**LAKE PARK CITY COUNCIL MINUTES**

2032 2nd Street, Lake Park, MN 56554

October 9th, 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, and Aaron Wittrock
* **Members Absent**: Britney Ronning
* **Staff**: Chris Bromeling, Brady Burnside, Tammy Charbonneau, Dave Coufal, Sarah Mikkelsen, Carly Olson, and Adam Simon
* **Contracted Services**: Dylan Ramstad Skoyles and Brandon Reber
* **Media**: N/A
* **Guests**: Abby Anderson, Corey Christianson, Jesse Covey, Zach Covey, Jeremy Fullerton, John Fullerton, Tim Godfrey, Colleen Hoffman, Brad Lonette, Alex Marchus, Carla Nelson, Marie Nelson, Susan Roesler, Bill Thompson

**B. ADDITIONS AND/OR REMOVALS**

**C. PUBLIC FORUM & CORRESPONDENCE**

1. **Dr. Tim Godfrey, Lake Park Audubon Superintendent – Referendum** – Receiving funding from the State of 4% this year and 2% next year. With the new mandate payments that came with this funding, the overall increase equates to 1%. Referendum is for $450,000 per year for 10 years. The goal is to give teachers and support staff more money, maintain small class size of 20 – 22 students, enhance curriculum, expand career and technical education, expand tutoring, and support student development. Hope to also condense pay scale from 24 steps. 100% of the $450,000 each year will go toward these goals, none for administration or other expenses. Early voting is available now through November 6th at the LPA High School between 8:00 a.m. – 5:00 p.m., see Susan Fox. A special election will be held November 7th, 2023, at Lake Park City Hall and Audubon City Hall, from 7:00 a.m. – 8:00 p.m.
2. **Jason Murray, David Drone & Associates** – Open meeting held at 5:30 p.m. today to discuss City’s finances and upcoming projects.
3. **Bill Thompson –** Request to extend time to clean up yard from 90 days to comply with ordinance. Progress has been made. As long as progress continues to be made, council will be lenient for now and it can be extended to the spring. Periodic updates need to be provided to the City.
4. **Betterment Committee – Events:** October 28, 2023, is the Fall Festival held by the corn maze. November 17, 2023, is Nerf Wars held indoors at the school. December 9, 2023, is the Fireman’s Auxiliary. The committee will paint the park bathrooms in the spring, and will donate a baby changing table.

**D. PUBLIC HEARINGS** – Open at 7:22 p.m.

 **1. Rezone Application for Storage Buildings** – C&C Real Estate, LLC – Request rezoning lot to commercial and build storage units. Units would be made of wood construction and they would be well-maintained, and would be built in stages starting with two buildings on the North side. Even though there would be a conditional use permit for storage units, once it’s re-zoned as commercial anything can be built there based on commercial zoning. If the lots are kept as residential, multiple affordable homes will be built. Discussion. Re-zone Application is withdrawn.

 **2. Conditional Use Permit for Storage Buildings** – C&C Real Estate, LLC – Conditional Use Permit is withdrawn.

Close public hearing at 7:47 p.m.

**E. CONSENT AGENDA**

1. **Minutes of 9-11-23 Meeting**
2. **Bills**
3. **Council Report**
4. **EDA Report –** Didn’t meet due to not having a quorum.At the last meeting there was discussion about a walking path and the Betterment Committee would like to have Moore Engineering provide a quote.

**M/S/CU**: Wittrock/Mayer to approve Consent Agenda.

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

**F. ADDITIONAL BILLS**

**Additional Additional Bills** – Workman Compensation amount is for the year, and it is based on what was budgeted per department. There will be an increase for 2024.

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

**G. STAFF REPORT**

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

**a. Water Treatment Plant Project** – Await receipt of a chip needed for the controls which should arrive in November, and some additional painting will be completed at that time as well. Will install everything except the chip now and it’s anticipated to run similar. When the chip arrives, it will be a quick install. Collected the information and built the Web map. It will be provided to the City for Frank to review before we go live.

**b*.* Moore Engineering Invoice** - In the amount of $6,900 for a combination of construction and web mapping.

 **M/S/CU**: Anderson/Wittrock to approve payment of $6,900 to Moore Engineering.

 **c. Wastewater Improvement Project** – An updated schedule will be provided for sewer re-lining.

 **d***.* **Street Project** – We will set up for a bonding request.

**e**. **Turnkey Inspection Agreement** – Moore Engineering is inspecting the public utilities portion as an agent for the city and will bill the city. The city will receive reimbursement from Turnkey in full or it will be put in the TIF Agreement.

 **2. Pool, Jessie Endres**

 **a.**  **2023 Expense Report** – Year-to-date expenses for the pool are $60,548.91, revenue is $15,935.50, for a net loss of $44,613.41.

