

MINUTES
Regular Meeting of Lake Shore City Council
Monday, August 22, 2022
6:00 PM Lake Shore City Hall

Mayor Krista Knudsen called the August 22, 2022, Regular City Council meeting to order at 6:00 p.m. The Pledge of Allegiance was recited.

Attendance: Mayor Krista Knudsen; Council Members: Doug Miller, Henry Cote, John Terwilliger and Wayne Anderson. City Attorney Dan Hawley; City Engineer Emma Clarke; City Administrator/Planning Zoning Administrator Teri Hastings; Police Chief Steve Sundstrom; Police Sergeant Mike Heldt; and City Clerk Patti McDonald were present. The audience included Nancy Vogt Echo Journal Editor and Theresa Eclov, Faith in Action. A quorum was present, and the City Council was competent to conduct business.

GUEST: Theresa Eclov – Cass County Faith in Action

Theresa Eclov, the director of the Cass County Faith in Action shared the services they provide for people in need living in Cass County. For people that make a request to their office in Hackensack, they have over 100 volunteers on their volunteer list who drive for those that need a ride to appointments, or to go shopping; or just visit. They served 345 people throughout Cass County last year. There is no charge for the services and there is no age limit for those that request help. The program is funded through two government agencies; they do fund raisers, and they receive donations from civic organizations. Theresa said they are lacking volunteers in the southern portions of the county and last year there were 52 requests within Lake Shore and East Gull Lake meaning the volunteers are traveling down from the northern portion of the county. There is an orientation program for volunteers and new volunteers need to pass a background check.

APPROVAL OF MINUTES

MOTION BY DOUG MILLER TO APPROVE THE JULY 25, 2022, REGULAR CITY COUNCIL MEETING MINUTES AS PRESENTED. JOHN TERWILLIGER SECONDED THE MOTION. MOTION PASSED UNANIMOUSLY.

REPORTS

Police Report – Sergeant Mike Heldt

Incident Report – In July 2022 there were 144 incidents in the city. There were 83 traffic-related incidents and 61 were miscellaneous department activity.

Authorize Sale of 2014 Squad by Sealed Bid – With the purchase of the 2022 squad, the 2014 squad will need to be sold.

MOTION BY DOUG MILLER TO AUTHORIZE THE SALE OF THE 2014 SQUAD BY SEALED BIDS. WAYNE ANDERSON SECONDED THE MOTION. MOTION PASSED UNANIMOUSLY.

July Fire Report – The Nisswa Fire Department included the July fire report.

Mayor's Report – Krista Knudsen commented that she is honored to present the following resolution that recognizes the National; Pregnancy and Infant Loss Remembrance Day, which is October 15, 2022; there is a candle lighting at 7:00 p.m.

Resolution 2022-08-01 – Recognizing National Pregnancy & Infant Loss Remembrance Day –

MOTION BY DOUG MILLER TO ADOPT RESOLUTION 2022-08-01 – A RESOLUTION RECOGNIZING NATIONAL PREGNANCY AND INFANT LOSS REMEMBRANCE DAY. HENRY COTE SECONDED THE MOTION. MOTION PASSED UNANIMOUSLY.

Clerk/Treasurer’s Report – Patti McDonald

Financials – MOTION BY DOUG MILLER TO APPROVE THE JULY FINANCIALS AS PRESENTED (CLAIM NUMBERS 40273 THRU 40350 AND NON-CHECK CLAIMS LISTED TO ATTACHED REPORT – TOTAL \$531,715.79). JOHN TERWILLIGER SECONDED THE MOTION. MOTION PASSED UNANIMOUSLY.

Pay Bills – MOTION BY DOUG MILLER TO PAY THE BILLS AS SUBMITTED (CLAIM NUMBERS 40313 THRU 40386; AND CLAIMS 1108 THRU 1119 – TOTAL – \$564,024.65). HENRY COTE SECONDED THE MOTION. MOTION PASSED UNANIMOUSLY.

City Administrator/Planning & Zoning Administrator – Teri Hastings

July Permit Summary Report – Teri included the July Permit Summary

Wastewater/Road Committee – Wayne Anderson said the committee met on August 16th.

Change Order No. 2 – Anderson Brothers – Emma reported that a conversation and exchange of emails between Widseth, Anderson Brothers and Tom’s Backhoe resulted in a change order in the amount of \$1,050 for furnishing and the installation of a third rail and bracket for the Silver Bay Lift Station.

MOTION BY DOUG MILLER TO APPROVE CHANGE ORDER NO. 2 FROM ANDERSON BROTHERS CONSTRUCTION FOR THE 2022 STREET AND WASTEWATER IMPROVEMENT AS PRESENTED. WAYNE ANDERSON SECONDED THE MOTION. MOTION PASSED UNANIMOUSLY.

Resolution 2022-08-02 Receiving Report & Ordering Public Hearing – The feasibility study is complete for the proposed Improvement No. 2022-02, the improvement of Springside Drive, from the end of the city-maintained portion of the bituminous pavement to the vacated portion of Springside Drive, approximately 200 feet in total length by upgrading the existing roadway, including bituminous surfacing. A public hearing shall be called on such proposed improvement on the 26th day of September 2022, at 6:00 p.m. at Lake Shore City Hall. The council agreed to call the public hearing at 5:30 on September 26th.

