



MINUTES
CITY COUNCIL MEETING
June 3, 2008

CALL TO ORDER

The meeting was called to order at 6:37 pm.

Present: Mayor: Randy Gilbert; Council: Sharon Henderson, Ben Goodwin, and Jim Benson

Staff Present: City Administrator: Steve Stahmer; Finance Director: Terry Post; Public Works Director: Marv Wurzer; Fire Chief: James Van Eyll; City Engineer: Toby Muse; and City Clerk: Jeanette Moeller

Absent: Council: Sam Rettinger

PLEDGE OF ALLEGIANCE

APPROVE AGENDA

A motion was made by Benson, seconded by Goodwin, to approve the Agenda as presented.

Finance Director Post noted that the consultant coming to present Agenda Item No. 7 pertaining to the bond sale was not yet present, and asked that this item be postponed until her arrival.

Ayes: all.

CONSENT AGENDA

The Consent Agenda consisted of:

- A. Approve Minutes of May 20, 2008 City Council Work Session
- B. Approve Minutes of May 20, 2008 City Council Meeting
- C. Approve Vendor Claims and Payroll

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

OPEN CORRESPONDENCE

No one was in attendance to address the City Council during Open Correspondence.

BUSINESS ITEMS

Firefighter / Officer Structure and Selection

Fire Chief Van Eyll stated that at the direction of Council, staff was tasked with improving on current Fire Department policies and procedures. The proposed new firefighter selection policy is based off both the current bylaws of the Department and the League of Minnesota Cities suggested policy. Staff sought to create a policy that clearly set forth steps to follow for applicants to become a member of the Fire Department, including clarifying a new hiring process. Also proposed is a new officer selection policy that defines the selection process, positions, and a clear chain of command. He had included position profiles for both the firefighter and officer positions as attachments in the

Council's meeting information packets, and referring to those profiles, reviewed changes in officer structure and responsibilities. He also discussed responsibility for recruitment and retention, and his desire to offer leadership classes to officers. It was noted that the new officer structure was established with the intent to stay within budget constraints and not increase pay levels.

Stahmer referred to the second motion staff was asking the Council to consider, and asked that when the motion is made, it be noted that the position profiles were being accepted excluding salary information. Salary information would be approved in the future through the pay plan and could change overtime. The overall concept of this action is to take this first step towards moving forward in developing a Fire Department handbook.

Goodwin asked how the Council might assist in supporting the firefighter recruitment effort.

Chief Van Eyll encouraged Council members as they talk about the great things Long Lake has to offer, to remember one of those things is a volunteer fire department. The Chamber of Commerce was kind enough to offer the Fire Department a space at Buckhorn Days, so the Department will be having a table for recruiting.

Council members and staff discussed the difference between the past firefighter hiring procedure and the new policy proposed.

A motion was made by Henderson, seconded by Benson, to adopt the Long Lake Fire Department Firefighter Selection Policy and to accept the revised firefighter position description. Ayes: all.

A motion was made by Benson, seconded by Henderson, to adopt the Policy for Appointment of Fire Department Officers and to accept position profiles for the Officer positions, excluding salary information. Ayes: all.

Award of Sale for 2008 GO PIR Fund Bonds, Series 2008A

Post reported that the City had received bids on the 2008 G.O. Permanent Improvement Revolving Fund Bonds earlier that afternoon. The City is issuing \$450,000 in bonds to partially fund the cost of the 2008 Street Reconstruction Project improvements and related utility improvements.

Shelly Eldridge, Ehlers and Associates, described the bidding process, presented the bid results and recommended acceptance of the bid with the lowest rate of interest.

A motion was made by Goodwin, seconded by Henderson, to adopt Resolution No. 2008-027 providing for the issuance and sale of \$450,000 in 2008 G.O. Permanent Improvement Revolving Fund Bonds, Series 2008A to Dougherty & Co. Ayes: all.

Update on MCWD Cooperative Agreement

Stahmer stated he had asked Brad Woznak of SEH to provide a memo explaining the positives and negatives of the draft cooperative agreement with MCWD for the Long Lake park ponds, the question at hand being whether the City would be gaining anything from either a city or development perspective by doing the improvements.

Basically, according to Mr. Woznak, the agreement would allow the City to gain credits towards water quality treatment of stormwater in downtown Long Lake. The MCWD would like the City to take over future maintenance of the park ponds. The City would be able to distribute the credits towards developers as they come in at its discretion, but if new MCWD rules include peak discharge

rate control requirements that will not be met by the proposed filtration system, developers would have to meet those rules on their own. While the City can get credits for water treatment, the credits cannot be simultaneously applied for both water treatment and the phosphorous load reduction requirement. Any credits not used for water treatment could be applied to phosphorous load reduction. Staff has been in contact with the Metropolitan Council and will be submitting an update on the revised project plan to them to be sure the amended plan is in line with their requirements.

