**LAKE PARK CITY COUNCIL MINUTES**

2032 2nd Street, Lake Park, MN 56554

September 11th, 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**:
* **Staff**: Chris Bromeling, Brady Burnside, Tammy Charbonneau, Dave Coufal, Todd Frank, Sarah Mikkelsen, Carly Olson, and Brenda Seley
* **Contracted Services**: Dylan Ramstad Skoyles and Brandon Reber (via phone)
* **Media**: N/A
* **Guests**: Abby Anderson and Colleen Hoffman

**B. ADDITIONS AND/OR REMOVALS**

**C. PUBLIC FORUM & CORRESPONDENCE**

1. **Audit, Colleen Hoffman** – The audit has been completed and submitted and the audit report distributed to the city council. Summary of audit:
	* Governmental activities/funds are for general funds, public safety, highways and streets, cultural, and recreation and are supportive of business activities. Business activities/funds are for sewer, water, liquor, and these funds are run like a business which needs to support themselves.
	* EDA funds are under the umbrella of the city but separate from the city because it’s a separate legal entity.
	* The liquor store revenue is for income after cost of goods sold have been removed.
	* What we need to levy is determined by county tax and property tax.
	* The fire funds are managed as it needs to support itself. The cost of the new fire truck should be in the same fire fund and not separate contract money in a different fund.
	* Sr. Nutrition is a service the city provides that doesn’t fully fund itself by charging for lunches, state money received, and is mainly supported by levy dollars.
	* The budget remains the same for the year. If there are additional expenses required, the city will need to go over budget.
	* Enterprise funds are run like a business and are for expenses not covered under General Funds. All fund areas did well except water. The amount charged for water needs to be increased so it covers the amount used.
	* Depreciation of the water plant is required to be added and charged as well.
	* The proportionate share for the PERA liability increase affected every city and county in the state of Minnesota and affected the liquor store. Will review what % of everyone’s hours are being charged to every area, bill out administrative money/time to different funds, bill out supplies in the office, and make updates in Banyon.
	* Each department brings in money and it goes to the general fund for the city to spend on where it’s needed.
	* The city is doing a good job with being transparent and doing the right thing the right way.
	* The levy should go up every year because every year costs for things are going up.
	* Legally when a donation is given, the donor cannot dictate what the money is spent on, the city uses it for what is needed.
2. **Turnkey Solutions** – Development Agreement TIF 1-2 – Turnkey wants to change the dates of when the Agreement starts and ends so the Agreement and the TIF plan match:
	* Update start date of Agreement from August 1, 2021, to August 1, 2025.
	* Update end date of Agreement from February 1, 2044, to February 1, 2045 (or 2048)???.
	* Timing is based on when the county says they received their first increment TIF payment.
	* This would be a public hearing if the change is made, and it would be advertised in the paper.
	* Ramstad Skoyles will discuss this potential change with Turnkey’s attorney.

**E. CONSENT AGENDA**

1. **Minutes of 8-14-23 Meeting**
2. **Bills**
3. **Council Report**
4. **EDA Report –** Would like to put in a walking path around Lake Flora. DNR has a 50/50 matching funds grant and Klem thought the walking path was feasible. Klem wants an engineer to look at it before giving bid.

**M/S/CU**: Wittrock/Anderson 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** -

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

**G. STAFF REPORT**

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

**a. Water Treatment Plant Project** *–* Await receipt of the controls which should arrive at the end of September/early October, and some additional painting will also be completed at that time. Collected all surface items information and will build the Web map over the next month or two. This will be reviewed by Frank before we go live.

 **1. American General Contractors Invoice** – In the amount of $20,501 for electrical work.

**M/S/CU**: Beaudine/Ronning motion to approve payment to American General Contractors in the amount of $20,501.

**2. Moore Engineering Invoice** - In the amount of $6,000.

 **M/S/CU**: Anderson/Wittrock motion to approve payment of $6,000 to Moore Engineering.

 **b. Wastewater Improvement Project** – This is for sewer re-lining. Moore would be inspecting and charging an hourly rate**.** This should not be the city’s expense. This would be a qualified expense and paid for by the TIF. Council and Ramstad Skoyles to review contract. Moore Engineering should continue to inspect and submit daily reports once a week.

