**LAKE PARK CITY COUNCIL MINUTES**

2032 2nd Street, Lake Park, MN 56554

February 13, 2023 - 7:00 p.m.

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

1. Meeting called to order by Mayor John Beaudine at 7:00 p.m. at the Lake Park City Center.
2. Members Present: Jon Anderson, John Beaudine, Kayla Mayer, Britney Ronning, and Aaron Wittrock.
3. Members Absent: N/A
4. Staff: Chris Bromeling, Brady Burnside, Tammy Charbonneau, Dave Coufal, Todd Frank, Sarah Mikkelsen, Carly Olson, and Brenda Seley.
5. Contracted Services: Dylan Ramstad Skoyles, Peyton Beyerle, and Brandon Reber on behalf of Tyson Hajicek.
6. Media: N/A
7. Guests: Abby Anderson, Tanya Bergman, Jesse Covey, and Jason Francis.

B. **ADDITIONS AND/OR REMOVALS -**

 1. None

C. **PUBLIC FORUM & CORRESPONDENCE -**

 1. **Old High School Demolition Environment** –

Opened public forum and correspondence for Old High School Demolition Environment at 7:02 p.m.

 The demolition site at the old High School is an unsafe environment for kids and it is suggested putting up a fence. Closed public forum and correspondence at 7:04 p.m.

 **Action:** Beaudine will talk with Epic.

2. **Unfit Yards and Living Quarters** –

 Opened public forum and correspondence for Unfit Yards and Living Quarters at 7:04 p.m.

 There are residents living in sheds, campers, and there are several junky yards in town. Closed public forum and correspondence at 7:05 p.m.

 **Action:** Burnside will provide the procedure for this during his update below.

D. **OPEN PUBLIC HEARING –**

1. **Turnkey Development** **Resolution 23-208** – Dylan Ramstad Skoyles

Opened public hearing for Turnkey Development Resolution 23-208 at 7:05 p.m.

The approval of the preliminary plat at the January 9, 2023, council meeting is contingent on if this variance application is approved. The variance is to allow 1 additional building on the lot, for a total of 4 buildings (2 apartments and 2 garages) on the lot. Zoning is for 3 buildings. Ramstad Skoyles confirmed all necessary items are included. Beaudine closed the public hearing. Closed public hearing at 7:09 p.m.

**M/S/CU:**  Anderson/Wittrock to approve the Resolution 23-208 to allow 1 additional building on the lot.

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

E. **CONSENT AGENDA** -

 1. **Minutes of 1-9-23 Regular Meeting**

 2. **Bills**

 3. **Council Reports**

 a. **Vehicles Blocking Firehouse Door 3** - Issues with vehicles being parked in front of and blocking the fire house in front of the double door, Door 3. There are 3 deeds and 3 easements which the city doesn’t own, however, the city is in charge of maintenance and insurance. It’s okay to park behind the building, however, the lane for the firemen cannot be blocked. Wittrock suggested using paint to identify the fire lane to ensure the fire trucks it are not blocked. Measurement for the area to be painted is the West 50 feet of the South half of the parking lot. There was discussion with the vehicle’s owner so we will see how it goes for now. If needed, Frank will use the striper that is used for the baseball field to spray the lines this summer.

 4. **EDA Report**

 a. **Open EDA Committee Position** - Interviews of the candidates for the open EDA committee position went well and all candidates brought positive ideas. A. Anderson would like to offer the position to Tanya Bergman.

 **M/S/CU:** Ronning/Mayer to approve Tanya Bergman as the new EDA Committee member.

 b. **City Clean-Up** - Suggestion to use Becker County Landfill to bring dumpsters to the city for residents to put garbage in to clean up the yards. After the date the dumpsters are removed, there will be a fee for yards not appropriately cleaned up.

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

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

F. **ADDITIONAL BILLS -**

 1. **Karin Anderson Grantwriting** – FEMA Grant for Extrication equipment for Fire Department

 - $500.00

 2. **Brushmarks Signs** – Fire Department helmet names, locker tags, and accountability tags –

 $66.50

**M/S/CU:**  Wittrock/Ronning to approve $500.00 bill for extrication equipment and $66.50 bill for helmet names, locker tags, and accountability tags.

