

AGENDA
Regular Meeting of Lake Shore City Council
Monday, January 26, 2026
6:00 PM Lake Shore City Hall

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES

- Minutes for Regular City Council Meeting of December 15, 2025 (*Council Action: Approve or Disapprove as presented*)

REPORTS

Police/Fire Report – Chief Mike Heldt

- Incident Report
- December Fire Report
- 2025 Year-End Report - Police
- ERPO Policy (*Council Action: Approve or Disapprove as presented*)

Mayor's Report – Andy Stewart

- 2026 Appointments (*Council Action: Approve or Disapprove as presented*)

Clerk/Treasurer's Report – Kathy Johansen

- Financials (*Council Action: Approve or Disapprove as presented*)
- Pay Bills (*Council Action: Approve or Disapprove as presented*)

City Clerk/Administrator – Laura Fussy

- Resolution 2026-01-01 – 2026 Fee Schedule - (*Council Action: Approve or Disapprove as presented*)
- Pay Equity Report (*Council Action: Approve or Disapprove as presented*)
- 72nd St SW Guardrail Bid (*Council Action: Approve or Disapprove as presented*)

Planning & Zoning Commission – Darcy Peterson

- Authorized Agent Form (*Council Action: Approve or Disapprove as presented*)
- Land Use Ordinance Updates – 2026
- Updated Matrix Table - 2026
- December Minutes & Permit Summary

Wastewater/Road Committee – Wayne Anderson

- Wastewater Monthly Report

Park and Recreation Committee – Henry Cote

Trail 77

Personnel – Andy Stewart/Wayne Anderson/Darcy Peterson

City Attorney – Gammello - Pearson – Tom Pearson

City Engineer – Widseth – Dave Reese/Alex Bitter

OLD BUSINESS

NEW BUSINESS

ANNOUNCEMENTS/PUBLIC FORUM

- Board of Appeal and Equalization – Tuesday, April 7th @ 1pm

ADJOURNMENT

MINUTES
Regular Meeting of Lake Shore City Council
Monday, December 15, 2025
6:00 PM Lake Shore City Hall

Mayor Andy Stewart called the December 15, 2025, Regular City Council meeting to order at 6:00 PM. The Pledge of Allegiance was recited.

Attendance: Mayor Andy Stewart; Council Members: Darcy Peterson; Wayne Anderson; and Henry Cote. City Attorney Tom Pearson; City Engineer Alex Bitter; City Clerk/Administrator Laura Fussy; and Deputy Clerk Kathy Johansen were present. The audience included Nancy Vogt, Pine and Lakes Echo Journal Editor. Absent were Council Member Vern Gevik and Police Chief Mike Heldt. A quorum was present, and the City Council was competent to conduct business.

APPROVAL OF MINUTES

MOTION BY WAYNE ANDERSON AND SECONDED BY DARCY PETERSON TO APPROVE THE NOVEMBER 24, 2025, REGULAR CITY COUNCIL MEETING MINUTES AS PRESENTED. MOTION PASSED.

REPORTS

Police Report – Police Chief Mike Heldt was absent.

Incident Report – In November 2025 there were 90 incidents in the city. There were 50 traffic-related incidents and 40 were miscellaneous department activity.

Nisswa Fire Report was included for review.

Mayor's Report – Andy Stewart referenced the letter from the Crosslake Mayor that the Council discussed at last month's meeting.

Council Members discussed whether the City of Lake Shore should sign the letter. After discussion, Mayor Stewart shared he would sign the letter.

Clerk/Treasurer's Report – Kathy Johansen

Financials – MOTION BY DARCY PETERSON AND SECONDED BY HENRY COTE TO APPROVE THE NOVEMBER FINANCIALS AS PRESENTED (CLAIM NUMBERS 43134 THRU 43218 AND NON-CHECK CLAIMS LISTED TO ATTACHED REPORT – TOTAL \$109,974.00). MOTION PASSED.

Pay Bills – MOTION BY DARCY PETERSON AND SECONDED BY WAYNE ANDERSON TO PAY THE BILLS AS SUBMITTED (CLAIM NUMBERS 43213 THRU 43254; AND CLAIMS 1623 THRU 1644 – TOTAL – \$70,923.09). MOTION PASSED.

City Clerk/Administrator – Laura Fussy

Discuss and Approve 2026 Levy – Laura Fussy's staff report indicated the following: The 2026 budget was distributed to the City Council.

1. Attached is the proposed final 2026 budget. The City Council **must** discuss the budget and levy at the meeting. In addition, the council **must** invite and allow the public to speak about the budget and levy during the meeting. A motion is needed to approve the levy, a second motion is needed to approve the budget and lastly a motion to approve the COLA (3%) for city employees.

2. The general levy is up 3.08% at 1,811,573.00 which is approximately \$54,000. The debt levy is at \$159,810.00 for a total levy of \$1,971,383.00 (total levy increase of 2.97%). The overall budget increase is 2.69%. The only adjustment made to the budget since the preliminary levy and budget were approved in September was \$3,000 for building repairs.
3. The budget has minor changes from last year. Listed below are some of the areas with changes:
 - A 3% cost of living increase for employees is shown for city staff.
 - Health Insurance for employees is up approximately 7% (our premiums are based on age).
 - Election: 2026 is an election year.
 - Audit: \$200 increase
 - Planning and Zoning Contract Labor - \$57,600 (\$60/hr @ 20hrs/week budgeted)
 - Fire - Based on the information from the City of Nisswa, they anticipate a 3.2% increase. The contract is based on property and building values and Lake Shore's share is typically about 32% of the entities served.
4. Roads: The city normally allocates between \$300,000-\$350,000 annually in capital outlay for road improvement projects. This year we increased the amount \$450,000 as we have had a change in staff which resulted in funds that could be redistributed to our road projects. After the completion of this year's projects, the balance between all road funds (includes past assessment accounts, small city aid and capital outlay) is anticipated to be approximately \$168,000. The Road Committee recommended chip sealing Gullwood Rd and Timber Lane, a 1.5 inch overlay of Hidden Lake Rd and Lost Lake Rd and reconstructing Birchwood Hills Road. The chip sealing is a maintenance budget item, and the miscellaneous items would also be considered a maintenance item and taken out of account 43101-310 (\$130,000).
5. Sewer: This year according to the Ehler's financial analysis, the user rate should increase 5% so the quarterly rate will be \$168.83 (staff suggests a rate of \$169.00) per equivalent resident connection (ERC). Andy has provided a list of improvements needed for the wastewater system. We have also increased the step station maintenance account as most of them are 30 years old.
6. Monetary Requests (civic contributions): A request from the Initiative Foundation has been made for \$1025.00 (included in the budget). The Food Shelf will also have an annual request along with the historical society.
7. Upcoming items/improvements for future council consideration include:
 - Tree Replanting – Interlachen Road. A couple years ago, Kevin Egan approached the council regarding the number of dead/dying trees along Interlachen Road. The city worked in partnership with Cass County to remove the trees. Currently we are working with Sourcewell and Cass County to see if there are grant options available for replanting.

Laura Fussy presented the 2026 Levy and the Council had no further concerns.

MOTION BY HENRY COTE AND SECONDED BY WAYNE ANDERSON TO APPROVE THE 2026 GENERAL FUND OPERATING TAX LEVY OF \$1,811,573.00 FOR A 3.08% INCREASE; AND THE CERTIFIED LEVY OF 1,971,383.00 FOR AN OVERALL LEVY INCREASE OF 2.97%. MOTION PASSED.

Discuss and Approve 2026 Budget – The total budget is \$1,893,117.00. showing an overall budget increase of 2.69% increase from 2025.

The Council had no comments or concerns regarding the 2026 Budget.

MOTION BY DARCY PETERSON AND SECONDED BY HENRY COTE TO APPROVE THE 2026 CITY BUDGET AT \$1,893,117.00 AT A 2.69% INCREASE. MOTION PASSED.

MOTION BY WAYNE ANDERSON AND SECONDED BY HENRY COTE TO APPROVE THE 3% COST OF LIVING INCREASE FOR EMPLOYEES. MOTION PASSED.

Planning & Zoning Commission –

Approval of New/Alternate Planning Commission Members

Mayor Stewart shared that Jim Woll's term is expired so a new Chair will need to be appointed. The Planning Commission is recommending TJ Graber for Planning Commission Member and also recommending Steve Hensel for Planning Commission Alternate.

MOTION BY WAYNE ANDERSON AND SECONDED BY DARCY PETERSON TO APPROVE TJ GRABER AS THE PLANNING COMMISSION MEMBER AND STEVE HENSEL AS THE PLANNING COMMISSION ALTERNATE. MOTION PASSED.

October and November Minutes – Mayor Stewart mentioned Jim Woll's recommendation of hiring a permit compliance officer to monitor individual's building without permits.

Wastewater/Road Committee – Wayne Anderson shared there were no concerns regarding the Wastewater Report or the November Minutes.

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

November Minutes – Included for review.

Park and Recreation Committee – Henry Cote had nothing to report.

Trail 77 –

Partial Pay Application #1 – Gull Lake Trail Phase 4A Floating Boardwalk System

Alex Bitter shared that Koschak is due the first half of payment so the materials can be ordered. Alex indicated there are no issues with the pay estimate but recommended that payment is contingent upon receiving all finalized bond and contract documents.

MOTION BY DARCY PETERSON AND SECONDED BY WAYNE ANDERSON TO APPROVE THE PARTIAL PAY APPLICATION #1 – GULL LAKE TRAIL PHASE 4A FOR \$198,872.50 CONTINGENT UPON RECEIPT OF ALL FINALIZED CONTRACT DOCUMENTS. MOTION PASSED.

Discussion followed regarding prepping the swamp to allow the area to freeze.

Personnel – Andy Stewart/Wayne Anderson/Darcy Peterson

Housekeeping Pay Increase – Laura Fussy shared the housekeeping employee has not had a pay increase since 2022 and is recommending an increase from \$15 to \$20 an hour.

MOTION BY DARCY PETERSON AND SECONDED BY HENRY COTE TO APPROVE THE HOUSEKEEPING PAY INCREASE FROM \$15 TO \$20 AN HOUR. MOTION PASSED.

City Attorney – Gammello - Pearson – Tom Pearson had nothing to report.

City Engineer – Widseth – Alex Bitter shared a quick update on the bridge and mentioned all paperwork is at the County and also that Pebble Beach Road will be discussed tomorrow at the Roads/Wastewater meeting.

OLD BUSINESS – There was no old business.

NEW BUSINESS – There was no new business.

ANNOUNCEMENTS/PUBLIC FORUM –

Lake Shore Financial Audit – Laura Fussy shared that Clausen & Schiessl, CPA's Ltd will be performing the annual financial audit of the City's finances for year ending December 31, 2025, on Tuesday, January 13, 2026.

MOTION BY WAYNE ANDERSON AND SECONDED BY HENRY COTE TO ADJOURN THE DECEMBER 15, 2025, REGULAR CITY COUNCIL MEETING AT 6:21 PM. MOTION PASSED.

Transcribed by Kathy Johansen
Lake Shore Deputy Clerk

Lake Shore Police Department
Monthly Activity Report

December 2025

34 Traffic Related Incidents:

Traffic Warnings:	27
MV accidents:	6
Parking Complaint:	1

39 Misc Calls for Service:

Alarms:	7
ATL/Warrant Arrest:	4
Suspicious activity:	2
Fraud:	2
Public assist:	1
Harassment:	1
Domestic/disturbance:	2
Property watch:	8
Medicals:	6
Animal complaint:	1
General information:	5

Total Incidents: 73

Nisswa Fire Department Report

December 2025

Training for this month included hall clean up and checking the trucks. During each meeting, firefighters check the trucks by turning on and running each piece of equipment, ensure the vehicles are stocked, and checking common gauges/engine fluids. This prioritizes our vehicles and equipment working and finds damaged or defective equipment/aspects of the vehicle.

