



**MINUTES
CITY COUNCIL MEETING
December 3, 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 Engineer: Jason Wedel; and City Clerk: Jeanette Moeller

Absent: None

PLEDGE OF ALLEGIANCE

LONG LAKE NEWS UPDATE

Mayor Hultmann reported as follows:

- On Friday, November 22 and Saturday, November 23, Council members interviewed five candidates for the City Administrator position, assisted by staff and a few community members on Saturday. The City Council decided to offer the position to Scott Weske, currently employed as the Administrator for the City of Clarkfield, Minnesota. Mr. Weske accepted the position and will begin his employment January 6.
- With snow in the forecast, Mayor Hultmann reminded everyone that while on street overnight parking is prohibited year-round, it is especially important to remove those vehicles during snow as plowing becomes necessary.
- Mayor Hultmann complimented residents on their fun holiday lighting displays at their homes.
- The Long Lake Area Chamber of Commerce will be hosting Patrick J. Nelson who will be sharing his inspirational story of military life on Monday, December 9 from 6:30 pm to 8:00 pm at the Orono Middle School auditorium. The event is free to the public. Mr. Nelson will be speaking about his military experiences and about his website initiative, realcombatlife.com
- Mayor Hultmann thanked those who supported Long Lake businesses on the annual Small Business Saturday, and asked that everyone do their best to continue supporting local businesses throughout the holiday season.

APPROVE AGENDA

The agenda was amended to add the following items:

- Item No. 8 – Approval of Brimhall/Tamarack Avenues Street Improvement Project Pay Application No. 4
- Item No. 9 - Authorize Execution of MCWD Wastewater Treatment Pond Project Site Access Agreement

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

CONSENT AGENDA

The Consent Agenda consisted of:

- A. Approve Minutes of November 19, 2013 City Council Meeting
- B. Approve Minutes of November 19, 2013 City Council Open Forum
- C. Approve Minutes of November 26, 2013 City Council Special Meeting
- D. Approve Vendor Claims and Payroll
- E. Adopt Resolution No. 2013-47 Approving Issuance of 2014 Tobacco Licenses
- F. Adopt Resolution No. 2013-48 Approving Issuance of 2014 Refuse Hauler Licenses
- G. Adopt Resolution No. 2013-49 Approving Issuance of 2014 Liquor Licenses
- H. Approve Request by Audi Club North America to Conduct a Raffle Drawing on December 18, 2014 at Shavlik Financial, 1865 West Wayzata Boulevard

A motion was made by Skjaret, 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

Public Meeting to Discuss Proposed 2014 Budget and Levy

Mayor Hultmann opened the public meeting at 6:41 pm.

Moeller reported that at the September 3, 2013 regular meeting, the Council adopted a 2014 Preliminary Operating Levy of \$859,221 coupled with a required 2014 Debt Service Levy of \$152,016, producing a Total 2014 Preliminary Levy of \$1,011,237 or a \$9,357 or .93% increase compared to the adopted total 2013 payable levy of \$1,001,880.

Several factors influenced the determination of the proposed 2014 Operating, or General Fund, Levy in terms of changes from the adopted 2013 General Fund Budget. Overall, proposed 2014 General Fund revenue is up \$28,815 from the adopted 2013 budget. Primary items driving this increase include: property taxes, additional anticipated Fire Relief Aid from the 2013 legislative session, fire contract customer capital contributions, and not budgeting any LGA. Likewise, proposed 2014 General Fund expenditures are also up by \$28,960 from the adopted 2013 budget. The most significant factors driving this increase are a part-time accounting clerk headcount addition in the Administration Department, a 3.0% increase in the Wayzata Police Protection Services contract from \$293,550 in 2013 to \$302,355 in 2013, the increase in Fire Department CIP, and the expenditure pass-through of the State Fire Aid increase to the Relief Association.

Staff was tasked to achieve the delivery of 2014 General Fund services while minimizing any operating levy increase to also include a 2.0% pay plan range move. This direction has been incorporated into the development of a balanced proposed 2014 General Fund budget. Staff is recommending no modifications be made to the previously adopted proposed levy.

Hearing no public comment, Mayor Hultmann closed the public meeting at 6:45 pm.

Council members reflected it was a positive that hiring of a bookkeeper type position was anticipated in budgeting efforts, and it is likely that hiring effort will be undertaken during late February or early March of next year once the new Administrator has begun employment.

Approval of Brimhall/Tamarack Avenues Street Improvement Project Pay Application No. 4

City Engineer Wedel stated that general contractor Kuechle Underground, Inc. has submitted Pay Request No. 4 for work completed from October 10, 2013 through November 15, 2013. The work performed during this period was largely the installation of the curb and gutter, street paving, driveway installation and restoration. On a percentage completion basis, the project is approximately 82% complete through Pay Request No. 4. Of the total \$723,138.59 completed to date, a 5% retainage amount is being withheld until substantial completion. Staff recommends approval of Pay Request No. 4 to Kuechle Underground, Inc. in the amount of \$122,939.03. The contractor will be returning in spring to install the final wear course and address some remaining restoration work items. The retainage will be held for a period of time following project completion in the event any correction work becomes necessary by the City.

