

MINUTES
Regular Meeting of Lake Shore City Council
Monday, February 26, 2024
6:00 PM Lake Shore City Hall

Mayor Andy Stewart called the February 26, 2024, Regular City Council meeting to order at 6:00 p.m. The Pledge of Allegiance was recited. The Mayor introduced and welcomed our new City Clerk, Laura Fussy.

Attendance: Mayor Andy Stewart; Council Members: Darcy Peterson, 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; and City Clerk Patti McDonald and New City Clerk Laura Fussy were present. The audience included Susan Schiessl and Jordan White, Clasen and Schiessl CPA's, Ltd.; and Nancy Vogt, Pineandlakes Echo Journal Editor. A quorum was present, and the City Council was competent to conduct business.

PRESENTATION & ADOPTION OF 2023 AUDIT – Susan Schiessl and Jordan White of Clasen and Schiessl CPA's, Ltd. presented the 2023 City Audit report telling the Council the City is in good financial position. She said they generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the City's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention. They found the City's records to be in good order (organized, available, complete, etc.). Susan said they issued an adverse and unmodified opinion on a regulatory basis of accounting which is the highest amount of assurance they can give a city with a population of under 2500, which is much like a cash basis.

Susan summarized the audit report page by page.

They recommend that the City:

- Reviews the capital asset threshold, currently set at \$1,000, to determine if it should be increased.

In conclusion, she said it showed the same deficiencies as the prior year; a material weakness with the lack of segregation of accounting duties; she explained this is a typical finding in most small cities with its staffing limits regarding the internal controls that management can design and implement into the organization.

The Council had no concerns with the audit presentation. The mayor thanked Susan for her presentation.

MOTION BY JOHN TERWILLIGER AND SECONDED BY HENRY COTE TO ACCEPT THE INDEPENDENT AUDITORS REPORT FOR THE YEAR ENDING DECEMBER 31, 2023, AS PRESENTED. MOTION PASSED.

APPROVAL OF MINUTES

MOTION BY JOHN TERWILLIGER AND SECONDED BY WAYNE ANDERSON TO APPROVE THE JANUARY 22, 2024, REGULAR CITY COUNCIL MEETING MINUTES AS PRESENTED. MOTION PASSED.

MOTION BY JOHN TERWILLIGER AND SECONDED BY WAYNE ANDERSON TO APPROVE THE FEBRUARY 7, 2024, SPECIAL CITY COUNCIL MEETING MINUTES AS PRESENTED. MOTION PASSED.

REPORTS

Police Report – Chief Steve Sundstrom

Incident Report – In January 2024 there were 60 incidents in the city. There were 23 traffic-related incidents and 37 were miscellaneous department activity.

January Fire Report – The Nisswa Fire Department fire report for January was included for review.

Mayor's Report – Andy Stewart attended the LMC training over the weekend. Darcy Peterson had attended the new elected officials training.

Clerk/Treasurer's Report – Patti McDonald/Laura Fussy

Financials – MOTION BY JOHN TERWILLIGER AND SECONDED BY WAYNE ANDERSON TO APPROVE THE JANUARY FINANCIALS AS PRESENTED (CLAIM NUMBERS 41603 THRU 41665, AND NON-CHECK CLAIMS LISTED TO ATTACHED REPORT – TOTAL \$249,281.46). MOTION PASSED.

Pay Bills – MOTION BY WAYNE ANDERSON AND SECONDED BY JOHN TERWILLIGER TO PAY THE BILLS AS SUBMITTED (CLAIM NUMBERS 41637 THRU 41727; AND CLAIMS 1311 THRU 1324 – TOTAL – \$146,065.71). MOTION PASSED.

City Administrator/Planning & Zoning Administrator – Teri Hastings

Change Date of May Council Meeting – The regular May 2024 City Council meeting falls on Monday, May 27th which is Memorial Day and an official holiday. Teri recommends the regular meeting be moved to Tuesday, May 28th as this allows the committee meetings to convene before council meeting.

MOTION BY WAYNE ANDERSON AND SECONDED BY HENRY COTE TO CHANGE THE MAY CITY COUNCIL MEETING TO TUESDAY, MAY 28, 2024 AT 6:00 PM. MOTION PASSED.

January Permit Summary – Teri included the January permit summary for review.

Wastewater/Road Committee – Wayne Anderson said the committee met last week on Tuesday, February 20th.

Resolution 2024-02-01 – Fritz Loven Bridge – A resolution requesting a variance from standards for State Aid Operation for Project No. S.A.P. 011-597-003. The City of Lake Shore, MN, Cass County, is preparing plans for replacement of Bridge No. L5920 (Fritz Loven Bridge) and requires a variance from state standards.

Emma Clarke summarized the need for a variance from the state standards. She stated that Widseth provided consult on the city's behalf with the MNDOT District office, who then provided feedback with a strong recommendation to increase the bridge width from 20-feet to 22-feet stating the variance committee would likely not approve the width of 20-feet for the bridge. In essence of time, Emma, Dave Reese, Andy Stewart, Wayne Anderson, and Teri Hastings met prior to the council meeting to discuss the recommendation of submitting the 22-foot-wide bridge resolution to the Cass County board packet. The county board approved the same 22-foot-wide resolution that is presented before the Lake Shore Council this evening. If the resolution is approved, Widseth will submit the variance application by mail, and electronically before the March 1st deadline.