Our department did not have a formal meeting on 12/23/25. Command staff checked trucks this evening.

Events for this month included transporting Christmas gifts from the bank to the Nisswa Community Center and participating in wrapping the Christmas gifts.

Several firefighters participated in two separate loon rescue calls this month. On 12/2/2025 on Roy Lake and on 12/4/2025 as well.

Call Breakdown:

Medical Calls	37
Structure Fire Calls	1
Gas Leak	0
Motor Vehicle Accidents	5
Carbon Monoxide/Smoke Detector	2
Rescue/Special Event	1
Cancelled en route	1
Total:	47 total

Chief Bailey 218-851-2825

LAKE SHORE POLICE DEPARTMENT
2025 ANNUAL ACTIVITY REPORT

STAFF REPORT

DATE: January 26, 2026
ITEM: 2025 End of Year Activity Report
FROM: Chief Mike Heldt

The Lake Shore Police Department had a total of 986 incidents in 2025. This was a slight increase from 2024 when we had 936 incidents.

In 2025, burglaries and other property crimes continued to remain low. Department responded to 4 theft calls, 7 reports of property damage, 3 assault complaints, 82 medicals, 90 residential or business alarms, 14 disturbance complaints, 42 public assists, 39 reports of suspicious activity, 21 animal complaints, 31 property watch requests and 5 agency assists. There was 1 party who passed away in the city for 2025.

Department issued 35 traffic citations and responded to 25 vehicle crashes. There were no fatalities on our city streets and only one accident with serious injuries.

The department responded to 1 structure fire in Lake Shore.

10 year incident comparison

2024	936 Incidents	2019	1,709 incidents
2023	1,005 incidents	2018	1,636 incidents
2022	1,270 incidents	2017	1,624 incidents
2021	1,571 incidents	2016	1,551 incidents
2020	1,235 incidents	2015	1,403 incidents

LAKE SHORE POLICE DEPARTMENT
2025 ANNUAL ACTIVITY REPORT

545 TRAFFIC RELATED INCIDENTS

TRAFFIC WARNINGS	443		PARKING COMPLAINTS	3
TRAFFIC CITATIONS (All)	35		MOTORISTS ASSISTS	4
DWI ARRESTS	1		VEHICLE IMPOUND/TOWS	1
ATV COMPLAINT	6		MV IN DITCH	1
DRIVING COMPLAINTS	5		FLEEING VEHICLE	1
ROADWAY HAZARDS	18		BOATING COMPLAINT	1
MV INJURY CRASH	1		ABANDONED VEHICLE	1
MV NON-INJURY CRASHES	24			

441 MISC CALLS FOR SERVICE

RESIDENTIAL/BUSINESS ALARMS	90		STRUCTURE FIRE	1
MEDICALS	82		BURNING COMPLAINTS	1
PUBLIC ASSISTS	42		PROPERTY DISPUTES	6
SUSPICIOUS ACTIVITY	39		PROPERTY WATCH	31
DISTURBANCE COMPLAINTS	14		HARASSMENT COMPLAINTS	10
DECEASED PERSON	1		GARBAGE/LITTERING COMPLAINT	1
WARRANT ARREST	1		GENERAL INFORMATION	44
PROPERTY DAMAGE COMPLAINTS	7		ANIMAL COMPLAINTS	21
FRAUD/SCAM COMPLAINTS	5		FOUND/LOST PROPERTY	3
THEFT COMPLAINTS	4		BOATING COMPLAINT	2
UNDERAGE ALCOHOL CONSUME	1		ASSIST OTHER AGENCIES	5
TRESPASSING COMPLAINTS	2		911 HANG UP	1
DECEASED PERSON	1			
ATL/WELFARE CHECK	16			
ASSAULT COMPLAINTS	3			
MENTAL HEALTH-ILLNESS	1			
DOMESTIC-VERBAL	2			
ASSAULT	3			
FIGHT	2			

TOTAL 2025 INCIDENTS: 986

Staff Report

Date: January 6, 2026

Item: (ERPO) Policy

From: Chief Mike Heldt

Per MSS 624.7175 and MN POST Board mandates that law Enforcement agencies adopt an Extreme Risk Protection Order(ERPO) for the safe keeping and storage of firearms that are taken in the event of specific situations per MN State Statute. This will also include taking and transferring over firearms in specific situations. This will also include the return of firearms to an individual with an itemized receipt and instructions on how to retrieve the property when legal to do so.

Memo: Will be looking into the purchase, (grant) of a large gun safe for this purpose.

-Will need the City Council approval to adopt this policy to the Lake Shore Police Policies.

(ERPO) FIREARMS STORAGE PROCEDURE
Minn. Stat. 624.7175

PURPOSE:

The purpose of this procedure is to establish guidelines for storing firearms when required by an **Extreme Risk Protection Order (ERPO)**.

PROCEDURE:

The Lake Shore Police Department shall take possession of firearms as authorized and required by an ERPO. The Lake Shore Police Department shall process and securely store the items according to established Lake Shore Police policies and procedures for firearm storage. Refer to **MSS 624.7175** for mandates.

The Lake Shore Police Department shall ensure firearms are unloaded and rendered safe. All items shall be stored in a secure location within the Lake Shore Police Department. Firearm information shall be recorded and maintained in accordance with Lake Shore Police Department policies and procedures.

The person relinquishing possession of firearms shall be provided an itemized receipt and instructions for how to retrieve the property when legal to do so.

Returning the property shall follow **MSS 624.7175** and **MSS 624.7176**, other relevant state and federal laws, and Lake Shore Police Department policies and procedures.

Mayor's 2026 Appointment Recommendations:

Mileage Reimbursement \$.725 per mile

Mayor	Andy Stewart	_____
Acting Mayor	Darcy Peterson	_____
City Attorney	Gammello & Pearson, PLLC	_____
City Engineer	Widseth	_____
Emergency Management Director	Mike Heldt	_____
Health Officer/Board of Health	Betsy Egan	_____
City Auditor	Clasen & Schiessl CPA's Ltd.	_____
Weed Inspector	Andy Stewart	_____
Asst. Weed Inspector	Roger Olmsheid	_____
Buildings & Grounds Commissioner	Andy Stewart	_____
Official Depositories	American National Bank	_____
.....	First Western Bank & Trust	_____
.....	First National Bank of Walker	_____
.....	Bremer Bank	_____
.....	Frandsen Bank and Trust	_____
.....	MN Municipal Money Market	_____
Official Newspaper	Pine and Lakes Echo Journal (primary)	_____
.....	Brainerd Dispatch (secondary)	_____
Personnel Commission	Andy Stewart, Darcy Peterson,	_____
.....	Wayne Anderson	_____
Budget Commissioner	Andy Stewart	_____
 BOA/Planning Commission	Darcy Peterson	_____
Members:	1) PJ Smith/Chair	_____
.....	2) TJ Graber	_____
.....	3) Alex Kuhn	_____
.....	4) Sean Weldon	_____
.....	5) Dave Reigert	_____
BOA/Planning Commission Alternates	Kevin Egan, Steve Hensel	_____
 Park/Recreation Committee	Henry Cote	_____
Members:	1) Kiley Armitage/Chair	_____
.....	2) Wes Robertson	_____
.....	3) Steve Sundstrom	_____
.....	4) Greg Schwanbeck	_____
.....	5) Todd Peterson	_____
Park/Recreation Alternates	Mary Kay Larson	_____
 Wastewater/Road Committee	Wayne Anderson	_____
Members	1) Justin Stahnke	_____
.....	2) Terry Hansen	_____
.....	3) Jim Halverson	_____
.....	4) Troy Magnuson	_____
.....	5) Jim Woll	_____
WW/Road Alternate	Bill Schultz	_____

BANK RECONCILIATION

CHECKS OUTSTANDING							
#	AMOUNT	#	AMOUNT	#	AMOUNT	#	AMOUNT
42740	\$110.81	FSADJSTMT122325			\$0.16		
43137	\$421.16	43270			\$198,872.50		
43157	\$50.00						
43180	\$328.26						
43223	\$175.00						
43232	\$950.00						
43233	\$53.05						
43242	\$80.00						
43246	\$280.65						
43254	\$397.59						
43269	\$351.30						
FS122325	\$203.84						
		4th Col	\$ -				
		3rd Col	\$ -				
		2nd Col	\$ 198,872.66		Before	31-Dec	\$202,274.32
		1st Col	\$ 3,401.66		After	31-Dec	
		Total	\$202,274.32		Total		\$ 202,274.32

For the Period : 12/1/2025 To 12/31/2025

<u>Name of Fund</u>	<u>Beginning Balance</u>	<u>Total Receipts</u>	<u>Total Disbursed</u>	<u>Less Deposits In Transit</u>	<u>Plus Outstanding Checks</u>	<u>Total Per Bank Statement</u>
General Fund	\$1,188,982.82	\$861,439.72	\$270,775.91	\$1,779,646.63	\$3,177.45	\$201,971.09
Corona Virus Relief Funds	\$95,820.61	\$0.00	\$0.00	\$95,820.61	\$0.00	\$95,820.61
LSPD Administrative Fines	\$17,624.43	\$0.00	\$0.00	\$17,624.43	\$0.00	\$17,624.43
P&Z Penalties	\$17,900.00	\$0.00	\$0.00	\$17,900.00	\$0.00	\$17,900.00
American National CD - 1	\$749,777.30	\$9,407.98	\$0.00	\$759,185.28	\$9,407.98	\$749,777.30
Pohl Road Assessments	\$41,444.92	\$2,286.64	\$0.00	\$43,731.56	\$0.00	\$43,731.56
Robinhood Way Assessments	\$66,287.27	\$2,220.04	\$0.00	\$68,507.31	\$0.00	\$68,507.31
Debt Service 2020A	(\$248,708.35)	\$4,041.18	\$0.00	(\$244,667.17)	\$0.00	(\$244,667.17)
Municipal State Aid Streets - Construction	\$1,612.50	\$0.00	\$0.00	\$1,612.50	\$0.00	\$1,612.50
Park Dedication Fee	\$15,950.00	\$0.00	\$0.00	\$15,950.00	\$0.00	\$15,950.00
Sewer Capital Projects	\$75,418.61	\$586.00	\$0.00	\$76,004.61	\$586.00	\$75,418.61
Trail - Dedicated Matching Funds	\$294,758.82	\$0.00	\$0.00	\$294,758.82	\$0.00	\$294,758.82
Sewage Collection and Disposal	\$103,495.55	\$2,549.21	\$5,019.97	\$101,024.79	\$2,217.50	\$99,110.52
American National CD - 2	\$24,790.76	\$311.07	\$0.00	\$25,101.83	\$311.07	\$24,790.76
Total	\$2,445,155.24	\$882,841.84	\$275,795.88	\$3,052,201.20	\$15,700.00	\$202,274.32
						\$3,238,775.52

