

MINUTES
Regular Meeting of Lake Shore City Council
Monday, August 26, 2019
7:00 PM Lake Shore City Hall

Mayor Kevin Egan called the August 22, 2019 Regular City Council meeting to order at 7:00 p.m. The pledge of allegiance was recited.

Roll Call: Mayor Kevin Egan. Council Members present: John Terwilliger, Krista Knudsen and Doug Miller. City Attorney Dan Hawley; City Engineer Dave Reese; City Administrator/Planning and Zoning Administrator Teri Hastings; Police Chief Steve Sundstrom and City Clerk Patti McDonald were present. Wayne Anderson was absent. There were 2 people in the audience. A quorum was present and the City Council was competent to conduct business.

APPROVAL OF MINUTES

MOTION BY DOUG MILLER TO APPROVE THE JULY 22, 2019 REGULAR CITY COUNCIL MINUTES AS PRESENTED. KRISTA KNUDSEN SECONDED THE MOTION. MOTION PASSED UNANIMOUSLY.

MOTION BY KRISTA KNUDSEN TO APPROVE THE AUGUST 15, 2019 SPECIAL CITY COUNCIL WORKSHOP RE: INFRASTRUCTURE MINUTES AS CORRECTED; JOHN TERWILLIGER SAID NO BONDS WERE ISSUED WHILE HE WAS MAYOR. DOUG MILLER SECONDED THE MOTION. MOTION PASSED UNANIMOUSLY.

REPORTS

Police Report – Officer Steve Sundstrom

Incident Report – In July 2019 there were 261 incidents in the City. There were 159 traffic-related incidents and 102 were miscellaneous department activity.

Mayor's Report– Kevin Egan said that during the special workshop different ways were discussed as to how to pay for the Street Reconstruction Plan of 2018 through 2022 that was authorized by the city council in July 2018. The Mayor commented that by majority the council recognizes the need for roads and feels the process should be brought forward.

During past Broadband discussions it was brought up to either go through a temporary or contract service or utilize an intern to help with a Broadband project, specifically to conduct speed tests in unserved or underserved areas of the city. Speed tests are needed to refute incorrect broadband maps. Teri reached out to a temporary staffing company and was told that going home to home is not allowed; so, the city will request the assistance of Sourcewell to utilize their intern program.

Clerk/Treasurer's Report – Patti McDonald

Financials – MOTION BY DOUG MILLER TO APPROVE THE JULY FINANCIALS AS PRESENTED (CLAIM NUMBERS 37564 THROUGH 37650 – TOTAL \$70,512.95). KRISTA KNUDSEN SECONDED THE MOTION. MOTION PASSED UNANIMOUSLY.

Pay Bills – MOTION BY DOUG MILLER TO PAY THE BILLS AS SUBMITTED (CLAIM NUMBERS 37632 THROUGH 37696 – TOTAL \$116,908.54). JOHN TERWILLIGER SECONDED THE MOTION. MOTION PASSED UNANIMOUSLY.

City Administrator/Planning & Zoning Administrator – Teri Hastings

Comprehensive Plan – The Planning Commission held a public hearing on June 20th for the Comprehensive Plan. The comments received at the public hearing and up to the August Planning Commission meeting were compiled and reviewed. Adjustments were made to the plan based on the feedback adopted by the Planning Commission and they recommended the Comprehensive Plan for adoption by the City Council. The Mayor commented that the Comp Plan was a major effort and a vital document as a guide for the future; it tells us what the vision is for this community. He thanked Teri and the Planning Commission for all the hard work put into this document. Teri said that the City hired Kathy Moore to help with the preparation and structure of the document. Doug asked if this is available on the website. It is on the website.

MOTION BY DOUG MILLER TO ADOPT THE LAKE SHORE COMPREHENSIVE PLAN AS PRESENTED AND RECOMMENDED BY THE PLANNING COMMISSION. KRISTA KNUDSEN SECONDED THE MOTION. MOTION PASS UNANIMOUSLY.

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

Wastewater/Road Committee – Wayne Anderson was absent. The Mayor asked Dave Reese to summarize the meeting last week. Dave reported that the 2018 street improvements were closed out and completed. A change order was made to the 2019 road improvements for patches on Jacobs Road. The brushing and clearing of trees on Jacobs Road were discussed. It was learned that Anderson Brothers tentatively has Jacobs Road patching on the schedule for this week. The status of the 2019 Wastewater Projects was discussed and Tom's Backhoe is requesting final payment. They discussed 21st Ave with Mitch Crocker and Scott Flategraff with one suggestion made that they can work on for a resolution. There were no decisions or recommendations made by the WW/Road Committee on 21st Ave. The Mayor asked Mitch Crocker if he had anything further to add to Dave's comments. Mitch said that Dave explained everything the way he remembered it.