G. **STAFF REPORT -**

 1. **Moore Engineering, City Engineer** Brandon Reber -

 a. **Contractors Application Payment** –

1. **Water Treatment Plant** – Water treatment plant painting is underway and water switch over from well water to city water will be in mid-March. Overall project is on schedule for completion in May. American General Contractors pay application for $183,824.40 for material costs paid to-date of ~$160,000 and ~$23,800 for portion of project that is installed.

**M/S/CU:**  Wittrock/Mayer to approve American General Contractors for the Pay application of $183,824.40 for materials and up-front costs for the water treatment plant.

2. **Sewer** – Scope of Work has been received. Will hold off on work until spring because if they start now, they will need to use anti-freeze. Project schedule is being created to identify completion dates.

 2. **Dave Coufal, Fire Chief** -

 **Fire Protection Renewals** –

 a. **Fire Calls** - Received 4 fire calls since last city council meeting; 2 alarms, 1 fire, and 1 false alarm.

 b. **Resignation** - Shawn Viergutz is resigning and moving out of town as of 2/28/23.

 **M/S/CU:**  Anderson/Wittrock to approve Shawn’s resignation as of 2/28/23.

 c. **Leave of Absence -** Ryan Bendickson is requesting a 1 year leave of absence effective

immediately due to personal reasons. Bendickson is currently on probation and was granted some extra time to get his probationary training caught up by December 31, 2023. If the city grants him 1 year leave of absence, his probationary period would be extended to February 28, 2023. Coufal recommends to extend Bendickson’s leave of absence until December 31, 2023.

 **M/S/CU:**  Wittrock/Ronning to approve extending Ryan Bendickson’s leave of absence until December 31, 2023.

 d. **Fighter Fire Plates** - Bryan Kunz has requested fire fighter plates. Coufal recommends Kunz be eligible for fire fighter plates.

 **M/S/CU:**  Ronning/Anderson to approve fire fighter plates for Kunz.

 e. **FEMA Grant** – Karin Anderson is working on the FEMA Grant.

 f. **Operation Round Up** – Lake Region Trust donated a check for $500. Coufal recommends the money be used toward purchase of flashlights.

**M/S/CU:**  Wittrock/Ronning to approve $500 donation to go towards purchase of flashlights.

 g. **MN State Fire** **Department Association Class** – There is a 4 hour class on firefighter recruitment on July 15, 2023, from 9:00 a.m. – 1:00 p.m. that Coufal will be attending. Beaudine will also attend. This will be brought to future council meetings to request additional attendees.

 h. **Township Meeting Resolutions** – Township meeting was on January 28, 2023. The resolutions below are for approval:

 1. **Resolution 23-201** – Cormorant Township

 **M/S/CU:**  Wittrock/Anderson to approve Resolution 23-201.

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

 **2. Resolution 23-202** – Cuba Township

 **M/S/CU:**  Wittrock/Ronning to approve Resolution 23-202.

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

 3. **Resolution 23-203** – Hamden Township

 **M/S/CU:**  Wittrock/Anderson to approve Resolution 23-203.

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

 4. **Resolution 23-204** – Lake Park Township

 **M/S/CU:**  Wittrock/Mayer to approve Resolution 23-204.

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

 5. **Resolution 23-205** – Riceville Township

 **M/S/CU:**  Wittrock/Anderson to approve Resolution 23-205.

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

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

a. **Overview of Program** – Started new contract in January 2023. Seniors pay donation of $4.00 per meal. Reimbursement of $7.10 is received per meal from Government funding. This reimbursement is up from $6.80 per meal last year. Meals for those under 60 years old were $7.00 per meal, and this will be bumped up to $8.00 per meal. The money for those under 60 goes into the city’s funds. There were 422 meals in January. The number is lower during the winter months as some people go south.

b. **Meal Cost** - Donations from seniors is $4.00 per meal. Those under 60 years old pay $8.00 per meal effective this month.

c. **New Freezer Containers** - Health inspector said we need new freezer containers, and these have been ordered.

d. **Kitchen Temperature** – The kitchen is very cold in the morning so the door has been left open to try and get some heat in.

