make sure the programs are functioning properly. Since the control panels were installed in 2002 they are now fourteen years old, which means they are nearing the end of their life cycle. As a result, rather than trying to reprogram the existing PLCs, replacing them is typically recommended. The existing PLCs are General Electric VersaMax, which is a somewhat unusual brand for this market. Nearly all water and wastewater facilities in this area use Allen-Bradley PLCs. It has also been reported that the PLC programming has been difficult for systems integrators to work with; it is not known if this is because of how they were originally programmed, the systems integrators' unfamiliarity with GE products, or a combination of both. The estimated cost to create new programs and integrate them into the existing system is \$60,000 (including administration and engineering).

All three of these options would allow for easier integration of future utility monitoring. These systems would allow for future retrofit to connect the sanitary sewer lift stations to the control panel, or even convert water radios to fiber with the completion of the CR 112 project without significant system replacement. Finally, these options could all allow for connectivity with a central control panel (SCADA system) located at the Public Works facility.

There are long term plans to possibly install fiber optic cable to each well and the water tower. If and when that happens, it should be a simple matter to replace the radios with fiber optic modems. It will require only minimal programming changes to the PLCs.

LaBounty indicated he would also recommend the City consider additional study or relocation/extension of the radio antenna at Well No. 2 to a higher location to provide better communication with the water tower. Based on discussions with Public Works this is likely not the only problem, but could improve the system efficiency and communication depending on the chosen

option. Should the problem only be communication, this could solve the problem at a relatively low cost, and if the work does not eliminate the failures, then full replacement/new code could follow. The estimated cost to complete the tower replacement/extension is anticipated to cost \$8,000 - \$11,000 (including administration and engineering).

Engineering fees can be provided to the City following direction on the preferred option and once the scope of design/bidding/construction is defined.

Council member Chillstrom suggested that it would be worthwhile to have a technician familiar with the General Electric VersaMax system out to evaluate its operation.

Council and staff discussed the normal longevity of this type of well control system, as well as the importance of having a product familiar technician out to view the equipment.

Public Works Director Wurzer provided background on how the particular system came to be installed, stating that the City's previous engineering firm had thought they could develop in-house programming for water control systems and had hired staff to create programs for these PLCs. After a successful install of the GE VersaMax system in Hugo, the previous engineer recommended it as a workable product for Long Lake. Unfortunately, Hugo's system failed within a year, and ultimately the engineers no longer supported the system. Although the radio system and PLCs are not functioning properly, the wells do have a backup system that allow operation based on a pressure system. Wurzer indicated that after the amount of funds and effort spent over the years to diagnose the system's problems, he called in WSB for assistance and is hoping to finally learn what is wrong so that a repair or solution can be found.

Administrator Weske noted that depending on the outcome of the investigation into the well control system, there may be an opportunity to bond for water meter equipment replacement, well control system fixes, and the installation of generators at lift stations simultaneously.

It was the consensus of the Council that it would be worth having a technician familiar with the GE VersaMax product out to review the system if possible, then look at whether there is an issue with the radio path along with other areas to be evaluated. Council asked that WSB staff provide an update at their next meeting.

Receive Draft "Securing and Registration of Vacant Buildings" Ordinance for Review

City Clerk Moeller reported that previously, the City Council expressed a desire to implement an ordinance that would allow for the regulation and registration of vacant buildings, recognizing that such an ordinance could create enforcement tools that would assure vacant properties are properly maintained, and could encourage the owners of vacant properties to plan for actively restoring tenancy to their buildings and sites.

An initial draft of an ordinance that proposes to amend the City Code of Ordinances, Chapter 8 (Buildings and Building Regulations) to add a new Article VIII titled "Securing and Registration of Vacant Buildings" was previously distributed to Council members in their meeting informational packets. Staff is asking that Council members review the draft ordinance language and submit comments to either the City Administrator or City Clerk by Tuesday, January 26. Staff will be remitting a copy of the draft ordinance to the City Attorney for his review as well, and will also be reviewing other sections of the current Chapter 8 as they pertain to vacant buildings to determine where additional changes may be warranted for inclusion in a second draft. Moeller reviewed a proposed timeline for continued work on the draft ordinance in preparation for a February 16, 2016 public hearing to consider a final draft. She reaffirmed that staff is not seeking any motion or action at this time, but rather distributing a first draft for the Council to begin their review.

Reschedule March 1, 2016 City Council Meeting

Moeller stated that the regularly scheduled Tuesday, March 1, 2016 City Council meeting would need to be rescheduled due to Minnesota's precinct caucuses being held on that date.

Council members discussed their availability for an alternate meeting date during that week.

A motion was made by Schneider, seconded by Dyvik, to reschedule the Tuesday, March 1, 2016 City Council meeting to be held on Wednesday, March 2, 2016 beginning at 6:30 pm, to be preceded by a work session meeting. Ayes: all.

OTHER BUSINESS

Sign Ordinance Review – Council member Olson asked how the Planning Commission was proceeding with reviewing the sign ordinance. Council member Kaminski, as Planning Commission liaison, indicated they're moving forward and have established a subcommittee to work on revisions.

Council Update – Council member Olson thanked Administrator Weske for remitting a recent Council update memo, and suggested maybe some of the subjects addressed could continue to be included as headings with status updates for future memos to help monitor progress on items.

New Plow Update – In response to Council member Schneider's question regarding the status of the new plow purchased, Wurzer responded that they are working on the truck's equipment now and are anticipating assembly of the truck and equipment package to begin in about two weeks. Council member Schneider noted that the Council may want to discuss a timeline for putting the old truck on the market for purchase, and also suggested that the new truck might make for a nice item to display at the Ice Madness Winter Festival in February.

Playground Equipment Grant Application – In preparation for an upcoming Park Board meeting, Wurzer asked the Council whether news had been received in response to the City's grant application for playground equipment improvements at Nelson Lakeside Park. Council member Schneider replied that the original grant applied for was more for larger recreation development; however, the City's application is now being considered by a playground equipment grant program. He is anticipating hearing word of a response in the next 60 days or so.

Congratulations to Administrator Weske – Council member Schneider extended a heartfelt "best wishes" to Weske on his upcoming wedding in Crosslake.

Snowball Open – Council member Kaminski reminded everyone of the Orono Lions Snowball Open to be held January 30.

Rink Conditions at Holbrook Park – Mayor Chillstrom indicated he had heard through the grapevine that ice conditions at the Holbrook Park skating rinks are great, and expressed his appreciation to Public Works for their efforts.

ADJOURN

Hearing no objection, Mayor Chillstrom adjourned the meeting by general consent at 7:44 pm.

Respectfully submitted,

Jeanette Moeller
City Clerk