

MINUTES
Regular Meeting of Lake Shore City Council
Monday, August 23, 2021
7:00 PM Lake Shore City Hall

Mayor Krista Knudsen called the August 23, 2021 Regular City Council meeting to order at 7:00 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 and Officer Mike Heldt; were present. Police Chief Steve Sundstrom and City Clerk Patti McDonald were absent. There were 4 people in the audience including Nancy Vogt, Pineandlakes Echo Editor. A quorum was present and the City Council was competent to conduct business.

APPROVAL OF MINUTES

MOTION BY DOUG MILLER TO APPROVE THE JULY 26, 2021 REGULAR CITY COUNCIL MINUTES AS PRESENTED. JOHN TERWILLIGER SECONDED THE MOTION. MOTION PASSED UNANIMOUSLY.

REPORTS

Police Report – Officer Steve Sundstrom was absent; Mike Heldt gave the police report.

Incident Report – In July 2021 there were 220 incidents in the city. There were 115 traffic-related incidents and 105 were miscellaneous department activity.

Acceptance of Donation from Nisswa American Legion – The Nisswa American Legion donated \$500 to the Lake Shore Police Department for the use of public safety. Steve will have the portable radar sign repaired.

MOTION BY JOHN TERWILLIGER TO ACCEPT A DONATION OF \$500 FROM THE NISSWA AMERICAN LEGION TO THE LAKE SHORE POLICE DEPARTMENT FOR PUBLIC SAFETY. WAYNE ANDERSON SECONDED THE MOTION. MOTION PASSED UNANIMOUSLY.

Mayor's Report – Krista Knudsen commented that she is honored to present the following resolution that recognizes the National; Pregnancy and Infant Loss Remembrance Day, which is October 15, 2021 at 7:00 p.m..

Resolution 2021-08-01 – Recognizing Nat'l Pregnancy & Infant Loss Remembrance Day –

MOTION BY DOUG MILLER TO ADOPT RESOLUTION 2021-08-01 – A RESOLUTION RECOGNIZING NATIONAL PREGNANCY AND INFANT LOSS REMEMBRANCE DAY. HENRY COTE SECONDED THE MOTION. MOTION PASSED UNANIMOUSLY.

Clerk/Treasurer's Report – Patti McDonald was absent; City Administrator Teri Hastings gave the Clerk report.

FYI Letter from Cass County – Election Redistricting – Pamela Smith, Cass County Elections Administrator sent a letter regarding the possible election redistricting that occurs after a decennial census. She will keep the city updated.

Financials – MOTION DOUG MILLER BY TO APPROVE THE JULY FINANCIALS AS PRESENTED (CLAIM NUMBERS 39360 THROUGH 39433 – TOTAL \$122,244.91). JOHN TERWILLIGER SECONDED THE MOTION. MOTION PASSED UNANIMOUSLY.

Pay Bills – MOTION BY DOUG MILLER TO PAY THE BILLS AS SUBMITTED (CLAIM NUMBERS 39398 THROUGH 39487 TOTAL – \$129,917.70). HENRY COTE SECONDED THE MOTION. MOTION PASSED UNANIMOUSLY.

City Administrator/Planning & Zoning Administrator – Teri Hastings

Approval of Alternate to Planning & Zoning Commission – Teri received an application from Pamela Poston indicating she would like to serve on the Planning and Zoning Commission as an alternate.

MOTION BY DOUG MILLER TO APPOINT PAMELA POSTON TO THE LAKE SHORE PLANNING AND ZONING COMMISSION AS AN ALTERNATE. JOHN TERWILLIGER SECONDED THE MOTION. MOTION PASSED UNANIMOUSLY.

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

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

Pay Estimate – Anderson Brothers – Robinhood Way – Anderson Brothers Construction has submitted their 1st partial payment estimate for the 2021 Lake Shore Street Improvements for Robinhood Way in the amount of \$143,753.24, leaving approximately \$7,500 for retainage. The retainage will be released when Robinhood Way and all of the punch list items are complete.

Joe Re, 8253 Robinhood Way, said that the construction of Robinhood Way was not built to specifications as presented to the city. He explained, that on the sharp corner, the road was constructed narrower than the approved plans and not what the city and benefitting property owners are paying for. For as long as he has lived on the road, there have been at least 4 accidents on the gravel road and feels now that it is asphalt there will be more accidents on that corner (because of speed).

Dave Reese said Joe is right and the road was designed to be 24-feet at the right hand curve with the gutter being 18 inches on each side with the road being 24-feet wide; as you go up the hill, the pavement width tapers down to 18-feet in width, which is the width of the road as designed before and after that section. This means it isn't 24-feet around that sharp corner. He said, Joe had raised that concern and he met with Joe at the site where they measured and discussed with the contractor the feasibility of adding more pavement with a paver machine around that corner and learned that it's very difficult to do and when you do, it creates a crack right at that point, so it never really comes together as one piece, which would eventually break off and need to be crack sealed repeatedly. Anderson Brothers suggested to gain width at that corner they should use recycled asphalt that turns into a hard durable surface. Joe is bothered that it wasn't done right. Dave commented that the solution that they came up with serves the function and the safety for a drivable surface if needed; they are also putting up cautionary signs.

