**LAKE PARK CITY COUNCIL MINUTES**

2032 2nd Street, Lake Park, MN 56554

May 8th, 2023 - 7:00 pm

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**: John Beaudine, Kayla Mayer, Britney Ronning, and Aaron Wittrock
* **Members Absent**: Jon Anderson is on his way (Jon Anderson joined council meeting at 7:20 p.m.)
* **Staff**: Chris Bromeling, Brady Burnside, Tammy Charbonneau, Dave Coufal, Todd Frank, Kristi Lund, Sarah Mikkelsen, Carly Olson, and Brenda Seley
* **Contracted Services**: Dylan Ramstad Skoyles and Brandon Reber
* **Media**: N/A
* **Guests**: Abby Anderson and Tanya Bergman
1. **ADDITIONS AND/OR REMOVALS**
	1. **Cost of Living Adjustments -** Added as New Business agenda item.

**C. PUBLIC FORUM & CORRESPONDENCE**

1. **Jessie, Lifeguards / Opening Date –**
	1. Tentatively opening the week of June 5th. There are 5 lifeguards and 1 manager, with 1 additional potential employee. One lifeguard is interested in being an assistant manager. League is favorable of this and recommends having an assistant manager. Age limit is 18. Council agreed to create an assistant manager position and offer it at $16.50/hour. Lifeguards are taking certification classes June 2nd, 3rd, & 4th. There is interest in water aerobics. Two of the lifeguards and the manager will give swimming lessons. Lessons don’t need to go through Red Cross, so we are going through Fargo Parks District whose curriculum is based on Red Cross.
	2. Pool needs to be pressure washed and painted. The diving board and pool steps arrived. Wires for lights inside the pool are gone so there are no lights. The lights on the poles work. Betterment Association is getting tables/chairs/umbrellas, garbage cans, shelving units in office and mechanical room, a counter top in the office instead of using shelving, plywood for signs (will remove during the winter), and a new backboard. Total cost will be ~$1,000. Beaudine will go with Jessie to purchase these items.
	3. Lakeview Ag is donating waterproof coats with the lifeguard’s name embroidered on them and Lakes Area Community Coop is donating shirts to all the lifeguards that say “Lifeguard at Lake Park Community Pool”.
	4. Calls were made to Pepsi and Coke on availability of vending machines. Coke no longer provides vending machines. Pepsi will be delivering a vending machine with 8 beverage choices. The machine will stay year-round and Pepsi loads and handles the money. If there is damage, Pepsi takes care of it. The vending machine will be put in the shelter this year being there is already electricity running to it. A cement slab may be needed next year so people at the park can also access it.
	5. Mysie’s Meals donated money and it is in the Betterment Association account.
	6. The pool inspector will arrive unannounced to complete the inspection. The pool can open prior to the inspection.

 **M/S/CU:** Wittrock/Ronning to approve new position for Assistant Manager of pool at $16.50/hour and offer it to Esben O’Connell.

 **M/S/CU:** Beaudine/Ronning to approve giving Jessie authority to purchase pool related items throughout the summer.

**D. CONSENT AGENDA**

 **1. Minutes of 4-10-23 Meeting** – Under Fire Department, Paragraph 2, Section H under FEMA Grant, it should reflect light rescue instead of flight rescue. Under Section 8 under Legion Part C, no where has it been voted on, approved, or denied that it is a dry fire hall. This sentence will be removed.

 **2. Minutes of 4-25-23 Special Meeting**

 **3. Bills**

 a. Two checks paid after 4-10-23 bill approval: Casey’s $232.31 and Credit Card $4,617.26.

 **4. Council Reports**

 **5. EDA Report** – Request for money for flower pots and for sidewalk on Sunset Road. At new apartments, add sidewalks and roll into street project. Main sidewalk to school is on Vigen. Need prices for this work. City council to look at area regarding sidewalk. Apartment building has original roof which needs to be replaced, the vacant apartment needs a new patio door, a stud wall in garage was hit and needs to be repaired, water heater has been replaced, and boiler will need to be replaced soon. One apartment is available and we’re looking for a renter.