The Mayor said that Emma summarized the request well. He felt he understood that MNDOT is not willing to flex too much on allowing a smaller bridge. So, in the interest of moving forward with the opportunity to

fit into this year's bonding, they decided to move forward with their request and go along with the 22-foot-wide bridge.

Steve Sundstrom commented that if the city went forward with a smaller bridge, the state would not fund it. The Mayor confirmed that. Steve asked if any of this will affect the parking area in Fritz Loven Park. Andy explained that it should not disturb parking area.

MOTION BY JOHN TERWILLIGER AND SECONDED BY HENRY COTE TO ADOPT RESOLUTION 2024-02-01 A VARIANCE FROM STATE STANDARD FOR THE FRITZ LOVEN BRIDGE AS PRESENTED. MOTION PASSED.

Authorize Widseth to Advertise 2024 Road/Wastewater Project – Emma Clarke explained the improvements to city streets and the wastewater improvements. She said the improvements include a full depth reclamation on Lincoln Green Road, Abby Way, Woodland Road, and Balsam Lane. The sanitary sewer improvements include rehabbing the Miller Lane/Ozonite lift station (LS6); replacing two cleanouts with manholes on Esther Lane (maintenance issue), and repair/insulate a force main that freezes on County 78. The plans should be complete and ready to go out for bids within 2-weeks.

MOTION BY JOHN TERWILLIGER AND SECONDED BY WAYNE ANDERSON TO AUTHORIZE WIDSETH TO ADVERTISE FOR THE 2024 ROAD/WASTEWATER PROJECTS. MOTION PASSED.

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

November 2023 Minutes The November 2023 Wastewater/Road Committee minutes were included for review.

Park and Recreation Committee – Henry Cote said the committee met on Tuesday, February 20th. He said the Easter Egg Hunt will be March 30th at 11:00 a.m. the park committee will help stuff the easter eggs. The Emergency/First Responder Appreciation day will be May 16th at the park from 6:00 to 8:00 p.m.

Quote from Safety First – This is for ADA compliant material that will be installed around the playground in the park. Roger will perform the labor to install the material. This is a quote for the material only. Roger will assist getting the material around the equipment.

MOTION BY WAYNE ANDERSON AND SECONDED BY DARCY PETERSON TO APPROVE THE QUOTE FROM SAFETY FIRST AS PRESENTED. MOTION PASSED.

September 2023 Minutes – The September 2023 Park and Recreation committee minutes were included for review.

Trail 77 – Teri said this resolution established an advisory committee and authorizes the mayor and city administrator to make recommendations on the funds and access the donor portal for the Brainerd Lakes Area Community Foundation funds. This is where the funds that are donated for the Gull Lake Trail deposited.

Resolution 2024-02-02 Establish Advisory Committee – A resolution appointing a Gull Lake Trail Fund Advisory Committee will allow the authorization of Gull Lake Trail funds to pay for the related costs to the GLT.

MOTION BY JOHN TERWILLIGER AND SECONDED BY WAYNE ANDERSON TO ADOPT RESOLUTION 2024-02-02 A RESOLUTION TO ESTABLISH A GULL LAKE TRAIL FUND ADVISORY COMMITTEE AS PRESENTED. MOTION PASSED.

Personnel – Andy Stewart/Wayne Anderson –

Resignation – Lake Shore City Clerk submitted her resignation saying her last day will be Tuesday, April 2, 2024. Time to retire.

MOTION BY JOHN TERWILLIGER AND SECONDED BY WAYNE ANDERSON TO ACCEPT THE RETIREMENT RESIGNATION OF CITY CLERK PATTI MCDONALD TO BE EFFECTIVE TUESDAY, APRIL 2, 2024. MOTION PASSED.

Resolution 2024-02-03 – The Mayor read into the record Resolution 2024-02-03 recognizing the retiring city clerk for 22 years and 7 months of service to the City of Lake Shore.

MOTION BY JOHN TERWILLIGER AND SECONDED BY HENRY COTE TO ADOPT RESOLUTION 2024-02-03. MOTION PASSED.

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 –

Appointment of Alternate to Road/Wastewater Committee – Troy Magnuson has submitted a committee application expressing an interest to serve on the Lake Shore Road/Wastewater Committee.

MOTION BY WAYNE ANDERSON AND SECONDED BY HENRY COTE TO APPOINT TROY MAGNUSON TO THE ROAD/WASTEWATER COMMITTEE AS AN ALTERNATE. MOTION PASSED.

ANNOUNCEMENTS/PUBLIC FORUM –

- Board of Review – Tuesday, April 9, 2024 at 1:00 p.m. at City Hall.
- Precinct Caucuses – Tuesday, February 27th
- Presidential Nominating Primary – Tuesday, March 5th

MOTION BY WAYNE ANDERSON AND SECONDED BY HENRY COTE TO ADJOURN THE FEBRUARY 26, 2024, REGULAR CITY COUNCIL MEETING AT 6:37. PM. MOTION PASSED.

Transcribed by Patti McDonald
Lake Shore City Clerk