

**MINUTES**  
**Regular Meeting of Lake Shore City Council**  
**Monday, February 28, 2022**  
**6:00 PM Lake Shore City Hall**

Mayor Krista Knudsen called the February 28, 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 and Wayne Anderson. City Attorney Dan Hawley; City Engineer Dave Reese; City Administrator/Planning Zoning Administrator Teri Hastings; Police Sergeant Mike Heldt and City Clerk Patti McDonald were present. Council Member John Terwilliger and Henry Cote were absent. There were four people in the audience including Nancy Vogt, Pineandlakes Echo Journal Editor; Tom Steffens, Spider Ridge Development; Cindy Hidde, Stonemark Land Surveying and Police Chief Steve Sundstrom. A quorum was present and the City Council was competent to conduct business.

**APPROVAL OF MINUTES**

MOTION BY DOUG MILLER TO APPROVE THE JANUARY 24, 2022 REGULAR CITY COUNCIL MEETING MINUTES AS PRESENTED. WAYNE ANDERSON SECONDED THE MOTION. MOTION PASSED.

**REPORTS**

**Police Report** – Police Sergeant Mike Heldt

Incident Report – In January 2022 there were 64 incidents in the city. There were 32 traffic-related incidents and 32 were miscellaneous department activity.

**Mayor’s Report** – Krista Knudsen

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

Financials – MOTION BY WAYNE ANDERSON TO APPROVE THE JANUARY FINANCIALS AS PRESENTED (CLAIM NUMBERS 39824 THRU 39891 AND NON-CHECK CLAIMS LISTED ON REPORT – TOTAL \$215,495.32). DOUG MILLER SECONDED THE MOTION. MOTION PASSED.

Pay Bills – MOTION BY DOUG MILLER TO PAY THE BILLS AS SUBMITTED (CLAIM NUMBERS 39867 THRU 39953; AND CLAIMS 1041 THRU 1054 TOTAL – \$90,667.31). WAYNE ANDERSON SECONDED THE MOTION. MOTION PASSED.

Resolution 2022-02-01 – A Resolution Reestablishing Precinct and Polling Places – The legislative and congressional redistricting plan have been approved by the State; therefore, municipalities must confirm precinct boundaries as established.

MOTION BY DOUG MILLER TO ADOPT RESOLUTION 2022-02-01 A RESOLUTION REESTABLISHING PRECINCT AND POLLING PLACES AS PRESENTED. WAYNE ANDERSON SECONDED THE MOTION. MOTION PASSED.

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

Preliminary Plat – Spider Ridge – Teri read the background of the Preliminary Plat – Spider Ridge from her staff report into the record, this included a recommendation from the action taken at the Board of

Adjustment/Planning Commission meeting. STAFF RECOMMENDATION: At their February 14<sup>th</sup> meeting, the Planning Commission approved the Conditional Use Permit with the conditions listed below and is recommended approval of the Preliminary Plat. The applicant will need to complete the ordinance requirements related to final plat approval and meet the condition within the CUP.

Teri reviewed the conditions of the Preliminary Plat proposed Conservation Subdivision as recommended by the Planning Commission.

Teri pointed out that Lake Shore's ordinance is more restrictive than the DNR's ordinance requirements. If this was calculated by the DNR's ordinance standards, there would be 23 units allowed.

The applicant will need to complete the ordinance requirements related to final plat approval and meet the conditions within the CUP with the following conditions.

**Conditions:**

1. No additional vegetation removal within the bluff or shore impact zone unless a demonstrated hazard is shown and city approval is given (condition to be included in the declaration as required).
2. Prior to the issuance of any permit, the city shall be provided with verification of issuance of an MPCA NPDES Permit.
3. Grading and Drainage plans are to be approved by the city engineer.
4. Sanitary Plans approved by the city engineer and a sewer line extension permit must be approved by the MPCA.
5. All lighting for development shall comply with ordinance standards and be downcast lighting (dark sky compliant). This should be included in the declaration.
6. Landscaping around each unit/cottage shall be completed within 6 months of completion of the unit/cottage.
7. The open space shall be maintained and adequately preserved (condition to be included in the declaration).
8. Any changes to the Homeowners Association or Declaration shall be approved by the city. The HOA and Declaration shall include such a statement.
9. There shall be no changes to density unit without city approval and compliance with applicable city ordinances.
10. The applicant will need to provide title opinion, financial security and a development contract prior to signing the final plat (Section 50.8).
11. All professional costs incurred by the city relating to the plat shall be paid prior to city signing the final plat. Additional charges incurred after the final plat has been signed shall be paid prior to issuance of any permit.
12. Review and approval of the association documents, by laws, declaration, HOA, and conservation easement by the city attorney prior to the final plat.
13. Site visit and review by the Cass County Sheriff Water Patrol and DNR on final dock location. Boat lifts cannot to extend more than 2' out from the dock.
14. Site visit and review by MIAC (Minnesota Indian Affairs Council) and Mille Lacs Band Historical Preservation Officer, Terry Kemper and if necessary that a representative from the Mille Lacs band be present during any excavation activities on the premises.

Mr. Steffens and Cindy Hidde are present to answer any questions.

The mayor said she attended the Planning Commission meeting on February 14<sup>th</sup> and the Commission has put a lot of effort into reviewing and recommending this Preliminary Plat for approval by the City Council.