Fund Name:	All Funds								Total
Date Range:	12/01/2025 To 12/31/2025								
Date	Vendor	Check#	Description	Void	Account Name	F-A-O-P			
12/01/2025	STATE OF MINNESOTA PAYMENTS	DC112525	***VOID\$75.00***DC 11/12/25-11/25/25 PAYROLL	Y	City Administrator	100-41350-101-	\$	-	
		DC112525			Chief of Police	100-42111-101-	\$	-	
	Total For Check	DC112525					\$	-	
12/01/2025	DELTA DENTAL	DELTA112825	***VOID\$301.52***INSURANCE PREMIUM NOV	Y	City Administrator	100-41350-131-	\$	-	
		DELTA112825			Chief of Police	100-42111-131-	\$	-	
	Total For Check	DELTA112825					\$	-	
12/01/2025	TASC CLIENT SERVICES	FS112525	EMPLOYEE FLEX CONTRIBUTION PAYROLL 24 of 26	N	City Administrator	100-41350-101-	\$	76.92	
		FS112525			Chief of Police	100-42111-101-	\$	126.92	
	Total For Check	FS112525					\$	203.84	
12/01/2025	STATE OF MINNESOTA PAYMENTS	HCSP112525	***VOID\$450.00***HCSP 11/12/25-11/25/25 PAYROLL	Y	City Administrator	100-41350-101-	\$	-	
		HCSP112525			Clerk	100-41425-101-	\$	-	
		HCSP112525			Planning and Zoning Office	100-41911-101-	\$	-	
		HCSP112525			Chief of Police	100-42111-101-	\$	-	
		HCSP112525			Sewer Administration	602-49495-101-	\$	-	
	Total For Check	HCSP112525					\$	-	
12/01/2025	IRS DEPOSIT (PAYROLL)	IRS112525	***VOID\$1580.76***Payroll Period 11/12/25 - 11/25/25 Pd 11/25/25	Y	City Administrator	100-41350-101-	\$	-	
		IRS112525				100-41350-122-	\$	-	
		IRS112525				100-41350-126-	\$	-	
		IRS112525				100-41425-101-	\$	-	
		IRS112525				100-41425-122-	\$	-	
		IRS112525				100-41425-126-	\$	-	
		IRS112525				100-41911-101-	\$	-	
		IRS112525				100-41911-122-	\$	-	
		IRS112525				100-41942-101-	\$	-	
		IRS112525				100-41942-122-	\$	-	
		IRS112525				100-42111-101-	\$	-	
		IRS112525				100-42111-126-	\$	-	
		IRS112525				100-41942-126-	\$	-	
		IRS112525				100-42111-126-	\$	-	
		IRS112525				100-41942-126-	\$	-	
		IRS112525				100-42111-126-	\$	-	

Fund Name:	All Funds		
Date Range:	12/01/2025 To 12/31/2025		
Date	Vendor	Check #	Description
12/01/2025	MN DEPT OF REVENUE (PAYROLL TAXES)	IRS112525	MN112525 ***VOID\$334.34*** Payroll Period 11/12/25 - 11/25/25 Pd 11/25/25
		IRS112525	Clerk
		IRS112525	Planning and Zoning Office
		IRS112525	Chief of Police
		IRS112525	Patrolman PT
		IRS112525	Public Works Employee
		IRS112525	Miscellaneous
		IRS112525	Sewer Administration
		IRS112525	
		Total For Check	
12/01/2025	PUBLIC EMPLOYEES RETIREMENT ASSN	MN112525	MN112525 ***VOID\$1685.92*** Payroll Period 11/12/25-11/25/25 Pd 11/25/25
		PERA112525	Clerk
		PERA112525	Planning and Zoning Office
		PERA112525	Chief of Police
		PERA112525	Public Works Employee
		PERA112525	Miscellaneous
		PERA112525	Sewer Administration
		PERA112525	
		Total For Check	
Total			
			F-A-Q-P
			100-42113-101-
			100-42113-122-
			100-42113-126-
			100-43010-101-
			100-43010-122-
			100-43010-126-
			100-49001-101-
			602-49495-101-
			602-49495-122-
			602-49495-126-
			\$

Fund Name:	All Funds		Total
Date Range:	Date	Vendor	
12/03/2025	TASC		
12/08/2025	DELTA DENTAL	Check # TASCMEM11: ***VOID\$755.43***INV IN3618846 - TASC ID 4104-7329-2671 Membership Fee	Void Y Account Name Other General Government F-A-O-P 100-41901-415- \$ -
		Total For Check TASCMEM11:	
12/09/2025	CROW WING POWER	DELTADEN12C INSURANCE PREMIUM DEC DELTADEN12C DELTADEN12C	Void N City Administrator Chief of Police 100-41350-131- 100-42111-131- \$ -
		43219 12/03/25 BILL DATE	100-43160-381- 100-45202-381- 100-49010-381- 602-49470-381- \$ -
		43219	Street Lighting
		43219	Park Areas
		43219	Cemetery
		43219	Sewer Utilities - Sewer Lift Stations
			\$ 615.51
12/09/2025	CALIBRATIONS AND CONTROLS, INC.	43220 INV 21809 - Calibration Service 9/24	Void N Sewage Collection and Disposal 602-43250-300- \$ 610.00
		Total For Check 43220	
12/09/2025	COLUMN SOFTWARE PBC	43221 INV 5D7E8A93-0032 PZ PUBLIC NOTICE	Void N Planning and Zoning Office 100-41911-351- \$ -
		Total For Check 43221	
12/09/2025	FARM-RITE EQUIPMENT OF ST CLOUD INC	43222 INV E05893 & P92737 BRUSHCAT & TURBINE BLWR	Void N Purchasing 100-41570-549- \$ -
		Total For Check 43222	
12/09/2025	GREATER MINNESOTA PARKS & TRAILS	43223 MEMBERSHIP RENEWAL TO JAN/2027 INV 00084	Void N Park Areas 100-45202-300- \$ -
		Total For Check 43223	
12/09/2025	gWORKS	43224 ANNUAL SUBSCRIPTION INV 2019-30144	Void N Other General Government 100-41901-415- \$ -
		Total For Check 43224	
12/09/2025	GAMMELLO & PEARSON, PLLC	43225 STMT 108912 RETAINER ACCT 70581-002M	Void N Other General Government 100-41901-304- \$ -
		Total For Check 43225	
12/09/2025	GOPHER STATE ONE-CALL INC	43226 ACCT # MN00470 INV 5110531	Void N Sanitary Sewer Maintenance 602-43252-300- \$ -
		Total For Check 43226	

Fund Name:	All Funds					
Date Range:	12/01/2025 To 12/31/2025					
Date	Vendor	Check #	Description	Void	Account Name	Total
12/09/2025	LAKES AREA LOCK & DOOR INC	43227	DOGGING KEYS	N	Other General Government	\$ 60.00
	Total For Check	43227				\$ 60.00
12/09/2025	NISSWA HARDWARE	43228	ACCT 50036, INV 149852/5 OFFC SUPPLIES	N	Public Works General	\$ 29.72
	Total For Check	43228				\$ 29.72
12/09/2025	ON SYSTEMS INC	43229	INV 12405 & 12391 MANAGED SVC PLAN & TABLETS	N	Purchasing	\$ 4,245.00
	Total For Check	43229			Other General Government	\$ 4,245.00
12/09/2025	CITY OF PEQUOT LAKES	43230	INV 2523 & 2528 MTHLY WW OPERATIONS SVCS & SWR INSP	N	Sanitary Sewer Maintenance	\$ 3,689.23
	Total For Check	43230				\$ 3,689.23
12/09/2025	PITNEY BOWES	43231	ACCT 0010263150 INV 3107497291 10/6/25-1/5/26 BILL	N	Other General Government	\$ 81.30
	Total For Check	43231				\$ 81.30
12/09/2025	RARDIN EXCAVATING INC	43232	GRADE CITY ROADS INV DATE 11/20/2025	N	Highways, Streets & Roadways	\$ 950.00
	Total For Check	43232				\$ 950.00
12/09/2025	S-N-K CAR WASH & OIL CHANGE	43233	INV 70549 - OIL CHANGE	N	Automotive Services	\$ 53.05
	Total For Check	43233				\$ 53.05
12/09/2025	TASC	43234	INV IN3613567 ID 4104-7329-2671 MBRSHP FEE	N	Other General Government	\$ 28.30
	Total For Check	43234				\$ 28.30
12/09/2025	VERIZON WIRELESS	43235	ACCT 486724156-00002 INV 6129653356	N	Communication Services	\$ 76.82
	Total For Check	43235				\$ 76.82
12/09/2025	US BANK EQUIPMENT FINANCE	43236	INV 570127647 CUST CR ACCT #1378687	N	Other General Government	\$ 519.42
	Total For Check	43236				\$ 519.42
12/09/2025	WASTE PARTNERS INC.	43237	ACCT# 435817 INV 5bx62649	N	General Government Buildings and Plant	\$ 110.20

Fund Name:	All Funds						Total
Date Range:	12/01/2025 To 12/31/2025						
Date	Vendor	Total For Check	Check #	Description	Void	Account Name	F-A-O-P
12/09/2025	WIDSETH SMITH NOLTING & ASSOC. INC.	43238	FL241911,STIMMP241793,GENG2	N Purchasing	100-41570-409-		\$ 576.00
		43238	41912;TRL241913		100-41570-514-		\$ 12,932.85
		43238		Other General Government	100-41901-304-		\$ 434.00
		43238		Fritz Loven Bridge	100-43102-409-		\$ 2,534.50
	Total For Check	43238					\$ 16,477.35
12/09/2025	JAMES R. WOLL	43239	DEC PZ MTG 2025	N Boards and Commissions	100-41330-318-		\$ 125.00
	Total For Check	43239					\$ 125.00
12/09/2025	PATRICK J. SMITH	43240	DEC 2025 PZ MTG	N Boards and Commissions	100-41330-318-		\$ 125.00
	Total For Check	43240					\$ 125.00
12/09/2025	ALEX KUHN	43241	DEC 2025 PZ MTG	N Boards and Commissions	100-41330-318-		\$ 125.00
	Total For Check	43241					\$ 125.00
12/09/2025	KEVIN J. EGAN	43242	DEC 2025 PZ Alternate + \$20/2 MTHS INCORRECT PYMT	N Boards and Commissions	100-41330-318-		\$ 80.00
	Total For Check	43242					\$ 80.00
12/09/2025	DAVID RIEGERT	43243	DEC 2025 PZ MTG	N Boards and Commissions	100-41330-318-		\$ 125.00
	Total For Check	43243					\$ 125.00
12/09/2025	T.J. GRABER	43244	DEC 2025 PZ ALTERNATE + 3/Mth pymt correction	N Boards and Commissions	100-41330-318-		\$ 155.00
	Total For Check	43244					\$ 155.00
12/10/2025	Payroll Period Ending 12/09/2025	43245	Payroll Period 11/26/25-12/9/25	N Council/Town Board	100-41110-101-		\$ 346.31
	Total For Check	43245					\$ 346.31
12/10/2025	Payroll Period Ending 12/09/2025	43246	Payroll Period 11/26/25-12/9/25	N Council/Town Board	100-41110-101-		\$ 280.65
	Total For Check	43246					\$ 280.65
12/10/2025	Payroll Period Ending 12/09/2025	43247	Payroll Period 11/26/25-12/9/25	N City Administrator	100-41350-101-		\$ 1,830.58
	Total For Check	43247					\$ 1,830.58
12/10/2025	Payroll Period Ending 12/09/2025	43248	Payroll Period 11/26/25-12/9/25	N Council/Town Board	100-41110-101-		\$ 270.65
	Total For Check	43248					\$ 270.65

