**LAKE PARK CITY COUNCIL MINUTES**

2032 2nd Street, Lake Park, MN 56554

February 12th, 2024 - 7:00 pm

**A. CALL TO ORDER and ROLL CALL**

* Meeting called to order by Vice Mayor Aaron Wittrock at 7:00 p.m. at the Lake Park City Center.
* **Members Present**: Jon Anderson, Kayla Mayer, and Aaron Wittrock
* **Members Absent**: John Beaudine and Britney Ronning
* **Staff**: Chris Bromeling, Brady Burnside, Tammy Charbonneau, Dave Coufal, Todd Frank, Sarah Mikkelsen, Carly Olson, and Adam Simon
* **Contracted**: Dylan Ramstad Skoyles and Brandon Reber
* **Media**: N/A
* **Guests**: Maria Alder, Vicki Alder, Abby Anderson, Tim Godfrey, Christy Johnson, Staci Landsem, Lexi McMullen, Carla Nelson, Hayley Nelson, Marie Nelson, and Andrea Pollock

**B. ADDITIONS AND/OR REMOVALS**

**C. PUBLIC FORUM & CORRESPONDENCE**

 **1. School Superintendent, Dr. Tim Godfrey re: Pool Letter** – Advocating for opening the pool as it gives kids an outdoor activity to do, brings money to those kids that are lifeguards, and is a resource for the summer Raider Camp students. If the pool doesn’t open, LPA students would need to go to a neighboring town for swimming lessons.

 **2. Pool** – After looking at 2023 revenue and expenses, it was determined the City lost $47,000 to run the pool. A financial loss occurs every year the pool is open. There are large cracks on the inside and outside of the pool and rebar is sticking out of the deck. The State Health Inspector was here today and directed the deck and pool require significant work to bring the pool into compliance to open it, and codes will be enforced. Maintenance is performed annually and water is not metered. It takes 150,000 gallons to fill the pool initially and requires a garden hose running 24/7 to replenish the pool water because it leaks. The cost associated with this loss is not included in the $47,000 loss. The number of lifeguards on duty is mandated for safety reasons and cannot be reduced. The City has applied for grants and so far have not been awarded any. The City continues to search for grant opportunities. The pool is 40 feet x 80 feet and is 4 feet at the shallow end and 12 feet at the deep end. The City requested a number of quotes to build a new pool and received only one bid. This would be a smaller pool than the current one. The tax base cannot support building a new pool. Received a quote for a pool liner and it was $250,000. City department heads have been tasked with cutting costs, and a $47,000 loss does not make fiscal sense. Would need private donations, grant money and a committee to work on fundraisers, etc. Pelican Rapids built a pool complex. The total cost was $3,700,000. There was $1,700,000 raised in private fundraising. It is quite an undertaking that requires a number of people to organize private fundraising and obtain information required for submitting grants. There are other options that could provide kids an outdoor activity. A few ideas are a Pickleball court, an indoor walking area, or half a basketball court. Further research will be done. Godfrey indicated that the school is open to having a Joint Venture with the City to build a new pool on high school land, and costs, employees, and maintenance would be shared. This would make the expense a district expense instead of Lake Park residents only expense. Wittrock will meet with Godfrey about a potential joint venture at a meeting on 2/26/24. The residents at tonight’s meeting advocating opening the pool will put together a committee to help raise money: Maria Alder, Vicki Alder, Abby Anderson, Tim Godfrey, Christy Johnson, Staci Landsem, Lexi McMullen, Hayley Nelson, Marie Nelson, and Andrea Pollock. Simon will request quotes and scope of work for the pool and deck repairs, will obtain another quote for a pool liner and the number of years it is expected to last, and will create an itemized list for what is needed to open the pool this year. This information will be brought to next month’s City Council meeting to discuss.

 **M/S/CU:**  Council approved obtaining bids on what it would take to open the pool this summer and work on potential joint venture with the school.

**D. CONSENT AGENDA**

1. **Minutes of 1/8/24 Regular Meeting**
2. **Bills**

 **3. Council Report**

 **a. Aaron**

 **b. Britney**

 **c. John**

 **d. Jon**

 **e. Kayla**

 **4. EDA Report** –

 **a**. **Question and Answer** **Meeting** – EDA will have a discussion with a civil engineer regarding funding and grants that will be held at the April EDA meeting, and the meeting will start at 6:00 p.m.

 **b**. **West Central Initiative** – EDA will have a discussion regarding funding and grants that will be held at the March EDA meeting, and the meeting will start at 6:00 p.m.