Council and staff discussed the impact of the credits and phosphorous load reduction requirements on developers.

Goodwin asked if there were any specification drawings available yet, and whether the park ponds would stay as they are.

Stahmer replied that the plan was largely conceptual although some engineering work has been done. There would not be a significant expansion of the park pond with filtration system installation, and the ravine would be rerouted and realigned to act almost as a rain garden.

Mayor Gilbert likened the filtration system to a gravel filter in an aquarium, as an example.

Wayzata Boulevard Landscaping Update – Xcel Relocation

Stahmer stated that since the last Council meeting, a survey crew had indeed determined that the three unsightly Xcel transformer boxes adjacent to Highway 12 had been installed at least partially on the James' private property. This dictates that two of the three boxes do absolutely have to be relocated; and Xcel has expressed a willingness to move the third box as well to a safer location for work crews.

Mayor Gilbert, staff and landscape architect Brady Halverson met with representatives from Xcel and the private property owner to discuss the transformer boxes and the need to relocate them. The alternate location options discussed seemed very favorable to all parties, and Xcel will be providing more information with regard to the new proposed location(s). The new location will be adjacent to the trail in the area behind, and to the east of where the boxes are located now, greatly improving the site lines of the project.

According to Xcel, they would likely not be able to complete the relocation and remove the overhead lines until mid-August. Once the boxes are removed, the 1605 West Wayzata Boulevard private service can be converted to underground by the City's electrician and Xcel can then remove the overhead lines.

The mid-August timeframe would be acceptable from a landscape project standpoint, in that fall planting is preferable.

Mayor Gilbert noted that Xcel had been extremely cooperative in the matter, and that this had been a "fortunate misfortune".

2008 Street Improvement Project Update

Stahmer said that staff had met with the general contractor for the project, along with the City Engineer and utility companies for the formal pre-construction meeting, and construction began with necessary removals of landscaping and other elements in the right of way on May 27. Unfortunately given the time the project was let prior to Memorial Day weekend, the contractor was unable to get in and do locates and markings until after the May 20 Council meeting, creating a little bit of short

notice for some. Staff did circulate a door hanger on the Friday prior to Memorial Day weekend providing notice that landscape elements would need to be removed. As with all projects, some issues have been raised by property owners regarding plantings located in the right of way. Most issues had been addressed previously in the two neighborhood construction meetings, but a few had to be resolved at the beginning of construction. Those issues involved conflicts with required storm sewer work and included:

- 2114 Watertown Road – Lilac hedge to be removed for storm sewer work. At resident's request, a portion of the hedge was left in place. The hedge also created a traffic hazard at the intersection, which has been improved by the removal.
- 2128 Watertown Road – Two tree clumps were to be removed because of their proximity to the storm sewer. One-half of one of the tree clumps was left in place at the request of the owner.
- 2156 Watertown Road – Lilac hedge was removed because it was located over top of the storm sewer. Multiple attempts were made to contact the owners/residents, but staff has never heard back.

Mailboxes were also relocated to the ends of the respective streets as close as possible to residents' homes.

Mayor Gilbert commented that since SEH had been involved in the Watertown Road project six years ago and residents had brought up a lot of landscaping issues since the roadway has a deeper right-of-way, he felt SEH should have been more proactive in providing notice of landscaping removal needed. He asked that extra steps be taken in future projects.

Toby Muse, SEH, agreed and suggested that for future projects, while not the typical policy, marking trees and landscaping prior to the public improvement hearing would definitely alleviate some concerns earlier in the process. He stated project design remains dynamic throughout the initial public meetings and hearings, and is not specific until the final design stage.

Stahmer reinforced that he had spoken with Dan Boxrud and in the future there would be greater attempt to identify what items may and may not need to be removed in the design phase of projects.

Council member Benson recognized that the new storm sewer pipe would feed into the creek at the bottom of Harrington Drive, and asked whether it could handle the additional water.

Muse responded that the design did plan for that and for future runoff should additional structures be tied into the system.

Proposed Changes to Fire Station No. 1 Parking Lot

Wurzer stated that the Long Lake Fire Department and Public Works Department are proposing a change to the parking lot design that would provide for more efficient and safer snow removal and also provide a designated parking area for motorcycles at Station No. 1.

