**LAKE PARK CITY COUNCIL MINUTES**

2032 2nd Street, Lake Park, MN 56554

April 10th, 2023 - 7:00 p.m.

1. **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, Kayla Mayer, Britney Ronning, and Aaron Wittrock.
* **Members Absent**: N/A
* **Staff**: Chris Bromeling, Brady Burnside, Tammy Charbonneau, Todd Frank, Sarah Mikkelsen, and Carly Olson.
* **Contracted Services**: Dylan Ramstad Skoyles.
* **Media**: N/A
* **Guests**: Abby Anderson, Tanya Bergman, and Karen Erickson
1. **ADDITIONS AND/OR REMOVALS**
	1. **Minutes of 3-7-23 Special Meeting added to Consent Agenda**

1. **PUBLIC FORUM & CORRESPONDENCE**

**D. CONSENT AGENDA**

 **1. Minutes of 3-7-23 Special Meeting**

 **2. Minutes of 3-13-23 Meeting**

 **3. Bills**

**a.** Check mailed to Volunteer Fire Benefits Association for $180.00 for Accidental Death insurance annual renewal.

**b.** Have not received some monthly bills yet and these will be listed out at next month’s meeting.

 **4. Council Reports**

 **5. EDA Report**

**a.** One bedroom apartment is opening up on May 1st. The carpeting will be replaced if needed, as well as any other necessary repairs, and the expense comes out of the EDA budget.

 **b.** Looking into potentially having EDA meetings every other month.

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

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

**E. ADDITIONAL BILLS**

 **1.** Aramark for $268.74.

 **2.** Becker County Environmental Services for $44.00.

 **3.** Blue Cross & Blue Shield for $10,787.20.

 **4.** CNA Security for $100.00.

 **5.** Lake Park Fire Department Relief for $1,000.00.

 **6.** Lakes Community Cooperative for $2,053.01.

 **M/S/CU:** Wittrock/Ronning to approve additional bills totaling $14,252.95.

**F. STAFF REPORT**

**1. Moore Engineering, Brandon Reber** (via phone - he had another meeting 2 hours away)

 **a.** **Water System Improvements – Water Treatment Plant Rehabilitation**

 **1. Project Status –** On schedule and going smoothly.

**2. Contractor’s Application for Payment #3 - $93,013.53** (there will be another 3 – 4 payments after this one with about $450,000 left to be paid of the $812,500 is amount of full contract).

**M/S/CU:** Wittrock/Anderson to approve additional bill for Contractor’s Application Payment #3 for $93,013.53.

 **3. Moore Engineering Invoice #33110 - $14,210.00**

**M/S/CU:** Wittrock/Ronning to approve additional bill for Moore Engineering Invoice #33110 for $14,210.00.

 **b.** **Wastewater Improvement District 2020-1 – Phase 3**

  **1. Project Status** – Waiting on weather to get warmer to begin next steps.

 **c.** **Street Improvement Project**

**2. Funding Update** – Letters have been sent to Fischbach’s office requesting federal funding, and there is interest in our project. Reber will follow-up.

 **2. Chris Bromeling, Fire Department**

 **a. Pancake Breakfast** - June 18th.

1. **Fundraiser -** American Legion using fire station for fundraising event on June 25th.
2. **Fire Call** – There was one medical call.
3. **Contracts** - Allcontracts and funding have been received*.*
4. **Donation***–* Received donation for $250 from Midnite Riders;

**M/S/CU:** Wittrock/Mayer to approve donation of $250 from Midnite Riders.

1. **Resignation of Nick Krejce** – Resigned via text, which Ramstad Skoyles confirmed is sufficient. There has been no response to questions posed or to the formal document outlining his resignation, and equipment has not been returned.

**M/S/CU:** Ronning/Wittrock to accept resignation of Nick Krejce effective immediately.

1. **Call Rates** – Currently, at $400 for the first hour and $300 per hour thereafter.
2. **Fire Calls** - Recommend going to flat rate of $500 per hour.
3. **Carbon Monoxide** **Calls** - Recommend $250 per hour for a single truck response (which is reflected in SOPs) and $500 per hour for multiple trucks response.
4. **False Alarm Calls** – If call is due to equipment malfunction where truck arrives on scene, recommend reverting to fire call rate of $500 per hour. If call is due to equipment malfunction where truck is canceled in route and it becomes nuisance calls because of lack of maintenance, for the first two calls the truck will continue and on the third call within predetermined length of time (1 month), billing information will be requested, and charge will be at fire call rate of $500 per hour. Advise that nuisance calls from this point on will be billed at fire call rate of $500 per hour.

