

MINUTES
Regular Meeting of Lake Shore City Council
Monday, September 27, 2021
7:00 PM Lake Shore City Hall

Mayor Krista Knudsen called the September 27, 2021 Regular City Council meeting to order at 7:19 p.m. The Pledge of Allegiance was recited.

Attendance: Mayor Krista Knudsen; Council Members: Doug Miller, Wayne Anderson, John Terwilliger and Henry Cote. City Attorney Dan Hawley; City Engineer Dave Reese; City Administrator/Planning Zoning Administrator Teri Hastings, Police Chief Steve Sundstrom and City Clerk Patti McDonald were present. There was one person in the audience, Dan Determan, Pineandlakes Echo Journalist. A quorum was present and the City Council was competent to conduct business.

APPROVAL OF MINUTES

MOTION BY DOUG MILLER TO APPROVE THE AUGUST 23, 2021 REGULAR CITY COUNCIL MINUTES AS PRESENTED. JOHN TERWILLIGER SECONDED THE MOTION. MOTION PASSED UNANIMOUSLY.

MOTION BY DOUG MILLER TO APPROVE THE SEPTEMBER 9, 2021 CITY COUNCIL BUDGET WORKSHOP MINUTES AS PRESENTED. WAYNE ANDERSON SECONDED THE MOTION. MOTION PASSED UNANIMOUSLY.

REPORTS

Police Report – Officer Steve Sundstrom

Body Camera Audit – An independent audit of the Lake Shore Police Department’s Portable Recording System (body-worn camera (BWCs)) was conducted on July 16, 2021. The objective of the audit was to verify Lake Shore Police Department’s compliance with Minnesota Statutes. Steve had the Body Worn Camera policy added to the website per the audit requirements.

MOTION BY DOUG MILLER TO ACCEPT THE BODY CAMERA AUDIT AS PRESENTED. HENRY COTE SECONDED THE MOTION. MOTION PASSED UNANIMOUSLY.

Incident Report – In August 2021 there were 152 incidents in the city. There were 82 traffic-related incidents and 70 were miscellaneous department activity.

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

Clerk/Treasurer’s Report – Patti McDonald

Financials – MOTION DOUG MILLER BY TO APPROVE THE AUGUST FINANCIALS AS PRESENTED (CLAIM NUMBERS 39434 THROUGH 39502 – TOTAL \$235,713.83). JOHN TERWILLIGER SECONDED THE MOTION. MOTION PASSED UNANIMOUSLY.

Pay Bills – MOTION BY DOUG MILLER TO PAY THE BILLS AS SUBMITTED (CLAIM NUMBERS 39488 THROUGH 39573 TOTAL – \$252,623.82). WAYNE ANDERSON SECONDED THE MOTION. MOTION PASSED UNANIMOUSLY.

New Liquor License – Halley Acton has submitted an application to the City of Lake Shore requesting an ‘On-Sale’ liquor license. Halley and her husband own Agate Lake Resort. The additional license will not affect the number of liquor licenses (5) allowable by state statute for the City. The name of the business is ‘Agate Lake Resort, LLC’ dba ‘Agate Lake Resort’.

Halley provided all the required documentation with the application showing proof of liquor liability insurance and workers comp insurance. She has paid the required application fee and pro-rated license fees to expire 4/30/2022, which is when all of the City's liquor licenses are renewed.

MOTION BY JOHN TERWILLIGER TO APPROVE THE ON-SALE LIQUOR LICENSE FOR HALLEY ACTON AT AGATE LAKE RESORT. DOUG MILLER SECONDED THE MOTION. MOTION PASSED UNANIMOUSLY.

Approve Audit Services Proposal – Clausen & Schiessl CPA's, Ltd. have submitted a proposal to perform audit services for the years ending in 2021, 2022 and 2023.

MOTION BY JOHN TERWILLIGER TO ACCEPT THE PROPOSAL FROM CLAUSEN & SCHIESSL CPA'S, LTD. AS PRESENTED. DOUG MILLER SECONDED THE MOTION. MOTION PASSED UNANIMOUSLY.

City Administrator/Planning & Zoning Administrator – Teri Hastings

Final Plat Agate Woods Addition – Teri's staff report indicated the following: The applicants, Dale and Jodi Spohn, are submitting the Final Plat of Agate Woods Addition which consists of six residential off water lots. The property is located between Agate Lake Road and Anderson Road and does not have any public improvements.

The Final plat also shows two drainage easements (Lot 2 and 3). These were not shown on the preliminary plat but were included based on the feedback during the preliminary approval.

The preliminary plat and rezoning were approved by the City Council at their June 28, 2021 meeting.

There are no proposed covenants for this plat.

A satisfactory title opinion has been completed and reviewed by the city attorney.

The park dedication fee has been paid in the amount of \$1,500.00.

An independent plat check has been completed and is on file.

