**LAKE PARK CITY COUNCIL MINUTES**

2032 2nd Street, Lake Park, MN 56554

January 8th, 2024 - 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, Dave Coufal, Todd Frank, Sarah Mikkelsen and Carly Olson
* **Contracted**: Dylan Ramstad Skoyles
* **Media**: N/A
* **Guests**: Carla Nelson

**B. ADDITIONS AND/OR REMOVALS**

**Close Meeting 7:03 p.m.**

**C. PUBLIC FORUM & CORRESPONDENCE – Open 7:05 p.m.**

 **1. Ordinance 150.03** – Ordinance amends Lake Park city code relating to building type, specifically the ability for residents to use storage containers to construct garages and other structures to live in such as tent, recreational vehicle, travel trailer, cargo container, basement with un-finished structure above, or accessory building.

**M/S/CU:**  Wittrock/Anderson to approve Ordinance 150.03.

 **Close 7:05 p.m.**

**D. CONSENT AGENDA**

1. **Minutes of 12/11/23 Regular Meeting**
2. **Bills**

 **3. Council Report**

 **a. Aaron**

 **b. Britney**

 **c. John**

 **d. Jon**

 **e. Kayla**

 **4. EDA Report** – Village Square Apartments rent will be raised in April 2024; 1 bedroom to $600 and 2 bedrooms to $710. Locked in contract for roofing Village Square. Looking into potentially purchasing the old grocery store building.

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

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

**E. ADDITIONAL BILLS**

 **1. Additional Additional Bills** – Reviewed handout of additional bills plus an invoice from City of Pelican Rapids in the amount of $1,200 and City of Glyndon in the amount of $3,000 for the mutual aid fire call on 11/15/23.

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

**F. STAFF REPORT**

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

 **a. Water Treatment Plant Project** – Change Order for valve replacement and additional painting and moving completion date to this Friday. The extension is due to the controls delay. Butterfly valve will be installed and painted. Sweeny’s and Mark’s Electric will program the last EFBN. Everything will be complete this week.

 **M/S/CU**: Anderson/Wittrock to approve Change Order #2 for $5,343.

 **b. Contractor’s Payoff #8** – In the amount of $113,163.67. After this there is about $45,000 left to pay. Final walkthrough is complete, and the checklist of items will be completed prior to payment (outside door and an outside light needs to be painted). There is a one-year correction period from substantial completion this Friday where the one-year walk through will be completed.

 **M/S/CU**: Anderson/Mayer to approve payoff for $113,163.67.

**c. Moore Engineering Invoice** - In the amount of $7,840.

**M/S/CU**: Anderson/Wittrock to approve payment of $7,840 to Moore Engineering.

 **d. Sewer Project Phase 3** – Await receipt of the plan. Ramstad Skoyles has not received any feedback on his follow-ups. Reber will contact Ramstad Skoyles and discuss next steps for issuing letter due to receiving no feedback.

 **e. JIS Mapping** **–** Reber will follow-up and provide an update.

 **2. Brenda Seley, Nutrition Coordinator**

 **a.** *Some people went south for the winter but have others joining the lunch program.*

 ***b****. Seley is not taking step increase to help offset costs.*

**3. Dave Coufal, Fire Chief**

 **a. Calls** - There were 3 total calls:1 hazmat, 1 landing zone, and 1 motor vehicle accident.

 **b. Fire Fighter Plates** – Request for plates for Aaron Schoberl.

 **M/S/CU**: Anderson/Wittrock to approve fire fighter plates for Aaron Schoberl.

  **c. Inspection of New Apartment Building** – Sprinkler system inspection complete. Second floor is ready for sheetrock. Third floor has several small items to fix. Once complete, fire marshal will complete final inspection.

 **d. Township Meeting** – Meeting on January 17th, 2024, at 7:00 p.m.

 **e. Donation** – Check for $50.00

 **M/S/CU**: Wittrock/Mayer to approve donation.

 **f. New Unit 3 Truck** – Working on getting it ready and anticipate it to be put in service by the end of the week.

 **g**. **Tax Value of City of Lake Park** - $79,148,600.

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

1. Stark last full-time day is January 5th, 2024. She will be re-hired as a part-time employee at Grade 1, Step 10.

**M/S/CU**: Mayer/Anderson to approve hiring Kelly Stark as part-time bartender at Grade 1, Step 10.

1. **Brady Burnside, Police Chief**
	1. **Public Safety Aid $31,900** – Two quotes were reviewed for purchasing patrol car cameras and body cameras using Public Safety Aid received. Footage from cameras is requested for any incident.

**M/S/CU**: Wittrock/Anderson to approve estimate #2 for $7,709.20 plus purchase of on-site storage equipment.

* 1. **Intoximeters** – Current ones are over 10 years old and can no longer be calibrated and the company they were purchased from will not service them anymore. These are

 **M/S/CU**: Wittrock/Mayer to approve purchase of Alco Sensor IV hand held breathalyzer for $1,826.06.

* 1. **Tasers** – Await receipt of quote. Currently, have one taser that is over 10 years old, the display no longer works and the company we purchased it from will not service it anymore. Tasers are approximately $3,000 each.

 **M/S/CU**: Anderson/Mayer to approve up the $7,000 purchase of two tasers.

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

 **a. General** – Working on shop cleaning, organization of the auditorium, fixing lights and putting in LEDs.

 **b. Gas and Electric Training** – Completing training with Hawley**.**

 **c. Power Outage –** There was an outage at Covey’s.

 **d. Water Testing Certificate** - Simon completed testing.

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

 **a**. **Nativity Display** – City received a complaint that the nativity scene could be construed as un-welcoming. The Garden Club owns the nativity scene. EDA/City owns the land. The Betterment Association will put up and store the display instead of the City employees. No further action or response is needed.

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

 **a. Budget Fund Summaries** – Journal and Franchise Fees (Payment in Lieu of Taxes) revenue and expenses and $1,400 transfer codes will be reviewed/discussed with the auditor as it reflects that the City has more money that we do. Under water budget on Page 10 reflects salary of $26,900 which is a percentage of the utilities salaries.

 **b. Public Safety Aid** – This was added for informational purposes only. Total aid received is $31,901 which is being used between the Police Department and Fire Department.

**H. NEW BUSINESS**

 **1. 2024 Official Information** – Add last Monday of the month for the Captain’s Meeting at 7:00 p.m.

 **M/S/CU:**  Wittrock/Anderson to approve 2024 Official Informationsheet with the addition of theCaptain’s Meeting on the last Monday of the month.

**I. OLD BUSINESS**

1. **Employee Committee Meeting** – Information is captured in last month’s City Council meeting. Liaisons will be assigned to the following items, liaisons will discuss with department heads, and department heads will discuss with employees:
	1. **Vacation Time**
	2. **Health Insurance**
	3. **Liquor Store Section in Handbook -** Ramstad Skoyles looking into.
	4. **ESST Time**

**J. OTHER BUSINESS**

**K. ANNOUNCEMENTS**

**L. ADJOURNMENT**

 **M/S/CU:** Wittrock/Mayer to adjourn meeting at 8:17 p.m.