**LAKE PARK CITY COUNCIL MINUTES**

2032 2nd Street, Lake Park, MN 56554

June 12th, 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**: Jon Anderson, John Beaudine, Kayla Mayer, Britney Ronning, and Aaron Wittrock
* **Members Absent**: N/A
* **Staff**: Chris Bromeling, Brady Burnside, Tammy Charbonneau, Dave Coufal, Todd Frank, Sarah Mikkelsen, and Carly Olson
* **Contracted Services**: Dylan Ramstad Skoyles, Brandon Reber (via phone)
* **Media**: N/A
* **Guests**: Maria Alder, Vicki Alder, Abby Anderson, Judy Anderson, Tanya Bergman, Sandy Fjeld, Melanie Hanson, Rozalyn Howery, Sheri Kaiser, Maryann Larson, Deloyne Nelson, Marie Nelson, Anita Pietila, Andrea Pollock, Donna Rian, Ed Rian, Roxanne Samuelson, Val Swanson, and Jamie White
1. **ADDITIONS AND/OR REMOVALS** – N/A

**C. PUBLIC FORUM & CORRESPONDENCE**

 **1. Vicki Alder** – **Senior Nutrition Program** – There were misunderstandings and concern regarding the program and Seley’s resignation. Seley’s position and the program are not ending. There was a meeting with Traci at NSI, Ronning, Beaudine, and Seley regarding the program and to discuss ideas where expenses could be reduced. Seley submitted her resignation the following day. Council agrees this is a needed community service. Seley may want to take her resignation back and stay with the program. If Seley decides she doesn’t want to stay, the position will be advertised. In the meantime, NSI is under contract and must provide meals and Meals on Wheels could come out from Detroit Lakes or potentially from Sunnyside. Council could not discuss this until there was an open meeting; tonight is the first open meeting and the first chance for the council to discuss this. Seley does an excellent job and is very money conscious, and the seniors come for a good meal and socialization. Extra cash given goes to the city nutrition program. If a check is written out to NSI, any extra money goes to NSI. Mikkelsen requests not to accept Seley’s resignation in order to have a discussion with her first to clear any misunderstanding and to confirm whether she wants to resign. The City is applying for grants for the Sr. Nutrition program, and the Betterment Association will also apply for grants and organize fundraisers to help fund the program.

 **2.** **Betterment Association** – There is interest in bringing in food trucks and music for a party in the park. The Betterment Association will fill out an application when timing for the event is known and the fee will be waived. There is a pool party on June 14th with free admission, food, games, and prizes. The City has a cleaner that comes twice per week to clean and restock the park bathrooms. If cleaning and restocking need to be completed more frequently, notify the City and it will be done. The park bathrooms need some general maintenance completed. These items include paint, more lighting, fix loose cinder blocks, and there is no door handle or lock. Beaudine and Frank will look at the bathrooms and maintenance updates will be completed. The Betterment Association is here to help with projects and will provide volunteers to do the painting.

**D. CONSENT AGENDA**

 **1. Minutes of 05-08-23 Meeting**

 **2. Bills**

 **3. Council Reports**

 **a. Walkway/Sidewalk to School** – Some kids walk through the ditch to school and there is a sidewalk on the street for them to walk safely to school. Kids should utilize the existing sidewalk. Beaudine will talk to the school superintendent.

 **4. EDA Report** – Apartment is rented as of July 1st.

 **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. Henry’s** - $1,150.59 for liquor store purchases.

 **2. Sysco -** $515.46 for liquor store purchases potentially owed from an old bill. Await feedback from Sysco.

 **M/S/CU:** Anderson/Wittrock to approve additional and additional bills for Henry’s for $1,150.59 and Sysco for $515.46.

**F. STAFF REPORT**

 **1. Brandon Reber, Moore Engineering**

 **a. Water Treatment Plant Change Order 1** – Control panel will arrive in early September. Change Order 1 is for $14,539 for painting all pipes (not part of original quote) and a heater for the chemical room. Remaining work will be completed in late August prior to control panel receipt. Revised completion date is September 15, 2023. When Reber receives the updated schedule, he will forward it to the City.

 **M/S/CU:** Ronning/Mayer to approve Change Order 1 for $14,539.

 **b.** **Contractor** **Payment #5** - $107,416.74 for work completed to-date. When Reber receives the updated schedule, he will forward it to the City. 10% of the full budgeted amount is held back until the city approves of the completion at final walk through. There is a one year corrective warranty period walk through as part of the contract as well to fix any items needed.

 **M/S/CU:** Anderson/Ronning to approve Contractor Payment #5 for $107,416.74.

 **c.** **Moore Engineering** - $10,780 for construction services to-date. This is already approved with the earlier bills, however, will be part of the agenda to provide for time to ask any questions. Street project will be put back in the 2024 Bonding Bill.

