

MINUTES
Regular Meeting of Lake Shore City Council
Monday, November 25, 2013
7:00 PM Lake Shore City Hall

Mayor John Terwilliger called the November 25, 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 Mark Hallan; 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 6 people in the audience.

APPROVAL OF MINUTES

MOTION BY DOUG MILLER TO APPROVE THE OCTOBER 28, 2013 REGULAR CITY COUNCIL MINUTES AS PRESENTED. JOHN POSTON SECONDED THE MOTION. MOTION PASSED UNANIMOUSLY.

REPORTS

Police/Fire Report – Chief Steve Sundstrom

Incident Report – From October 28, 2013 to November 24, 2013 there were 85 incidents in the City. There were 45 traffic-related incidents and 40 were miscellaneous department activity.

Quote for Computer – A quote for \$1,549.69 was received from On Systems for a new department computer and transfer of data from the old computer. The current system is over 5 years old and as of 2014 it will no longer be compatible with security requirements for the BCA. The purchase will come from capital outlay funds dedicated to the police department under office furnishings.

MOTION BY SUSAN AMACHER TO APPROVE THE PURCHASE OF A NEW COMPUTER FOR THE POLICE DEPARTMENT FROM ON SYSTEMS AT A COST OF \$1,549.69 TAKEN FROM CAPITAL OUTLAY. JOHN POSTON SECONDED THE MOTION. MOTION PASSED UNANIMOUSLY.

Steve said that he attended the TZD conference a couple weeks ago; he won a handheld radar worth \$2000.00.

Mayor's Report– John Terwilliger passed around thank you notes that were received.

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

HART Contract – The annual administrative fee will remain the same at \$1.50 per capita; it will be reviewed next spring. The daily boarding rate is being increased from \$14 to \$16. There has not been a rate increase from HART since 2002.

MOTION BY SUSAN AMACHER TO ACCPET THE HEARTLAND ANIMAL RESCUE TEAM CONTRACT AS PRESENTED. JOHN POSTON SECONDED THE MOTION. MOTION PASSED UNANIMOUSLY.

Appointments to Planning Commission – There will be two open positions on the Board of Adjustment/Planning and Zoning Committee as of December 31st. There is currently one alternate to the committee. Pat Hastings and Earl North each submitted an application requesting to be considered for a position on the Board of Adjustment/Planning and Zoning Commission. Teri said that she also asked Eric Peterson to apply for an alternate position. The commission would need one more alternate.

MOTION BY SUSAN AMACHER TO APPOINT EARL NORTH TO THE LAKE SHORE BOARD OF ADJUSTMENT/PLANNING AND ZONING COMMISSION. JOHN POSTON SECONDED THE MOTION. MOTION PASSED UNANIMOUSLY.

MOTION BY JOHN POSTON TO APPOINT PAT HASTINGS TO THE LAKE SHORE BOARD OF ADJUSTMENT/PLANNING AND ZONING COMMISSION. KRISTA KNUDSEN SECONDED THE MOTION. MOTION PASSED UNANIMOUSLY.

Holiday Schedule – In past years, the city has closed city hall the Friday after Thanksgiving and employees use their floating holiday or a day of vacation. City staff is requesting to close city hall on Friday, November 29th. In addition, employees are requesting city hall be closed on December 24th and December 31st. These are not holidays but employees would use vacation time or compensation time. The week between Christmas and New Year's typically has very little walk in traffic and few phone calls.

The city has typically met at 6:30 for the December meeting to enjoy a short holiday gathering. The council may want to consider this option again.

MOTION BY JOHN POSTON TO CLOSE CITY HALL ON NOVEMBER 29TH, DECEMBER 24TH AND DECEMBER 31ST WITH STAFF USING EITHER VACATION OR COMPENSATION TIME AND SCHEDULE TO MEET ½ HOUR EARLY (6:30) AT THE DECEMBER 23RD COUNCIL MEETING FOR A HOLIDAY GATHERING. KRISTA KNUDSEN SECONDED THE MOTION. MOTION PASSED UNANIMOUSLY.

LMC Safety & Loss Control Visit – Joe Ingebrand, CSP, MIS, Senior Loss Control Consultant from the League of MN Cities met with Jim Thomes on November 7th to help identify areas and job tasks where there is known potential for employees to slip, trip or fall in the area of Public Works. His summary of the visit was included for review.

Cass County EDC Activity Report – The EDC Activity Report was included for review.

October Permit Summary – The October permit summary was included for review.

Wastewater/Road Committee – John Poston

2014 Road Project Cost Estimates – Recently the Wastewater/Road committee requested that WSN provide estimated project costs for the proposed 2014 street improvements. The streets that are being considered are: Jacob's Road – 800 ft. of road sub-grade reconstruction and repaving; 72nd Street – 2,650 ft. of road paving, joint assessed project with Loon Lake Township; Diana Drive – 1,335 ft. of pavement reconstruction, reclaim/repave; and Doyle Parkway – 300 ft. of road reconstruction and storm pond construction for a total of \$246,600.00. Dave Reese submitted a request for engineering design/construction services for the proposed 2014 street improvements that include: design and bidding \$15,500 and construction observation and contracting assistance \$13,400 for a total of \$28,900.