A stormwater management plan has been completed which was a condition of preliminary approval.

STAFF RECOMMENDATION:

The Planning Commission reviewed the Final Plat at their September 13th regular meeting and is recommending approval of the Final Plat of Agate Woods Addition.

MOTION BY DOUG MILLER TO APPROVE THE FINAL PLAT OF THE AGATE WOODS ADDITION AS REVIEWED AND RECOMMENDED BY THE LAKE SHORE PLANNING COMMISSION. JOHN TERWILLIGER SECONDED THE MOTION. MOTION PASSED UNANIMOUSLY.

Adoption of 2022 Preliminary Levy and Budget – The proposed preliminary levy shows an increase of 11.04% at \$1,557,697. This is a slight decrease from the budget workshop (\$1,599,922), which was held on September 9th.

The total preliminary levy is \$1,716,877 that includes the tax abatement levy and bond payments that total \$159,180; this is a 22.54% increase. The preliminary levy can be reduced, but cannot be increased. The preliminary levy is due to Cass County by September 30th.

MOTION BY DOUG MILLER TO ADOPT AND CERTIFY TO CASS COUNTY THE 2022 PRELIMINARY LEVY AT \$1,716,877 AND THE 2022 PRELIMINARY BUDGET. HENRY COTE SECONDED THE MOTION. MOTION PASSED UNANIMOUSLY.

Set and Announce Truth and Taxation Date – The city needs to set the Truth in Taxation meeting dates for the 2022 levy and budget. Teri recommended holding the Truth and Taxation meeting on December 20th at 7:00 p.m. at the regular December City Council meeting as the regular meeting falls right after the Christmas holiday.

MOTION BY DOUG MILLER TO SET AND ANNOUNCE THE 2022 TRUTH IN TAXATION HEARING ON DECEMBER 20, 2021 AT 7:00 P.M. AT LAKE SHORE CITY HALL. JOHN TERWILLIGER SECONDED THE MOTION. MOTION PASSED UNANIMOUSLY.

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

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

Pay Estimate – Anderson Brothers – Robinhood Way – Dave Reese said Anderson Brothers Construction has submitted partial payment estimate number 2 (final) for the 2021 Lake Shore Street Improvements for Robinhood Way in the amount of \$2,712.26, plus the 7,708.31 retainage for a total of \$10,420.57 as the Robinhood Way improvement is complete. Anderson Brothers still has to get some documentation to Widseth before the final payment is sent out; however, Widseth is recommending final payment for the project.

MOTION BY WAYNE ANDERSON TO APPROVE THE FINAL PAY ESTIMATE REQUEST FROM ANDERSON BROTHERS CONSTRUCTION FOR THE ROBINHOOD WAY STREET IMPROVEMENTS IN THE AMOUNT OF \$10,420.57 ON THE CONDITION OF WIDSETH RECEIVING THE FINAL DOCUMENTATION FROM ANDERSON BROTHERS. JOHN TERWILLIGER SECONDED THE MOTION. MOTION PASSED UNANIMOUSLY.

Resolution 2021-09-01 A Resolution Setting Hearing for Proposed Assessment – The resolution setting hearing for proposed assessment is for the Robinhood Way Road improvement.

MOTION BY JOHN TERWILLIGER TO APPROVE RESOLUTION 2021-09-01 SETTING HEARING FOR PROPOSED ASSESSMENT OF ROBINHOOD WAY TO BE HELD AT 6:00 P.M.; MONDAY, OCTOBER 25, 2021 AT LAKE SHORE CITY HALL. HENRY COTE SECONDED THE MOTION. MOTION PASSED UNANIMOUSLY.

Approval of Alternate to Road/Wastewater Committee – Justin Stahnke submitted an application indicating he would like to serve on the Road/Wastewater Committee.

MOTION BY JOHN TERWILLIGER TO APPOINT JUSTIN STAHNKE TO THE ROAD/WASTEWATER COMMITTEE AS AN ALTERNATE. DOUG MILLER SECONDED THE MOTION. MOTION PASSED UNANIMOUSLY.

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

August Minutes – The August minutes were included for review.

Park and Recreation Committee – Henry Cote reported there was no meeting in September.

Environmental Committee – Doug Miller reported there was no meeting in September.

Trail 77 – Teri said there are no updates; however, the trail archeological study was received and she will send that out to the council.

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

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

City Engineer – Widseth – Dave Reese had nothing to report.

OLD BUSINESS – There was no old business.

NEW BUSINESS – There was no new business.

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

MOTION BY DOUG MILLER TO ADJOURN THE REGULAR CITY COUNCIL MEETING OF SEPTEMBER 27, 2021 AT 7:41 PM. WAYNE ANDERSON SECONDED THE MOTION. MOTION PASSED UNANIMOUSLY.

Transcribed by Patti McDonald
Lake Shore City Clerk