

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

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES

- Minutes for the Regular City Council Meeting of November 24, 2025 (*Council Action: Approve or Disapprove as presented*)

REPORTS

Police/Fire Report – Chief Mike Heldt

- November Incident Report
- November Fire Report

Mayor's Report – Andy Stewart

Deputy Clerk – Kathy Johansen

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

Clerk/Administrator – Laura Fussy

- Discuss and Approve 2026 Levy (*Council Action: Approve or Disapprove as presented*)
- Discuss and Approve 2026 Budget (*Council Action: Approve or Disapprove as presented*)

Planning Commission – Darcy Peterson

- Approval of New/Alternate Planning Commission Members (*Council Action: Approve or Disapprove as presented*)
- October & November Minutes

Wastewater/Road Committee – Wayne Anderson

- Wastewater Monthly Report
- November Minutes

Park and Recreation Committee – Henry Cote

Trail 77

- Partial Pay Application #1 – Gull Lake Trail Phase 4A Floating Boardwalk System (*Council Action: Approve or Disapprove as presented*)

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

- The Lake Shore Financial Audit – Tuesday, January 13, 2026.

ADJOURNMENT

Regular Meeting of Lake Shore City Council
Monday, November 24, 2025
6:00 PM Lake Shore City Hall

Mayor Andy Stewart called the November 24, 2025 Regular City Council meeting to order at 6:00 p.m. The Pledge of Allegiance was recited.

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

APPROVAL OF MINUTES

MOTION BY DARCY PETERSON AND SECONDED BY VERN GEVIK TO APPROVE THE OCTOBER 27, 2025, REGULAR CITY COUNCIL MEETING MINUTES AS PRESENTED. MOTION PASSED.

REPORTS

Police Report – Police Chief Mike Heldt

Incident Report – In October 2025 there were 81 incidents in the city. There were 36 traffic-related incidents and 45 were miscellaneous department activity.

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

Mayor's Report – Andy Stewart shared he completed an online cyber security training course through the League of Minnesota Cities.

Mayor Stewart mentioned receipt of an email from the Mayor of Crosslake requesting the City of Lake Shore sign onto a complaint. Mayor Stewart requested guidance on how to proceed with the request and suggested sharing the email with the Council Members for their input.

Council Members agreed to review the email and reply to the email with individual responses.

Clerk/Treasurer's Report – Kathy Johansen

Financials – MOTION BY WAYNE ANDERSON AND SECONDED BY DARCY PETERSON TO APPROVE THE OCTOBER FINANCIALS AS PRESENTED (CLAIM NUMBERS 43080 THRU 43133 AND NON-CHECK CLAIMS LISTED TO THE ATTACHED REPORT – TOTAL \$94,270.18). MOTION PASSED.

Pay Bills – MOTION BY VERN GEVIK AND SECONDED BY WAYNE ANDERSON TO PAY THE BILLS AS SUBMITTED (CLAIM NUMBERS 43128 THRU 43212; AND CLAIMS 1609 THRU 1622 – TOTAL – \$109,848.13). MOTION PASSED.

Clerk/Administrator – Laura Fussy

Holiday Schedule – The City Council has typically met at a half hour prior to the regular start time of the December meeting to enjoy a short holiday gathering with the public invited. The gathering will be noticed but no public business will be conducted. The regular City Council meeting on December 15th will then begin

at 6 pm. The employees are requesting to be closed December 24th through December 26th for the Christmas holiday and January 1st for the New Year holiday.

MOTION BY WAYNE ANDERSON AND SECONDED BY VERN GEVIK TO APPROVE THE HOLIDAY SCHEDULE AS PRESENTED. MOTION PASSED.

2026 City Council Dates/Holiday Closure Schedule –

Laura Fussy presented the Council Dates and Holiday Closure Schedule for 2026.

MOTION BY VERN GEVIK AND SECONDED BY WAYNE ANDERSON TO APPROVE THE 2026 CITY COUNCIL DATES/HOLIDAY CLOSURE SCHEDULE AS PRESENTED. MOTION PASSED.

Laura Fussy shared an update that the City received the grant from Sourcewell and have purchased some Toolcat attachments, sewer safety grates, a generator for City Hall, and tablets should be arriving next month for the Council Members to use at meetings.

Planning Commission – Darcy Peterson

Appeal of Variance – Smith, Michael

Nicole Hausmann stated Seth Landon will be speaking to appeal the decision made by the Planning Commission/Board of Adjustments at last month's meeting.

Seth Landon presented the lot parameters in relation to current zoning regulations and stated they are not trying to do anything out of the ordinary, but simply trying to get the house built. Seth shared that no hardship was created by the owner, and they want to work within the statutes. Seth stated the 30-foot-wide home is a reasonable and proportional use of the property.

Mayor Stewart shared that neighbors to the property attended the October Public Hearing on the Variance and voiced their opposition to the Planning Committee approving the Variance and there was no representation from the owner.

Further discussion continued regarding the build plan in relation to the size of the lot.

MOTION BY ANDY STEWART AND SECONDED BY WAYNE ANDERSON TO AFFIRM THE PLANNING COMMISSION/BOARD OF ADJUSTMENT'S VARIANCE DENIAL BASED ON THE FINDINGS FOR DENIAL. MOTION PASSED.

Ordinance 02-2025 – Regulating Cannabis –

Nicole Hausmann presented a brief overview for regulating cannabis businesses.

Further discussion continued regarding a limit of three businesses allowed in Cass County.

MOTION BY DARCY PETERSON AND SECONDED BY WAYNE ANDERSON TO APPROVE REGULATING CANNABIS ORDINANCE 02-2025 AS PRESENTED. MOTION PASSED.

Ordinance 03-2025 – Amending City Zoning Ordinance –

MOTION BY WAYNE ANDERSON AND SECONDED BY VERN GEVIK TO APPROVE AMENDING THE CITY ZONING ORDINANCE 03-2025 AS PRESENTED. MOTION PASSED.

2026 Planning Commission Calendar – Nicole Hausmann provided the 2026 Planning Commission Calendar for review.

2026 Proposed Fee Schedule – Nicole Hausmann presented the 2026 Fee Schedule noting the fees are based on ground cover by square feet.

Discussion followed regarding the fee schedule.

October Permit Summary – The October Permit Summary was included for review.

Wastewater/Road Committee – Wayne Anderson turned the Pebble Beach Road update over to Alex Bitter.

Pebble Beach Road Update – Alex Bitter shared that Widseth and the Road/Wastewater Committee met at Pebble Beach Road to look at outlets and pipes and identified problematic areas. Alex mentioned potentially splitting the road into segments and possibly raise the north half and put an overlay on the south half. Alex feels there is a good game plan moving forward and the next task at hand would be to talk about how to pay for the project.

Proposal for 2026 Road Improvement Projects – Alex Bitter presented the 2026 Street Improvement Proposal noting it's very similar to last year's projects.

MOTION BY WAYNE ANDERSON AND SECONDED BY DARCY PETERSON TO APPROVE THE PROPOSAL FOR 2026 ROAD IMPROVEMENT PROJECTS AS PRESENTED. MOTION PASSED.

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

October Minutes – The October minutes were included for review.

Park and Recreation Committee – Henry Cote was absent.

Trail 77 –

Recommendation for Award – Gull Lake Trail Phase 4A Boardwalk Procurement – Alex Bitter shared that two bids were received with a sizeable difference in the bids. Koschak Enterprises and MN Boardwalks were the two bidders. Alex reviewed the bids and recommended Koschak Enterprises be awarded the contract.

Discussion continued regarding the bid differences and material options available for the boardwalk.

Mayor Stewart mentioned work needing to be done over the winter included pushing cattails down into the water so it will freeze.

Alex Bitter explained that Widseth had budgeted higher for this portion of the project and this is only materials. The contractor bid to install it is the wild card.

MOTION BY VERN GEVIK AND SECONDED BY DARCY PETERSON TO APPROVE THE AWARD OF THE GULL LAKE TRAIL PHASE 4A BOARDWALK PROCUREMENT CONTRACT TO KOSCHAK ENTERPRISES FOR THE ALUMINUM BOARDWALK IN THE AMOUNT OF \$397,745.00. MOTION PASSED.

Personnel – Andy Stewart/Wayne Anderson/Darcy Peterson

Mike Heldt, Police Chief – 6 Month Review and Recommendation – Mayor Stewart shared that Mike's six-month review was held.

Laura Fussy stated with a good review, a step increase from Step 3 to Step 4 would be recommended.

MOTION BY VERN GEVIK AND SECONDED BY WAYNE ANDERSON TO APPROVE THE ACCEPTANCE OF MIKE HELDT'S SIX MONTH REVIEW AND STEP INCREASE AS PRESENTED. MOTION PASSED.

City Attorney – Gammello - Pearson – Tom Pearson stated work has begun on the easement process.

City Engineer – Widseth – Alex Bitter had nothing to report.

OLD BUSINESS – There was no old business.

NEW BUSINESS –

Resolution 2025-11-01 – SS4A Grant-Funded Brainerd Lakes Area Vulnerable Users Plan

Laura Fussy presented Resolution 2025-11-01 – SS4A Grant-Funded Brainerd Lakes Area Vulnerable Users Plan. Laura stated this is to reaffirm the City of Lake Shore's commitment to administer the plan with the goal of reducing serious injuries on our local roads.

MOTION BY DARCY PETERSON AND SECONDED BY WAYNE ANDERSON TO APPROVE RESOLUTION 2025-11-01 – SS4A GRANT-FUNDED BRAINERD LAKES AREA VULNERABLE USERS PLAN PARTICIPATION AS PRESENTED. MOTION PASSED.

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

MOTION BY WAYNE ANDERSON AND SECONDED BY VERN GEVIK TO ADJOURN THE REGULAR CITY COUNCIL MEETING OF NOVEMBER 24, 2025, AT 7:08 PM. MOTION PASSED.

Transcribed by Kathy Johansen
Lake Shore Deputy Clerk

Lake Shore Police Department
Monthly Activity Report

November 2025

50 Traffic Related Incidents:

Traffic Warnings:	39
Traffic Citations:	3
Roadway Hazard:	2
MV accidents:	3
Motorist Assist:	2
Parking Complaint:	1

40 Misc Calls for Service:

Alarms:	6
ATL/Warrant:	1
Fight:	1
Suspicious activity:	3
Fraud:	1
Found Property:	1
Harassment:	2
Property watch:	11
Medicals:	7
Animal complaint:	2
General information:	5

Total Incidents: 90

Nisswa Fire Department Report

November 2025

Training for this month included a Live Burn Training located in Merrifield on 11/1/2025. Nisswa and Mission firefighters participated in Level I and Level II training burns with Fire Inc. This training provides experience for firefighters to be hands on during an active fire within a structure. Firefighters are able to utilize and practice different nozzle streams, water application techniques, and ventilation through the window/door. During the burn, assigned teams worked in groups of 3-4 to locate the fire, extinguish the fire, ventilate the room, communicate if further resources were needed, and used radio communications with command.

After the live burn, firefighters performed hall maintenance and hose clean up. Radios within the trucks and portable radios were tested. The same evening, firefighters had annual physical examinations at the hall.

Events for this month included having a Thanksgiving meal together at the Nisswa Community Center. Thank you to those from the city and Nisswa police department who chose to join us that evening. Line dance instructors taught line dancing during this event. The Nisswa City Employee of the Year awards were given to Maggi Wentler and Richard Geike.

Firefighters and First Responders volunteered at the City of Lights Event by bell ringing and providing medical staff in the buggy. Tender 1, driven by Joe Hall, brought Santa down to the city as well.

The end of November brings our fiscal year to an end for the department.

Call Breakdown:

Medical Calls	21
Structure Fire Calls	1
Gas Leak	0
Motor Vehicle Accidents	1
Carbon Monoxide/Smoke Detector	0
Rescue	0
Cancelled en route	4
Total:	27 total

Chief Bailey 218-851-2825

BANK RECONCILIATION

ACCOUNT NAME	GENERAL CHECKING	MONTH ENDED	30-Nov-25
G/L ACCOUNT BALANCE (GEN)	\$1,188,982.82		
CORONA VIRUS RELIEF FUND	\$95,820.61	AMERICAN NATIONAL	\$305,359.95
LSPD ADMIN FINES	\$17,624.43	AMERICAN NATIONAL MM	\$1,368,659.47
P&Z PENALTIES	\$17,900.00		
AMER NATL BANK (CD)	\$749,777.30		
POHL ROAD ASSESSMENTS	\$41,444.92	BALANCE PER BANK STMT	\$1,674,019.42
ROBINHOOD WAY ASSESSMENT	\$66,287.27		
DEBT SERVICE 2020A	-\$248,708.35		
MUNICIPAL STATE AID-STREET	\$1,612.50		
PARK DEDICATION FEE	\$15,950.00		
G/L CAPITAL (SEWER)	\$75,418.61		
2020 STREET IMPROVEMENTS	\$0.00		
GLT-DEDICATED MATCH \$	\$294,758.82		
G/L ACCOUNT BALANCE (SEWR)	\$103,495.55		
AMER NATL BANK (CD)	\$24,790.76		
	TOTAL		
ADD: DEPOSITS	\$2,445,155.24	ADD: DATE	DEP IN TRANS
DATE	AMOUNT		AMOUNT
DEP. AFTER			
11/30/2025		11/30/2025	
LESS: DISBURSEMENTS			\$1,674,019.42
ITEM	AMOUNT		
CKS AFTER			
11/30/2025	\$749,777.30		
	\$24,790.76		
	\$203.84		
Total	\$203.84	OUTSTANDING CHECKS ►	\$3,636.08
		SEE BELOW	
BANK BALANCE PER LEDGER	\$1,670,383.34	BANK BALANCE PER RECON.	\$1,670,383.34

CHECKS OUTSTANDING								
#	AMOUNT	#	AMOUNT	#	AMOUNT	#	AMOUNT	TOTAL
42740	\$110.81	43196	\$491.65					
43113	\$125.00	43197	\$35.02					
43137	\$421.16	43200	\$327.78					
43138	\$104.07	43204	\$16.00					
43157	\$50.00	43205	\$68.89					
43160	\$25.00	43209	\$100.00					
43162	\$50.00	43211	\$100.00					
43180	\$328.26	43218	\$447.40					
43187	\$297.76							
43188	\$158.44							
43191	\$125.00							
43194	\$50.00							
		4th Col	\$ -					
		3rd Col	\$ -					
		2nd Col	\$ 1,586.74	Before	30-Nov	\$3,432.24		
		1st Col	\$ 1,845.50	After	30-Nov	\$203.84		
		Total	\$3,432.24	Total		\$ 3,636.08	\$ 3,636.08	

City of Lake Shore**Cash Control Statement****12/10/2025****For the Period : 11/1/2025 To 11/30/2025**

<u>Name of Fund</u>	<u>Beginning Balance</u>	<u>Total Receipts</u>	<u>Total Disbursed</u>	<u>Ending Balance</u>	<u>Deposits In Transit</u>	<u>Less Outstanding Checks</u>	<u>Plus Per Bank Statement</u>	<u>Total Per Bank Statement</u>
General Fund	\$1,237,840.50	\$48,547.26	\$97,404.94	\$1,188,982.82	\$0.00	\$2,854.01	\$1,191,836.83	\$95,820.61
Corona Virus Relief Funds	\$95,820.61	\$0.00	\$0.00	\$95,820.61	\$0.00	\$0.00	\$0.00	\$17,624.43
LSPD Administrative Fines	\$17,624.43	\$0.00	\$0.00	\$17,624.43	\$0.00	\$0.00	\$0.00	\$17,900.00
P&Z Penalties	\$17,900.00	\$0.00	\$0.00	\$17,900.00	\$0.00	\$0.00	\$0.00	\$749,777.30
American National CD - 1	\$749,777.30	\$0.00	\$0.00	\$749,777.30	\$0.00	\$0.00	\$0.00	\$41,444.92
Pohl Road Assessments	\$41,444.92	\$0.00	\$0.00	\$41,444.92	\$0.00	\$0.00	\$0.00	\$66,287.27
Robinhood Way Assessments	\$66,287.27	\$0.00	\$0.00	\$66,287.27	\$0.00	\$0.00	\$0.00	(\$248,708.35)
Debt Service 2020A	(\$248,708.35)	\$0.00	\$0.00	(\$248,708.35)	\$0.00	\$0.00	\$0.00	\$1,612.50
Municipal State Aid Streets - Construction	\$1,612.50	\$0.00	\$0.00	\$1,612.50	\$0.00	\$0.00	\$0.00	\$15,950.00
Park Dedication Fee	\$15,950.00	\$0.00	\$0.00	\$15,950.00	\$0.00	\$0.00	\$0.00	\$71,666.06
Sewer Capital Projects	\$71,666.06	\$3,752.55	\$0.00	\$75,418.61	\$0.00	\$0.00	\$0.00	\$294,758.82
Trail - Dedicated Matching Funds	\$294,758.82	\$0.00	\$0.00	\$294,758.82	\$0.00	\$0.00	\$0.00	\$97,066.46
Sewage Collection and Disposal	\$97,066.46	\$18,998.15	\$12,569.06	\$103,495.55	\$578.23	\$0.00	\$0.00	\$24,790.76
American National CD - 2	\$24,790.76	\$0.00	\$0.00	\$24,790.76	\$0.00	\$0.00	\$0.00	Total
	\$2,483,831.28	\$71,297.96	\$109,974.00	\$2,445,155.24	\$0.00	\$3,432.24	\$2,448,587.48	

