

MINUTES
Regular Meeting of Lake Shore City Council
Monday, January 27, 2014
7:00 PM Lake Shore City Hall

Mayor John Terwilliger called the January 27, 2014 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 and Krista Knudsen. 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. Doug Miller was absent. There were 4 people in the audience.

GUEST – Gail Levenson – Cass County Economic Development Corporation – Gail was not here at this time.

APPROVAL OF MINUTES

MOTION BY JOHN POSTON TO APPROVE THE DECEMBER 23, 2013 REGULAR CITY COUNCIL MINUTES AS PRESENTED. KRISTA KNUDSEN SECONDED THE MOTION. MOTION PASSED UNANIMOUSLY.

REPORTS

Police/Fire Report – Chief Steve Sundstrom

Incident Report – From December 23, 2013 to January 26, 2014 there were 88 incidents in the City. There were 32 traffic-related incidents and 56 were miscellaneous department activity.

2013 Year End Report – There were a total of 1,690 incidents in 2013. That is a slight increase from 2012 when we had 1,672 incidents. A copy of the complete details report is on file in the police department.

In 2013, burglary and property crimes continue to remain low. The department responded to 46 medicals, 70 alarms, 74 disorderly and disturbance type complaints, and 82 public assists. There were no structure fires and 1 vehicle fire.

The city had no fatalities or serious injuries on city roads. The department arrested 10 drivers for DWI and issued 312 traffic citations. The department responded to 18 vehicle crashes and 21 vehicles in the ditch. They issued 194 speed citations and warned 596 motorists for traffic violations. There were 11 citations issued for underage alcohol consumption. There were a combined total of 26 arrests made for various offenses.

The department participated with Cass County in *TZD (Toward Zero Deaths)* enforcement throughout 2013. The department contracted with Zorbaz to provide an additional officer stationed at Zorbaz during the summer weekends. The department contracted with GCOLA providing an officer at the DNR boat access on select dates throughout the boating season.

Purchase Squad – The 2008 Ford Crown Victoria is up for replacement. It has approximately 100,000 miles. Steve received a quote from Mills Ford for a 2014 Ford Utility Police Interceptor for \$26,713. There is \$28,907 budgeted in capital outlay for replacing this squad.

The state bidding for police vehicles was awarded to Nelson Auto Center, Fergus Falls. There quote is approximately \$400 cheaper; however, in the past the city has decided to buy locally with Mills Ford.

The 2008 squad will be stripped down and sold by sealed bidding. The money from the sale would be added back into capital outlay for squad 2.

MOTION BY JOHN POSTON TO APPROVE THE QUOTE FROM MILLS FORD TO PURCHASE THE 2014 FORD UTILITY POLICE INTERCEPTOR FOR \$26,713. SUSAN AMACHER SECONDED THE MOTION. MOTION PASSED UNANIMOUSLY.

Mayor's Report– John Terwilliger

Appointments for 2014 – Mayor Terwilliger reviewed the changes for appointments for 2014. The Wastewater/Road Committee and the Park and Recreation committee need members.

MOTION BY JOHN POSTON TO APPROVE THE APPOINTMENT DESIGNATIONS FOR 2014 AS PRESENTED, WHICH WILL BE POSTED AT CITY HALL. SUSAN AMACHER SECONDED THE MOTION. MOTION PASSED UNANIMOUSLY.

Clerk/Treasurer's Report – Patti McDonald

Financials – MOTION BY JOHN POSTON TO APPROVE THE FINANCIALS AS SUBMITTED. KRISTA KNUDSEN SECONDED THE MOTION. MOTION PASSED UNANIMOUSLY.

Fund Policy – Last year after the completion of the city's annual audit, the auditor recommended the city establish a fund policy. The proposed policy is very similar to the League of Minnesota Cities Fund Policy which was drafted by Ehlers & Associates Inc.

The Office of the State Auditor recommends that at year-end, local governments maintain an unreserved fund balance in their general fund of approximately 34-50% of fund operating revenues or no less than five months of operating expenditures. The proposed policy recommends an unreserved balance of 45% of budgeted operating expenditures. This is a very comfortable percentage for the city.

MOTION BY SUSAN AMACHER TO ADOPT THE PROPOSED FUND BALANCE POLICY AS PRESENTED. JOHN POSTON SECONDED THE MOTION. MOTION PASSED UNANIMOUSLY.

City Administrator/Planning & Zoning Administrator – Teri Hastings

Resolution Setting Fees for the City – The fees remain the same as last year with the addition of a \$25 fee for road approach/driveway entrance.

MOTION BY SUSAN AMACHER TO APPROVE RESOLUTION NUMBER 2014-01-01 SETTING FEES FOR THE CITY. JOHN POSTON SECONDED THE MOTION. MOTION PASSED UNANIMOUSLY.

