**LAKE PARK CITY COUNCIL MINUTES**

2032 2nd Street, Lake Park, MN 56554

July 10th, 2023 - 7:00 pm

**A. 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, Sarah Mikkelsen, and Carly Olson
* **Contracted Services**: Dylan Ramstad Skoyles
* **Media**: N/A
* **Guests**: Jason Francis, Celeste Koppe, and Marie Nelson

**B. ADDITIONS AND/OR REMOVALS** – N/A

**C. PUBLIC FORUM & CORRESPONDENCE**

 **1. Betterment Association** –

 **a**. **July 19th Party in the Park** - Inflatable water slide, bubbles, foam and sprinkler. Will reach out to fire department about spraying off kids at the end of the party. Team Industries in Audubon is sponsoring the event and will be providing the food.

 **b**. **August Party in the Park** – Similar to last year’s Cormorant Sportsman Club with corn on the cob feed and the varsity teams participated.

 **c**. **Dog Swim** - Community members would like to put on a dog swim at the pool on the last day of the season. Frank is not in favor of it due to what it will do to the filters. Mikkelsen is concerned with the safety of the children, and dogs are not allowed in the park.

 **d.** **Bathroom Update** – Frank is getting the paint and the Betterment Committee will arrange volunteers to do the painting. Beaudine will confirm if the door latch lock has been installed, and if it is not, Beaudine will do it this week because Frank is on vacation this week.

 **e. Funds Raised for the Pool** – Roadhouse Bar & Grill held their annual golf tournament fundraiser this weekend and the Betterment Committee is the benefactor of the funds raised. There was $10,000 raised and they would like these funds to be used to enhance the pool area. The Betterment Committee will coordinate with Ronning and Endres on ideas such as the pool deck and liner, which are in the pool inspection report as items that need to be repaired. When there is an expense, the City pays it and the Betterment Committee writes a check for that amount to reimburse the City.

 **2. West Central Initiative (WCI), Celeste Koppe** – WCI is an organization that helps communities with disaster relief funds and is a community foundation and regional development organization for Minnesota District 4. WCI also acts as a long-term physical host for community groups that do not want to pursue a 501(c)3 standalone, and they charge a small percentage and manage the funds. WCI does a lot of community strategic planning, climate action plans for the region, and strategic plans for grant funding. This year there is a Leadership program, for those who want to run for elected office and those who want to support others who run for office. This will be in late September/early October. For already elected officials there is a League Network program in August. Important to the City of Lake Park is money for roads, infrastructure electric grids, the pool, and the park. WCI’s next grant cycle, which is in the spring of 2024, will likely be for sustainability and racial equity for schools, government, and 501(c)3. There is new business support via their loan program forum, start-up funding. Contact Greg Wagner, Director of Business Development, at 1-800-735-2239.

**D. PUBLIC HEARING (continued)**

 **1. Turnkey Variance** – Open 7:18 p.m. Turnkey and Seebold attorneys are in discussions on the property line, and nothing has been filed yet. There is a potential liability for the City if the Variance is approved on a property that is not legally determined who owns it. If the Variance is denied, we do not need to restart. An approved Variance is needed to re-submit the Final Plat. There is a potential for Variance not to be on Turnkey property. Variance is for the road right of way to be adjusted from 66 feet to 55 feet. If it’s legally determined that the property is where the existing pins are we would keep Variance, however, it is unknown at this time so Turnkey is withdrawing the Variance.

 **2. Turnkey Final Plat** – Ramstad Skoyles reiterated the firm’s stance on the City’s potential liability and the City should not approve the Final Plat or do addendums to it as we do not know where the property line is. If the City denies the Final Plat, we will need to restart from square one and Turnkey would need to re-submit the Preliminary Plat and then the Final Plat. If Turnkey withdraws the Final Plat, we do not need to start over. The Final Plat would need to be re-submitted in November/December 2023 (12 months from when Preliminary Plat was approved) and a special meeting/open hearing would be held. Practical difficulty (pool) notices for the public need to have documents available for the public to inspect when the meeting is scheduled. Open hearings need to go into the paper with a 10-day notice, and letters are sent to those within 150 feet. If there is resolution prior to a special meeting, the meeting could be cancelled. The earliest possible date for the next special meeting would be Friday, July 28th. Turnkey is withdrawing the Final Plat with hope for resolution by Friday, July 14th.

 Close public hearing 7:54 p.m.

**E. CONSENT AGENDA**

 **1. Minutes of 06-12-23 Meeting** – Update to Fire Department notes regarding resignation. Remove “didn’t follow rules and regulations” and have it state “probationary member has resigned effective immediately”.

 **2. Minutes of 06-20-23 Meeting**

 **3. Minutes of 06-29-23 Meeting**

 **4. Bills** – Invoices are gathered and coded, and the date reflected in the budget report is the date information is entered into the system and not the date the bill was paid. Additional bills are not reflected in this report. The $1,100 payment for promotions approved last month was coded to 12 and should be coded to 13. Mikkelsen will look into this and correct it.

