

MINUTES
Regular Meeting of Lake Shore City Council
Monday, December 21, 2020
6:30 PM
Via – ZOOM Program Meeting ID 477 533 2680

Mayor Kevin Egan called the December 21, 2020 Regular City Council meeting to order at 6:43 p.m. The Pledge of Allegiance was recited at the Truth in Taxation hearing.

Electronically attending via ZOOM were: Mayor Kevin Egan. Council members: Wayne Anderson, Krista Knudsen, Doug Miller and John Terwilliger; Council Member elect Henry Cote. City Attorney Dan Hawley; City Administrator/Planning and Zoning Administrator Teri Hastings; Police Chief Steve Sundstrom; City Clerk Patti McDonald and Pineandlakes Echo Journal Editor Nancy Vogt. City Engineer Dave Reese was absent. A quorum was present and the City Council was competent to conduct business.

Guests Electronically attending included: No one attended.

APPROVAL OF MINUTES

MOTION BY DOUG MILLER TO APPROVE THE NOVEMBER 23, 2020 REGULAR CITY COUNCIL MINUTES AS PRESENTED. WAYNE ANDERSON SECONDED THE MOTION. ROLL CALL VOTE PASSED UNANIMOUSLY.

REPORTS

Police Report – Officer Steve Sundstrom

Incident Report – In November 2020 there were 77 incidents in the City. There were 31 traffic-related incidents and 46 were miscellaneous department activity.

Mayor's Report– Kevin Egan thanked Mayor elect Krista Knudsen for the kind words before the meeting where she stated that 'Kevin has been many things, definitely a visionary. You've helped the city plan for the future. You've tackled many projects to help us plan for the future. You've been a very strong leader through lots of challenges. It's been really an honor. I learned a lot from you.'. Wayne and Doug agreed with Krista. Ending his report the Mayor said 'I've come to conclude that public service is a good thing'.

Clerk/Treasurer's Report – Patti McDonald

Financials – MOTION BY DOUG MILLER TO APPROVE THE NOVEMBER FINANCIALS AS PRESENTED (CLAIM NUMBERS 38747 THROUGH 38833 – TOTAL \$329,981.32). JOHN TERWILLIGER SECONDED THE MOTION. ROLL CALL VOTE PASSED UNANIMOUSLY.

Pay Bills – MOTION BY JOHN TERWILLIGER TO PAY THE BILLS AS SUBMITTED (CLAIM NUMBERS 38823 THROUGH 38882 – TOTAL \$196,845.22). DOUG MILLER SECONDED THE MOTION. ROLL CALL VOTE PASSED UNANIMOUSLY.

Letter – Re: 2020 Audit – Clausen & Schiessl, CPA's Ltd. provided a letter to the Mayor and Council Members informing them that on January 12, 2020 they will perform the annual financial audit of the City's finances.

City Administrator/Planning & Zoning Administrator – Teri Hastings

Final Plat of Portview – Teri’s staff report indicated the following: The McClintick family has submitted the Final Plat of Portview (final plat fee has been paid) based upon the variances granted at the November 2020 Planning & Zoning Commission meeting and the preliminary plat approved by the Planning Commission and City Council.

The final plat is in compliance with the preliminary plat that was approved by the City.

There are no association documents for the plat other than the road maintenance agreement. The road maintenance prepared by attorney Brad Person has been received. In addition, road names for the future road and the existing road have been reviewed by Cass County and are acceptable. The existing roadway will be called Portview Lane and the future roadway McClintick Trail. The family will need to change addresses of the existing cabins as they are currently using the same address of 1610 Portview Road with a letter identifying individual cabins. There is currently one permanent resident that will be impacted more by this change. Jessica Watts, Cass County GIS specialist indicated this is the better way to identify the properties in case of an emergency. The city will work with the family to make this transition.

An independent plat check of the final plat has been completed. The plat check letter is on file at city hall.

The title opinion has been completed and reviewed by the city attorney and is acceptable.

The park dedication fee (\$750.00) has been paid by the family.

The professional costs (city attorney & city engineer) have not been totaled yet, the family is responsible for these costs and will need to pay for the new street sign of Portview Lane. Teri doesn’t see a problem with signing the plat and billing for these costs.