City of Lake Shore

Disbursements Register

12/10/2025

<u>Fund Name:</u>	<u>All Funds</u>	<u>Date Range:</u>	<u>11/01/2025 To 11/30/2025</u>	<u>Check #</u>	<u>Description</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-O-P</u>	<u>Total</u>
11/05/2025 A. W. RESEARCH LABORATORIES, INC.				43134	INV 74404 SEP 2025 PROJECT	N	Sanitary Sewer Maintenance	602-43252-302-	\$ 108.10
				Total For Check	43134				\$ 108.10
11/05/2025 CROW WING COUNTY HIGHWAY				43135	INV 9091 2025 BITUMINOUS SEAL COATING SHARE	N	Highways, Streets & Roadways	100-43101-310-	\$ 30,170.10
				Total For Check	43135				\$ 30,170.10
11/05/2025 CULLIGAN				43136	INV 150X02388007 & 150X02346302 RENTAL SVC	N	Other General Government	100-41901-211-	\$ 67.20
				Total For Check	43136				\$ 67.20
11/05/2025 CROW WING POWER				43137	10/14/25 BILL DATE	N	Street Lighting	100-43160-381-	\$ 30.42
				43137			Park Areas	100-45202-381-	\$ 34.08
				43137			Cemetery	100-49010-381-	\$ 53.43
				43137			Sewer Utilities - Sewer Lift Stations	602-49470-381-	\$ 303.23
				Total For Check	43137				\$ 421.16
11/05/2025 CITY OF JENKINS				43138	INV DATE 10/15/25 DIESEL AIR COMPRESSOR RENTAL	N	Cemetery	100-49010-211-	\$ 104.07
				Total For Check	43138				\$ 104.07
11/05/2025 COLUMN SOFTWARE PBC				43139	INV 5D7E8A93-0030 PZ PUBLIC NOTICE	N	Planning and Zoning Office	100-41911-351-	\$ 50.66
				Total For Check	43139				\$ 50.66
11/05/2025 FIRST IMPRESSION PRINTING				43140	Inv 95365 NEWSLETTER	95169	N	Other General Government	100-41901-201-
				Total For Check	43140				\$ 380.00
11/05/2025 GOPHER STATE ONE-CALL INC				43141	CHECKS			100-41901-354-	\$ 608.70
				Total For Check	43141				\$ 608.70
11/05/2025 IDEAL CONSTRUCTION				43142	ACCT # MN00470 INV 5100531	N	Sanitary Sewer Maintenance	602-43252-300-	\$ 18.90
				Total For Check	43142				\$ 18.90
11/05/2025 THE LINCOLN NATIONAL LIFE INS. CO.				43143	FINAL PYMT ESTIMATE #4	N	Purchasing	100-41570-530-	\$ 13,948.41
				Total For Check	43142				\$ 13,948.41
Report Version: 03/31/2015					ACCT ATCLSHORE-BL-1553002 PREMIUM PYMTS	N	City Administrator	100-41350-133-	\$ 73.57

Fund Name: All Funds
Date Range: 11/01/2025 To 11/30/2025

<u>Date</u>	<u>Vendor</u>	<u>Check #</u>	<u>Description</u>	<u>Void</u>	<u>Account Name</u>	<u>F.A.O.P</u>
11/05/2025	LAMS,INC	43143			Chief of Police	100-42111-133-
		Total For Check	43143			\$ 90.32
11/05/2025	LYNN LEMBCKE CONSULTING	43144	INV 27421	N	General Government Buildings and Plant	\$ 35.98
		Total For Check	43144			\$ 35.98
11/05/2025	NORTHLAND SEPTIC MAINTENANCE INC	43145	INV 25-033 BODY WORN CAMERA AUDIT	N	Police	100-41940-310-
		Total For Check	43145			\$ 750.00
11/05/2025	CASS COUNTY ATTORNEY'S OFFICE	43146	OCT 2025 1/3 OF FINES	N	Police	100-42101-300-
		Total For Check	43146			\$ 44.44
11/05/2025	ON SYSTEMS INC	43147	INV 28515 & 28514 SEPTIC MAINT	N	Sewage Collection and Disposal	602-43250-300-
		Total For Check	43147			\$ 670.00
11/05/2025	PURCHASE POWER	43148	INV 12322 MANAGED SVC PLAN	N	Other General Government	100-41901-415-
		Total For Check	43148			\$ 620.25
11/05/2025	RARDIN EXCAVATING INC	43149	ACCT 8000 9000 0325 8542 DUE 11/19/25	N	Other General Government	100-41901-322-
		Total For Check	43149			\$ 252.00
11/05/2025	SOURCEWELL	43150	GRADE CITY ROADS INV DATE 10/23/25	N	Highways, Streets & Roadways	100-43101-310-
		Total For Check	43150			\$ 1,425.00
11/05/2025	TRI-COUNTY SEPTIC INSPECTION	43151	INV 000005224 SEP 2025 PLANNING & ZONING SVC	N	Planning and Zoning	100-41910-300-
		Total For Check	43151			\$ 3,093.75
11/05/2025	TASC	43152	ROCK PT RD SEPTIC INSPECTION 90-472-0140	N	Planning and Zoning Office	100-41911-400-
		Total For Check	43152			\$ 200.00
11/05/2025	WASTE PARTNERS INC.	43153	INV IN3579804 - TASC ID 4104-7329-2671 COBRA	N	Other General Government	100-41901-415-
		Total For Check	43153			\$ 28.30
11/05/2025						\$ 110.20

Fund Name: All Funds
Date Range: 11/01/2025 To 11/30/2025

Date	Vendor	Total For Check	Check#	Description	Void	Account Name	FA-O-P
11/05/2025	WIDSETH SMITH NOLTING & ASSOC. INC.	43155	43154	GULLTRL-241009 &241184 ENG-241183	N	Purchasing	100-41570-409- \$ 288.00
	Total For Check	43155					\$ 3,846.50
11/05/2025	XT CREATIVE GROUP	43156		INV 3389 DESIGN/LAYOUT FALL/WINTER NEWSLTR	N	Other General Government	100-41570-514- \$ 4,134.50
	Total For Check	43156					\$ 230.00
11/05/2025	JOHN ALLEN	43157		PERMIT FEE REFUND	N	Planning and Zoning Office	100-41901-354- \$ 50.00
	Total For Check	43157					\$ 50.00
11/05/2025	NISSWA POST OFFICE	43158		PERMIT TYPE/# PI 53 NEWSLTR POSTAGE	N	Other General Government	100-41901-439- \$ 476.05
	Total For Check	43158					\$ 476.05
11/05/2025	TROY MAGNUSON	43159		OCT RD/WW MTG	N	Sewer Committee	100-41901-322- \$ 50.00
	Total For Check	43159					\$ 50.00
11/05/2025	BILL SCHULTZ	43160		OCT 2025 RWW	N	Sewer Committee	602-41333-318- \$ 25.00
	Total For Check	43160					\$ 25.00
11/05/2025	JIM HALVERSON	43161		OCT 2025 RWWW MTG	N	Sewer Committee	602-41333-318- \$ 50.00
	Total For Check	43161					\$ 50.00
11/05/2025	JUSTIN STAHLKE	43162		OCT 2025 RWWW MTG	N	Sewer Committee	602-41333-318- \$ 50.00
	Total For Check	43162					\$ 50.00
11/05/2025	TERRY HANSEN	43163		OCT 2025 RWWW MTG	N	Sewer Committee	602-41333-318- \$ 50.00
	Total For Check	43163					\$ 50.00
11/05/2025	CHASE CARD SERVICES	43164	ACCT 5961	N	Other General Government		\$ 50.00
				100-41901-201- 100-41901-211- 100-41901-433- 100-43001-227- 100-49010-225-	\$	206.21 136.91 112.08 467.00 97.02	
	Total For Check	43164					\$ 1,019.22
11/05/2025	CITY OF PEQUOT LAKES	43165		INV 2508, 2503 & 2510 MTHLY WW SVCS & PARTS & SEWER INSPECTION	N	Sanitary Sewer Maintenance	602-43252-221- \$ 5.49

Fund Name:	All Funds	Date Range:	11/01/2025 To 11/30/2025	Check#	Description	Void	Account Name	FA-O-P	Total
Date	Vendor								
				Total For Check	43165				
11/10/2025	CROW WING POWER			43165	10/14/25 BILL DATE	N	Street Lighting Park Areas Cemetery Sewer Utilities - Sewer Lift Stations	602-43252-300- 602-43252-300-	\$ 3,514.23
				Total For Check	43167				
11/12/2025	Payroll Period Ending 11/11/2025			43168	Payroll Period 10/29/25 - 11/11/25 PD 11/12/25	N	Council/Town Board	100-41110-101-	\$ 346.31
				Total For Check	43168				
11/12/2025	Payroll Period Ending 11/11/2025			43169	Payroll Period 10/29/25 - 11/11/25 PD 11/12/25	N	Council/Town Board	100-41110-101-	\$ 280.65
				Total For Check	43169				
11/12/2025	Payroll Period Ending 11/11/2025			43170	Payroll Period 10/29/25 - 11/11/25 PD 11/12/25	N	City Administrator	100-41350-101-	\$ 1,830.58
				Total For Check	43170				
11/12/2025	Payroll Period Ending 11/11/2025			43171	Payroll Period 10/29/25 - 11/11/25 PD 11/12/25	N	Council/Town Board	100-41110-101-	\$ 270.65
				Total For Check	43171				
11/12/2025	Payroll Period Ending 11/11/2025			43172	Payroll Period 10/29/25 - 11/11/25 PD 11/12/25	N	Chief of Police	100-42111-101-	\$ 2,183.19
				Total For Check	43172				
11/12/2025	Payroll Period Ending 11/11/2025			43173	Payroll Period 10/29/25 - 11/11/25 PD 11/12/25	N	Clerk	100-41425-101-	\$ 1,217.35
				Total For Check	43173				
11/12/2025	Payroll Period Ending 11/11/2025			43174	Payroll Period 10/29/25 - 11/11/25 PD 11/12/25	N	Planning and Zoning Office Sewer Administration	100-41911-101- 602-49495-101-	\$ 65.80
				Total For Check	43174				
11/12/2025	Payroll Period Ending 11/11/2025			43174	Payroll Period 10/29/25 - 11/11/25 PD 11/12/25	N	Patrolman PT	100-42113-101-	\$ 829.35
				Total For Check	43174				
11/12/2025	Payroll Period Ending 11/11/2025			43175	Payroll Period 10/29/25 - 11/11/25 PD 11/12/25	N	Public Works Employee	100-43010-101-	\$ 860.53

Fund Name: All Funds

Date Range: 11/01/2025 To 11/30/2025

<u>Date</u>	<u>Vendor</u>	<u>Check#</u>	<u>Description</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-O-P</u>	<u>Total</u>
		IRS111225	Chief of Police	100-42111-101-		195.33	
		IRS111225		100-42111-126-		41.87	
		IRS111225		100-42113-101-		117.05	
		IRS111225		100-42113-122-		61.38	
		IRS111225		100-42113-126-		14.36	
		IRS111225	Patrolman PT	100-43010-101-		190.47	
		IRS111225		100-43010-122-		73.32	
		IRS111225		100-43010-126-		17.15	
		IRS111225	Public Works Employee	100-49001-101-		(0.04)	
		IRS111225		100-49001-101-		12.81	
		IRS111225		602-49495-101-		5.52	
		IRS111225		602-49495-122-			
		IRS111225		602-49495-126-			
		IRS111225				1.29	
			Total For Check			\$ 1,807.51	
11/12/2025	MN DEPT OF REVENUE (PAYROLL TAXES)	MN111225	Payroll Period 10/29/25 - 11/11/25 Pd 11/12/25	N	Council/Town Board	100-41110-101-	\$ 25.00
		MN111225			City Administrator	100-41350-101-	\$ 94.48
		MN111225			Clerk	100-41425-101-	\$ 75.30
		MN111225			Planning and Zoning Office	100-41911-101-	\$ 2.04
		MN111225			Chief of Police	100-42111-101-	\$ 94.91
		MN111225			Patrolman PT	100-42113-101-	\$ 43.60
		MN111225			Public Works Employee	100-43010-101-	\$ 54.73
		MN111225			Sewer Administration	602-49495-101-	\$ 4.07
			Total For Check			\$ 394.13	
11/12/2025	PUBLIC EMPLOYEES RETIREMENT ASSN	PERA111225	Payroll Period 10/29/25-11/11/25 Pd 11/12/25	N	Council/Town Board	100-41110-101-	\$ 32.50
		PERA111225				100-41110-121-	\$ 32.50
		PERA111225				100-41310-101-	\$ 23.75
		PERA111225				100-41310-121-	\$ 23.75
		PERA111225				100-41350-101-	\$ 180.25
		PERA111225				100-41350-121-	\$ 207.98
		PERA111225				100-41425-101-	\$ 115.98
		PERA111225				100-41425-121-	\$ 133.82
		PERA111225				100-41911-101-	\$ 3.13
		PERA111225				100-41911-121-	\$ 3.61
		PERA111225				100-42111-101-	\$ 373.45
		PERA111225				100-42111-121-	\$ 560.17
		PERA111225				100-43010-101-	\$ 76.87
		PERA111225				100-43010-121-	\$ 88.70
		PERA111225				100-49001-101-	\$ 0.01
		PERA111225				602-49495-101-	\$ 6.27

Fund Name: All Funds**Date Range:** 11/01/2025 To 11/30/2025

<u>Date</u>	<u>Vendor</u>	<u>Check #</u>	<u>Description</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-O-P</u>
11/13/2025	A. W. RESEARCH LABORATORIES, INC.	43178	INV 75341 OCT 2025 PROJECT	N	Sanitary Sewer Maintenance	602-43252-302-
	Total For Check	43178				\$ 1,869.97
11/13/2025	W. W. GOETSCH ASSOCIATES, INC.	43179	INV 115568 STEP STATION	N	Sanitary Sewer Maintenance	602-43252-310-
	Total For Check	43179				\$ 2,599.30
11/13/2025	GALLS LLC	43180	ACCT 3870102 - INV 033001284	N	Chief of Police Patrolman PT	100-42111-208-
	Total For Check	43180				\$ 115.67
11/13/2025	KNIFE RIVER COPRORIZATION	43181	INV 1147474 LAKE SHORE, CTY 77 & SANDY 4000 EXT	N	Purchasing	100-41570-530-
	Total For Check	43181				\$ 990.00
11/13/2025	LAKES AREA FOOD SHELF	43182	DONATION 2025	N	Other General Government	100-41901-490-
	Total For Check	43182				\$ 750.00
11/13/2025	NISSWA AUTOMOTIVE	43183	INV 1012971 - MOUNT & BALANCE 4 TIRES	N	Police	100-42101-217-
	Total For Check	43183				\$ 1,401.77
11/13/2025	NISSWA HARDWARE	43184	ACCT 50036, INV 149462,149568 BATTERIES & KEY BLANK	N	Other General Government	100-41901-201-
	Total For Check	43184				\$ 13.18
11/13/2025	CHARTER COMMUNICATIONS	43185	ACCT 175599201 - Inv 17559920110125	N	Public Works General	100-43001-211-
	Total For Check	43185				\$ 84.90
11/13/2025	SCHAFFERS FOODS	43186	ACCT 1030946500-INV 00145432-167,00383933-168	N	Other General Government	100-41901-321-
	Total For Check	43186				\$ 118.40
11/13/2025	US BANK EQUIPMENT FINANCE	43187	INV 567824917 CUST CR ACCT #1378687	N	Other General Government	100-41901-415-
	Total For Check	43187				\$ 297.76
						\$ 297.76

