



## LAKE PARK CITY COUNCIL MINUTES

2032 2<sup>nd</sup> Street, Lake Park, MN 56554

December 9th, 2024 - 7:00 p.m.

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### A. CALL TO ORDER and ROLL CALL

- Meeting called to order by Britney Ronning at 7:00 p.m. at the Lake Park City Center.
- **Members Present:** Jon Anderson, Kayla Mayer, and Britney Ronning
- **Members Absent:** John Beaudine
- **Staff:** Chris Bromeling, Brady Burnside, Tammy Charbonneau, Dave Coufal, Sarah Mikkelsen, Carly Olson, and Mark Palm
- **Contracted:** Dylan Ramstad Skoyles
- **Media:**
- **Guests:** Abby Anderson, Andrea Pollock, and Keith Zachariason

### B. APPROVAL OF MINUTES –

#### 1. Minutes of 11/12/24 Regular City Council Meeting

**M/S/CU:** Mayer/Anderson to approve 11/12/24 regular meeting minutes.

#### 2. Minutes of 12/3/24 Truth and Taxation Meeting

**M/S/CU:** Mayer/Anderson to approve 12/3/24 Truth and Taxation meeting minutes.

### C. ADDITIONS AND/OR REMOVALS

#### 1. New Business - Notification Policy

### D. PUBLIC FORUM & CORRESPONDENCE

### E. CONSENT AGENDA

#### 1. Bills

#### 2. Council Reports

#### 3. EDA Report

##### a. Walking Path Grant – Approval given for EDA to proceed with grant.

**M/S/CU:** Ronning/Anderson to approve EDA proceeding with the walking path grant.

##### b. New Member Needed – Bergman submitted resignation. Anderson will reach out to Michelle Bjerke.

**M/S/CU:** Anderson/Mayer to approve Consent Agenda.

**Roll Call:** Anderson – Aye, Mayer – Aye, Ronning – Aye

### F. ADDITIONAL BILLS

#### 1. Additional Bills – None

**M/S/CU:** Anderson/Mayer to approve no additional bills.

### G. STAFF REPORT

#### 1. Brandon Reber, Moore Engineering

#### 2. Brenda Seley, Nutrition Coordinator

#### 3. Dave Coufal, Fire Chief

##### a. Fire Calls - There were three fire calls: one alarm, one hay fire, and one motor vehicle accident.

##### b. Four Position Recommendations: Dave Coufal for Chief, Chris Bromeling for Assistant Chief, Brian Kuntz for Secretary, and Aaron Schober for Training Officer.

**M/S/CU:** Anderson/Mayer to approve position recommendations.

##### c. Unit 3 Fire Truck – Coufal to reach out to other fire departments and if there is no interest, he will bring it to auction.

**M/S/CU:** Anderson/Mayer to approve bringing Unit 3 fire truck to auction.

##### d. Pay Night – Request permission to hold in City Center / Fire Hall. Consensus is approved.

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

##### a. Inventory - Will be reduced by the end of the year.

##### b. Sales – Going well and making profit.

##### c. Inventory – On 1/1/25 at 8:00 a.m. inventory will be counted and anyone can help.

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5. **Brady Burnside, Police Chief**
  - a. **Squad Car and Body-Worn Cameras** – Cameras are in use and require less storage than anticipated.
  - b. **Winter Parking** – It's going well and there have only been a few warnings issued.
  - c. **Raider View Apartment Building Call Volume** – Volume remains low. Reminder to have dogs registered.
  - d. **Kaden Neuner** – Shadowing Burnside as part of work based learning and it's going well.
6. **Todd Frank, Utility & Public Works Superintendent**
7. **Dylan Ramstad Skoyles, City Attorney** - Thank you Jon Anderson for 12 years of service on Council!
8. **Sarah Mikkelsen, City Clerk-Treasurer**
  - a. **Budget Fund Summaries**
  - b. **2025 Tax Levy** – Preliminary Levy was set at 15%. Utility rates are increasing this year as well, so Mikkelsen proposes to set the Tax Levy at 8%. This will go to the General Fund to balance out debt.  
**M/S/CU:** Anderson/Mayer to approve 8% Tax Levy.
  - c. **2025 Budget** – Mikkelsen met with department heads to review budgets and all are in agreement.  
**M/S/CU:** Anderson/Mayer to approve 2025 Budget based on 8% Tax Levy.

#### H. **NEW BUSINESS**

1. **Resolution 24-1201 Polling Place**  
**M/S/CU:** Anderson/Mayer to approve Resolution 24-1201.  
**Roll Call:** Anderson – Aye, Mayer – Aye, Ronning - Aye
2. **Resolution 24-1202 MNDOT Greater MN Transportation Alternatives**  
**M/S/CU:** Mayer/Anderson to approve Resolution 24-1202.  
**Roll Call:** Anderson – Aye, Mayer – Aye, Ronning - Aye
3. **Resolution 24-1203 Funding Request Street Rehabilitation and Reconstruction Project**  
**M/S/CU:** Anderson/Mayer to approve Resolution 24-1203.  
**Roll Call:** Anderson – Aye, Mayer – Aye, Ronning - Aye
4. **Cost of Living**  
**M/S/CU:** Anderson/Mayer to approve cost of living increase of 3%.
5. **Liquor and Tobacco Licenses**  
**M/S/CU:** Anderson/Mayer to approve tobacco licenses for the Lake Park Liquor Store, Dollar General, and Casey's General Store, and liquor licenses for the Lake Park Liquor Store, American Legion, and Casey's General Store.
6. **MPCA Community Resiliency Grant** – Examples of items in this grant are bike racks, bike fix-it stations, benches with shade structures, and water filling stations. Need a Letter of Support from the City Office. City Staff will identify locations. Due date is 12/11/24.  
**M/S/CU:** Anderson/Mayer to approve Letter of Support.
7. **Utility Interruptions Plan** – There is a State Statute that is being followed and is already in place.

#### I. **OLD BUSINESS**

1. **League Insurance** – The current deductible for each department is \$2,500. To lower this deductible to \$250 it would cost an additional \$4,200 annually. The deductible can be changed at any time.  
**M/S/CU:** Anderson/Mayer to approve reducing deductible to \$250.
2. **Lakes Accounting Lease** – All late fees, taxes, and payments are clear.  
**M/S/CU:** Anderson/Mayer to approve renewing Lakes Accounting lease.

#### J. **OTHER BUSINESS**

#### K. **ANNOUNCEMENTS**

1. **Thank you to Jon Anderson for his 12 years of service on the City Council!**

#### L. **ADJOURNMENT**

**M/S/CU:** Anderson/Mayer to adjourn meeting at 7:40 p.m.

**THESE MINUTES WERE OFFICIALLY APPROVED AT THE REGULAR MEETING ON JANUARY 13, 2025.**