 **b. DNR Outdoor Recreation Grant Requirement Summary** – A high level summary was provided showing requirements for the grant submission. A minimum of $90,000 is required to be committed at the time the grant application for a walking path is submitted. There isn’t anything specific associated with the businesses in Lake Park, it’s more an amenity for the city.

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

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

**E. ADDITIONAL BILLS**

 **1. Additional Additional Bills** – Reviewed handout of additional bills plus more additional bills received today.

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

**F. STAFF REPORT**

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

 **a. Water Treatment Plant Project** – Plant is up and operating well. There are a few final things being completed and the project will be closed out. Change Order #3 for net deduct in the amount of $1,765.96.

 **M/S/CU**: Anderson/Mayer to approve Change Order #3 net deduction for $1,765.96.

 **b. Frontier Quote –** Future changes to the GIS Map can be made and uploaded into the Map.To save money, the City can make these changes instead of paying Moore Engineering to make the updates. The R2 Surveyor Unit is $6,815.24 and then will purchase an iPad run it. This will be especially helpful in the wintertime when there is snow as the City can pinpoint to the exact curb stop instead of having to dig several holes. There is approximately $20,000 left of the water treatment budget and this expense is eligible for reimbursement.

**M/S/CU**: Anderson/Mayer to approve R2 Surveyor Unit for $6,815.24 plus the purchase of an iPad to run it.

**c. Moore Engineering Invoice** - In the amount of $3,920.

**M/S/CU**: Mayer/Anderson to approve payment of $3,920 to Moore Engineering.

 **d. Wastewater Project** – Will have someone in town this week to complete the work. Funding expires later this summer. There is one stretch of pipe that has cracks around it. Options are: 1) Complete work on the next sewer project – timing is unknown and pipe will continue to deteriorate, 2) Re-line pipe - appears to be structurally sound, or 3) $50,000 to dig it up and have a Hold Harmless Agreement in place. Engineer and City Lawyer agree to proceed with Option 2.

**M/S/CU**: Anderson/Mayer to approve re-lining pipe and not hold them liable.

**e**. **Leadline Inventory** – Moore received agreement so they will start working on it.

 **2. Brenda Seley, Nutrition Coordinator**

**3. Dave Coufal, Fire Chief**

 **a. Calls** - There was one call, mutual aid with Audubon at TEAM Industries.

 **b**. **New Member** – Recommend William Merriam as probational member which is a 1-year period. He is Firefighter 1 trained, has 22 years of experience, and he will work on Firefighter 2 training.

 **M/S/CU**: Anderson/Mayer to approve William Merriam as probational member of the Fire Department.

 **c. Donations** – $1,220 in remembrance of Lonnie Crabtree to use for tools for new rescue unit.

 **1. Lake Region Electric Trust** -$600.

 **2.** **Scott and Deann Anderson** - $20.

 **2. Dorothy Crabtree** - $300.

 **3. Jason Crabtree** - $250.

 **4. Barry and Carol Worth** - $50.

 **M/S/CU**: Wittrock/Mayer to approve accepting donations and expenditures in remembrance of Lonnie Crabtree.

 **d. State Aid Money** – Purchase new turnout gear for $5,619 and an electric fan for the new rescue Unit 3 for $4,618.

 **M/S/CU**: Anderson/Mayer to approve to use state aid funds for new turnout gear for $5,619 and an electric fan for new rescue Unit 3 for $4,618.

 **e. Resolutions**

 **1. Resolution 24-201 Fire Contract with Cormorant Township** - $54,601.16

 **M/S/CU**: Anderson/Mayer to approve Resolution 24-201 Fire Contract with Cormorant Townshipin the amount of $54,601.16.

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

 **2. Resolution 24-202 Fire Contract with Cuba Township** - $8,887.30

 **M/S/CU**: Anderson/Mayer to approve Resolution 24-202 Fire Contract with Cuba Townshipin the amount of $8,887.30.

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

 **3. Resolution 24-203 Fire Contract with Hamden Township** - $614.58

 **M/S/CU**: Anderson/Mayer to approve Resolution 24-203 Fire Contract with Hamden Townshipin the amount of $614.58.

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

 **4. Resolution 24-204 Fire Contract with Lake Park Township** – 24,406.48

 **M/S/CU**: Anderson/Mayer to approve Resolution 24-204 Fire Contract with Lake Park Townshipin the amount of $24,406.48.