Fund Name:	All Funds							
Date Range:	12/01/2025 To 12/31/2025							
Date	Vendor	Total For Check	Check #	Description	Void	Account Name	F-A-O-P	Total
12/10/2025	Payroll Period Ending 12/09/2025	43249	43248	Payroll Period 11/26/25-12/9/25 Paid 12/10/25	N	Chief of Police	100-42111-101-	\$ 270.65
	Total For Check	43249						\$ 2,637.31
12/10/2025	Payroll Period Ending 12/09/2025	43250	43250	Payroll Period 11/26/25-12/9/25 Paid 12/10/25	N	Clerk Planning and Zoning Office Sewer Administration	100-41425-101- 100-41911-101- 602-49495-101-	\$ 1,217.35 32.90 65.80
	Total For Check	43250						\$ 1,316.05
12/10/2025	Payroll Period Ending 12/09/2025	43251	43251	Payroll Period 11/26/25-12/9/25 Paid 12/10/25	N	Patrolman PT	100-42113-101-	\$ 511.73
	Total For Check	43251						\$ 511.73
12/10/2025	Payroll Period Ending 12/09/2025	43252	43252	Payroll Period 11/26/25-12/9/25 Paid 12/10/25	N	Public Works Employee	100-43010-101-	\$ 301.15
	Total For Check	43252						\$ 301.15
12/10/2025	Payroll Period Ending 12/09/2025	43253	43253	Payroll Period 11/26/25-12/9/25 Paid 12/10/25	N	Council/Town Board	100-41110-101-	\$ 260.65
	Total For Check	43253						\$ 260.65
12/10/2025	Payroll Period Ending 12/09/2025	43254	43254	Payroll Period 11/26/25-12/9/25 Paid 12/10/25	N	Mayor	100-41310-101-	\$ 397.59
	Total For Check	43254						\$ 397.59
12/10/2025	STATE OF MINNESOTA PAYMENTS	DC121025 DC121025 DC121025	DC121025	DC 11/26/25-12/10/25 PAYROLL	N	City Administrator Chief of Police	100-41350-101- 100-42111-101-	\$ 50.00 25.00
	Total For Check	DC121025						\$ 75.00
12/10/2025	TASC CLIENT SERVICES	FS121025	FS121025	EMPLOYEE FLEX CONTRIBUTION PAYROLL 25 of 26	N	City Administrator Chief of Police	100-41350-101- 100-42111-101-	\$ 76.92
	Total For Check	FS121025						\$ 126.92
12/10/2025	STATE OF MINNESOTA PAYMENTS	HCSP121025	HCSP121025	HCSP 11/26/25-12/10/25 PAYROLL	N	City Administrator Clerk Planning and Zoning Office Chief of Police	100-41350-101- 100-41425-101- 100-41911-101- 100-42111-101-	\$ 150.00 138.75 3.75 15.00
	Total For Check	HCSP121025						\$ 203.84

Fund Name:	All Funds						
Date Range:	12/01/2025 To 12/31/2025						
Date	Vendor	Check #	Description	Void	Account Name	F-A-O-P	Total
		HCSP121025	Total For Check		Sewer Administration	100-49495-101-	\$ 450.00
12/10/2025	IRS DEPOSIT (PAYROLL)	IRS121025	Payroll Period 11/26/25 - 12/9/25 Pd 12/10/25	N	Council/Town Board	100-41110-101-	\$ 61.74
		IRS121025				100-41110-122-	\$ 23.25
		IRS121025				100-41110-126-	\$ 18.49
		IRS121025				100-41310-101-	\$ 6.16
		IRS121025				100-41310-126-	\$ 6.16
		IRS121025				100-41350-101-	\$ 390.89
		IRS121025				100-41350-122-	\$ 157.86
		IRS121025				100-41350-126-	\$ 36.92
		IRS121025				100-41425-101-	\$ 236.92
		IRS121025				100-41425-122-	\$ 102.03
		IRS121025				100-41425-126-	\$ 23.86
		IRS121025				100-41911-101-	\$ 6.40
		IRS121025				100-41911-122-	\$ 2.76
		IRS121025				100-41911-126-	\$ 0.64
		IRS121025				100-42111-101-	\$ 273.08
		IRS121025				100-42111-126-	\$ 51.24
		IRS121025				100-42113-101-	\$ 44.24
		IRS121025				100-42113-122-	\$ 35.81
		IRS121025				100-42113-126-	\$ 8.37
		IRS121025				100-43010-101-	\$ 137.98
		IRS121025				100-43010-122-	\$ 30.78
		IRS121025				100-43010-126-	\$ 7.20
		IRS121025				100-49001-101-	\$ (0.02)
		IRS121025				602-49495-101-	\$ 12.81
		IRS121025				602-49495-122-	\$ 5.52
		IRS121025				602-49495-126-	\$ 1.29
		Total For Check					\$ 1,682.38
12/10/2025	MN DEPT OF REVENUE (PAYROLL TAXES)	MN121025	Payroll Period 11/26/25 -12/10/25 Pd 12/10/25	N	Council/Town Board	100-41110-101-	\$ 25.00
		MN121025				100-41350-101-	\$ 94.48
		MN121025				100-41425-101-	\$ 75.30
		MN121025				100-41911-101-	\$ 2.04
		MN121025				100-42111-101-	\$ 132.82
		MN121025				100-42113-101-	\$ 21.53
		MN121025				100-43010-101-	\$ 25.00
		Total For Check				602-49495-101-	\$ 4.07
							\$ 380.24

Fund Name:	All Funds		Total				
Date Range:	12/01/2025 To 12/31/2025						
Date	Vendor	Check #	Description	Void	Account Name	F-A-O-P	Total
12/10/2025	PUBLIC EMPLOYEES RETIREMENT ASSN	PERA121025	Payroll Period 11/26/25-12/9/25	N	Council/Town Board	100-41110-101-	\$ 30.00
		Pd 12/10/25				100-41110-121-	\$ 30.00
		PERA121025			Mayor	100-41310-101-	\$ 21.25
		PERA121025			City Administrator	100-41310-121-	\$ 21.25
		PERA121025			Clerk	100-41350-101-	\$ 180.25
		PERA121025			Planning and Zoning Office	100-41350-121-	\$ 207.98
		PERA121025			Chief of Police	100-41425-101-	\$ 115.98
		PERA121025			Public Works Employee	100-41425-121-	\$ 133.82
		PERA121025			Sewer Administration	100-41911-101-	\$ 3.13
		PERA121025			Total For Check PERA121025	100-41911-121-	\$ 3.61
		PERA121025				100-42111-101-	\$ 449.67
		PERA121025				100-42111-121-	\$ 674.51
		PERA121025				100-43010-101-	\$ 32.27
		PERA121025				100-43010-121-	\$ 37.23
		PERA121025				602-49495-101-	\$ 6.27
		PERA121025				602-49495-121-	\$ 7.23
							\$ 1,954.45
12/16/2025	A. W. RESEARCH LABORATORIES, INC.	43255	INV 75949 NOV 2025 PROJECT	N	Sanitary Sewer Maintenance	602-43252-302-	\$ 108.10
		Total For Check 43255					\$ 108.10
12/16/2025	CHASE CARD SERVICES	43256	ACCT ENDING 5961 -OFFICE/SHOP SUPPLIES	N	Other General Government	100-41901-211-	\$ 169.96
		43256			Public Works General	100-41901-433-	\$ 9.98
		43256				100-43001-213-	\$ 161.55
		43256				100-43001-227-	\$ 42.99
		Total For Check 43256					\$ 384.48
12/16/2025	CIRCLE K / HOLIDAY	43257	INV - PD 109253201 - PW 109253221	N	Automotive Services	100-42152-212-	\$ 145.29
		Total For Check 43257			Public Works General	100-43001-212-	\$ 423.81
12/16/2025	CTC - 446126	43258	ACCT 00018679-6 INV 21715870	N	Other General Government	100-41901-321-	\$ 569.10
		Total For Check 43258			Communication Services	100-42151-321-	\$ 259.22
12/16/2025	FYLES SATELLITES INC	43259	INV 14934 PORTABLE RESTROOM	N	Park Areas	100-45202-300-	\$ 401.00

Fund Name: All Funds
 Date Range: 12/01/2025 To 12/31/2025

Date	Vendor	Total For Check	Check #	Description	Void	Account Name	F-A-O_P	Total
12/16/2025	MEDICA	43260	43259	CUST#MTK308361 INV 949303635463 Due 1/1/26	N	City Administrator	100-41350-131-	\$ 1,652.92
		43260		Chief of Police			100-42111-131-	\$ 2,924.33
	Total For Check	43260						\$ 4,577.25
12/16/2025	NISSWA AUTOMOTIVE	43261	INV 1013203-OIL DRAIN PLUG RPR/HUBCAP	N	Automotive Services	100-42152-217-		\$ 290.86
	Total For Check	43261						\$ 290.86
12/16/2025	CHARTER COMMUNICATIONS	43262	ACCT 175599201 - Inv 175599201120125	N	Other General Government	100-41901-321-		\$ 118.40
	Total For Check	43262						\$ 118.40
12/16/2025	VERIZON WIRELESS	43263	ACCT 642046092-00001 INV6129909525	N	Communication Services	100-42151-321-		\$ 240.06
	Total For Check	43263						\$ 240.06
12/23/2025	Payroll Period Ending 12/23/2025	43264	Payroll Period 12/10/25 - 12/23/25 PD 12/23/25	N	City Administrator	100-41350-101-		\$ 1,830.58
	Total For Check	43264						\$ 1,830.58
12/23/2025	Payroll Period Ending 12/23/2025	43265	Payroll Period 12/10/25 - 12/23/25 PD 12/23/25	N	Housekeeping/Grounds Maint	100-41942-101-		\$ 76.18
	Total For Check	43265						\$ 76.18
12/23/2025	Payroll Period Ending 12/23/2025	43266	Payroll Period 12/10/25 - 12/23/25 PD 12/23/25	N	Chief of Police	100-42111-101-		\$ 2,253.34
	Total For Check	43266						\$ 2,253.34
12/23/2025	Payroll Period Ending 12/23/2025	43267	Payroll Period 12/10/25 - 12/23/25 PD 12/23/25	N	Clerk	100-41425-101-		\$ 1,217.35
	Total For Check	43267						\$ 1,217.35
12/23/2025	Payroll Period Ending 12/23/2025	43268	Payroll Period 12/10/25 - 12/23/25 PD 12/23/25	N	Planning and Zoning Office Sewer Administration	100-41911-101- 602-49495-101-		\$ 32.90 65.80
	Total For Check	43268						\$ 32.90 65.80
12/23/2025	Payroll Period Ending 12/23/2025	43268	Payroll Period 12/10/25 - 12/23/25 PD 12/23/25	N	Patrolman PT	100-42113-101-		\$ 638.77
	Total For Check	43268						\$ 638.77

**RESOLUTION ADOPTING CITY FEE SCHEDULE
CITY OF LAKE SHORE
STATE OF MINNESOTA
COUNTY OF CASS
RESOLUTION NO. 2026-01-01**

WHEREAS, The City Council of the City of Lake Shore is the governing body of the City of Lake Shore and;

WHEREAS, the city council feels that it is necessary to adopt a fee schedule for certain city services and documents;

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Lake Shore hereby establishes the following fee schedule for 2026.