 **6. New Business - Cost of Living Adjustments**

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

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

**E. ADDITIONAL BILLS**

 **1. $811.32 for Rogers 2-Way Radio** – For pagers and chargers.

 **M/S/CU:** Wittrock/Mayer to approve additional and additional bills for $811.32 for Rogers 2-Way Radio.

**F. STAFF REPORT**

 **1. Brandon Reber, Moore Engineering**

 **a. Water Treatment Project** – Pumps have been installed. Paint is needed yet. Control panel from Sweeney delivery date is not known. Needed to go with this particular control panel, it is sole sourced, so may issue Change Order and then the schedule will be updated once timing is known. Otherwise, this is on schedule.

 **b. Contractor’s Application #4 from American General Contractors** - For $127,965.76 for construction to-date which is on schedule, holding 5% retainage, and there is about $325,000 yet to pay. Reber to confirm all piping will be painted. If the plan is not to repaint all piping, a Change Order will be created.

 **M/S/CU:** Wittrock/Anderson to approve scheduled payment to American General Contractors for $127,965.76.

 **c. Moore Engineering Invoice** – $2,940.

 **M/S/CU:** Wittrock/Ronning to approve $2,940 payment to Moore Engineering.

 **d.** **Wastewater Project** – Contractor plans to be here at the end of May/early June to complete 1 week’s worth of work. Full schedule will be provided by the end of May.

 **e. Street Improvement Project** – Didn’t get federal funding.

 **f. Bonding Bill** – With State Legislature. Both sides are on board with passing bonding bill, however, there are slightly different versions needing further discussion.

 **g. Turnkey Development** – Submitted updated plans and comments have been provided back to them.

 **2. Dave Coufal, Fire Chief** – There were 4 fire calls, 1 grass fire, 1 structure fire, 1 motor vehicle accident, and a fire with no permit. Bromeling continues to work on FEMA Grant for tools for light rescue.

 **3. Brenda Seley, Nutrition Coordinator** – There were 427 meals served in April, 19 days of service and one snow day. Charbonneau working on grants for general operating expenses and a new oven range.

 **4. Carly Olson, Municipal Liquor Manager** – Good April in off-sale.

 **a. Resignation/New Employee** - Katie Sanders provided notice with her last day being on May 30th. Kailee Lefebvre has been hired at Grade 1, Step 1, and she starts May 22nd.

 **M/S/CU:** Wittrock/Mayer to approve resignation of Katie Sanders and hiring of Kailee Lefebvre.

 **b. Music Bingo** - Starts this Saturday at 7:00 p.m. and will be held every other Saturday.

 **c. Lunch Specials** – Will have every day in the summer with construction in town. Only issue is if there is a crew member that is underage that comes into the liquor store. Would like to make it okay for 18-21 year olds to be there year around Monday through Sunday 11-2 and it would be made very clear that they cannot get alcohol. Could section off an area. Ramstad Skoyles will look at the Ordinance. The procedure for ordinance change is at the next meeting look at proposed changes and adopt changes if agreed upon and publish.

 **5. Brady Burnside, Police Chief** – Attended AED training and will be receiving two new AEDs in a couple weeks free of charge. Sheriff’s office is putting on active shooter training in June that Burnside and Peterson will attend. Currently, kids of driving age have been more respectful in driving as well as there being an improvement in school. The new squad car is running well.

 **6. Todd Frank, Utility & Public Works Superintendent** – Getting park ready, the bathrooms are open, fixed some street lights, disconnected water service at the old school, and ordered transformers for the football field. The city is responsible for lighting and Frank will also order new poles and lighting for the football field. Starting work on the pool and will begin patching holes in the road when Audubon is finished with the Becker County trailer.

