**LAKE PARK CITY COUNCIL MINUTES**

2032 2ND STREET, LAKE PARK, MN 56554

MARCH 13, 2023 - 7:00 PM

1. **CALL TO ORDER and ROLL CALL**
2. Meeting called to order by Mayor John Beaudine at 7:00 p.m. at the Lake Park City Center.
3. **Members Present**: Jon Anderson, John Beaudine, Kayla Mayer, Britney Ronning, and Aaron Wittrock.
4. **Members Absent**: N/A
5. **Staff**: Chris Bromeling, Brady Burnside, Tammy Charbonneau, Dave Coufal, Todd Frank, Sarah Mikkelsen, Carly Olson, and Brenda Seley.
6. **Contracted Services**: Dylan Ramstad Skoyles and Brandon Reber on behalf of Tyson Hajicek.
7. **Media**: N/A
8. **Guests**: Olivia Alder, Vander Alder, Vicki Alder, Abby Anderson, Josie Denman, Melanie Hanson, Rozalyn Howery, Garrett Illg, Gibbson Illg, Grayley Illg, Josie Denman, Anna Johnson, Rachael Johnson, Kelly Krapu, Lexi McMullen, Nelli McMullen, Reed McMullen, Hayley Nelson, Marie Nelson, Qynlee Nelson, Zylee Nelson, Traci Raknerud, Janna Wolf, Julie Zachariason, and Keith Zachariason.
9. **ADDITIONS AND/OR REMOVALS**
	1. There will be 2 additional bills discussed in the agenda item below.

1. **PUBLIC FORUM & CORRESPONDENCE**
	1. **Pool** – There are 7 people interested; one is a returning lifeguard who needs re-certification and one is 21 years old who could be the manager; others will need to complete lifeguard certification. Suggest having three lifeguards on rotation so when one needs a break, the kids can stay in the pool. Prior to opening the tool, the state inspector will need to test/inspect and approve the pool. Pool manager needs to be hired first and they will hire remaining staff and track certifications.
		1. **Suggested Repairs/Updates to Pool** –
			1. **Patch concrete in deep end corner** – City Utility staff
			2. **New diving board** - $3,400 total for board and freight – City Utility staff install
			3. **Drain cover/entrapment guard if not VGBA compliant** - $300 – City Utility staff
			4. **Acid wash floor of pool** – Betterment Committee can provide volunteer labor
			5. **Secure entrance gate** – City Utility staff
			6. **Reinforce north fence/gate** – City Utility staff
			7. **Look into updating vacuum system** – City Utility staff
			8. **Paint bathrooms** – Betterment Committee will fund
			9. **Purchase seating for adults (tables, chairs, umbrellas)** – Betterment Committee will fund and organize volunteer labor, Committee may approach local businesses to donate funds

**M/S/CU:** Ronning/Mayer to approve Betterment Committee to purchase tables, chairs and umbrellas and/or work with local businesses to donate funds to have their logo on them. Remaining suggested repairs/updates will be discussed at the next council meeting.

* + 1. **Suggested Wages** –
			1. **Pool Manager** - $18+ per hour.
			2. **Lifeguard** - $14 per hour for new lifeguards; $15 per hour for experienced lifeguards. Estimate cost for lifeguard certification and WSI certification is $300 per person. Historically, these have been reimbursed 50% at the end of the first season and 50% at the end of the second season.
			3. **Water Safety Instructor** - $16 per hour for new WSI; $17+ per hour during instructional hours.
			4. **Office Worker** - Volunteers (pending confirmation from Dylan if volunteers could be accepted if they sign a waiver), CEP (student worker for day-camp start at $13.30 per hour and day-camp supervisor start at $17.83 per hour)

**M/S/CU:** Ronning/Wittrock to approve suggested wages for advertisement for lifeguards and pool manager, and for reimbursement of lifeguard and WSI certification fees with 50% at the end of the first pay period and 50% at the end of the season.

* + 1. **Suggested Admission Rates** –
			1. **Individual Day Pass** - $5
			2. **Family Day Pass** - $15
			3. **Raider Care Day Pass** - $3
			4. **Individual Season Pass** - $75
			5. **Family Season Pass** - $150
			6. **Swimming Lessons 2 week Session** - $40

**M/S/CU:** Ronning/Mayer to approve suggested admission rates and charging $40 for swimming lessons session.

* + 1. **Concession Stand** –
			1. Suggest having small concession stand items for purchase.

D. **CONSENT AGENDA**

 1. **Minutes of 2-13-23 Meeting**

 2. **Bills** – Trencher costs are split between electric and gas.

 3. **Council Reports**

 4. **EDA Report** – EDA is looking at finding three businesses to contract for the electronic sign and adding planters downtown and having the high school students make them.

