

**MINUTES**  
**Regular Meeting of Lake Shore City Council**  
**Monday, July 27, 2015**  
**7:00 PM Lake Shore City Hall**

Mayor John Poston called the July 27, 2015 Regular City Council meeting to order at 7:00 p.m. The pledge of allegiance was recited.

**Roll Call:** Mayor John Poston. Council Members present: Earl North, John Terwilliger, 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 and City Clerk Patti McDonald were present. There were 2 people in the audience.

**APPROVAL OF MINUTES**

MOTION BY DOUG MILLER TO APPROVE THE JUNE 22, 2015 REGULAR CITY COUNCIL MINUTES AS PRESENTED. JOHN TERWILLIGER SECONDED THE MOTION. MOTION PASSED UNANIMOUSLY.

**REPORTS**

**Police/Fire Report** – Chief Steve Sundstrom

Incident Report - From June 22, 2015 to July 26, 2015 there were 191 incidents in the City. There were 101 traffic-related incidents and 90 were miscellaneous department activity.

**Mayor's Report** – John Poston thanked city staff for how everything was handled after the July 12<sup>th</sup> storm.

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

Financials – MOTION BY DOUG MILLER TO APPROVE THE MAY FINANCIALS AS PRESENTED (CLAIM NUMBERS 33597 THROUGH 33674 – TOTAL \$57,467.27). KRISTA KNUDSEN SECONDED THE MOTION. MOTION PASSED UNANIMOUSLY.

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

Draft June Minutes and Permit Summary – Teri provided the draft June minutes and permit summary for review. The July meeting was cancelled due to the storm on Sunday, July 12, 2015.

**Wastewater/Road Committee** – John Terwilliger said Teri Hastings attended the committee meeting as he was unable to be there. Teri referred to Dave Reese to explain the draft lift station inventory.

Draft Lift Station Inventory – City Engineer's Dave Reese and Mark Hallan of Widseth Smith Nolting have completed the Inventory and Maintenance Plan for the Sanitary Sewer Lift Stations of Lake Shore. The City of Lake Shore operates and maintains 7 conventional duplex sanitary sewer lift stations as part of the City's original sanitary sewer collection system constructed in 1991. The septic tank effluent pump (STEP) station serving the Baywood townhomes was replaced on 2008, and has been included in this inventory report. In 2015, the City Council authorized a Sanitary Sewer Lift Station Inventory, Maintenance, and Replacement Plan. This report included information pertaining to the 8 sanitary sewer lift stations referenced. Lift station components wear out or become aged, and are a challenge to manage and replace. Also, lift station control panels often become difficult to maintain due to the continual changes and advancements in electronics and controls. The maintenance plan provides the City with a plan that may be used for budgeting and prioritizing future improvements.

John Terwilliger said this is a good tool for the city council during budgeting. Earl North commented that some things appear to be critical and should be done now rather than next year. WSN based the needs on

priority. The WW committee said the main lift station is the priority lift station and the control panel is operable, but may need some TLC until it is scheduled to be contracted for replacement. Earl suggested making some repairs at lift station five. He said some of the deficiencies have gone on for a long time; however, they may cease up at any time. Teri said there were no formal recommendations at the committee meeting. John Poston said if there is some money set aside for the sewer system we should move forward with repairing safety issues. Earl explained the liability of not fixing a safety hazard. John Poston said it may not fall into sequence of priority; however, it should be fixed.

**MOTION BY DOUG MILLER TO ALLOW DAVE REESE TO PUT TOGETHER SPECIFICATIONS TO GO OUT FOR QUOTES FROM AN ELECTRICIAN TO FIX LIFT STATION NUMBER FIVES ELECTRICAL ISSUE AND IF THE QUOTES ARE UNDER \$2,500.00 THE CITY ADMINISTRATOR CAN MAKE THE DETERMINATION TO MOVE FORWARD. IF OVER \$2,500.00 A SPECIAL CITY COUNCIL MEETING WILL BE CALLED. JOHN TERWILLIGER SECONDED THE MOTION. MOTION PASSED UNANIMOUSLY.**

Pine River Area Sanitary District Contract – Lee Bundy has left the district and as part of his departure he had the ability to take the three accounts he had brought into PRASD. The Road/Wastewater Committee recommends that the city stay with the Pine River Area Sanitary District. The City Council agreed with the recommendation. Teri said Lee Bundy did help the city out last year when the PRASD took the city on and she is thankful for his services.

