

MINUTES
Regular Meeting of Lake Shore City Council
Monday, November 23, 2020
7:00 PM
Via – ZOOM Program Meeting ID 841 4683 6305

Mayor Kevin Egan called the November 23, 2020 Regular City Council meeting to order at 7:00 p.m. The Pledge of Allegiance was recited.

Electronically attending via ZOOM were: Mayor Kevin Egan. Council members: Wayne Anderson, Krista Knudsen, Doug Miller and John Terwilliger. City Attorney Dan Hawley; City Engineer Joe Dubel; City Administrator/Planning and Zoning Administrator Teri Hastings; Police Chief Steve Sundstrom; City Clerk Patti McDonald and Pineandlakes Echo Journal Editor Nancy Vogt. A quorum was present and the City Council was competent to conduct business.

Guests Electronically attending included: Fred Steinbach.

APPROVAL OF MINUTES

MOTION BY KRISTA KNUDSEN TO APPROVE THE OCTOBER 26, 2020 PUBLIC HEARING FOR PORT VIEW ROAD MINUTES AS PRESENTED. WAYNE ANDERSON SECONDED THE MOTION. ROLL CALL VOTE PASSED UNANIMOUSLY.

MOTION BY JOHN TERWILLIGER TO APPROVE THE OCTOBER 26, 2020 PUBLIC HEARING FOR ROBINHOOD WAY MINUTES AS PRESENTED. WAYNE ANDERSON SECONDED THE MOTION. ROLL CALL VOTE PASSED UNANIMOUSLY.

MOTION BY DOUG MILLER TO APPROVE THE OCTOBER 26, 2020 REGULAR CITY COUNCIL MINUTES AS PRESENTED. WAYNE ANDERSON SECONDED THE MOTION. ROLL CALL VOTE PASSED UNANIMOUSLY.

MOTION BY JOHN TERWILLIGER TO APPROVE THE SPECIAL COUNCIL MEETING OF NOVEMBER 13, 2020 MINUTES AS PRESENTED TO CANVASS GENERAL ELECTION RESULTS. KRISTA KNUDSEN SECONDED THE MOTION. ROLL CALL VOTE PASSED UNANIMOUSLY.

REPORTS

Police Report – Officer Steve Sundstrom

Incident Report – In October 2020 there were 95 incidents in the City. There were 40 traffic-related incidents and 55 were miscellaneous department activity.

Updated Use of Force Policy – MN POST Board requires the city to update their policy for Use of Force. Steve revised the Lake Shore Use of Force policy to coincide with Cass County and the State.

MOTION BY DOUG MILLER TO APPROVE THE UPDATED USE OF FORCE POLICY AS PRESENTED. KRISTA KNUDSEN SECONDED THE MOTION. ROLL CALL VOTE PASSED UNANIMOUSLY.

Mayor’s Report– Kevin Egan reported that City Hall is closed to the public until Jan. 3rd or further notice to help flatten the curve of the spread of COVID-19.

CMO – Betsy Egan updated the council on COVID-19; she shared that it is really easy to order and complete the free at-home COVID test. Steve Sundstrom offered that the area hospitals are extremely busy right now. Doug Miller asked for the website information to get the at-home test. Betsy said to Google ‘At-home COVID test’; this is a saliva test. Steve commented that the anti-body test is requires a blood draw at the clinic.

Clerk/Treasurer’s Report – Patti McDonald

Financials – MOTION BY DOUG MILLER TO APPROVE THE OCTOBER FINANCIALS AS PRESENTED (CLAIM NUMBERS 38679 THROUGH 38746 – TOTAL \$1,057,619.77). WAYNE ANDERSON SECONDED THE MOTION. ROLL CALL VOTE PASSED UNANIMOUSLY.

Pay Bills – MOTION BY JOHN TERWILLIGER TO PAY THE BILLS AS SUBMITTED (CLAIM NUMBERS 38745 THROUGH 38822 – TOTAL \$1,171,115.87). DOUG MILLER SECONDED THE MOTION. ROLL CALL VOTE PASSED UNANIMOUSLY. Check numbers 38745 through 38691 were payroll.

Resolution 2020-11-01 – Designating Polling Place in Lake Shore – The designated polling place for Lake Shore is 8583 Interlachen Road.

MOTION BY DOUG MILLER TO ADOPT RESOLUTION NUMBER 2020-11-01 DESIGNATING THE 2021 POLLING PLACE IN LAKE SHORE. KRISTA KNUDSEN SECONDED THE MOTION. ROLL CALL VOTE PASSED UNANIMOUSLY.

City Administrator/Planning & Zoning Administrator – Teri Hastings

Preliminary Plat of Portview – The applicants previously came before the Planning Commission for a site plan review and are now moving forward with their request to plat their property. The subject property was a former resort (Portview) founded 99 years ago. The resort ceased to exist almost 50 years ago and the cabins were deeded to the children of the resort founder. In 1974, a plat was done formally dividing the property; however, it was not recorded but was used for ownership, maintenance, taxes etc. As the family continues to grow so does the complexity of ownership. The family after many years of trying to formalize the plat of 1974 have come to a consensus that platting is in their best interest as well as the city.

The Planning Commission took the following action:

Approved the variance requests for the lot widths of Lots 1 and 2, Block One of 75’ and to allow the continued use of the existing easement road with a platted future right of way of 66’. No council action needed on these items unless the council would like to appeal the decision of the Planning Commission.

The Preliminary Plat of Portview has been recommended for preliminary approval with the following conditions:

- Title opinion acceptable to the city attorney
- Evidence of plat check by an independent land surveyor
- All professional costs incurred by the city shall be reimbursed by the applicants.
- Draft copy of the road maintenance agreement
- Park Dedication of \$750.00 (three lots)
- Condition for Lots 1 and 2 no future variance for a principal structure.