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

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

1. **ADDITIONAL BILLS**
	1. **League of Minnesota Cities** – Police department, Burnside and Frank will be attending a class in Bemidji, total cost is $40.
	2. **Trophy House** – Fire department, cost is $60.

 **M/S/CU:** Wittrock/Ronning to approve additional and additional bills for $40 and $60.

F. **STAFF REPORT**

 1. **Moore Engineering, City Engineer**

1. **Water Treatment Plant** – Started running filter on March 10, 2023, and it is running well. Remaining work will be completed in the next couple of months.
2. **Additional Additional Bills** –
	1. **Contractor’s Application to American General for Payment #2** - $82,760.15 for work completed up through March 3, 2023.

**M/S/CU:** Anderson/Wittrock to approve additional and additional bill for Contractor’s Application to American General for $82,760.15.

* 1. **Moore Engineering** - $21,220 for work completed since last invoice.

**M/S/CU:** Anderson/Ronning to approve additional and additional bill for Moore Engineering for $21,220.

* 1. **Wastewater Improvement Project** – Waiting for weather to improve to start, anticipate May 2023.
	2. **Street Improvement Project** – Proposed bonding bill sent to legislature. Correspondence received from DOT and Jim Olson, the account engineer, with questions that Hajicek will follow-up with Jim on. Hope to realize savings by piggybacking this project.
	3. **Epic** – Document with clear separation with what belongs to the City and what belongs to the Prime Entity. Currently, curb stops are on private property and there is a water main that comes off of their property which is presumed to be a private line. If the lines stay private, Moore Engineering will apply for a FTC Sewer Extension permit.

**Action**: Reber will follow-up with Hajicek on the status of the faulty work that was done on the sewer project water leaks on 5th Street and to review the pictures Frank provided to Hajicek.

* 1. **Re-Lining** - Discussions are underway with Moore Engineering and Hydro Clean for finishing the re-lining. Once timing is received, Moore Engineering will issue a change order.
	2. **Dave Coufal, Fire Chief**
		1. **Fire Call** – There was one fire call, which ended up being cancelled.
		2. **Donation request for new boots** – Fire Relief would like to donate

 $3,596.18 to the city to cover the cost of the boots.

**M/S/CU:** Wittrock/Ronning to approve donation of $3,596.18 for new boots.

c) **Received check for Maplelag Resort fire**.

 4. **Brenda Seley, Nutrition Coordinator**

 a) **Meals -** Served 372 meals in February, which is down slightly as we were only open 18 days due to two storm days.

 b) **Kitchen Use -** The kitchen can be used by others if they have a Food Service Manager’s certificate. To obtain this certification you need to take a class, which is 8 hours online and then 4 hours every 2 years for continuing education.

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

 a) **Customer Appreciation Day** - This will be held on July 22, 2023, instead of in August. Attendance in August has been down the past few years as parents are getting their kids ready to go back to school and taking family trips. Fat Cats are signed on to play, and they indicated they can play either inside or outside with outside drawing a larger crowd. If we want to set them up to play outside, we’ll need a trailer due to potential for rain and the band would be concerned about ruining their equipment. This will be a Liquor Store/Fire Department collaboration.

 6. **Brady Burnside, Police Chief**

 a) **Squad Car Update** – The radio is in and should be installed this week. Working with Brushmarks on the striping package and estimate it will be ready in 2 weeks. Changes to the striping package are in the font and color to differentiate it from the Lakes Area Animal Rescue Team vehicle markings. The existing squad car striping will not be updated as this vehicle will rarely be used.

 b) **Tagged Vehicles** – Tagged four snow birds with the latest storms and two have already been moved.

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

 a) **Water Treatment Plant update** – There is 100,000 gallons of well water in the water tower and another 100,000 gallons in the storage tank. Anticipate this amount of water will run through the system in 4 – 5 days, and then the water will switch over to city water again. There are two dry lift pumps being pulled, BFD’s will be installed on the pumps, four meters and their controls will be installed, and then a thorough cleaning will be performed. We will be a Class C plant instead of Class B so we’ll need to re-test.

 b) **Trencher** – This has been received and primary wire has been ordered for the additions. There will be a bill for $22,000 for the wire coming through soon. A couple junction boxes are needed, the elbows and gas supplies for the additions have been ordered, and the electrofusion machine has arrived. Turnkey will provide information on the size of transformers needed for the apartments.

 8. **Dylan Ramstad Skoyles, City Attorney**

 a) **Epic** - Epic sent an updated Development Agreement and it is under review, and Epic has also submitted their final plat to the engineer.

 b) **Examples of other city ordinances** – Examples ordinances for camper living will be obtained with review at the next council meeting.