Fund Name: All Funds

Date Range: 11/01/2025 To 11/30/2025

<u>Date</u>	<u>Vendor</u>	<u>Total For Check</u>	<u>Check #</u>	<u>Description</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-O-P</u>	<u>Total</u>
11/19/2025	MINNESOTA POWER	43201		SEP 27-OCT 27, 2025 BILLING PERIOD	N	General Government Buildings and Plant	100-41940-381-	\$ 327.78
		43201		Street Lighting			\$ 113.48	
		43201		Sewer Utilities - Sewer Lift Stations			\$ 161.99	
	Total For Check	43201					\$ 58.20	
11/19/2025	LAMS,INC	43202		INV 57584	N	General Government Buildings and Plant	100-41940-310-	\$ 35.98
		Total For Check	43202				\$ 35.98	
11/19/2025	MEDICA	43203		CUST#MTK308361 INV 949302431985 Due 12/1/25	N	City Administrator	100-41350-131-	\$ 1,652.92
		43203				Chief of Police	\$ 2,924.33	
	Total For Check	43203					\$ 4,577.25	
11/19/2025	NCPERS GROUP LIFE INS.	43204		UNIT # 571200 - INV 571200122025	N	Chief of Police	100-42111-101-	\$ 16.00
		Total For Check	43204				\$ 16.00	
11/19/2025	S-N-K CAR WASH & OIL CHANGE	43205		INV 69440 - OIL CHANGE	N	Automotive Services	100-42152-217-	\$ 68.89
	Total For Check	43205					\$ 68.89	
11/19/2025	SOURCEWELL	43206		INV 000005296 OCT 2025 PLANNING & ZONING SVC	N	Planning and Zoning	100-41910-300-	\$ 2,543.75
		Total For Check	43206				\$ 2,543.75	
11/19/2025	XCEL ENERGY	43208		ACCT 51-6575479-0 STMT 952193322	N	General Government Buildings and Plant	100-41940-383-	\$ 90.97
		Total For Check	43208				\$ 90.97	
11/19/2025	JUSTIN STAHLKE	43209		NOV 2025 RWW MTG & PEBBLE BEACH	N	Sewer Committee	602-41333-318-	\$ 100.00
		Total For Check	43209				\$ 100.00	
11/19/2025	JIM HALVERSON	43210		NOV 2025 RWW MTG & PEBBLE BEACH	N	Sewer Committee	602-41333-318-	\$ 100.00
		Total For Check	43210				\$ 100.00	
11/19/2025	BILL SCHULTZ	43211		NOV 2025 RWW MTG & PEBBLE BEACH	N	Sewer Committee	602-41333-318-	\$ 100.00

Fund Name: All Funds

Date Range: 11/01/2025 To 11/30/2025

<u>Date</u>	<u>Vendor</u>	<u>Check #</u>	<u>Description</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-O-P</u>	<u>Total</u>
		HCSP1125202			Clerk	100-41425-101-	138.75
		HCSP1125202			Planning and Zoning Office	100-41911-101-	3.75
		HCSP1125202			Chief of Police	100-42111-101-	150.00
		HCSP1125202			Sewer Administration	602-49495-101-	7.50
		Total For Check					\$ 450.00
11/25/2025	IRS DEPOSIT (PAYROLL)	IRS11252025	Payroll Period 11/12/25 - 11/25/25 Pd 11/25/25	N	City Administrator	100-41350-101-	\$ 390.89
		IRS11252025				100-41350-122-	157.86
		IRS11252025				100-41350-126-	36.92
		IRS11252025			Clerk	100-41425-101-	236.92
		IRS11252025				100-41425-122-	102.03
		IRS11252025				100-41425-126-	23.86
		IRS11252025			Planning and Zoning Office	100-41911-101-	6.40
		IRS11252025				100-41911-122-	2.76
		IRS11252025				100-41911-126-	0.64
		IRS11252025			Housekeeping/Grounds Maint	100-41942-101-	6.89
		IRS11252025				100-41942-122-	5.58
		IRS11252025				100-41942-126-	1.31
		IRS11252025			Chief of Police	100-42111-101-	19.33
		IRS11252025				100-42111-126-	41.87
		IRS11252025				100-42113-101-	86.60
		IRS11252025				100-42113-122-	50.69
		IRS11252025				100-42113-126-	11.85
		IRS11252025				100-43010-101-	151.38
		IRS11252025				100-43010-122-	41.64
		IRS11252025				100-43010-126-	9.74
		IRS11252025				100-49001-101-	(0.02)
		IRS11252025				602-49495-101-	12.81
		IRS11252025				602-49495-122-	5.52
		IRS11252025				602-49495-126-	1.29
		Total For Check					\$ 1,580.76
11/25/2025	MN DEPT OF REVENUE (PAYROLL TAXES)	MN11252025	Payroll Period 11/12/25 - 11/25/25 Pd 11/25/25	N	City Administrator	100-41350-101-	\$ 94.48
		MN11252025				100-41425-101-	75.30
		MN11252025				100-41911-101-	2.04
		MN11252025				100-42111-101-	94.91
		MN11252025				100-42113-101-	34.37
		MN11252025				100-43010-101-	29.17
		MN11252025				602-49495-101-	4.07
		Total For Check					\$ 334.34

Fund Name: All Funds

Date Range: 11/01/2025 To 11/30/2025

<u>Date</u>	<u>Vendor</u>	<u>Check #</u>	<u>Description</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-O-P</u>	<u>Total</u>
11/25/2025	PUBLIC EMPLOYEES RETIREMENT ASSN	PERA1125201	Payroll Period 11/12/25-11/25/25 Pd 11/25/25	N	City Administrator	100-41350-101-	\$ 180.25
		PERA1125201	Clerk		100-41350-121- 100-41425-101-	\$ 207.98 115.98	
		PERA1125201	Planning and Zoning Office		100-41425-121- 100-41911-101-	\$ 133.82 3.13	
		PERA1125201	Chief of Police		100-41911-121- 100-42111-101-	\$ 3.61 373.45	
		PERA1125201	Public Works Employee		100-42111-121- 100-43010-101-	\$ 560.17 43.65	
		PERA1125201	Miscellaneous		100-43010-121- 100-49001-101-	\$ 50.37 0.01	
		PERA1125201	Sewer Administration		100-49495-101- 602-49495-121-	\$ 6.27 7.23	
		PERA1125201				\$ 1,685.92	
Total For Check		TASCYRLY112					
11/25/2025	TASC	TASCYRLY112	INV IN3618846 - TASC ID 4104-7329-2671 Membership Fee	N	Other General Government	100-41901-415-	\$ 755.43
							\$ 755.43
							\$ 109,974.00

Total For Selected Checks

STAFF REPORT

ITEM: 2026 Levy and Budget

FROM: Laura Fussy

DATE: December 9, 2025

ISSUES:

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 2.91% at 1,808,573.00 which is approximately \$51,000. The debt levy is at \$159,810.00 for a total levy of \$1,968,383.00 (total levy increase of 2.81%). The overall budget increase is 2.52%. There have been no adjustments made to the budget since the preliminary levy and budget were approved in September.
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.

General Fund	Fund	Proposed	Council
Description	Acct	Budget	Revised
Numb	Object	Budget	Budget
	Code	2024	2025
General Operating Levy	100	31001	\$1,664,467.00
Tax Abatement & Debt Levy	310	31001	\$159,600.00
Total for Certified Levy			\$1,824,067.00
			\$1,914,526.00
Tax Increment Financing	100	31050	
Penalties & Int Delinq Taxes	100	31910	
Liquor/Cigarette Licenses	100	32110	\$11,974.00
Building Permits	100	32210	\$16,000.00
Animal Licenses	100	32240	\$80.00
Variance/CUP Fees	100	32260	\$1,800.00
Lot Spills	100	32261	\$900.00
Golf Cart Permits	100	32280	\$120.00
Handgun Permits	100	32299	\$150.00
Federal Grants and Aids	100	33102	\$30.00
Trail Grants	100	33433	
Municipal State Aid for Streets	402	33419	
Market Value Credit-Agricultural	100	33426	
State in Lieu of Taxes	100	33428	
State Police Aid	100	33450	
Local Gov't and Aids	100	33401	
HACA	100	33402	
PERA Refund	100	33429	
Misc Chgs for Services	100	34001	
Recording Fees	100	34102	\$2,76.00
Fire Number Signs/Street Signs	100	34111	\$240.00
Zoning/Subdivision Fees	100	34103	\$300.00
Sale of Maps/Publications	100	34105	\$10.00
Assessment Searches	100	34107	\$10.00
Photocopies/Faxing	100	34109	\$500.00
Employee Expenses Paid	100	34110	
Insurance Claims	100	34150	
Insurance Dividend	100	34151	
Reimbursse Attorney Fees	100	34160	
Reimbursse Engineer Fees	100	34170	
Special Police Services - ZBH GCOLA	100	34201	\$12,000.00
Public Safety - Reimbursment TZD	100	34250	\$5,000.00
Police Forfeitures	100	35201	
Impound Fees	100	35202	
Police Training Reimbursement	100	33416	\$2,000.00
Park Dedication Fee	404	34781	\$2,000.00
P&Z Penalties	226	35107	\$750.00
Administration Tickets	225	35104	\$2,000.00
Fines	100	35101	\$3,000.00
Special Assessments	233,234 &	310	\$3,000.00
Penalties & Interest - Special Asst	100	31952	
Miscellaneous Revenues	100	36201	
Cemetery	100	34940	
Insurance Reimbursement	100	36202	
Employee Reimbursement	100	36203	
Interest Earnings	805	36210	\$32,500.00
Interest Earnings	100	36210	\$200.00
Franchise Fees - Royalties	100	36220	\$4,500.00
Trail Contributions/Donations	420	36230	\$4,600.00
Easter Egg Hunt	100	36233	\$1,500.00
Transfers from General Fund	100	39201	\$2,000.00
Transfers from Enterprise Fund	602	39202	
Sale of Co Bonds	100	39310	
Premiums on Bonds Sold	100	39320	
Total w/o Property Taxes			\$105,980.00
Total General Revenues	100		\$1,770,447.00
			\$1,843,640.00
			\$1,890,117.00

Levy Increase 2.91%
Certified Levy Increase 2.81%

GENERAL FUND BUDGET PROPOSAL 2026

GENERAL FUND BUDGET PROPOSAL 2026								Total with Proposed	
CAPITAL OUTLAY		Frequency		Next		Inc in Reserve		Purchased	
FUND 100	OBJ	Cost to to	Scheduled	Budget	Balance	to Date	Balance	Budget	2026
ACCT # 41570-Purchasing	CODE	Replace	Replace	1/1/2025	1/1/2025	8/28/2025	8/28/2025	2026	Budget
Government Buildings	520	20,000.00	5 years	\$20,000.00	\$91,259.62		\$91,259.62	\$20,000.00	\$111,259.62
Street Improvements	530	1,000,000.00	10 years	annually	\$320,000.00	\$477,196.65	\$327,413.97	\$149,782.68	\$450,000.00
Street Improvement Engineering	409				\$75,000.00	\$75,000.00	\$102,938.80		\$75,000.00
Public Improvements	531	250,000.00	10 years	annually	\$10,000.00	\$342,831.86		\$342,831.86	\$10,000.00
Sign Replacement	532				\$1,000.00	\$4,856.37		\$4,856.37	\$1,000.00
Maintenance Equipment	549			annually	\$3,000.00	\$36,736.73	\$1,184.46		\$35,552.27
Maintenance Truck	550	60,000.00	5 years	2015	\$10,000.00	\$26,216.89		\$26,216.89	\$10,000.00
Squad Number 826	551	48,000.00	7 years	2026	\$7,000.00	\$48,119.79		\$48,119.79	\$7,000.00
Squad Number 827	552	48,000.00	7 years	2028	\$7,000.00	\$39,490.10		\$39,490.10	\$7,000.00
Office Equipment/Furnishings	570	10,000.00	3 years	annually	\$10,668.91		\$10,668.91		\$10,668.91
Police Equipment Squad 826	575	14,000.00	7 years	2026	\$17,048.84		\$17,048.84		\$17,048.84
Police Equipment Squad 827	576	14,000.00	7 years	2028	\$11,071.25		\$11,071.25		\$11,071.25
Police Office Equipment	581	6,000.00	3 years	2020	\$2,000.00	\$4,703.10		\$4,703.10	\$4,703.10
Police Equipment/Misc Purchases	582				-\$50,366.44	\$10,264.00	-\$60,630.44		-\$60,630.44
Public Safety	583				\$0.00		\$0.00		\$0.00
Clerk Computer	585	1,300.00	3 years	2020	\$750.00	\$3,032.27	\$2,218.00	\$814.27	\$500.00
Zoning Computer	586	5,000.00	3 years	2022	\$500.00	\$2,520.35	\$2,206.00	\$314.35	\$500.00
City Mapping	591	10,000.00	2 years	2016	\$1,000.00	\$5,925.29	\$5,925.29	\$1,000.00	\$6,925.29
Employee Benefit Reserve	592	15,540.00	annually	annually	\$5,000.00	\$57,750.03		\$57,750.03	\$1,000.00
Operating Reserve (Severance)	593	150,000.00	annually	annually	\$20,000.00	\$206,459.80		\$206,459.80	\$2,500.00
Miscellaneous Capital Outlay	595				\$500.00	\$6,989.72		\$6,989.72	\$500.00
Software	597	30,000.00			\$4,000.00	\$13,000.00		\$13,000.00	\$4,000.00
Trail	513				\$131,485.52	\$13,747.28	\$117,738.24		\$117,738.24
Trail Phase 3	514				-\$339,946.54	\$37,423.64	-\$377,370.18		-\$377,370.18
Trail Maintenance	515				\$4,500.00	\$15,816.58	\$15,816.58	\$4,500.00	\$20,316.58
Technology	539				\$2,000.00	\$17,410.00		\$17,410.00	\$2,000.00
Cemetery	589				\$13,823.75		\$13,823.75		\$13,823.75
Total Capital Outlay (General)		1,681,940.00			\$493,250.00	\$497,396.15	\$799,643.09	\$596,500.00	\$1,396,143.09

DISBURSEMENTS		Fund	Acct	Object	Budget	Budget	Proposed	Council
Description		Numb	Numb	Code	2024	2025	2026	Revised
City Administrator		100	41350					
Wages and Salaries (100%)		100	41350	101	\$36,267.00	\$37,717.00	\$77,497.00	
PERA Emplr Contr		100	41350	121	\$2,720.00	\$2,829.00	\$5,812.00	
FICA Emplr Contr		100	41350	122	\$2,249.00	\$2,339.00	\$4,805.00	
Medi Emplr Contr		100	41350	126	\$526.00	\$547.00	\$1,124.00	
Paid Family Med Leave Emplryr Contr							\$341.00	
Emplr Paid Health Ins		100	41350	131	\$10,822.00	\$10,580.00	\$19,836.00	
Emplr Paid Life/Disability Ins		100	41350	133	\$440.00	\$449.00	\$930.00	
Workers Compensation		100	41350	151	\$280.00	\$280.00	\$542.00	
Mileage Reimbursement		100	41350	331	\$75.00	\$75.00	\$200.00	
Lodging/Meal Expenses		100	41350	332				
Education/Training		100	41350	437	\$100.00	\$100.00	\$400.00	
Total City Administrator		100	41350		\$53,479.00	\$54,916.00	\$111,487.00	
Clerk		100	41425					
Wages and Salaries (92.5%)		100	41425	101	\$76,678.00	\$63,133.00	\$49,284.00	
PERA Emplr Contr		100	41425	121	\$5,751.00	\$4,735.00	\$3,696.00	
FICA Emplr Contr		100	41425	122	\$4,754.00	\$3,914.00	\$3,056.00	
Medi Emplr Contr		100	41425	126	\$1,111.00	\$915.00	\$715.00	
Paid Family Med Leave Emplryr Contr							\$217.00	
Emplr Paid Health Ins		100	41425	131	\$25,703.00	\$18,608.00	\$0.00	
Emplr Paid Life/Disability Ins		100	41425	133	\$980.00	\$859.00	\$671.00	
Workers Compensation		100	41425	151	\$450.00	\$450.00	\$293.00	
Mileage Reimbursement		100	41425	331	\$375.00	\$375.00	\$200.00	
Lodging/Meal Expenses		100	41425	332	\$400.00	\$400.00	\$400.00	
Education/Training		100	41425	437	\$350.00	\$550.00	\$550.00	
Dues & Publications		100	41425	433	\$50.00	\$50.00	\$50.00	
Total Clerk		100	41425		\$116,607.00	\$93,989.00	\$59,132.00	
TOTAL PAGE					\$170,086.00	\$148,905.00	\$170,619.00	

