

MINUTES
Regular Meeting of Lake Shore City Council
Monday, October 24, 2022
6:00 PM Lake Shore City Hall

Mayor Krista Knudsen called the October 24, 2022, Regular City Council meeting to order at 6:11 p.m. The Pledge of Allegiance was recited.

Attendance: Mayor Krista Knudsen; Council Members: Doug Miller, Henry Cote, John Terwilliger and Wayne Anderson. City Attorney Dan Hawley; City Engineer Emma Clarke; City Administrator/Planning Zoning Administrator Teri Hastings; Police Chief Steve Sundstrom; and City Clerk Patti McDonald were present. The audience included Sergeant Mike Heldt, Dan Determan, Pineandlakes Echo Journalist, Andy Stewart and Emma Knudsen. A quorum was present, and the City Council was competent to conduct business.

APPROVAL OF MINUTES

MOTION BY JOHN TERWILLIGER TO APPROVE THE SEPTEMBER 26, 2022, PUBLIC HEARING FOR SPRINGSIDE DRIVE MINUTES AS PRESENTED. DOUG MILLER SECONDED THE MOTION. MOTION PASSED UNANIMOUSLY.

MOTION BY DOUG MILLER TO APPROVE THE SEPTEMBER 26, 2022, REGULAR CITY COUNCIL MEETING MINUTES AS PRESENTED. JOHN TERWILLIGER SECONDED THE MOTION. MOTION PASSED UNANIMOUSLY.

REPORTS

Police Report – Police Chief Steve Sundstrom

Incident Report – In September 2022 there were 108 incidents in the city. There were 64 traffic-related incidents and 44 were miscellaneous department activity.

September Fire Report – The Nisswa Fire Department included the September fire report.

Mayor’s Report – Krista Knudsen had nothing to report.

Clerk/Treasurer’s Report – Patti McDonald

Financials – MOTION BY DOUG MILLER TO APPROVE THE SEPTEMBER FINANCIALS AS PRESENTED (CLAIM NUMBERS 40426 THRU 40491 AND NON-CHECK CLAIMS LISTED TO ATTACHED REPORT – TOTAL \$235,625.30). HENRY COTE SECONDED THE MOTION. MOTION PASSED UNANIMOUSLY.

Pay Bills – MOTION BY DOUG MILLER TO PAY THE BILLS AS SUBMITTED (CLAIM NUMBERS 40491 THRU 40563; AND CLAIMS 1134 THRU 1143 – TOTAL – \$175,737.11). WAYNE ANDERSON SECONDED THE MOTION. MOTION PASSED UNANIMOUSLY.

Set Canvass Date for General Election – The City Council will have to set a date and time to canvass the election results (a quorum is needed). The last day to canvass results of the general election is November 18, 2022. We will not have the results from Cass County until the afternoon of November 14th; the best days to meet would be Tuesday, November 15th through Friday, November 18th. The time would be what works best for the council members to attend. Consensus of the Council to canvass the election results is for Wednesday the 16th at 1:30.

Resolution 2022-10-01 - Delinquent Sewer Assessments to Cass County – As of October 1, 2022, there is one delinquent sewer account for a total of \$536.25 that can be certified to the tax rolls. The customers have until November 30th to bring their account up to date before they are sent to the county.

MOTION BY DOUG MILLER TO ADOPT RESOLUTION NUMBER 2022-10-01 TO CERTIFY ONE DELINQUENT SEWER ACCOUNT TO THE CASS COUNTY AUDITOR IN THE AMOUNT OF \$536.25. JOHN TERWILLIGER SECONDED THE MOTION. MOTION PASSED UNANIMOUSLY.

Resolution 2022-10-02 – Designating Polling Place in Lake Shore – The designated polling place for Lake Shore is 8583 Interlachen Road.

MOTION BY JOHN TERWILLIGER TO ADOPT RESOLUTION NUMBER 2022-10-02 DESIGNATING THE 2023 POLLING PLACE IN LAKE SHORE. WAYNE ANDERSON SECONDED THE MOTION. MOTION PASSED UNANIMOUSLY.

City Administrator/Planning & Zoning Administrator – Teri Hastings

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

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

Amended Feasibility Study – Springside Drive – As adopted by the council on September 26th, the Feasibility Study was amended to include the additional property owner adjacent to Springside Drive.

