

MINUTES
Regular Meeting of Lake Shore City Council
Monday, January 23, 2023
6:00 PM Lake Shore City Hall

Mayor John Poston called the January 23, 2023, Regular City Council meeting to order at 6:00 p.m. The Pledge of Allegiance was recited. John Poston thanked everyone for their support and said he is happy to be a part of Lake Shore again.

Attendance: Mayor John Poston; Council Members: Andy Stewart, Henry Cote, John Terwilliger and Wayne Anderson. City Attorney Dan Hawley; City Engineer Dave Reese; City Administrator/Planning Zoning Administrator Teri Hastings; Officer Mike Heldt; and City Clerk Patti McDonald were present. Police Chief Steve Sundstrom was absent. The audience included Nancy Vogt, Pineandlakes Echo Journal Editor, Emma Clarke, Widseth. A quorum was present, and the City Council was competent to conduct business.

APPROVAL OF MINUTES

MOTION BY JOHN TERWILLIGER TO APPROVE THE DECEMBER 19, 2022, REGULAR CITY COUNCIL MEETING MINUTES AS PRESENTED. WAYNE ANDERSON SECONDED THE MOTION. MOTION PASSED.

MOTION BY JOHN TERWILLIGER TO APPROVE THE JANUARY 3, 2023, SPECIAL CITY COUNCIL MEETING MINUTES AS PRESENTED. HENRY COTE SECONDED THE MOTION. MOTION PASSED.

REPORTS

Police Report – Officer Mike Heldt

Incident Report – In December 2022 there were 108 incidents in the city. There were 57 traffic-related incidents and 51 were miscellaneous department activity.

2022 Year-end Report – Police – There were a total of 1,270 incidents in 2022. This is a decrease from 2021 when we had 1,571 incidents. The decrease is mainly due to traffic related incidents. The department also participated in Toward Zero Deaths traffic enforcement with other agencies in Cass County.

In 2022, thefts and other property crimes continue to remain low. The department responded to 7 theft related calls, 11 fraud or scam related complaints, 10 reports of property damage, 99 medicals, 68 residential or business alarms, 31 disorderly and disturbance complaints, 85 public assists, 42 reports of suspicious activity and 35 property watch requests.

Officers arrested 5 drivers for DUI and issued 74 traffic citations and responded to 29 vehicle crashes or vehicles off the road. There were no fatalities or serious injuries on our city streets.

There were no structure fires in Lake Shore. The department responded to 1 vehicle fire, 1 grass fire, 2 gas leaks, and 2 controlled burns.

The department contracted with GCOLA providing an officer at the DNR boat access. Officers at the access worked 387 hours, inspecting 2,969 boats and trailers.

December Fire Report – The Nisswa Fire Department fire report for December was included for review.

Mayor's Report – John Poston

2023 Appointments – The Council reviewed the draft appointment list. John said he will consider a new committee for succession planning.

MOTION BY HENRY COTE TO APPROVE THE 2023 APPOINTMENT LIST AS PRESENTED. JOHN TERWILLIGER SECONDED THE MOTION. MOTION PASSED UNANIMOUSLY.

Clerk/Treasurer's Report – Patti McDonald

Financials – MOTION BY JOHN TERWILLIGER TO APPROVE THE DECEMBER FINANCIALS AS PRESENTED (CLAIM NUMBERS 40645 THRU 40722 AND NON-CHECK CLAIMS LISTED TO ATTACHED REPORT – TOTAL \$120,542.81). WAYNE ANDERSON SECONDED THE MOTION. MOTION PASSED.

Pay Bills – MOTION BY WAYNE ANDERSON TO PAY THE BILLS AS SUBMITTED (CLAIM NUMBERS 40692 THRU 40755; AND CLAIMS 1164 THRU 1174 – TOTAL – \$208,871.93). JOHN TERWILLIGER SECONDED THE MOTION. MOTION PASSED.

Memo – Interfund Loan Transfer from General Fund to Sewer Fund – Memo indicated that with our continuing efforts with Ehlers to sustain the Lake Shore Wastewater fund and keep the fund moving in a positive financial direction, the financials through November 30, 2022, were sent for Ehlers to review our progress. Based on the Sewer Capital Improvement Plan actions from last year; and the final review of our records, the fiscal consultants have recommended that we transfer \$108,949 from the General Fund to the Sewer Fund for 2022.

The financial consultant's response on January 12th:

A pdf was included with the Sewer Fund Cashflow and the IFL loan repayment schedule. Based off the YTD financials and updated CIP information, the City should transfer \$108,949 from the General Fund to the Sewer Fund for 2022. This number is also circled on the IFL Repayment Schedule and can be found on line 33 of the cashflow.

You will notice that even though the city is not planning to do any capital projects in 2023, we do still plan to have a transfer done in 2023 for the capital projects expected to be done in 2024. We can update this cashflow again towards the end of 2023 to confirm that number and make sure the capital projects are up to date.

The information was received after our audit was started, so Patti consulted with the auditors for their opinion. They confirmed to move forward with the Interfund Loan in January (as we are complete for 2022). The transaction will be completed by the end of January.

