



**MINUTES  
CITY COUNCIL MEETING  
March 2, 2016**

**CALL TO ORDER**

The meeting was called to order at 6:35 pm.

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

**Staff Present:** City Administrator: Scott Weske; City Engineer: Chris LaBounty; 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:

- In a work session prior to the regular meeting, the Council discussed establishing fees and implementation of the new vacant building registration program; installation of a camera security system in Holbrook Park as a response to continued vandalism; and received an update from staff regarding radio read water meter proposals received.

Lastly, Mayor Chillstrom encouraged shopping local as often as possible.

**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 February 16, 2016 City Council Work Session
- B. Approve Minutes of February 16, 2016 City Council Meeting
- C. Receive Minutes of February 23, 2016 Park Board Meeting
- D. Approve LMCC Budget Amendments
- E. Approve Vendor Claims and Payroll

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

**OPEN CORRESPONDENCE**

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

## **BUSINESS ITEMS**

### **Approve Plans and Specifications and Authorize Advertisement for Bid – Watertown Road Improvement Project**

City Engineer LaBounty presented an overview of the Watertown Road Improvement Project, reviewing the scope of the project; detailing plans and specifications for utility work, and both the rural and street roadway sections proposed; and discussing speed limit and stop signage included in the plans. He also reviewed the schedule for bid advertisement, receipt of bids, the assessment hearing process, and indicated construction could begin in May or June of 2016.

LaBounty described the solar-powered flashing border speed limit signs proposed for installation in the corridor as part of the project. After further discussion regarding both the speed limit and stop signs proposed, Council gave direction for the flashing border speed limit sign proposed for Long Lake's portion of the project at the west end to be two-sided, necessitating inclusion of an additional speed limit sign in the project specifications. A total of three flashing border speed limit signs then would be included in the scope.

Council and staff discussed the assessment hearing process and assessment procedures; and the potential impacts of the project on property values. LaBounty also provided clarification on how the road widths of the project as completed would differ from current conditions.

*A motion was made by Schneider, seconded by Dyvik, to adopt Resolution No. 2016-07 accepting the plans and specifications for the Watertown Road Improvement Project and to authorize the advertisement for bids. Ayes: all.*

### **CSAH 112 No Parking Evaluation and Resolution Restricting Parking – E. Cemetery Road to Tealwood Place**

LaBounty reported that the City of Long Lake was previously notified by the Wayzata Police Department that several inquiries and complaints had been received about vehicles parking on Wayzata Boulevard (County Road 112) between the east and west driveways of Birch's on the Lake at 1310 West Wayzata Boulevard. CR 112 is maintained by Hennepin County, but enforced by local police authorities.

Hennepin County has completed an intersection sight distance analysis of the east and west driveway access points to CR 112 and is recommending the City of Long Lake restrict parking between the two driveways. Staff also reviewed the existing signage in the area, and a No Parking sign exists adjacent to the existing right turn lane between the west driveway to Birch's on the Lake and Tealwood Place. The City does not have a no parking resolution on file for this area, and the proposed resolution would allow the County/City to replace this sign to match new signage if necessary in this block as well.

Staff is recommending the City Council adopt Resolution No. 2016-06, which would restrict parking on the north Side of Wayzata Boulevard (CR 112) from the west property corner of 1310 West Wayzata Boulevard and Tealwood Place.

LaBounty noted that he had some discussion of the proposed resolution with owner Brennan Greene of Birch's. Birch's was already assuming that parking should not be taking place along CR 112, and voiced no objection to the proposed No Parking signage.

Council members reflected that the County's study results warranted the City's response to sight line concerns.

*A motion was made by Olson, seconded by Schneider, to adopt Resolution No. 2016-06 restricting parking on the North Side of Wayzata Boulevard (CR 112).*

Council and staff further discussed the traffic speeds and vehicle standards utilized by the County in conducting the study. LaBounty responded to questioning by Council member Dyvik relative to accuracy of the orientation of parking as marked in the study.

*Ayes: all.*

**Resolution Establishing Fee Structure for Vacant Buildings Registration Program**

City Clerk Moeller indicated that at the February 16, 2016 meeting, the City Council adopted an ordinance amending the City Code of Ordinances, Chapter 8 to add a new Article VIII titled "Securing and Registration of Vacant Buildings". The ordinance adopted defined what constitutes a vacant building; established a registration process to include an application and annual fee for vacant buildings meeting the ordinance definition; allowed for administrative registration and collection of costs should a vacant building owner not comply with the ordinance; included exemptions for those buildings damaged by fire/severe weather or for buildings owned by "snowbirds"; and provides for inspection of vacant buildings upon request.