DISBURSEMENTS	Fund	Acct	Object	Budget	Budget	Proposed	Council
Description	Numb	Numb	Code	2024	2025	2026	2026
City Council	100	41110					
Wages and Salaries	100	41110	101	\$15,000.00	\$18,500.00	\$18,500.00	
PERA Emplr Contribution	100	41110	121	\$200.00	\$320.00	\$360.00	
FICA Emplr Contribution	100	41110	122	\$700.00	\$1,147.00	\$1,147.00	
Medi Emplr Contribution	100	41110	126	\$218.00	\$268.00	\$268.00	
PFML Emplr Contr						\$81.00	
Workers Compensation	100	41110	151	\$70.00	\$70.00	\$70.00	
Mileage Reimbursement	100	41110	331	\$150.00	\$300.00	\$300.00	
Lodging/Meal Expenses	100	41110	332	\$150.00	\$450.00	\$450.00	
Education/Training	100	41110	437	\$1,200.00	\$1,200.00	\$1,200.00	
Total City Council		41110		\$17,688.00	\$22,255.00	\$22,376.00	
Mayor	100	41310					
Wages and Salaries	100	41310	101	\$5,000.00	\$5,000.00	\$5,000.00	
PERA Emplr Contribution	100	41310	121	\$250.00	\$250.00	\$250.00	
FICA Emplr Contribution	100	41310	122				
Medi Emplr Contribution	100	41310	126	\$71.00	\$71.00	\$71.00	
PFML Emplr Contr						\$22.00	
Workers Compensation	100	41310	151	\$18.00	\$18.00	\$18.00	
Mileage Reimbursement	100	41310	331	\$100.00	\$100.00	\$100.00	
Lodging/Meal Expenses	100	41310	332	\$50.00	\$200.00	\$200.00	
Education/Training	100	41310	437	\$500.00	\$500.00	\$500.00	
Total Mayor	100	41310		\$5,989.00	\$6,139.00	\$6,161.00	
WW/Road Committee	100	41333					
Wages and Salaries	100	41333	101				
Committee Meetings	100	41333	318	\$3,000.00	\$3,300.00	\$3,300.00	
Workers Compensation	100	41333	151				
Legal Fees	100	41333	304				
Engineering Fees	100	41333	408	\$3,500.00	\$1,500.00	\$1,500.00	
Education/Training	100	41333	437	\$100.00	\$100.00	\$100.00	
Total Sewer Committee	100	41333		\$6,600.00	\$4,900.00	\$4,900.00	
Column Totals Page 4				\$30,277.00	\$33,294.00	\$33,437.00	

DISBURSEMENTS						Proposed	Council
Description	Fund	Act	Object	Budget	Budget	Revised	
	Numb	Numb	Code	2024	2025	2026	
Park Committee							
Wages and Salaries	100	41332					
Committee Meetings	100	41332	101				
FICA-Emplr Contribution	100	41332	318	\$1,500.00	\$1,500.00	\$1,000.00	
Medi Emplr Contribution	100	41332	126				
Workers Compensation	100	41332	151	\$30.00	\$30.00	\$30.00	
Education/Training	100	41332	437				
Total Park Committee	100	41332		\$1,530.00	\$1,530.00	\$1,030.00	
Parks							
Operating Supplies	100	45202					
Landscaping	100	45202	211	\$500.00	\$500.00	\$500.00	
Professional Services	100	45202	300	\$3,500.00	\$4,500.00	\$4,500.00	
Public Improvements	100	45202	531				
Public Improvements Nissawa Park	100	45202	402	\$0.00			
Electricity	100	45202	381	\$450.00	\$450.00	\$450.00	
Trail Maintenance	100	45207					
Total Parks	100	45202		\$5,950.00	\$6,950.00	\$6,950.00	
Elections							
Wages & Salaries	100	41410	101	\$6,500.00		\$6,500.00	
FICA-Emplr Contribution	100	41410	122	\$155.00		\$155.00	
Medi Emplr Contribution	100	41410	126	\$36.00		\$36.00	
Office Supplies	100	41410	201	\$50.00		\$50.00	
Legal	100	41410	304	\$2,000.00		\$2,000.00	
Legal Notices	100	41410	351	\$500.00		\$500.00	
Mileage Reimbursement	100	41410	331	\$350.00		\$350.00	
Lodging/Meals Expense	100	41410	332				
Printing & Publication	100	41410	354	\$1,200.00		\$1,200.00	
Total Elections	100	41410		\$10,791.00	\$0.00	\$10,791.00	
Column Totals Page 5				\$18,271.00	\$8,480.00	\$18,771.00	

DISBURSEMENTS						Proposed	Council
Description	Numb	Fund	Actct	Object	Budget	Budget	Revised
				Code	2024	2025	2026
Comprehensive Plan Committee	100	41334					
Committee Meetings	100	41334	318				
Professional Services (Ord Changes)	100	41334	300	\$0.00	\$0.00		
Auditor	100	41530					
Auditing & Acct Services	100	41530	301	\$9,600.00	\$10,100.00	\$10,300.00	
Office Supplies	100	41530	201				
Legal Notices	100	41530	351				
Total Auditor				\$9,600.00	\$10,100.00	\$10,300.00	
Facilities Plan Expense	600	41340					
Other General Government	100	41901					
Liability Insurance	100	41901	161	\$30,000.00	\$33,000.00	\$33,000.00	
Office Supplies	100	41901	201	\$1,200.00	\$1,200.00	\$1,200.00	
Operating Supplies	100	41901	211	\$1,800.00	\$1,800.00	\$2,000.00	
Pop Machine Supplies	100	41901	211				
Professional Services	100	41901	300	\$1,500.00	\$1,700.00	\$1,700.00	
Engineering Fees General	100	41901	303				
Repair/Maintenance Supplies	100	41901	221	\$200.00	\$500.00	\$500.00	
Trail T-Shirts	100	41901	259				
Legal Fees/General	100	41901	304	\$10,500.00	\$10,500.00	\$10,500.00	
Maintenance	100	41901	310				
Communications-phone,internet,fax	100	41901	321	\$7,500.00	\$7,500.00	\$7,500.00	
Postage	100	41901	322	\$1,900.00	\$1,900.00	\$1,900.00	
Bulk Rate Permit	100	41901	323	\$275.00	\$350.00	\$350.00	
Shipping and Handling	100	41901	333				
Printing & Publishing	100	41901	354	\$1,500.00	\$1,500.00	\$1,500.00	
Legal Notices	100	41901	351	\$800.00	\$1,500.00	\$1,500.00	
Contract Labor (Special Projects)	100	41901	400	\$18,000.00	\$18,000.00	\$18,000.00	
Rentals/Service Contracts	100	41901	415	\$11,500.00	\$12,000.00	\$12,000.00	
Miscellaneous	100	41901	444	\$1,200.00	\$1,200.00	\$1,000.00	
Dues & Publications	100	41901	433	\$2,400.00	\$2,400.00	\$2,500.00	
Education/Training	100	41901	437	\$700.00	\$700.00	\$700.00	
Sales Tax	100	41901	450				
Supporting Civic Organizations	100	41901	490	\$3,125.00	\$3,325.00	\$3,325.00	
Easter Egg Hunt	100	41901	491	\$1,000.00	\$1,500.00	\$1,500.00	
Total Other General Government				\$95,100.00	\$100,575.00	\$100,675.00	
Column Totals Page 6				\$104,700.00	\$110,675.00	\$110,975.00	

DISBURSEMENTS						Proposed	Council
Description	Fund Numb	Acct Numb	Object Code	Budget 2024	Budget 2025	Budget 2026	Revised 2026
General Government Buildings	100	41940					
Operating Supplies	100	41940	211	\$300.00	\$300.00	\$300.00	
Repair/Maintenance Supplies	100	41940	221	\$200.00	\$200.00	\$200.00	
Maintenance Equipment	100	41940	227	\$100.00	\$100.00	\$100.00	
Professional Services	100	41940	300	\$200.00	\$200.00	\$200.00	
Maintenance	100	41940	310	\$800.00	\$900.00	\$1,000.00	
Electricity	100	41940	381	\$4,500.00	\$4,500.00	\$4,500.00	
Natural Gas	100	41940	383	\$3,000.00	\$3,000.00	\$3,000.00	
Refuse Disposal	100	41940	384	\$1,850.00	\$1,850.00	\$1,850.00	
White Goods Disposal	100	41940	386				
Contract Labor	100	41940	400				
Building Repairs	100	41940	401	\$3,000.00	\$2,000.00	\$2,000.00	
Rentals/Service Contracts	100	41940	415	\$500.00	\$500.00	\$500.00	
Miscellaneous	100	41940	444	\$500.00	\$500.00	\$500.00	
Miscellaneous Capital Outlay	100	41940	595				
Total General Gov't Buildings	100	41940		\$14,450.00	\$13,550.00	\$13,650.00	
Housekeeping							
Wages and Salaries	100	41942	101	\$1,080.00	\$1,080.00	\$1,440.00	
FICA Emplyr Contribution	100	41942	122	\$67.00	\$67.00	\$89.00	
Medi Emplir Contribution	100	41942	126	\$15.00	\$15.00	\$21.00	
PFML Emplir Contr							\$6.00
Workers Compensation	100	41942	151				
Total Housekeeping				\$1,162.00	\$1,162.00	\$1,556.00	
Fire							
Miscellaneous	100	42220					
Total Fire	100	42220	415	\$96,000.00	\$116,505.00	\$120,296.00	
Animal Control							
Professional Services	100	42701	300	\$200.00		\$0.00	
Lab Services	100	42701	302				
Mileage Reimbursement	100	42701	331	\$50.00		\$0.00	
Sales Tax	100	42701	450				
Total Animal Control	100	42701		\$250.00	\$0.00	\$0.00	
Public Safety							
First Responders	100	42001	389				
Siren Contract	100	42001	400	\$2,000.00	\$2,000.00	\$2,000.00	
Management Fees	100	42001	312				
Unallocated Expenditures							
Community Service	100	49201	107				
Miscellaneous	100	49201	444				
Refunds & Reimbursements	100	49201	810				
Total Unallocated Exp							
TOTAL PAGE				\$111,862.00	\$133,217.00	\$137,502.00	

DISBURSEMENTS						Proposed	Council
PLANNING & ZONING	Fund	Acct	Object	Budget	Budget	Budget	Revised
Description	Numb	Numb	Code	2024	2025	2026	2026
P&Z Commission/BOA	100	41330	318	\$7,500.00	\$9,000.00	\$9,000.00	
P & Z Committee Meetings	100	41330	100				
Wages and Salaries	100	41330	122				
FICA Emp/Contr Contribution	100	41330	126				
Medi Emp/Contr Contribution	100	41330	151	\$70.00	\$90.00	\$90.00	
Workers Compensation							
Education/Training	100	41330	437	\$750.00	\$750.00	\$750.00	
Total P & Z Commission/BOA	100	41330		\$8,320.00	\$9,840.00	\$9,840.00	
Zoning Office	100	41911					
Wages and Salaries (2.5%)	100	41911	101	\$2,072.00	\$1,706.00	\$1,332.00	
PERA Emp/Contr Contribution	100	41911	121	\$155.00	\$128.00	\$100.00	
FICA Emp/Contr Contribution	100	41911	122	\$128.00	\$106.00	\$83.00	
Medi Emp/Contr Contribution	100	41911	126	\$30.00	\$25.00	\$17.00	
PRML Emp/Contr Contribution							
Emp/ Paid Health Ins	100	41911	131	\$700.00	\$503.00	\$0.00	
Emp/ Paid Life/Disability Ins	100	41911	133	\$27.00	\$23.00	\$20.00	
Workers Compensation	100	41911	151	\$16.00	\$16.00	\$16.00	
Comprehensive Plan Mtgs.	100	41911					
Operating Supplies	100	41911	211	\$50.00	\$50.00	\$50.00	
Vehicle Fuels/Additives	100	41911	212				
Vehicle Repairs/Maintenance	100	41911	213				
Professional Services	100	41911	300				
Legal Fees	100	41911	305	\$700.00	\$700.00	\$700.00	
Mileage	100	41911	331	\$300.00			
Printing and Publishing	100	41911	354	\$50.00	\$50.00	\$50.00	
Legal Notices	100	41911	355	\$500.00	\$500.00	\$500.00	
Contract Labor	100	41911	400	\$1,800.00	\$4,800.00	\$37,500.00	
Engineering Fees	100	41911	405	\$2,500.00	\$2,500.00	\$2,500.00	
Rentals & Service Contracts	100	41911	415				
Miscellaneous	100	41911	444				
Recorder Fees	100	41911	439	\$460.00	\$460.00	\$460.00	
Dues and Publications	100	41911	433				
City Mapping	100	41911	591	\$100.00	\$100.00	\$100.00	
Miscellaneous Capital Outlay	100	41911	595				
Total P & Z Office	100	41911		\$9,583.00	\$12,167.00	\$64,034.00	
Zoning Administrator	100	41910					
Wages and Salaries (65%)	100	41910	101	\$67,353.00	\$70,047.00		
PERA Emp/Contr	100	41910	121	\$5,051.00	\$5,233.00		
FICA Emp/Contr	100	41910	122	\$4,176.00	\$4,343.00		
Medi Emp/Contr	100	41910	126	\$977.00	\$1,016.00		
Emp/ Paid Health Ins	100	41910	131	\$18,057.00	\$19,650.00		
Emp/ Paid Life/Disability Ins	100	41910	133	\$818.00	\$834.00		
Workers Compensation	100	41910	151	\$515.00	\$515.00		
Mileage Reimbursement	100	41910	331				
Lodging/Meal Expenses	100	41910	332				
Education/Training	100	41910	437	\$550.00	\$550.00		
Total P & Z Administrator	100	41910		\$97,497.00	\$102,408.00	\$0.00	
TOTAL P & Z				\$115,405.00	\$124,415.00	\$73,874.00	

