CALL TO ORDER

 1. Meeting called to order by Mayor Keith Zachariason at 7:04 PM at the Lake Park City Center.

A. ROLL CALL

 1. Members Present: Jon Anderson, John Warling, Keith Zachariason, Dan Aune, John Beaudine

 2. Members Absent: none

 3. Staff: Todd Frank, Dave Coufal, James Endersby, Shawn Viergutz, Carla Olson, Lonnie, Neuner, Brady Burnside and Sarah Mikkelsen

 4. Contracted Services: Karen Skoyles

 5. Media: None

 6. Guests: Alice Raknerud, John Raknerud,

B. ADDITIONS AND/OR REMOVALS

 A. Warling-add Museum Pledge in New Business

C. PUBLIC FORUM & CORRESPONDENCE

 1. Tim Schacher – Wi-Fly - absent

D. CONSENT AGENDA

 1. Minutes of 10-8-18 Regular Meeting

 2. Minutes of 10-22-18 Special Meeting

 3. Bills

a. Zachariason inquired about why the City paid the whole actuary bill. Neuner stated City paid bill and ½ portion will be invoiced to the Fire Relief Association.

 4. Council Reports

 a. Aune shared a report about General Funds, Cash Reserves and Transfers.

**M/S/CU:** Anderson/Warling to approve the consent agenda.

**Roll Call:** Warling – Aye; Zachariason – Aye; Anderson – Aye; Aune – Aye, Beaudine – Aye

E. ADDITIONAL BILLS

 a. Additional bills total $52,173.40

**M/S/CU:** Aune/Beaudine to approve the additional bills.

F. STAFF REPORT

 **1. Moore Engineering, City Engineer-absent**

a. Council may place upcoming projects on hold due to replacement of transformer and cost of this project. Utility Department and Moore Engineering will be meeting and will bring updates to Council.

 **2. Dave Coufal, Fire Chief**

 a. 3 fire calls: 1 fire alarm, 1 tractor, 1 structure

 b. First Annual Open House was successful, hoping to host again next year.

 c. Letter of Intent submitted for washer and dryer.

d. Coufal recommends approving two new fireman, Shawn Viergutz and Terry Fullerton for probationary period.

**M/S/CU:** Beaudine/Anderson to accept recommendation to approve Shawn Viergutz as a probationary fireman.

**M/S/CU:** Warling/Anderson to accept recommendation to approve Terry Fullerton as a probationary fireman.

 e. Hawley and Audubon FD will be on call for our department during Jay Nelson’s Funeral.

 f. Coufal had some concerns/questions with City Attorney’s billing in regards to an active member being a witness to an ongoing case. Skoyles stated that it is the City’s responsibility and liability for our departments. Ramstad will contact Coufal to clarify in more detail.

 g. MN State sent thank you for the donation of equipment.

h. Statement of Concurrence: The City of Lake Park is operating in and around the vicinity of Becker County on a frequency of 154.400MHz.

**M/S/CU:** Anderson/Aune to accept Statement of Concurrence which states the City of Lake Park is operating in and around the vicinity of Becker County on a frequency of 154.400MHz.

i. Coufal recommends Chris Dosh to be removed from probationary period because he has completed FF1, FF2 and MNOPS.

**M/S/CU:** Warling/Anderson to accept recommendation to remove Chris Dosh from his probationary period on the fire department.

 **3. Brenda Seley, Nutrition Coordinator- absent**

 **4. Carly Olson, Liquor Store Manager**

 a. Started serving burger baskets Thursday-Saturday for $6, sales are going well.

 b. Olson recommends hiring Robin Johnson as a new employee, Step 1 – Grade 4.

**M/S/CU:** Beaudine/Warling to accept recommendation to hire Liquor Store New Employee, Robin Johnson as of November 13, 2018.

c. Trip Wire hired for Liquor Store Appreciation Days, Saturday August 24th, 2019. This will be our 50th year celebration.

d. Aune discussed State Auditors Liquor Store Report for 2017. He has questions to the Auditors of possible errors. Zachariason recommended Aune to contact Auditor because the numbers are submitted by Auditor to the State not the City Office.

 **5. Brady Burnside, Police Chief**

 a. Burnside is contacting ordinance violators in regards to vehicles in yards.

 b. Burnside will be contacting unlicensed dog owners’.

 c. Zachariason suggested that Burnside review ordinance in regards to recreational vehicles in front yard and maybe a different location would be more suitable.

 **6. Todd Frank, Utility & Public Works Superintendent**

a. New transformer ordered.

 b. MNOPS inspections went well. They will be back December 17th, 2018 for Emergency Response review for Fire Department, Police and Utilities.

 c. Currently all winter equipment getting maintenance for upcoming season.

 d. Frank stated the Gas Reserves should be a minimum of $207,000 based on our annual gas budget according to League of MN Cities. He contacted other cities but their reserves varied.

 **7. Lonnie Neuner, City Clerk-Treasurer**
a. Review of Trial Balance

1. Sewer fund will balance out by the end of the year.

2. Neuner would like to meet with council members individually before December meeting to discuss budget.

 c. Quarterly Reports: current through 3rd quarter

 d. Reserves at end of 2017 are current

 e. Highway Lighting Project: Discussion on how we want to transfer money to pay for this project. Olson, Liquor Store Manager has graciously offered Liquor Store reserves to pay for this project for the community.

**M/S/CU:** Aune/Beaune to approve transfer of $113,071.17 from Liquor Reserves to pay for the Highway 10 Traffic Light Project, with the approval from Liquor Store Manager, Carly Olson.

 **8. Charlie Ramstad, City Attorney: Skoyles in attendance for Ramstad**

a. School District Easement: High school road will becoming City property on south side of school. Ramstad will work on description and prepare documents. School will need to approve and they will convey to the City and then we will accept maintenance.

 b. TIF Consent to Assignments: They need to be signed to be executed. Zachariason and Neuner signed documents.

 c. Water Tower Lease: Ramstad is working with AT&T, Wi-Fly and City to work towards an agreement.

G. NEW BUSINESS

 1. TIF Consent to Assignments: refer to Staff Report #8 b.

 2. Canvass Election

a. Election Results were presented. New council members will be: Dan Aune, John Beaudine and Jon Nelson.

**M/S/CU:** Anderson/Warling to accept canvass election as presented.

 3. Resolution 18-1101 Lot Division: Proposed subdivision will result in two separate parcels.

**M/S/CU:** Warling/Anderson to accept Resolution 18-1101 Lot Division: Requested property is located at 906 South Highway 10 Drive, Lake Park, Parcel 51.0037.000, creating a separate parcel.

**Roll Call:** Warling – Aye; Zachariason – Aye; Anderson – Aye; Aune – Aye, Beaudine – Aye

 4. REACH

 a. Previous years the Council has donated $200.

**M/S/CU:** Anderson/Warling to approve donation of $200.00 to Reach.

 5. Museum Pledge

 a. City pledged $2,500 each year for 4 years totaling $10,000 for the New Becker County Museum. At this time the Museum project is not active. Council is concerned with pledged amount and if the Museum is going forth in the near future or not and if provisions were made during the motion. More research is needed on terms of agreement. Tabled until next month.

H. OLD BUSINESS

I. OTHER BUSINESS

J. ANNOUNCEMENTS

 1. Truth-in-Taxation Meeting December 3rd, 6:00 PM

K. ADJOURNMENT

**M/S/CU:** Anderson/Beaudine to adjourn meeting at 8:09 PM.