During snow removal of the area near the east building entrance landscape rock is moved out of the rock bed areas along the sidewalks and mixed with snow. The snow is then moved to storage areas where the landscape rock then becomes a spring cleanup issue. The landscape rock has also become an air born hazard when ejected from the city snow blowers.

The work proposed would be to remove the landscape rock from between the current responder parking and the existing sidewalk to be filled with concrete; and in the area identified as "B" in the plan previously distributed, remove landscaping rock and concrete curbing to be replaced with a concrete slab in this area approximately 24-feet by 10-feet. This area could then be stripped for designated motorcycle parking, currently not provided at the station.

Long Lake Public Works would suggest that this project be a joint effort of the cities of Long Lake and Orono, given that the two cities jointly own the facility. Long Lake could provide for the removal of the existing rock and concrete and prepare a surface for the new concrete. The City of Orono could provide the skill and labor to place the new concrete. The cost for the concrete could be shared by the two cities. A recent estimated cost for the 5.25 yards of concrete was \$790.00 delivered to the site. It is anticipated that this project, if approved, could be completed this summer.

If the Long Lake City Council approves this project it will be presented to the Orono City Council for consideration at their next regular meeting.

A motion was made by Henderson, seconded by Benson, to approve the proposed changes to the Long Lake Fire Station No. 1 parking lot and to direct staff to work with the City of Orono in constructing the project, subject to approval by the City of Orono. Ayes: all.

Orono / Long Lake Water Interconnect Alarm

Wurzer's report indicated that the Long Lake and Orono water systems are connected at three locations along Highway 12 in order to provide adequate fire flow and water supply during maintenance operations in either city. One of the connections is a simple manual valve that is normally left in the closed position. The other two connections are valves that will open automatically if there is a significant pressure drop in one city or the other.

Early last year one of the automatic valves failed and allowed a significant water flow from Orono to Long Lake. Upon discovery of the problem Orono was notified and the automatic valves were shut down. Discussions with Orono were held and it was determined that the valves would not be reopened until a system to monitor the automatic valves was in place. The City of Orono has just recently completed the installation of a remote monitoring system at the interconnect valve located near Brown Road in Orono.

Staff is requesting the Long Lake City Council authorize installation of a remote monitoring system at the interconnect valve located near Brimhall Avenue in Long Lake. The system proposed is very similar to the sewage lift station alarm systems that were installed in our three lift stations.

Included in the Council's meeting packet is a quote from Tri-State Pump of Clearwater Minnesota for the CellStat system and installation costs. The installed cost would be \$4,689.24. Annual phone system operating costs are not expected to exceed \$100.00.

Wurzer also discussed how the valve failure had been detected.

Post noted that the valves came into play for backup and fire flow purposes in 2004 at the time the City's water tower reconditioning project was ongoing.

A motion was made by Benson, seconded by Henderson, to accept the quote from Tri-State Pump and Control to furnish and install a Microtel CellStat alarm system on the interconnect valve located

near the intersection of Brimhall Avenue and Highway 12 in Long Lake at a cost not to exceed \$4,689.24. Ayes: all.

OTHER BUSINESS

Marketing of Redevelopment Sites – Council member Goodwin asked staff what progress had been made in establishing a meeting to discuss marketing of the Virginia Avenue site. Stahmer questioned whether the Council would like to meet in another work session in addition to the session already held a month ago on this topic. Staff had been discussing putting together marketing materials that would list options for a developer specific to individual potential redevelopment sites. Dunbar Development would be removing the advertising sign posted on the corner and leaving the posts behind. Staff is working with a sign company in Wayzata to create a sign for posting; however, staff has been contacted by a qualified developer interested in a retail project on the site. No additional details could be provided publicly, but staff would be meeting again with the interested developer the following day. Goodwin asked if the current Virginia Avenue marketing summary had been sent out. Stahmer replied it had been distributed to a couple select developers, but not sent out in a blanket mailing. Goodwin asked that a work session be scheduled as soon as possible to discuss the matter further.

Long Lake Dental Building – Council member Benson commended Long Lake Dental on their exterior and interior remodel of their building.

Mayor's Picnic – Mayor Gilbert announced he would be hosting a picnic at Hardin Park on Wednesday, July 9, 2008 from 5:30 pm to 7:30 pm.

ADJOURN

Hearing no objection, Mayor Gilbert adjourned the meeting by general consent at 7:47 pm.

Respectfully submitted,

Jeanette Moeller
City Clerk