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

 **a. EPIC** – Public hearing for proposed Final Plat and Development Agreement next month. It’s no longer Epic that is doing the project, it’s Canfield. Need to approve Resolution to consent to assignment, Resolution 23-501. Transfer all rights and liabilities from EPIC and assign to Canfield. Regarding the school and 3 parcels with house on it in the TIF district, we were going to remove them from the TIF district, however, it was determined that they don’t need to be removed. Epic is not opposed to removing parcels, however, if they were removed it would require a public hearing which would cause delays. Ramstad Skoyles agrees with Epic’s position and the parcels will not be removed. Fire hydrant placement has not been identified yet. These will be provided to Coufal and Frank for review/approval. There will need to be hydrant valves on hydrants on city property because the city needs to access them so they can turn them off. The city will also maintain the hydrants. Easement is needed in plat for public hydrants.
**M/S/CU:** Anderson/Wittrock to approve Resolution 23-501 to assign rights and liabilities from EPIC to Canfield’s Corner LLC.

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

 **b. Turnkey** – Reviewing information and they should be ready for proposed Final Plat and Development Agreement (public hearing) next month.

 **c. AT&T contract** – Sent letter and await response. Ramstad Skoyles will follow-up this week.

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

 **b. Certificate of Deposits** – Currently have two CDs at Bremer Bank (ending in 7058 and 5676) and one at Midwest Bank (ending in 2943) that need to have Lonnie Neuner removed and Sarah Mikkelsen added.

**M/S/CU:** Ronning/Anderson to approve to have Lonnie Neuner removed from Bremer CDs (ending in 7058 and 5676) and Midwest Bank CD (ending in 2943) and Sarah Mikkelsen added.

* + 1. State Bank of Lake Park CD was on 6 month renewal. When other CDs renew, will add this to the other CDs.

 **d.** **Nuisance Ordinances** – These will be mailed in with utility billings and city council agrees to start with Ordinances 92.05 Nuisance Parking and Storage, 92.06 Nuisance Inoperable Motor Vehicles, and 92.07 Nuisance Building Maintenance and Appearance. Frank’s utility information for mailings will trump sending of ordinances. Property owners that are in violation of an ordinance will not be charged criminally, this is a slower process and only levies fines and doesn’t get things cleaned up. The abatement process will be followed, which could take up to 6 months. When a complaint is received, Burnside investigates and takes pictures and then the determination is made between Burnside and Ramstad Skoyles that there is a violation of the ordinance and a letter goes to the property owner. The complaint doesn’t have to be signed, however, it’s best if it is signed. When a property owner is in violation of the ordinance, there will be a public hearing and the property owner will be given time to clean it up. If the property owner doesn’t clean up in the timeframe identified, the city cleans it up so that the property conforms with the ordinance and then the city charges the property owner the cost of the clean up. The city council is the judge and will stay neutral.

 **d. Vending Machine in Park** – Discussed above during Jessie, Lifeguards / Opening Date agenda item.

 **e. Pool** – Discussed above during Jessie, Lifeguards / Opening Date agenda item. Additional discussion: Endres requested internet at the pool. There’s two types of internet packages, office and public. The office package is $66.25/month with 3 year contract. Vacation suspend is $10 per month when it is suspended. Cost would be $210 for the 3 actives months the pool is open plus $90 for the 9 vacation suspend months, totaling $300. Ronning will talk with Endres about the options being looked into: router, city’s WIFI, Endres’ hotspot. Jennifer Winn is internet contact.

 **f. Fountain Flowers Donation** – Donation has been requested for flowers to be planted by the small old schoolhouse. Historically, we have donated $200.

 **M/S/CU:** Wittrock/Mayer to approve $200 flower donation.

 **g. SAM Number (System for Award Management)** – Number is needed to submit for grants and funding. Expired in November 2022 and needs to be renewed. Address is being corrected. It is 4-6 weeks process once submitted.