DISBURSEMENTS						Proposed	Council
POLICE		Fund	Acct	Object	Budget	Budget	Revised
Description		Numb	Numb	Code	2024	2025	2026
Chief of Police	100	42111					
Wages and Salaries	100	42111	101	\$101,737.00	\$105,806.00	\$88,796.00	
PERA Emplr Contr	100	42111	121	\$18,007.00	\$18,727.00	\$15,717.00	
Medi Emplr Contr	100	42111	126	\$1,475.00	\$1,534.00	\$1,288.00	
PFML Emplr Contr						\$391.00	
Uniforms	100	42111	208	\$550.00	\$1,200.00	\$550.00	
Emplr Paid Health Ins	100	42111	131	\$31,506.00	\$37,702.00	\$35,058.00	
Emplr Paid Life/Disability Ins	100	42111	133	\$1,247.00	\$1,272.00	\$1,145.00	
Workers Compensation	100	42111	151	\$8,100.00	\$8,505.00	\$6,926.00	
Mileage Reimbursement	100	42111	331	\$200.00	\$200.00	\$200.00	
Lodging/Meal Expenses	100	42111	332	\$600.00	\$600.00	\$600.00	
Education/Training	100	42111	437	\$800.00	\$800.00	\$800.00	
Total Chief of Police	100	42111		\$164,222.00	\$176,346.00	\$151,501.00	
Patrolman Full Time	100	42112					
Wages and Salaries	100	42112	101	\$75,360.00	\$78,374.00	\$72,800.00	
PERA Emplr Contr	100	42112	121	\$13,339.00	\$13,873.00	\$12,806.00	
Medi Emplr Contr	100	42112	126	\$1,093.00	\$1,137.00	\$1,056.00	
PFML Emplr Contr						\$320.00	
Uniforms	100	42112	208	\$550.00	\$550.00	\$550.00	
Emplr Paid Health Ins	100	42112	131	\$28,603.00	\$33,967.00	\$25,000.00	
Emplr Paid Life/Disability Ins	100	42112	133	\$963.00	\$982.00	\$924.00	
Workers Compensation	100	42112	151	\$6,000.00	\$6,300.00	\$5,678.00	
Mileage Reimbursement	100	42112	331	\$200.00	\$200.00	\$200.00	
Lodging/Meal Expenses	100	42112	332	\$300.00	\$300.00	\$300.00	
Education/Training	100	42112	437	\$800.00	\$800.00	\$800.00	
Total Patrolman Full Time	100	42112		\$127,208.00	\$136,483.00	\$120,514.00	
Patrolman Part Time	100	42113					
Wages and Salaries	100	42113	101	\$23,000.00	\$23,000.00	\$23,000.00	
PERA Emplr Contr	100	42113	121	\$1,725.00	\$1,725.00	\$1,725.00	
FICA Emplr Contr	100	42113	122	\$1,426.00	\$1,426.00	\$1,426.00	
Medi Emplr Contr	100	42113	126	\$334.00	\$334.00	\$334.00	
PFML Emplr Contr						\$101.00	
Uniforms	100	42113	208	\$500.00	\$500.00	\$500.00	
Emplr Paid Health Ins	100	42113	131				
Emplr Paid Life/Disability Ins	100	42113	133				
Workers Compensation	100	42113	151	\$2,100.00	\$2,100.00	\$2,100.00	
Mileage Reimbursement	100	42113	331				
Lodging/Meal Expenses	100	42113	332				
Education/Training	100	42113	437	\$400.00	\$400.00	\$400.00	
Total Patrolman Part Time	100	42113		\$29,485.00	\$29,485.00	\$29,586.00	
Total Police Wages				\$320,915.00	\$342,314.00	\$301,601.00	

DISBURSEMENTS						Proposed	Council
Description	Fund Numb	Acct Numb	Object Code	Budget 2024	Budget 2025	Budget 2026	Revised 2026
Police Communications	100	42151					
Communications/phone, internet, fax	100	42151	321	\$4,000.00	\$4,000.00	\$4,000.00	
Rentals & Service Contracts	100	42151	415	\$500.00	\$500.00	\$500.00	
Total Police Communications	100	42151		\$4,500.00	\$4,500.00	\$4,500.00	
Police Automotive Service	100	42152					
Vehicle Fuels/Additives	100	42152	212	\$10,000.00	\$8,500.00	\$8,500.00	
Repairs/Maintenance Supplies	100	42152	221	\$250.00			
Vehicle Repairs/Maint - All	100	42152	217	\$1,250.00	\$5,000.00	\$5,000.00	
Total Automotive Service	100	42152		\$11,500.00	\$13,500.00	\$13,500.00	
Police General	100	42101					
Office Supplies	100	42101	201	\$200.00			
Operating Supplies	100	42101	211	\$1,000.00	\$1,000.00	\$1,000.00	
Repair & Maintenance Supplies	100	42101	221	\$500.00	\$500.00	\$500.00	
Professional Services	100	42101	300	\$2,000.00	\$2,000.00	\$2,000.00	
Printing and Publishing	100	42101	354	\$50.00	\$50.00	\$50.00	
Legal Fees	100	42101	307	\$100.00	\$100.00	\$100.00	
Contract Labor	100	42101	400				
Miscellaneous	100	42101	444	\$500.00	\$250.00	\$250.00	
Dues and Publications	100	42101	433	\$100.00	\$300.00	\$300.00	
Police Equipment	100	42101	582	\$1,000.00	\$1,000.00	\$1,000.00	
Total Police General	100	42101		\$5,450.00	\$5,200.00	\$5,200.00	
Public Safety Mgmt Fee	100	42001	312				
Total Page 10					\$21,450.00	\$23,200.00	\$23,200.00
Total Police Wages (Page 9)					\$320,915.00	\$342,314.00	\$301,601.00
TOTAL POLICE BUDGET					\$342,365.00	\$365,514.00	\$324,801.00

DISBURSEMENTS						Proposed	Council
PUBLIC WORKS		Fund	Acct	Object	Budget	Budget	Revised
Description		Numb	Numb	Code	2024	2025	2026
Public Works (Part-time 30%)		100	43010				
Wages & Salaries (2013-65%)(2015-PT)	100	43010	101		\$16,391.00	\$20,000.00	\$20,000.00
PERA Emplr Contr	100	43010	121		\$1,229.00	\$1,500.00	\$1,500.00
FICA Emplr Contr	100	43010	122		\$1,016.00	\$1,240.00	\$1,240.00
Medi Emplr Contr	100	43010	126		\$238.00	\$290.00	\$290.00
PFML Emplr Contr							\$88.00
Emplr Paid Health Ins	100	43010	131				
Emplr Paid Life/Disability Ins	100	43010	133				
Workers Compensation	100	43010	151		\$1,800.00	\$1,800.00	\$1,800.00
Mileage Reimbursement	100	43010	331		\$175.00	\$175.00	\$175.00
Uniforms	100	43010	208		\$150.00	\$150.00	\$150.00
Lodging/Meal Expenses	100	43010	332		\$50.00	\$50.00	\$50.00
Education/Training	100	43010	437		\$100.00	\$100.00	\$100.00
Total Wages Public Works	100	43010			\$21,149.00	\$25,305.00	\$25,393.00
Public Works General	100	43001					
Operating Supplies	100	43001	211		\$500.00	\$500.00	\$500.00
Vehicle Fuels/Additives	100	43001	212		\$2,400.00	\$2,400.00	\$2,400.00
Vehicle Repairs/Maintenance	100	43001	213		\$1,800.00	\$1,800.00	\$1,800.00
Repairs/Maintenance Supplies	100	43001	221		\$500.00	\$500.00	\$500.00
Landscaping	100	43001	225		\$50.00	\$50.00	\$50.00
Professional Services	100	43001	300		\$250.00		
Legal Fees/PW	100	43001	309		\$0.00		
Communications	100	43001	321				
Shipping and Handling	100	43001	333				
Advertising	100	43001	341				
Printing/Publishing	100	43001	354		\$50.00	\$20.00	\$0.00
Maintenance Equipment	100	43001	227		\$500.00	\$500.00	\$500.00
Contract Labor	100	43001	400		\$100.00	\$100.00	\$100.00
Improvements/Not to Buildings	100	43001	403		\$50.00	\$50.00	\$50.00
Engineering/PW	100	43001	409		\$20,000.00	\$20,000.00	\$20,000.00
Rentals/Service Contracts	100	43001	415				
Miscellaneous	100	43001	444		\$100.00	\$100.00	\$100.00
Dues/Publications	100	43001	433				
Total Public Works General	100	43001			\$26,300.00	\$26,020.00	\$26,000.00
Total Page 11					\$47,449.00	\$51,325.00	\$51,393.00

DISBURSEMENTS						Proposed	Council
PUBLIC WORKS	Fund	Acct	Object	Budget	Budget	Budget	Revised
Description	Numb	Numb	Code	2024	2025	2026	2026
Highways, Streets, Roadways							
Repair & Maintenance Supplies	100	43101					
Sign Repair/Replacement	100	43101	221	\$150.00	\$150.00	\$150.00	
Maintenance	100	43101	226	\$750.00	\$750.00	\$750.00	
Engineering Fees	100	43101	310	\$130,000.00	\$130,000.00	\$130,000.00	
Contract Labor	100	43101	409	\$25,000.00	\$25,000.00	\$25,000.00	
Total Highways, Sts, Roadways				\$155,900.00	\$155,900.00	\$155,900.00	
Fritz Loven Bridge (Tracking)	100	43102	409				
Debt Service Principal	310	47110	601	\$120,750.00	\$126,000.00	\$126,000.00	
Debt Service Interest	310	47210	611	\$34,807.00	\$32,340.00	\$29,820.00	
Fiscal Agent Fees	100	47501	620	\$1,325.00	\$1,325.00	\$1,325.00	
Total				\$156,882.00	\$159,665.00	\$157,145.00	
Ice and Snow Removal	100	43125					
Salt and Sand	100	43125	224	\$15,000.00	\$18,000.00	\$18,000.00	
Contract Labor	100	43125	400	\$35,000.00	\$35,000.00	\$35,000.00	
Total Ice and Snow Removal	100	43125		\$50,000.00	\$53,000.00	\$53,000.00	
Sewer Monitoring Program							
Professional Services	602	43500	300				
Operating Supplies	602	43500	211				
Cemetery							
Landscaping		49010					
Operating Supplies	100	49010	225	\$1,500.00	\$1,200.00	\$1,500.00	
Contract Labor	100	49010	211	\$500.00	\$500.00	\$500.00	
Electricity	100	49010	400	\$500.00	\$500.00	\$500.00	
Engineering	100	49010	381	\$700.00	\$700.00	\$700.00	
Legal	100	49010	304		\$100.00		GIS
Road Improvements	100	49010	530	\$200.00	\$300.00	\$300.00	
Maintenance	100	49010	310	\$200.00	\$200.00	\$200.00	
Total Cemetery	100	49010		\$3,600.00	\$3,500.00	\$3,700.00	
Street Lighting/Electricity	100	43160	381	\$2,000.00	\$2,000.00	\$2,000.00	
Weed Control	100	43260	444	\$500.00	\$500.00	\$500.00	
Total Page 12				\$363,882.00	\$374,565.00	\$372,245.00	
Total Page 11				\$47,449.00	\$51,325.00	\$51,393.00	
TOTAL PUBLIC WORKS, HIGHWAYS, ETC.				\$416,331.00	\$425,890.00	\$423,638.00	

SEWER BUDGET PROPOSAL 2026					Proposed	Council	
Description	Fund Numb	Acct Numb	Object Code	Budget 2024	Budget 2025	Budget 2026	Revised 2026
Interest Earnings	602	36210					
Sewer Charge User Fee	602	37210			\$142,586.00	\$152,592.00	\$160,221.00
Sewer Capital Improvement Fund	407	37210			\$28,000.00	\$28,050.00	\$28,150.00
Connection Fee	602	37250				\$7,600.00	
Late Fee (Delinq. From Cass Cty)	602	37260			\$500.00		
Special Assessments	602	31953					
Misc Sewer Revenue	602	36201					
Sewer Electric Reimbursement	602						
Total Sewer Revenues					\$171,086.00	\$188,242.00	\$188,371.00
Wastewater Supervisor	602	49490					
Wages and Salaries (2013 - 35%)	602	49490	101				
PERA Emplir Contr	602	49490	121				
FICA Emplir Contr	602	49490	122				
Medi Emplir Contr	602	49490	126				
Emplr Paid Health Ins	602	49490	131				
Emplr Paid Life/Disability Ins	602	49490	133				
Workers Compensation	602	49490	151				
Mileage Reimbursement	602	49490	331				
Lodging/Motel Expenses	602	49490	332				
Dues and Publications	602	49490	433				
Education/Training	602	49490	437				
Total Wastewater Supervisor	602	49490					
Debt Service	602						
Principal	602	47110	601		\$19,033.00	\$32,823.00	
Interest	602	47210	611		\$11,224.00	\$2,623.00	
Fiscal Agent Fees	602	47501	620				
Total Debt Service	602				\$30,257.00	\$35,446.00	
Sanitary Sewer Construction	602	43251					
Professional Service (For '01 Advertis)	602	43251	300				
Legal Fees/Sewer	602	43251	308				
Contract Labor	602	43251	400				
Engineering Fees	602	43251	408				
Legal Notices	602	43251	351				
Total Sanitary Sewer Construction	602	43251					
Sewage Collection and Disposal							
Step Stations Professional Services	602	43250	300	\$7,000.00	\$5,000.00	\$5,000.00	Northland
Step Stations Maintenance	602	43250	310				
Sanitary Sewer Cleaning	602	43253					
Capital Outlay							
Sewer Improvements (Added 1/2016)	407	41570	535				
Sewer Equipment (Added 1/2003)	602	41570	536	\$5,000.00	\$15,000.00	\$15,000.00	
Total Capital Outlay				\$5,000.00	\$15,000.00	\$15,000.00	
TOTAL PAGE				\$12,000.00	\$50,257.00	\$55,446.00	

SEWER						Proposed	Council
Description	Fund Numb	Acct Numb	Object Code	Budget 2024	Budget 2025	Budget 2026	Revised 2026
Sewer Administration							
Wages & Salaries (5%)	602	49495	101	\$4,145.00	\$3,413.00	\$2,464.00	
PERA Emplr Contr	602	49495	121	\$311.00	\$256.00	\$185.00	
FICA Emplr Contr	602	49495	122	\$257.00	\$212.00	\$153.00	
Medicare Emplr Contr	602	49495	126	\$60.00	\$49.00	\$36.00	
Emplr Paid Health Insurance	602	49495	131	\$1,434.00	\$1,005.00	\$0.00	
Emplr Paid Life/Disability Insurance	602	49495	133	\$51.00	\$46.00	\$33.00	
Workmans Compensation	602	49495	151	\$27.00	\$25.00	\$17.00	
Professional Services	602	49495	300		\$1,920.00	\$1,920.00	
PCA Permits	602	49495	315	\$505.00	\$505.00	\$505.00	
Total Sewer Admin.	602	49495		\$6,790.00	\$7,431.00	\$5,313.00	
Sanitary Sewer Maintenance	602	43252					
Uniforms	602	43252	208				
Operating Supplies	602	43252	211				
Vehicle Fuels/Additives	602	43252	212				
Vehicle Repairs	602	43252	213				
Repair/Maintenance Supplies	602	43252	221	\$700.00	\$700.00	\$700.00	
Maintenance Equipment	602	43252	227	\$1,500.00	\$1,500.00	\$2,000.00	
Professional Services	602	43252	300	\$42,135.00	\$43,000.00	\$44,000.00	
Lab Services	602	43252	302	\$5,000.00	\$5,000.00	\$5,000.00	
Legal Fees-Sewer	602	43252	308	\$0.00			
Maintenance	602	43252	310	\$1,500.00	\$28,000.00	\$10,000.00	
Engineering Fees - Sewer	602	43252	408	\$10,000.00	\$10,000.00	\$10,000.00	
Total Sanitary Sewer Maintenance	602	43252		\$60,835.00	\$88,200.00	\$71,700.00	
Sewer Lift Stations	602	49470					
Repair/Maintenance Supplies	602	49470	221	\$500.00	\$500.00	\$1,000.00	
Professional Services	602	49470	300	\$1,500.00	\$1,500.00	\$1,500.00	Minn Pump Works
Maintenance	602	49470	310	\$8,000.00	\$8,000.00	\$20,000.00	
Communication (BarHarbor) OMNI	602	49470	321	\$5,000.00	\$2,500.00	\$2,500.00	
Electricity	602	49470	381	\$5,800.00	\$6,000.00	\$6,000.00	
Total Sewer Lift Stations				\$20,800.00	\$18,500.00	\$31,000.00	
Total Page 14				\$95,025.00	\$119,031.00	\$108,013.00	
Total Page 13				\$12,000.00	<u>\$50,257.00</u>	\$55,446.00	
TOTAL SEWER				\$107,025.00	<u>\$169,288.00</u>	\$163,459.00	

STAFF REPORT

ITEM: Approval of new Planning Commission/Board of Adjustment Member

DATE: December 11, 2025

ISSUES:

1. Chair Jim Woll will be completing his term on the Planning Commission at the end of 2025 therefore we will need an approval for a new board member. Based on alternate applications and the recommendation from the board, Dr. TJ Graber is next in line to become a full-time member.

