CALL TO ORDER

1. Meeting called to order by Mayor Keith Zachariason at 7:01 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, Carly Olson, Lonnie Neuner, Brady Burnside and Sarah Mikkelsen

4. Contracted Services: Karen Skoyles, Tyson Hajicek

5. Media: None

6. Guests: Alice Raknerud, John Raknerud, Jon Nelson, Becky Mitchell

B. ADDITIONS AND/OR REMOVALS

C. PUBLIC FORUM & CORRESPONDENCE

1. Becky Mitchell – Becker County Museum

a. Mitchell presented drawings and future plans for the Becker County Museum. She discussed how and why they want to enhance the Museum. They are hoping to break ground in 2020. Fundraising continues to reach their goal of 6.3 million.

D. CONSENT AGENDA

1. Minutes of 11-13-18 Regular Meeting

2. Minutes of 12-3-18 Special Meeting

3. Bills

4. Council Reports

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

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

E. ADDITIONAL BILLS

a. Additional bills total $3,970.76.

b. Neuner added additional bill: Groebner, utility department, $880.84

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

F. STAFF REPORT

**1. Moore Engineering, City Engineer: Tyson Hajicek**

a. Hajicek followed up with information about the PFA loan: rate increases, prepayment of loans and timeline is March of 2019.

b. Discussion on sewer relining project is based on priorities. Council would like to table until next month.

**2. Dave Coufal, Fire Chief**

a. 1 fire call

b. Coufal recommended Fire Department officers for one year term:

Fire Chief – Dave Coufal

Assistant Fire Chief – James Endersby

Training Officer – Andy Endres

Secretary – Robin Johnson

**M/S/CU:** Aune/Warling to approve recommendations for Fire Department officers.

c. Service Pensions: Coufal has recommended $1,915 pension rate for fire department. The rate is reviewed annually. An actuary study was completed as a recommendation by City Auditor and rate was also approved.

**M/S/CU:** Warling/Aune to approve service pension rate at $1,915 for fire department.

\*\*\*Abstain-Anderson/Beaudine/Zachariason

**3. Brenda Seley, Nutrition Coordinator**-not present

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

a. Lease Agreement: Site Lease and Premise Permit will be reviewed annually in December and take effect in January. A monthly payment with documentation will be received in City Office.

**M/S/CU:** Anderson/Aune to approve Lease Agreement between the Fire Department Relief Association and Liquor Store.

b. Olson shared her idea on a spring/summer project: an outside patio on the south side of the Liquor Store. She will be working on layout and quotes.

**5. Brady Burnside, Police Chief**

a. Squad car has a water pump issue. Discussion on different options. Currently borrowing county squad until our squad is fixed. Burnside had quote from Muscatell Burns in Hawley and will take a few weeks to fix.

**\*\*\*Council Consensus** to fix motor and water pump at Muscatell Burns.

b. Opticon Software was not working on Stop Lights and it was a software issue. It is now working.

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

a. Received transformer blueprints. Will be working on getting quotes to install.

b. Gas shack issues have been resolved.

c. Frank and Will attended a conference in St. Cloud.

**7. Charlie Ramstad, City Attorney- Karen Skoyles**

a.Water Tower Lease: AT&T proposed contract. Ramstad will review and bring to January council meeting. Wi-Fly has not completed the structure analysis, contact is up in 2019.

b. Skoyles asked how the Fire Department and City would like to proceed with billing on the open case involving an active fireman.

**\*\*\*Council Consensus** agreed to continue billing the same and it will be coded to Mayor/Council budget.

**8. Lonnie Neuner, City Clerk-Treasurer**   
a. Review of Trial Balance: Anderson asked what was miscellaneous. Neuner stated it was assessments owed to Becker County.

b. 2019 Budget: Neuner stated that 2019 budget expenditures is $5,000, increase to $12,000. Electric Fund Transfer is $50,000, will increase to $57,000.

Aune: Did you budget any increase for health insurance?

Neuner: No, we can do that in July if needed.

Zachariason: If contribution is not increased then line item may not change.

Neuner stated to change Revenue Transfer to $50,000.

Warling verified that it is an 8% levy increase. Neuner replied yes.

**M/S/CU:** Anderson/Beaudine to approve 2019 Budget changes as stated.

c. 2018 Budget Revisions

**M/S/CU:** Warling/Anderson to approve 2018 Budget Revisions as stated.

d. Nutrition Services in General Fund: Zachariason asked what Council thought of moving Nutrition Services in General Fund or keep transferring like previous years. Aune didn’t think we should bundle into General Fund because the Auditor may not want us to do that. Auditor will be contacted and they can advise what is recommended.

**\*\*\*Table** until January council meeting.

e. Storm Water Utility: discussion on raising monthly rate from $1 to $2. Aune asked when we started this fee. Neuner said approximately seven years ago.

**\*\*\*Table** until January council meeting.

G. NEW BUSINESS

1. FD/LS Lease Agreement: See F, Staff Report, #4a

2. Cost of Living – Midwest Regional CPI, 2.2%

**M/S/CU:** Aune/Anderson to approve Cost of Living 2.2% increase as of January 1, 2019.

3. Levy Certification: 8% increase was discussed at last meeting

**M/S/CU:** Anderson/Aune to approve 8% Levy increase for 2019.

4. Midnite Riders Gambling Application

**M/S/CU:** Beaudine/Warling to approve Midnite Riders Gambling Application.

5. Resolution 18-1201: Specifying the polling location for the City of Lake Park

**M/S/CU:** Anderson/Beaudine to approve Resolution 18-1201 to designate a polling place.

6. Business, Liquor & Tobacco Licenses

**M/S/CU:** Anderson/Aune to approve tobacco license for Dollar General.

**M/S/CU:** Warling/Beaudine to approve renewing 3.2 alcohol and tobacco license for Casey’s General Store.

**M/S/CU:** Aune/Anderson to approve renewing strong beer and wine license for the American Legion.

**M/S/CU:** Beaudine/Anderson to approve renewing gaming license for Games Unlimited at Liquor Store.

7. Employee Reviews/Step Advancement: Neuner stated all City employees have received favorable reviews. In 2019 employees will move to the next step because of favorable review.

**M/S/CU:** Warling/Beaudine to approve advancement of all employees in the 10 step and grade scale on their anniversary date due to all favorable reviews.

H. OLD BUSINESS

I. OTHER BUSINESS

J. ANNOUNCEMENTS

a. Zachariason would like to welcome Jon Nelson next month to the council. He would also like to thank John Warling for his years of service.

K. ADJOURNMENT

**M/S/CU:** Anderson/Warling to adjourn meeting at 8:29 pm.