CALL TO ORDER

1. Meeting called to order by Mayor Keith Zachariason at 7:03 PM at the Lake Park City Center.

Mayor Zachariason asked all managers and contracted staff for written reports, unless they felt it was necessary to be present at the meeting. It is important to follow the Governor’s guidelines and practice social distancing. Council and staff that are present are 6 feet distanced.

A. ROLL CALL

 1. Members Present: John Beaudine, Keith Zachariason, John Thoemke, Jon Anderson, Aaron Wittrock

 2. Members Absent:

 3. Staff: Carly Olson, Todd Frank, Brady Burnside, Lonnie Neuner, Dave Coufal, Chris Bromeling, Sarah Mikkelsen

 4. Contracted Services: Charlie Ramstad, Tyson Hajicek

 5. Media: None

 6. Guests: Terry Skjerseth, Brett Steele, Jenna Seley

B. ADDITIONS AND/OR REMOVALS

C. PUBLIC FORUM & CORRESPONDENCE

 1. Brett Steele – Mid Continent

a. Mid Continent is seeking the authorization from the City of Lake Park to construct and operate a state-of-the-art cable communications system in the City. The proposed fiber network will provide advanced telecommunications including a fiber internet solution and internet protocol television (IPTV) services to Lake Park residents and businesses.

**\*Council will research and discuss at the January meeting.**

D. CONSENT AGENDA

 1. Minutes of 11-9-20 Regular Meeting

 2. Minutes of 11-12-20 Special Meeting

a. Zachariason asked Neuner if we heard from Pay Equity. Neuner stated he asked for an extension and has not heard back.

 3. Minutes of 12-7-20 Special Meeting

 4. Bills

 a. Becker County Auditor check # 039926, the $353.60 portion should be an EDA bill.

 5. Council Reports

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

**Roll Call:** Beaudine – Aye: Thoemke – Aye: Zachariason – Aye: Anderson – Aye: Wittrock – Aye

E. ADDITIONAL BILLS

**M/S/CU:** Beaudine/Anderson to approve additional bills totaling $6,739.29.

F. STAFF REPORT

 **1. Moore Engineering, City Engineer, Tyson Hajicek**

a. Hajicek updated the PFA loan is in place and work will begin on next phase depending on weather.

 **2. Dave Coufal, Fire Chief**

 a. 4 fire calls: 1 cancel, 2 motor vehicle accidents, 1 structure fire

 b. Fire Department recommends the following officers for 2021:

 1. Dave Coufal – Fire Chief

 2. Chris Bromeling – Assistant Chief

 3. Robin Johnson – Secretary

 4. Andy Endres – Training Officer

**M/S/CU:** Thoemke/Wittrock to approve recommendations for Fire Department officers.

c. Two fireman applications received, Burnside will be doing a background check. If approved, the Fire Department will have a full roster.

 **3. Brenda Seley, Nutrition Coordinator-**absent

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

a. Olson recommends 11 part time employees receive a Covid bonus payroll check using the Fire Relief monthly gaming rent check. She would like to give 8 employees $200 each and 3 employees $100 each due to hours worked. Ramstad stated current employees can receive an incentive. Zachariason doesn’t have a problem with bonus. Beaudine asked if the 10% gaming rent check can have its own account. Ramstad said it can be in a separate line for the budget but it shouldn’t be dedicated for staff payment. Zachariason asked if employees sell pull tabs behind the bar when the booth is open. Olson stated they do not, but sell the electronic games.

**M/S/CU:** Thoemke/Anderson to approve 11 Liquor Store part time employees to receive Covid payroll bonus.

 b. Reminder: January 1st, 2021 at 8:00 am is inventory.

\*Zachariason said thank you to Carly and her staff, they are doing a great job, please relay this to them.

 **5. Brady Burnside, Police Chief**

 a. Burnside shared he received the AAA Grant. The sign was purchased and will be installed in the spring.

 **6. Todd Frank, Utility & Public Works Superintendent**

 a. Frank informed council of a storage shed on 2nd street that should be anchored due to size and zoning ordinances. The residents have been notified verbally and certified letter, but there has been no response or changes on storage building. Ramstad shared two different courses of action that can be taken. Council discussed options with Ramstad, Frank and Burnside.

**M/S/CU:** Thoemke/Beaudine to have Burnside document storage shed located on 2nd street and City ordinances and send information to City Prosecutor and it may result in a misdemeanor.

b. Frank shared the pay loader is being fixed at Tony Gross’s, cost will be approximately $3,000-$4,000.

c. Frank is asking for approval to purchase a skid steer and blower on state bid. He would like to purchase the sweeper in the spring. The current skid steer would be sold. Beaudine asked if we have the finances in the budget. Neuner says it is in the budget for 2021. Zachariason asked where he is thinking of purchasing. Frank replied Swanson’s or New Holland.

