

**MINUTES**  
**Regular Meeting of Lake Shore City Council**  
**Monday, October 22, 2012**  
**7:00 PM Lake Shore City Hall**

Mayor John Terwilliger called the October 22, 2012 Regular City Council meeting to order at 7:00 p.m. The pledge of allegiance was recited.

**Roll Call:** Mayor John Terwilliger. Council Members present: John Bukovich, Susan Amacher, Doug Miller and John Poston. City Attorney Steve Qualley; City Engineer Dave Reese; City Administrator/Planning and Zoning Administrator Teri Hastings; Police Officer Mike Heldt; Public Works Jim Thomes and City Clerk Patti McDonald were present. There were 3 people in the audience.

**APPROVAL OF MINUTES**

MOTION BY DOUG MILLER TO APPROVE THE REGULAR CITY COUNCIL MEETING OF SEPTEMBER 24, 2012 MINUTES AS PRESENTED. SUSAN AMACHER SECONDED THE MOTION. MOTION PASSED.

**PUBLIC HEARING - Charter Franchise Ordinance** – The initial term (15 years) of the Charter Franchise ordinance had expired so the ordinance language was brought up to date. The renewal and approval of the ordinance would grant another 15 year term. There were no concerns with the changes to the ordinance. The ordinance amendment will be on the agenda for the November City Council meeting.

**REPORTS**

**Police/Fire Report** – Chief Steve Sundstrom is attending the Toward Zero Death conference. Officer Mike Heldt gave the police report.

Incident Report – From September 24, 2012 to October 21, 2012 there were 137 incidents in the city. There were 81 traffic-related incidents and 56 were miscellaneous department activity.

**Mayor's Report**– John Terwilliger said that the fluorescent lighting in the city clerk's office hums and is outdated. We will look at new lighting possibilities and check with an electrician for suggestions.

**Clerk/Treasurer's Report** – Patti McDonald

MOTION BY DOUG MILLER TO APPROVE THE FINANCIALS AS PRESENTED. JOHN POSTON SECONDED THE MOTION. MOTION PASSED UNANIMOUSLY.

Resolution to Certify Delinquent Sewer Accounts – As of October 1, 2012 there are four sewer accounts that are delinquent for a total of \$1,310.00 that can be certified to the tax rolls.

MOTION BY JOHN POSTON TO ADOPT RESOLUTION NUMBER 2012-10-01 TO CERTIFY FOUR DELINQUENT SEWER ACCOUNTS TO THE CASS COUNTY AUDITOR IN THE AMOUNT OF \$1,310.00. JOHN BUKOVICH SECONDED THE MOTION. MOTION PASSED UNANIMOUSLY.

Set Election Canvass Meeting – The City Council will have to set a date and time to canvass the general election results. The council agreed to set the canvassing board meeting for Thursday, November 15<sup>th</sup> at 11:00 a.m.

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

Holiday Schedule – Typically, the City of Lake Shore closes the Friday after Thanksgiving. City staff will use either a vacation day or their floating holiday; city staff is requesting to close November 23<sup>rd</sup>.

During the budget meeting, the December City Council meeting was rescheduled (it falls on Christmas Eve) to December 17<sup>th</sup>. City staff is requesting to close City Hall on Christmas Eve; staff would use vacation for this day.

MOTION BY JOHN BUKOVICH TO CLOSE CITY HALL ON FRIDAY, NOVEMBER 23, 2012 AND MONDAY, DECEMBER 24, 2012 AND ALLOW CITY STAFF TO USE VACATION FOR TIME OFF. JOHN POSTON SECONDED THE MOTION. MOTION PASSED UNANIMOUSLY.

September Cass EDA Activity Report – The September EDC Report and News Flash were included for review.

**Wastewater/Road Committee** – John Bukovich / Jim Thomes said the committee didn't meet in October.

Release Retainage for Lost Lake Road Project – Jim reported that the punch list items for the Lost Lake Road project have been satisfactorily completed by Anderson Brothers Construction Company.

MOTION BY JOHN BUKOVICH TO RELEASE THE FINAL PAYMENT ESTIMATE NUMBER 2 OF \$9,336.30 TO ANDERSON BROTHERS FOR COMPLETION OF THE LOST LAKE ROAD PROJECT. DOUG MILLER SECONDED THE MOTION. MOTION PASSED UNANIMOUSLY.

**Park and Recreation Committee** – John Poston said the committee didn't meet in October.

**Environmental Committee** – Doug Miller said the committee didn't meet in October. He reported that the Rain Garden at Sherwood Forest is complete.

**Trail 77 Team** – John Poston/Susan Amacher – The Trail 77 Team met on Thursday, October 11, 2012.

Preliminary Trail Map – John Poston explained that the map that is included in the council packet shows the trail and where it will connect to future trails in Nisswa and Fairview Township. It includes potential easements. The Legacy grant has been submitted and should be awarded in the early spring.

September 17<sup>th</sup> Minutes – The September 17<sup>th</sup> minutes were included for review.

**Personnel** – John Terwilliger/Susan Amacher – Susan said that the personnel committee met with Jim Thomes for his annual review.

**City Attorney** – Gammello, Qualley & Pearson – Steve Qualley

Ordinance Amendment – Road Vacation – When the city code was codified earlier this year it didn't include the process for vacation of a road that goes to the water. This change would allow vacating a portion of the road; but the access to public water will be preserved. Teri explained the potential road vacation.

MOTION BY JOHN BUKOVICH TO ADOPT ORDINANCE 2012-03, FIRST SERIES; AN ORDINANCE AMENDING CHAPTER VII, PART 8 OF THE LAKE SHORE CITY CODE RELATING TO ROAD VACATION. JOHN POSTON SECONDED THE MOTION. MOTION PASSED UNANIMOUSLY.

MOTION BY DOUG MILLER TO PUBLISH A SUMMARY OF THE ORDINANCE REVISION. SUSAN AMACHER SECONDED THE MOTION. MOTION PASSED UNANIMOUSLY.

**City Engineer** – Widseth Smith Nolting – 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 announcements or public forum.

MOTION BY DOUG MILLER TO PAY THE BILLS AS SUBMITTED (CLAIM NUMBERS 30995 THROUGH 31063 - TOTAL \$47,051.94). SUSAN AMACHER SECONDED THE MOTION. MOTION PASSED.

MOTION BY SUSAN AMACHER TO ADJOURN THE REGULAR CITY COUNCIL MEETING OF OCTOBER 22, 2012 AT 7:17 PM. DOUG MILLER SECONDED THE MOTION. MOTION PASSED.

Transcribed by Patti McDonald  
Lake Shore City Clerk