CALL TO ORDER

1. Meeting called to order by Mayor Beaudine at 7:00 PM at the Lake Park City Center.
2. Oath of Office: Mayor Beaudine administered oath of office to Britney Ronning and Kayla Mayer.
3. ROLL CALL

1. Members Present: Jon Anderson, John Beaudine, Kayla Mayer, Britney Ronning, Aaron Wittrock

2. Members Absent:

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

4. Contracted Services: Dylan Ramstad Skoyles, Tyson Hajicek

5. Media:

6. Guests: Abby Anderson, Luaine Warling, John Warling, Dan Aune, Dave Neisen, Jon Lowry, Jason Francis

1. ADDITIONS AND/OR REMOVALS
2. PUBLIC FORUM & CORRESPONDENCE
   1. Open public hearing for WMDS, LLC at 7:02 pm. Neisen has a purchase agreement for Tools and More and close date is planned for January 31st, 2023. It will be metal manufacturing, sandblasting, assembly and painting. He is requesting a Conditional Use Permit. Discussion. Closed public hearing 7:08 pm.

**M/S/CU:** Anderson/Wittrock to approve Conditional Use Permit for WMDS, LLC for parcel 510036000 and 510037000.

* 1. Open public hearing for EPIC Companies 7:10 pm. EPIC submitted plans to subdivide the current single lot into 5 individual lots for single residential units. Ramstad Skoyles has reviewed and approves submitted plans. Hajicek commented on extension of utilities, with the projected plan on future street work, things to consider will we hold off on paving or will it be patched. Discussion. Closed public hearing 7:14 pm.

**M/S/CU:** Wittrock/Ronning to approve EPIC’s preliminary plat with the condition that variances will be approved.

* 1. Open public hearing for EPIC’s Development 7:15 pm for variances on parcel 510171000. Discussion. Closed public hearing 7:16 pm.

**M/S/CU:** Wittrock/Anderson to approve EPIC’s variance request.

* 1. Open public hearing for TurnKey Development 7:17 pm for application of subdivision approval. Francis shared the updates on preliminary plat. Discussion of drainage. Public asked questions and voiced concerns. Discussion. Closed public hearing 7:31 pm.

**M/S/CU:** Wittrock/Anderson to approve Turnkey preliminary plat with the condition that variances will be approved.

1. CONSENT AGENDA
   1. Minutes of 12-12-22 Regular Meeting: Coufal asked for wording to be changed to selection not election on 2.e.
   2. Bills: Mikkelsen asked for guidance on how council would like bills handled that arrive after approved bills but should be paid before the next council meeting. Council said to pay and list on next month’s agenda.
   3. Council/EDA Reports: A. Anderson shared EDA has three interested candidates for the one open seat. EDA will contact and setup times to meet with candidates.

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

**Roll Call:** Beaudine – Aye; Anderson – Aye; Ronning – Aye; Wittrock – Aye; Mayer – Aye

1. ADDITIONAL BILLS

**M/S/CU:** Anderson/Wittrock to approve the additional bills totaling $23,957.17.

1. STAFF REPORT
   1. **Moore Engineering, City Engineer**

1. Water Treatment Plant project will begin soon.

2. Jason Murry is working on Capital Financial Plan.

3. Street Project funding request is into the legislator for the bonding bill.

* 1. **Dave Coufal, Fire Chief**
     + 1. 1 fire call
       2. 1 $100.00 donation

**M/S/CU:** Wittrock/Ronning to approve $100.00 donation.

* + - 1. Palm and Anderson will be attending Fire Chief Boot Camp training in Thief River Falls.
      2. Township Meeting is January 18th at 7 pm at City Center to discuss Fire Department operation expense, budgets, replacement schedules, etc. Coufal would like approval on 2023 Allocations by Entity: Capital and Operating Fire Expenses.