FYI – The fund transfers that were approved by the council for better record keeping for Police Administrative Fines, P&Z Administrative Fines, Park Dedication Fees, and the Dedicated Trail Fund will also be completed at the same time.

City Administrator/Planning & Zoning Administrator – Teri Hastings

Resolution 2023-01-01 – 2023 Fee Schedule – There was only one change this year, the golf cart license fee. The annual increase to the sewer connection fee was also made.

MOTION BY JOHN TERWILLIGER TO ADOPT RESOLUTION 2023-01-01 THE 2023 FEE SCHEDULE AS PRESENTED. ANDY STEWART SECONDED THE MOTION. MOTION PASSED UNANIMOUSLY.

Resolution 2023-01-02 – Administrative Fines Schedule – The Schedule for Civil Fines for Administrative Offenses was included for the Council to review and adopt.

MOTION BY WAYNE ANDERSON TO ADOPT RESOLUTION 2023-01-02 THE 2023 ADMINISTRATIVE FINE SCHEDULE AS PRESENTED. JOHN TERWILLIGER SECONDED THE MOTION. MOTION PASSED UNANIMOUSLY.

Pay Equity Report – Teri’s staff report indicates the following: State law requires all public jurisdictions to eliminate sex-based wage inequities in compensation. Every three years, the city is required to submit a pay equity report which has been approved by the City Council. The 2023 Pay Equity Report needs to be submitted to the Department of Employee Relations by January 31, 2023.

Pay Equity is a method of eliminating discrimination against women who are paid less than men for jobs requiring comparable levels of expertise. Pay equity goes beyond the familiar idea of ‘equal pay for equal work’ where men and women with the same jobs must be paid equally. A policy to establish pay equity usually means: 1) that all jobs will be evaluated and given points according to the level of knowledge and responsibility required to do the job, and 2) salary adjustments will be made if it is discovered that women are consistently paid less than men for jobs with similar points.

MOTION BY JOHN TERWILLIGER TO APPROVE THE PAY EQUITY REPORT AS PRESENTED. HENRY COTE SECONDED THE MOTION. MOTION PASSED UNANIMOUSLY.

December Permit Summary and Year-end Report – Teri included the December permit summary for review.

The year-end summary for 2022 included 17 dwellings; no guest dwellings; 4 residential additions; 38 accessory structures; 34 decks/porches/patios; 25 septic systems; 25 grading/shoreline alteration/steps; 4 new commercial; 1 commercial additions/landscaping/patios; no home occupation and 16 short term rental permits for a total of 97 zoning permits for a valuation of \$15,632,220.

Wastewater/Road Committee – Wayne Anderson said the committee met January 17th.

Wastewater Monthly Report – Pequot Lakes – The operations report for January was included for review.

December Minutes – The December minutes were included for review.

Park and Recreation Committee – Henry Cote said the committee met January 17th. He said the golf cart ordinance was approved. They discussed the ADA compliant playground they will work on when the snow is gone. The committee will perform a walk through to assess the damage that was done during the December storm; they asked for people that are out snowshoeing, etc. to take pictures to send to the city. There was discussion on the bridge in the park.

August Minutes – The August minutes were included for review.

Trail 77 –

Memo – Trail Update – Teri provided a memorandum of where the trail stands and sharing the trail is expected to go out for bidding in January.

Proposal for Professional Services – Widseth has provided a proposal for professional services (bidding administration) for the Gull Lake Trail. This will be a shared expense between the two cities. In 2021, the City of Lake Shore and the City of Nisswa entered into a joint services agreement for the Gull Lake Trail.

MOTION BY WAYNE ANDERSON TO APPROVE THE PROPOSAL FOR PROFESSIONAL SERVICES FOR THE GULL LAKE TRAIL AS PRESENTED. ANDY STEWART SECONDED THE MOTION. MOTION PASSED UNANIMOUSLY.

Personnel – John Poston/Wayne Anderson – There was no personnel business.

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

City Engineer – Widseth – Dave Reese referred to the 2022 summary that was included. They are continuing to work on the open projects.

2022 Engineering Summary – Dave provided the City Council with a year-end letter recapping the projects and services that Widseth provided for the city for the year 2022.

OLD BUSINESS – There was no old business.

NEW BUSINESS –

Lakes Area Food Shelf Strategic Plan Update – The LAFS provided an update indicating they are adding capacity for a community resource hub. Teri said the Tim Moore asked Teri to share the update with the city council.

ANNOUNCEMENTS/PUBLIC FORUM –

Board of Review – The Board of Appeal and Equalization is set for Tuesday, April 11, 2023, at 1:00 p.m. Wayne Anderson and John Terwilliger are certified so that the Board meeting may be held at City Hall. A quorum is needed for the meeting. John Poston will take the online training for certification as well.

MOTION BY HENRY COTE TO ADJOURN THE JANUARY 23, 2023, REGULAR CITY COUNCIL MEETING AT 6:23. PM. WAYNE ANDERSON SECONDED THE MOTION. MOTION PASSED UNANIMOUSLY.

Transcribed by Patti McDonald
Lake Shore City Clerk