MOTION BY WAYNE ANDERSON TO ACCEPT THE AMENDED FEASIBILITY STUDY AS PRESENTED. HENRY COTE SECONDED THE MOTION. MOTION PASSED UNANIMOUSLY.

Resolution 2022-10-03 Ordering Improvement and Preparation of Plans – Springside Drive – The city council held a public hearing earlier this evening giving Springside Drive residents desiring to be heard regarding the proposed Improvement No. 2022-02, the improvement of Springside Drive, from the end of the city-maintained portion of the bituminous pavement to the vacated portion of Springside Drive, approximately 200 feet in total length by upgrading the existing roadway, including bituminous surfacing. Krista said she struggles with no response from the additional property owner; however, she knows that we cannot search them out individually for a response. Teri said she sent the same information to all four of the property owners as required by state statute.

MOTION BY WAYNE ANDERSON TO APPROVE RESOLUTION 2022-10-03 ORDERING IMPROVEMENT AND PREPARATION OF PLANS FOR THE PORTION OF SPRINGSIDE DRIVE. DOUG MILLER SECONDED THE MOTION. MOTION PASSED WITH JOHN TERWILLIGER VOTING AGAINST.

Proposal for Engineering Services – Emma explained the engineering proposal for the Springside Drive improvement, she said it includes the feasibility study, the public hearing, surveys, construction drawings, the second improvement hearing, advertisement for bids, bid opening, construction administration, construction staking, and construction observation is all included in the proposed quote for \$19,000

MOTION BY DOUG MILLER TO APPROVE THE PROPOSAL FOR ENGINEERING SERVICES AS PRESENTED FOR THE IMPROVEMENT OF SPRINGSIDE DRIVE. WAYNE ANDERSON SECONDED THE MOTION. MOTION PASSED WITH JOHN TERWILLIGER VOTING AGAINST.

Final Payment – Anderson Brothers – 2022 Wastewater/Street Improvements – Emma presented final payment request from Anderson Brothers for the completion of the punch list and release the balance of the 2022 Road Wastewater Improvement. They are requesting final payment of \$29,231.52.

MOTION BY WAYNE ANDERSON TO APPROVE FINAL PAYMENT FROM ANDERSON BROTHERS CONSTRUCTION IN THE AMOUNT OF \$29,231.52 FOR COMPLETION OF THE 2022 STREET AND WASTEWATER IMPROVEMENT AS PRESENTED. DOUG MILLER SECONDED THE MOTION. MOTION PASSED UNANIMOUSLY.

August Minutes – The August minutes were included for your review.

Wastewater Monthly Report – PRASD – The operations report for October was included for review. The letter of contractual disillusion was sent to PRASD. Pequot Lakes will bring their team to introduce themselves this week and get familiar with the system.

Park and Recreation Committee – Henry Cote reported the committee didn't meet in October.

Trail 77 – No updates.

Personnel – Krista Knudsen/Doug Miller – There was no personnel business.

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

City Engineer – Widseth – Emma Clarke had nothing further to report.

OLD BUSINESS – There was no old business.

NEW BUSINESS –

Resolution 2022-10-04 Increasing the Sewer Rate – The Lake Shore council has determined that, pursuant to Chapter 8 of the City Code, an increase on the quarterly sewer rate charged by the city is necessary. The rate per Equivalent Residential Connection (ERC) approved by the City council is \$143.11 and will be effective with the first quarter of the year 2023. Residents on the city sewer system were notified on their October billing about the increase for 2023.

MOTION BY DOUG MILLER TO ADOPT RESOLUTION 2022-10-04 INCREASING THE SEWER RATE AS PRESENTED. HENRY COTE SECONDED THE MOTION. MOTION PASSED UNANIMOUSLY.

ANNOUNCEMENTS/PUBLIC FORUM – There were no announcements or public forum.

MOTION BY DOUG MILLER TO ADJOURN THE OCTOBER 24, 2022, REGULAR CITY COUNCIL MEETING AT 6:23. PM. WAYNE ANDERSON SECONDED THE MOTION. MOTION PASSED UNANIMOUSLY.

Transcribed by Patti McDonald
Lake Shore City Clerk