 **b. 2023 Season Review** – Pool opened on June 8th and closed on August 18th. There were 31 family passes purchased, 19 individual passes, and 929 day passes. Swimming lessons and water aerobics sessions were held and there were also 3 night swims.

 **3. Brenda Seley, Nutrition Coordinator**

 **a. Expense Report (Jan – Sept 2023)** – There were 4,127 meals served from January – September at $7.10 per meal. Revenue for this time period is $31,301.92, expenses were $41,678.28, for a loss of $10,376.36.

 **b. Contract** – Amount to bid is the only change in the contract. Current reimbursement is $7.10 per meal. Contract is due October 13th, 2023. Would need $9.61 per meal to break even. The difference between $9.61 and $7.10 is $1.35, so $8.35 is the amount the city will propose in the contract.

 **M/S/CU**: Mayer/Anderson motion to approve amount of $8.35.

 **4. Dave Coufal, Fire Chief**

 **a. Calls** - There were 4 total calls: 3 were landing zones for Life Link/Life Flight, and 1 was a cancelled call.

 **b. Fire Prevention Week** - This week there will be an open house on October 11th at the Lake Park Fire Hall from 6:00 p.m. – 8:00 p.m., and on October 13th at the Audubon Elementary from 8:30 a.m. and 11:30 a.m.

 **c. Chief’s Conference** – October 18th – 21st in Duluth. Coufal and Anderson will attend this year to network and attend training.

 **d**. **Air Packs** – Received in January 2017. One pack is down, and they are having difficulty finding parts. Minnesota State Technical College will be providing us with 3 used air packs to use on training.

 **e. Unit 3** - Final inspection will be done in 5 weeks.

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

 **a. Inventory** - September was a slow month, as anticipated. The Council will come in to help with inventory on December 31st at 8:00 a.m.

 **b. New Hire** - Makenna Beck is hired as Grade 1 Step 2.

 **M/S/CU**: Wittrock/Mayer motion to approve hiring of Makenna Beck as Grade 1 Step 2.

 **c.** ApprovedCharbonneau to fill in at the liquor store at the step and grade there.

 **6. Brady Burnside, Police Chief**

 **a. Ordinance Enforcement** – On July 10th letters were sent to 3 property owners to enforce the current ordinance focusing on vehicles mainly. 90 days were given to complete clean-up and that duration has now passed. There have been improvements made to all properties, and Covey and Melton are substantially in compliance. Thompson will continue to make improvements and it will be monitored and looked at in spring. Burnside will send letters to each property owner.

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

1. **Curb Stop –** Replaced at old elevator, which wasn’t operational anymore.
2. **Water Leak** – Home on 3rd Street had a water leak, and there was one curb stop feeding two houses and one service line.
3. **Arvig** – Pulled in primary wire for transformers at Broadway Welding and new apartment buildings. Will set junction boxes and terminate wire in the future.
4. **Electrical Project Bid** – Bid opening was on September 25, 2023, the project will start the summer of 2024.

 **e. Training** – Completed one day training from MMUA for gas qualification.

 **f. Bucket Truck** – Inspection has been completed.

 **g. Pumpkin Fest** – Helped set up for festival providing plug ins.

 **h. Meter Socket** – Replaced old socket at swimming pool.

 **i**. **Rates –** Need to review and will discuss at the next council meeting.

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

 **a. Interim Ordinance Moratorium Resolution 23-101 for Storage Container Homes***–* For the next 12 months, Ramstad Skoyles will study whether storage container homes are safe and will write an ordinance. When the ordinance comes out it will be a public hearing.

 **M/S/CU**: Wittrock/ Anderson motion to approve Resolution 23-101 related to storage container homes.

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

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

 **a. Budget Fund Summaries** – Mikkelsen will confirm if the $5,326 under “Other Recreation Revenue” was for the pool. Under “Other Salaries” the $32,000 is for the pool. All amounts under 45124 are for the pool.

 **b**. **Record Retention** **Destruction** – Reviewed list of documents that have reached record retention guidelines.

**M/S/CU**: Anderson/Mayer motionto approve destruction list.

**H. NEW BUSINESS**

 **1. Gambling Permit – Old Timer’s Run** – This is for the Midnight Riders annual permit.

**M/S/CU**: Wittrock/Anderson motion to approve gambling permit.

**I. OLD BUSINESS**

**J. OTHER BUSINESS**

 **1. Building Permits** – Beaudine has been researching building permits for the city. It is mainly for new buildings, major re-models, and electrical. It’s no longer for minor things. Beaudine will continue to research and obtain additional information.

**K. ANNOUNCEMENTS**

 **1. Election: LPA Referendum, November 7th, City Center** – Burnside will be present for the elections.

 **2**. **Fire Prevention Open House** – Coufal will provide what to put on Facebook.

**L. ADJOURNMENT**

 **M/S/CU:** Anderson/Wittrock to adjourn meeting at 8:29 p.m.