With adoption of the ordinance, it is necessary for the City Council to set forth a Vacant Building Registration fee structure by Resolution. Staff researched fees charged by a variety of metropolitan area cities who have similar vacant buildings ordinances and registration programs to develop recommendations regarding rate structure scenarios.

Moeller reviewed a draft Resolution staff prepared for the Council's consideration and outlined three different fee structures that could be adopted or modified at the Council's discretion. Council members discussed the rate structures presented in a work session prior to the regular meeting. Fee schedules reviewed were:

Option 1

|  |            |
|--|------------|
| VACANT BUILDING REGISTRATION   |            |
| Single Family/Two Family Property  | \$100.00   |
| All Other Properties, Less Than 20,000 sf<br>Building Size AND Less Than 1 Acre Lot Size | \$500.00   |
| All Other Properties, Greater Than 20,000 sf<br>Building Size OR Lot Size 1 Acre+        | \$2,000.00 |
| Administrative Registration Penalty  | \$100.00   |

Option 2

|  |                 |
|--|-----------------|
| VACANT BUILDING REGISTRATION                     |                 |
| Residential Property                             |                 |
| <i>Vacant Less Than 1 Year</i>                   | \$100.00 / Unit |
| <i>Vacant 1+ Years</i>                           | \$200.00 / Unit |
| Commercial, Industrial, Non-Residential Property |                 |
| <i>Vacant Less Than 1 Year</i>                   | \$1,000.00      |
| <i>Vacant 1+ Years</i>                           | \$2,000.00      |
| Administrative Registration Penalty              | \$100.00        |

Option 3

|  |                 |
|--|-----------------|
| VACANT BUILDING REGISTRATION                     |                 |
| Residential Property – Single/Two Family         | \$100.00        |
| Residential Property – Other Multi-Family        | \$100.00 / Unit |
| Commercial, Industrial, Non-Residential Property |                 |
| <i>Vacant Less Than 1 Year</i>                   | \$1,000.00      |
| <i>Vacant 1+ Years</i>                           | \$2,500.00      |
| Administrative Registration Penalty              | \$100.00        |

Council members were in favor of the fee structure reviewed as Option 2.

Council member Schneider asked that the “FAQs” sheet prepared by staff to accompany the new Vacant Building Registration form be updated to include information about the appeal process for those who may wish to appeal application of the ordinance to their property. He also suggested considering delaying ordinance enforcement until possibly late June to allow for adequate time to advertise and respond to questions regarding the new program.

Moeller discussed outreach efforts planned to advertise implementation of the new vacant buildings ordinance and indicated a period of time would be allowed for vacant building owners to respond before staff would begin sending letters to the limited number of affected properties. It was further noted that moving forward, it is likely vacant buildings that meet the ordinance standards for registration would become known to staff through code enforcement issues as they're brought to staff's attention.

Council member Olson added that for those who meet the “snowbird” category, voluntary registration of their properties could be a useful tool for assuring the City is aware of their property and would have contact information for those owners in the event of an emergency.

Later in the meeting, Moeller clarified that information submitted through vacant building registrations would be classified as secure data.

*A motion was made by Dyvik, seconded by Olson, to adopt Resolution No. 2016-05 establishing vacant building registration fees for inclusion in the City Fee Schedule. Ayes: all.*

**OTHER BUSINESS**

**EDA Minutes** – Council member Olson asked that staff include receipt of EDA meeting minutes on Council meeting Consent Agendas. Staff replied that they had already been included on an agenda previously, and will continue to be included on future agendas.

**New County Road 112 Website** – Council member Schneider noted that Hennepin County has set up a new County Road 112 project website, and requested that staff update links to the former CSAH 112 website where posted. Staff responded that the links had already been updated.

**Public Works Director Hiring** – Council member Dyvik sought an update on the hiring process for the advertised Public Works Director position. Weske indicated that more applications have been received, and the application deadline is March 4. An interview process will be established following the deadline.

**Ice Madness** – Council member Kaminski complimented Orono Rotary Club on a successful first Ice Madness event. Council member Schneider reflected that 'The Pioneer' newspaper had published a nice write up about Ice Madness, and he believes Orono Rotary will hold one again.

**ADJOURN**

*Hearing no objection, Mayor Chillstrom adjourned the meeting by general consent at 7:38 pm.*

Respectfully submitted,

Jeanette Moeller  
City Clerk