**M/S/CU:** Wittrock/Ronning to approve 2023 Capital and Operating Fire Expenses in the amount of $102,666.51

* + - 1. Calendars will be mailed out soon.
  1. **Brenda Seley, Nutrition Coordinator - absent**
  2. **Carly Olson, Municipal Liquor Manager**
     + 1. Olson reported Liquor Store had a profitable 2022 year, even with the expense of an additional full time employee and cost of living.
       2. Old Timer’s Run is February 4th.
  3. **Brady Burnside, Police Chief**
     + 1. Burnside researched ordinances in regards to jake brake and new ordinance is not needed because we have an ordinance for Public Nuisances Affecting Peace and Safety. Discussion. Burnside will contact concerned resident.
       2. Radio has not arrived, should have arrived 14-18 weeks after ordering. Currently at 18 weeks.
  4. **Todd Frank, Utility & Public Works Superintendent** 
     + 1. Utility Extension Fees: Discussion on fees and who should have wire cost.

**M/S/CU:** Anderson/Wittrock to approve updated Utility Extension Fees and cost of wire will be paid by resident.

* + - 1. Equipment and Labor Fee Schedule: Discussion on updated schedule.

**M/S/CU:** Anderson/Ronning to approve updated Equipment and Labor Fee Schedule.

* + - 1. Purchase of trencher attachment for skid steer: Frank states trencher is 22 years old and needs to be replaced, lowest quote is $8,840.00 by SkidPro and is state bid price.

**M/S/CU:** Ronning/Anderson to approve purchasing of skid steer trencher in the amount of $8,840.00.

* + - 1. 1986 Snowplow needs transmission work, cost is approximately $6,000. Discussion on fixing or replacement. Fixing at this time due to maintenance cost that was spent in the recent years.
      2. Utility Department has been taking many gas tests to get certified.
  1. **Dylan Ramstad Skoyles, City Attorney**

1. Skoyles has been working on ordinances for Turnkey, EPIC and WMDS and communicating with Mikkelsen.

* 1. **Sarah Mikkelsen, City Clerk-Treasurer**   
     1. 2022 Profit Loss Summary by Fund: Supervisors and council received revenue and expense budget for each line item.

1. Coufal stated Mikkelsen needs a new computer as it is junk, it was slow when we worked on a project.
2. NEW BUSINESS
   1. Council Compensation: It has been 10 years since council received a compensation increase. Discussion.

**\*\*Tabled**

* 1. Employee Step Advancement: all employees received a favorable review.

**M/S/CU:** Wittrock/Anderson to approve all employees Step Advancements for 2022.

* 1. 2023 Official Information

**M/S/CU:** Ronning/Wittrock to approve 2023 Official Information Page.

* 1. Resolution 23-101 – City Depository & Newspaper

**M/S/CU:** Wittrock/Mayer to approve Resolution 23-101- City Depository & Newspaper.

**Roll Call:** Beaudine – Aye; Anderson – Aye; Ronning – Aye; Wittrock – Aye; Mayer – Aye

* 1. Hoffman, Philipp, & Martell, PLLC – contract renewal: Discussion on cost and term. Beaudine would like quotes for future contracts.

**M/S/CU:** Wittrock/Ronning to approve 5 year contract with Hoffman, Philipp, & Martell, PLLC in the amount of $16,200.

* 1. Administrative Assistant Position: Beaudine and Mikkelsen interviewed four applicants. All were very qualified and decision was difficult. Offer will be made at step 5, grade 2.

**M/S/CU:** Wittrock/Anderson to approve administrative assistant offer at step 5, grade 2.

1. OLD BUSINESS
   1. Cost of Living Increase
      * 1. Midwest Region CPI - 6.8%: Discussion.

**M/S/CU:** Wittrock/Mayer to approve cost of living at 6.8%, January 1st, 2023.

* 1. THC Ordinance: Discussion. Council would like public hearing. Ramstad Skoyles will send ordinance to Mikkelsen.

1. OTHER BUSINESS
   1. Beaudine would like all departments to try to cut budgets.
2. ANNOUNCEMENTS
   1. FD & Township meeting January 18th, 7:00 PM.
3. ADJOURNMENT

**M/S/CU:** Wittrock/Anderson to adjourn meeting at 9:06PM.