STAFF REPORT

ITEM: Approval of new alternate to the Planning Commission/Board of Adjustment Member

DATE: December 11, 2025

ISSUES:

1. The Planning Commission has recommended the approval of a new alternate to the Planning Commission/Board of Adjustment. Attached is his application for review.

Name: Steve Hensel

Address: 1032 Bass Lake Road

Commission Application Date: 10-25-2024

City of Lake Shore
Committee Application

Name Steve Hensel Date 10/25/2024

Address 1032 Bass Lake Road Phone 218-821-1119

E-Mail Address stevenahensel@gmail.com

Which Committee are you requesting to be considered for?

(Check One)

Board of Adjustment/Planning and Zoning

Park Committee

Environmental Committee

Wastewater/Road Committee

Are you a resident of Lake Shore? Yes No

If yes, Permanent Seasonal

Why are you interested in serving on the committee selected above?

I believe in community Service, (Volunteer for 12 years) and the future of our great City of Lake Shore

Briefly describe any education or experience that you feel would assist you in serving on the above selected committee.

I was on Planning & Zoning in Frankfort Township for 2 years, helped with comp plan for 37 sq miles, annexed into Saint Michael, started over with comp plan. Took 2 years. Stayed on P&Z until 2001. (12 years total)

Please mail or fax back to Lake Shore City Hall - 8583 Interlachen Rd. Lake Shore, MN 56468

Phone: 218-963-2148 Fax: 218-963-7562

S:\Patt\Documents\Forms\Committee Application.doc

**BOARD OF ADJUSTMENT/PLANNING COMMISSION
CITY OF LAKE SHORE
LAKE SHORE CITY HALL
MINUTES
OCTOBER 13, 2025
9:00 AM**

Commission Members in attendance: Chair Jim Woll, Sean Weldon, PJ Smith, Dave Riegert; Alternate Kevin Egan; Mayor Andy Stewart; City Engineer Alex Bitter; Sourcewell Nicole Hausmann; City Clerk/Administrator Laura Fussy, and Deputy Clerk Kathy Johansen. Absent were Commission Member Alex Kuhn and Council Liaison Darcy Peterson. A quorum was present, and the Commission was competent to conduct business. There were twenty-five people in the audience including Alternate TJ Graber.

Chair Jim Woll called the meeting to order at 9:00 a.m.

Approval of the September 8, 2025, Regular Meeting Minutes – MOTION BY PJ SMITH AND SECONDED BY KEVIN EGAN TO APPROVE THE MINUTES FOR THE SEPTEMBER 8, 2025, BOARD OF ADJUSTMENT/PLANNING COMMISSION AS PRESENTED. MOTION PASSED.

PUBLIC HEARING –

MOTION BY SEAN WELDON AND SECONDED BY DAVE RIEGERT TO OPEN THE PUBLIC HEARING AT 9:03 AM. MOTION PASSED.

Variance 10-25 (#5a) (2 Gulls & 3 Buoys) – to construct a 702 square foot addition to the south of an existing legal non-conforming dwelling with an attached 39 square foot covered entry not meeting bluff setback, and to construct a 799 square foot addition to the west of an existing legal non-conforming dwelling not meeting the side yard setback. PID's 90-437-2555 & 90-437-2560.

The subject property (PID #90-437-2555) features an existing legal non-conforming structure (1,024 sq. ft.) with an attached deck (421 sq. ft.). The subject property features a garage with living quarters (552 sq. ft.). The proposed additions will create one principal dwelling with an attached garage.

The subject property (PID #90-437-2560) features an existing legal non-conforming structure (440 sq. ft.) with an attached deck (231 sq. ft.). The guest cottage meets the size requirements specified in Section 17.3.1.6 of the Ordinance.

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 properties are located at 8784 & 8788 Interlachen Rd and are zoned Residential, Medium Density R-2 (Shoreland); (Gull Lake - General Development).
2. The subject properties are 1.09 Acres (47,794 sq. ft.) total
3. The subject property contains a legal existing non-conforming dwelling on lot 20 (PID #90-437-2555).
4. The subject property contains a legal existing non-conforming guest cottage on lot 21 (PID #90-437-2560).
5. The two parcels would be consolidated if a variance is approved.
6. The parcel directly to the north is owned by the same property owners (2 Gulls and 3 Buoys, LLC).

7. The existing accessory structure with living quarters would become part of the principal structure if a variance were approved.
8. The proposed 702 square foot addition is 14 feet from the bluff at the closest point on the south side of the property.
9. The proposed additions would meet the lake setback and the road right-of-way setback, per Certificate of Survey received 9/16/2025.
10. 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.
11. The total impervious surface for the lot, including the proposed additions and existing structures provided on the Certificate of Survey received 9/16/2025, is 20.3% 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).
12. Section 8.2 of the City of Lake Shore ordinance allows for a one-time addition to a non-conforming principal structure to be permitted without the need for a variance, provided all requirements of the section are met. This section does not allow for a structure over 2,500 square feet, which can only be approved by means of a variance from the code requirements.
13. 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.
14. A stormwater management plan has been submitted to the city with the variance application and reviewed by the City Engineer.
15. The DNR has been notified of the request, and no comment has been received as of the time this staff report was drafted.
16. The City Engineer has been notified of the request, and had no additional comments per email received 10/2/2025.
17. 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:

18. 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 the addition (799 sq. ft.) by attaching the accessory structure to the principal dwelling. The other addition (702 sq. ft.) is not getting any closer to the bluff than the existing dwelling. These lots will be consolidated to be compliant with City Code requirements.
19. Does the property have unique circumstances that were not created by the landowner?
 - a. Yes, the properties are non-conforming legal lots of record. There are existing structures on lots 20 and 21. The proposals will meet the lake and road right-of-way setbacks as outlined in the Certificate of Survey received on 9/16/2025.
20. If the variance is granted, will the essential character of the locality remain consistent?
 - a. Yes, constructing the additions will not alter the essential character of the neighborhood. The proposed improvements are consistent with other dwellings in the vicinity of the subject property. The same property owner owns the property directly to the north.
21. 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)

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

- a. Yes, the request has been made on factors other than economic considerations. Implementing a stormwater management plan will help protect the water quality of Gull Lake.

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

- 23. Will granting the variance put property to use in a reasonable manner not permitted by the zoning ordinance?
 - a. No, the plight of the landowner is due to circumstances created by the landowner proposing additions that do not meet the bluff or side yard setback. The intent of the Ordinance is to enforce setbacks to limit environmental concerns and impacts to Gull Lake.
- 24. Does the property have unique circumstances that were not created by the landowner?
 - a. No, the plight of the landowner is due to circumstances unique to the property owner, created by the landowner wanting an addition in this specific location to the principal dwelling, which is closer to the bluff than allowed by the Ordinance.
- 25. If the variance is granted, will the essential character of the locality remain consistent?
 - a. Yes, constructing the additions will not alter the essential character of the neighborhood.
- 26. 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. No, the variance is not consistent with the comprehensive plan, as decreasing the bluff and side yard setback will not provide adequate environmental considerations.
- 27. Has the variance request been made based on reasons other than economic considerations alone?
 - a. 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 provided to the city. The City of Lake Shore zoning ordinance allows for additions to a principal structure; however, the encroachment of the side yard and bluff setback may only be allowed by variance.

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

1. 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.

2. 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.
3. PID #90-437-2555 & PID #90-437-2560 must be consolidated with Cass County before issuing a zoning permit with the City.
4. 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.
5. The proposed downspout gutters and stormwater retention areas, as shown on the stormwater management plan, shall be implemented upon completion of the project if/when a zoning permit is applied for and approved by the City.
6. The guest cottage shall remain accessory to the principal use and shall not be sold or rented as a separate dwelling without further city approval.

Nicole Hausmann stated the following items will become part of the record – Notice of mailing, notice of publication, signed application and attachments and staff report, and comments received. One written comment was received by the City Engineer and is in the packet. DNR was notified on September 21st and no additional comments have been received.

Nicole Hausmann presented Variance 10-25 (#5a).

Travis Miller explained the unique situation in the construction of the additions.

Dave Baudler indicated he was the owner of the property and shared the additions would accommodate some living area on the main floor for live-in parents and provide additional space for his family.

Kevin Egan remarked from his perspective the ownership of both lots is key in the decision of this request.

Jim Woll requested an explanation regarding how combining lots will reduce non-conformities from three to one.

Travis Miller explained on the north lot there is currently a stand-alone home, a detached garage with a living space, and on the south lot there is a guest cabin that has living space in it, and this goes across the property lines between Lot #20 and Lot #21. The additions are creating one primary dwelling with an attached garage and then one accessory structure on one lot.

Discussion continued regarding the structures and the lot lines.

MOTION BY PJ SMITH AND SECONDED BY KEVIN EGAN TO APPROVE THE VARIANCE 10-25 (2 GULLS AND 3 BUOYS) REQUEST BASED ON THE FINDINGS OF FACT AND SUBJECT TO THE CONDITIONS OUTLINED BY STAFF. MOTION PASSED.

Variance 10-25 (#5b) (John Allen) – to construct a new dwelling with an attached garage and covered porch not meeting the road right-of-way or side yard setback. PID 90-457-0010.

The subject property features an existing legal non-conforming structure (400 sq. ft.) with an attached deck (240 sq. ft.), which will remain on the property as a guest cottage. The guest cottage meets the size requirements as specified in Section 17.3.1.6 of the Ordinance. The existing garage will be removed (576 sq. ft.). The Board of Adjustment approved a previous variance on December 20, 2023, for rebuilding a new home, which included boat storage, and constructing a sports court on the west side of the property.

The applicant has a septic system installation dated 7/02/2025, which is deemed compliant as documented and provided to the city.

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

1. The subject property is located at 9110 Pebble Beach Rd and is zoned Residential, Medium Density R-2 (Shoreland); (Gull Lake - General Development).
2. The subject property is +/- .80 Acres (35,009 sq. ft. not including ROW)
3. The subject property contains a legal existing non-conforming guest cabin with an attached deck.
4. The proposed 2,998 square foot new dwelling with attached garage is 8 feet from the side yard setback (closest point at north side bump out), 10 feet (northeast corner - towards the lake), and 13 feet (northwest corner - towards the road right-of-way), where 15 feet is required.
5. The proposed 2,998 square foot new dwelling with attached garage is 26 feet from the road right-of-way (Pebble Beach Road), where 30 feet is required.
6. The proposed 2,998 square foot new dwelling with attached garage and covered porch will meet the side yard setback to the south of the property, per Certificate of Survey received 9/17/2025.
7. The proposed new dwelling with attached garage and covered porch would meet the lake setback, per Certificate of Survey received 9/17/2025.
8. The proposed 1,103 square foot covered porch will meet the lake setback and the road right-of-way setback, per Certificate of Survey received 9/17/2025.
9. The existing detached garage will be removed from the property.
10. The proposed 1,468 square foot driveway will utilize pervious material.
11. The existing septic system was installed and deemed compliant as documented on the installation form dated 7/2/2025 and was provided to the city.
12. The total impervious surface for the lot, including the proposed new dwelling with an attached garage and covered porch and existing structures provided on the Certificate of Survey received 9/17/2025, is 24.1% 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).
13. 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.
14. A stormwater management plan has been submitted to the city with the variance application and reviewed by the City Engineer.
15. The DNR has been notified of the request, and no comment has been received as of the time this staff report was drafted.
16. The City Engineer has been notified of the request, and the comment received on 10/2/2025 stated: "Provide details for pervious driveway and maintenance plan, if using the existing drainfield for home, verify the sizing is still compliant and stormwater retention is to be the 5-year, 24-hour event, not the 1 inch since the impervious is increasing more than 5%".
17. 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:

18. 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 and covered porch. The new dwelling would meet the lake setback and be further from the lake than the existing non-conforming structure. This is also an existing lot of record established prior to zoning regulations.

19. Does the property have unique circumstances that were not created by the landowner?

- a. Yes, property is a non-conforming legal lot of record that is divided by Pebble Beach Road with a small building envelope. The new proposal will meet the lake setback according to the Certificate of Survey received on 9/17/2025.

20. 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 houses in the vicinity of the subject property.

21. 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)

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

- a. Yes, the request has been made on factors other than economic considerations. Implementing a stormwater management plan will help protect the water quality of Gull Lake.

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

23. Will granting the variance put property to use in a reasonable manner not permitted by the zoning ordinance?

- a. No, the plight of the landowner is due to circumstances created by the landowner proposing a new dwelling that does not meet the side yard or road right-of-way setbacks. The intent of the Ordinance is to enforce setbacks to limit environmental concerns and impacts to Gull Lake.

24. Does the property have unique circumstances that were not created by the landowner?

- a. No, the plight of the landowner is due to circumstances unique to the property owner, created by the landowner wanting a new dwelling with an attached garage, which is closer to the road and side yard than allowed by the Ordinance.

25. 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.

26. 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. No, the variance is not consistent with the comprehensive plan, as decreasing the side yard and road right-of-way setback will not provide adequate environmental considerations.

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

- a. 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 provided to the city.

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

1. 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.
2. 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.
3. 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.
4. The proposed downspout gutters and stormwater retention areas, as shown on the stormwater management plan, shall be implemented upon completion of the project if/when a zoning permit is applied for and approved by the City.
5. The guest cottage shall remain accessory to the principal use and shall not be sold or rented as a separate dwelling without further city approval.
6. 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.

Nicole Hausmann stated the following items will become part of the record – Notice of mailing, notice of publication, signed application and attachments, staff report and comments received. One written comment was received from the City Engineer which is included in the packet. DNR was notified on September 23rd and no additional comments were received.

Nicole Hausmann presented Variance 10-25 (#5b).

John Allen shared the proposed project is the construction of a new home with attached garage and stated the variance request is for an 8 foot side yard setback and a 26 foot road right-of-way. John referenced that this home will have a 75 foot lake setback and the garage will align with four or five existing garages on surrounding properties.

Alex Bitter commented on providing details on the impervious driveway and maintenance plan and mentioned the proposed stormwater plan does not meet the ordinance.

John Allen shared that he doesn't feel there will be a storm water problem. The grade will be built up so any rain coming off the roof will go down into the front yard and on the street side there is a holding pond in place.

Alex Bitter explained that the stormwater management plan is for 1 inch, and due to the impervious increase of more than 5%, it will need to be the 5-year, 24-hour event stormwater plan.

MOTION BY KEVIN EGAN AND SECONDED BY SEAN WELDON TO APPROVE THE VARIANCE 10-25 (JOHN ALLEN) REQUEST BASED ON THE FINDINGS OF FACT AND CONDITIONS EXPANDED TO MEET THE STORMWATER REQUIREMENTS. MOTION PASSED.

Variance 10-25 (#5c) (Travis Roberts) – to allow a patio in the bluff impact zone and exceeding the allowed 250 square foot size for a Water Oriented Accessory Structure. PID 90-437-1910.

The subject property features an existing non-conforming structure (+/- 5,172 sq. ft.). During an open forum meeting, it was brought to the city's attention that work was being completed on the property without a permit. An on-site visit was conducted on the property. At a previous meeting on 8/11/2025, the Board of Adjustment determined that a violation had occurred with the construction of a patio in the bluff without a permit. The applicant has a septic system installation dated 08/25/2025, which is deemed compliant as documented and provided to the city.