Planning and Zoning Fees:

Residential Construction	
Up to 1,000 square feet (ground cover)	\$250
1,001 – 2,000 square feet (ground cover)	\$500
2,001 – 3,000 square feet (ground cover)	\$750
3,001 – 4,000 square feet (ground cover)	\$1,000
Each additional 1,000 square feet (ground cover)	\$250
Residential – Accessory Structures (Additions, decks, porches, detached garages)	
Up to 200 square feet (ground cover)	\$100
201 – 500 square feet (ground cover)	\$200
501 – 800 square feet (ground cover)	\$300
801 – 1,000 square feet (ground cover)	\$400
1,000 – 2,000 square feet (ground cover)	\$500
Each additional 1,000 square feet (ground cover)	\$250
Commercial Construction	
Up to 1,000 square feet (ground cover)	\$500
1,001 – 2,000 square feet (ground cover)	\$750
2,001 – 5,000 square feet (ground cover)	\$1,000
5,001 – 10,000 square feet (ground cover)	\$1,250
10,001 square feet and greater (ground cover)	\$1,500
Commercial Accessory Structures	

(Additions, decks, porches, detached garages)	
Up to 500 square feet (ground cover)	\$200
501 – 1,000 square feet (ground cover)	\$400
1,001 – 3,000 square feet (ground cover)	\$600
3,001 – 5,000 square feet (ground cover)	\$800
5,001 – 10,000 square feet (ground cover)	\$1,000
Each additional 1,000 square feet (ground cover)	\$1,000
 Shoreland Fees	
Water Oriented Accessory Structure/Patio	\$75
Grading/Filling/Alteration/Riprap	\$75
Steps/sidewalk to the lake	\$75
 Miscellaneous Fees	
Sign	\$50
On-Site Septic	\$225
Road Approach/Driveway Entrance	\$25
Address Sign	\$75
Road Vacation	\$300
 City Sewer Fees	
City Sewer Connection	\$100 permit only, does not include connection fee
User Fee – (flat fee)	\$169
Connection Fee (in 2026)	\$7,700 (increases \$100 per year)
 Public Hearing Fees	
Variance	\$450 + recording fee - \$46
Conditional Use Permit	\$450 + recording fee - \$46
Ordinance Amendment	\$550 + recording fee - \$46
Rezoning Request	\$500+ recording fee - \$46
 Subdivisions	
Preliminary Plat	\$350 + \$10 for each lot
Final Plat	\$350 + Cass County recording fee
Lot Split (metes & bounds)	\$300 + Cass County recording fee
Lot Split (Administrative)	\$100 + Cass County recording fee
 Cannabis Business Registration	
Initial Registration Fee	\$500 or 50% of initial state license fee, whichever is less

Registrational Renewal Fee	\$1,000 or 50% of renewal state license fee, whichever is less
Administrative Fees	
Planning & Zoning Special Meeting	\$200 + all costs associated with the meeting, including the city engineer, the city attorney, and publication costs.
City Council Special Meeting	\$200 + all costs associated with the meeting, including the city engineer, the city attorney, and publication costs.
Short Term Rental Fee	\$250
Copy of property file	\$5-\$15, depending on the size of the file
Copy of city map	\$5
Copy of zoning ordinance	\$10
Copy of the Comprehensive Plan	\$5
General Fees	
Assessment Search Charge	\$15
Copy charge	.10 per page (black) -.50 per page (color)
Fax charge	\$1 per page
Audio copy of the meeting	\$5
Returned check fee	\$35
Election filing fee	\$2
Dog license	\$10 (2 years)
Cemetery plot	\$600
Cemetery plot – cremation	\$400
Summer plot digging	\$600 (actual cost of grave digging)
Summer cremation digging	\$200 (actual cost of grave digging)
Winter plot digging	\$700 (actual cost of grave digging)
Winter cremation digging	\$200 (actual cost of grave digging)
City Buy-back of cemetery plot	\$50 (Admin fee)
Cemetery Lot Staking Fee	\$50
Fireworks Display	\$25
Liquor Licenses	
Off Sale	\$100
On Sale	\$2,000
Special Sunday	\$200
Optional 2:00 am Closing	Determined by Sales
Tobacco	\$12
Police – Administrative/Report Fees	
Crash/Accident Reports	\$5 first two pages, .25 each additional page

Investigative Reports	\$5 first two pages, .25 each additional page
Media Copy CD/DVD	\$5
Black & White Photocopy	.25 per page
Color Photocopy	.50 per page
Postage/Envelope	Actual Costs
Handgun Permit to Purchase	\$10 Administrative Fee
Golf Cart license	\$30 (valid for 3 years)
Vehicle Impound/Storage	\$25 per day
Vehicle Tow	Tow bill plus an admin fee of \$50
False Alarm Fee	\$150 after the second false alarm within 12 12-month period

AFTER-THE-FACT FEES – Five (5) times all fees as set forth in the basic fee schedule.

Note: If the costs associated with processing or reviewing an application exceed the original application fees, the applicant shall reimburse the City for any additional expenses. Such expenses may include, but are not limited to, payroll, mailing costs, consultant fees, and other professional services the City may need to hire in reviewing permits. Outstanding fees must be paid before the permit is issued and any construction of the project commences.

Note: Outstanding fees shall be paid before issuance of the permit, and any construction of the project begins.

Adopted this 26th day of January, 2026.

Andrew Stewart, Mayor

Laura Fussy, City Clerk

STAFF REPORT

ITEM: Pay Equity Report

FROM: Laura Fussy

DATE: January 22, 2026

ISSUES:

1. State law requires all public jurisdictions to eliminate sex-based wage inequities in compensation. Every three years, the city is required to submit a pay equity report which has been approved by the City Council. Attached is the 2026 Pay Equity Report that needs to be submitted to the Department of Employee Relations by January 31, 2026.

Pay Equity is a method of eliminating discrimination against women who are paid less than men for jobs requiring comparable levels of expertise. Pay equity goes beyond the familiar idea of "equal pay for equal work" where men and women with the same jobs must be paid equally. A policy to establish pay equity usually means: 1) that all jobs will be evaluated and given points according to the level of knowledge and responsibility required to do the job; and 2) salary adjustments will be made if it is discovered that women are consistently paid less than men for jobs with similar points.

Pay Equity Implementation Report

Part A: Jurisdiction Identification

Jurisdiction: Lake Shore
8583 Interlachend Road

Lake Shore, MN 56468

Jurisdiction Type: City

Contact: General Mailbox

Phone: (218) 963-2148

E-Mail: info@cityoflakeshore.com

Contact: Kathy Johansen

Phone: (218) 963-2148

E-Mail: kjohansen@cityoflakeshore.gov

Part B: Official Verification

1. The job evaluation system used measured skill, effort responsibility and working conditions and the same system was used for all classes of employees.

The system was used: State Job Match

Description:

2. Health Insurance benefits for male and female classes of comparable value have been evaluated and:

There is no difference and female classes are not at a disadvantage.

3. An official notice has been posted at:

City Hall Bulletin Board

(prominent location)

informing employees that the Pay Equity Implementation Report has been filed and is available to employees upon request. A copy of the notice has been sent to each exclusive representative, if any, and also to the public library.

The report was approved by:

Lake Shore City Council

(governing body)

Andy Stewart

(chief elected official)

Mayor

(title)

Part C: Total Payroll

\$346391.00

is the annual payroll for the calendar year just ended December 31.

Checking this box indicates the following:

- signature of chief elected official
- approval by governing body
- all information is complete and accurate, and
- all employees over which the jurisdiction has final budgetary authority are included

Date Submitted: 1/22/2026

Compliance Report

Jurisdiction: Lake Shore
8583 Interlachend Road

Report Year: 2026
Case: 1 - 2026 DATA (Private (Jur
Only))

Lake Shore, MN 56468

Contact: General Mailbox

Phone: (218) 963-2148

E-Mail: info@cityoflakeshore.com

The statistical analysis, salary range and exceptional service pay test results are shown below. Part I is general information from your pay equity report data. Parts II, III and IV give you the test results.

For more detail on each test, refer to the Guide to Pay Equity Compliance and Computer Reports.

I. GENERAL JOB CLASS INFORMATION

	Male Classes	Female Classes	Balanced Classes	All Job Classes
# Job Classes	3	2	0	5
# Employees	3	2	0	5
Avg. Max Monthly Pay per employee	7231.67	6660.00		7003.00

II. STATISTICAL ANALYSIS TEST

A. Underpayment Ratio = 0 *

	Male Classes	Female Classes
a. # At or above Predicted Pay	3	2
b. # Below Predicted Pay	0	0
c. TOTAL	3	2
d. % Below Predicted Pay (b divided by c = d)	0.00	0.00

*(Result is % of male classes below predicted pay divided by % of female classes below predicted pay.)

B. T-test Results

Degrees of Freedom (DF) = 3	Value of T = 0.000
-----------------------------	--------------------

- a. Avg. diff. in pay from predicted pay for male jobs = 0
- b. Avg. diff. in pay from predicted pay for female jobs = 0

III. SALARY RANGE TEST = 0.00 (Result Is A divided by B)

- A. Avg. # of years to max salary for male jobs = 0.00
- B. Avg. # of years to max salary for female jobs = 0.00

IV. EXCEPTIONAL SERVICE PAY TEST = 0.00 (Result Is B divided by A)

- A. % of male classes receiving ESP = 0.00 *
- B. % of female classes receiving ESP = 0.00

*(If 20% or less, test result will be 0.00)

Job Class Data Entry Verification List

Case: 2026 DATA

Lake Shore
LGID: 615

Job Nbr	Class Title	Nbr Males	Nbr Females	Non- Binary	Class Type	Jobs Points	Min Mo Salary	Max Mo Salary	Yrs to Max Salary	Yrs of Service	Exceptional Service Pay
6	Maintenance	1	0		M	210	3532.00	5886.00	0.00	0.00	
1	Police Officer	1	0		M	250	4373.00	6727.00	0.00	0.00	
3	Deputy Clerk	0	1		F	280	4036.00	5920.00	0.00	0.00	
4	Clerk/Administrator	0	1		F	340	5516.00	7400.00	0.00	0.00	
5	Chief of Police	1	0		M	350	6727.00	9082.00	0.00	0.00	
Job Number Count: 5											

STAFF REPORT

ITEM: Approval of Guardrail Bid at 72nd St SW

FROM: Laura Fussy

DATE: January 22, 2026

ISSUES:

The City has been working with Rick Wilson/Tim Murphy from Loon Lake Township on the purchase and installation of a guardrail at Stony Brook on 72nd St SW. There currently is not a guardrail and multiple cars have gone down the embankment. Loon Lake Township is spearheading the project but is looking for Lake Shore to pay half of the cost as we each own 50% of the road.

A motion is needed to approve the bid for the project.

Laura Fussy

From: Timothy Murphy <TMurphy@stichlaw.com>
Sent: Friday, January 16, 2026 4:04 PM
To: City of Lake Shore Info
Cc: rick wilson
Subject: Fwd: Loon Lake Township Guardrail relocation project
Attachments: MNDOT Contract #234381 - 72nd St. SW GR.pdf

Follow Up Flag: Follow up
Flag Status: Flagged

CAUTION: This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Laura: As a followup to our telephone conversation of earlier today attached please find the bid from H&R Construction Company for the installation of the 257' of guardrail on 72nd Street SW, on the east side of 17th, on both sides of the two culvert bridge.

As you can see the bid is \$7555, which includes H&R picking up the guardrail 5 miles away after it is removed from a Loon Lake Township culvert bridge at the south end of Mayo lake by Houle Excavating that is being replaced next spring/summer. Houle Excavating was the successful bidder on the bridge replacement project that our Township is working with the Cass County Engineer's Office on.

As part of the Houle Excavating bid they are entitled to a salvage value on guardrail, once it is removed by them in a re-usable condition. Thus, at the recommendation of the Cass County Engineer's Office we approached Houle Excavating, through the owner Jake Houle, and has agreed to sell us the removed 257' feet of guardrail for \$10.00 per lineal foot, which totals \$2570. I will send you the price quote from Houle Excavating in a second email immediately following this one.

The two bids total \$10125, which would amount to \$5062.50 for each of us- Loon Lake Township and the City of Lakeshore.

Please let me know if you need anything further details from us and when able could you please confirm receipt of this email with attachment and my follow up email with the Houle Excavating attachment. Thanks. Tim Murphy, Clerk.

