

**MINUTES**  
**Regular Meeting of Lake Shore City Council**  
**Monday, March 23, 2020**  
**7:00 PM**  
**Telephonic at Lake Shore City Hall**

City Attorney Dan Hawley was present at City Hall to coordinate the telephonic conference of the March 23, 2020 Lake Shore City Council. Practicing proper social distancing present at city hall were City Administrator/Planning and Zoning Administrator Teri Hastings and Police Chief Steve Sundstrom.

Mayor Kevin Egan called the March 23, 2020 Regular City Council meeting to order at 7:00 p.m. The Pledge of Allegiance was recited.

**Phoning in Attendance were:** Mayor Kevin Egan. Council members: Wayne Anderson, John Terwilliger, Krista Knudsen and Doug Miller. City Engineer Dave Reese; Chief Medical Officer Betsy Egan; and Pineandlakes Echo Journal Editor Nancy Vogt. City Clerk Patti McDonald did not attend. Mitch Crocker was in the audience. A quorum was present and the City Council was competent to conduct business.

**APPROVAL OF MINUTES**

MOTION BY DOUG MILLER TO APPROVE THE FEBRUARY 24, 2020 MINUTES OF THE PUBLIC HEARING FOR PORT VIEW ROAD WEST AS PRESENTED. KRISTA KNUDSEN SECONDED THE MOTION. ROLL CALL VOTE PASSED UNANIMOUSLY.

MOTION BY DOUG MILLER TO APPROVE THE FEBRUARY 24, 2020 REGULAR CITY COUNCIL MINUTES AS PRESENTED. JOHN TERWILLIGER SECONDED THE MOTION. ROLL CALL VOTE PASSED UNANIMOUSLY.

**REPORTS**

**Pandemic Update** - Chief Health Officer Betsy Egan as an infectious control nurse for 44 years gave brief comments regarding the 500 deaths in the United States and one infected resident in Cass County in Pine River. It is smart to stay in place as this will slow the spread. This pandemic is changing on a constant basis.

**Police Report** – Officer Steve Sundstrom reported that the department is working closely with the Cass County Sheriff’s Office during the COVID-19 outbreak. Officers will be taking extra precautions and following CDC guidelines when responding to calls for service. Additional precautions and procedures will be followed when responding to medical emergencies involving patients experiencing respiratory or other COVID-19 symptoms. City offices are closed at the time; however, the department is taking phone calls/messages.

Wayne Anderson asked about how well the First Responders are equipped to respond to an potential COVID19 patient. Steve Sundstrom said he spoke with Fire Chief Shawn Bailey who said the department has two full suits for responders to enter calls that involve medical emergencies when it comes to respiratory issues; they will outfit the responder before they enter the call. Law enforcement will standby to make sure the scene is safe.. If it is a life or death situation, they will all go into the call protected as best they can.

Incident Report – In February 2020 there were 78 incidents in the City. There were 48 traffic-related incidents and 30 were miscellaneous department activity. Overall traffic will be down as there is not much movement throughout town.

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

**Clerk/Treasurer's Report** – Patti McDonald was not in attendance. Teri gave the Clerk/Treasurer report.

Financials – MOTION BY DOUG MILLER TO APPROVE THE FEBRUARY FINANCIALS AS PRESENTED (CLAIM NUMBERS 38145 THROUGH 38207 – TOTAL \$87,339.03). KRISTA KNUDSEN SECONDED THE MOTION. ROLL CALL VOTE PASSED UNANIMOUSLY.

Pay Bills – MOTION BY DOUG MILLER TO PAY THE BILLS AS SUBMITTED (CLAIM NUMBERS 38174 THROUGH 38238 – TOTAL \$71,265.25). JOHN TERWILLIGER SECONDED THE MOTION. ROLL CALL VOTE PASSED UNANIMOUSLY. Check numbers 38174 through 38186 were payroll.

2020 Liquor Licenses – Bar Harbor and Zorbaz submitted the proper applications for renewal of their On-Sale, Off-Sale, and Sunday Liquor and tobacco licenses. Lost Lake Lodge, Cowboy's and Sherwood Forest Lodge submitted the proper applications for renewal of their On-Sale, Off-Sale and Sunday Liquor. Chief Sundstrom completed the background checks and recommends approval of the renewal licenses. The five businesses have no outstanding balances owed to Cass County or the City.