 **5. Council Reports**

 **6. EDA Report**

**M/S/CU**: Anderson/Wittrock to approve Consent Agenda with changes.

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

**F. ADDITIONAL BILLS**

 1. Additional additional bills will be paid and then reflected in next month’s city council report.

 **M/S/CU**: Anderson/Wittrock to approve additional bills.

**G. STAFF REPORT**

 **1. Brandon Reber, Moore Engineering** – N/A

 **2. Dave Coufal, Fire Chief**

 **a. Calls** - There wasone structure fire, one farm implement fire, and two accident calls.

 **b. Hose Testing** - Rescheduled to July 24th due to low attendance. If the testing isn’t completed on the 24th, it will be finished on July 31st. There are professional companies that perform this testing that other towns use. Coufal is looking into this for next year, and this expense will be worked into the budget.

 **c. Pancake Feed** - Raised $1,400 after expenses. The proceeds will be used for new nomex hoods that protect the firefighters from carcinogens. The City pays for the hoods and the fire department reimburses the City.

 **d. Chassis** – The chassis for Unit 3 arrived, and we will be receiving the bill next month. The bill has already been approved by city council so it can be paid upon receipt.

 **e. Training** – Free training money used for State of MN. Coufal spoke with the Director and was granted $3,000 for training videos and made another order for $15,000 for the complete training bundle. All costs will be reimbursed so it won’t cost the City anything.

 **3. Brenda Seley, Nutrition Coordinator**

 **a. NSI Visit** - Tracy from NSI came and had lunch with the seniors and explained the program in more depth, and the seniors are more educated on how payments and tips work. Ronning will contact the grocery stores used and try to negotiate a discount on food. Seley is very conscientious on spending money. Steps she takes are comparing costs, picking up groceries using her personal vehicle and gas, and not taking pay for this.

 **b. On Call/Part-Time Cook** – No longer have a back-up person for the Sr. Nutrition program when Brenda is off. The City pays for an on call/part-time cook, NSI doesn’t pay for it. Vinny Larson and Karen Erickson have food service certification, so Ronning will check with them, and the City will put an ad in the paper for this opening.

 **M/S/CU**: Ronning/Mayer motion to put ad in paper.

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

 **a. Fat Cats** – On July 22nd there will a parking lot party at the Liquor Store with the Fat Cats. An electrical cord will be provided for the band, and we are ready for the party.

 **b. Holiday Pay** – There are certain holidays that the liquor store is open and it is difficult to get employees to work because they are paid only their straight pay and the Manager and/or Assistant Manager works the holiday. Would like to pay part-time employees time and a half for holidays. Ramstad Skoyles will confirm how it works legally.

 **5. Brady Burnside, Police Chief**

 **a. Cleaning up Properties** - Sending out letters for residents to clean up properties. To-date residents have been receptive and are working on issues. Burnside provides residents the number of days they have to complete the clean up and is documenting the progress.

 **b.** **July 4th** – There were no calls on July 4th.

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

 **a. HVAC System** – One system was replaced 2 years ago and the other has now been replaced.

 **7. Pool, Jessie Endres**

 **a. New Breaker** – A new breaker may be needed for the new outlets in the office.

 **b.** **Pool** **Updates** - Last day pool will be open is Friday, August 18th as Endres was called back to full-time work one week early. On July 14th will be the Senior Swim, and on July 28th will be the Adult Swim.Endres would like to contact LPA office and art program to see if they are open to having the art class paint a mural on the outside of the building, and agreement was reached to proceed. Arvig installation was last week. There was discussion on how to pay the lifeguards who help with swimming lessons. The lifeguards are not WSI certified, only Endres has this certification, and the lifeguards would like to be paid the WSI wage during lessons. It was agreed upon that WSI wage is only paid if the individual is WSI certified. Because the lifeguards aren’t WSI certified, they will be paid the lifeguard wage and not the WSI wage.

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

 **a.** No additional discussion topics.

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

 **b. Employee Meeting & Health Insurance Clarification** – Employees discussed health care coverage relating to dollar amount cap and percentages used based on years of service. In 2021 motion approved to raise cap up to $17,500 per employee and years of service percentage was never removed officially. Burnside will be the spokesperson for the employees, and employee feedback will be brought to the board. The window to make changes to health insurance has passed, and comparison information will be gathered and documented for city council to review next May.

 **c. Updates: Audit, TIF, SAM Number** – Mikkelsen has been working on audit preparation. The TIF Report is due to the state on August 1st and this has been hired out to ensure it is accurate moving forward. SAM number is needed for grants and still await feedback on status. The ability to work from home is in place.

**H. NEW BUSINESS**

 **1. Resolution 23-701: Designation of Authorized Representative for WMMPA** –

 **M/S/CU:** Anderson/Wittrock motion to approve Resolution 23-701.

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

**I. OLD BUSINESS -** N/A

**J. OTHER BUSINESS** – N/A

**K. ANNOUNCEMENTS**

 **1.** Liquor Store Lot Party is on July 22nd with the Fat Cats Band.

**L. ADJOURNMENT**

 **M/S/CU:** Anderson/Wittrock to adjourn meeting at 9:17 p.m.