

MINUTES
Regular Meeting of Lake Shore City Council
Monday, July 22, 2013
7:00 PM Lake Shore City Hall

Mayor John Terwilliger called the July 22, 2013 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: Susan Amacher, John Poston, Krista Knudsen and Doug Miller. City Attorney Steve Qualley; City Engineer Dave Reese; City Administrator/Planning and Zoning Administrator Teri Hastings; Police Chief Steve Sundstrom; Public Works Jim Thomes and City Clerk Patti McDonald were present. There were 5 people in the audience.

APPROVAL OF MINUTES

MOTION BY DOUG MILLER TO APPROVE THE JUNE 24, 2013 REGULAR CITY COUNCIL MINUTES AS PRESENTED. JOHN POSTON SECONDED THE MOTION. MOTION PASSED UNANIMOUSLY.

REPORTS

Police/Fire Report – Chief Steve Sundstrom

Donation Request - National Child Safety Council – The Cass County Sheriff's Office is in the process of organizing their child safety and drug education program for children and their parents. This is the 14th year for this very worthwhile program. They are asking for a donation to help provide safety materials and services for the program.

MOTION BY JOHN POSTON TO DONATE \$115.00 TO HELP OFFSET THE COST OF THE NATIONAL CHILD SAFETY PROGRAM SPONSORED BY CASS COUNTY SHERIFF'S DEPARTMENT. KRISTA KNUDSEN SECONDED THE MOTION. MOTION PASSED UNANIMOUSLY.

Incident Report – From June 24, 2013 to July 21, 2013 there were 244 incidents in the City. There were 132 traffic-related incidents and 112 were miscellaneous department activity. Susan asked about the change of preferred drugs that has been on the news lately. Steve said that meth is back in the area; however, meth is not being made here. The preferred drug is marijuana. Heroin is prevalent in the metro and making its way up north. Heroin is common again because prescription drugs are being controlled better.

Mayor's Report– John Terwilliger

Clerk/Treasurer's Report – Patti McDonald

Financials - MOTION BY DOUG MILLER TO APPROVE THE FINANCIALS AS SUBMITTED. KRISTA KNUDSEN SECONDED THE MOTION. MOTION PASSED UNANIMOUSLY.

City Administrator/Planning & Zoning Administrator – Teri Hastings

Ordinance Amendment – Pervious Materials – The ordinance amendment would allow the use of pervious materials. Currently the use of pervious materials is not recognized by the city and is considered impervious. This past spring several Planning Commission members attended a seminar on the benefits of pervious pavers. The seminar covered installation, maintenance, and the different products available. Some of the products have been around quite a while. The Planning Commission is recommending only a 50% credit for the use of pervious materials due to the maintenance issue. The DNR had written a guide on permeable systems in 2003 and urged caution to local government units when allowing such materials. Teri believes the proposed amendment takes into consideration the concerns from the DNR; again the products have evolved in the past 10 years as well. Teri said one concern is maintenance and hopes that it will be installed by a knowledgeable contractor/landscaper.

The amendment has been reviewed by Steve Qualley. The Planning Commission held a public hearing at their July meeting with no comments from the public. The Planning Commission is recommending approval of the amendment.

MOTION BY JOHN POSTON TO ADOPT ORDINANCE #2013-02, FIRST SERIES AMENDING THE LAKE SHORE CITY CODE CHAPTER IV RELATING TO THE USE OF PERVIOUS MATERIAL WITHIN THE CITY OF LAKE SHORE. DOUG MILLER SECONDED THE MOTION. MOTION PASSED UNANIMOUSLY.

MOTION BY JOHN POSTON TO PUBLISH A SUMMARY OF THE APPROVED ORDINANCE #2013-02 IN THE ECHO. DOUG MILLER SECONDED THE MOTION. MOTION PASSED UNANIMOUSLY.