 9. **Sarah Mikkelsen, City Clerk-Treasurer**
 a) **Budget Fund Summaries** – Revenues and expenses reports are provided

 for each department, the first page is a snapshot and additional detail is

 provided. Budget revenue expense has additional detail which is beneficial for department heads. Mikkelsen will review the Sunset addition website maintenance line and reconfigure it. We used to advertise when there were Sunset lots for sale, however, all have been sold now.

* + 1. **Garbage Disposal Services Quotes** – Rate information was gathered

from area garbage disposal companies to confirm rates for our current service with Steve’s Sanitation are competitive. Steve’s Sanitation does have the best price, so we will continue using their service.

 c) **Corporate Technologies** – The contract with them was reviewed and it is a one year contract renewed every March 1st, with 45 days’ notice being required for termination. If we wanted to buy-out the contract, we would owe for the entire year and it isn’t financially feasible to do so. Our emails are through 702 Communications who work hand in hand with Corporate Technologies. Service has been very poor. A meeting with Mikkelsen is set up in December 2023 to review Coufal’s recommendation of a different company to contract with, and the intention is to switch in March 2024.

G. **NEW BUSINESS**

1. **Payment in Lieu of Taxes** – This was previously called Franchise Fee, and was changed to Payment in Lieu of Taxes. It transfers money from the electric and gas funds to the general fund.

**M/S/CU:** Wittrock/Anderson to approve 2022 Payment in Lieu of Taxes of $55,343.

* 1. **Re-Addressing the City** – Westlund has a piece of property within the city limits

that is contract for deed and the contractor needs an address for this parcel. In discussing this with Becker County, the county needs a point of reference (they would like it to be the median) to allow space for growth in the future. Request feedback from city council to determine what the address should be. The county also said we should re-address the town as the road names and numbers don’t flow.

**Action**: Beaudine will contact Becker County.

H. **OLD BUSINESS**

 1. **Pool** – Discussed during Public Forum and Correspondence.

2. **THC Ordinance** #23301 –

a) **Regulation of THC** - THC is legal to sell. Approving this ordinance will provide the city a way to regulate it and have some control. There are bills currently in legislature that may pre-empt this ordinance; however, if the ordinance isn’t in place, there is nothing the city can do to regulate it. There is an amendment to legislation that passed committee that would create a new license category for the lower potency edibles. This would necessitate us having this ordinance in place.

b) **Zoning** - The city could put in place a zoning ordinance limiting the sale of THC to certain commercial areas. This could be restrict the selling of THC to only be on Highway 10 and downtown. No matter what, THC cannot be sold in residential areas. It is anticipated that this would be affected by what legislature does. There is no reference to zoning in this ordinance because zoning is a separate ordinance. As the THC ordinance is currently written, you cannot sell THC out of your home, within 200 yards of a school, or at the liquor store. There are multiple violation level charges for being out of compliance. A conditional use permit could be given so that if someone wants to sell THC and they’re not in a commercial zone, they need to come to city council and either request re-zoning of the property where they want to sell it from or they need to buy commercial property.

c) **Fee** - The city of Alexandria charges $500 for a permit to sell THC. They chose this dollar amount because it was high enough to cover costs and low enough to deter an underground market. There was going to be a regional chief’s meeting where this subject would be discussed; however, due to the snow storm last week, the meeting was rescheduled to this Thursday, March 16, 2023. At this meeting testing will also be discussed. Moorhead started testing before their ordinance was in place due to anticipated issues with some shops. The testing fee will be included in the application fee, as well as any costs for compliance. The fee schedule will not be in the ordinance, it is separate and can be updated anytime.

**M/S/CU:** Wittrock/Anderson to approve Ordinance #23-301 for THC with separate fee schedule of $1,000.

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

 3. **Council Compensation** – This will be tabled for the next council meeting.

4. **Emergency Operations Plan** – There are a couple changes, one name and two

phone numbers.

**M/S/CU:** Wittrock/Anderson to approve Emergency Operations Plan with Burnside’s

updates.

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

I. **OTHER BUSINESS – N/A**

J. **ANNOUNCEMENTS**

 1. **Board of Equalization Meeting** – April 25, 2023, at 3:00 pm, City Center.

 a) Three board members need to be present and one needs to be trained (two are currently trained). Training can be completed online and a Certificate of Completion is received.

 2. **American Legion Fundraiser**:

 a) Drop off donations at the High School: March 15th – 18th

 b) Shop: March 29th - April 1st

 3. Clerk’s Conference - Mikkelsen will be out of the office next week at a Clerk’s Conference. She will be checking email, texts, and phone messages.

K. **ADJOURNMENT**

 **M/S/CU:** Ronning/Mayer to adjourn meeting at 8:53 p.m.

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**THESE MINUTES WERE OFFICIALLY APPROVED AT THE REGULAR COUNCIL MEETING ON APRIL 10th, 2023.**