Wedel added that despite the addition of Change Order No. 1 to the original contract amount, as actual material costs have been calculated over the duration of work, it now appears the project may come in closer to the original contract amount once the project is complete.

Council members thanked Wedel for his efforts to keep the project in budget, and questioned whether any complaints had been received by property owners regarding the new roadways.

Wedel responded that he is working with one property owner that has indicated trailers are scraping as they access his property, and the owner has agreed to wait until the final lift of asphalt has been installed before determining whether correction work is needed.

A motion was made by Kaminski, seconded by Skjaret, to authorize Pay Request No. 4 to Kuechle Underground, Inc. in the amount of \$122,939.03 for work performed in conjunction with the 2013 Brimhall and Tamarack Avenue Improvements Project. Ayes: all.

Authorize Execution of MCWD Wastewater Treatment Pond Project Site Access Agreement

Mayor Hultmann indicated that this item was discussed in a work session prior to the regular meeting. The City has been asked to enter into an agreement with the MCWD that would address site access and liability issues in preparation for the MCWD to begin work on the wastewater treatment pond project. Council members discussed the scope of the project, including dredging the old Metropolitan Council sewer treatment pond, and realigning the creek to "meander" as it connects ponds, thereby improving filtration of water as it moves south through the waterways.

A motion was made by Chillstrom, seconded by Skjaret, to authorize execution of an agreement with the MCWD for the purpose of wastewater treatment pond project improvements. Ayes: all.

OTHER BUSINESS

Ice and Carp Harvest – Mayor Hultmann noted that although ice development on Long Lake has been great thus far, with snowfall lake freeze activity will slow. It is hoped that ice will continue to form rapidly to allow the carp harvesters to return this year for another harvest.

Holiday Decorations – Council member Skjaret complimented Public Works on the appearance of the holiday decorations installed, and indicated he is pleased that Public Works continues to be able to do so.

Additional Water Tower Revenue – Council member Skjaret stated that before he had left, Administrator Post had commented that there may be a source of unrealized tower lease revenue, and asked whether City Clerk Moeller had been advised of the revenue source. Moeller replied she was made aware of a claim by a tower lessee that revenue sent to a Long Lake Fire Department had not been properly processed. Upon review by the City Attorney, it was discovered that the lessee was actually contacting the wrong Long Lake, and instead meant to address their claim to a Long Lake Fire in another state.

Santa at TrueValue – Council member Chillstrom reported that Santa will be visiting Long Lake TrueValue on Saturday, December 7.

Snowball Open – Council member Chillstrom noted that the annual Snowball Open has been scheduled for January 25, 2014.

Toys for Tots – Council member Olson commented that she had noticed a Toys for Tots sign posted in the City Hall window. Moeller indicated that the Wayzata Police Department is participating in Toys for Tots and asked whether Long Lake City Hall would be willing to be a drop site to receive Toys for Tots donations along with the WPD. Moeller welcomed the opportunity for City Hall to participate and donations may be dropped off at City Hall any time during open hours.

Long Lake Rowing Club – Council member Kaminski questioned the status of the Long Lake Rowing Club's operations at the former Billy's Lighthouse site. No application for site improvements has been submitted to staff or the Planning Commission, and former Administrator Post had sent a letter to the LLRC reminding them that their Interim Use Permit is due to expire, and upon expiration their use of the former Billy's Lighthouse use must discontinue. Moeller indicated another reminder letter could be drafted to the LLRC. Council member Skjaret asked if staff was aware whether the LLRC intends to apply to hold their Minneapolis Sprints Rowing Regatta event on Long Lake again. Moeller indicated she would not anticipate hearing from the organization until after January 1. She also added that the LLRC was informed by Hennepin County Sheriff's Water Patrol that a seasonal use permit is required for their use of Long Lake, and that the permit process requires the organization receive approval from both the cities of Orono and Long Lake in order for Water Patrol to approve a permit. To date, staff has not been contacted with a seasonal use permit approval request.

Recycling Schedule Change – Moeller reported that Waste Management contacted the City to request that recycling day be changed from Thursday to Tuesday, consistent with garbage pickup day. Council members were in favor of the proposed change, and Moeller noted that Waste Management would be responsible for notifying residents if they pursue the change in schedule.

ADJOURN

A motion was made by Chillstrom, seconded by Skjaret, to adjourn the meeting. Ayes: all. The meeting was adjourned at 7:05 pm.

Respectfully submitted,

Jeanette Moeller
City Clerk