Sent from my iPhone

Begin forwarded message:

From: Timothy Murphy <TMurphy@stichlaw.com>
Date: January 12, 2026 at 9:01:31 AM CST
To: rick wilson <rickwilson1423@gmail.com>
Subject: Fwd: Loon Lake Township Guardrail relocation project



• An Equal Opportunity Employer •

Office: (218) 589-8707
Fax: (218) 589-8708
email: hrconst@prtel.com

P.O. Box 756 • 13349 County Hwy. 35
Dalton, Minnesota 56324-0756

To:	Loon Lake Township	Contact:	Tim Murphy	
Address:	1346 56th St. SW Pequot Lakes, MN 56472 CASS	Phone:		
Project Name:	MNDOT Contract #234381 - 72nd St. SW GR	Bid Number:		
Project Location:	1654 72nd St. SW, Pequot Lakes, MN	Bid Date:	1/12/2026	
Item #	Item Description	Estimated Quantity	Unit Price	Total Price

Contract Material

GR0148	5/8" X 1-1/4" GUARDRAIL SPLICE BOLT	100.00	EACH	\$0.38	\$38.00
GR0152	5/8" X 10" POST BOLT (225 PER BOX)	50.00	EACH	\$2.08	\$104.00
GR0165	5/8" ROUND WASHER	50.00	EACH	\$0.37	\$18.50
GR0166	5/8" GUARDRAIL NUT (DBL RECESSED)	150.00	EACH	\$0.43	\$64.50

Total Price for above Contract Material Items: \$225.00

Guardrail Crew Labor

10	SUPERVISOR - WEEKDAY DAYTIME	10.00	MH	\$157.00	\$1,570.00
20	GENERAL WORKER - WEEKDAY DAYTIME	40.00	MH	\$144.00	\$5,760.00

Total Price for above Guardrail Crew Labor Items: \$7,330.00

Total Bid Price: \$7,555.00

Notes:

- This is an estimate only. Actual time & material used to be invoiced after completion.
- All material not listed on estimate to be furnished by others.
- Email anthony@hrconst.com if you have questions.

ACCEPTED: The above prices, specifications and conditions are satisfactory and hereby accepted.	CONFIRMED: H&R Const Co.
Buyer: _____	
Signature: _____	Authorized Signature: _____
Date of Acceptance: _____	Estimator: Anthony Peterson (218) 589-8707 anthony@hrconst.com

CITY OF LAKE SHORE

REPORT TO CITY COUNCIL

Concerning: Amendment to the Zoning & Subdivision Ordinance with updates to the Land Use Matrix Table

**Report Prepared by: Nicole Hausmann
Community Development Administrator -- Sourcedwell**

Date: January 26th, 2026

Subject: Ordinance Amendment 26-01 to amend the City of Lake Shore Land Use and Subdivision Ordinance to modify Section 4, "Definitions," and modify Section 21, "Land Use Matrix." The proposed ordinance amendment includes clarifying definitions and requirements within the City of Lake Shore.

26-02 to amend the City of Lake Shore Land Use and Subdivision Ordinance to modify "Performance Standards" within Chapter IV of the Land Use and Zoning Ordinance.

Report: The attached draft report will outline the current language in the City Ordinance and the proposed language for definitions to be added and modified in Section 4 of the City Ordinance. The draft report will also outline the proposed additions and modifications to definitions, including uses established within the Land Use Matrix, Section 21, and updates to performance standards within Chapter IV of the Land Use and Zoning Ordinance. This report is intended solely as discussion points for potential Ordinance amendments that may be considered during a formal public hearing.

Definitions proposed to be added or modified to Section 4 (see attached): These modifications and additions are based on questions received from Lake Shore residents, contractors, and surveyors.

Performance standards are proposed for addition or modification in different sections (see attached). These modifications and additions are based on questions received from Lake Shore residents, contractors, and surveyors.

Land Use Matrix Proposed additions (see attached).

City Council Direction:

Staff asks that the City Council review this report & seek clarification as needed. This report is for reference purposes only; no proposed changes or amendments will be made until the City Council provides input. The next step will be to hold a Public Hearing at the Planning Commission's next available meeting.



City of Lake Shore

Minnesota's Year-Round Playground on Gull Lake

8583 Interlachen Rd.

Lake Shore, MN 56468

Phone: 218-963-2148

Website: www.cityoflakeshore.gov

Authorized Agent Form

I hereby authorize _____ to act as my

Authorized Agent in dealing with the City of Lake Shore to obtain the following:

Land Use Permit

Public Hearing PCBOA

Metes & Bounds Subdivision

Lot line adjustment

For the following property:

Name of property owner: _____

Address of property: _____

Parcel ID: _____

Email: _____ Phone Number: _____

Property owner signature: _____ Date: _____

Authorized Agent Mailing Address: _____

Authorized Agent Email Address: _____

Authorized Agent Phone Number: _____

Land Use Ordinance Updates

1. Definitions: Amendment 2026-01 (or Report "Definitions" 2026)

Update – Maintenance: The normal upkeep of a structure including ~~but not limited to the replacement of decks and stairways provided there is no expansion of the original footprint, windows, siding, roofs, non-bearing walls or interior remodeling that does not expand the footprint of the existing structure, add volume to the usable living space or intensify a non-conforming use.~~

Update – Deck: ~~A horizontal, unenclosed platform with or without attached railings, seats, trellises or other features attached or functionally related to a principal use or site and at any point extending three feet above the ground. An uncovered patio of less than four square feet shall be allowed. A horizontal, unenclosed platform, on the ground or raised above the ground, with or without attached railings, seats, trellises, or other features, attached or functionally related to a principal use or site. This does not include on-grade walks and stairs four feet or less in width.~~

Add – Driveway: A private road providing access to no more than two residential lots.

Add – Ice Ridge, Annual: A linear mound of lakebed materials pushed up onto the lakeshore by the action of ice within a calendar year.

Add – Pervious Surface: A surface that allows inflow of rainwater into the underlying construction or soil, including permeable/pervious pavers.

Update – Principal Structure or Use: The single primary structure or use on a lot, as distinguished from accessory uses or structure. ~~To be considered a principal structure, the structure must be at least 400 square feet in area and must be utilized for the purpose of the principal use of the property.~~

Update – Recreational Vehicle: ~~Vehicles for recreational use that can be driven, towed or hauled. These vehicles are designed to be a temporary living space for camping or travel use. RV's shall include travel trailers, camper trailers, truck campers, self-propelled motor homes and other similar vehicles.~~ A motorized vehicle designed and used for recreational purposes and enjoyment and non-motorized vehicles or equipment designed to attach thereto and be drawn or propelled thereby, including, but not limited to, snowmobiles, all-terrain vehicles, boats, boat trailers, travel trailers, truck campers, camping trailers, and self-propelled motor homes, and other recreational motor vehicles as defined by Minnesota Statutes, Section 84.90.

Update – Shore Impact Zone 1 (SIZ 1): Land located between the ordinary high-water level of a public water and a line parallel to it at a setback of 50% of the ~~normal~~ required structure setback.

Add – Shore Impact Zone 2 (SIZ 2): Land located between Shore Impact Zone 1 and the structure setback line.

Add – Patio: An open recreational area at ground level adjacent to a dwelling, or free standing that is covered with a pervious or an impervious surface such as asphalt, paving stones, wood, or other approved material.

Add – Firepit: A pit/hole dug into the ground, or a free-standing metal vessel including masonry materials in which a contained outdoor fire is made.

Add – Rear Lot Zone: Land located between the structure setback line and the landward boundary of the shoreland district.

Add – Runoff: That portion of precipitation draining from an area as surface flow.

Add – Beach Sand Blanket: The deposition of sand placed to create or enhance a beach area landward of the ordinary high-water level (OHWL).

Update: Section 71.2.1 - The subdivider shall submit fifteen (15) copies, ~~one (1) 11x17 copy, and one (1) electronic copy~~ of the sketch plan, fourteen (14) days prior to the normal Planning Commission meeting, and request a position on the formal agenda.

Update: Section 71.4.3 - The subdivider shall submit fifteen (15) copies, ~~one (1) 11x17 copy, and one (1) electronic copy~~ of the proposal to the Zoning Administrator thirty (30) days prior to the normal Planning Commission meeting, and pay the corresponding fee.

Update: Section 71.5.1 – The subdivider shall submit fifteen (15) copies, ~~one (1) 11x17 copy, and one (1) electronic copy~~ of the proposed plat or condominium plat to the Zoning Administrator thirty (30) days prior to the normal Planning Commission meeting, pay the required fees, and request a public hearing.

Update: Section 71.6.1 – The subdivider shall submit fifteen (15) copies, ~~one (1) 11x17 copy, and one (1) electronic copy~~ of the Final Plat, Final Common Interest Community Plan or Final Condominium Plat and concurrent documents to the Zoning Administrator thirty (30) days prior to the normal Planning Commission meeting.

2 Performance Standards: Amendment 2026-02 (or Report “Zoning Administrator Review of Chapter 4 (IV) Land Use and Zoning Ordinance 2026”)

Remove: Section 15.2 (table): Accessory Structure Size – 1% increase for lot area over 40,000 sq. ft.

Update: Section 15.2 & 17.2 (tables): Lot width w/guest cabin, living quarters or duplex – feet/minimum

Update: Section 36.1.4: Any alterations of the natural topography when the slope of the land is toward a public water or watercourse involving the movement of more than 10 cubic yards of material in a bluff or Shore Impact Zone or more than 50 cubic yards of material anywhere else within a shoreland area.:

- 1) SIZ 1 – (cumulative from natural state):
 - a) Less than 10 CY requires a permit, excluding annual ice ridge removal meeting all standards of ()
 - b) More than 10 CY, less than 50 CY, requires a CUP;
 - c) Greater than 50 CY excluded.
- 2) SIZ 2
 - a) Less than 50 CY requires a permit;
 - b) More than 50 CY requires a CUP;
- 3) Outside Lake Setback
 - a) Less than 100 CY is allowed without a permit
 - b) 100 CY or more requires a permit

Update: Section 36.2.1- Grading – Beach Sand Blankets allowed with permit per Matrix Table

Add: Beach Sand Blankets:

- A. Beach sand blankets are not feasible or allowable on every lot. This includes, but is not limited to, properties with wetlands, bluffs, steep slopes greater than 24%, and seepage areas.
- B. Beach sand blankets on residential lots above the OHWL shall not exceed 20 feet in width parallel to the shoreline. The beach sand blanket shall not exceed 20 cubic yards of sand within the 20-foot area and requires a permit.
- C. Only one addition of not more than 10 cubic yards of sand may be placed on existing beach areas on residential lots with a permit for perpetuity, regardless of ownership.
- D. Beach sand blankets on Waterfront Commercial properties shall not exceed 50 feet in width and 50 cubic yards of volume.

- E. Berms of not less than 12 inches above grade level or diversions not less than 12 inches below grade level shall be placed landward of all beach sand blankets to prevent erosion from upland runoff.
- F. All activity below the OHWL requires applicable Minnesota DNR and any additional state, federal agency approval and permits.

Update: Section 36.6 – Ice Ridges – If ice ridges occur annually, the property owner may restore the shoreline every year with a permit, **meeting all performance standards as outlined below, and not exceeding 10 cubic yards of removed material**. Removal or grading of an ice ridge must not disturb emergent aquatic vegetation, unless authorized by an aquatic plant management permit from the Department of Natural Resources Division of Fisheries. **Grading protected wetlands is prohibited unless authorized by Federal, State, County, and Local permitting agencies.** Restoration shall be permitted only where:

Update: Section 36.7 – Riprap – The City of Lake Shore considers the use of rip rap only as a last resort to control shoreline erosion. The DNR area hydrologist should be consulted to determine whether a need to riprap exists. Methods other than riprap should be used, including the planting of native, deep-rooted vegetation. If riprap has been found to be the only tool available, **a permit is required from the city**, and riprap installation shall have the following standards:

Update: Section 72.2 - Whenever any work, use, or division of land for which a formal application and City approval is required has been commenced without first making such application and without receiving City approval, therefore, a special investigation of the circumstances shall be made. Because of the extra administrative costs involved in the special investigation, the minimum application fee for after-the-fact application shall be no less than five (5) times all fees as set forth in the basic fee schedule, **not to exceed \$1,000.00 per request**, whether or not the application is thereafter approved or denied. Payment of an after-the-fact application fee shall not constitute approval or authorization of the work, use or division of the land, and shall not constitute a penalty or a waiver of the right of the City to institute civil or criminal legal action against the applicant for commencing such work, use or division of land without the required prior approval of the City. All fees are non-refundable after work has begun on the application.

Update: Short Term Rental (Laura - clerk) 47.3.11 Annual Quarterly Report. Each permittee shall **annually** provide the city with a written report **at the end of every permit term on a quarterly basis, prior to the start of each quarter**. The report shall include a copy of guest records for each stay.