John Terwilliger said the committee discussed possibly having Rardin provide street sweeping after the storm. Teri said the last rainfall took care of a lot of the debris on the roads. Teri said that when talking to Homeland Security Emergency Management about reimbursable costs she said she used estimated amounts to help figure out what portion of the cleanup dollars will be turned into the County Disaster relief submitted to HSEM.

June Minutes – The June minutes were included for review.

**Park and Recreation Committee** – Krista Knudsen said the committee met with Steve Roos from the U of M to help make suggestions for a plan for the park. John Terwilliger said he was at that meeting and Steve didn't have any new suggestions for the park. He said the committee will put together a priority list of what they would like to see done at the park. He wouldn't suggest spending any money for a formal plan. He asked a question referencing the May committee meeting minutes and wondered if the trees were planted at the park by Lutheran Church of the Cross. The trees were planted in May.

May Minutes – The May minutes were included for review.

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

**Trail 77 Team** – John Poston had nothing to report.

**Personnel** – John Poston/Earl North –

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. The Chief said that Mike had a satisfactory review.

**MOTION BY EARL NORTH TO APPROVE A STEP INCREASE FOR OFFICER MIKE HELDT FROM STEP NINE TO STEP TEN AS HE MET HIS EVALUATION REQUIREMENTS. DOUG MILLER SECONDED THE MOTION. MOTION PASSED UNANIMOUSLY.**

**City Attorney** – Gammello, Qualley, Pearson & Mallak – Steve Qualley had nothing to report.

**City Engineer** – Widseth Smith Nolting – Dave Reese had nothing to report.

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

**NEW BUSINESS** –

Sunday Liquor Ordinance Times Change – The state legislature passed a law this session allowing bar owners to start serving on-sale at 8:00 a.m. on Sundays in restaurants, hotels, bars and other centers that serve alcohol. Prior to the law, establishments had to wait until 10 a.m. to serve alcohol to patrons.

Earl North asked what the surrounding communities have done. No one was quite sure if the surrounding cities have moved forward with the change.

MOTION BY DOUG MILLER TO ADOPT ORDINANCE NO. 2015-02, FIRST SERIES, AN ORDINANCE AMENDING THE CITY CODE AS IT RELATES TO THE HOURS OF SALE OF LIQUOR AT ON-SALE ON SUNDAYS WITHIN THE CITY OF LAKE SHORE. JOHN TERWILLIGER SECONDED THE MOTION. MOTION PASSED. Krista Knudsen recused herself from the motion.

MOTION BY DOUG MILLER TO PUBLISH A SUMMARY OF ORDINANCE NO. 2015-02, FIRST SERIES IN THE PINE AND LAKES ECHO JOURNAL. JOHN TERWILLIGER SECONDED THE MOTION. MOTION PASSED.

Administrative Citation Ordinance – (Discussion) – Steve Qualley said some cities are looking to set up an administrative citation process. He said this would help the city take care of minor offenses without having to go to district court and would be a more cost effective process. He said the most difficult part of the citation process is to establish an independent hearing officer for anyone that disputes the citation.

Earl North asked what the qualifications would have to be for the uninterested third party hearing officer. Steve Qualley said that in most cases they use an attorney, but they don't have to be. It typically isn't a city staff member, council member, former staff or former council member.

Teri said that this could be a tool particularly with Planning and Zoning that would be helpful. She asked moving forward if the council has thoughts on fines, what should be included as violations, etc. to let her know or if there are any changes to the sample that Steve Qualley supplied.

Earl North said he and Teri had a conversation as to whether there is an encroachment onto county property is taking place at the boat museum. Earl believes that the original request didn't include the footings that were added this week. He also said that the center line of the asphalt isn't necessarily the center line of the highway.

**ANNOUNCEMENTS/PUBLIC FORUM** – There were no announcements or public forum.

MOTION BY DOUG MILLER TO PAY THE BILLS AS SUBMITTED (CLAIM NUMBERS 33636 THROUGH 33736 – TOTAL \$69,515.71. JOHN TERWILLIGER SECONDED THE MOTION. MOTION PASSED UNANIMOUSLY.

MOTION BY DOUG MILLER TO ADJOURN THE REGULAR CITY COUNCIL MEETING OF JULY 27, 2015 AT 7:55 PM. EARL NORTH SECONDED THE MOTION. MOTION PASSED UNANIMOUSLY.

Transcribed by Patti McDonald  
Lake Shore City Clerk