Final Pay Estimate – Wastewater Improvements 2019 – Tom's Backhoe – Tom's Backhoe is requesting final payment for the 2019 Wastewater project.

MOTION BY JOHN TERWILLIGER TO APPROVE THE FINAL PAYMENT FOR THE 2019 WASTEWATER IMPROVEMENTS TO TOM'S BACKHOE SERVICE INC FOR \$5,220.84. DOUG MILLER SECONDED THE MOTION. MOTION PASSED UNANIMOUSLY.

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 – Krista Knudsen said the committee met August 18th. She commented that John Allen has generously donated \$50,000 and in return a portion of the trail will be named the Bar Harbor Boardwalk (this is with the stipulation that the City receives the grant that was just submitted). There were additional funds raised at the Bar Harbor boat show of approximately \$1,500. The Mayor thanked Teri, Steve, Mary Kay Larson and Todd Peterson for staffing the booth at the Bar Harbor Boat show.

July Minutes – The July minutes were included for review.

Environmental Committee – Doug Miller said the committee didn't meet in the month of August.

Trail 77 –

Personnel – Kevin Egan/Doug Miller –

Reviews for Mike Heldt, Teri Hastings, Robert Heidelberg and Patti McDonald – The Mayor said the Personnel Committee met with Mike Heldt, Teri Hastings, Robert Heidelberg and Patti McDonald to perform their annual review; he said that they all had a positive review and recommends that they each receive a step increase. Doug has received very positive unsolicited feedback from residents regarding interaction with city staff and the City is very lucky to have the staff that it does.

MOTION BY DOUG MILLER TO APPROVE A ONE STEP INCREASE FOR MIKE HELDT, TERI HASTINGS, ROBERT HEIDELBERGER AND PATTI MCDONALD. KRISTA KNUDSEN SECONDED THE MOTION. MOTION PASSED UNANIMOUSLY.

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

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

OLD BUSINESS – There is no old business.

NEW BUSINESS –

Website Proposal – Currently, the city is utilizing Gov Office for our website and support; the contract with them is up in October. We have received a proposal from XT Creative is a local company and will be more hands on and user friendly than Gov Office. XT Creative is familiar with our current website and hopes to reorganize the city to make it friendlier for visitors and residents.

MOTION BY DOUG MILLER TO APPROVE THE PROPOSAL FOR XT CREATIVE FOR \$2,000.00 AS PRESENTED. KRISTA KNUDSEN SECONDED THE MOTION. MOTION PASSED UNANIMOUSLY.

Authorization to Participate in Sourcewell Intern Program – Information related to the Sourcewell (formerly NJPA) internship program was included in the council packet. An intern would be utilized to help with the Broadband project, specifically to conduct speed tests in unserved or underserved areas of the city. Speed tests are needed to refute incorrect broadband maps. Correct maps are critical if the city is to seek funding for broadband grants. Intern applicants would most likely be from Central Lakes College. Authorization is sought to participate in the Sourcewell Intern Program.

John Terwilliger asked for clarification regarding the total of \$7,680 at \$12.00 for 40 hours per week up to 16 weeks and if the city is obligated for the 16 weeks they're allowed to work; he said it feels like 16 weeks is a long time. Teri said they are allowed up to 16 weeks and we probably wouldn't utilize that much time; the intern is paid for by Sourcewell.

MOTION BY KRISTA KNUDSEN TO AUTHORIZE MOVING FORWARD TO PARTICIPATE IN THE SOURCEWELL INTERN PROGRAM. DOUG MILLER SECONDED THE MOTION. MOTION PASSED UNANIMOUSLY.

ANNOUNCEMENTS/PUBLIC FORUM – There was no public forum.

MOTION BY DOUG MILLER TO ADJOURN THE REGULAR CITY COUNCIL MEETING OF AUGUST 26, 2019 AT 7:19 PM. KRISTA KNUDSEN SECONDED THE MOTION. MOTION PASSED UNANIMOUSLY.

Transcribed by Patti McDonald
Lake Shore City Clerk