

MINUTES
Regular Meeting of Lake Shore City Council
Monday, December 23, 2019
7:00 PM Lake Shore City Hall

Mayor Kevin Egan called the December 23, 2019 Regular City Council meeting to order at 7:00 p.m. The Pledge of Allegiance was recited.

Roll Call: Mayor Kevin Egan. Council members present: Wayne Anderson, John Terwilliger, Krista Knudsen and Doug Miller. City Attorney Dan Hawley; City Engineer Dave Reese; City Administrator/Planning and Zoning Administrator Teri Hastings; Police Chief Steve Sundstrom and City Clerk Patti McDonald were present. There were 3 people in the audience. A quorum was present and the City Council was competent to conduct business.

APPROVAL OF MINUTES

MOTION BY DOUG MILLER TO APPROVE THE NOVEMBER 25, 2019 REGULAR CITY COUNCIL MINUTES WITH THE CHECK NUMBER SEQUENCE CORRECTED IN THE FINANCIAL REPORT. KRISTA KNUDSEN SECONDED THE MOTION. MOTION PASSED UNANIMOUSLY.

MOTION BY WAYNE ANDERSON TO APPROVE THE DECEMBER 2, 2019 CITY COUNCIL BUDGET WORKSHOP MINUTES AS PRESENTED. JOHN TERWILLIGER SECONDED THE MOTION. MOTION PASSED UNANIMOUSLY.

REPORTS

Police Report – Officer Steve Sundstrom

Incident Report – In November 2019 there were 70 incidents in the City. There were 44 traffic-related incidents and 26 were miscellaneous department activity.

Nisswa Fire Department Report – The November Nisswa Fire Department report was included for your review.

Mayor’s Report– Kevin Egan said he was approached by GCOLA to regulate Wake Boats within the city limits. The Mayor, Chief and City Administrator will sit down after the beginning of the year.

Clerk/Treasurer’s Report – Patti McDonald

Financials – MOTION BY DOUG MILLER TO APPROVE THE NOVEMBER FINANCIALS AS PRESENTED (CLAIM NUMBERS 37895 THROUGH 37973 – TOTAL \$65,415.48). KRISTA KNUDSEN SECONDED THE MOTION. MOTION PASSED UNANIMOUSLY.

Pay Bills – MOTION BY DOUG MILLER TO PAY THE BILLS AS SUBMITTED (CLAIM NUMBERS 37974 THROUGH 38040 – TOTAL \$34,248.00). KRISTA KNUDSEN SECONDED THE MOTION. MOTION PASSED UNANIMOUSLY. Check numbers 37974 through 37986 were payroll.

City Administrator/Planning & Zoning Administrator – Teri Hastings stated at 6:00 p.m. there were 2 people in attendance for the Truth in Taxation meeting. There have been a number of budget workshops up to the TNT meeting. The Mayor said there were a series of workshops to discuss the budget before approving the proposed budget and levy.

Discuss and Approve 2020 Levy – The total proposed 2020 levy is \$1,281,778, which is a 1.2% decrease from the preliminary levy adopted in September. The levy needs to be sent to the Cass County Auditor by December 30th.

MOTION BY DOUG MILLER TO ADOPT THE 2020 PROPERTY TAX LEVY OF \$1,281,778. WAYNE ANDERSON SECONDED THE MOTION. MOTION PASSED UNANIMOUSLY.

Discuss and Approve 2020 Budget – The total 2020 budget is \$1,512,215. There were no more comments regarding the levy or budget from the council or audience. The overall budget shows a 19.23% increase from 2019.

MOTION BY DOUG MILLER TO ADOPT THE 2020 CITY BUDGET AT \$1,512,215. JOHN TERWILLIGER SECONDED THE MOTION. MOTION PASSED UNANIMOUSLY.

Cost of Living Adjustment for City Staff – A 2.0% cost of living adjustment for full-time city staff was included in the budget, which was a 1% decrease from the preliminary budget. Last year the City Staff received 1% for the cost of living.

MOTION BY DOUG MILLER TO APPROVE THE 2.0% BUDGETED COST OF LIVING ADJUSTMENT FOR REGULAR CITY STAFF. WAYNE ANDERSON SECONDED THE MOTION. MOTION PASSED UNANIMOUSLY.

Insurance Dividend – The League of Minnesota Cities Insurance Trust property/casualty program distributed the year end dividends,; the City received a dividend check for \$430.00.

November Minutes and Permit Summary – Teri included the November minutes and permit summary for review.

Wastewater/Road Committee – Wayne Anderson said the committee met last week.

Port View Road Improvement Recommendation – The Wastewater/Road Committee is recommending the City deviate from the road standards for the Port View Road Improvement in the following areas:

- Pavement Width of 18' vs 20'
- Clear zone of 2' from 10'
- No additional ditch work
- No culvert replacement

The rationale for the deviation is the extremely low daily traffic count, the road is considered to be a “dead end” road with the likelihood of future development very minimal. In addition, residents have a \$90,000.00 contribution to the project. If the council approves this recommendation; the city engineer should revise the feasibility report to reflect the changes.