Received suggestion from some townships to collect some money from the individuals that we assist rather than charging the township the entire cost.

**M/S/CU:** Ronning/Wittrock to approve changes to 1) fire calls to $500 per hour flat rate, 2) carbon monoxide calls for single truck rate of $250 per hour and $500 per hour for multiple trucks, and 3) false alarm calls due to equipment malfunction for the first two calls first truck will continue and on the third call within 1 month, billing information will be requested and charge will be $500 per hour. Nuisance calls from this point on will be billed at $500 per hour. All changes in rates are effective today.

 **Resolution**: #23-401

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

**h.** **FEMA Grant** – Working on grant for new equipment for light rescue.

 **3. Sarah Mikkelsen for Brenda Seley, Nutrition Coordinator**

 **a. Meals** - Closed for one snow day, with 22 days of service. There were 408 meals on wheels, 68 congregationals, for a total of 476 meals. Expect numbers to go up as people who went south for the winter will start returning.

 **b.**  **Grant** – Charbonneau is working on a Grant for the nutrition center.

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

 **a. Meat Raffle/Horse Races** - Wrapping up and the last one will beonthe last Friday of April, the 28th.

 **b. 1980’s Contest** - Thecontest is next Saturday, April 15th, with prizes for the best dressed.

  **c. Wedding Reception** – April 22nd.

 **d**. **Music Trivia Bingo** - Every other Saturday.

 **e.** **Current Trivia** - Continues every Tuesday night.

 **f**. **Lunch Specials** - Every Friday.

 **5. Brady Burnside, Police Chief**

 **a.** Squad car is up and running, the only thing left to install is the GPS, and all bills are in. New radar is a great improvement. Entire process spanned 13 months.

 **b.** Brady will attend training on new AEDs through a cardiac study grant program for University of Minnesota on April 19th. Once training is complete, we will receive two new AEDs at no cost. The purpose of the study is to get as many new AEDs out to the police squad cars to see if there will be a decrease in heart attack deaths. The old AED is unsupported and would be thrown, however, can be used and will be given to Frank.

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

 **a.** New rails and bases have been installed in the lift station.

 **b.** Crew has been pumping water, moving snow, and filling gravel in holes which has been washing out; however, once the ground thaws the gravel should stay.

 **c.** Frank and Simon will be attending a Gopher One meeting tomorrow.

 **d.** Frank and Mann will be attending a Pipeline Safety conference next week.

 **e.** Water plant work is coming along well.

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

 **a. Pool Volunteers –** People can volunteer to help with random maintenance; however, it is very unadvisable for people to volunteer in the pool office. If someone would really like to volunteer at the pool, they could get hired as an employee and donate their check.

 **b. AT&T Lease** – Their equipment is on the water tower, and the lease goes until 2042 with a buy-out option in 2029 for either party to terminate as long as 60 days notice is given. During contract negotiations AT&T didn’t want the buy-out option in 2029, however, would like to get out of the contract now as they have a new tower to put their equipment on. They would owe us $203,963.23, including the $26,618.64 due in 2023. They have offered to buy out for $100,000, however, from a legal perspective we should ask for the whole amount. If we take the current rate compounded, it would be $160,000. Anticipating negotiation, we could ask for more, $175,000, with the goal of receiving this amount in the end. They will give us the Control building at no cost, which is worth $40,000, and they will remove their equipment. If we reach an agreement, we have information from Midco where we can register the water tower through FCC for potential renters. The Agreement is non-exclusive so we can put anything we want on the tower whether or not AT&T removes their equipment.

 **Action** - Ramstad Skoyles will draft paperwork offering $175,000, including the Control building at no cost, and AT&T need to complete any painting and maintenance. Ramstad Skoyles will contact them directly.