MOTION BY SUSAN AMACHER TO APPROVE WIDSETH SMITH NOLTING TO MOVE FORWARD WITH THE ENGINEERING PROPOSAL FOR THE LAKE SHORE 2014 STREET

IMPROVEMENTS AS SUBMITTED FOR \$28,000. JOHN TERWILLIGER SECONDED THE MOTION. MOTION PASSED UNANIMOUSLY.

Letter - Re: Road Striping – Brenda Wiener emailed Jim Thomes asking the Public Works department to reconsider the City’s policy on not striping city streets. She states that there are two hills on Jacob’s Road that her and family members have had close calls to head-on collisions because people drive in the middle of the road.

The Wastewater/Road committee is recommending not striping the road. The police chief agreed to not stripe the road. They will check into lowering the speed limit.

September Minutes – The September minutes were included for review.

Park and Recreation Committee – Krista Knudsen said the committee didn’t meet in November. John Poston reported that Jim Thomes put the post in the ground at the park to place the sign dedicating the fishing pier to past council member Vicki LaMere. Aardvark Artwork is donating the sign.

The Mayor cleared the ski trail with the snowmobile club equipment.

Environmental Committee – Doug Miller said the committee met last week.

Recommendation on Mosquito Spraying – The committee is recommending that the city not move forward with the mosquito spraying.

Recommendation on Step 2 of TSI Overflight – The committee is recommending not moving forward with step 2 of the overflight.

Appoint Robert Eliason as Alternate – Robert Eliason submitted an application requesting to be considered for a position on the Environmental Committee.

MOTION BY DOUG MILLER TO APPOINT ROBERT ELIASON AS AN ALTERNATE TO THE LAKE SHORE ENVIRONMENTAL COMMITTEE. JOHN POSTON SECONDED THE MOTION. MOTION PASSED UNANIMOUSLY.

September Minutes – The September minutes were included for review.

Trail 77 Team – John Poston/Susan Amacher – John Poston said there was nothing to report.

Personnel – John Terwilliger/Susan Amacher

Jim Thomes Annual Review – Susan said that the personnel committee met with Jim Thomes for his annual review.

City Attorney – Gammello, Qualley, Pearson & Mallak – Steve Qualley said he was asked about speed limits on rural roads; he said that state statutes have changed and gives cities more control over some of the limits. He gave an example for the criteria for rural residential to be lowered to 30 MPH.

City Engineer – Widseth Smith Nolting – Mark Hallan had nothing more to add except that he would let Dave Reese know what was discussed and acted under the Wastewater/Road committee agenda item.

OLD BUSINESS – There was no old business.

NEW BUSINESS

Consider Sale of Nottingham Property – Lots 7-9, Block 15, Tingdale Bros. Sherwood Forest – John Poston said the City owns three 50’ X 250’ lots on Nottingham Road. The City really has no need for these lots so he proposes that the city sell the three lots and earmark the proceeds to do some much needed repairs and updating at City Hall. City staff prepared a list of such needed projects which include: Front sidewalk and hand rail replacement; painting and staining the exterior of building; replace concrete around overhead doors; replace carpet where needed; replace water heater and install air exchange system. He suggested sending the request to the Planning Commission for a recommendation to the council. Doug asked how the city came to own the lots. No one knew when. Steve Qualley said the city has a comprehensive plan and the council just can’t make the decision to sell the land. It has to be referred to the Planning Commission to see if it complies with the comp plan.

MOTION BY DOUG MILLER TO SEND THE REQUEST TO THE PLANNING COMMISSION TO DETERMINE IF THE SALE OF THE NOTTINGHAM PROPERTY FITS WITHIN THE COMPREHENSIVE PLAN. KRISTA KNUDSEN SECONDED THE MOTION. MOTION PASSED UNANIMOUSLY.

Request for 2 Burials in one Plot – The owners of Lot 26, Block 14, at Lake Shore Memorial Garden Cemetery request that the City Council allow the burial of two urns on this site.

MOTION BY JOHN POSTON TO ALLOW THE BURIAL OF TWO URNS ON LOT 26, BLOCK 14 AT LAKE SHORE MEMORIAL GARDEN CEMETERY. KRISTA KNUDSEN SECONDED THE MOTION. MOTION PASSED UNANIMOUSLY.

ANNOUNCEMENTS/PUBLIC FORUM

Public Hearing – Open House No. 1 for CSAH 77 Improvements – Dec. 3rd from 5:30 to 7:30 p.m.

Teri said that the Truth and Taxation meeting is December 23rd at the regular council meeting and if any council member has concerns with the budget the council should consider a special meeting. All council members were in agreement that there are no changes to the preliminary budget.

MOTION BY DOUG MILLER TO PAY THE BILLS AS SUBMITTED (CLAIM NUMBERS 31999 THROUGH 32095 - TOTAL \$44,828.08). JOHN POSTON SECONDED THE MOTION. MOTION PASSED UNANIMOUSLY.

MOTION BY DOUG MILLER TO ADJOURN THE REGULAR CITY COUNCIL MEETING OF NOVEMBER 25, 2013 AT 7:28 PM. JOHN POSTON SECONDED THE MOTION. MOTION PASSED UNANIMOUSLY.

Transcribed by Patti McDonald
Lake Shore City Clerk