Computer Quote – The existing computer for the Planning and Zoning office is over five years old and is on a three year replacement plan. On Systems Inc. quoted a new computer for \$1,116.84. There is adequate money within the capital outlay for the new computer. It should be noted that the quote doesn't include labor, but there is adequate money for the labor (typically 1 – 1 ½ hours).

MOTION BY JOHN POSTON TO APPROVE THE COMPUTER QUOTE FROM ON SYSTEMS AS PRESENTED FOR THE PLANNING AND ZONING OFFICE. DOUG MILLER SECONDED THE MOTION. MOTION PASSED UNANIMOUSLY.

Animal Control Enforcement Contract – Donald Hannahs Jr. – Animal Control submitted the proposal for 2014 services. The proposal contains an increase for services; however, there hasn't been an increase since 2006. John Poston asked how much the increase is. Teri said a \$10.00 increase in most categories. When the animal is picked up by the owner, the same amount is paid back to the city.

MOTION BY JOHN POSTON TO APPROVE THE PROPOSED CONTRACT AS PRESENTED. KRISTA KNUDSEN SECONDED THE MOTION. MOTION PASSED UNANIMOUSLY.

Electrical Quotes – City Hall – Three quotes were received to upgrade the fluorescent lighting for the old portion of city hall. They range from \$1,773.00 to \$3,346.22.

MOTION BY DOUG MILLER TO APPROVE THE QUOTE OF \$1,773.00 FROM JIM'S ELECTRIC TO UPGRADE THE FLUORESCENT LIGHTING AS PRESENTED. JOHN POSTON SECONDED THE MOTION. MOTION PASSED UNANIMOUSLY.

Population Estimate – The 2012 Population Estimate from the state demographer's office-estimated population is 1013. The 2011 population estimate was 1005. Teri believes our highest population estimate was in 2006 at 1038.

EDC Activity Report and News Flash – The Cass County EDA activity report and news flash were included for review.

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

Wastewater/Road Committee – John Poston

Bishop's Landing – Berm – The Wastewater/Road committee discussed putting a berm on the north side of the landing to capture/divert water away from the neighboring property septic system.

MOTION BY DOUG MILLER TO APPROVE THE BERM AT BISHOP'S LANDING NOT TO EXCEED \$3,000.00. SUSAN AMACHER SECONDED THE MOTION. MOTION PASSED UNANIMOUSLY.

Agate Lake Road – Calcium Chloride – The committee discussed and recommends putting calcium chloride on Agate Lake Road at an approximate price of \$4,000.00. There has material added to the road and it is in really nice shape and the calcium chloride will help fortify the road. It will also keep the dust down.

MOTION BY SUSAN AMACHER TO APPROVE THE APPLICATION OF CALCIUM CHLORIDE ON AGATE LAKE ROAD AT A COST OF APPROXIMATELY \$4,000.00. DOUG MILLER SECONDED THE MOTION. MOTION PASSED UNANIMOUSLY.

Doyle Parkway – Request for Elevations – Dave Reese provided a letter to the City Council to confirm the understanding with the City to proceed with the topographic survey of an area of Doyle Parkway where there have been some longstanding drainage concerns of the residents. This was the direction WSN received from the Road/Wastewater Committee at their regular meeting of July 16, 2013. WSN anticipates a survey crew will obtain the necessary field data in the next 3 weeks, and will prepare options for further discussion with the Committee at their August meeting. The survey, mapping, and preparations of options and estimated costs are estimated to be in the range of \$2500 to \$3000 for the survey and engineering.

MOTION BY SUSAN AMACHER TO AUTHORIZE WSN TO MOVE FORWARD WITH THE TOPOGRAPHIC SURVEY ON A PORTION OF DOYLE PARKWAY AS PRESENTED. DOUG MILLER SECONDED THE MOTION. MOTION PASSED UNANIMOUSLY.