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

 **5. Resolution 24-205 Fire Contract with Riceville Township** – $234.00

 **M/S/CU**: Anderson/Mayer to approve Resolution 24-205 Fire Contract with Riceville Townshipin the amount of $234.00.

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

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

* 1. **Liquor Store Closing Hours / 2023 Average Hourly Sales Monday - Wednesday** – The Liquor Store closing time is 1:00 a.m. Average hourly sales data for the past year was reviewed to determine if the Liquor Store should close at 11:00 p.m. Monday through Wednesday. For the hours of 11:00 p.m. – 12:00 a.m., the hourly sales average is $144.29 for the month. The average hourly sales for the hours of 12:00 a.m. – 1:00 a.m. is $30.50 for the month. If the Liquor Store is closed from 11:00 p.m. – 1:00 a.m. Monday through Wednesday, it would save $5,000 per year. Another benefit is the availability of part-time employees who work another job during the day being they get home 2 hours earlier.

**M/S/CU**: Mayer/Anderson to approve time change to close the Liquor Store at 11:00 p.m. Monday through Wednesday.

1. **Brady Burnside, Police Chief**
	1. **Squad Car Damage** – The drop lifter on the top of the new squad car engine went out and will be rebuilt. The vehicle is under warranty so there will not be a charge. The old squad car is being used while the new one is fixed.
	2. **Public Safety Aid $31,900** – Cameras are ordered. PBTs are ordered and have a 5-month lead-time. This quote came in $400 less than originally anticipated. Tasers are ordered and will be $5,800 instead of $7,000. With the purchase of the storage device for camera footage, we are $1,500 less than the original estimates.

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

 **a. Transformer –** The new transformer for the new apartment building arrived and is getting set up.

 **b. General** – The picnic tables from the park are being painted*.*

 **c. Electric Training** – Utility staff have been in Hawley getting electrical training.

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

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

 **a. End of Year and New Year Items** – Working on 1099’s, W2’s, W9’s, PERA and state reports, coordinating the election judges through training, and preparing for the upcoming election on 3/5/24.

 **b. Budget Fund Summaries and Bonds** – This reflects how much money the City has and how much the City owes. Bonds are paid in February and August. Today’s additional bills and EDA bills are not included in the print out.

* 1. **Donations –** Received a couple calls from individuals wanting to provide a donation; however, they don’t fall within the State’s donation guidelines for the City, so the donations were turned down. Mikkelsen shared Coufal’s information as the fire department has separate donation guidelines.
	2. **LPA Community Education** – The school is putting together a booklet for advertising in the LPA Community Education Guide. The information has been provided to each department head to decide whether they are interested in advertising for their department.
	3. **Becker County Street Project 2025 Letter of Support** – Becker County is submitting a grant to complete 2nd Street and Front Street in the spring of 2025 and Jim Olson is requesting a Letter of Support. The City street project will be put on the City Council agenda. The quote we received 1.5 years ago was for $4,000,000. Moore Engineer said the County is willing to have the City piggyback on their street work.

**H. NEW BUSINESS**

**I. OLD BUSINESS**

1. **Employee Committee Meeting** –
	1. **Employee Comp Time** – Any hours above 40 in a one-week period is comp time. Department heads will manage time for their department. Legally, cannot cap comp time. Can pay overtime for comp time hours over a certain amount. The liquor store could have a different policy being it is run differently. Need to determine if this would be a policy change. This will be tabled until next month’s City Council Meeting.
	2. **Holiday Time –** Requesting Day after Thanksgiving and Good Friday off as holidays or add a personal day that could be used for their birthday or one of these holidays. This will be tabled until next month’s City Council Meeting.
	3. **Vacation Time** - Request having cap at 200 hours during the year and then by the end of the year be able to carryover 160 hours. Request change rate of accruing to:
		1. **0 – 5 Years** – 2 weeks
		2. **5 – 10 Years** – 3 weeks
		3. **10 – 20 Years** – 4 weeks
		4. **20+ Years** – 5 weeks

This will be tabled until next month’s City Council Meeting.

* 1. **Health Insurance** - Request option to receive cash in lieu of health insurance for those who can get insurance elsewhere. This will be tabled until next month’s City Council Meeting.
	2. **Liquor Store Section in Handbook -** Ramstad Skoyles confirmed Liquor Store can legally have a separate handbook, however, this is not suggested. Liquor Store is self-sustaining and if a person takes time off, another person must be paid to take the hours of the employee taking time off. Other departments don’t need to pay someone to take time off.This will be tabled until next month’s City Council Meeting.
	3. **ESST/Sick Time** – Keep this month’s packet for the next meeting. This will be tabled until next month’s City Council Meeting.

Anderson will provide Charbonneau with employee meeting notes to type up for review at the next City Council meeting.

 **M/S/CU**: Mayer/Anderson to approve to table these topics until the next City Council meeting.

**J. OTHER BUSINESS**

**K. ANNOUNCEMENTS**

1. **Board of Equalization** – 4/30/24 at 3:00 p.m. in the City Center.

**L. ADJOURNMENT**

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