**M/S/CU:** Beaudine/Wittrock to approve purchasing a skid steer and blower on state bid, approximately $44,500.00.

d. Anderson mentioned that light on the water tower is not on. Frank replied that the light is no longer required.

 **7. Charlie Ramstad, City Attorney**

 a. Sale of the old school: consent to assignment for the Redevelopment District TIF 1-3. Discussion on consenting assignments.

**M/S/CU:** Anderson/Thoemke to approve consent of assignment Redevelopment District TIF 1-3 from LPD, LLC to Lake Park Development, LLC.

**M/S/CU:** Thoemke/Anderson to approve consent of transfer of assignment Redevelopment District TIF 1-3 from Lake Park Development, LLC to Epic Holdings, LLC contingent on the sale of the closing.

 **8. Lonnie Neuner, City Clerk-Treasurer**
a. Review of Trial Balance: Zachariason asked if we received the second half of our tax increment. Neuner said yes we received the levy and we will be receiving the local government aide at the end of this month.

 b. 2020 Budget Revisions

 1. Zachariason asked if Fire Relief Association funds can be separated from Fire Department. Neuner said he will discuss with Coufal. Coufal would like to have it separated. Neuner will check with auditor.

**M/S/CU:** Thoemke/Wittrock to approve a separate fund for the Fire Relief Association for 2020, pending approval from the auditor.

2. Coufal is requesting to purchase a few safety equipment items by year’s end that would be over 2020 budget.

**M/S/CU:** Thoemke/Wittrock to approve Fire Department to purchase safety & equipment items in the approximate amount of $7,250 which is over the 2020 budget.

3. Revenue discussion on line item changes.

**M/S/CU:** Anderson/Thoemke to approve 2020 budget expenditures and revenue with revisions.

 c. 2021 Budget

 1. Zachariason asked about Dram Shop insurance. Corrections will be made to correct dollar amount and codes.

 2. Discussion on Fire Department and amending the levy line items.

**M/S/CU:** Anderson/Thoemke to approve amending the levy for the Fire Department and decreasing the general fund in the amount of $10,000.

**M/S/CU:** Thoemke/Anderson to approve 2021 budget expenditures and revenue revisions.

 d. CARES Funds

 1. Neuner reported that all money has been reported to the state. He has one bill in the amount of $3,960.00 from Zachariason Drywall that needs to be approved in 2020.

**M/S/CU:** Wittrock/Thoemke to approve payment to Zachariason Drywall for the amount of $3,960.00.

e. Lakes Accounting

 1. Lakes Accounting received a Becker County property tax statement and she was surprised because the City leases her the location. Neuner contacted the Becker County and an entity that does not pay property taxes (City of Lake Park), then the leaser/tenant pays the taxes. Ramstad stated it is correct and taxes are based on the lease and not the building. Zachariason will contact Lakes Accounting and discuss options.

G. NEW BUSINESS

 1. Museum Membership

**M/S/CU:** Anderson/Thoemke to approve $100 for Becker County Museum.

1. FD/LS Lease Agreement

**M/S/CU:** Thoemke/Beaudine to approve FD/LS Gaming Lease Agreement for 2021.

1. Cost of Living – Midwest Regional CPI , 1%

**M/S/CU:** Beaudine/Wittrock to approve Cost of Living 1.0% increase as of January 1, 2021.

1. Levy Certification – 8%

**M/S/CU:** Anderson/ Thoemke to approve 8% Levy increase for 2021.

1. Business, Liquor & Tobacco Licenses

**M/S/CU:** Wittrock/Beaudine to approve tobacco and alcohol 2021 business licenses with background approval for:

 Tobacco: Dollar General, Lake Park Liquors, Casey’s General Store

Alcohol: American Legion, Casey’s General Store

1. Resolution 20-1201: Designate the City of Lake Park its polling location.

**M/S/CU:** Beaudine/Wittrock to approve Resolution 20-1201: Designate the City of Lake Park its polling location.

**Roll Call:** Beaudine – Aye: Thoemke – Aye: Zachariason – Aye: Anderson – Aye: Wittrock – Aye

H. OLD BUSINESS

I. OTHER BUSINESS

 a. Zachariason: all liaisons should have their reviews to the office by December 31, 2020.

 b. Anderson says thank you Mayor Zachariason for all your years of service. It has always been a privilege and honor to work with you. Mayor Zachariason says he looks forward to retirement, but will be around if anyone needs anything.

J. ANNOUNCEMENTS

K. ADJOURNMENT

**M/S/CU:** Anderson/Thoemke to adjourn meeting at 8:56 pm.