Page 184

**LAKE PARK CITY COUNCIL MINUTES**

2032 2nd Street, Lake Park, MN 56554

April 8th, 2024 - 7:00 pm

**A. CALL TO ORDER and ROLL CALL**

* Meeting called to order by Mayor John Beaudine at 7:00 p.m. at the Lake Park City Center.
* **Members Present**: Jon Anderson, John Beaudine, Britney Ronning, and Aaron Wittrock
* **Members Absent**: Kayla Mayer
* **Staff**: Chris Bromeling, Tammy Charbonneau, Dave Coufal, Todd Frank, Sarah Mikkelsen, and Carly Olson
* **Contracted**: Dylan Ramstad Skoyles
* **Media**: N/A
* **Guests**: Carla Nelson

**B. ADDITIONS AND/OR REMOVALS**

**C. PUBLIC FORUM & CORRESPONDENCE**

**D. CONSENT AGENDA**

1. **Minutes of 3/11/24 Regular Meeting**
2. **Minutes of 4/4/24 Special Meeting**
3. **Bills**

 **3. Council Report**

 **a. Aaron**

 **b. Britney**

 **c. John**

 **d. Jon**

 **e. Kayla**

 **4. EDA Report**

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

**Roll Call:**  Anderson - Aye, Beaudine – Aye, Ronning – Aye, Wittrock – Aye

**E. ADDITIONAL BILLS**

 **1. Additional Additional Bill** – Ole & Lena’s for $139.00.

 **M/S/CU**: Wittrock/Ronning to approve additional and additional additional bills.

**F. STAFF REPORT**

 **1. Brandon Reber, Moore Engineering**

1. **Brenda Seley, Nutrition Coordinator**
	1. **Nutrition Sub** – Interviewed three people for the sub position and offered the job to Pat Duval at Grade 1, Step 1.

 **M/S/CU**: Anderson/Wittrock to approve hiring Pat Duval at Grade 1, Step 1.

**3. Dave Coufal, Fire Chief**

 **a. Fire Calls** - There were two calls, one motor vehicle accident and one ice water rescue.

 **b**. **UTV** **Trailer** – Ordered a trailer and have donation in the amount of $8,697.92 from Lake Park Fire Department Relief calendar funds to pay for it.

 **M/S/CU**: Wittrock/Ronning to approve purchase of trailer and receipt of donation.

Trailer being replaced needs repair. Will make deal with Utility department.

 **M/S/CU**: Beaudine/Anderson to approve fire department working with utility department on a price to sell the trailer to the utility department.

 **c. Sale of Old Unit 3** – Use broker to list it and sell it.

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

* 1. **New Hire** – 3/30/24 Annie Minske at Grade 1, Step 2.
1. Page 185

**M/S/CU**: Wittrock/Ronning to approve hiring Annie Minske at Grade 1, Step 2.

* 1. **March Update** -$12,000 profit for the month.
	2. **PERA** - Spoke with auditor regarding PERA $522,000 charge to the City last year, and this year it’s down to $391,000 which is a 26% decrease.
1. **Brady Burnside, Police Chief**
2. **Todd Frank, Utility & Public Works Superintendent**
	1. **Hole Patching/Hydrant** - As holes in the pavement dry, they are being patched, and the hydrant has been fixed.
	2. **Pond Discharge** – Keep phospherus limits in check. Need to borrow Audubon’s pontoon to spread this. Last year Audubon completed this and it cost $7,000, so there will be an added expense to complete this.
	3. **Pool Concrete Work** - Syvertson’s will start concrete work on the pool tomorrow.
	4. **Electric Project** – Will start boring in June 2024. Sub-station will be down temporarily in August. Information will be sent out to the community in several ways: Utility bill flyer, City bulletin board, City website, and City Facebook site.

1. **Dylan Ramstad Skoyles, City Attorney**
2. **Pool Funding Options** – City and/or School District Taxpayer funded, Joint Powers Board Taxpayer funded, City Sales Tax, or Community funded via local Non-Profit group. All options require a plan and a lot of community buy-in via a community group such as the Betterment Association to lead this. The City and school can’t lobby. Pelican Rapids received $1.5 million from the state.
3. **Conditional Use Permit Ordinance** – Signed and notarized.