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

1. The subject property is located at 8638 Interlachen Road and is zoned Residential, Medium Density R-2 (Shoreland); (Gull Lake - General Development).
2. The subject property is +/- .69 Acres or 41,580 square feet.
3. The subject property contains an existing non-conforming dwelling with an attached garage with living space.
4. The proposal is for a 392-square-foot Water Oriented Accessory Structure (pervious patio) located in the bluff impact zone (top of the bluff) - Section 17.3.12.5.
5. The subject property has an existing 160 square foot Water Oriented Accessory Structure at the lake. Per Section 17.3.12.4, any combination of facilities listed in 17.3.12.2 or 17.3.12.3, provided that their combined area does not exceed 250 sq. ft.
6. Pervious material utilized for the patio with a maintenance plan submitted to the city.
7. The existing septic system has been inspected and deemed compliant as documented in the most recent compliance inspection provided to the city on 8/25/2025.
8. The total impervious surface for the lot, including the pervious patio provided on the Certificate of Survey received 9/17/2025, is 24.53% 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).
9. Section 17.3.12 of the City of Lake Shore ordinance allows each residential lot to have one water-oriented accessory structure or facility if it complies with all requirements of the section. This section does not allow for a 392-square-foot patio and a 160-square-foot covered facility, nor does it allow any structure or facility to be in the bluff impact zone, which can only be approved by means of a variance from the city code requirements.
10. 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.
11. A stormwater management plan has been submitted to the city with the variance application and reviewed by the City Engineer.
12. The DNR has been notified of the request, and no comment has been received as of the time this staff report was drafted.
13. The City Engineer has been notified of the request, and the comment received 10/2/2025 stated: "Provide detail on pervious paver installation".
14. 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:

15. Will granting the variance put property to use in a reasonable manner not permitted by the zoning ordinance?

- a. *Yes, to be determined by the Board of Adjustment.* **
- 16. Does the property have unique circumstances that were not created by the landowner?
 - a. *Yes, to be determined by the Board of Adjustment.* **
- 17. If the variance is granted, will the essential character of the locality remain consistent?
 - a. *Yes, to be determined by the Board of Adjustment.* **
- 18. 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, to be determined by the Board of Adjustment.* **
- 19. Has the variance request been made based on reasons other than economic considerations alone?
 - a. *Yes, to be determined by the Board of Adjustment.* **

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

- 20. Will granting the variance put the property to use in a reasonable manner not permitted by the zoning ordinance?
 - a. No, the plight of the landowner is due to circumstances created by the landowner proposing a patio that does not meet the bluff setback and is too large per City Code. The intent of the Ordinance is to enforce setbacks to limit environmental concerns and impacts to Gull Lake.
- 21. Does the property have unique circumstances that were not created by the landowner?
 - a. No, the plight of the landowner is due to circumstances unique to the property owner, created by the landowner wanting a large patio that does not meet size requirements, and which is closer to the bluff than allowed by the Ordinance.
- 22. If the variance is granted, will the essential character of the locality remain consistent?
 - a. No, allowing the patio will alter the essential character of the neighborhood.
- 23. 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. No, the variance is not consistent with the comprehensive plan, as allowing a patio over the permitted size and decreasing the bluff setback will not provide adequate environmental considerations.
- 24. Has the variance request been made based on reasons other than economic considerations alone?
 - a. 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 provided to the city. The City of Lake Shore zoning ordinance allows for one Water Oriented Accessory Structure (at-grade patio) not exceeding 250 square feet, not in the bluff impact zone, unless allowed by variance.

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

1. All permits and applicable fees must be paid and applied for within two months of this approval.

Nicole Hausmann stated the following items will become part of the record – Notice of mailing, notice of publication, signed application and attachments, staff report and comments received. One written comment was received from the City Engineer which is included in the packet. DNR was notified on September 23rd and received two additional comments over the weekend.

Nicole Hausmann presented Variance 10-25 (#5c).

Nicole Hausmann informed the Planning Commission to review and discuss the application as a variance request, not an after the fact variance.

Nicole Hausmann verified that the shed on the property is an existing legal non-conforming structure so it is not a consideration in this variance.

Travis Roberts shared that he had hired Carter Reece to regrade the property to create a better structure to alleviate water issues and to run the patio back. Travis stated that he put his trust into Carter as Carter was the one speaking with Teri Hastings on the project.

Kevin Egan inquired as to approval for the project from Teri Hastings when she was the City Administrator and if she gave Carter approval for the patio.

Carter Reece responded he did not have approval for the patio.

Alex Bitter commented he saw a maintenance plan on the impervious pavers installation, but he did not see formal details on how it was constructed.

Carter Reece explained the materials used and process of construction.

Jim Woll reminded the public in attendance that comments will be received regarding the variance application and not the civil portion of the issue.

Mark Maki shared his disappointment in not getting the packet information prior to the meeting. Mark Maki approached the water issue and stated the water is running into the lake.

Laura Fussy explained that the packet was too large to put online, and property owners can request a copy of the information they need and it would be sent to them.

Ron Faust stated he lives next to the Roberts' residence and he observed construction beginning and that the Roberts' property level was raised with fill. Ron commented that the water running off the property into the lake would not be a best practice.

Jim Woll reiterated that this issue concerns the patio being constructed without a permit.

Mayor Stewart shared his disappointment in anyone building without a permit.

Committee Members continued discussion regarding the variance and whether it would have been approved before the patio was constructed.

Nicole Hausmann clarified that the stormwater management plan will be mandatory and implemented regardless of approval or denial of the variance.

Jim Woll stated there are three possible decisions in this matter: to deny the variance and removal of the

patio and returned to natural vegetation; grant the variance; or grant the variance with some stipulation for penalty or violation for failing the permit requirement. Jim Woll shared he felt the first decision would be extreme without notification but does feel the message of building without a permit is not acceptable and needs to be conveyed to the community. Jim commented he would be in support of issuance of the variance with some form of penalty to send a signal that what was done is not acceptable.

Kevin Egan referenced the distinct problem of some contractors not respecting the rules.

Jim Woll stated the Committee will break this down into two parts. Decide on the variance approval/denial and then decide on a motion for sanctions, if needed.

MOTION BY SEAN WELDON AND SECONDED BY PJ SMITH TO APPROVE VARIANCE 10-25 (TRAVIS ROBERTS) WITH THE FOLLOWING FINDINGS OF FACT AND CONDITIONS TO ALLOW A PATIO IN THE BLUFF IMPACT ZONE EXCEEDING THE ALLOWED 250 SQUARE FOOT SIZE FOR A WATER ORIENTED ACCESSORY STRUCTURE FOR PID #90-437-1910. THE STORMWATER MANAGEMENT PLAN IS NOT A CONDITION OF APPROVAL, BUT IS REQUIRED FOR THE PERMIT.

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

15. Will granting the variance put property to use in a reasonable manner not permitted by the zoning ordinance?
 - a. Yes, the patio was constructed correctly and with the pervious pavers being used there shouldn't be a problem with the bluff impact zone.
16. Does the property have unique circumstances that were not created by the landowner?
 - a. Yes, the area is in the bluff impact zone and it's not a structure that could create rainwater issues.
17. If the variance is granted, will the essential character of the locality remain consistent?
 - a. Yes, it's not obstructing views by neighbors and not obstructing enjoyment of the lake.
18. 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, it is in keeping with the woodsy feel and everyone wants their patios for enjoyment.
19. Has the variance request been made based on reasons other than economic considerations alone?
 - a. Yes, we're looking at this as a variance and not an after-the-fact variance and it's within the impact zone and the previous owner built the house prior to the 30 foot setback.

MOTION PASSED.

Jim Woll moved the discussion into the second part of the variance decision regarding assessing a penalty for building the patio with no permit.

Discussion followed regarding sanctioning a penalty.

MOTION BY KEVIN EGAN AND SECONDED BY PJ SMITH TO IMPOSE THE MAXIMUM SANCTION OF \$1,000.00 FOR FAILING TO SEEK A PERMIT BEFORE CONSTRUCTION.
MOTION PASSED.

Variance 10-25 (#5d) (Michael Guy Smith) – to construct a new dwelling with an attached garage, an entry, a porch, and a deck not meeting the side yard setback. PID 90-437-1650.

The subject property features an existing legal non-conforming structure (472 sq. ft.) and deck (392 sq. ft.), both of which will be removed. The existing septic system on the property is failing. The applicant has submitted a new septic system dated 9/15/2025 and has been reviewed by Andy Schwartz. Per his comments dated 9/22/2025: “I’d like to see the pressure bed located more than a foot away from the driveway, but it is a tight site and there isn’t much room to do it any other way, so we can allow it. And as indicated in the design, the existing shallow well needs to be capped/sealed. Also, if the new sewer line is less than 50’ from the proposed well, it will need a pressure test. Otherwise, we are good to go.”

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

1. The subject property is located at 8561 Nottingham Rd and is zoned Residential, Medium Density R-2 (Shoreland); (Margaret Lake - General Development).
2. The subject property is +/- .50 Acres (23,552 sq. ft.)
3. The subject property contains a legal existing non-conforming structure that will be removed.
4. The proposed new dwelling with attached garage, entry, porch totaling 2,230 square feet, and a 168 square foot deck is 11 feet from the side yard setback on the north side and south side of the property, where 15 feet is required.
5. The proposed new dwelling with attached garage, entry, porch totaling 2,230 square feet, and a 168 square foot deck will meet the lake setback and road right-of-way setback, per the Certificate of Survey received 9/17/2025.
6. The applicant has provided a new septic design and will be installing a new septic system. The current septic system is failing.
7. The total impervious surface for the lot, including the proposed new dwelling with an attached garage, entry, porch and deck provided on the Certificate of Survey received 9/17/2025, is 23.5% 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).
8. 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.
9. A stormwater management plan has been submitted to the city with the variance application and reviewed by the City Engineer.
10. The DNR has been notified of the request, and no comment has been received as of the time this staff report was drafted.
11. The City Engineer has been notified of the request, and the comment received on 10/2/2025 stated: “Stormwater retention is to be the 5-year, 24-hour event, not the 1 inch since the impervious is increasing more than 5%”.
12. 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:

13. 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 prior to zoning regulations.

14. 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 that is very narrow. The proposals will meet the lake and road right-of-way setbacks according to the Certificate of Survey received 9/17/2025.
15. 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 houses in the vicinity of the subject property.
16. 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)
17. Has the variance request been made based on reasons other than economic considerations alone?
 - a. Yes, the request has been made on factors other than economic considerations. Implementing a stormwater management plan will help protect the water quality of Lake Margaret.

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

18. Will granting the variance put property to use in a reasonable manner not permitted by the zoning ordinance?
 - a. No, the plight of the landowner is due to circumstances created by the landowner proposing a new, bigger dwelling that does not meet the side yard setback. The intent of the Ordinance is to enforce setbacks to limit environmental concerns and impacts on Lake Margaret.
19. Does the property have unique circumstances that were not created by the landowner?
 - a. No, the plight of the landowner is due to circumstances unique to the property owner, created by the landowner wanting a bigger dwelling in this specific location, which is closer to the side yard than allowed by the Ordinance.
20. If the variance is granted, will the essential character of the locality remain consistent?
 - a. Yes, constructing the additions will not alter the essential character of the neighborhood.
21. 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. No, the variance is not consistent with the comprehensive plan, as decreasing the side yard setback will not provide adequate environmental considerations.
22. Has the variance request been made based on reasons other than economic considerations alone?
 - a. 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 provided to the city.

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

1. 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.
2. 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.
3. 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.
4. The proposed downspout gutters and stormwater retention areas, as shown on the stormwater management plan, shall be implemented upon completion of the project if/when a zoning permit is applied for and approved by the City.

Nicole Hausmann stated the following items will become part of the record – Notice of mailing, notice of publication, signed application and attachments and staff report, and comments received. One written comment was received by the City Engineer and is in the packet. DNR was notified on September 23rd and three additional comments have been received.

Nicole Hausmann presented Variance 10-25 (5d).

Robin Carbone referenced the plan for the proposed construction and stated it appears that the plan doesn't adhere to three conditions for a variance. The lot is 50 feet and the house appears to be around 4000 square feet on a small lot.

Todd Pries stated he lives on the south side of the property and feels the house is being built on a small lot and the setbacks will be put closer to his home.

Chuk Batko stated he lives a couple of doors down and the rules have been followed by community members and his concern is that by allowing this build, it will shrink properties down by building larger things on them.

Kathy Lundberg shared concerns about the setback causing homes to be too close together. Kathy also mentioned using the solar energy systems could be decreased.

John Carbone stated this is going to be big home.

Robin Carbone stated concerns regarding drainage coming down the driveway.

Discussion followed regarding size of home to be constructed and meeting setbacks.

MOTION BY KEVIN EGAN AND SECONDED BY DAVE RIEGERT TO DENY VARIANCE APPLICATION 10-25 (MICHAEL SMITH) WITH THE FINDINGS OF FACT IN STAFF REPORT.

Patrick Cline stated his attendance was to verify consistency in the committee's decision to make the denial.

MOTION PASSED.

MOTION BY KEVIN EGAN AND SECONDED BY SEAN WELDON TO CLOSE THE PUBLIC HEARING AT 10:44 AM. MOTION PASSED.

NEW BUSINESS – Sean and Vinci Mills-Deviation from building plans-PID #90-399-0140. Variance approved August 11, 2025, with the following conditions.

Approved Conditions:

1. 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.
2. 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.
3. The proposed concrete areas marked on the Certificate of Survey as “to be removed” shall be removed within 12 months of the approval of any land use permit related to the proposal in this application and shall be revegetated to adequate standards.
4. The proposed downspout gutters & stormwater retention areas, as shown on the stormwater management plan, shall be implemented upon completion of the project if/when a land use permit is applied for and approved by the City.

Nicole Hausmann referenced Variance 10-25 (Sean and Vinci Mills).

Travis Miller explained the details of the plan to be approved.

MOTION BY PJ SMITH AND SECONDED BY KEVIN EGAN TO APPROVE THE REQUEST BASED ON THE FACT THAT IT IS UNDER THE EAVES AND DOESN'T CHANGE THE GROUND CONFIGURATION AND IS WITHIN THE SETBACKS OF THE ORIGINAL APPROVAL. MOTION PASSED.

OLD BUSINESS – Shon Jensen – Vegetation/Tree Removal – PID #90-409-0010.

- New Business item on May 12, 2025, Meeting
 - The city received a complaint regarding vegetation removal on the bluff. Per the approved minutes, the Planning Commission will review this in six months.
 - The owner purchased the property in January of 2022. Attached is the property survey, along with photos taken from 2022 to 2025, and aerial photos from the Cass County GIS map.

Planning Commission Direction: The Planning Commission will need to determine if a violation of vegetation removal has occurred, and if so, the remedy. The city does have an administrative fine/fee schedule, and corrective action is also an option.

Chair Woll provided a review of a complaint regarding vegetation removal on a property owned by Mr. Jensen. The complaint was reviewed at the May Planning and Zoning Commission meeting and it was discussed whether or not a violation had occurred. Four committee members indicated there was not enough information to make the determination of whether a violation had occurred. Jim Woll recommended that a decision be delayed for six months giving time to the property owner to consider the situation and for the committee members to gather additional information upon which to make a decision.

Shon Jensen inquired into the actual complaint.

Chair Woll indicated the complaint was not in reference to the logs out by the road, but rather for vegetation removal on the bluff and the shore impact zone.

Shon Jensen stated there has been no change to any vegetation in three years as shown in the pictures. Shon believes the complaint is referencing the logs by the road that came down last fall. Shon stated the hillside has not changed in three years.

Discussion followed regarding the southern portion of the property. Committee members shared their confusion in where the clearing in the impact zone occurred.

MOTION BY PJ SMITH AND SECONDED BY SEAN WELDON TO DISMISS THE ISSUE WITH NO FURTHER REQUESTS BASED ON THE FACT THAT THE COMMITTEE ISN'T AWARE OF ANY CLEARING IN THE BLUFF IMPACT ZONE. MOTION PASSED.

REPORTS

City Engineer – Alex Bitter commented on a remark by a community member regarding the total square footage of the house and Alex wanted to be clear that square footage does not transfer to impervious coverage.

Chair – Jim Woll had nothing to report.

Council Liaison – Darcy Peterson – absent.

Zoning Administrator – Nicole Hausmann referenced the September Permit Report. Nicole stated work has been started on creating a potential fee schedule for changing fees for 2026 and once finalized, will do a pre-review with City Council for feedback and will also be brought to Planning Commission in November for feedback.

PUBLIC FORUM –

MOTION BY SEAN WELDON AND SECONDED BY KEVIN EGAN TO ADJOURN THE BOARD OF ADJUSTMENT/PLANNING COMMISSION MEETING OF OCTOBER 13, 2025, AT 11:18 AM. MOTION PASSED.