MOTION BY DOUG MILLER TO RENEW THE 2020 LIQUOR LICENSES FOR BAR HARBOR AND ZORBAZ FOR ON-SALE, OFF-SALE AND SUNDAY LIQUOR AND TOBACCO LICENSES; LOST LAKE LODGE, COWBOY'S AND SHERWOOD FOREST LODGE FOR ON-SALE, OFF-SALE AND SUNDAY LIQUOR. WAYNE ADNERSON SECONDED THE MOTION. AS A LICENSE HOLDER KRISTA KNUDSEN RECUSED HERSELF FROM THE VOTE. MOTION PASSED WITH EGAN, ANDERSON, MILLER AND TERWILLIGER VOTING YES.

**City Administrator/Planning & Zoning Administrator** – Teri Hastings

2020 Fire Contract – Teri provided the 2020 Nisswa Fire contract along with a summary of amounts for your review. Lake Shore's total contract amount for 2020 is \$78,175 which includes \$4,712, the cost of the Firemen's Relief Association. Lake Shore's share is 31.42% (32.53% in 2019) of the total cost of the Nisswa Fire Department budget which is a decrease from 2019. That figure is based on the land and building values of each entity being served by the Nisswa Fire Department.

MOTION BY JOHN TERILLIGER TO APPROVE THE 2020 FIRE CONTRACT AS PRESENTED. DOUG MILLER SECONDED THE MOTION. ROLL CALL VOTE PASSED UNANIMOUSLY.

February Permit Summary – Teri included the February permit summary for review.

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

2020 Road Projects Approve Plans and Authorize Advertisement for Bids – Dave Reese addressed this item as the Wastewater Road Committee (like all committee's) didn't meet this month; he said that he forwarded preliminary plans through Teri and Patti for distribution to the Wastewater Road Committee members and the the City Council. This included an updated cost estimate for each roadway and for the project in total. The most questions he heard related to Jacob's Road project; no questions regarding the other roads within the project. Wayne Anderson has raised drainage concerns on the north end of Jacob's Road; Joe Dubell met with Wayne to discuss how to address some of the drainage concerns. There is a large area on the west side of the road for drainage collections that during certain times will spill over to the east side of Jabob's Road. Two options were discussed with one option requiring easements from certain property owners. Wayne had come up with a third option that hasn't been determined as feasible. Dave has prepared a preliminary cost estimate for the option that would put storm piping under the road, ditch to ditch, and going overland flow with a cost between \$40,000 to \$50,000 which would include additional survey's and some easement work. Dave didn't have a cost estimate for the third option; he is looking for Council direction to move forward.

The Mayor suggested that if the Council could go ahead and approve the plans and authorize the advertisement for bids and condition the drainage issue for further design proposals.

**MOTION BY DOUG MILLER TO APPROVE PLANS AND AUTHORIZE ADVERTISEMENT FOR BIDS FOR THE 2020 ROAD PROJECTS WITH THE CONDITION OF AN UPCOMING FINAL DESIGN PLAN FOR THE JACOB'S ROAD DRAINAGE ISSUE. JOHN TERWILLIGER SECONDED THE MOTION.** Wayne commented that there are quite a few pros if the plan can go under the road and to the north with no easements involved with not much future maintenance. John Terwilliger asked if Jacob's Road will be raised. Dave Reese answered that it will be lowered to the south and in the drainage area it will be raised. Mitch Crocker asked if there will be larger culverts installed. Dave answered they will be sizing culverts to the flow. Mitch commented that after a winter of snowmobiles traveling the ditch, most of the culverts are plugged up. Dave said they will look at the culverts and up size them if they find it will work. **ROLL CALL VOTE PASSED UNANIMOUSLY.**

Resolution Approving Plans and Specifications – Port View Road West – Dave commented that the preliminary plans are consistent with the findings of fact and ready to move forward with approving the advertisement of bids. Wayne commented that the project came in at \$190,000 and in a workable area for the benefitting residents. Dave said the cost estimate is based on 85% complete plans with a 10% construction contingency and the balance retained for 100% completion of the project.