 **c**. **LLRP Funding** – Evaluated categories and there isn’t a viable option that the city could apply for. Moore Engineering will make up a plan for a capital budget request from the state. Beaudine and Frank will discuss who will meet with Moore.

 **d**. **Turnkey Inspection Agreement** – Originally were going to have Moore Engineering inspect the public utilities portion as an agent for the city, billed hourly. Moore will bill the city, the city will bill Turnkey and put in TIF Agreement. This is a qualified expense and the TIF would pay for it. Turnkey is aware that this cost will be paid by them. Council and Ramstad Skoyles will review the Agreement. Moore Engineering should continue to inspect and submit daily reports once a week.

 **2. Dave Coufal, Fire Chief**

 **a. Calls** - There were 8 total calls: 1 grass fire, 2 motor vehicle accidents,1 missing person, 1 landing zone, 1 garbage fire, 1 car fire, and 1 alarm call.

 **b. Training** – Awarded additional $15,800 above initial $6,000 at the beginning of the fiscal year. The state realized that $7,907.96 needed to be given back. City will write check out to state of Minnesota in amount of $7,907.96 out of reimbursement funds, due immediately. Next year we will receive $300 per firefighter again. With the extra funds this year we received an additional $7,249. This year received $865.08 per firefighter for training reimbursement from the state of Minnesota.

 **c**. **Budget** – Anticipated donations should be added to the budget. When money is budgeted, the fire department can purchase items and doesn’t need to be approved by the council first. Essential purchases not budgeted for that are needed for running the department don’t need to be approved by council first.

 **d**. **Fire Truck Fund** – Revenue is coming in that is allocated to the new truck. Existing debt will be paid first and then the truck will be paid for. A 5-year plan for all departments will be created to identify how upcoming expenses will be paid for and from what fund it will come out of.

 **3. Brenda Seley, Nutrition Coordinator**

 **a. Sr. Nutrition/Meals on Wheels** – In August there were 355 meals on wheels and 169 congregate meals for a total of 524 meals, and there were 22 service days. There was a kitchen inspection last week, it went well, and there were no violations.

 **b. Grant –**Working with Marie Nelson who is trying to obtain a grant from TEAM for operating costs. Also working with Karen Anderson who has applied for grants for the fire department and would write a grant submission for $800 for the Otto Bremer grant that the city applied for and didn’t receive. Karen suggested that it may be because there were items for the swimming pool included. Money should be in the budget for the grant writer. The city is not non-profit so there are many grants that we don’t qualify for. The Betterment Committee is working on writing grant submissions.

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

 **a. Liquor Store Hours** – Discussion regarding customers not being out of the liquor store on time. This does not require an ordinance. A written policy will be created reflecting 12:45 p.m. last call (12:30 p.m. on busy nights) and all customers out by 1:15 a.m. If customers do not leave by 1:15 a.m., it is considered trespassing. Olson will write the policy and the police will enforce it.

 **b**. **Donations** – Lions Club wanted a donation of beer, however, it is illegal to give alcohol away so it was not provided. Donation needs to articulate promotion of the liquor store. Council approves Olson using her own judgement on what to give as a donation.

 **5. Brady Burnside, Police Chief**

 **a. Ordinance Enforcement** – On July 10th letters were sent to properties enforcing current ordinance focusing on vehicles mainly, giving 90 days to complete clean-up. Some improvements have been made to-date.

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

 **a. Electrical Project Award Bid for Material List** – Total cost for materials only is $220,704.08, not including transformers, which are difficult to find. No bids were received for the transformers. Hawley is switching out transformers to go to a higher voltage, so the city may obtain their used transformers. Next, we will obtain bids for labor costs.