STAFF RECOMMENDATION

Recommend approval of the final plat.

MOTION BY KRISTA KNUDSEN TO APPROVE THE FINAL PLAT OF PORTVIEW AS PRESENTED. JOHN TERWILLIGER SECONDED THE MOTION. ROLL CALL VOTE PASSED WITH DOUG MILLER ABSTAINING.

Discuss and Approve 2021 Levy – The total proposed 2021 levy is \$1,402,716. The levy needs to be sent to the Cass County Auditor by December 28th.

The Council had no additional comments from the Truth in Taxation meeting that was immediately before the council meeting.

MOTION BY DOUG MILLER TO ADOPT THE 2021 PROPERTY TAX LEVY OF \$1,402,716. WAYNE ANDERSON SECONDED THE MOTION. ROLL CALL VOTE PASSED UNANIMOUSLY..

Discuss and Approve 2021 Budget – The total 2021 budget is \$1,496,239. There were no more comments regarding the levy or budget from the council or audience. The overall budget shows a 4.62% increase from 2020. There were no additional comments.

MOTION BY WAYNE ANDERSON TO ADOPT THE 2021 CITY BUDGET AT \$1,496,239. DOUG MILLER SECONDED THE MOTION. ROLL CALL VOTE PASSED UNANIMOUSLY..

Cost of Living Adjustment for City Staff – A 2.0% cost of living adjustment for full-time city staff was included in the budget.

MOTION BY DOUG MILLER TO APPROVE THE 2.0% BUDGETED COST OF LIVING ADJUSTMENT FOR REGULAR CITY STAFF. KRISTA KNUDSEN SECONDED THE MOTION. ROLL CALL VOTE PASSED UNANIMOUSLY..

Insurance Dividend – The League of Minnesota Cities Insurance Trust property/casualty program distributed the year end dividends; the City received a dividend check for \$1,007.00.

Letter from Crow Wing Power – The Crow Wing Power Board of Directors annually discusses whether or not to forgive the normal monthly meter fee under the municipal meter relief program; they again this year they decided to continue with the program for another year. In the past 25 years, the city has realized a \$17,600 savings.

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

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

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

Park and Recreation Committee – Krista Knudsen said the committee didn't meet in December.

Environmental Committee – Doug Miller said the committee didn't meet in December.

Trail 77 – Teri Hastings reported

Personnel – Kevin Egan/Doug Miller – There was no personnel business for the month of December.

City Attorney – Gammello - Pearson – Dan Hawley – Nothing to report.

City Engineer – Widseth Smith Nolting – Dave Reese – Absent.

OLD BUSINESS – There was no old business.

NEW BUSINESS –

Proposal for Long Term Financial Mgmt. Plan & Sewer Study from Ehler's – The City received a proposal from Ehlers & Associates for a Long-Term Financial Management Plan and Sewer Rate Study in June of 2020. This item has been included in the 2021 budget discussions but no formal action was taken on the proposal itself. Teri contacted Ehlers last week to inquire if their rates have increased for the proposal and they did increase by \$250 for each portion of the proposal. The cost of the proposal was included in the contract labor portion of the budget along with an additional \$7500 for special projects and to cover the additional costs, Teri proposed reducing the special project portion to \$7,000 for 2021.

MOTION BY DOUG MILLER TO ACCEPT THE PROPOSAL FOR A LONG TERM FINANCIAL MANAGEMENT PLAN AND SEWER STUDY FROM EHLER'S INCLUDING THE ADJUSTMENT TO THE FUNDS IN THE BUDGET; NOT TO EXCEED \$11,000 FOR THE LONG-TERM FINANCIAL MANAGEMENT PLAN. KRISTA KNUDSEN SECONDED THE MOTION. ROLL CALL VOTE PASSED UNANIMOUSLY.

ANNOUNCEMENTS – The Lake Shore Financial Audit is Tuesday, January 12, 2021

MOTION BY KRISTA KNUDSEN TO ADJOURN THE REGULAR CITY COUNCIL MEETING OF DECEMBER 21, 2020 AT 7:07 PM. DOUG MILLER SECONDED THE MOTION. ROLL CALL VOTE PASSED UNANIMOUSLY.

Transcribed by Patti McDonald
Lake Shore City Clerk