Add: Consider adding to the city code a provision for R-2, if the parcel is split with a road, impervious surface coverage is 25% for each section or add language that a stormwater management plan is allowed at the discretion of the Administrator.

A- allowed w/o a permit, P - permitted, C- conditional use, AC - accessory use, E - excluded

		*All uses and structures must meet all other requirements of the ordinance.										
USE	Rural Residential/ Agricultural	Wooded Residential		Open Space	Residential - Low Density		Residential Medium- Density	Commercial Waterfront		Neighborhood Commercial		Public Ownership
		E	E		E	E		E	E	E	E	
Abandoned Building	E	E	E	E	E	E	E	E	E	E	E	
Abandoned Motor Vehicle	E	E	E	E	E	E	E	E	E	E	E	
Accessory Structure	P	P	E	E	AC	AC	AC	AC	AC	AC	AC	
Adult Use	E	E	E	E	E	E	E	E	C	E	E	
Agricultural Use	A	A	A	A	E	E	E	E	E	E	E	
Airport	C	C	E	E	E	E	E	E	E	E	C	
Animals, Domestic	A	A	A	A	A	A	A	A	A	A	A	
Animals, Food	A	A	A	A	C	E	E	E	E	E	E	
Animals, Wild	E	E	E	E	E	E	E	E	E	E	E	
Animal Boarding Facility	C	C	E	E	E	E	E	E	C	E	E	
Animal Grooming Establishment	C	C	E	E	C	C	C	C	C	C	E	
Animal Husbandry	A	A	E	E	E	E	E	E	C	E	E	
Antenna	P	P	E	P	P	P	P	P	P	P	P	
Apartment	C	C	E	C	C	C	C	C	C	E	E	
Artist's Studio	AC	AC	E	AC	AC	AC	AC	AC	AC	AC	E	
Auto Salvage Yard	E	E	E	E	E	E	E	E	E	E	E	
Banner	AC	AC	E	AC	AC	AC	AC	AC	AC	AC	AC	
Beach Sand Blanket	P	P	P	P	P	P	P	P	P	P	P	
Bed and Breakfast	C	C	E	C	C	C	C	C	E	C	C	
Billboards	E	E	E	E	E	E	E	E	E	E	E	
Boat Access	E	E	E	E	E	E	E	E	C	E	C	
Boat House	E	E	E	E	E	E	E	E	E	E	E	
Breezeway	P	P	E	P	P	P	C	C	P	P	P	
Campground/RV Park	C	C	E	E	E	E	C	C	E	C	C	

A - allowed w/o a permit, P - permitted, C - conditional use, AC - accessory use, E - excluded

Fence	A	A	P	P	P	P	A
Fish House	A	A	AC	AC	AC	A	E
Forest Land Conversion	C	E	E	E	E	E	E
Garage, Attached	AC						
Garage, Detached	AC						
Gazebo	AC	AC	AC	AC	AC	AC	P
Golf Course	C	C	C	C	C	C	C

*All uses and structures must meet all other requirements of the ordinance.

USE	Rural Residential/ Agricultural	Wooded Residential	Open Space	Residential- Low Density	Residential- Medium- Density	Commercial Waterfront	Neighborhood Commercial	Public Ownership
Grading	AP*	C*	APC*	APC*	APC*	APC*	AP*	AP*
Grading: Ice Ridge, Annual	E	E	E	E	E	E	E	E
Group Care Facilities	C	C	E	C	C	E	C	C
Guest Cabin	AC	AC	E	AC	AC	E	E	E
Guest Quarters	AC	AC	E	AC	AC	E	E	E
Home Occupation, Type 1	A	A	E	A	A	A	A	E
Hotel	E	E	E	E	C	C	E	E
Industrial Use-Heavy	E	E	E	E	E	E	E	E
Industrial Use-Light	C	C	E	E	E	E	C	E
ISTS	P	P	P	P	P	P	P	P
Junk Yard	E	E	E	E	E	E	E	E
Landfill	E	E	E	E	E	E	E	E
Landscaping	A	A	E	A	A	APC	APC	APC
Logging	A	A	E	E	E	E	E	E
Manufactured Home	P	P	E	P	P	P	P	E
Marina	E	E	E	E	C	E	E	E
Motel	E	E	E	E	C	C	C	C
Nursery	C	C	E	E	E	E	C	E
Nursing Home	C	C	E	C	C	C	C	C
Open Storage	A	A	E	C	C	C	P	P
Planned Unit Development, Commercial	E	E	E	E	C	C	E	E
Planned Unit Development, Residential	C	C	E	C	C	C	C	E
Porch	AC	AC	E	AC	AC	AC	AC	AC
Recreational Vehicle	A	A	E	A	A	A	A	E
Resort	E	E	E	E	C	C	C	E

*All uses and structures must meet all other requirements of the ordinance.

USE	Rural Residential/ Agricultural	Wooded Residential	Open Space	Residential - Low Density	Residential Medium- Density	Commercial Waterfront	Neighborhood Commercial	Public Ownership
Restaurant	E	E	E	E	E	C	C	C
Retaining walls	E	E	E	P	P	E	E	E
Rip Rap	E	E	E	P	P	E	E	E
Signs, Directory	P	P	E	P	P	P	P	P
Signs, Dynamic	E	E	E	E	E	C	C	E
Signs, Offsite	E	E	E	E	E	E	E	E
Signs, Onsite	AC	AC	E	AC	AC	AC	AC	AC
Signs, Portable	A	A	E	E	E	A	A	A
Temporary Structure	A	A	E	A	A	A	A	A
Tower	C	C	C	E	E	E	C	C
Vegetation Removal, Clear Cutting	C	C	C	E	E	E	E	C
Vegetation Removal, Open	A	A	C	E	E	E	E	C
Vegetation Removal, Selective	P	P	P	P	P	P	P	P
Water Oriented Accessory Structure or Facility	E	E	P	P	P	P	E	P
Warehousing	AC	AC	E	AC	E	AC	AC	AC
Warehousing, Commercial	AC	AC	E	E	E	C	E	E
Wedding Venue	C	C	E	E	E	E	C	E

*In Shore Impact Zone (cumulative from natural state):

More than 10 CY, Less than 50 CY requires a CUP
Greater than 50 CY excluded

In Lake Setback outside of Shore Impact Zone

Less than 50 CY requires a permit
More than 50 CY requires a CUP

Outside of Lake Setback

Less than 100 CY is allowed
100 CY or more requires a CUP

**BOARD OF ADJUSTMENT/PLANNING COMMISSION
CITY OF LAKE SHORE
LAKE SHORE CITY HALL
MINUTES
DECEMBER 8, 2025
9:00 AM**

Commission Members in attendance: Chair Jim Woll, PJ Smith, Alex Kuhn, Dave Riegert, Alternate TJ Graber; Mayor Andy Stewart; City Engineer Alex Bitter; Sourcewell Nicole Hausmann; and Deputy Clerk Kathy Johansen. Absent were Commission Member Sean Weldon and Council Liaison Darcy Peterson. A quorum was present, and the Commission was competent to conduct business. The audience consisted of Alternate Kevin Egan, Travis Miller, and Sally Anderson.

Chair Jim Woll called the meeting to order at 9:01 AM.

Approval of the October 13, 2025, Regular Meeting Minutes – MOTION BY ALEX KUHN AND SECONDED BY PJ SMITH TO APPROVE THE MINUTES FOR THE OCTOBER 13, 2025, BOARD OF ADJUSTMENT/PLANNING COMMISSION AS AMENDED. MOTION PASSED.

Approval of the November 10, 2025, Regular Meeting Minutes – MOTION BY DAVE RIEGERT AND SECONDED BY TJ GRABER TO APPROVE THE MINUTES FOR THE NOVEMBER 10, 2025, BOARD OF ADJUSTMENT/PLANNING COMMISSION AS PRESENTED. MOTION PASSED.

PUBLIC HEARING –

MOTION BY PJ SMITH AND SECONDED BY ALEX KUHN TO OPEN THE PUBLIC HEARING AT 9:04 AM. MOTION PASSED.

Variance Application 12-25 (#5a) – to construct a 2,052 square foot new dwelling with an attached garage, a 72 square foot covered entry, and a 60 square foot covered patio not meeting the OHW setback. PID #90-469-0358.

Nicole Hausmann presented Variance Application 12-25 (#5a).

The following documents became part of the record – Notice of mailing, notice of publication of public hearing, signed application and attachments, staff report and any comments received. One written comment was received from the City Engineer which is included in packet and DNR was notified on November 18th and no additional comments were received from DNR or the public.

The subject property features an existing legal non-conforming structure (927 sq. ft.) with an attached patio (65 sq. ft.). The existing dwelling and patio will be removed.

The current impervious surface coverage is 18.5%, and with the proposed new coverage, it would increase to 23.8%. A Stormwater Management Plan has been developed and submitted with the application.

The applicant has submitted a new septic system that Andy Schwartz has reviewed and approved.

Staff Findings: Staff provides the following findings of fact for discussion and consideration:

1. The subject property is located at 9386 Rocky Point Trail and is zoned Residential, Medium Density R-2 (Shoreland); (Gull Lake - General Development).

2. The subject property is +/- .28 Acres (12,566 sq. ft.)
3. The subject property contains a legal existing non-conforming dwelling that will be removed.
4. The proposed new dwelling with attached garage, totaling 2,052 square feet, a 72 square foot entry, and a 60 square foot covered patio is 29.5 feet from the OHW setback on the south side and 29.8 feet from the OHW setback on the north side, where 75 feet is required.
5. The proposed additions would meet the side yard setback and the road right-of-way setback, per Certificate of Survey received 11/12/2025.
6. The total impervious surface for the lot, according to the Certificate of Survey received 11/12/2025, is 23.8% where 25% is the maximum impervious surface total for the parcel in the Residential, Medium Density R-2 (Shoreland) zone for a riparian GD lake (stormwater management plan required per section 17.3.3).
7. The applicant has provided a new septic system design to be installed with the proposed additions. This design has been reviewed and approved by Andy Schwartz.
8. The property is proposing a pervious driveway with this request. Section 17.3.14 of the City of Lake Shore ordinance allows for an artificial pervious surface. The owner must comply with all regulations in Section 17.3.14 when installing and using pervious material.
9. No extensive research was conducted regarding similar structures in similar locations for property within the immediate vicinity of the subject property. A review of aerial imagery obtained from GIS was utilized.
10. An updated stormwater management plan has been submitted to the city engineer based on the comments received from the city engineer.
11. The DNR has been notified of the request, and no comment has been received as of the time this staff report was drafted.
12. The City Engineer has been notified of the request, with a comment received on November 21st.
13. Notice of this variance application was published in the local newspaper & distributed to property owners within the required distance to the property (500 ft.). No comments have been received as of the drafting of this staff report.

Potential Findings for approval, for discussion with the Board of Adjustment:

14. Will granting the variance put property to use in a reasonable manner not permitted by the zoning ordinance?
 - a. Yes, the applicant is proposing to continue the use of the property as a residential home with an attached garage. The proposal does not come closer to the lake than the existing dwelling. This is also an existing lot of record established before zoning regulations.
15. Does the property have unique circumstances that were not created by the landowner?
 - a. Yes, the property is a non-conforming legal lot of record with a small building envelope. The proposal will meet the side-yard and road right-of-way setbacks as shown in the Certificate of Survey received on 11/12/2025. There is a limited area that allows a septic system and a principal dwelling to be located.
16. If the variance is granted, will the essential character of the locality remain consistent?
 - a. Yes, constructing the new dwelling will not alter the essential character of the neighborhood. The proposed improvements are consistent with other dwellings in the vicinity of the subject property.
17. Will the variance, if granted, be consistent with the comprehensive plan and be in harmony with the purpose and intent of the City of Lake Shore ordinances?
 - a. Yes, the request, with conditions, is consistent with the purpose and intent of the zoning ordinance and the following goal in the comprehensive plan, "Support growth patterns that reinforce our lake-oriented and rural development brand." (pg. 5) and "Protect the quality of the lakes and environmental resources within and around the City." (pg. 4)

18. Has the variance request been made based on reasons other than economic considerations alone?

- Yes, the request has been made on factors other than economic considerations. Implementing a stormwater management plan that is reviewed and approved by the City Engineer will help protect the water quality of Gull Lake.

