**LAKE PARK CITY COUNCIL MINUTES**

2032 2nd Street, Lake Park, MN 56554

August 14th, 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, Britney Ronning, and Aaron Wittrock
* **Members Absent**: Kayla Mayer
* **Staff**: Chris Bromeling, Tammy Charbonneau, Dave Coufal, Todd Frank, Sarah Mikkelsen, and Carly Olson
* **Contracted Services**: Dylan Ramstad Skoyles and Brandon Reber
* **Media**: N/A
* **Guests**: Kasey Larson, Paul Mattson, Marie Nelson, Cathy Qualley, and Troy Seidel

**B. ADDITIONS AND/OR REMOVALS**

**C. PUBLIC FORUM & CORRESPONDENCE**

**D. PUBLIC HEARING**

 **1. Paul Mattson Variance** – Open hearing at 7:00 p.m. There are two buildings on their property, one is used for fabrication and the other is not used. Would like to use the unused building as an indoor dog kennel and daycare facility. Estimate dogs will be outside 15 minutes. Fence will be used for the dogs to go to the bathroom and to exercise. Ordinance 154C2B states you need to be 500 feet from a residential district. Requesting variance on 154C2B Ordinance to be 0 feet from residential district. There is a large amount of property between this property and any house. Letters went out to residents within 150 feet of proposed indoor kennel. No one from the public is in attendance at the meeting tonight.

 **M/S/CU** – Beaudine/Wittrock motion to approve Variance application to reflect 0 feet from residential district for indoor kennel and daycare facility.

Close hearing at 7:05 p.m.

 **2. Turnkey Variance** – Open hearing 7:05 p.m. This is for road right of way. Finalized agreement with adjacent neighbor and all recorded deed documents are completed and turned into Ramstad Skoyles. Certificate of Survey is completed. Ramstad Skoyles has reviewed all related documents and dispute is sufficiently resolved. Request approval of adjustment to Variance.

 **M/S/CU** – Wittrock/Anderson motion to approve Turnkey’s adjustment to Variance.

Close hearing at 7:07 p.m.

 **3. Turnkey Final Plat** – Open hearing at 7:07. Ramstad Skoyles has reviewed all related documents and issues with previous Plat have been resolved. The city will receive the Final Plat this Thursday.

 **M/S/CU** – Wittrock/Ronning motion to approve the Turnkey Final Plat.

 Close hearing 7:10 p.m.

 **4. Party in the Park** – Next week Wednesday, August 23rd, from 6:00 – 8:00 p.m. is sports night. Varsity teams will be there, it is sponsored by the Sportsman’s Club, and there will be a corn feed. Also, received feedback on how nice the facility is from teams playing at the tournament at the park this past weekend. Only negative comment was that the bathrooms need to be painted. Working on getting the painting completed.

**E. CONSENT AGENDA**

 **1. Minutes of 7-10-23 Meeting**

 **2. Bills paid after 7-10-23 meeting:**

 **a. Lakes Community Co-op**: $2,506.22

 **b. Cardmember Services**: $10,543.45

 **3. Bills** – EIR testing was on reclosures that were re-built at the substation.

 **4. Council Reports**

 **5. EDA Report**

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

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

**F. ADDITIONAL BILLS**

 **1. Additional Additional Bills** -

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

**G. STAFF REPORT**

 **1. Brandon Reber, Moore Engineering** –

 **a. Water Treatment Project** – Await receipt of the controls which should arrive at the end of August. Some additional painting will also be completed. Collected all surface items information and will build the Web map over the next month or two.

 **1. American General Contractors Invoice** – Payment #6 in the amount of $52,525.50 for electrical items.

**M/S/CU**: Wittrock/Anderson motion to approve Payment #6 to American General Contractors in the amount of $52,525.50.

 **2.** **Moore Engineering Invoice** - In the amount of $4,000 for data collection. This invoice has already been approved.

 **b. Sewer Project** – Timing for sewer re-lining will be provided in the next week or two.

 **c**. **Roadway Funds** – Will submit request again for next year.

 **2. Dave Coufal, Fire Chief**

 **a. Calls** - There wasone structure fire, one cancelled call, and one grass fire. Thank you to the Utility staff for having the meter pulled so quickly at the structure fire. Homeowner will be rebuilding. Request EDA provide pamphlet for homeowners with information on resources of who to contact to rebuild after a fire so there isn’t an empty lot.

 **b. Hoods** – Hoods have arrived. There were purchased using the funds received at the pancake breakfast fundraiser.

 **c**. **Unit 3** – New Unit 3 payment has been made for the chassis, and they are working on the body.

 **3. Brenda Seley, Nutrition Coordinator**

 **a. Sr. Nutrition/Meals on Wheels** – Residents are very pleased with the nutrition service provided. In July there were 127 congregate meals and 405 meals on wheels, for a total of 532 meals.

 **b. Grant –** Anticipate hearing feedback by September from the grant that was submitted for general operating expenses and refurbishment for the pool and general operating expenses and a new oven for the Sr. Nutrition program.

 **c. Flyer in Utility Billing** – There will be an insert in the next utility billing communicating the nutrition program is for anyone in the community. For residents under the age of 60, the meals can be dine-in at the City Center or picked up.