Doug commented that there was much discussion by the Planning Commission and feels that if the staff and Planning Commission recommend the approval, and after reviewing the staff report, he is satisfied with approving the Preliminary Plat.

MOTION BY DOUG MILLER TO APPROVE THE PRELIMINARY PLAT OF SPIDER RIDGE BASED ON THE FINDINGS DISCUSSED INCLUDING THE 14 RECOMMENDED ITEMS IDENTIFIED IN THE RECOMMENDATION FROM THE PLANNING COMMISSION, THESE ITEMS MUST BE COMPLETED PRIOR TO THE SIGNING OF THE FINAL PLAT. WAYNE ANDERSON SECONDED THE MOTION. MOTION PASSED.

January Minutes and Permit Summary Report – Teri included the January minutes and permit summary for review.

**Wastewater/Road Committee** – Wayne Anderson said the committee met on February 15th.

Lift Station No. 2 (Silver Bay) Improvements – Wayne said during their discussion, the Wastewater Committee thought it would be of best interest to authorize the city engineer to get a proposal for the pumping equipment, to include the pump, control panel and accessories, so it could be delivered in a timeframe that works for the scope of the project. Securing products and delivery times have been compromised in the past months and if the Council would agree, the Quality Flow Systems, Inc. proposal for the pumping equipment is \$27,800 to city hall.

MOTION BY WAYNE ANDERSON TO APPROVE CITY STAFF TO PROCEED WITH A PURCHASE AGREEMENT FROM QUALITY FLOW SYSTEMS, INC. TO ORDER THE EQUIPMENT FOR THE LIFT STATION PUMP, LIFT STATION COMPONENTS AND A CONTROL PANEL FOR A TOTAL OF \$27,800. DOUG MILLER SECONDED THE MOTION. MOTION PASSED.

Dave asked if the council would be comfortable placing the 2022 Road Projects out for bids as soon as the plans are complete for Springside Drive, Christy Drive, Niemi Circle and Upper Road Lake Road, and Silver Bay Lift Station, so it is done early in the bidding season to take advantage of possible cost savings.

The road work for 2022 includes Upper Roy Lake Road, Dave summarized the preliminary drawing of the adjustments to Upper Roy Lake Road, he said, there was discussion at the committee meeting to align the curve that's on the left side of the lift station, just up the hill. The drawing shows the existing road varies outside of the road right-of-way and the committee showed interest in pulling it back into the right-of-way, but it would mean excavating into a rather steep hill on the inside of that curve. Teri asked what the down side is of keeping the existing alignment, as this was not part of the original plan and would add a significant cost to the project. Dave said some of the concerns raised by the committee are that there have been some vehicles that have left the road on that curve as they travel towards Nisswa and the sight alignment. This is not final and he will have more discussion with the committee.

MOTION BY DOUG MILLER TO ALLOW WIDSETH TO PUT THE 2022 STREET IMPROVEMENTS, INCLUDING LIFT STATION 2, OUT FOR BIDS WHEN THE PLANS ARE COMPLETE WITH THE CONSENT OF THE WASTEWATER/ROAD COMMITTEE. WAYNE ANDERSON SECONDED THE MOTION. MOTION PASSED.

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

Minutes from September 21, 2021 – The minutes from September 21, 2021 meeting were included for review.

**Park and Recreation Committee** – Henry Cote was absent. Steve Sundstrom said the committee met on February 22<sup>nd</sup> as the regularly scheduled date fell on a holiday. They discussed some improvements to get the play area ADA compliant.

Minutes from July 19, 2021 – The minutes from July 19, 2021 meeting were included for review.

**Environmental Committee** – Doug Miller – This committee has been suspended.

**Trail 77** – Teri said there are no updates.

**Personnel** – Krista Knudsen/Doug Miller – The personnel committee met on February 17<sup>th</sup> to discuss the departure of city staff in the relative near future. Krista said that the severance fund will take a big hit because those leaving have been here 20+ years; she would like it known and noted that the council needs to continue replenishing the severance fund for future needs. She stated that the account has sufficient funds for their departure and the odds of having 3 long term employees leaving so close together is probably not going to happen for some time. They also will look into updating the personnel policy.

Dan Hawley will put together a proposal for the next meeting to revise and update the personnel policy. Doug asked that the city attorney consider the option of PTO as opposed to sick time and vacation time. The council was in agreement to move forward with a proposal to update the personnel policy to include PTO as most businesses have moved in this direction.

Minutes from February 17, 2022 – The minutes from February 17, 2022 meeting were included for review.

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

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

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

**NEW BUSINESS** –

Board of Appeal and Equalization – Monday, April 11, 2022 @ 1:00 p.m. – The Board of Review is set for Monday, April 11, 2022 at 1:00 p.m. Krista Knudsen, Wayne Anderson and John Terwilliger are certified so that the Board meeting may still be held at City Hall. A quorum is needed for the meeting.

**ANNOUNCEMENTS/PUBLIC FORUM** – Chief Steve Sundstrom said he has had questions as to what is allowed for golf carts within the city. They touched on this at the Park and Recreation Committee meeting and members would like to see an ordinance that mirrors the ordinance in Nisswa.

**MOTION BY DOUG MILLER TO ADJOURN THE FEBRUARY 28, 2022 REGULAR CITY COUNCIL MEETING AT 6:30 PM. WAYNE ANDERSON SECONDED THE MOTION. MOTION PASSED.**

Transcribed by Patti McDonald  
Lake Shore City Clerk