Potential Findings for denial, for discussion with the Board of Adjustment:

- Will granting the variance put property to use in a reasonable manner not permitted by the zoning ordinance?
- No, the plight of the landowner is due to circumstances created by the new landowner proposing a new, bigger dwelling that does not meet the lake setback. The intent of the Ordinance is to enforce setbacks to limit environmental impacts on Gull Lake.
- Does the property have unique circumstances that were not created by the landowner?
- No, the plight of the landowner is due to circumstances unique to the property owner, created by the landowner wanting a new, bigger dwelling in this specific location, which is closer to the lake than allowed by the Ordinance.
- If the variance is granted, will the essential character of the locality remain consistent?
- Yes, constructing the new dwelling will not alter the essential character of the neighborhood.
- Will the variance, if granted, be consistent with the comprehensive plan and be in harmony with the purpose and intent of the City of Lake Shore ordinances?
- No, the variance is not consistent with the comprehensive plan, as decreasing the lake setback will not provide adequate environmental considerations. This is a scrape-and-rebuild; the new dwelling is expected to meet current city code requirements.
- Has the variance request been made based on reasons other than economic considerations alone?
- No, the variance is for economic reasons alone, and reasonable use of the property does exist under the ordinance.

Board of Adjustment Direction: The Board of Adjustment may approve, deny, or table the request if additional information is required. If the motion is for approval or denial, findings of fact should be cited to support the motion.

Staff Recommendation: Staff recommends that the Board of Adjustment discuss and provide input regarding the proposed findings for approval and/or denial. The applicant has provided their testimony regarding the practical difficulty with the application submitted to the city.

If the Board of Adjustment wishes to approve the variance request, staff recommends the following conditions of approval:

- All construction shall be in substantial conformance with the presented plan as shown. Deviations from the presented plan will require modified approval by the Planning Commission.
- The variance expires 12 months after approval by the Planning Commission, if the project is not commenced, unless extended per section 70.7 of the Ordinance.
- Implement an erosion and sediment control plan utilizing best management practices (BMPs) before construction and dirt-moving activities. The city must approve the plan. The BMPs must remain in place until all disturbed soils are stabilized.
- The stormwater management plan that the City Engineer has reviewed shall be implemented upon completion of the project if/when a zoning permit is applied for and

approved by the City.

5. A maintenance plan with a schedule shall be submitted to the city if/when a zoning permit is applied for and approved by the city for all pervious material being used for the driveway/walkways.

Travis Miller referenced the small size of the lot and stated there were conversations of feasibility in remodeling the existing home, but it was decided not to rework the structure. The proposed build is modest with an attached garage and will be in line with the existing structure. There will be a proposed berm and two retention ponds to help with runoff.

Alex Bitter shared that all comments had been addressed, including the stormwater retention areas, details on the berm, gutters, and septic design.

Discussion continued regarding the proposed berm's ability to stop direct runoff into the lake with a 5-year, 24-hour event stormwater plan.

Jim Woll inquired into the comfort level of the City Engineer in understanding pervious driveways.

Alex Bitter explained that pervious driveways take maintenance and need to have a maintenance program, and make sure the equipment is clean and functioning properly. Details in the plan are crucial for how the driveway will be maintained.

Sally Anderson shared that she owns a property adjacent to this property and is concerned about runoff on the property, and requested that additional details be shared about the stormwater management plan.

Travis Miller explained the proposed plan to handle the runoff by having stormwater retention on both sides of the home, and gutters are directed to the pond areas.

Nicole Hausmann stated that typically, the city does not go out to each property after construction has been completed to see if the stormwater management plan has been implemented. Stormwater is to be contained to each person's property and not directed to neighboring properties, the lake, wetlands, or road rights-of-way. If there are stormwater management issues between neighbors, this is typically a civil issue, and the city does not get involved.

Sally Anderson asked what the roof height is for the proposed structure?

Discussion continued regarding the size of the house being modest, the setbacks improved slightly, and the comprehensive stormwater plan appears to be viable, and houses meet life expectancies.

Travis Miller responded to questions from the Board of Adjustment and Sally Anderson.

Chair Woll asked Travis Miller several questions as the property owners were not present—additional discussion between Board Members on how to proceed with this request. Mayor Stewart asked Nicole Hausmann if the DNR had been notified of this request. Nicole confirmed they had been notified and no comment was received.

MOTION BY ALEX KUHN AND SECONDED BY DAVE RIEGERT TO APPROVE VARIANCE 12-25 WITH THE FIVE CONDITIONS AND FINDINGS OF FACT AS SET FORTH IN THE REPORT. MOTION BY CHAIR WOLL AND SECONDED BY DAVE RIEGERT TO AMEND THE MOTION BY ADDING A CONDITION INDICATING THE LANDOWNER WILL BE REQUIRED TO MAINTAIN THE BERM AND SHOULD NOT DO ANYTHING TO AFFECT THE FLOW OF STORMWATER FROM THE PROPERTY

THAT IS IMPEDED BY THE BERM. AMENDED MOTION PASSED TO ADD SIXTH CONDITION. MOTION PASSED FOR APPROVED VARIANCE WITH CONDITIONS AS SHOWN IN STAFF REPORT.

MOTION BY PJ SMITH AND SECONDED BY DAVE RIEGERT TO CLOSE THE PUBLIC HEARING AT 9:39 AM. MOTION PASSED.

NEW BUSINESS –

Recommendation of new Planning Commission/Board of Adjustment Member

Nicole Hausmann shared it was her understanding that TJ Graber is up next in joining the board.

MOTION BY PJ SMITH AND SECONDED BY ALEX KUHN TO RECOMMEND TO CITY COUNCIL TO APPROVE THE APPOINTMENT OF TJ GRABER TO THE POSITION OF PLANNING COMMISSION/BOARD OF ADJUSTMENT MEMBER. MOTION PASSED.

Recommendation of new Alternate Planning Commission/Board of Adjustment Member

Nicole Hausmann stated Steve Hensel applied to the City of Lake Shore for the position of Alternate for the Planning Commission.

MOTION BY DAVE RIEGERT AND SECONDED BY TJ GRABER TO RECOMMEND TO CITY COUNCIL TO APPROVE THE APPOINTMENT OF STEVE HENSEL TO THE POSITION OF PLANNING COMMISSION/BOARD OF ADJUSTMENT ALTERNATE MEMBER. MOTION PASSED.

Chair Woll shared his thoughts on a recommendation of hiring a Compliance Officer for the Planning Commission/Board of Adjustment. Chair Woll feels that individuals are going to continue doing work without permits, and after-the-fact variances will need to be issued—discussion between Board Members.

Mayor Stewart mentioned that it may need to be pushed to the 2027 budget and mentioned the possibility of adding a non-compliance penalty.

Nicole Hausmann shared that currently, the enforcement policy consists of two letters being sent. If they don't comply within the timeline provided in the letters, the matter will be turned over to the City attorney.

Further discussion continued regarding the tasks that could be assigned to the Compliance Officer position.

MOTION BY JIM WOLL AND SECONDED BY DAVE RIEGERT TO RECOMMEND TO CITY COUNCIL TO POST AND HIRE, TO THE EQUIVALENT OF A QUARTER TIME POSITION FOR A COMPLIANCE OFFICER TO SERVE ON THE PLANNING AND ZONING COMMISSION. MOTION PASSED.

OLD BUSINESS – There was no old business.

REPORTS

City Engineer – Alex Bitter had nothing to report.

Chair – Jim Woll had nothing to report.

Council Liaison – Mayor Andy Stewart referenced a conversation with John Allen regarding a permit application and mentioned that the City needs to do a better job of ensuring all owner contact information is on the permit application and that the property owner is copied on all email communications.

Zoning Administrator – Nicole Hausmann

Certificate of Appreciation – Nicole Hausmann awarded Chair Jim Woll a Certificate of Appreciation and thanked him for his years of service to the Planning and Zoning Commission.

November Permit Report – There were no permit reports for November.

PUBLIC FORUM – None

MOTION BY PJ SMITH AND SECONDED BY DAVE RIEGERT TO ADJOURN THE BOARD OF ADJUSTMENT/PLANNING COMMISSION MEETING OF DECEMBER 8, 2025, AT 9:56 AM. MOTION PASSED.

Transcribed by Kathy Johansen
Lake Shore Deputy Clerk

**CITY OF LAKE SHORE
PERMIT SUMMARY
DECEMBER 2025**

DWELLINGS: 0

GUEST CABIN: 0

ADDITIONS (Residential): 2

ACCESSORY STRUCTURES: 1

DECKS/PORCHES/PATIOS: 1

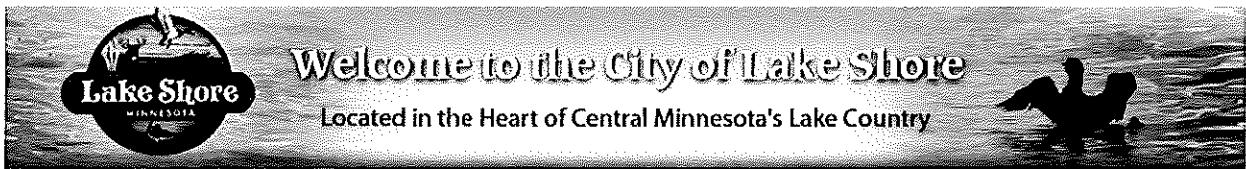
SEPTIC SYSTEMS: 0

GRADING/SHORELINE ALT/STEPS: 0

COMMERCIAL (new): 0

COMMERCIAL ADD/LANDSCAPING/PORCH: 0

SEPTEMBER 2025 PERMIT TOTAL YTD: 71



City Of Lake Shore Wastewater Operations Report - January 2026

WASTEWATER FLOWS AND LAB ANALYSIS FOR THE MONTH OF DECEMBER:

<u>North System</u>	<u>2024</u>	NPDES permit Limit: 17,615 GPD
Average daily:	1,467 gallons	1,868
Maximum daily:	2,774 gallons	5,447
Monthly total:	45,500 gallons	57,900

<u>South System</u>	<u>2024</u>	NPDES permit Limit: 49,200 GPD
Average daily:	10,700 gallons	13,200
Maximum daily:	14,800 gallons	23,000
Monthly total:	330,800 gallons	409,500

North Septic Effluent:	South Septic Effluent:	Normal Range:
C/BOD: 69 mg/l	C/BOD: 128 mg/l	50 – 250 mg/l
TSS: 55.0 mg/l	TSS: 46.0 mg/l	15 – 75 mg/l
PH: 7.06 SU	PH: 7.02 SU	6.5 – 7.5 SU

OPERATIONS REPORT:

1. Lift station checks were completed every Monday and Wednesday.
2. Lift station monthly maintenance was completed on 1/7/26. (Check amp draws, clean floats, visual inspection of station wet well and surrounding area)
3. Regular monthly tank effluent sampling took place on 1/6.
4. The monthly DMR was submitted to MPCA on 1/2.
5. It's been a quiet start to the new year. I'll be working on and submitting the City's MPCA SSTS Annual report in the next week or so. Other than that, there isn't too much going on.

Respectfully submitted by Andy Schwartz, Water/Wastewater Operations Manager, City of Pequot Lakes. Please feel free to call my cell at 320-232-5787 with any questions or concerns.

For 24 hour emergency service call 218-515-0440