



**MINUTES  
CITY COUNCIL MEETING  
October 1, 2013**

**CALL TO ORDER**

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

**Present:** Mayor: Tim Hultmann; Council: Kurt Kaminski, Tom Skjaret, Donny Chillstrom, and Liz Olson

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

**Absent:** None

**PLEDGE OF ALLEGIANCE**

**LONG LAKE NEWS UPDATE**

Mayor Hultmann highlighted the following upcoming events:

- The annual Long Lake Fire Department annual Fire Prevention Kids Day / Open House will be held at Station 1 on October 7 from 5:00 pm to 8:00 pm. Additionally, a dedication ceremony for the new Firefighters Memorial will take place at 6:00 pm during the event.
- Gear West will be having their Gear Western Country Half Marathon & 5K event on October 12.
- Safe Trick or Treating in Long Lake will take place 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.
- The Long Lake Area Art Show will be held October 26 and October 27 in the Orono High School cafeteria.

Mayor Hultmann also reminded residents that leaves must be bagged and may not be raked or blown into the street. In addition to leaf pickup dates, residents continue to have access to the Plymouth Yard Waste site for leaf disposal.

Mayor Hultmann concluded his updates with a reminder that everyone is encouraged continue to shop locally and support local businesses.

**APPROVE AGENDA**

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

**CONSENT AGENDA**

The Consent Agenda consisted of:

- A. Approve Minutes of September 17, 2013 City Council Work Session
- B. Approve Minutes of September 17, 2013 City Council Meeting

- C. Approve Minutes of September 23, 2013 City Council Work Session
- D. Receive Unofficial Draft Minutes of September 24, 2013 Park Board Meeting
- E. Approve Vendor Claims and Payroll

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

## **OPEN CORRESPONDENCE**

### **Kelli Gillespie, Tonka Auto & Marine, 2305 Daniels Street**

Ms. Gillespie appeared at the meeting to indicate she will be resubmitting a sign variance request for the same sign she'd previously applied for, and will be requesting that land use application fees for her resubmittal be waived. She noted that during the course of her previous application which was ultimately denied, she believes that the Planning Commission and City Council did not receive all the information she had submitted to support her variance request. She had also been unable to attend all the meetings scheduled. She hopes to paint her building but cannot do so until her sign is approved.

## **BUSINESS ITEMS**

### **Appoint WSB & Associates Inc. as City Planning Consultant and Interim Zoning Administrator**

Post reported that independent of his own resignation, current City Planning Consultant Ann Perry of Resource Strategies Corp. also has tendered her resignation to be effective October 2013. Staff and Mayor Hultmann discussed this situation and sought timely resolution of retaining a replacement.

The City has had some first-hand customer experiences with the WSB firm both from the City Engineer perspective as well as engaging their planning services department to provide customized training classes to the Long Lake Planning Commission this past summer. Reaction has been very positive. Staff also sought out another option with a smaller-sized firm similar to the Resource Strategies firm the City has been using for the last five years. William Weber Community Planning was interviewed by Planning Commission Chair Bob Erickson, Mayor Hultmann, and Administrator Post. While Mr. Weber is an accomplished planner with over 30 years of experience and current municipal clients; the leverage and synergy of tapping into WSB's entire firm resources when needed led staff to conclude and recommend that appointing WSB & Associates for the engagement is the best value proposition.

Brian Bourrassa, WSB & Associates, indicated that the primary staff person assigned to work with Long Lake will be Breanne Rothstein. Ms. Rothstein conducted the Planning Commission training sessions held recently. She is AICP certified, and was previously the City Planner for Minnetrista. She will be assisted by other junior WSB planning staff as needed.

*A motion was made by Kaminski, seconded by Skjaret, to accept the proposal for professional planning services from WSB & Associates and also appoint WSB employee Breanne Rothstein as the City's Interim Zoning Administrator until such time as the City Administrator hiring process has concluded and more specific City needs are known. Ayes: all.*

## **OTHER BUSINESS**

**Brimhall/Tamarack Project Status** – Council member Skjaret remarked that it appears the Brimhall/Tamarack Avenues street improvement project is largely complete. Post indicated that the contractor has largely met their contractual obligation. At this point boulevard cleanup work is

ongoing, property owners are expected to have full use of their driveways by the end of the following week, and the contractor will return next spring to install the second wear course. No additional change orders have been warranted to date.

**Public Works Services** – Council member Olson commented that as discussions have evolved regarding sharing Public Works services and working cooperatively towards more of a contract for service arrangement, she would like to see other options presented with regard to maintaining the City's Public Works Department. She stated she would like to see Council and staff discuss how the City can continue to maintain its own Public Works Department providing the excellent service the City has experienced, while exploring cost saving options and addressing succession planning in preparation for future staff retirements. Council members were supportive of further discussion regarding Public Works alternatives.

**MCWD Project Open House** – Council member Skjaret noted that the MCWD will be holding an open house tomorrow to present their proposed Long Lake Wastewater Treatment Pond Restoration Project.

**Gear West Signage** – Council member Kaminski questioned whether Administrator Post had sent a letter to Gear West regarding the placement of temporary signage on their corner and sight line issues. Post responded that he had briefly talked to one of the owners but had not yet sent formal correspondence.

**Interim Accounting Services Proposal** – Post advised that he had met with representatives of Abdo, Eick & Meyers to request they consider submitting a proposal for providing interim accounting services, focusing on utility billing, accounts payable and payroll.

**Fall Leaf Pickup Dates** – City Clerk Moeller reported that fall leaf pickup dates have been scheduled for Tuesday, October 29 and Tuesday, November 5.

#### **ADJOURN**

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

Respectfully submitted,

Jeanette Moeller  
City Clerk