

**MINUTES**  
**Regular Meeting of Lake Shore City Council**  
**Monday, January 25, 2016**  
**7:00 PM Lake Shore City Hall**

Mayor John Poston called the January 25, 2016 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 was no one in the audience.

**APPROVAL OF MINUTES**

MOTION BY JOHN TERWILLIGER TO APPROVE THE DECEMBER 21, 2015 REGULAR CITY COUNCIL MINUTES AS PRESENTED. DOUG MILLER SECONDED THE MOTION. MOTION PASSED UNANIMOUSLY.

**REPORTS**

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

Incident Report - From December 21, 2015 to January 24, 2016 there were 80 incidents in the City. There were 34 traffic-related incidents and 46 were miscellaneous department activity.

2015 Year End Report – There were a total of 1,403 incidents in 2015. That is a decrease from 2014 when we had 1,542 incidents. The decrease was due to fewer traffic related incidents and general calls for service were a little lower. A copy of the complete details report is on file in the police department.

In 2015, thefts and other property crimes continue to remain low. The department responded to 6 burglary complaints, 17 theft related calls, 37 medicals, 101 residential or business alarms, 63 disorderly and disturbance type complaints, and 118 public assists. There were no structure fires.

The city had no fatalities or serious injuries on city roads. The department arrested 7 drivers for DWI and issued 165 traffic citations and warned 503 motorists for various violations. The department responded to 23 vehicle crashes. There were 14 citations issued for (AIS) Aquatic Invasive Species violations. The department made a combined total of 15 arrests for various offenses.

The department continued its participation with the Office of Traffic Safety and Cass County in *TZD (Toward Zero Deaths)* enforcement throughout 2015. 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 throughout the boating season. The department contracted with Antique Classic Boat Society by providing an officer at Bar Harbor during the International Boat show.

**Mayor's Report**– John Poston

Appointments for 2016 – Mayor Poston reviewed the 2016 appointment recommendations. There is only one position open on the Park and Recreation Committee.

MOTION BY DOUG MILLER TO APPROVE THE APPOINTMENT DESIGNATIONS FOR 2016 AS PRESENTED, WHICH WILL BE POSTED AT CITY HALL. EARL NORTH SECONDED THE MOTION. MOTION PASSED UNANIMOUSLY.

The Mayor said he would like to establish a committee to explore the idea of a new city hall. He would like Teri Hastings, Steve Sundstrom, Patti McDonald, John Terwilliger, Earl North and him on the committee. What will take the city into the future for a new city hall?

MOTION BY JOHN POSTON TO ESTABLISH A COMMITTEE TO EXPLORE THE IDEA OF A NEW CITY HALL. THE COMMITTEE WILL CONSIST OF TERI HASTINGS, STEVE SUNDSTROM, PATTI MCDONALD, JOHN POSTON, JOHN TERWILLIGER AND EARL NORTH. JOHN TERWILLIGER SECONDED THE MOTION. MOTION PASSED UNANIMOUSLY.

John Terwilliger asked if someone came to look at the furnace. Thelen Heating was here last week and said the furnace is functioning; however, it is 26 years old and may need to be replaced soon. They also checked the furnace in the garage that heats the back portion of the building and it is in good shape.

John Poston asked if the city would consider becoming a full voting member of the National Joint Powers Association. He said there is no fee; it's just a matter of council approval. Teri talked to Anna Gruber from NJPA and she said to be a voting member we have to be a city, county or school district.

MOTION BY JOHN POSTON TO BECOME A VOTING MEMBER OF THE NATIONAL JOINT POWERS ASSOCIATION. EARL NORTH SECONDED THE MOTION. MOTION PASSED UNANIMOUSLY.

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

Financials – MOTION BY DOUG MILLER TO APPROVE THE DECEMBER FINANCIALS AS PRESENTED (CLAIM NUMBERS 34066 THROUGH 34139 – TOTAL \$61,534.01). JOHN TERWILLIGER SECONDED THE MOTION. MOTION PASSED UNANIMOUSLY.

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

Resolution Setting Fees for the City – There are two changes (which are set by city ordinance) to the fee schedule; the quarterly sewer user fee was increased to \$125 and the connection fee was increased by \$100 to \$6,700.

MOTION BY DOUG MILLER TO APPROVE RESOLUTION NUMBER 2016-01-01 SETTING FEES FOR THE CITY. KRISTA KNUDSEN SECONDED THE MOTION. MOTION PASSED UNANIMOUSLY.

