

MINUTES
Regular Meeting of Lake Shore City Council
Monday, September 26, 2022
6:00 PM Lake Shore City Hall

Mayor Krista Knudsen called the September 26, 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 Nancy Vogt Echo Journal Editor; Emma Clarke, Widseth; Andy Steward and Griffin Knudsen. A quorum was present, and the City Council was competent to conduct business.

APPROVAL OF MINUTES

MOTION BY DOUG MILLER TO APPROVE THE AUGUST 22, 2022, REGULAR CITY COUNCIL MEETING MINUTES AS PRESENTED. JOHN TERWILLIGER SECONDED THE MOTION. MOTION PASSED UNANIMOUSLY.

MOTION BY JOHN TERWILLIGER TO APPROVE THE SEPTEMBER 14, 2022, SPECIAL CITY COUNCIL BUDGET WORKSHOP MINUTES AS PRESENTED. DOUG MILLER SECONDED THE MOTION. MOTION PASSED UNANIMOUSLY.

REPORTS

Police Report – Police Chief Steve Sundstrom

Incident Report – In August 2022 there were 133 incidents in the city. There were 82 traffic-related incidents and 51 were miscellaneous department activity. The Chief said they had a pretty peaceful and successful summer.

August Fire Report – The Nisswa Fire Department included the August 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 AUGUST FINANCIALS AS PRESENTED (CLAIM NUMBERS 40351 THRU 40425 AND NON-CHECK CLAIMS LISTED TO ATTACHED REPORT – TOTAL \$123,346.16). WAYNE ANDERSON SECONDED THE MOTION. MOTION PASSED UNANIMOUSLY.

Pay Bills – MOTION BY DOUG MILLER TO PAY THE BILLS AS SUBMITTED (CLAIM NUMBERS 40387 THRU 40490; AND CLAIMS 1120 THRU 1133 – TOTAL – \$119,931.52). HENRY COTE SECONDED THE MOTION. MOTION PASSED UNANIMOUSLY.

Appoint Election Judges – The State of Minnesota general election is November 8, 2022. Six people have attended the training to be an election judge for the City of Lake Shore. They are Shawn Hansen, Linda Halverson, Joan Quam, Terry Frovik, Bob Toborg and Heidi Kraemer. The Clerk is also trained in case of an emergency.

MOTION BY DOUG MILLER TO APPOINT THE SIX ELECTION JUDGES AS PRESENTED FOR THE NOVEMBER 8, 2022, GENERAL ELECTION. HENRY COTE SECONDED THE MOTION. MOTION PASSED UNANIMOUSLY.

City Administrator/Planning & Zoning Administrator – Teri Hastings

Adoption of 2023 Preliminary Levy and Budget – The changes from the budget workshop have been incorporated into the budget (\$5000 for office equipment/furnishings and \$5000 for elections). The preliminary general levy is up 3.1% at 1,606,653.00 which is approximately \$49,000. The debt levy is at \$156,765.00 for a total levy of \$1,763,418.00 a budget increase of 2.7% overall. The proposed preliminary levy shows an increase of 3.1% at \$1,606,653. The preliminary levy can be reduced but cannot be increased. The preliminary levy is due to Cass County by September 30th. Krista said she is very pleased that the council and staff held the budget to a 3.1% increase from 2022.

MOTION BY DOUG MILLER TO ADOPT AND CERTIFY TO CASS COUNTY THE 2023 PRELIMINARY LEVY AND BUDGET AT \$1,763,418. JOHN TERWILLIGER SECONDED THE MOTION. MOTION PASSED UNANIMOUSLY.

Change December City Council Date and Set Truth and Taxation Date – The City Council will need to set a Truth in Taxation Date for December. The city must certify the levy to the county by December 28, 2022. The regular council meeting falls on December 26th which will be the observed Christmas Holiday. Teri recommends the council move the City Council meeting date to December 19th and set the Truth in Taxation meeting for the same date and time (6 p.m.).

MOTION BY DOUG MILLER TO CHANGE THE DECEMBER REGULAR COUNCIL MEETING TO DECEMBER 19, 2022, AT 6:00 P.M. AT LAKE SHORE CITY HALL AND SET AND ANNOUNCE THE 2021 TRUTH IN TAXATION HEARING AT THE SAME DATE AND TIME. HENRY COTE SECONDED THE MOTION. MOTION PASSED UNANIMOUSLY.

July Minutes and August Permit Summary Report – Teri included the July minutes and August permit summary

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

Partial Payment No. 2 – Anderson Brothers – Dave presented partial payment number 2 from Anderson Brothers for the completion of the Wastewater Improvement by Tom's Backhoe. They are requesting payment of \$121,606.65. The balance of the contract is being held as retainage to complete the punch list.

MOTION BY DOUG MILLER TO APPROVE PARTIAL PAYMENT NO. 2 FROM ANDERSON BROTHERS CONSTRUCTION IN THE AMOUNT OF \$121,606.65 FOR COMPLETION OF THE 2022 STREET AND WASTEWATER IMPROVEMENT AS PRESENTED. WAYNE ANDERSON SECONDED THE MOTION. MOTION PASSED UNANIMOUSLY.

Resolution 2022-09-01 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.

MOTION BY DOUG MILLER TO TABLE RESOLUTION 2022-09-01 ORDERING IMPROVEMENT AND PREPARATION OF PLANS FOR THE PORTION OF SPRINGSIDE DRIVE UNTIL THE OCTOBER MEETING. WAYNE ANDERSON SECONDED THE MOTION. MOTION PASSED UNANIMOUSLY.

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

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

Trail 77 – Teri said the county engineer has finished his final review of the plans and hoping to put the project out for bids in December or January.

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 reported the CIP that's in progress will be brought before the Road Wastewater committee next month along with the Fritz Loven Bridge report they are finishing up.

OLD BUSINESS – Teri reported that the road vacation for Pomeroy Lane was approved. The golf cart ordinance has been heard at two public hearings at the county level with no public input and has passed. The city now has to set a fee schedule and design a permit application.

NEW BUSINESS –

Notice of Non-Renewal w/Pine River Area Sanitary District – The contract for the Pine River Area Sanitary District is up at the end of December. A notice of non-renewal will need to be sent to them indicating the city will not renew.

MOTION BY DOUG MILLER TO SEND NOTICE OF NON-RENEWAL OF SERVICES WITH PINE RIVER AREA SANITARY DISTRICT. WAYNE ANDERSON SECONDED THE MOTION. MOTION PASSED UNANIMOUSLY.

Approve Wastewater Contract w/Pequot Lakes –

MOTION BY JOHN TERWILLIGER TO APPROVE THE AGREEMENT FOR WASTEWATER OPERATIONS SERVICES FROM PEQUOT LAKES 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 SEPTEMBER 26, 2022, REGULAR CITY COUNCIL MEETING AT 6:25. PM. HENRY SECONDED THE MOTION. MOTION PASSED UNANIMOUSLY.

Transcribed by Patti McDonald
Lake Shore City Clerk