John Terwilliger asked if the road was built to design and specifications. Dave said, yes, they sort of did; however, they tapered it sooner than they would've liked. Wayne said he did some measuring there and it seemed to meet the plans.

MOTION BY WAYNE ANDERSON TO APPROVE THE PAY ESTIMATE REQUEST FROM ANDERSON BROTHERS CONSTRUCTION FOR THE ROBINHOOD WAY STREET IMPROVEMENTS IN THE AMOUNT OF \$143,753.24. DOUG MILLER SECONDED THE MOTION. MOTION PASSED.

Resolution 2021-08-02 Resolution Declaring Cost to be Assessed & Ordering Preparation of Proposed Assessment – The resolution declaring cost to be assessed and ordering preparation of proposed assessment is for the Robinhood Way road improvement. Dave pointed out that this resolution is setting the interest rate at 3%.

MOTION BY HENRY COTE TO APPROVE RESOLUTION 2021-08-02 DECLARING COST TO BE ASSESSED & ORDERING PREPARATIONS OF PROPOSED ASSESSMENT – ROBINHOOD WAY. DOUG MILLER SECONDED THE MOTION. MOTION PASSED UNANIMOUSLY.

Updated Preliminary Capital Improvement Plan – Dave commented the update includes a few priority changes and takes the CIP out to 2028. Krista asked if this should be updated annually. Dave said it should be looked at annually because priorities change.

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

May Minutes – The May minutes were included for review.

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

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

Trail 77 –

Proposal for Professional Services for Trail Easements. – Teri said a proposal from Widseth was included in the packet for professional services for them to assist the city in acquiring easements and r-o-w needed for the Gull Lake Trail- Phase 4 project.

MOTION BY DOUG MILLER TO APPROVE THE PROPOSAL TO MOVE FORWARD FOR PROFESSIONAL SERVICES FOR TRAIL EASEMENTS FROM WIDSETH SMITH AND NOLTING. HENRY COTE SECONDED THE MOTION. MOTION PASSED UNANIMOUSLY.

Personnel – Krista Knudsen/Doug Miller – The personnel committee met to perform annual reviews.

Reviews for Teri Hastings, Patti McDonald and Mike Heldt – Krista said the Personnel Committee met on August 9th to perform annual reviews of Teri Hastings and Patti McDonald; the city is fortunate to have them for staff. Chief Steve Sundstrom and Administrator Teri Hastings performed an annual review for Mike Heldt and they recommend that Mike receive an additional 12 hours of vacation time. Teri and Patti are at the top of their pay scale and vacation time allowed.

MOTION BY DOUG MILLER TO ACCEPT THE SUCCESSFUL ANNUAL REVIEWS OF TERI HASTINGS, PATTI MCDONALD AND MIKE HELDT. GRANT AN ADDITIONAL 12 HOURS OF VACATION TIME TO MIKE HELDT ON THE COMPLETION OF HIS REVIEW AS HE IS AT THE TOP OF HIS PAY SCHEDULE, SO THE ADDITIONAL VACATION TIME IS GRANTED. HENRY COTE SECONDED THE MOTION. MOTION PASSED UNANIMOUSLY.

Resolution 2021-08-03 Amending Ordinance for the Personnel Policy Relating to Employee Benefits and Authorization to Publish a Summary of Approved Ordinance Amendment – Teri explained the changes made to the personnel policy. The first item is a change made to not include any benefits for part-time staff; however, they will continue to qualify for PERA if they meet the required hours worked. The second item is a change to sick time benefits for full-time staff which allows them to accrue a maximum of 960 hours, the proposed amendment would allow anything over 960 hours to be rolled over to the staff members Health Care Savings Plan on the 31st of each year. Also, upon a favorable separation with the city, the balance of sick time that the staff member has in their account will be paid out in full to the staff member's HCSP. The city doesn't pay for health insurance upon separation with the city.

John Terwilliger asked what the surrounding communities do for sick-time. Teri said that Nisswa uses this format.

Wayne Anderson asked if it's proper for Patti McDonald to be signing the ordinance change. Dan Hawley said that Patti is just confirming that this is the order of the council.

MOTION BY DOUG MILLER TO APPROVE RESOLUTION 2021-08-03 AMENDING ORDINANCE FOR THE PERSONNEL POLICY RELATING TO EMPLOYEE BENEFITS AND THE AUTHORIZATION TO PUBLISH A SUMMARY OF APPROVED ORDINANCE AMENDMENT. WAYNE ANDERSON SECONDED THE MOTION. MOTION PASSED.

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 – John Terwilliger asked if a replacement has been chosen for the Public Works position. Krista said the Personnel Committee is performing two interviews later in the week.

ANNOUNCEMENTS/PUBLIC FORUM – Teri said the Bar Harbor Classic Boat Show is Saturday. Bar Harbor asked to utilize the drainfield site for parking again; Andy asked his staff to mow the grass at the site.

MOTION BY DOUG MILLER TO ADJOURN THE REGULAR CITY COUNCIL MEETING OF AUGUST 23, 2021 AT 7:32 PM. WAYNE ANDERSON SECONDED THE MOTION. MOTION PASSED UNANIMOUSLY.

Transcribed by Patti McDonald
Lake Shore City Clerk