**MOTION BY DOUG MILLER TO ADOPT RESOLUTION 2020-03-01 A RESOLUTION APPROVING PLANS AND SPECIFICATIONS AND ORDERING ADVERTISEMENT FOR BIDS FOR THE PORT VIEW ROAD WEST IMPROVEMENTS AS PRESENTED. KRISTA KNUDSEN SECONDED THE MOTION. ROLL CALL VOTE PASSED UNANIMOUSLY.**

2020 Crack Sealing – Teri commented that Dave is preparing a memo to receive quotes for the crack sealing of city streets. The city is doing the crack sealing in sections with last year being the streets to the north and this year will be the center streets of the city. This work has to be completed before the chip sealing that were determined in conjunction with the Crow Wing County bidding process. Wayne commented that these roads will be Whitstrom Road, Pohl Road and Point Narrows Road.

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

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

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

Curbside Recycling – Teri commented that a flyer from One Earth Recycling was included in the packet. Noah Brogle, owner of the company said he could provide the curbside recycling service in Lake Shore when he has 15 confirmed customers.

**Trail 77** – Teri submit two more grant applications this week to acquire funds to help pay for the last 1.3 miles of the Gull Lake Trail in Lake Shore.

**Personnel** – Kevin Egan/Doug Miller – The Mayor and Doug Miller discussed the city staff taking turns working at city hall to minimize the exposure of staff working at one time. The question arised whether staff should use sick time away from the office or whether their routine salary will continue to accrue as they are working from home. The Mayor was comfortable with the staff being paid as they are working from home. Doug Miller commented he agrees the staff should be paid as they are not shortening their ability to provide council and residents with service to the city; he is comfortable with continuing to pay the city staff regular wages.

MOTION BY DOUG MILLER TO CONTINUE PAYING CITY STAFF THEIR REGULAR RATE DURING THE SHORTENED OFFICE HOURS. WAYNE ANDERSON SECONDED THE MOTION. ROLL CALL VOTE PASSED UNANIMOUSLY.

**City Attorney** – Gammello - Pearson – Dan Hawley - No report.

**City Engineer** – Widseth Smith Nolting – Dave Reese - No report.

**OLD BUSINESS** – There was no old business.

**NEW BUSINESS** – There was no new business.

**ANNOUNCEMENTS** – Reminder – Board of Review is Monday, April 13, 2020 at 11:00 a.m. at City Hall (As of March 20th it is not cancelled). Teri referred to a memo that she received March 20<sup>th</sup> stating that by law the Board of Review cannot be cancelled and must be held in April and May by State Statute. Teri and Dan Hawley will work towards a telephonic meeting to include Cass County Assessor's.

Steve Sundstrom said that with sadness they will have to cancel the Easter Egg Hunt for this year.

**Mayor's Report**– Kevin Egan

COVID-19 Update – The Mayor commented that we're still pretty unsure what the impacts of COVID 19 will have on us; we will have to stay tuned. He said that Kathy Moore and the Broadband Committee are putting together a series of recommendations for the Council to review. The Committee will meet soon, whether it's telephonically or Zoom and they will have a report. He said the we still have to finish up with the visioning session materials that are in draft right now and they will possibly be ready to come before the Council soon.

Mitch Croker asked Steve Sundstrom why the squad wasn't brought to Crocker Collision for a recent repair. Steve said he did the last one, MK Auto has done work for the department and this time he brought it to the Body Works for repair. Steve said that he also spreads the work around for routine maintenance (oil changes) and goes between SNK, Watt Automotive and Nisswa Automotive. Mitch thinks he should use the his service as he's the only one in Lake Shore; he asked the Council 'what do they think of that?'. Steve explained to the Council why he didn't use Crocker Collision. John Terwilliger thinks he should use Crocker. Krista Knudsen said he should ge bids. Wayne, Doug and the Mayor agreed with getting bids. Mitch doesn't agree.

MOTION BY DOUG MILLER TO ADJOURN THE REGULAR CITY COUNCIL MEETING OF MARCH 23, 2020 AT 7:48 PM. WAYNE ANDERSON SECONDED THE MOTION. ROLL CALL VOTE PASSED UNANIMOUSLY.

The Mayor instructed Dan Hawley to close down the phone bridge.

Transcribed by Patti McDonald  
Lake Shore City Clerk