 **M/S/CU:** Ronning/Wittrock to approve offering $175,000 and receiving building at no cost.

 **c. Turnkey & EPIC Updates** – Turnkey hasn’t sent anything at this time, and we await receipt of the development agreement and final plat material for Ramstad Skoyles review. EPIC sent the development agreement and their questions have been answered. EPIC is a TIF district 1-3, which is an area where any increase in property values is captured and city recoups 10% and remainder goes to EPIC. TIF district includes the old school property and 3 parcels that include a house. We can keep the house in the district which will increase the property value, or de-certify which would be to remove the 3 parcels from the district. Council’s direction is to remove the 3 parcels from the district. EPIC assumed all liability after taking over for Lake Park Development LLC. The City can collect 10% of administrative costs not paid by Lake Park Development LLC and make EPIC cover expenses. Administrative costs from 2016 – 2022 for Ramstad Skoyles was $17,279.62 (the City has already paid this bill). Legally, EPIC is liable for these costs. Council’s direction is to move forward with the $900 effective the date EPIC took over and not charge EPIC the expenses Lake Park Development LLC incurred (not making amendment to the TIF).

 **Action:** Ramstad Skoyles will update development agreement.

 **d. Draft Camper Ordinance** – All ordinances deal with parking campers on the street and not in the yard or driveway. There are some zoning ordinances for RV parks. A rough draft ordinance has been created; however, if it’s a zoning ordinance, those already doing it can continue and we cannot enforce the ordinance. If we didn’t make this a zoning ordinance, we would be the only city in this area that does it. In reviewing our nuisance ordinance, it is in line with other cities.

 **8. Sarah Mikkelsen, City Clerk-Treasurer**
**a. Budget Fund Summaries**

 **b. Lake Park Betterment Association -** They are trying to get 501c and the application requires a physical address. Council is okay with them using the city address. They would not be a part of the City and this will not cause any issues.

 **c. Legion**

 **1.** **One Day Liquor License and Fee -** There is a Legion Fundraiser on June 25th from 11:00 a.m. – 7:00 p.m. in the fire hall. The one-day liquor license is $25 and we are requesting this be waived.

 **M/S/CU:** Ronning/Mayer approve waiver of $25 one-day liquor license fee.

 **2. Zoning Fee -** Requesting the $450.00 zoning fee be waived.

 **M/S/CU:** Anderson/Ronning approve waiver of $450 zoning fee.

  **d. ECFE and School Readiness Program Potluck Picnic -** Picnic will be held on May 18th from 4:00 – 7:00 p.m. at the City Park and concession stand. Request waiver of $25 concession stand fee as has been done in the past.

 **M/S/CU:** Wittrock/Ronning approve waiver of $50 concession stand fee.

 **e.** **2023 Official** **Information Sheet** - Added liaison for the pool, Britney Ronning. At the Clerk Conference mileage rate was discussed as being the variable state rate, which is 65.5 cents per mile. Currently, the City rate is 58.5 cents per mile and will be updated to 65.5 cents per mile.

 **M/S/CU:** Anderson/Wittrock approve 2023 Official Information Sheet for the City of Lake Park.

**G. NEW BUSINESS**

**H. OLD BUSINESS**

 **1.** **Pool**

**a**. **Manager** – Four interviews were conducted and recommendation is to hire Jessie Endres at $18 per hour starting wage. Jessie Endres is getting WSI and Lifeguard certifications.

 **M/S/CU:** Anderson/Mayer approve hiring Jesse Hendress for pool manager at $18 per hour effective today.

 **b.** **Lifeguards** - Four interviews for lifeguards are set up for this Wednesday and Thursday evening at City Hall.

 **c.** **Diving Board** – There is 2 - 8 weeks delivery lead-time once ordered. This doesn’t need a Council vote and it should be ordered now. Frank will order and install it being it is city equipment.

 **d. Average Attendance** - In 2021 there were over 500 people in total that went to the pool, which was about 50 people average daily.

 **e**. **Grant** – A grant has been applied for which includes money for the pool, and we will hear back in June 2023.

 **2.** **Council Compensation** - Cannot change until the election year, and changes would be effective January 1st 2025. Will re-visit next March/April.

1. **OTHER BUSINESS**
	1. **City Ordinances –** Information on ordinances will bemailed out with the utility billing and put on social media to start taking steps toward cleaning up the city. Cars need to be registered and parked on a pad, and no more than 4 cars outside are allowed. All Council members and City staff will take down addresses that need to be cleaned up.

**J. ANNOUNCEMENTS**

 **1.** **Board of Equalization** – April 25, 2023, at 3:00 pm, City Center. The County will be attending and Ronning and Beaudine will be here for it as well.

**K. ADJOURNMENT**

 **M/S/CU:** Anderson/Wittrock to adjourn meeting at 8:15 p.m.