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

 a. **Old Timers Run** – It went really well, with sales of $8,000, up from $6,000 last year.

 b. **Customer Appreciation** - This has been held in August historically, and the numbers have been declining. Families are busy getting in camping/trips before school starts. We previously brought in headliner bands for $4,500 and this doesn’t seem feasible anymore. This year we are going to try having it on July 22nd after softball, and we have booked a less expensive band. Revenues will change.

 c. **Lunch Business** – We have had busy lunch times, especially on Fridays. We did 75 lunches this past Friday. There will be a lot of construction workers this summer and we anticipate to get busier with the new welding company coming, there will be lunch specials using roasters being it’s difficult with only one fryer.

 5. **Brady Burnside, Police Chief** –

a. **Non-Permanent Structures** – There is no ordinance saying you can’t live in a camper, it just says you can’t live in it on the city street. There are vague references in the ordinance related to similar non-permanent structures, such as ice houses, that you can’t have. If the structure is back more than 100 feet from property line, then you can live in it. Generally, Courts deem purposeful omission if it isn’t called out specifically in the ordinance. There are other issues, abandoned cars, junk, or similar non-permanent structures, etc., that will be addressed.

 **Action**: This spring Burnside will send out letters to follow the ordinance.

**Action**: Ramstad Skoyles will bring examples of what other city ordinances are to the next city council meeting.

 b. **Squad Car** –

 1. There is no radio for squad car yet.

 2. Car will be striped differently than current squad car due to similarity of Lakes Area Animal Rescue Team vehicle markings.

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

 a. **Resolution 23-209** - Missouri River Energy Services – Electrofusion Processor quote received, and adding Adam.

 **M/S/CU:**  Anderson/Wittrock to approve Resolution 23-209.

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

 b. **CPO Licenses** - Adam and Casey received CPO licenses.

 c. **Plow Truck** – It has been fixed and is running well.

 d. **Vortex Infusion Processor Machine** – We have been borrowing this machine from the city of Hawley for the past 12 years, however, they have notified us that we can no longer borrow it so we are needing to purchase one with accessories for $4,880.68. Machine welds gas lines together and this is needed for this summer’s project. Money from reserves will be used for this purchase.

**M/S/CU:**  Wittrock/Ronning to approve purchase of Vortex Infusion Processor machine and accessories for $4,880.68.

7. **Dylan Ramstad Skoyles, City Attorney** –

 a. **Epic** – Will be providing revisions soon for council review.

 b. **THC** – Will be discussed during old business agenda item.

 8. **Sarah Mikkelsen, City Clerk-Treasurer** -
a. **Profit Loss Summary** – Carly’s revenues will be adjusted accordingly. Budget will be

 reflected in line items (work in process).

 b. **New Hire** **- Administrative Assistant**

1. Tammy Charbonneau – Mikkelsen recommends she be hired at Grade 5, Step 3 and she started on January 16, 2023.

**M/S/CU:**  Anderson/Wittrock to approve hiring of Tammy Charbonneau at Grade 5, Step 3.

 c. **State Bank of Lake Park Authorized Signers/Review of Accounts** – Feedback from council requested on who should be added/removed as signers to cards. Bank confirmed it isn’t required to have 2 council members to have an account. Beaudine suggested removing Anderson and adding Wittrock as Vice Mayor to the following accounts:

 1. Account #65621 Money Market Savings Business Account

 2. Account #64848 Money Market Savings Business Account

 3. Account #20618 Regular Business Checking Account

 4. Account #29612 Regular Business Checking Account

 New cards will be made. Driver’s license will be required when going to the bank for signature.

**M/S/CU:**  Ronning/Mayer to approve removing Anderson and adding Wittrock to Accounts #65621, #64848, #20618, and #29612 signature cards.

 d. **MCFOA Conference at St. Cloud, March 21-24** – Mikkelsen will be attending a Clerk’s Conference in March, which Lonnie attended annually. She attended a clerk’s meeting last week, which was beneficial. These meetings are held every other month, and the location is rotated between area cities.

c. **Corporate Technologies Review** – There is an active contract with Corporate Technologies and they recommended adding some items. Mikkelsen recommends adding the following:

1. **Firewall on Server That Holds the City’s Information** – This is the main concern because the city currently doesn’t have a firewall on the server. This would be a purchase and then we pay monthly to maintain.
2. **Battery Backup** - Once it starts beeping, there isn’t time to complete a backup. This is a one-time purchase.
3. **Sarah’s** **PC** - Operating at 79%.

