LAKE PARK CITY COUNCIL

Regular Meeting Minutes – April 10, 2017

A. CALL TO ORDER

 1. Meeting called to order by Mayor Keith Zachariason at 7:00 PM at the Lake Park City Center.

B. ROLL CALL

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

 2. Members Absent:

 3. Staff: Lonnie Neuner, Don Qualley, James Endersby, Brady Burnside, Sarah Mikkelsen

 4. Contracted Services: Charles Ramstad, Dan Hanson, Luke Evenson, Jason Murray, Mr. Johnson

 5. Media: None

 6. Guests: John Raknerud, Alice Raknerud, Sherri Kaiser

C. PUBLIC HEARING

 1. TIF: Amended Development Program for Municipal Development District No. 1 and Tax

 Increment Financing District No. 1-2

Zachariason: Property Taxes to County: New line on taxes on county is tracking 10% fee. County will paid and County will pay City in August and February.

Ramstad: Work on terms of agreement at a Special Meeting have Mr. Johnson, Housing Development Planners, and Assessors with concerns of lot sizes, streets and corridor.

Zachariason: Old High School renovation/remodel may be in Fall of 2017, projected completed is Summer of 2018. Vacated street to the N.

Murray: 5 Year Rule: Obligation of expenses, date of certification will be after July 1st, 2017.

Adjourn Hearing 7:14 PM

D. PUBLIC FORUM & CORRESPONDENCE

1. Eide Bailly – 2016 Audit. Mr. Evenson, Audit Manager, explained the handouts and the City is free of material and misstatements and has sufficient funds to cover required debt payments.

 Aune: Where is the Fire truck funds? Are they in the General Fund?

 Evenson: Fire truck is funded in a different fund. Will get back to us in the next meeting with breakdowns of funds.

 Aune: Expenses paid in January but occurred in December, what year will show expenses?

 Evenson: Expenses will be in the year they accrued, even if paid in January.

E. CONSENT AGENDA

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

**Roll Call Vote:** Stark – Aye; Warling – Aye; Zachariason – Aye; Aune – Aye; Anderson – Aye

**Motion carried unanimously.**

F. ADDITIONAL BILLS

 1. Printed additional bills presented.

 2. Lonnie presented more additional bills.

 a. Precision Printing of MN, $153.30

 b. Missouri Basin S/1, $35,109.81

 c. Missouri Basin TSA, $8,474.00

 d. Cardmember Services, $3,187.45

 e. Minnesota UI, $44.57

 f. Community Co-op, $434.81

 g. Alliance Pest Protection, $61.74

 h. Forum Communications, $58.00

 i. JOBSHQ, $104.56

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

**Motion carried unanimously.**

G. STAFF REPORT

 1. **Dan Hanson, Moore Engineering, City Engineer**

 a. Hanson: 4 Bids ranging from: $215,214.25 to $279,040. Bid recommendation is Hauge, which was the lowest bid. Bid will be awarded up to 60 days on the base of the easement and can withdraw contact in the future.

 Ramstad: Easements are required from land owners. If not, eminent domain will be used this fall.

 Zachariason: Volunteered to contact land owners for easement.

**M/S:** Warling/Anderson to approve tabling award until meeting.

**Motion carried unanimously.**

 2. **Dave Coufal, Fire Chief**

 a. Dave spoke about a couple calls during the month.

b. Dave said $35,000 Fire Truck down payment was mailed.

 3. **Brenda Seley, Nutrition Coordinator–** Not Present

 a. Zachariason: spoke on behalf of Seley in regards to starting a Thursday night meal for the general public this fall after Legion burgers are done. It will not be funded through Senior Nutrition. Will discuss ideas and options in upcoming months.

 4. **Carly Olson, Municipal Liquor Manager –** Not Present

a. Aune: The LS menu has been expanded. Freezer was purchased due to lack of room and Meat Raffle will be starting soon.

b. Discussion on pay for two employees have been froze for 5 years. Neuner explained why they were froze from the last pay study that was adopted. Pay increase for Bobby Jo and Nancy B to $12.01 hourly, Grade 1, Step 10.