 **8. Sarah Mikkelsen, City Clerk-Treasurer**

 **a. Budget Fund Summaries**

 **b**. **Tax Levy** – Contacted County and the League of Minnesota Cities and received response that tax levy can be whatever percentage needed and there isn’t a cap.

 **c. City Center Kitchen Usage** – Contacted state representative and the response was that if the community center is booked for a private event, the kitchen can be used (i.e. graduation, fire department). If it’s a public event, the kitchen cannot be used unless it’s catered, and then a food safety license is required. Signage will be placed on the sanitizer stating it is a sanitizer and not a dishwasher and cannot be used. This is Council approved.

 **d. Audit Update** – Mikkelsen met with the auditor last week and will be starting the audit. Compiling information now and anticipate finishing the audit in a couple months. Auditor stressed that the debt for the pool needs to be levied, Fire Relief should not be levied unless there is a loss, and snow removal, and park and recreation should be levied. The General fund has no cash balance. After 2023 audit is complete, will be able to confirm General fund status.

 **e**. **Council Reports** – Need updates for what council members have worked on. These updates will be discussed in the separate agenda items. Remove council members and keep EDA Report.

 **f**. **Council** **Agenda** **Packets** – Packets are placed in the entry way of City Hall the week prior to the council meeting. Mikkelsen will continue to target this timing and will start sending the agenda out electronically to council members.

**H. NEW BUSINESS**

1. **OLD BUSINESS**
2. **Pool** –
3. **Concrete Update** – Syvertson’s will start work on the pool tomorrow.
4. **Pricing and Wages** – Increased daily rates, limited what consists of family (two adults and three kids), no special pricing for Raider Care, season passes went to $100 for individuals and $200 for family. Group swimming lessons are $50 and private lessons are $80. Special classes are $10 per session, party rentals are $200 with 2 hour minimum, and $100 for each hour thereafter. The City will reimburse Lifeguard and WSI certification training, 50% with first pay check and 50% with the last pay check. Wages: Manager $18, Asst. Manager $16.50, WSI $16, new Lifeguard $14, and returning Lifeguard $15. Ronning will meet with Endres to confirm wages.
5. **Use** – There have been band-aid repairs done to the pool for years and it will need to be completely refurbished or a new pool built. Less than 10% of homes use the pool. Taxpayers need to decide if they want the pool to continue to stay open based on how much their taxes will go up in order to pay

Page 186

for the operating expenses. Possible survey in utility billing regarding pool and tax increase information.

1. **Payment in Lieu of Taxes** – This used to be called franchise fees. Usage is total electric and total gas. After the audit is complete, Mikkelsen will confirm the rate and council will confirm if the rate needs to change.

**M/S/CU**: Wittrock/Anderson to approve rate of $36,342 for electric and $15,559 for gas.

1. **Fire Department Reimbursement Policy** – When a firefighter goes for training and if the training location is 75 miles away or more, it is approved to get a room and stay overnight. Coufal will pre-approve rooms, and there will be a separate fire department policy on reimbursement being it is dispersed between townships.
2. **Employee Committee Meeting** – Will be discussed at the next council meeting.
3. **SCBAs** – Dylan contacted the League of Minnesota Cities. Certifications are good for one year. A risk is there will be a point where there will no longer be parts available. OSHA has a $10,000 grant that Coufal will look into.

**J. OTHER BUSINESS**

1. **Large Fire** – Looking at changing the budget; however, per the Auditor we need revenue before the budget can be changed.
2. **Annual LMC Conference** – Mayor and a member of city council may attend every few years.

**K. ANNOUNCEMENTS**

1. **Board of Equalization** – County meeting here 4/30/24 at 3:00 p.m. in the City Center. Ronning, Anderson and Wittrock will attend.

**L. ADJOURNMENT**

 **M/S/CU:** Anderson/Wittrock to adjourn meeting at 8:17 p.m.