LAKE PARK CITY COUNCIL

Regular Meeting Minutes – May 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, Carly Olson, Todd Frank, Brady Burnside, Sarah Mikkelsen

4. Contracted Services: Charles Ramstad, Dan Hanson,

5. Media: None

6. Guests: John Raknerud, Alice Raknerud, Jesse Covey

C. PUBLIC HEARING-Annexation (last month’s agenda)

D. PUBLIC FORUM & CORRESPONDENCE

1. Covey: Any updates on storm water issue that he inquired about last fall.

Hanson: Will need to do a mock scale and will move it up on the project list.

2. Covey: Inquired if other residents’ yards will be contacted for clean-up?

Zachariason: Will have Burnside visit with some residents on clean-up.

E. CONSENT AGENDA

1. Zachariason: Change wording High School to Old High School and construction to renovation/remodeled on Part C on Public Hearing on April 10th meeting minutes.

2. Zachariason: Change free to fee on Special Meeting Minutes on Board of Review.

**M/S:** Anderson/Stark 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. Neuner presented printed additional bills, $14,447.68

a. BCBS, $9,907.00

b. Sun Life Financial, $262.50

c. Casey’s General Store, $716.88

d. Rassbach Communications, $70.55

e. BMI General Licensing, $342.00

f. Fire Bug Services, $821.00

g. Fire Safety, $570.00

h. Philips, $7.45

i. Henry’s Food, $131.44

j. Johnson Brother’s, $1,489.34

k. Wine Merchants, $55.49

l. Dan Lanoux, $20.34

m. Robert Hovde, $53.69

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

G. STAFF REPORT

1. **Olson, Aune-Lake Park Liquor Store**

a. Olson: Meat Raffle/Horse races started on Friday, May 5th. The event was a success and will continue on Fridays.

b. Aune: Explained Liquor Store handouts that detailed Gross Profit of Sale and Cost of Sales for on and off sale. Liquor Store is doing well in both areas due to management and location. Aune expressed concerns with Eide Bailey’s audit in regards to Liquor Store funding and breakdown of accounting.

c. Warling: Can sign be fixed or should it be replaced? Olson will look into options.

2. **Dave Coufal, Fire Chief** – Not Present

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

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

a. Hanson: discussion about Wastewater System Improvements, if bid will be awarded to Hough, Inc of Detroit Lakes at tonight’s meeting. Four bids ranging from: $215,214.25 to $279,040. Bid recommendation is Hough, Inc. which was the lowest bid. Bid can be awarded up to 60 days on the base of the easement and can withdraw contact in the future.

Ramstad: expressed concerns on awarding without signatures for easements.

Hanson: stated that a change order can be written if needed to change Improvement plan. Ramstad: stated a Special Meeting can be held before next meeting to award bid.

b. Zachariason: concerned citizen, Covey is present to discuss the storm drain damage.

Covey: Any updates on fixing storm drain damage?

Hanson: He will meet with Utility guys and map out concerned areas and determine cost. These findings will be discussed at the June 12, 2017 meeting.

c. Moore Engineering, Inc invoice for $27,225.00 needs to be approved to be paid.

**M/S/CU:** Aune/Warling to approve payment of $27,225.00 to Moore Engineering, Inc.

Hanson left the meeting at 8:05 pm

5. **Brady Burnside, Police Chief**

a. Burnside shared that the City Park and Old High School had vandalism. There are suspects for Old High School. Burnside will be checking with the Hawley Police in regards to the surveillance system they have in their park. He will also research other surveillance systems for cost and ease of use.

6. **Don Qualley and Todd Frank, Utility & Public Works Superintendents**

a. Qualley: he had no issues

b. Frank: Zachariason and Frank discussed salary. Grade 12, Step 3. Leroy Larson may be retiring next fall.

c. Zachariason: Reviewed and scored eight applications for Utility & Public Works Associates. Council will be interviewing three of the eight applicants on Tuesday, May 16, 2017 at 7:00 PM, 7:20 and 7:40. Neuner will contact all applicants.

7. **Charlie Ramstad, City Attorney**

a. Ramstad spoke about Development Agreement plans and meeting options: we will need a quorum if more than two council members want to be present. It was voiced that more than two council want to be present. Ramstad will contact Neuner about what dates are available. Neuner will contact council.

8:20 pm - Hanson and Aune left meeting.

8:22 pm - Covey left meeting, Aune returns to meeting.

H. NEW BUSINESS

1. Pay Study: Neuner discussed the companies contacted for pay study. Zachariason advised council to contact Neuner with any questions and he will contact company. References will be checked. Ramstad commented to make sure companies are offering “apples to apples” packages.

**Tabled until next meeting.**

2. Pool Salary: Two salary options were presented to board.

**M/S/CU:** Warling/Anderson to approve Option 2 for pool salary.

3. Pool Employees: Six applicants for Lifeguards, Ashley Johnson is Pool Manager. Johnson and Neuner will be contacting applicants and discuss summer hours and lessons.

4. Cleaning Position: Felicia Johnson, Grade 2, Step 9 pay scale

**M/S/CU:** Warling/Stark to approve Cleaning Position: Felicia Johnson, Grade 2, Step 9 pay scale.

5. Fee Waiver: LPA ECFE and School Readiness Program requested to waive the fees for the annual end of the year picnic at the Lake Park City Park on May 17, 2017.

**M/S/CU:** Anderson/Stark to approve waiving the fee for the City Park for the LPA ECFE.

6. County Assessor: New five year proposal agreement for the assessment for ad-valorem taxes for the City of Lake Park from SLL, Inc.

**M/S/CU:** Aune/Warling to approve five year proposal with SLL, Inc.

I. OLD BUSINESS

1. Table Audit discussion until next month.

2. Stop lights on Highway 10: Zachariason informed us the MNDOT is working on plans and specs and will bid Spring 2018. Planning on awarding bid in July 2018 and would like to begin work Fall of 2018.

3. Railroad Bridge: Bonding Bill has not passed per Ramstad so work cannot continue yet.

J. OTHER BUSINESS- NONE

K. ANNOUNCEMENTS-NONE

L. ADJOURNMENT

**M/S/CU:** Warling/Aune to adjourn at 9:42 PM.

**THESE MINUTES ARE SCHEDULED TO BE OFFICIALLY APPROVED AT THE JUNE 12, 2017 MEETING.**