Teri commented this isn’t a resort conversion, that took place 50 years ago. John Terwilliger agreed that this isn’t a resort conversion.

MOTION BY KRISTA KNUDSEN TO APPROVE THE PRELIMINARY PLAT OF PORTVIEW WITH THE SAME CONDITIONS THAT THE PLANNING COMMISSION ISSUED. WAYNE ANDERSON SECONDED THE MOTION. ROLL CALL VOTE PASSED WITH DOUG MILLER ABSTAINING.

Holiday Schedule – City Hall staff requested that city hall be closed on Friday November 27th; staff will use their floating holiday. In addition, staff requested to close on December 24th, December 31st. These are not holidays but employees would use vacation time or compensation time. Currently, city hall is closed to the public due to COVID-19 so Teri doesn't think this should be an issue.

MOTION BY KRISTA KNUDSEN TO APPROVE THE HOLIDAY SCHEDULE AS PRESENTED. DOUG MILLER SECONDED THE MOTION. ROLL CALL VOTE PASSED UNANIMOUSLY.

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

Wastewater/Road Committee – Wayne Anderson said the committee didn't meet in November.

Pay Estimate #3 2020 Road Improvements – Anderson Brothers – Joe Dubel presented Partial Payment Estimate Number 3 from Anderson Brothers for the portion of the 2020 Lake Shore Street Improvements that are complete to date. The total request includes a 5% reduction for retainage is \$72,194.48. Joe said that Anderson Brothers is substantially complete and he suggested lowering the retainage fee for a balance of \$20,000 owed to them until the remaining items can be completed in the spring. This would make the total request for payment of \$125,900.58.

MOTION BY DOUG MILLER TO APPROVE PARTIAL PAYMENT ESTIMATE NUMBER 3 TO ANDERSON BROTHERS FOR THE AMOUNT OF \$125,900.58. WAYNE ANDERSON SECONDED THE MOTION. ROLL CALL VOTE PASSED UNANIMOUSLY.

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

Park and Recreation Committee – Krista Knudsen said the committee didn't meet in November.

Environmental Committee – Doug Miller said the committee didn't meet in November.

Trail 77 – Teri Hastings reported that the City, in conjunction with Nisswa, was awarded the Legacy Grant for 2.4 million dollars. She is meeting with Nisswa next week to discuss moving forward with the trail.

John Terwilliger asked how much the city is spending on the trail. Teri answered there will be no levied funds toward the project.

Proposal for Engineering Services – Federal Recreation Grant – Teri said that this past summer the city was awarded the Federal Recreational Trail Grant in the amount of \$142,500. Prior to the city finalizing the contract there are a number of items that are required to be completed that were distributed to the council. A proposal from Widseth to complete these items for a total lump sum payment of \$4,500.00.

MOTION BY KRISTA KNUDSEN TO APPROVE THE PROPOSAL FROM WIDSETH IN THE AMOUNT OF \$4,500 TO COMPLETE THE NECESSARY DOCUMENTATION THAT WAS REQUESTED BY THE DNR PARKS AND TRAILS, TRAIL GRANT COORDINATOR. DOUG MILLER SECONDED THE MOTION. ROLL CALL VOTE PASSED UNANIMOUSLY.

Personnel – Kevin Egan/Doug Miller –

Request for Staff to Carryover Vacation Time – Teri told the council that many plans including vacations have been postponed or cancelled due to COVID19. This was the case for city staff as well and staff requested

to carry over an additional 5 days of vacation to be used in 2021. Currently, the personnel policy allows staff to carry over 10 days or 80 hours of vacation time, so with the additional 5 days it will be 15 days or 120 hours. Staff will coordinate vacation time so that city hall will always be staffed.

MOTION BY KRISTA KNUDSEN TO APPROVE THE ABILITY FOR LAKE SHORE CITY STAFF TO CARRY OVER AN ADDITIONAL FIVE DAYS OR 40 HOURS FOR A TOTAL CARRY OVER OF 120 HOURS AS PRESENTED. DOUG MILLER SECONDED THE MOTION. ROLL CALL VOTE PASSED UNANIMOUSLY.

Reviews and Step Increase for Officer Mike Heldt and Public Works Bob Heidelberg – Teri Hastings said in lieu of calling the Personnel Committee together during COVID19, she met with Public Works Bob Heidelberg to perform his annual review. Chief Sundstrom met with Officer Mike Heldt to perform his annual review. Teri said that they both had a positive review and recommends that they each receive a one-step increase in their salary.

MOTION BY DOUG MILLER TO APPROVE A ONE STEP INCREASE IN SALARY FOR MIKE HELDT AND ROBERT HEIDELBERGER. KRISTA KNUDSEN SECONDED THE MOTION. ROLL CALL VOTE PASSED UNANIMOUSLY.

City Attorney – Gammello - Pearson – Dan Hawley – Nothing to report.

City Engineer – Widseth Smith Nolting – Joe Dubel – Nothing to report.

OLD BUSINESS – There was no old business.

NEW BUSINESS – There was no new business.

ANNOUNCEMENTS –

Lake Shore Election Results for Council – The November 3rd General Election for the Lake Shore Mayor and City Council was uncontested. Krista Knudsen is the new mayor; Wayne Anderson retained his council seat and Henry Cote is the new council member.

MOTION BY DOUG MILLER TO ADJOURN THE REGULAR CITY COUNCIL MEETING VIA ZOOM OF NOVEMBER 23, 2020 AT 7:38 PM. WAYNE ANDERSON SECONDED THE MOTION. ROLL CALL VOTE PASSED UNANIMOUSLY.

Transcribed by Patti McDonald
Lake Shore City Clerk