Transcribed by Kathy Johansen
Lake Shore Deputy Clerk

**BOARD OF ADJUSTMENT/PLANNING COMMISSION
CITY OF LAKE SHORE
LAKE SHORE CITY HALL
MINUTES
NOVEMBER 10, 2025
9:00 AM**

Commission Members in attendance: Chair Jim Woll, Sean Weldon, PJ Smith, Alex Kuhn, Dave Riegert; Council Liaison Darcy Peterson; City Engineer Alex Bitter; Sourcewell Nicole Hausmann; City Clerk/Administrator Laura Fussy, and Deputy Clerk Kathy Johansen. There were four people in the audience including Mayor Andy Stewart, Alternates Kevin Egan and TJ Graber, and Brenden Wines. A quorum was present, and the Commission was competent to conduct business

Chair Jim Woll called the meeting to order at 9:00 a.m.

Approval of the October 13, 2025, Regular Meeting Minutes –

Mayor Andy Stewart mentioned the October minutes should be amended to reflect the requirement of receiving a stormwater management plan for the Travis Robert's property prior to issuing a permit.

MOTION BY JIM WOLL AND SECONDED BY SEAN WELDON TO AMEND THE MINUTES FOR THE OCTOBER 13, 2025, BOARD OF ADJUSTMENT/PLANNING COMMISSION TO REFLECT THE STORMWATER PLAN IS NOT A CONDITION OF APPROVAL BUT IS REQUIRED FOR THE PERMIT.

PUBLIC HEARING –

MOTION BY PJ SMITH AND SECONDED BY ALEX KUHN TO OPEN THE PUBLIC HEARING AT 9:06 AM. MOTION PASSED.

Ordinance Amendment 11-25: 02-2025 (#5a) – to adopt the Cannabis Business Ordinance Sections 1 through 6 to implement the provision of Minnesota Statutes Chapter 342, which authorizes the City of Lake Shore to protect the health, safety, and welfare of the City of Lake Shore's residents by regulating cannabis businesses within the legal boundaries of the City of Lake Shore. Applicant: City of Lake Shore.

Ordinance Amendment 11-25: 03-2025 (#5b) – to amend Sections 4 “Definitions”, and 21 “Land Use Matrix” of the City of Lake Shore’s City Code of Ordinances by adding definitions for and including the following uses in the Land Use Matrix: Cannabis Cultivating, Cannabis/Hemp Manufacturer, Cannabis Retail, Cannabis Transportation/Delivery, and Cannabis Wholesale and establishing which districts allow cannabis businesses as conditional or permitted uses. Applicant: City of Lake Shore.

Ordinance Amendment 11-25: 04-2025 (#5c) – to amend the City of Lake Shore Zoning Ordinance to revise the City’s fee regarding application fees. Applicant: City of Lake Shore.

Nicole Hausmann stated that the three Ordinance Amendment items will be discussed as a single Public Hearing to cover the entire Cannabis Ordinance Amendment.

Nicole Hausmann reported the following items will become part of the record: Notice of publication, staff report, Cannabis Ordinance, and attachments. A notification was sent to the City Attorney on October 3rd, and the received comment is in the packet. No additional public comments were received.

Nicole Hausmann referenced the meeting held on September 29th by the Cannabis Committee to discuss the City of Lake Shore's options for a Cannabis Ordinance. Nicole Hausmann stated the Planning Commission will need to make three separate motions to the City Council, with the first being to adopt the Cannabis Ordinance, then to amend the City's ordinance "Definitions" and "Land Use Matrix," and finally, recommending the City adopt the applicable city fee schedule.

Nicole Hausmann requested that the Commission review Section 6 of the Ordinance regarding Lower-Potency Hemp Edibles, as it was added after the Cannabis Committee met. Nicole stated this had been discussed at the Cannabis Committee meeting as something already being utilized at Zorbaz and Cowboy's. Discussed which zone this would pertain to. Reviewed, this would also be an allowed use per the committee's discussion. City Attorney did not have concerns about adding this section to the Cannabis Ordinance, as presented in his comment.

Dave Riegert shared that the Cannabis Committee Meeting was well laid out, and a fair amount of discussion was held on which land areas would apply to the manufacturing, distribution, or retail use, and were the most important components for the City of Lake Shore.

Nicole Hausmann stated the adoption of the Cannabis Ordinance will allow the City of Lake Shore to restrict which zone Cannabis can be licensed. If Cass County has one active cannabis retail business registration for every 12,500 residents, the City of Lake Shore shall not register additional state-licensed cannabis retail businesses.

MOTION BY ALEX KUHN AND SECONDED BY DAVE RIEGERT TO APPROVE THE UPDATED CANNABIS STATUTE TO INCLUDE SECTION 6 TO BE RECOMMENDED TO CITY COUNCIL FOR APPROVAL. MOTION PASSED.

MOTION BY DAVE RIEGERT AND SECONDED BY PJ SMITH TO UPDATE THE CITY CODE OF ORDINANCES LAND USE MATRIX AND DEFINITIONS. MOTION PASSED.

MOTION BY DAVE RIEGERT AND SECONDED BY SEAN WELDON TO AMEND THE CITY OF LAKE SHORE ZONING ORDINANCE REGARDING APPLICATION FEES. MOTION PASSED.

MOTION BY PJ SMITH AND SECONDED BY DAVE RIEGERT TO CLOSE THE PUBLIC HEARING AT 9:22 AM. MOTION PASSED.

NEW BUSINESS – Metes & Bounds Subdivision Approval – Sheila Joy and Jeffrey Wines; Metes & Bounds Subdivision; PID #90-016-4101.

The applicant is proposing to subdivide "Tract A" & "Tract B" from the subject parcel, PID #90-016-4101, located east of Interlachen Road. The full legal descriptions of the subject property & proposed tracts are located on the Certificate of Survey, dated 10/16/2025, provided within the application.

The subject property is approximately 16.11 acres and is zoned Residential, Low-Density R-1 (Includes Off Lake Shoreland) & Open District - Gull Lake (General Development).

The proposed "Tract A," as shown on the Certificate of Survey, is 2.98 acres with 77,435 square feet of buildable area.

The proposed "Tract B," as shown on the Certificate of Survey, is 13.13 acres with 572,360 square feet of buildable area.

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

1. The metes and bounds subdivision request is to split the subject parcel, PID 90-016-4101, into proposed “Tract A” & “Tract B.”
2. The subject parcel is owned by Sheila Joy & Jeffrey Wines, who are the applicants for this Metes & Bounds subdivision.
3. The subject property is approximately 16.11 acres and is zoned Residential, Low-Density R-1 (Includes Off Lake Shoreland) & Open District. The full legal description of the subject property is detailed on the Certificate of Survey submitted with the application.
4. Proposed “Tract A” as shown on the Certificate of Survey is 2.98 acres with 77,435 square feet of buildable area.
5. Proposed “Tract B” as shown on the Certificate of Survey is 13.13 acres with 572,360 square feet of buildable area.
6. The subject parcel is accessed via Interlachen Rd.
7. Proposed “Tract A” contains a proposed easement along the Northern side of the parcel for access to “Tract B”.
8. The subject parcel is described on the COS as “vacant, with no improvements.”
9. The lot widths of the proposed parcels meet the minimum requirements of the Residential, Low-Density R-1.
10. The proposed lot configurations meet the minimum buildable area requirements of the Residential, Low-Density R-1.
11. The property is suitable in its natural state for the intended purpose, and this lot split would not be harmful to the health, safety, or welfare of future residents or of the community.
12. The proposed lot layout meets the requirements of the ordinance.
13. Each of the proposed parcels has a proposed dedicated easement and access to its parcels as described on the Certificate of Survey.
14. The subject property meets the requirements of the code for stormwater management.
15. There are no public streets proposed within the development.
16. The applicants submitted relevant SSTS documentation in the form of a septic compliance inspection for proposed “Tract A” & septic design for “Tract B”.
17. The Certificate of Survey provided with the Metes and Bounds subdivision application was prepared by Terry Strus, PLS #50319 of Lakes Area Surveying, and was submitted to the city on 10/16/2025.
18. This subdivision request is consistent with the Comprehensive Plan for the City of Lake Shore, specifically on page 5, which outlines the “Goals” objectives of the Comprehensive Plan with consideration to “Ensure new residential development/redevelopment is efficient, environmentally sensitive, and offset any increased demand for services through valuation.”

Planning Commission Direction: The Planning Commission may approve the request, deny the request or table the request if additional information is needed. If the motion is for approval or denial, findings of fact should be cited.

Staff Recommendation: The planning commission should discuss and provide input regarding the subdivision request.

If the Planning Commission wishes to approve the subdivision request, staff recommends the following conditions of approval:

1. The New legal descriptions for Tract A and Tract B must be recorded with Cass County within 12 months of this approval.

Nicole Hausmann presented the Metes & Bounds Subdivision.

Brenden Wines, owner of the property, introduced himself.

Chair Woll inquired into how the trail falls onto the property.

Alex Bitter commented he is unsure of how the trail will go through the property.

Brenden Wines stated the trail is proposed to go through the three-acre split off.

Sean Weldon inquired into the plan for the property.

Brenden Wines stated he would build a larger home on the 13-acre lot and plans to keep all the property and is not planning on subdividing the property at this time.

MOTION BY PJ SMITH AND SECONDED BY SEAN WELDON TO APPROVE THE METES AND BOUNDS SUBDIVISION BASED ON STAFF FINDINGS AND SUBJECT TO STAFF CONDITIONS OF APPROVAL. 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 – Darcy Peterson had nothing to report.

Zoning Administrator –

October Permit Report – Nicole Hausmann presented the Permit Summary for review.

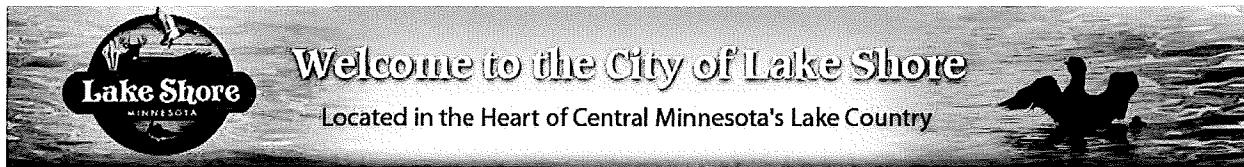
Proposed 2026 Fee Schedule – Nicole Hausmann referenced the draft of the fee schedule to be presented to City Council in November with possible adoption in December. Nicole mentioned that the Planning Commission does not need to make a recommendation to City Council.

Discussion followed regarding the structure of the fee schedule.

PUBLIC FORUM –

MOTION BY SEAN WELDON AND SECONDED BY ALEX KUHN TO ADJOURN THE BOARD OF ADJUSTMENT/PLANNING COMMISSION MEETING OF NOVEMBER 10, 2025, AT 9:36 AM. MOTION PASSED.

Transcribed by Kathy Johansen
Lake Shore Deputy Clerk



City Of Lake Shore Wastewater Operations Report - December 2025

WASTEWATER FLOWS AND LAB ANALYSIS FOR THE MONTH OF NOVEMBER:

<u>North System</u>	<u>2024</u>	NPDES permit Limit: 17,615 GPD
Average daily:	1,483 gallons	1,374
Maximum daily:	2,618 gallons	2,302
Monthly total:	44,500 gallons	41,200

<u>South System</u>	<u>2024</u>	NPDES permit Limit: 49,200 GPD
Average daily:	13,300 gallons	12,000
Maximum daily:	52,500 gallons	17,300
Monthly total:	397,500 gallons	360,300

North Septic Effluent:	South Septic Effluent:	Normal Range:
C/BOD: 60 mg/l	C/BOD: 146 mg/l	50 – 250 mg/l
TSS: 37.0 mg/l	TSS: 48.0 mg/l	15 – 75 mg/l
PH: 7.30 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 12/8/25. (Check amp draws, clean floats, visual inspection of station wet well and surrounding area)
3. Regular monthly tank effluent sampling took place on 12/2.
4. The monthly DMR was submitted to MPCA on 12/1.
5. Quarterly tank inspections were done on both the north and south treatment sites on 12/2 and the quarterly DMR was submitted the same day. Everything looked good.

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

**Roads/Wastewater Committee
City of Lake Shore
Minutes
November 18, 2025
6:00 PM**

Committee Members in attendance: Justin Stahnke, Bill Schultz, Jim Halverson, Jim Woll; City Council Liaison, Wayne Anderson; Widseth Engineering Representative Alex Bitter. A quorum was present, and the committee was competent to conduct business. Justin Stahnke called the meeting to order at 6:00 PM.

Approval of the October 21, 2025 Regular Meeting Minutes: Motion by J. Woll Second by J. Halverson to approve the minutes of the October 21, 2025 meeting of the Road and Wastewater Committee as presented. Motion carried.

Pebble Beach Road: The majority of the discussion centered around the north end of the roadway. Considerations included constructing a new outfall at Gull Lake (requires DNR approval), increasing drainage pipe size, modifying the ponding area to serve as a stormwater treatment basin and raising the road at selected points. Alex Bitter to follow-up with DNR on outfall permitting and with Dave Razinski on work that he has already considered.

West 72nd Street: Wayne Anderson has been in communication with representatives of Loon Lake Township and has learned that the township has no funds for the project requiring that funding will be by assessment. Alex Bitter has provided Wayne Anderson with examples of two petitions, one requiring the signatures of 33% of the property owners, the other requiring the signatures of 100% of the property owners. Mr. Bitter committed to providing a map of the area along with an estimate of the direct benefit to property owners associated with paving the road.

2026 Street Improvement Proposal to November City Council: Alex Bitter shared a copy of the Widseth Proposal for Engineering Services for the 2026 Street Improvements. The proposal will be considered by the City Council at its November Meeting.

Gull Lake Trail Procurement Bid: Mr. Bitter indicated that the bid package was for materials only for the floating boardwalk and that the bids would be opened on November 19, 2025.

Fritz Loven Bridge: Alex Bitter shared that the bridge plans would be reviewed and forwarded to MN DOT and the Country this week

Adjournment: Motion to adjourn by B. Schultz, seconded by J. Stahnke. Motion Passed.

Contractor's Application for Payment

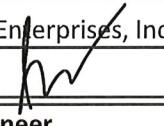
Owner:	City of Lake Shore		Owner's Project No.:		
Engineer:	Widseth Smith Nolting & Assoc, Inc.		Engineer's Project No.:	2025-11710	
Contractor:	Koschak Enterprises, Inc.		Contractor's Project No.:		
Project:	Gull Lake Trail Phase 4A Floating Boardwalk System				
Contract:	Gull Lake Trail Phase 4A Floating Boardwalk System				
Application No.:	01	Application Date:	12/8/2025		
Application Period:	From	11/25/2025	to	12/15/2025	
1. Original Contract Price					\$ 397,745.00
2. Net change by Change Orders					\$ -
3. Current Contract Price (Line 1 + Line 2)					\$ 397,745.00
4. Total Work completed and materials stored to date (Sum of Column G Lump Sum Total and Column J Unit Price Total)					\$ 198,872.50
5. Retainage					\$ -
a. _____ X \$ 198,872.50	Work Completed	\$ -			
b. _____ X \$ -	Stored Materials	\$ -			
c. Total Retainage (Line 5.a + Line 5.b)					\$ -
6. Amount eligible to date (Line 4 - Line 5.c)					\$ 198,872.50
7. Less previous payments (Line 6 from prior application)					
8. Amount due this application					\$ 198,872.50
9. Balance to finish, including retainage (Line 3 - Line 4)					\$ 198,872.50

Contractor's Certification

The undersigned Contractor certifies, to the best of its knowledge, the following:

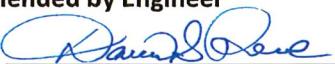
- (1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment;
- (2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such liens, security interest, or encumbrances); and
- (3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

Contractor: Koschak Enterprises, Inc.

Signature: 

Date: 12/10/25

Recommended by Engineer

By: 

Title: Project Engineer, VP

Date: 12-08-2025

Approved by Funding Agency

By: _____

Title: _____

Date: _____

Approved by Owner

By: _____

Title: City Clerk

Date: _____

By: _____

Title: _____

Date: _____

STAFF REPORT

ITEM: Housekeeping Pay Increase

DATE: December 11, 2025

ACTION REQUESTED: Council approval

BACKGROUND:

The last pay increase for our housekeeping services was 1/1/2022. With the approval from Council we are looking to increase their wage for 2026. This amount was included in our 2026 budget.