**M/S:** Aune/Anderson to approve increase in wage.

**Roll Call Vote:** Stark – Aye; Warling – Aye; Zachariason – Aye; Aune – Aye; Anderson – Aye

**Motion carried unanimously.**

c. Zachariason: Discussed having another Pay Equity Study for the City. Neuner will look into who conducted the study around 1996/1997 and contact them if they are still in business. Study should be of like size and kind of Lake Park.

 5. **Brady Burnside, Police Chief**

 a. Burnside discussed the LP Post Master would like to implement new addresses this summer for house numbers but not change street names. Zachariason and Burnside will work on this project this summer.

 b. Burnside mentioned the Easter Egg Hunt was a great turnout on 4/8/17.

8:44 pm-Aune left the meeting

 6. **Don Qualley, Utility & Public Works Superintendent**

 a. Applications were reviewed by Neuner/Zachariason and Frank scored the highest on applications. Frank was offered position of Superintendent of Utility & Public Works and accepted, beginning date 5/1/17. Frank’s salary will be discussed and approved at next council meeting. Neuner to send letters to other applicants the position was filled within.

**M/S:** Anderson/Warling to approve hiring Frank.

**Roll Call Vote:** Stark – Aye; Warling – Aye; Zachariason – Aye; Anderson – Aye

**Motion carried unanimously.**

b. Place ad in paper for Utility & Public Works Associate for two Sundays and one Wednesday. Closing date is May 4th, 2017, 4:00 pm. Proposed to fill position by June 1st, 2017.

**M/S/CU:** Anderson/Stark to approve advertising for the Utilities and Public Works Associate position in the DL Newspapers, MMUA, MN Rural Water and LMC websites and

 accepting applications up to May 4th, 2017, at 4:00 PM in the Clerk’s office.

7. **Charlie Ramstad, City Attorney**

 a. Ramstad spoke about the TIFS and easements.

 8. **Lonnie Neuner, City Clerk**

 a. Eide Bailey: Audit went well. No issues documented.

H. NEW BUSINESS

 1. Seasonal Parks Employee: Grade 1, Step 8, will examine rate when next study is complete

2. Cleaning Position Salary: Discussed wage increase because no one has applied. Decided to raise from Grade 1 to Grade 2, Step 1-15.

**M/S/CU:** Anderson/Zachariason to approve increase to next step for cleaning position to Grade 2.

 3. 2017 Wastewater Improvement Bids: Tabled until next meeting

 4. Library Key Lock Box: Keith will install on Library drop box

 5. Resolution 17-401 TIF : moved to beginning of agenda to part C.

 6. Resolution 17-402 TIF: moved to beginning of agenda to part C.

 7. Resolution 17-403 County Mitigation Plan: City of Lake Park supports the hazard mitigation planning effort and wishes to adopt the Becker County All-Hazard Mitigation Plan.

**M/S:** Warling/Kelly to approve County Mitigation Plan

**Roll Call Vote:** Stark – Aye; Warling – Aye; Zachariason – Aye; Anderson – Aye

**Motion carried unanimously.**

8. Resolution 17-404 County Consent: Improvement on Highway No.5 within the City limits of Lake Park as it has been presented to the City.

**M/S:** Anderson/Kelley to approve County Consent

**Roll Call Vote:** Stark – Aye; Warling – Aye; Zachariason – Aye; Anderson – Aye

**Motion carried unanimously.**

9. Candy Quarter Machine: Mikkelsen asked if a candy machine is allowed in the entry of the City office. Zachariason said to contact Peggy Ullrich.

I. OLD BUSINESS - None

J. OTHER BUSINESS - None

K. ANNOUNCMENTS

 Board of Review 2:00pm, April 11, 2017

L. ADJOURNMENT

**M/S/CU:** Warling/Anderson to adjourn at 9:21 PM.

**THESE MINUTES ARE SCHEDULED TO BE OFFICIALLY APPROVED AT THE MAY 8, 2017 MEETING.**