Ordinance Amendment – The ordinance amendment corrects certain portions of the land use ordinance. The new codified ordinance references the previous ordinance and this amendment corrects the references.

The Planning Commission held a public hearing on the ordinance amendment at their January 11<sup>th</sup> meeting and is recommending approval.

MOTION BY DOUG MILLER TO ADOPT ORDINANCE NO. 2016-01, FIRST SERIES, AN ORDINANCE AMENDING THE CITY CODE AS IT RELATES TO THE LAND USE AND SUBDIVISION ORDINANCE OF THE CITY OF LAKE SHORE. KRISTA KNUDSEN SECONDED THE MOTION. MOTION PASSED UNANIMOUSLY.

MOTION BY DOUG MILLER TO PUBLISH A SUMMARY OF ORDINANCE NO 2016-01, FIRST SERIES IN THE PINE AND LAKES ECHO JOURNAL. KRISTA KNUDSEN SECONDED THE MOTION. MOTION PASSED UNANIMOUSLY.

Doug Miller asked if there is any movement on imposing administrative fines for not following the city ordinance. Teri said that Kevin Egan and she have been working on that. Earl North said that the City of Backus has adopted an ordinance to set administrative fines. Steve Qualley said he is their city attorney and explained that the one concern with drafting the ordinance is there is a need to create a board for appeals. Earl said they would have to be an unbiased third party. Teri gave a few examples of where the ordinance would be beneficial. Teri said to move forward the city needs to determine a fee schedule and set an appeal board. Steve Qualley will send an example to Teri.

December Permit Summary / 2015 Year End Report – Teri provided the December permit summary for review.

The year-end summary for 2015 included 14 dwellings; 0 relocation of dwellings; 4 residential additions; 24 accessory structures; 28 decks/porches/patios; 17 septic systems; 33 grading/shoreline alteration/steps; 2 new commercial; 4 commercial additions/landscaping/patios; 0 signs and 1 camping for a total of 83 zoning permits for a valuation of \$5,470,130. Teri said the 14 dwellings are getting back to a more average number.

**Wastewater/Road Committee** – John Terwilliger said the Wastewater/Road committee met January 19<sup>th</sup>.

Recommendation to Proceed w/ Bids for Lift Stations 4 and 5 –The committee discussed the proposal from WSN to repair the lift stations by Bar Harbor and County 78. The committee recommended moving forward with the bidding process.

MOTION BY DOUG MILLER TO PROCEED TO ADVERTISE FOR BIDS TO REPAIR LIFT STATIONS 4 AND 5. JOHN TERWILLIGER SECONDED THE MOTION. MOTION PASSED UNANIMOUSLY.

Wastewater Monthly Report – PRASD – The operations report for December was included for review.

November Minutes – The November Wastewater/Road Committee minutes were included for review.

Doug Miller said that at the end of Portview Road is very slippery and the post office will not deliver the mail. Teri will add it to her list of roads to talk to Rardin about.

**Park and Recreation Committee** – Krista Knudsen said the committee will not meet until February.

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

**Trail 77 Team** – John Poston – There was nothing to report regarding the trail.

**Personnel** – John Poston/Earl North – There was no personnel business for the month.

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

**City Engineer** – Widseth Smith Nolting –Dave Reese said the bids will be open on February 18<sup>th</sup> for the lift station project. Teri said the advertisement for bids will be in the paper this week and run for 3 weeks.

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

**NEW BUSINESS** –

Credit Card Policy – A credit card policy establishes guidelines for employee credit card use.

MOTION BY DOUG MILLER TO ADOPT THE CREDIT CARD POLICY AS PRESENTED. KRISTA KNUDSEN SECONDED THE MOTION. MOTION PASSED UNANIMOUSLY.

**ANNOUNCEMENTS/PUBLIC FORUM** – Earl North commented that the mayor of Nisswa, Harold Krause weathered the storm and is now considered cancer free.

MOTION BY DOUG MILLER TO PAY THE BILLS AS SUBMITTED (CLAIM NUMBERS 34095 THROUGH 34201 – TOTAL \$65,224.85). JOHN TERWILLIGER SECONDED THE MOTION. MOTION PASSED UNANIMOUSLY.

MOTION BY DOUG MILLER TO ADJOURN THE REGULAR CITY COUNCIL MEETING OF JANUARY 25, 2016 AT 7:45 PM. EARL NORTH SECONDED THE MOTION. MOTION PASSED UNANIMOUSLY.

Transcribed by Patti McDonald  
Lake Shore City Clerk