 **2. Dave Coufal, Fire Chief**

 **a. Fire calls –** There were five total calls; two structure fires, two alarm calls, and one vehicle fire.

 b. **Resignation** - Probationary member has resigned effective immediately. Accept resignation of Nick Owens as of 5/16/23.

 **M/S/CU:** Anderson/Wittrock to approve resignation of Nick Owens.

 c. **Members** – There are 16 dedicated members.

 d. **Donations** - There were no donations this month.

 e. **Pancake Feed Fundraiser** – June 18th at City Hall.

 **3. Brenda Seley, Nutrition Coordinator** – Discussed during Public Forum and Correspondence agenda item.

 **4. Jessica Endres (Brittany Ronning), Pool –**

 **a. Pool Attendance** - There were96 kids at the pool on the first day. On Friday at 7:00 p.m. there were only 5 kids in the pool, and the question was raised whether to stay open for the last hour. Agreement is to keep the pool open in situations like this and only need two lifeguards on duty (one needs to be 18 years old) so one lifeguard can go home. Regardless of the number of kids, per state law there needs to be two lifeguards on duty (one needs to be 18 years old). On June 15th and 16th the pool will be closed as no 18 year old lifeguard is available to fill in that day. If we can get an 18-year-old lifeguard from another community to help out during the Legion Fundraiser on June 25th from 1:00 – 4:00 p.m., the pool will open. The lifeguard has to be an employee of that city. Ramstad Skoyles will confirm if a member of the Alert team can volunteer as the 18-year-old on duty so the pool can remain open. The website is up-to-date.

 **M/S/CU:** Ronning/Wittrock to approve waiving fee for Legion Fundraiser.

 **b. Track Lid Hinges** –Kids are taking the hinges and throwing them into the pool and it is a safety hazard. Would need to drill into the concrete to fasten the hinges and this isn’t feasible. Reference to this will be added to the pool rules. Beaudine will also look at hinges.

 **c. Internet** – Security cameras have been installed, two face the pool and two face the park. The Internet is needed so the cameras can record. There is a phone line in the pool and Sarah will call Arvig to add the basic internet plan.

 **M/S/CU:** Ronning/Anderson to approve Mikkelsen calling Arvig to get internet set up at pool.

 **d. Banner Sponsorship** – To generate more money for the pool, we are looking at sponsorships on banners at the park. A 4’ x 8’ mesh banner is $160 and a 4’ x 8’ 13 ounce banner is $86.40. Will proceed with the 4’ x 8’ mesh banner as it’s better quality. Sponsorships will be set up as 1 year ($500), 2 years ($800), or 3 years ($1,000). The sponsor will pay the City, the City will order the banner, Trophy House bills the City and the City sends Trophy House the payment.

 **M/S/CU:** Ronning/Anderson to approve finding 1 year ($500), 2 year ($800), and 3 year ($1,000) sponsorships.

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

 **a. Band** – The Fat Cats band will play on July 22nd.

 **b. THC in Beverages** – Right now cannot sell beverages with THC. Moving forward, it is uncertain what the law will allow.

 **5. Brady Burnside, Police Chief**

 **a. Legislative New Policy** – There are 20 mandated policies that have been newly enacted and will be posted publicly on the City’s website. Burnside will work with Charbonneau on this. There are 20 additional internal related policies that are non-mandatory. Consensus to post mandatory policies and do not need to post the internal ones.

 **b**. **Nuisance Properties** – Complaints are being processed and this is positive movement. There is one individual who will be getting assistance on cleaning up their yard. The process is that complaints go to Burnside first and if it’s not being resolved, the complaint goes to Ramstad Skoyles.

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

 **a. Pool** – Utility crew worked several days getting the pool ready to open.

 **b. Inspections** – Inspections of the ponds and water plant have been completed.

 **c**. **Transformers** – Have set Westlund’s and the Legion’s transformers.

 **d. Replaced Re-Closures** – Completed replacements at the sub-station.

 **e. Junction Boxes** – Working with EGR fixing burnt up junction boxes.

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

 **a. EPIC & Turnkey** – Epic submitted final plat and a special meeting will be held on June 20th to review plat for approval. Turnkey is working with a resident that has their pool mostly on Turnkey property where the road is planned to go. If resolved, the variance and final plat will be reviewed/approved at the June 20th meeting. The City is not at all involved in this, it is strictly between the resident and Turnkey.