The Mayor asked Dave to comment on the recommendation. Dave said that WSN will have to revise the scope of work and cost estimate as to what ultimately a project of this nature will cost. Then another public hearing will have to be called. John Terwilliger said there were a variety of options that were discussed at the committee meeting with the committee ultimately making their recommendation.

MOTION BY JOHN TERWILIGER TO AUTHORIZE THE CITY TO DEVIATE FROM THE ROAD STANDARDS FOR THE PORT VIEW ROAD IMPROVEMENT AS PRESENTED. KRISTA KNUDSEN SECONDED THE MOTION. MOTION PASSED UNANIMOUSLY.

Proposal for Engineering Services – Wayne Anderson supplied a proposal for engineering services for the 2020 Street Improvements for a proposed total of \$195,500. Dave said that if Port View Road goes through they would like to include it in the project in the 2020 Street Improvement scope of work.

MOTION BY WAYNE ANDERSON TO PROCEED WITH THE 2020 STREET IMPROVEMENT PROPOSAL AS PRESENTED. DOUG MILLER SECONDED THE MOTION. MOTION PASSED UNANIMOUSLY.

Resolution Declaring Intent to Reimburse Certain Expenditures from Bond Proceeds – The Mayor said the City will attempt to bond for the 2020 Street Improvements and will incur funds that can be refunded. The City expects to incur certain expenditures that may be financed temporarily from sources other than bonds, and reimbursed from the proceeds of bonds in accordance with the Reimbursement Regulations.

MOTION BY WAYNE ANDERSON TO ADOPT RESOLUTION NO. 2019-12-01 A RESOLUTION DECLARING THE OFFICIAL INTENT OF LAKE SHORE TO REIMBURSE CERTAIN EXPENDITURES FROM THE PROCEEDS OF BONDS TO BE ISSUED BY THE CITY. KRISTA KNUDSEN SECONDED THE MOTION. MOTION PASSED UNANIMOUSLY.

Wastewater Monthly Report – PRASD – The operations report for December was included for review.

November Minutes – The November minutes were included for review.

Park and Recreation Committee – Krista Knudsen said the committee didn't meet this month.

Environmental Committee – Doug Miller said the committee didn't meet this month.

Trail 77 – Teri said that Matthew Hill, Nisswa Park and Recreation Director received a call from Renee Mattson of the GMRPT Commission stating that neither city received the Legacy Grant Funds they applied for earlier in the year. The Nisswa Trail Steering Committee will be a meeting January 9th at 5:00 p.m. Teri said we will keep applying for the Legacy Funds and the grants that Lake Shore can qualify for. She turned in the Transportation Alternative grant application today in the amount of \$400,000.

Personnel – Kevin Egan/Doug Miller –

Request to Carry Over Vacation Time – Teri asked permission to carry over approximately 13 hours of vacation time into 2020. She will be on vacation from December 24th until January 5th and the 13 hours will be used during that time.

MOTION BY KRISTA KNUDSEN TO ALLOW TERI HASTINGS TO CARRY OVER APPROXIMATELY 13 HOURS OF VACATION TIME INTO 2020. DOUG MILLER SECONDED THE MOTION. MOTION PASSED UNANIMOUSLY.

City Attorney – Gammello - Pearson – Dan Hawley had nothing more to report.

City Engineer – Widseth Smith Nolting – Dave Reese provided the WSN year-end recap.

OLD BUSINESS – There was no old business.

NEW BUSINESS –

Resolution Appointing a Responsible Authority and Assigning Duties – By law the city is required to formally adopt data practices policies.

MOTION BY DOUG MILLER TO ADOPT RESOLUTION NO. 2019-12-02 A RESOLUTION APPOINTING A RESPONSIBLE AUTHORITY AND ASSINGNING DUTIES. KRISTA KNUDSEN SECONDED THE MOTION. MOTION PASSED UNIIMOUSLY.

Data Practices Policy – The adoption of this policy by the City of Lake Shore satisfies the requirement in Minn. Stat. 13.05, subd. 5, to establish porcedures ensuring appropriate access to not public data. By incorporating employee access to not public data in the City’s Data Inventory (required by Minn. Stat. 13.025, subd. 1), in the individual employee’s position description, or both, the City’s policy limints access to not public data to employees whose work assignment reasonably requires access.

MOTION BY KRISTA KNUDSEN TO ADOPT THE DATA PRACTICES POLICIES AS PRESENTED. DOUG MILLER SECONDED THE MOTION. MOTION PASSED UNANIMOUSLY.

ANNOUNCEMENTS/PUBLIC FORUM – The Lake Shore Financial Audit is scheduled for Tuesday, January 7, 2020 and Wednesday, January 8th (if needed).

Steve Sundstrom said the Police Department will be helping with Christmas for Kids and the squad car may be spotted outside the city jurisdiction.

MOTION BY DOUG MILLER TO ADJOURN THE REGULAR CITY COUNCIL MEETING OF DECEMBER 23, 2019 AT 7:27 PM. KRISTA KNUDSEN SECONDED THE MOTION. MOTION PASSED UNANIMOUSLY.

Transcribed by Patti McDonald
Lake Shore City Clerk