** LAKE PARK SPECIAL CITY COUNCIL MINUTES** Page 17

2032 2nd Street, Lake Park, MN 56554

July 23, 2025 - 7600 p.m.

1. **CALL TO ORDER**
* Meeting called to order by Vice Mayor Keith Zachariason at 6:00 p.m. at the Lake Park City Center.
1. **ROLL CALL**
* **Members Present**: Andrea Pollock, Britney Ronning, and Keith Zachariason
* **Members Absent**: John Beaudine and Kayla Mayer
* **Staff**: Sarah Mikkelsen
* **Contracted**: Jason Francis (Turnkey), Colleen Hoffman (Auditor), and Dylan Ramstad Skoyles
* **Media**:
* **Guests**: Dan Aune, Barb Chromy, and Don Qualley
1. **ADDITIONS AND/OR REMOVALS**

**D. PUBLIC FORUM & CORRESPONDENCE**

1. **Public Hearing – Turnkey – Open hearing at 6:01 p.m.**
	* 1. **Utility Easement at Turnkey Apartments** – Turnkey requests to vacate 10 foot utility easement on East side of the pond for single story townhome development. Townhomes would stay in the same footprint. Utility department does not agree to vacating this easement because the transformer would get pushed to the end of the retention pond. Transformers will be on either side of the facility and a junction box will be on the North side. Four units can be powered off the transformer and three units off the junction box. This will be discussed and decision made at the 8/11/25 City Council meeting at 7:00 p.m. at City Hall.
		2. **Property South of Turnkey Apartments** – **Public Comments**: At the beginning of building the Turnkey Apartments, the exit and entrance for the South Building was agreed to be 6th Street, South of Lake Street. The North Building exit and entrance was agreed to be 6th Street, North of Lake Street. Based on the last Civil Plat the City agreed to have the exit and entrance for both apartment buildings South of 6th Street to best utilize construction traffic for all buildings.

**M/S/CU:** Ronning/Pollock to approve closing the public hearing and tabling decision for utility easement until August 11, 2025, City Council meeting.

**Roll Call:** Pollock - Aye, Ronning - Aye, Zachariason - Aye

**Close hearing at 6:15 p.m.**

* **Public Hearing / Documentation Guidelines** – Public Hearings are held for Preliminary Plats and Final Plats and residents are notified. Zoning Permit allows the structure to be built and the plans/documents do not need to be mailed to residents. Based on the Zoning Permit the plans are approved.
1. **Audit – Colleen Hoffman -** Mikkelsen has done an excellent job getting the budget and system up-to-date.
	* 1. Can now easily see what’s in reserves.
		2. Tax settlements are in correct funds that are levied.
		3. Debt payments are correct.
		4. The proprietary funds need to pay their own way. Rates need to remain as they are and will be adjusted up accordingly each year so bills can be paid.
		5. Operating Income funds were sufficient to pay bills.
		6. Goal of operating the Liquor Store is to transfer funds to the general fund. This is being done very well.
		7. The bonds from 2014 were paid off in 2024.
		8. Need to continue to increase rates accordingly to continue to improve infrastructure. This is based on the study done in 2023 that outlines what rates need to be each year.
		9. EDA Village Square is now making enough to pay their bills.
		10. PERA is managing pension better, so amounts are reflected more accurately.
		11. TIF district isn’t getting enough revenue to pay the debt and this is due to putting in infrastructure and housing not being developed at same rate.
		12. Auditor recommends closing the separate Fire Department fund at State Bank of Lake Park and put it into the General account so all department funds are together.

**M/S/CU:** Ronning/Pollock to approve the 2024 Audit.

**THESE MINUTES WERE OFFICIALLY APPROVED AT THE REGULAR MEETING ON AUGUST 11, 2025.**

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Sarah Mikkelsen, City Clerk-Treasurer John Beaudine, Mayor