Pending review of the Corporate Technologies contract to confirm the ending date, may look into other potential carriers.

H. **NEW BUSINESS** -

1. **Swimming Pool** – Discussion is needed to reach a decision whether to open the pool this summer. The cost to fix it is dependent on what is deemed necessary. Concern is that if we can’t get lifeguards, we shouldn’t put money into it. Some items identified are to fix the concrete edging, maintain/improve the drain cover and improve/remove the diving board. There is a golf fundraiser through the Roadhouse to help fund the pool. Possible volunteers to clean and repaint the bath houses. Need 2 lifeguards 15 years old or older on at all times and an office person, with one of them being 18 years old. There is potentially someone that may be interested in being a lifeguard. Suggestion is to raise fees for swimming lessons and daily/weekly/monthly passes because current rates are low. The group working on this needs to come to next month’s council meeting and bring: 1) plan for lifeguards, 2) prices to get pool up and running, and 3) what fees will be charged. Historically, annual loss of $30,000. Potential for Betterment Committee members to volunteer in the office. Historically, there has not been money set aside for the pool. If we plan on continuing to open the swimming pool, need to start budgeting for it.

**Action**: Ramstad Skoyles will confirm if volunteers can work.

I. **OLD BUSINESS** -

 1. **Resolution 23-206** - WMDS, Inc. Conditional Use Permit for Broadway Welding.

**M/S/CU:**  Wittrock/Anderson to approve Resolution 23-206.

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

2. **Resolution 23-207 -** EPIC Variance

**M/S/CU:**  Anderson/Ronning to approve Resolution 23-207.

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

1. **THC Ordinance 23-210** – Ramstad Skoyles was at a conference for city attorneys where a bill in the House and a bill in the Senate was discussed that would allow liquor stores to sell THC products. These bills may make any city ordinance void. It is unsure what will happen. May be best to approve this ordinance and have it in affect so the city would have some control. Fee could be established as an amendment to the ordinance. Or, the fee could be left out so if the fee changes the ordinance wouldn’t need to be updated. The fee would be for compliance check and testing. Testing is not performed in Minnesota, so city police would need to drive out-of-state for testing during business hours. A couple cities have established fees ranging from $495 - $800. State doesn’t perform testing. If someone comes in and wants to sell THC, they need to fill out an application and then there would be a hearing where it would need to be approved at city council. Fee should be approved before a public hearing. There would be fees for any organization that violates the ordinance.

**M/S/CU:**  Wittrock/Ronning amended motion to approve Ordinance 23-210 to include $500 fee.

 **Roll Call:** Anderson – No; Beaudine – No; Mayer – No; Ronning – Aye; Wittrock – Aye

This will be tabled for further discussion. Council members will keep packet of information so it doesn’t need to be printed again for future meetings.

1. **Council Compensation** – Beaudine will talk to a couple more cities to discuss this. Tabled for further discussion.

J. **OTHER BUSINESS** –

**1. Donation to City of Lake Park Fire Department -** $469.21 donation received for purchase

of 2 barrel strainers.

**M/S/CU:**  Wittrock/Ronning to approve donation of $469.21 for 2 barrel strainers.

K. **ANNOUNCEMENTS** -

 1. **Board of Equalization (Tax Meeting)** – April 25, 2023, at 3:00 p.m., City Center –

**Action**: Sarah will confirm how many council members are needing to attend and bring to the next meeting.

L. **ADJOURNMENT** -

 **M/S/CU:** Anderson/Wittrock to adjourn meeting at 8:41 p.m.

**THESE MINUTES WERE OFFICIALLY APPROVED AT THE REGULAR COUNCIL MEETING ON MARCH 13TH, 2023.**