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

 **a. Summer Dance** – There was low attendance at the dance, so money spent on this activity in the summer will be shifted to the winter months when there are less activities in the lakes area.

 **b**. **New Hire** – Sam Dahlgren, Grade 1 Step 4, has been hired as a bartender and she has many years of experience.

 **M/S/CU** – Wittrock/Anderson motion to approve the hire of Sam Dahlgren, Grade 1 Step.

 **c**. **Cannibas/THC** – Need to decide whether Cannabis/THC will be sold at the Liquor Store by October 21st, because that’s the deadline to submit for a license from the State of Minnesota. Detroit Lakes is selling Cannabis/THC with issues due to it being illegal federally and there are some credit card companies that will not allow the transaction on their card. We can buy it now and start selling tomorrow. For others to buy/sell it, would need license from State of Minnesota. Ramstad Skoyles will look into whether the City can set guidelines for businesses wanting to sell it. Need to charge additional 10% sales tax on top of the regular 7.38% sales tax. The Liquor Store will purchase product by beer and liquor distributors and sell it in off-sale only, so Olson can proceed with applying for a license.

**M/S/CU**: Wittrock/Anderson to approve proceeding with applying for a license to sell Cannabis/THC.

 **d. Auto Fryer** – Current fryer is 24 years old and has needed to be fixed several times, so we are looking to purchase a new double fryer. This will allow the ability to make more meals faster. The fryer is self-contained/self-vented. Approved to proceed with purchasing auto double fryer out of liquor store reserves.

 **5. Brady Burnside, Police Chief**

 **a. Kids Walking Across Street to School** – When school starts, Beaudine will request Burnside contact the superintendent to tell kids not to walk on the grass, and to walk on the existing walking path only.

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

 **a. WAPA Agreement** – Renewal of this agreement has very little changes. Missouri River reviewed it as well.

 **M/S/CU**: Anderson/Ronning to approve renewal of WAPA Agreement.

 **b. Electrical Distribution Project** – Open for bids with bids being opened at City Hall on 9/5/23.

 **c**. **Transformer** - Purchased a transformer (arriving in mid-November) for the old football field area where the apartments are being built so they will have power.

 **d. Other** – The utility crew has been patching streets, working on the sander, and fixing streetlights. Broadway Welding needs a bigger transformer, which they will purchase and the utility crew will run electrical to it.

 **7. Pool, Jessie Endres**

 **a. Inspection** – Feedback received from the pool inspection requires structural repairs to the pool deck and the inside of the pool. Will grind down the cracks on the deck and finish the concrete instead of painting it, and will sand down and level bathroom floors. Need to determine who can fix the crack inside the pool. Beaudine will make some calls. The wall in the women’s bathroom will be extended for more privacy. Structural work will be completed this spring. Checking into getting resin benches to replace the wooden ones.

 **b**. **Clean up Week** - August 18, 2023, is the last day the pool will be open to the public. On August 20, 2023, there will be a staff party at the pool. The pool was rented on Sundays 7 times. Clean-up and winterization of the pool will be completed August 21 – 26. All lifeguards except Esben are lined up for next season and all will be getting WSI certification. Jessie is also coming back next season as manager. Request to open the pool at noon next year instead of 1:00, and would also like to offer swimming lessons in the evening based on requests received.

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

 **a. AT&T** – Follow-up was made regarding AT&T removing their antennas from the water

tower, and they suggested the building is worth $120k - $200k, which is grossly over

 priced. Based on this, we’ll continue to have AT&T pay rent through the end of the

 contract.

 **b**. **Ordinance Banning Smoking Cannibas** – Detroit Lakes, Barnesville, and Alexandria

have passed an ordinance making it illegal to smoke Cannabis in a public place.

 Ramstad Skoyles will provide a copy of this ordinance to Mikkelsen. This will be

 discussed at the next city council meeting.

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

 **a. Paul Mattson –** Question about an open lot, and a request to re-zone this to R2 for a 6 - 8 plex elderly housing may be brought to the next city council meeting.

 **b. Budget Fund Summaries** – There are a couple incorrect entries that will be fixed. Next month is setting the levy month.

 **b. TIF** – Report is 80 pages. Will hire him next year as well as TIFs are very involved and extensive.

 **c. SAM number** – This is in place, and we can proceed with requesting grants and funding.

 **d. Audit** – All information has been turned in. Will have a Special meeting with the auditor when the audit is finished.

**H. NEW BUSINESS**

 **a. MN Energy Assistance Program Agreement** – We receive this agreement annually, and the residents apply for assistance directly.

  **M/S/CU**: Anderson/Ronning motion to approve agreement.

**I. OLD BUSINESS**

**J. OTHER BUSINESS** – September 9th at 3:00 p.m. there is a softball game between Lake Park and Audubon Fire Departments in Lake Park.

**K. ANNOUNCEMENTS –** Received letterfrom League of Minnesota Cities and Representative Jim Joy gives a thank you to everyone for our efforts. Joy has been selected as League of Minnesota Cities legislature of distinction.

**L. ADJOURNMENT**

 **M/S/CU:** Wittrock/Anderson to adjourn meeting at 8:03 p.m.