MOTION BY DOUG MILLER TO APPROVE RESOLUTION 2022-08-02 RECEIVING REPORT AND ORDERING PUBLIC HEARING – SPRINGSIDE DRIVE; ON SEPTEMBER 26, 2022, AT 5:30 PM AT LAKE SHORE CITY HALL. HENRY COTE SECONDED THE MOTION. MOTION PASSED UNANIMOUSLY.

Engineering Study – Fritz Loven Bridge – The Widseth Confirmation of Request for Engineering Services for the Fritz Loven Bridge Study was submitted as recommended by the Road Committee; WSN is providing a scope of study and fee estimate for completion of a bridge replacement study for the Fritz Loven Bridge (L5920). In March 2022, the Cass County Engineer identified significant deficiencies in the existing bridge condition and recommended repair/replacement. Repair of the existing bridge has been discussed and determined to not be a long-term or best solution. The City wishes to explore the option of replacing the existing bridge with a new 12-foot-wide single-lane manufactured bridge using the existing abutments and

being 100% financed by the City versus a minimum 20-foot-wide two-lane State-Aid compliant bridge that would be eligible for State Bridge Bond funding. We propose to complete the study of these two options, review the draft report with the Road Committee and City Council and review the findings of the final study in a public informational meeting to be scheduled by the City Council later this fall or early winter. This scope of work does not entail land surveying, soil borings, geotechnical, hydraulic, environmental, or structural analysis. The study will provide an estimation of project cost, funding, project schedule, anticipated impacts, and benefits for both options to the extent the city may obtain public and agency input and then determine a preferred option.

The Fritz Loven Bridge Study proposal for professional fees is \$8,000 which includes Widseth's time and expenses. Services and billing will be on an hourly plus expenses basis per the 2022 fee schedule.

Doug Miller asked if the park is owned by the city, as he has heard otherwise from people that live north of the park and use the bridge to get to their home. Teri said the city owns the park land; however, the MN Land Trust manages the park through a Conservation Easement; which allows for maintenance of the existing features in the park. The Land Trust protects the park from being sold.

Emma said that the Cass County Bridge report stated there could be no further rehabilitation of the Fritz Loven Park bridge; the possibility of utilizing the existing abutments may be considered, but the rail car cannot be used.

John Terwilliger commented that he is in favor of the one-lane bridge as it fits with the character of the park; he does not feel a two-lane bridge should be considered. Doug would still like to hear the comparison of the different options with the bridge study.

Teri shared feedback that she had received from the Cass County Engineer, stating that he is concerned about the condition of the bridge, which has prompted this discussion. She said that most of us would agree with John Terwilliger that we like the rustic character of the one-lane bridge; however, there is grant dollars available if we follow the state standards, which is the two-lane bridge. She said it is important to weigh the options provided in the bridge study.

MOTION BY DOUG MILLER TO APPROVE THE REQUEST FOR ENGINEERING SERVICES FROM WIDSETH AS PRESENTED FOR THE FRITZ LOVEN BRIDGE STUDY. HENRY COTE SECONDED THE MOTION. MOTION PASSED WITH JOHN TERWILLIGER OPPOSED.

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

July Minutes – The July minutes were included for review.

Park and Recreation Committee – Henry Cote reported the committee met Monday, August 8th. The committee reviewed the 2023 park and recreation budget. The golf cart ordinance is in the hands of the county at this point.

April Minutes – The April minutes were included for your review.

Trail 77 – Teri said the archeological study has been submitted to OSA, MIAC, etc. for their review and feedback. The appraisal reports have been received for eight properties and forwarded to Dan Hawley to start the land acquisition process.

Personnel – Krista Knudsen/Doug Miller –

Reviews for Teri Hastings, Patti McDonald, Steve Sundstrom, Mike Heldt and Roger Olmscheid – Krista said the Personnel Committee met on July 26th to perform annual reviews of Teri Hastings, Patti McDonald, and Steve Sundstrom. The Personnel Committee, including Chief Steve Sundstrom performed an annual review for Mike Heldt. Teri, Patti, Steve, and Mike are at the top of their pay scale and vacation time allowed; the city is fortunate to have them for staff. Teri Hastings met with Roger Olmscheid to perform his annual review and is recommending a Step Increase in his pay. Doug commented that a COLA for staff being at the top of their pay scale will be included in the 2023 budget; he is also appreciative of the entire staff.

MOTION BY DOUG MILLER TO ACCEPT THE SUCCESSFUL ANNUAL REVIEWS OF TERI HASTINGS, PATTI MCDONALD, STEVE SUNDSTROM, MIKE HELDT, AND ROGER OLMSCHIED. AND GRANT A STEP IN PAY INCREASE TO ROGER OLMSCHIED ON THE COMPLETION OF HIS SUCCESSFUL REVIEW. WAYNE ANDERSON SECONDED THE MOTION. MOTION PASSED UNANIMOUSLY.

City Attorney – Gammello - Pearson – Dan Hawley had nothing to report.

City Engineer – Widseth – Emma Clarke had nothing to report.

OLD BUSINESS – There was no old business.

NEW BUSINESS –There was no new business.

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

MOTION BY DOUG MILLER TO ADJOURN THE AUGUST 22, 2022, REGULAR CITY COUNCIL MEETING AT 6:28. PM. WAYNE ANDERSON SECONDED THE MOTION. MOTION PASSED UNANIMOUSLY.

Transcribed by Patti McDonald
Lake Shore City Clerk