72nd Street – Acceptance of Feasibility Report and Order Public Hearing – John Poston referred to Dave Reese. Dave said that the feasibility study provides the cost estimate for the proposed road improvement to 72nd Street. It is based on the number of parcels in the area and the future development. This cost estimate included the road being tapered at the point where the culverts allow Stony Brook to pass the under the road. Dave said this information should be discussed with Loon Lake Township. John Poston said the road is split right down the center between Lake Shore and Loon Lake Township. The committee looked at how many residents use the road to access their property. The split will be approximately 65% Lake Shore and 35% Loon Lake Township. The assessment process will be followed by each entities process. Dave used a percentage of 15% of the construction cost to establish the engineering cost. John Poston said that it was hoped that the project could be completed by this fall; however, Loon Lake Township is a few steps behind in their process. John Poston was concerned with the erosion taking place at the culverts on Stony Brook and 72nd Street. No resolution is needed at this time.

Require Approach Permit – The Wastewater/Road Committee is requesting the city to come up with a permitting process as to whether a culvert is needed or not for a new road/driveway approach. Teri suggested the committee put together some parameters as to what is needed, who installs the culvert etc. Steve Qualley said it doesn't have to be part of the zoning ordinance.

MOTION BY SUSAN AMACHER TO ESTABLISH AN APPROACH PERMIT FOR POTENTIAL ROAD/DRIVEWAY CONSTRUCTION. DOUG MILLER SECONDED THE MOTION. MOTION PASSED UNANIMOUSLY.

June Minutes – The June minutes were included for review.

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

Environmental Committee – Doug Miller said the committee met in July and discussed whether the city would spray for mosquitoes or not. He has had feedback that some residents don't want to pay for it. Teri said that East Gull Lake sprays 27 miles of road once a week for a total of \$3,300.00. This item will remain on the committee agenda.

May Minutes – The May minutes were included for review.

Trail 77 Team – John Poston/Susan Amacher – Susan said that the trail didn't receive the federal grant. Teri said that the committee will meet August 5th at 10:00 a.m.

Personnel – John Terwilliger/Susan Amacher

Annual Review – Mike Heldt – Chief Steve Sundstrom, City Administrator Teri Hastings and the Personnel Committee met with Officer Mike Heldt to perform his annual review.

MOTION BY DOUG MILLER TO APPROVE A STEP INCREASE FOR OFFICER MIKE HELDT FROM STEP EIGHT TO STEP NINE AS HE MET HIS EVALUATION REQUIREMENTS. KRISTA KNUDSEN SECONDED THE MOTION. MOTION PASSED UNANIMOUSLY.

City Attorney – Gammello, Qualley, Pearson & Mallak – Steve Qualley said he needs to follow up with Teri regarding the Loon Lake Township numbers for the 72nd Street road improvement.

City Engineer – Widseth Smith Nolting – Dave Reese also needs to follow up with Teri and numbers for the 72nd Street road improvement.

OLD BUSINESS – There was no old business.

NEW BUSINESS – Cindy Terwilliger is the new president of the Nisswa Historical Society. She said that Lake Shore is not a member and handed out brochures to the City Council.

MOTION BY SUSAN AMACHER TO BECOME A 'FRIENDS OF SOCIETY' AT \$100.00 MEMBER TO THE NISSWA HISTORICAL SOCIETY. JOHN POSTON SECONDED THE MOTION. MOTION PASSED UNANIMOUSLY.

ANNOUNCEMENTS/PUBLIC FORUM –

GCOLA Annual Gala July 29th at Grand View Lodge at 5:30 p.m. the speaker is Steve McComas aka 'The Lake Detective' and Ron Faust has tickets.

MOTION BY DOUG MILLER TO PAY THE BILLS AS SUBMITTED (CLAIM NUMBERS 31654 THROUGH 31736 - TOTAL \$60,453.53). JOHN POSTON SECONDED THE MOTION. MOTION PASSED UNANIMOUSLY.

MOTION BY DOUG MILLER TO ADJOURN THE REGULAR CITY COUNCIL MEETING OF JULY 22, 2013 AT 7:45 PM. JOHN POSTON SECONDED THE MOTION. MOTION PASSED UNANIMOUSLY.

Transcribed by Patti McDonald
Lake Shore City Clerk