**M/S/CU**: Wittrock/Ronning to approve bid for materials from DGR Engineering for $220,704.08.

 **c. Water** – Frank will determine what rate to charge for water deficit, sewer, gas and electric and it will be discussed at the next council meeting.

 **b. Other** – The utility crew has been flushing hydrants, doing locates, and assisted when Westlund was digging.

 **7. Pool, Jessie Endres**

 **a.** Pool has been closed up. Endres will come to the October city council meeting when all pool expenditures will be in. Frank will obtain quotes for fixing the crack on the side of the pool in the deep end.

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

 **a. Storage Container Homes** – Current ordinance does not disallow container homes. If a resident submitted a zoning application for a container home, it would be allowed. All information that is required to building a home is required for a storage container home. City cannot enforce covenants; the property owners can enforce covenants. The storage container must be attached to a foundation and follow all zoning codes. Due to safety hazard, firemen will not be sent into a container home because they are an oven and firemen have been killed. Ramstad Skoyles will look into storage container homes and storage container storage buildings further and will bring a moratorium or ordinance to the next city council meeting.

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

 **a. Budget Fund Summaries**

 **b**. **Grants** – Charbonneau has researched 12 grants total, 3 have been submitted and denied, and the city is ineligible for the other 9. There is 1 re-submission on 9/5/23 of a previously denied grant, which was reviewed with the information from the Grants 101 class and modifications were made to the application before submitting. We will hear feedback on this grant by December 2023. There are currently 8 more grants that will be researched.

 **c. Storage Container Homes** – Discussed above.

 **d. Animal Control** – Resident concerned about homeless cats in town. There are fees to impound cats ($200 for last cat impounded) which are not claimed or adopted out like dogs are. This is something the city cannot control.

 **e. Certificate of Deposit Updates** –

 **1**. Midwest Bank CD 4602943 needs Lonnie Neuner removed, and Sarah Mikkelsen added.

**M/S/CU**: Wittrock/Anderson motion to remove Neuner and add Mikkelsen to CD 4602943.

 **2**. Cashed in CD for $104,041.21 out of Bremer Bank as funds are needed toward the new fire truck.

 **f**. **Tax Levy** – Suggest 15% as preliminary percent. Mikkelsen awaits feedback from Jason Murray on his capital outlay. Levy on tax abatement ended. Four years ago, the Historical Society requested a $20,000 gift over 4 years, and this has been fulfilled. Discussion whether the city will continue donating. The city has also been donating to the fire relief association for their pension. Discussion whether the city will continue donating. The only money that can be paid into the firemen’s pension account other than what the investment makes is the 2% received from the state and municipal donations. Gaming money cannot be paid into this account.

 **M/S/CU**: Beaudine/Anderson to set preliminary tax levy at 15%.

 **g**. **Truth and Taxation** – Two council members that have taken class plus one additional council member need to attend. Mikkelsen can proceed with setting hearing dates.

**H. NEW BUSINESS**

 **a. Cannabis in Public** – Currently, Liquor store is public and cannot consume THC in a public space so can only sell on off-sale. Once the Liquor store has a license, then THC can be consumed at Liquor store. Ramstad Skoyles will look into further.

**M/S/CU**: Anderson/Wittrock motion to approve use of cannabis in public ordinance.

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

 **b**. **Record Retention Destruction** -

  **M/S/CU**: Wittrock/Ronning motion to approve record destruction list.

 **c. Painting of School House** – City staff will complete the painting.

 **d.** Wittrock needs to step down from employee liaison due to his schedule. Beaudine will check with Mayer to confirm if she is interested.

**I. OLD BUSINESS**

**J. OTHER BUSINESS**

**K. ANNOUNCEMENTS**

 **1. Pumpkin Fest** – Saturday, September 23rd.

**L. ADJOURNMENT**

 **M/S/CU:** Wittrock/Anderson to adjourn meeting at 9:59 p.m.