 **b. Liquor Ordinance 12.18** – Currently, the ordinance states that anyone under the age of 21 may enter the off sale premise with a parent/guardian for 5 minutes. Ordinance also states that anyone under the age of 21 may enter the on sale premise the first Saturday of February from 8:00 a.m. – 12:00 p.m. New proposal is that anyone under the age of 21 may enter the off sale premise with a parent/guardian for 5 minutes and anyone under the age of 21 may enter the on sale premise daily from 8:00 a.m. – 2:00 p.m. Do not need public hearing.

 **M/S/CU:** Wittrock/Anderson to amend original motion to approve changing Ordinance 12.18 from anyone under the age of 21 may enter the on sale premise from 11:00 a.m. – 2:00 p.m. to anyone under the age of 21 may enter the on sale premise from 8:00 a.m. – 2:00 p.m.

 **M/S/CU:** Wittrock/Ronning to approve the motion.

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

 **8. Sarah Mikkelsen, City Clerk-Treasurer**

 **a. Budget Fund Summaries** – Mikkelsen will look into Other Recreation Revenue in the amount of $5,847. This is likely the Betterment Committee’s money that the city was holding until they opened their own account.

 **b. Updates -** ARPA Funding report is complete. SAM Number has not been accepted but it also hasn’t been denied. TIF Report is due in August, it is complicated so Mikkelsen may need assistance outside of the city. PERA reports are complete; the city owed PERA to a part-time employee because by year-end the employee made enough money to be eligible to receive it.

 **c. Grants –** Charbonneauhas been working diligently researching several grants. One grant has been denied, however, it can be resubmitted quarterly. The application will be reviewed, and updates made where needed. One additional grant has been applied for, six grants are being worked on, and there were five grants that the city was not eligible for.

 **d. Ordinances -** Two ordinances related to fire pits and pets/animals were sent in the utility bills this month.

 **e. Mowing Letters** – Frank went around the properties in town and letters have been sent to those whose lawns are not in compliance with the ordinance.

**G. NEW BUSINESS** – N/A

**H. OLD BUSINESS**

**1. Policy Book** – **Compensatory Time -** Legally, this can only be discussed if no employee is referenced. The policy is currently written “After September accrued comp time goes away”. This language cannot be in the policy book. Legally can’t take away comp time, can pay it out, but can’t take it away. Comp time and overtime are linked. Employees are entitled to comp time / overtime. In the job descriptions, whether an employee is reflected as exempt or non-exempt, it does not make them exempt or non-exempt, it’s how the employee is treated. Job descriptions should echo what is happening. The issue is not the job description, it’s how there is control of the employees. Current policy has employees accruing comp time which means if we change their status to not pay comp time, we have to compensate the employee that loss. Usually, comp time is paid out. This will be a discussion between employees and the city council on what each is willing to give and take. Both parties need to reach an agreement. Employees are debatably hourly employees. Can cap comp time, however, any hours beyond the capped amount need to be paid out in over-time. Can reflect that employees have to be in the office for certain hours but cannot reflect that they have to work a certain number of hours. City has done multiple pay studies and multiple updates to job descriptions. Job descriptions will reflect what the employee is actually doing, the types of tasks being completed, and how they are paid. How employees are getting paid, and their job descriptions can be updated internally. Fire at will is not allowed, employees need to be given another chance. Updating job descriptions should not affect the state point system. Employees can meet during the workday as long as needed to discuss updates to comp time and job descriptions without city council. Employees will come to an agreement on what will be proposed to the city council, and this will be discussed at the June 20th special meeting.

1. **OTHER BUSINESS**

**1. Public Safety Aid -** Notified from rep that we are getting a one- time public safety aid in the amount of $31,900 for the fire and police departments.

**2. Computer –** A computer and monitors were ordered for Mikkelsen and have been received at city hall. The current carrier will need to install it and Sarah will determine when it works to have the carrier come out.

**J. ANNOUNCEMENTS**

**1. Lake Park Fire Department 1st Annual Pancake Feed** - June 18th, 8:00 a.m. – 12:00 p.m. in the Fire Bay. All food has been donated. Free will offering.

**2. American Legion Fundraiser -** June 25th, 11:00 a.m. – 7:00 p.m. at City Hall/Fire Bay. There will be entertainment, dunk tank, beer garden, bake sale, and silent auction. Can Olson use city credit card for a non-liquor store item for donation? Ramstad Skoyles will confirm.

**3. Special Meeting** - June 20th at 6:00 p.m. for Public Hearing for Turnkey and EPIC. Council member can phone in and listen and ask questions as a member of the public, however, cannot participate as council member.

**4. Annual Hose Testing** – This will be completed from 8:00 a.m. - 12:00 p.m. on June 17th. Pizza will be provided.

 **K. ADJOURNMENT**

 **M/S/CU:** Ronning/Mayer to adjourn meeting at 9:17 p.m.