 **h. Reports** – ARPA Funds have not been reported and were due April 30th, need SAM Number, not sure if there is a penalty. TIF reporting is needed and it’s lengthy and state will provide directions. PERA report last year missed one person, that person has been added and will be paid what was owed.

 **i. Audit** – Auditor is not quite ready to start the audit, however, all numbers aren’t in and the books haven’t been balanced since March 2022 so additional time is needed. There is a change at the liquor store with the Point-of-Sale system which is different than how it was done before. There are several open items being addressed and books need to be balanced to finish remaining prep for audit, so will be filing for an extension.

 **j. Computer** - Computer crashed 3 times last week, it is very outdated and the IT company takes multiple visits to try to fix issues. Examples of the result of the insufficient computers and multiple lengthy crashes were discussed in the SAM Number, ARPA Reporting, and Audit agenda items above, as well as Dave hasn’t received staff reports since last year. Corporate Technologies had provided a proposal for new computers, we don’t need to purchase computers through them, but need an IT company to get computer and programs running. The city office needs at least 2 computers and monitors for Mikkelsen and Nelson. Charbonneau’s computer is having some issues, for example, it’s not reading server into Banyon the utility software. Computers should be updated on a schedule by a new IT company. It would cost $500/month to buy out the Corporate Technologies contract. For now we will stay with Corporate Technologies, new computers and monitors will be purchased, and next month the City Council will revisit whether we will stay with Corporate Technologies as the IT company.

 **M/S/CU:** Beaudine/Ronning to approve leeway to buy new office equipment now and Mikkelsen will report cost after they’re installed.

**G. NEW BUSINESS**

 **a. City Reserve** – Frank and Olson have reserve minimums identified. Propose keeping the existing general fund and create one city reserve where extra funds are applied to and the funds can be used for different expenses. May not be able to combine utility funds with other funds. Beaudine will talk to the auditor about this.

 **b. Covid Policy** – Policy is still in place where if an employee gets Covid, the city pays the employee while they are out from work.

 **M/S/CU:** Ronning/Anderson to approve ending Covid policy.

 **c. BCBS Insurance Contract** – Renews in July. Insurance comparisons were gathered. Currently, premium is $10,787.20 per month, and the annual increase will go up 6.6% to $11,568.60 per month which is reasonable. The City’s insurance premium is in the middle of other insurance carrier premiums. Agreement reached to keep existing insurance.

 **d**. **Cost of Living Adjustment** **(COLA)** – Numbers are based on the Midwest Consumer Price Index (CPI) inflation rate. There are also step in grade increases. The average increase in wage due to inflation for Lake Park City employees over the last 9 years was 2.54%. The average increase in the Midwest was 5%.

**H. OLD BUSINESS**

**a. Policy Book**

 **1**. **Timesheets** - Timesheets reviewed by City Council liaisons as they are turned in.

**2**. **Compensatory Time** – Discussion whether exempt employees receive compensatory time. There are 3 exempt employees, the department heads for the Office, Utility, and Liquor Store. Will review job descriptions of exempt employees to confirm if they should be exempt. Department heads will discuss with council liaisons if there should be a department cap for compensatory time and this will be discussed at the next council meeting.

1. **OTHER BUSINESS**
	1. **Road Project –** The Citywon’t be receiving Federal funds for the 2024 Road Project. Await feedback from the State representative on whether State funds will be received. There are multiple spots in the roads that have been ripped up and have potholes. Discussion on whether to wait until the 2024 Road Project. Decision is not to wait. Now that the ground is no longer frozen, holes can be patched up. This couldn’t be done during the winter months as patchwork would come right back out of the holes and does not adhere.

**J. ANNOUNCEMENTS**

 **a. Arbor Day –** One tree will be given to each City utility customer on May 18th from 4:00 – 6:00 p.m. at the City Center. This announcement will be in the utility billing and on the City Website.

**K. ADJOURNMENT**

 **M/S/CU:** Anderson/Wittrock to adjourn meeting at 9:23 p.m.