Pay Equity Report – State law requires all public jurisdictions to eliminate sex-based wage inequities in compensation. Every three years, the city is required to submit a pay equity report which has been approved by the City Council. The 2014 Pay Equity Report needs to be submitted to the Department of Employee Relations by January 31, 2014.

Pay Equity is a method of eliminating discrimination against women who are paid less than men for jobs requiring comparable levels of expertise. Pay equity goes beyond the familiar idea of 'equal pay for equal work' where men and women with the same jobs must be paid equally. A policy to establish pay equity usually means: 1) that all jobs will be evaluated and given points according to the level of knowledge and responsibility required to do the job, and 2) salary adjustments will be made if it is discovered that women are consistently paid less than men for jobs with similar points.

MOTION BY JOHN POSTON TO APPROVE THE PAY EQUITY REPORT AS PRESENTED. KRISTA KNUDSEN SECONDED THE MOTION. MOTION PASSED UNANIMOUSLY.

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

December Permit Summary / 2013 Year End Report – Teri provided the December permit summary for review.

The year-end summary for 2013 included 11 dwellings; 0 relocation of dwellings; 7 residential additions; 19 accessory structures; 16 decks/porches/patios; 13 septic systems; 0 grading, 0 new commercial; 5 commercial additions and 0 sign for a total of 72 zoning permits for a valuation of \$4,135,710.

Wastewater/Road Committee – John Poston

Amended Resolution – 2013-10-02 – The public hearing date of 24th day of February, 2014 at 6:00 p.m. was added to the resolution.

MOTION BY JOHN POSTON TO ADOPT THE FINAL RESOLUTION 2013-10-02 TO INCLUDE THE PUBLIC HEARING DATE OF FEBRUARY 24, 2014 AT 6:00 PM. KRISTA KNUDSEN SECONDED THE MOTION. MOTION PASSED UNANIMOUSLY.

Approve Joint Power Agreement Loon Lake – This agreement includes construction and maintenance of the 72nd Street improvement.

MOTION BY JOHN POSTON TO ADOPT THE JOINT POWERS AGREEMENT FOR DIVISION OF COSTS AND RESPONSIBILITIES FOR THE CONSTRUCTION AND MAINTENANCE OF 72ND STREET. KRISTA KNUDSEN SECONDED THE MOTION. MOTION PASSED UNANIMOUSLY.

November Minutes – The November minutes were included for review.

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

Environmental Committee – Doug Miller - The committee didn't meet in January.

Trail 77 Team – John Poston/Susan Amacher

Approve Joint Powers Agreement with Cass County – Teri, John Poston and Steve Sundstrom went to the Cass County Board Meeting last week; Cass County supported the city and will sponsor the Transportation Alternatives Program grant application the city submitted through the federal highway transportation agency. As part of the grant, if for some reason the city couldn't follow through with their financial obligation the county would be responsible and this agreement puts the responsibility back on the city. The county awarded the city \$82,000 for the matching portion of the grant if awarded.

MOTION BY JOHN POSTON TO ADOPT THE JOINT POWERS AGREEMENT BETWEEN THE CITY OF LAKE SHORE AND CASS COUNTY AS IT RELATES TO THE CONSTRUCTION OF A MULTIUSE YEAR-ROUND RECREATION TRAIL WITHIN THE CITY. SUSAN AMACHER SECONDED THE MOTION. MOTION PASSED UNANIMOUSLY.

Personnel – John Terwilliger/Susan Amacher – There was no personnel business in January.

City Attorney – Gammello, Qualley, Pearson & Mallak – Steve Qualley said there was nothing new to report.

City Engineer – Widseth Smith Nolting – Dave Reese

Recap of 2013 – Dave said he will bring the recap next month.

OLD BUSINESS – There was no old business.

NEW BUSINESS – There was no new business.

ANNOUNCEMENTS/PUBLIC FORUM – Gail Levenson awarded Lake Shore a plaque for its continued support of the Cass County EDC. She gave an overview of upcoming events/business. The annual meeting next year is October 30, 2014.

MOTION BY JOHN POSTON TO PAY THE BILLS AS SUBMITTED (CLAIM NUMBERS 32148 THROUGH 32242 - TOTAL \$127,683.06). KRISTA KNUDSEN SECONDED THE MOTION. MOTION PASSED UNANIMOUSLY.

MOTION BY KRISTA KNUDSEN TO ADJOURN THE REGULAR CITY COUNCIL MEETING OF JANUARY 27, 2014 AT 7:22 PM. JOHN POSTON SECONDED THE MOTION. MOTION PASSED UNANIMOUSLY.

Transcribed by Patti McDonald
Lake Shore City Clerk